

ALCOHOL, TOBACCO & FIREARMS ASSOCIATION OF RETIREES (ATFAR)
CONSTITUTION and BY LAWS
[IRS 501(c) (3) organization. Tax Exempt #58 2403933]
REVISED APRIL 2020

I. PURPOSE

This organization exists to promote fellowship, social interaction; an avenue of communication; and assistance to "members in distress". It further coordinates with, and supports, the Bureau of ATF enforcement responsibilities.

II. BACKGROUND

In 1975, ATFAR was founded by George Pettway, Assistant Special Agent in Charge (ASAC) of the Florida District. We will forever be grateful for this "founding father". --- Initially formed to include Special Agents stationed in the "Southeast Region" (i.e., AL FL, GA; MS; NC; SC; and TN), Mr. Pettway served as the initial Executive Director

John Westra, Special Agent in Charge (SAC) of the North Carolina District was subsequently appointed to the position of Executive Director. --- In 1990 Special Agent John Rice was appointed to succeed Mr. Westra. Under the leadership of these two men, ATFAR was expanded to include Special Agents; Regulatory inspectors; Explosives specialists; Laboratory personnel; and all "administrative support" employees from all 50 states and US territories.

III. MEMBERSHIP(S)

ATFAR membership(s) shall be limited to:

- A. Any retired ATF employee (or their surviving spouse) and any current ATF employee desiring to join prior to retirement.
- B. Associate Members (Category 1): Former ATF employees who left ATF due to "Operation CUE" and/or the "Proposed ATF/Secret Service Merger"; and Alcohol, Tobacco Tax and Trade Bureau (ATTB) employees who were "reorganized" when ATF was moved to the Justice Department.
- C. Associate Members (Category 2): Non ATF employees from Federal, State and Local agencies who worked closely with ATF. The number of these Associates shall be limited to 100 at any given time.
- D. ALL Associate Members must be recommended by a current ATFAR member and submit an application to join. Associate Members (Category 1) may vote on ATFAR business matters, but may not hold "ATFAR positions" Associate Members (Category 2) may not vote nor hold "ATFAR positions"

IV. DUES

ALL members (including Associates) shall be required to pay annual dues by June 30th (or sooner) each year. Current annual dues are \$25.00. FUTURE increases may be made by the Executive Director, with majority approval by the Board of Directors. Any increase in dues shall not exceed \$5.00 to \$10.00 per year. (The goal is to keep ATFAR affordable for all members).

Members are encouraged to keep their dues payment current. Any "dues in arrears" may be paid at any time.

V. OFFICERS

To the extent possible (or feasible), ATFAR shall allow for an Executive Director; a Treasurer; a Secretary; and a Board of Directors. These positions shall be established upon approval of the Executive Director and a majority of the Board of Directors.

Duties/responsibilities of the respective OFFICERS shall be defined by the Executive Director and Board of Directors at the time of their appointment.

VI. EXECUTIVE DIRECTOR

Currently this is the only OFFICER servicing the needs of ATFAR. The position is voluntary and very time consuming. For example, the Executive Director handles: collection of annual dues; maintenance of ATFAR bank accounts; payment of ATFAR expenses; maintenance of a Directory of Members; periodic organization, printing, and distribution of the "ATFAR Newsletter" and "Membership Directory"; numerous responses to "member inquiries"; guidance/assistance to hosts of the annual "ATFAR Rendezvous"; liaison with ATF Headquarters personnel; and responses to various "other matters" for the good of the organization.,

The Executive Director position (as needed) shall be filled by a recommendation from the Board of Directors. Confirmation of the "appointee" shall require majority approval by members present at the next annual Rendezvous. (In the interim, the "appointee" shall fulfill the responsibilities herein noted for the Executive Director).

VII. BOARD OF DIRECTORS

Along with the Executive Director, the organization shall be governed by a Board of Directors. Members of the Board shall be appointed by the Executive Director and serve until resigning, or a need arises for replacement. As indicated herein, a majority vote of the Board of Directors shall reflect approval of ATFAR business matters.

The BOARD shall consist of no more than NINE (9) members (including the Executive Director) representative of the organization's membership. A quorum of FIVE (5) Board members shall be required to conduct ATFAR business matters -- unless some urgent circumstance arises.

VIII. FISCAL/FINANCIAL MATTERS

The ATFAR fiscal year shall encompass JULY 1st to JUNE 30th. No annual budget is established due to the unpredictable amount of dues collected each year.

TWO bank accounts shall be established and maintained. -- A "General Account" for the receipt/deposit of membership dues; receipt/deposit of any "general contributions" received; and payment of ATFAR operating expenses. --- A "Special Account" for contributions earmarked for the needs of "members in distress". Disbursements from the "Special Account" shall only be made upon recommendation of the Executive Director and/or the Board of Directors. These disbursements may be made to retired or current ATF employees.

On or before JUNE 30th each fiscal year, the Executive Director may withdraw FROM THE GENERAL ACCOUNT ONLY (30%) of the existing balance in that account for his/her efforts/expenses in support of ATFAR operations. The amount withdrawn shall not exceed \$4,500 each year -- unless a larger amount is approved by a majority of the Board of Directors.

Financial accounting records may be reviewed by any Board of Directors member at any time upon request. Any "financial questions" may be raised by any member attending the annual ATFAR Rendezvous.

IX. CORPORATE/INDIVIDUAL SPONSORS

ATFAR is approved by the Internal Revenue Service (IRS) as a tax-exempt organization. Thus, tax exempt contributions may be received from business entities and/or individuals. Any such contributions must be entirely voluntary.

ATFAR shall not engage in any "quid pro quo" agreements with any sponsor. Donations of money, goods, or services must be made because the donor desires to support the operations/objectives of ATFAR with no expectation of benefits.

X. MEETINGS

An annual meeting of the membership shall be held at a time and place previously designated. Members in attendance shall vote on the time/location of the annual meeting, as well as any ATFAR business matters on the agenda. A majority vote shall reflect approval of respective business matters. --- This annual meeting shall be known as the "ATFAR Rendezvous".

A Board of Directors meeting (if needed) shall be conducted during the "Rendezvous", or at any time deemed necessary by the Executive Director. Such "additional meetings" may be conducted telephonically or via electronic communications.

XI. AMENDMENTS

Amendments to the Constitution/By-laws shall be made upon recommendation of the Executive Director; concurrence of the Board of Directors; and a majority vote of members present at the annual Rendezvous.

XII. COMMITTEES

From within the membership, the Executive Director may appoint committees to assist in carrying-out ATFAR business matters. --- In particular, volunteers shall be needed to plan/host the annual Rendezvous.

XIII. OTHER

No Constitution/By-laws can address every circumstance that may arise. This document is intended to be used as a GUIDELINE. Any unforeseen circumstances not addressed herein should be resolved via "common-sense reasoning".

[NOTE: This revision would be remiss in not recognizing the dedicated, tireless efforts of Juanita ("NETA") Rice. A retired ATF "administrative support employee", and widow of John Rice, --- NETA was appointed Executive Director of ATFAR in 2001 following John's untimely death. Since then (and continuing to date), SHE has upheld the numerous responsibilities to sustain this organization. WE THANK YOU, NETA!]