



CONSTITUTION

The Foreign Joint Service
Noncommissioned Officers' Association

22 November 2016

CONSTITUTION OF THE
FOREIGN JOINT SERVICE NONCOMMISSIONED OFFICERS' ASSOCIATION

1. The Foreign Joint Service Noncommissioned Officers' Association, known by its acronym FJSNA, is a non-profit social organization established to foster and promote strong camaraderie, conviviality, relationships, and understanding between its members serving in the United States National Capital Region. Tab A details FJSNA's composition and the procedures for accession and removal of such constituents.
2. FJSNA operates on a fiscal and membership year from the first of January to the last day of December each year from an address agreed by its officers. It is led by an executive committee (EXCOM) supported by constituency representatives comprising a full committee (FULLCOM). FJSNA meets regularly on a schedule developed by the EXCOM in concert with the FULLCOM, with each component hosting or co-hosting a monthly meeting within a two-year period. Tab B details the types of FJSNA meetings and the rules of engagement related to scheduling and hosting them.
3. FJSNA is comprised of current and former noncommissioned officers of the defense and armed forces of specified countries. All such persons who subscribe to the aims of FJSNA, apply and are accepted for membership, pay the annual membership fee, and contribute to the FJSNA through their active participation in its meetings and events are entitled to enjoy the full rights and privileges of membership. Each member will be awarded a memento paid for by FJSNA at the beginning and end of their entire membership, consistent with their level of participation. Tab C details membership fees and the application process.
4. The senior enlisted members of each United States military service are designated honorary members and pay no membership fees. Former and retired military personnel in the National Capital Region who were members of FJSNA while "on active duty," who served on the EXCOM or FULLCOM for at least 12 months of their membership, or were designated honorary members may apply to continue or restore their membership on a year-to-year renewable basis as auxiliary members. All such persons who subscribe to the aims of FJSNA, apply for and are continued in membership, pay the annual membership fee, and contribute to the FJSNA through their active participation in its meetings and events are entitled to enjoy the full rights and privileges of membership. Tab D details the application process for auxiliary and honorary members.
5. FJSNA is led and represented by an EXCOM comprised of a president and five officers, which serves as its board of directors and is chartered to plan, program, develop, budget for, and execute day-to-day activities. This includes administrative

and financial decisions and obligations on FJSNA's behalf. Elected annually to their positions on a membership-year basis, these officers must remain eligible for membership in his/her own right, retain all of the full rights and privileges of membership while serving, and act on behalf of FJSNA and its members in any matter affecting the Association. EXCOM members are de facto members of the FULLCOM. Tab E details the duties of these officers and the process used to elect them.

6. Each constituent identified at Tab A is represented in the FULLCOM by a member selected by his/her constituency colleagues. This representative normally serves on a membership year basis, must remain eligible for membership in his/her own right, retains all of the full rights and privileges of membership while serving, and acts on behalf of FJSNA and its members in matters brought before the FULLCOM. Tab F details the nature, substance, and specified procedures for dealing with such matters.

7. FJSNA holds the United States copyright to its name, acronym, and heraldry (also known as its emblem). The EXCOM maintains a flag, an organizational or challenge coin, and stationery with it. Only EXCOM members may use or authorize use of association heraldry, and then only in furtherance of its business. Changes to the heraldry require the unanimous consent of the FULLCOM. Tab G describes and depicts the association's heraldry in detail.

8. Subject to an appellate decision by the FULLCOM, FJSNA members may be removed for cause from office, position, or even membership by the EXCOM. Tab H details such procedures.

9. Except as provided otherwise herein, changes to this constitution must be approved by a majority vote of the FULLCOM on behalf of the FJSNA membership. Tab I details such procedures.

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TAB A CONSTITUENCIES

1. The active participants in FJSNA are: Argentina, Austria, Australia, Belgium, Brazil, Canada, Chile, Colombia, Croatia, the Czech Republic, France, Germany, the German Armed Forces Command, Italy, Mexico, the Netherlands, Norway, Peru, South Africa, Spain, the United Kingdom, the United States Army, the United States Marine Corps, the United States Navy, the United States Air Force, and the United States Coast Guard.
2. The inactive participants in FJSNA are: Denmark, Ecuador, Ghana, Malaysia, New Zealand, Portugal, Switzerland, Thailand, Turkey, and Zimbabwe. A participant becomes inactive in a membership year when there are no individual members of that nation or service for a period of five previous membership years.
3. Admission of a new participant or readmission of an inactive participant requires a written petition to and affirmative vote by the majority of the EXCOM, an affirmative vote by the majority of the FULLCOM, and the enrollment of at least one individual member.

TAB B MEETINGS

1. The EXCOM meets at the direction of the president to execute the functions described at Tab E. The secretary publishes minutes of each meeting within 15 calendar days and distributes them to EXCOM members.
2. The FULLCOM meets annually in November and as otherwise directed by the president to execute the functions described at Tab E. The Secretary publishes minutes of each meeting within 15 calendar days and distributes them to FULLCOM members.
3. The FJSNA membership meets monthly with the exception of July, August, and December. The president or senior EXCOM member present chairs each meeting. The Secretary publishes minutes of each meeting within 15 calendar days and distributes them to FULLCOM members.

a. Alone or in groups, participants serve as a membership meeting host on a rotating basis at least once every 24 months. The host selects the venue and the date, though the third Thursday of the month is preferred; identifies a guest speaker relevant to the aims of FJSNA's military roots; and provides that information to the Secretary. The Secretary distributes it to FULLCOM members as a membership invitation and publishes the invitation on the FJSNA web site. At the meeting, the host provides food and beverages related to its history, culture, or heritage; charges an amount set by the EXCOM to each attending member to pay that cost; and submits to the Treasurer any funds collected but unexpended for that purpose.

b. Membership meetings in all months except November follow a standard agenda. A social period of 30-60 minutes ends with a call to order and welcoming remarks by the host. The guest speaker is introduced by the host, makes remarks, and is formally recognized (thanked) by the senior EXCOM member present. FJSNA's officers then report to members in attendance the state of their programs. The president speaks last and recesses the business portion of the meeting. With formal business concluded, members then adjourn to expand their cultural horizons and further enjoy the social aspects of the meeting. Subject to applicable law, regulation, and policy, the hosts of this meeting are encouraged to conduct raffles which produce funds for the good and benefit of FJSNA, e.g., to subsidize membership events.

c. Membership meetings in November follow a different standard agenda due to the election of EXCOM members as outlined in Tab E. An abbreviated social period ends with a call to order and welcoming remarks by the host. FJSNA's outgoing directors then report to members in attendance the state of their programs. The

outgoing president speaks last and introduces the newly-elected EXCOM. The incoming president is invited to make remarks, after which the outgoing president adjourns the meeting. With formal business concluded, members then adjourn to expand their cultural horizons and further enjoy the social aspects of the meeting. Subject to applicable law, regulation, and policy, the hosts of this meeting are encouraged to conduct raffles which produce funds for the good and benefit of FJSNA, e.g., to subsidize membership events.

d. Individual members will attend meetings when possible, respond promptly to meeting invitations through their FULLCOM member, pay the cost of food and drink assessed in the invitation, should appear at the venue within 15 minutes of the start of the announced social hour, and should remain through the course of hosted events. Members who accept the invitation must pay the meeting cost whether they attend or not, and make payment in arrears to the host within 10 calendar days after the meeting.

4. Guests are welcome at FJSNA meetings, subject to restrictions.

a. Guests may not attend the November membership meeting.

b. Noncommissioned officers who are not members may attend up to two meetings as guests, subject to limitations imposed by the meetings' hosts and payment of the meeting charge. The president or membership director may waive this limit, e.g., in the case of former members who return to the National Capital Region for a brief period and wish to renew their FJSNA acquaintances.

c. Persons not eligible for membership, including commissioned officers and members of the diplomatic corps, may attend meetings with approval of the president or membership director, in advance, subject to limitations imposed by the meetings' hosts and payment of the meeting charge by the sponsoring member.

d. Guests invited by the EXCOM on behalf of FJSNA attend at no charge.

e. Former members removed for cause may not attend as guests.

TAB C

MEMBERSHIP: APPLICATIONS AND FEES

1. Current and former noncommissioned officers of the defense and armed forces of the constituencies listed in Tab A apply in writing for membership on an annual basis through their FULLCOM member using forms published by the EXCOM.
2. Regular membership is limited to 300. Each of the United States constituencies may admit up to 5% of the regular membership limit.
3. Regular membership applications are subject to endorsement or rejection by FULLCOM members in accordance with each constituency's national regulations.
4. The EXCOM sets annual membership fees, announces them at the membership meeting in November, and collects them with returned applications. As FJSNA enjoys the tax liability afforded a non-profit social organization, membership fees are based on anticipated expenses and are established as an element of the FJSNA annual budget. The EXCOM may prorate the dues for those who are unable to serve a full membership year due to reassignment or personal hardship.
5. Applicants who do not pay membership fees within two months of application will be released. The membership director will notify the appropriate FULLCOM member in advance of and following such action. Applicants are welcome to reapply in the next membership year.
6. The membership director and treasurer process and record all applications for membership in a manner in accordance with Tab F. The secretary records the result of all membership deliberations in the appropriate meeting minutes.

TAB D

MEMBERSHIP: AUXILIARY AND HONORARY

1. Honorary members are constitutionally designated by position for their tour of duty and need not apply for membership. Once relieved, they may petition the FULLCOM to continue or restore their memberships as honorary members at no cost. They submit applications on an annual basis to the EXCOM through their FULLCOM representative. The EXCOM validates such applications and submits them to the FULLCOM for acceptance at the November membership meeting by voice vote.
2. Former and retired military personnel who served on the EXCOM or FULLCOM for at least 12 months may apply to continue or restore their membership on a renewable basis as auxiliary members. They may apply for membership at any time and their applications are processed as the EXCOM directs. Thereafter, they submit applications and membership fees on an annual basis to the EXCOM through FULLCOM members. The EXCOM validates such applications and submits them to the FULLCOM at the November membership meeting for approval in a voice vote conducted by the honorary director. The number of these members is limited by FULLCOM oversight. Their number does not count towards any membership limit.
3. Former and retired military personnel in the National Capital Region who were members of FJSNA while "on active duty" may apply to continue or restore their membership on a year-to-year renewable basis as auxiliary members. They may apply for membership at any time and their applications are processed as the EXCOM directs. Thereafter, they submit applications and membership fees on an annual basis to the EXCOM through their FULLCOM members. The applicant's FULLCOM member, joined by a second FULLCOM member, must endorse such applications in writing and in person before the FULLCOM at the November membership meeting. The honorary director polls the FULLCOM in a secret written ballot tabulated by the secretary. Auxiliary membership will not be granted for applicants to whom any FULLCOM member objects. The names of applicants admitted or continued as members will be announced by the honorary director. There will be no report of the votes cast for each applicant. Each United States constituency may have up to five former or retired military personnel without detriment to their membership limit.
4. Applicants who do not pay membership fees within two months of application will be released. The membership director will notify the appropriate FULLCOM member in advance of and following such action. Applicants are welcome to reapply in the next membership year.

5. The membership director and treasurer process and record all applications for membership in a manner in accordance with Tab E. The secretary records the result of all membership deliberations in the appropriate meeting minutes.

TAB E

THE EXECUTIVE COMMITTEE: MEMBERS, FUNCTIONS, AND ELECTION

1. The EXCOM is the FJSNA's board of directors and leads the organization on a daily basis. Comprised of a president and five officers who are members in their own right and volunteer to serve, each board member is elected by a vote of the FULLCOM taken at the November membership meeting for an annual tour consistent with the membership year. The president is the senior member of the board, followed in precedence by the membership director, events director, honorary director, secretary, and treasurer.
2. The president leads FJSNA and its EXCOM; is responsible for day-to-day direction of the Association on behalf of its officers and members; and serves as the principal representative of FJSNA to the military, diplomatic, and civilian communities. The president conducts liaison with other parties and offices as appropriate to advance the aims of FJSNA and its membership; fosters relationships with senior officers and enlisted leaders of FJSNA constituencies; and develops a robust agenda to develop the camaraderie, conviviality, relationships, and understanding between FJSNA members serving in the United States National Capital Region. The president chairs all FJSNA meetings; maintains order, discipline, and decorum befitting noncommissioned officers; brings matters to the attention of the EXCOM, FULLCOM, or general membership; and delegates duties to other members of FJSNA as necessary. Members of United States constituencies are ineligible to serve as president.
3. The membership director is principally responsible for any matter involving membership, membership meetings, the members themselves, recruiting new members, establishing new constituencies, and restoring inactive ones. The membership director leads FJSNA, the EXCOM, and the FULLCOM as directed in the president's absence. Members of United States constituencies are ineligible to serve as membership director.
4. The events director is principally responsible for any matter involving special events except membership meetings; develops appropriate plans, budgets, and reports; establishes and oversees all event committees; ensures adequate internal event publicity; and conducts independent liaison with external sources as appropriate to integrate FJSNA events into the military, diplomatic, and civilian communities to advance its aims. The events director leads FJSNA, the EXCOM, and the FULLCOM as directed in absence of senior EXCOM members. Members of United States constituencies are ineligible to serve as events director.
5. The honorary director is principally responsible for any matter involving the constitution, ceremonies, and protocol; conducts elections; conducts independent liaison with external sources as appropriate to gain for FJSNA the support of the

military, diplomatic, and civilian communities and advance its aims; and works at the president's direction on special programs and projects deemed necessary. The honorary director leads FJSNA, the EXCOM, and the FULLCOM as directed in absence of senior EXCOM members. Only members of United States constituencies are eligible to serve as honorary director.

6. The secretary is principally responsible for recording and documenting FJSNA's activities and proceedings; tabulating and recording votes; publishing announcements; and managing and securing the FJSNA web site and social media applications. The secretary leads FJSNA, the EXCOM, and the FULLCOM as directed in absence of senior EXCOM members.

7. The treasurer is principally responsible for the financial affairs of FJSNA, including, but not limited to, the maintenance of accounts in financial institutions; the receipt, investment, custody, and disbursement of funds; documenting with receipts all such transactions; and detailed reports regarding the state of FJSNA finances on demand and at each meeting of the EXCOM, FULLCOM, and general membership. The treasurer prepares an annual budget for approval by the FULLCOM before the beginning of its fiscal year, and presents FJSNA accounts to selected FULLCOM members as required for audit (*e.g.*, in December for report at the January membership meeting). The treasurer leads FJSNA, the EXCOM, and the FULLCOM as directed in absence of senior EXCOM members.

8. Each EXCOM member prepares standard operating procedures for key duties and tasks of his or her position, and submits them to the president for validation.

9. The EXCOM may appoint other FJSNA members to assist in the discharge of its duties in a non-executive capacity, *e.g.*, as a committee member, media or property manager, or photographer.

10. The EXCOM meets at the direction of the president, under the leadership of the senior EXCOM representative present, to address and take action to resolve any matter regarding FJSNA. It may, where it deems necessary, invoke executive decisions without recourse to the FULLCOM or general membership. The secretary will notify EXCOM members two weeks prior to any meeting; provide an agenda along with any preparatory material one week prior to any meeting; and publish minutes within 15 days of any meeting.

11. If necessary, votes are taken in the manner most appropriate for the sensitivity of the matter being voted, as established by the president. Each EXCOM member has one vote in any matter brought before it. EXCOM members may designate a proxy if necessary. The secretary records results and publishes them in meeting minutes.

12. Each member of the EXCOM is elected by the FULLCOM for a membership year term of office, at the November membership meeting or to fill vacancies as they arise. EXCOM members may serve consecutive tours.

a. Written applications for EXCOM positions are solicited by the president, accepted by the secretary up to 30 days before the election, and distributed to FULLCOM members for consideration 21 days in advance of the election. Applicants should demonstrate an aptitude and willingness to perform the duty, a strong commitment to FJSNA, and an ability to serve for the entire year for which elected.

b. EXCOM members are elected by a majority of the FULLCOM based on a secret written ballot vote conducted by the honorary director and tabulated by the secretary. The outgoing EXCOM does not vote in the election. Only outgoing EXCOM and FULLCOM members (or their proxies) are admitted to the polling place. If there is a tie, the honorary director immediately polls and tabulates a secret written ballot of outgoing EXCOM members other than the secretary and the incumbent of the position being voted on. Votes are tabulated by the honorary director. If the vote for president, membership director, events director, secretary, or treasurer remains tied, the honorary director votes again to break the tie but does not disclose that fact. If the vote for honorary director remains tied, the president polls and tabulates a second secret written ballot of outgoing EXCOM members other than the secretary and the honorary director. If the vote remains tied, the president votes again to break the tie but does not disclose that fact.

c. At the election's conclusion, the names of those elected to each position will be announced by the outgoing honorary director. There will be no report of the votes cast for each candidate.

d. In the event there is no applicant for an EXCOM position, the president may ask the departing EXCOM member to remain in his or her position until the vacancy is filled.

13. EXCOM members who fail in these obligations may be discharged from their positions or FJSNA by the FULLCOM.

TAB F

THE FULL COMMITTEE: MEMBERS AND FUNCTIONS

1. The FULLCOM is comprised of the EXCOM and one representative selected by its cohort from each active constituency listed at Tab A. It meets annually to elect the EXCOM and at the direction of the president to address any concern brought before it. The president or senior EXCOM representative chairs each meeting.
2. The secretary will notify FULLCOM members two weeks prior to any meeting; provide an agenda along with any preparatory material one week prior to any meeting; and publish minutes within 15 days of any meeting.
3. If necessary, votes are taken in the manner most appropriate for the sensitivity of the matter being voted, as established by the president. Each FULLCOM member has one vote in any matter brought before it. FULLCOM members may designate a proxy if necessary; only EXCOM members may designate another EXCOM member as a proxy. The secretary records results and publishes them in meeting minutes.
4. FULLCOM members are the conduit between FJSNA and its membership. In addition to satisfying membership obligations in their own right, they recruit members of their constituency; advise the membership director of gains and losses; provide relevant membership materials; ensure maximum attendance at FJSNA events; ensure discipline within their ranks; ensure financial obligations are satisfied; and pass information between those members and FJSNA leaders. FULLCOM members organize membership meetings as outlined in Tab B. Two FULLCOM members selected by the president will conduct an annual audit of FJSNA finances in December for report at the January membership meeting.
5. FULLCOM members who fail in these obligations may be discharged from FJSNA by the EXCOM.

TAB G
FJSNA HERALDRY

1. The secretary maintains the FJSNA emblem, described as, "From the field up, on a round shield tinted blue, the western hemisphere of the globe outlined in silver; charged with the Washington Monument towering from the base of the globe a height above it by half, depicting the association's best known landmark; a fouled Navy anchor, in gold, depicting the sea services; pilot wings, in pewter, depicting the air forces; crossed swords, silver except for a red grip, depicting the land forces; banded from the center out, red, then yellow; and at the base of the outer band, a yellow banner on which in blue is emblazoned the phrase, 'Washington DC.'
2. The emblem is used on the FJSNA flag, certificates, coins, correspondence, merchandise, stationery, and on other items, only in the course of the association's "official business." It is protected by United States copyright under Title 17, United States Code.



Figure 1. FJSNA Emblem

TAB H DISCIPLINE AND REMOVAL OF MEMBERS FOR CAUSE

1. EXCOM members who fail in the obligations outlined at Tab E, are otherwise derelict in the discharge of their duties, or bring discredit upon FJSNA may be removed from the EXCOM upon a two-thirds vote of the FULLCOM to do so. Proxies are not authorized for this action. The president convenes and chairs a FULLCOM meeting at which the facts and circumstances are discussed. If the president is named as the offender, the membership director chairs the meeting. The offending member may make a presentation in rebuttal. The secretary publishes the minutes of such proceedings and distributes them to the FULLCOM. Removal from the EXCOM and removal from FJSNA are separate actions.
2. FULLCOM members who fail in the obligations outlined at Tab F, are otherwise derelict in the discharge of their duties, or bring discredit upon FJSNA may be removed from the FULLCOM upon a majority vote of the EXCOM to do so. The president will convene and chair an EXCOM meeting at which the facts and circumstances are discussed. The offending member may make a presentation in rebuttal. The EXCOM decides the matter within 30 days and the president notifies the FULLCOM of the decision in writing. The secretary publishes the minutes of such proceedings and distributes them to the FULLCOM. Removal from the FULLCOM and removal from FJSNA are separate actions.
3. Members may be disciplined or removed from FJSNA where misconduct or inefficiency casts discredit upon the Association or causes detriment to the aims of the Association. The EXCOM refers in writing to the appropriate FULLCOM member for initial action all complaints regarding a member. That FULLCOM member reviews such complaint with the offender and makes a written recommendation regarding action to the EXCOM within 14 days of receipt. Within 21 days of that response, the president convenes and chairs an EXCOM meeting at which the facts and circumstances are discussed. The EXCOM dismisses the complaint or takes action, which may include simple acknowledgment, formal apology, or removal from membership. The EXCOM may refer the matter to the FULLCOM for advice or adjudication. The EXCOM notifies the member and appropriate FULLCOM member of the outcome of any in writing. The secretary publishes the minutes of such proceedings and distributes them to the FULLCOM.
4. Members removed for cause may apply for readmission in the next membership year under the procedures at Tabs C and D.

TAB I
PROCEDURES TO CHANGE THE FJSNA CONSTITUTION

1. The constitution is a broad outline of the fundamental principles, composition, and structure by which FJSNA is acknowledged to be governed. It is not intended to prescribe or proscribe every act of function taken by FJSNA, its president and officers, representatives, or members.
2. The EXCOM will review the constitution annually. It may be revised or amended upon recommendation of the EXCOM by a two-thirds vote of the FULLCOM.
3. Members submit requests for change in writing to the honorary director, who in turn brings them before the EXCOM for validation. A majority of the EXCOM must vote in favor of any request to advance it to the FULLCOM.

REVISIONS TO THE 25 FEBRUARY 2016 EDITION

In accordance with Tab I, paragraph 2, FJSNA constitution was amended at the recommendation of the FJSNA Executive Committee upon the 20 October 2016 vote of the FJSNA Full Committee.

The election of officers was moved from the membership meeting in February to the membership meeting in November. This aligned the Executive Committee's term with the membership year. It also allowed for an orderly transition between the outgoing and incoming committees while no other meetings are being held. The transition includes conduct of the annual financial audit, development and discussion of the next year's budget, and other organizational business. Members of the executive committee take charge of their programs from January to December.