

CHARTER OF THE  
LOS ANGELES AIR FORCE BASE  
JUNIOR ENLISTED ASSOCIATION (JEA)

*ARTICLE I*

GENERAL

1. The Junior Enlisted Association (JEA) is comprised of active duty enlisted personnel of all ranks from Airman Basic to Technical Sergeant. The association promotes airmanship, esprit de corps, leadership development and teamwork. As the collective voice of nearly 300 junior enlisted personnel, the JEA's mission is to provide a productive forum for exchanging information, addressing enlisted issues and concerns, and engaging the Junior Enlisted Members in base and community activities.
2. This charter establishes the JEA at Los Angeles AFB (LA AFB) IAW AFI 34-123. It is an independent private organization established for nonprofit purposes. The JEA operates on Los Angeles AFB with the consent of the installation commander. Operation is contingent upon compliance with the requirements of all applicable AF Instructions. The membership is not generally liable under the laws of California in the event the organization's assets are insufficient to discharge liabilities. Members may, however, be liable if sued individually as a result of their membership activities.

**Vision Statement**

The association actively pursues actions and activities that directly enhance or enrich the enlisted well being, morale and quality of life.

*ARTICLE II*

OBJECTIVES AND GOALS

1. The objectives of the LAAFB JEA:
  - a. Serve as a forum for exchanging information and ideas among enlisted members
  - b. Undertake activities that benefit the membership, base, and surrounding communities
  - c. Serve as a collective voice for the junior enlisted
  - d. Function as a collective voice of the enlisted force to senior leadership
  - e. Protect and increase the morale of the enlisted force, inspire teamwork, encourage self-development

2. Achieving these objectives requires command support, properly programmed base and community activities, sufficient funding by donor organizations, and commitment and dedication of the JEA membership.

### *ARTICLE III*

#### ELECTION OF OFFICERS

1. The JEA is a parliamentary body chaired by a president elected by a majority vote of all JEA members in the Los Angeles AFB. The officers of the JEA:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. Chairperson, Plans and Publicity
2. Officer nominations are solicited every six months based the calendar year. Elections will be held in December and June of each year.
3. All elected officials are chosen by majority vote of enlisted personnel at a general election and will serve tenure of six months. Vacancies that occur prior to completion of term of office shall be filled by special elections or by presidential appointment. The President has the authority to call special elections.

### *ARTICLE IV*

#### OPERATING PROCEDURES

##### 1. **MEMBERSHIP:**

Los Angeles AFB active duty junior enlisted personnel are members of the JEA. The JEA shall adhere to the nondiscriminatory policy of AFI 34-123 and AFI 36-2701.

##### 2. **COMMITTEES:**

- a. The JEA will have an Executive Committee. The Executive Committee is comprised of the President, Vice President, Chairman Plans and Publicity, Secretary.

- b. The President *may* form standing committees. A standing committee is used in administering specific programs or projects. Membership in a standing committee is voluntary and requires monthly reporting of status and progress. The committee may be disbanded at the discretion of the President.

**3. PROCEDURES:**

- a. Members are welcomed to submit suggested items of interest to the JEA website.
- b. The President convenes the Executive Committee each month to review program status, open action items, and prepare the upcoming agenda items.

**4. MINUTES:**

- a. The Secretary records minutes of the monthly Executive Committee JEA meetings and posts the approved minutes on the JEA website.
- b. Agenda items are discussed and acted upon. If the item requires further discussion or additional investigation/research, it is tabled and assigned to the appropriate committee or JEA member for action. The President may use standing committees in addressing or resolving any problem(s). Status of all open issues is reported at each meeting until closed by the Executive committee.

**5. VOTING RIGHTS:**

- a. *(Only Executive Council Members may vote on JEA issues).* However, any enlisted member can discuss and/or initiate an issue.
- b. On matters affecting the JEA, the majority vote will rule.
- c. The President, with approval of the Executive Committee, can commit the JEA to any action(s).

**6. DUTIES OF THE PRESIDENT:**

- a. Presides over all JEA meetings
- b. Focal point for interacting with Top 3, Air Force Sergeants Association, Company Grade Officers Council, and other chartered organizations
- c. Chairs Executive Committee.
- d. Briefs the JEA mission and accomplishments to base leadership (SMC/CCM),
- e. Approves all fund disbursements.

**7. DUTIES OF THE VICE PRESIDENT:**

In absence of the President, performs all duties and exercises all powers of the President.

- a. Serves as an alternate JEA point of contact with the Top 3 Association and the Company Grade Officer Council.
- b. Implements the election procedures and overall conduct of elections.

**8. DUTIES OF THE SECRETARY:**

- a. Prepares and distributes all meeting minutes and agenda items.
- b. Maintains a job continuity file.
- c. Maintains a copy of all JEA correspondence that could be of historic importance (i.e., special projects, awards received, etc.).
- d. Secures location & time for Executive Committee meetings.

**9. DUTIES OF THE TREASURER:**

- a. Maintaining and recording organizational funding.
- b. Allocate funds toward organizational approved projects.
- c. Briefs executive members on current funds available.

**10. DUTIES AND RESPONSIBILITIES OF THE PLANS & PUBULCITY**

- a. Forecasts events, activities, and functions and manages the calendar of events
- b. Oversees the planning and execution of all JEA activities and ensures sufficient support is secured
- c. Inform JEA members of upcoming activities.
- d. Updates the JEA website

## 11. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- a. Discuss upcoming events, program changes, new issues, concerns, or problems.
- b. Determine agenda items for upcoming meeting.
- c. Assist the President in operation of the JEA.
- d. Ensure JEA 's mission and objectives are embraced.

## 12. EMPLOYMENT

The JEA shall not employ or otherwise contract with persons for the provision of services or goods on the basis of race, color, sex, marital status, age, religion, national origin, lawful political affiliation, labor organization membership or physical handicap. The JEA shall adhere to AFI 34-123 in making its employment and contractual decisions. The JEA shall also adhere to AFI 36-2701 and AFR 40-173 regarding equal employment and affirmative action programs. The JEA shall also adhere to all relevant state and local laws regarding employment and contractual matters.

### *ARTICLE V*

#### REVISIONS TO THE CHARTER

1. This charter may be revised or abolished in whole or in part at any regular meeting by majority vote of the Executive Council and the changes do not conflict with directives from higher authority.
2. This charter shall be automatically amended to conform with directives from higher headquarters without submission to the general membership.
3. The newly elected officers of the JEA shall review this Charter upon election.

### *ARTICLE VI*

#### ADOPTION AND APPROVAL

1. This Charter is adopted when approved by Executive Committee and the JAG.
2. This Charter is effective when it is signed by the President of the JEA and approved by the JAG.
3. Approved charter will be posted on the JEA web page and the Secretary maintains the signed original.

*Matthew O. Conley*

MATTHEW O. CONLEY, TSgt, USAF

President, Base Enlisted Association  
Los Angeles AFB, CA

RECOMMEND APPROVAL/~~DISAPPROVAL~~

*13 Aug 04*

DATE

*Ronald M. Cline*

RONALD M. CLINE, GS-12, DAF

Resource Management Support Flight  
APPROVED/~~DISAPPROVED~~

*16 Aug 04*

DATE

*Joseph M. Codispoti*

JOSEPH M. CODISPOTI, Colonel, USAF  
Commander, 61<sup>st</sup> Air Base Group

*16 Aug 04*

DATE