

SETTING UP A PO

- **A PO must submit written constitution, by-laws and other similar documents, through the Services RMFC, Force Support Squadron Commander/Civilian Leader, and Staff Judge Advocate for consideration by the installation commander. See AFI 34-223, paragraph 9 for specific requirements. The constitution, bylaws, or similar documents must:**
 - **Address the nature, function, objectives, membership eligibility, and sources of income of the PO**
 - **Notify all members of their personal financial responsibility for obligations of the PO**
 - **Describe the responsibilities of the PO officers for asset accountability, liability satisfaction, and sound financial and operational management**
 - **Provide specific guidance on disposition of residual assets upon dissolution**
- **The Constitution, by-laws or similar documents must be updated every two years or when there is a change in the purpose, functions, or membership eligibility of the PO, whichever comes first**