



ARMED FORCES COMMITTEE (AFC)
MEMBERSHIP APPLICATION

Name: _____

Company: _____

Company Address: _____

Business Telephone: _____ Fax: _____

E-mail Address: _____

Position: _____

Military Service Information:

Branch: _____ Rank: _____

Preferred Name/Nickname: _____

Spouse's Preferred Name: _____

Home Address (For Invitations): _____

I ACCEPT APPOINTMENT OF MEMBERSHIP TO THE ARMED FORCES COMMITTEE (AFC) AND AGREE TO PAY MY SHARE OF ALL FUNCTIONS SPONSORED BY THIS COMMITTEE WHETHER OR NOT I ATTEND. I AM ENCLOSING A NON-REFUNDABLE \$150.00 ANNUAL MEMBERSHIP FEE WHICH INCLUDES FEE FOR THREE (3) AFC RECEPTIONS. I HAVE READ AND AGREE TO ABIDE BY THE RULES OF PROCEDURE FOR THE GUAM CHAMBER OF COMMERCE ARMED FORCES COMMITTEE.

SIGNATURE: _____ DATE: _____



ARMED FORCES COMMITTEE (AFC) **RULES OF PROCEDURE**

PURPOSE

To promote development of Guam's business and commerce with the military.

RESTRICTIONS

All programs and projects of the committee shall be carried out within the written framework of the Chamber's bylaws and rules of procedure.

MEMBERSHIP

- **Eligibility:** To become a member of the AFC, an individual must be an *authorized representative* of a voting Chamber member in good standing, and must pay a non-refundable \$150.00 annual membership fee, which provides a fund for prompt payment of each committee function. Should the committee member cease to be an *authorized representative* of a Chamber member, or the company ceases to be a member of the Chamber, membership on the Armed Forces Committee shall automatically be terminated.
- **Assessment:** Committee members shall be assessed for their pro rata share of committee expenses after each committee function. A surcharge shall be added to billings of members in order to offset the cost of administrative services, supplies and equipment required for the committee's operation. The amount of the surcharge shall be set by the committee chairman and shall be sufficient to reimburse the Chamber for the cost of such expenses.
- **Suspension:** Any member whose account is 30 days in arrears, without having made previous arrangements with the chairman, shall be notified in writing of his/her suspension from the committee. The suspended member will not be invited to attend committee functions held during his/her suspension, nor will he/she be billed for his/her pro rata share of such functions. The suspended member may reactivate his/her committee membership by making the payment required to bring his/her account into balance, plus a \$25.00 administrative fee.
- **Cancellation:** If the required payment is not received from any suspended member within 30 days of notice of suspension, the committee membership of the person shall be cancelled. The unpaid account of the cancelled membership shall be included as part of the next following billing to the remaining members, to be paid on a pro rata basis by the members of the committee. Any cancelled membership shall be identified by both the name of the member and the amount of his/her unpaid balance.
- **Removal of Members:** All Armed Forces Committee members are subject to a code of conduct consistent with the intent of the Guam Chamber of Commerce for the establishment of the committee. It is therefore understood that a member may be removed from the committee whenever their conduct is detrimental to the established goal of a harmonious liaison between the military and business community. In the event a member brings dishonor to the committee, a list of

charges will be presented to a review board, consisting of the Armed Forces Committee Chairman, the Chamber Chairman, and three members of the Armed Forces Steering Committee.

If, in the majority opinion of the review board, a member has committed an act serious enough for removal from the committee a written notice will be sent to the affected member, return receipt requested, advising them of this decision. Said member will have thirty (30) days in which to request a hearing before the review board. A majority vote of the review board will be required to reinstate the membership. Any unpaid account balance must be paid before reinstatement. The board's decision shall be final.

- **Guests:** Members of the Armed Forces Committee will be permitted to bring guests with prior approval by the AFC Chairman, Vice Chairman or Chamber President, and will be billed on a pro rata share basis for the number of guests each member brings to an Armed Forces Committee function. In bringing guests to Armed Forces Committee functions, it is absolutely necessary that the member inform Chamber staff in advance in order that adequate preparation can be made. A member may designate a representative to attend any AFC function on his/her behalf with prior notice to the Chamber office.

ORGANIZATION

- **Chairman:** The chairman shall be selected to serve a one year term by the Armed Forces Steering Committee at their quarterly meeting in November each year, such selection subject to ratification by the Chamber Board of Directors at the Board's next regular meeting following selection. The chairman shall have primary responsibility for all aspects of committee operation. Any vacancy in the chairmanship shall be filled by appointment made by the Guam Chamber of Commerce Board of Directors, with the advice and consent of the Armed Forces Steering Committee.
- **Vice Chairman:** The AFC chairman shall recommend a vice chairman to be appointed by the Chamber Board of Directors who shall serve a concurrent term and who shall assist the chairman in carrying out his/her responsibilities. In the absence of the chairman, the vice chairman shall serve in that capacity.
- **Steering Committee:** The AFC chairman shall also recommend to the Chamber Board of Directors for approval, Chamber members in good standing to serve with him/her on a Steering Committee which shall meet at the call of the chairman to provide advice and counsel. Steering Committee Members shall include: 1) AFC Chairperson; 2) AFC Vice Chairperson; 3) Prior Year AFC Chairperson, or designee; 4) Member of the Executive Committee; 5) Military R&R Subcommittee Chairperson; 6) Department of Defense Contracting Subcommittee Chairperson; 7) Social Subcommittee Chairperson; 8) AFC Chairperson designee (at-large); 9) AFC Chairperson designee (at-large); and, 10) President of the Chamber who shall serve continuously as a member of the Steering Committee.
- **Ex-Officio Members:** The persons filling the following positions shall be Ex-Officio Members of the Armed Forces Committee:
 - 1) Commander in Chief, U.S. Naval Forces, Marianas/USCINCPACFLT Representative
 - 2) Commander, Thirteenth Air Force (PACAF)

- 3) Commander, Naval Support Activities/Chief of Staff, Commander U.S. Naval Forces, Marianas
- 4) Commander, 36th Air Base Wing (PACAF)
- 5) Commander, U.S. Coast Guard Marianas Section
- 6) Adjutant General, Guam National Guard
- 7) Commander, Submarine Squadron Fifteen
- 8) Other Service Activities as appropriate

RECEIPTS/DISBURSEMENTS

All funds received by the Armed Forces Committee shall be deposited in the Chamber's general fund and shall be expended only on signal vouchers authorized by the chairman or vice chairman.