

TEAM SEYMOUR SPOUSES' CLUB

**CONSTITUTION
&
BY-LAWS**

**Date to be adopted
by
Team Seymour Spouses' Club General
Membership:**

1 September 2022

CONSTITUTION

ARTICLE I

NAME

This club is known as "Team Seymour Spouses' Club" (Spouses' Club). The Spouses' Club operates on a military base only with the consent of the installation commander or his or her representative. Operation is contingent on compliance with the requirements and conditions of all applicable regulations. It is a private organization. It is not a part of the Department of Defense or any of its components, and it has no governmental status.

ARTICLE II

PURPOSE and MISSION STATEMENT

- A. The purpose of the Spouses' Club will be to promote social, cultural, recreational and philanthropic activities among members of the Spouses' Club and to contribute maximum effort toward any welfare program contained in the constitution or by-laws or subsequently approved by the members.
- B. The mission statement of the Spouses' Club is to promote volunteerism, camaraderie and the spirit of charitable service through the talents of a diverse membership while improving the Seymour Johnson, military and local communities.

ARTICLE III

MEMBERSHIP

- A. Membership in the Spouses' Club is voluntary and will include the following categories: Active, Associate, Social and Honorary, as defined in the By-Laws.
- B. The Spouses' Club may not discriminate in hiring practices or membership policies on the basis of age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity, and sexual orientation). The Spouses' Club will be open and inviting to spouses of both genders and any sexual orientation.

ARTICLE IV
OFFICERS

The Officers of this organization will be Honorary, Elected, and Appointed.

A. Honorary Officer and Advisory Group:

1. The spouse of the Commander, 4th Fighter Wing, with his or her consent, holds the office of Honorary President.
2. The spouse of the Vice Wing Commander, 4th Fighter Wing, with his or her consent, or a person designated by the spouse of the Commander, 4th Fighter Wing, will be an Advisor.
3. The spouse of the Commander, 916th Air Refueling Wing, with his or her consent, holds the position of Honorary Advisor.
4. These spouses shall be known as the Advisory Group and shall be non-voting members of the Executive Board and Governing Board.
5. If, however, any of the above named Commanders are unaccompanied officers, the representative of that organization will be determined by the respective commander.

B. Elected Officers:

1. President
2. Director of Events
3. Development Director
4. Administrative Coordinator
5. Administrative Financial Officer
6. Philanthropic Financial Officer

C. Appointed Officers:

The Parliamentarian is appointed by the Spouses' Club President and shall be a non-voting officer at Executive and Governing board meetings.

ARTICLE V
EXECUTIVE ADMINISTRATION

- A.** The Executive Board will consist of the Advisory Group, the Elected Officers, and the Parliamentarian.
- B.** The Governing Board will consist of the Executive Board and the chairpersons of standing committees.

ARTICLE VI
ADOPTION AND AMENDMENTS

- A. Revisions of the Constitution will be submitted to the Fourth Fighter Wing Judge Advocate (4FW/JA) for legal sufficiency review. Once approved, this Constitution will become effective immediately upon adoption by a majority vote of the Active and Associate membership present at a general membership or special meeting of the Spouses' Club. The adoption of the Constitution supersedes, revokes, and nullifies any prior Constitution of the Spouses' Club.
- B. Any proposal for amendment of the Constitution must be presented by written petition to the Governing Board after being signed by three (3) other active Spouses' Club members or verbally submitted to the Governing Board with three (3) other active Spouses' Club members present and in agreement. The Constitution or any amendments are subject to final review by 4MSG/CC or his or her representative.
- C. The proposed amendment will be made available to the general membership for a period of at least seven (7) days prior to voting thereon. It will be adopted by majority vote of active and associate members present at any general membership or special meeting or by virtual vote.

ARTICLE VII
PARLIAMENTARIAN AUTHORITY

The rules contained in Robert's Rule of Order, Newly Revised shall guide the Spouses' Club in all cases wherein they do not conflict with the Constitution and By-Laws of the Spouses' Club or higher authority.

ARTICLE VIII
MEETINGS

The Spouses' Club will have regularly scheduled meetings, August through June.

The Governing Board will meet once a month, August through June. Any changes to the above, designated by the Spouses' Club President, must be with the approval of the Advisory Group.

ARTICLE IX
DISSOLUTION

In the event the Spouses' Club is disbanded, all funds in excess of liabilities and all property will be disposed of to any charities which have been granted tax exempt status in accordance with Section 501 of

the Internal Revenue Code, as decided by the majority of votes cast at any general membership or special meeting of the Spouses' Club. No funds or property will benefit any member of the Spouses' Club.

ARTICLE X
INSURANCE

- A. The Spouses' Club will maintain liability and property damage insurance coverage, commensurate with risk, to protect against claims or lawsuits, which may arise from the commission or omission of act/acts of its members, when acting in any official capacity or participation in any sponsored activities of the Spouses' Club. Such coverage shall expressly provide that neither the United States Government nor any Non-appropriated Funds Instrumentality (NAFI) will be liable for any claims or judgments against the Spouses' Club or its members.
- B. The installation commander, upon written request, may waive insurance requirements. In the event that a waiver is denied and/or revoked, the Spouses' Club will procure the proper liability insurance immediately.
- C. Special events may arise which greatly increase the risk of injury or damage; in the event that the risk increase, additional insurance protection shall be obtained.
- D. In the event that Liability Insurance is not maintained, TSSC members are jointly and severely liable for the obligations of the organization, and the absence of liability insurance places each member's personal assets immediately at risk in the event of the organization's liability. Each member's understanding of this liability will be documented annually. Acknowledgement of the following will be accepted when each member receives a copy of this documents upon membership:
 - As a member of the Team Seymour Spouses Club, I understand that the club has maintained liability insurance to protect the membership from personal liability. In the event that the clubs liability insurance is not maintained, I understand that I am jointly and severely liable for any claims made against TSSC.

ARTICLE XI

THRIFT SHOP

The Thrift Shop is an operated venture of the Spouses' Club. It is run in accordance with the Constitution and Thrift Shop operational policies. The purpose of the Thrift Shop shall be to raise funds for the charitable purposes of the Spouses' Club. The Thrift Shop shall obtain its own liability and bonding insurance.

BY-LAWS
BY-LAWS ARTICLE I
MEMBERSHIP & GUESTS

The Team Seymour Spouses' Club will be referred to and written as Spouses' Club. The following categories of persons are eligible for membership in the Spouses' Club as designated below.

A. Active Members:

1. Spouses of all active duty, active reserve personnel, and Air Reserve Technicians (ARTs) who are permanently assigned or attached to SJAFB.
2. Spouses of all active duty military whose spouses are serving in a Permanent Change of Station (PCS) or Temporary Duty (TDY) status who remain in the local area during the PCS/TDY.
3. Active Members are eligible to vote, hold office, chair committees, participate in general membership and authorized meetings and enjoy all privileges of the Spouses' Club.

B. Associate Members:

1. Spouses of retired members and warrant officers whose spouse has retired.
2. Spouses of active duty-equivalent civilian employees (example: GS positions) at SJAFB.
3. Spouses of personnel representing foreign Armed Forces whose spouses are assigned to SJAFB.
4. Spouses of members of the Military Affairs Committee and Seymour Support Council.
5. Adult dependent or sponsored adult who reside permanently in the home of an eligible member.
6. Spouses of traditional reservists whose spouses are assigned to SJAFB.
7. Spouses of active duty, guard, or reservists who are not eligible to be Active Members.
8. Spouses of civilian employees who are not eligible to be Active Members.
9. Individuals desiring membership, and keeping with the spirit of the club's mission statement, but ineligible based on above criteria, will be voted for approval by the governing board on a case by case basis.
10. Associate Members will have the privileges of Active Members except for holding an elected office.

C. Social Members:

1. Widows or widowers of members of the armed forces or spouses of MIAs, as long as their marital status remains unchanged.
2. Divorced Spouses classified as falling under the "20/20/20" definition of former spouse that maintain military benefits pursuant to the USFSPA and subsequent amendments.

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3. Social members will have the privilege of attending all Spouses' Club social functions and will not pay dues, hold office, or vote.

D. Honorary Members:

1. The Spouses' Club President, with the approval of the Executive Board, may invite such individuals as he or she deems appropriate to be Honorary Members for a period of one Club Calendar Year. They will not exceed ten (10) in numbers and will not pay dues, hold office, or vote.
2. Honorary Members will be designated and voted on each year.

E. Termination of Membership:

1. By written resignation to the Membership Chairperson.
2. By non-payment of dues or other proper Spouses' Club charges for sixty (60) days.
3. Prorated dues shall be refunded in accordance with Article VI and on a case by case basis.

F. Reinstatement of Membership:

A member whose membership is terminated by non-payment of dues or proper Spouses' Club charges may be reinstated upon application and approval of the Executive Board, and is required to pay for the membership year during which the individual was eligible for membership. All other proper Spouses' Club charges must be paid.

G. Guests

1. Guest privileges shall only be extended to persons eligible for Spouses' Club membership upon their first attendance.
2. Bona fide house guests of members may attend Spouses' Club functions. Bona fide houseguests are considered to be those visiting temporarily.
3. Guests shall not be allowed to attend any Spouses' Club sponsored "Members Only" functions.
4. The President and Advisors may invite guests to the function on behalf of the Spouses' Club.
5. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.

BY-LAWS ARTICLE II

OFFICERS

A. Honorary President and Advisor:

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1. **Honorary President:**

- a. Shall serve as an Advisor to the Spouses' Club and as an ex-officio member of all committees.
- b. Shall serve as the Chairperson of the Advisory Group.
- c. Shall make no motion or vote except at general meetings.
- d. May vote for election of officers.

2. **Advisor:**

- a. Shall perform the duties of the Honorary President in her absence.
- b. Shall make no motion or vote except at general meetings.
- c. May vote for election of officers.

3. **Changes in Offices:**

The Governing Board, as it deems appropriate, is empowered to make, with the advice of the 4th Mission Support Group Commander or his or her representative, any changes in the above-described Advisory positions in order to reflect any changes in the tenant and organizational composition of Seymour Johnson AFB.

B. Elected Officers:

Shall support and attend all Spouses' Club board meetings and functions. Carry out the responsibilities and duties of his or her office as stated in these By-laws and Constitution, as well as, in his or her job description and Spouses' Club policies.

1. **President:**

- a. Will be bonded.
- b. Shall preside at all general membership, special, Executive and Governing Board Meetings and may call special meetings when deemed necessary.
- c. Shall appoint, with approval of the Honorary President and the Advisory Group, a Parliamentarian, and chairpersons of all standing, special and temporary committees.
- d. Shall make any interim appointments to vacancies that occur among the offices of Executive Board.
- e. Shall serve as an ex-officio member of all committees except the nominating committee.
- f. Shall make no motions or vote except in the case of a tie. At the election of officers, his or her vote will be sealed and held by the Parliamentarian and used in the case of a tie.
- g. May sign Spouses' Club checks in the absence of the Administrative Financial Officer or Philanthropic Financial Officer. Expenditures up to \$100 per transaction may be made from Spouses' Club funds with the approval of the Honorary President.
- h. Shall act as Spouses' Club's Representative.
- i. Shall assist the Wing Commander's spouse, if requested, when entertaining a visiting VIP's spouse.
- j. Shall ensure that Form 990 is filed in a timely manner and that copies are made for proper record keeping.

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- k. Shall act as Protocol Officer for Spouses' Club; shall be responsible for official events concerning incoming and departing Honorary President and advisors.
- l. The positions that fall under the President are: Executive Board positions.
- m. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.

2. Director of Events:

- a. Will be bonded.
- b. Shall serve as Assistant to the President and assume any other designated responsibilities.
- c. Shall assume the office of Spouses' Club President, with his or her consent, if the President is unable to complete the full term of office; or in the case of emergencies or other circumstances that prevent the President from being able to complete his or her duties.
- d. Shall make arrangements for the outgoing board luncheon, when necessary.
- e. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership
- f. Shall purchase, or arrange for the purchase of, the President's thank-you gift at the end of the year.
- g. May sign Spouses' Club checks in the absence of the Administrative Financial Officer or Philanthropic Financial Officer.
- h. Shall oversee planning board meeting in May/June to plan the yearly calendar
- i. Plans regular membership events.
- j. The positions that fall under the Social Vice-President are: Member Services Director, Inclusivity Director, Marketing Coordinator, Inventory Director, and all Social Temporary Committees.

3. Development Director:

- a. Will be bonded.
- b. Shall perform such duties as may be delegated to him or her by the Spouses' Club President.
- c. Shall perform the duties of the Spouses' Club President in the absence of both of the Spouses' Club President and Director of Events, as well as duties of Director of Events in their absence.
- d. Shall perform the duties of the Parliamentarian in his or her absence.
- e. May sign Spouses' Club checks in the absence of the Administrative Financial Officer or Philanthropic Financial Officer.
- f. Shall oversee the temporary committees for the board-sponsored charitable functions along with the Special Events Chairperson (i.e. Airmen's Cookie Drive, Heritage Hall/Eagles Landing Decorating).

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- g. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.
- h. Is familiar with Private Organization guidelines for fundraising.
- i. Will determine ideas and provide recommendations to raise money for Member Events/Social Activities and to cover administrative costs, in addition to membership dues (ie. Off-base fundraisers at restaurants, as well as the Bi-Annual Airshow and 4th of July fundraising opportunities).
- j. Will coordinate volunteer opportunities outside the normally scheduled Charitable events.
- k. The positions that fall under the Development Director are: Scholarships, Thrift Shop, Auction, and all Charitable Temporary Committees.

4. Administrative Coordinator:

- a. Shall record the minutes of all general membership, special, Executive Board, and Governing Board meetings of the Spouses' Club
- b. Shall submit the minutes of each meeting to the President for his or her approval before presenting them to the Governing Board for their approval, within three (3) days of the meeting.
- c. At the end of the fiscal year (September), shall forward a copy of the last 3 months of meeting minutes for audit to the Fourth Force Support Services Commander (4 FSS/CC) or his or her representative (Private Organization NCOIC).
- d. Shall maintain permanent records of minutes & board reports for a period of 3 years.
- e. Shall post the Administrative and Philanthropic Financial Reports when appropriate.
- f. Shall be responsible for retrieving and checking the mail at PO Box 11354, Goldsboro, NC 27532.
- g. Shall be responsible for all correspondence of the Spouses' Club as directed by the President.
- h. Shall forward all correspondence to the appropriate members of the Spouses' Club.
- i. Shall keep records of all correspondence and documents of the Spouses' Club.
- j. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.
- k. Shall send and receive letters of acceptance from individuals invited by the President to become Social or Honorary Members.

5. Administrative Financial Officer:

- a. Will be bonded.
- a. Shall be responsible for the management of all the Administrative Fund checking and savings accounts.
- b. Shall keep an exact record of all Administrative Fund money received into the Spouses' Club and disbursed from the treasury.
- c. Shall maintain appropriate balance in administrative accounts at all times.

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- d. Shall be responsible for payment of all commitments approved by the Governing Board and/or general membership.
- e. Shall sign checks for authorized expenditures from the Administrative Fund.
- f. Shall prepare a monthly financial statement.
- g. Shall present records for professional audit/review upon resignation or at the end of the term of office; shall present records to the SJAFB Comptroller not later than 20 days following the end of the fiscal year when gross revenues are more than \$5,000 but less than \$100,000; and shall present records to an accountant or CPA if revenues exceed \$100,000 in accordance with the requirements of the Private Organization Guide.
- h. Shall assume the duties of the Philanthropic Financial Officer in his or her absence.
- i. Shall serve as chairperson of the Budget Committee.
- j. Shall be responsible for accountability of assets, satisfaction of liabilities and disposition of residual assets on dissolution.
- k. Shall be responsible for the prompt filing of any necessary federal or state tax returns each year beginning with the fiscal year of the election of the Administrative Financial Officer, as well as the prompt payment of any and all taxes due for each fiscal year; shall retain all financial records and copies of any tax returns, specifically Form 990, for a minimum of seven (7) years.
- l. Shall prepare an annual budget and a mid-year budget review per constitutional guidelines, outlining projected income and expenses by line item; shall review such budget with the Budget Committee and present it at the Board meeting; shall make a motion for the budget to be approved. Once approved by the Board, shall provide a copy to the Administrative Coordinator to post on the board; shall make copies to be presented (via motion) and voted on at the next general membership meeting.
- m. Shall obtain bank signature card signatures from the President, Director of Events, Development Director, and Philanthropic Financial Officer authorizing them access to the checking account in the Financial Officer's absence; shall renew the signature card at bank whenever there is a change in these board positions.
- n. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.

6. Philanthropic Financial Officer:

- a. Will be bonded.
- b. Shall be responsible for the management of all the Charitable Fund checking and savings accounts.
- c. Shall maintain the appropriate balance in charitable accounts at all times.
- d. Shall keep an exact record of money received into and dispersed from the Spouses' Club Charitable Fund.
- e. Shall be responsible for payment of all contributions approved by the Governing Board and/or general membership.

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- f. Shall sign checks for authorized expenditures of the Charitable fund.
- g. Shall prepare a monthly financial statement.
- h. Shall present records for professional audit/review upon resignation or at the end of the term of office; shall present records to the SJAFB Comptroller not later than 20 days following the end of the fiscal year when gross revenues are more than \$5,000 but less than \$100,000; shall present records to an accountant or CPA if revenues exceed \$100,000 in accordance with the requirements of the Private Organization Guide.
- i. Shall assume the duties of the Financial Officer in his or her absence.
- j. Shall be responsible for the prompt filing of any necessary federal or state tax returns each year beginning with the fiscal year of the election of the Philanthropic Financial Officer, as well as the prompt payment of any and all taxes due for each fiscal year; shall retain all financial records and copies of any tax returns, specifically Form 990, for a period of seven (7) years.
- k. Shall be responsible for accountability of assets, satisfaction of liabilities and disposition of residual assets on dissolution.
- l. Shall prepare an annual budget and a mid-year budget review per constitutional guidelines, outlining projected income and expenses by line item; shall review such budget with the Budget Committee and present it at the Board meeting; shall make a motion for approval of the budget. Once approved by the Board, shall provide a copy to the Administrative Coordinator to post on the board; shall make copies to be presented and voted on at the next general membership meeting.
- m. Shall obtain bank signature card signatures from the President Director of Events, Development Director, and Financial Officer authorizing them access to the checking account in the Philanthropic Financial Officer's absence; shall renew the signature card at bank whenever there is a change in these board positions.
- n. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.

C. Appointed Officer:

1. Parliamentarian:

- a. Shall advise the Governing Board and general membership on points of order and proper procedures in accordance with the Constitution and By-Laws of the Spouses' Club and Robert's Rule of Order, Newly Revised.
- b. Shall be a non-voting officer at Executive and Governing board meetings.
- c. Shall maintain order at all meetings.
- d. Shall serve as the Chairperson of the Constitution Committee and Nominating Committee.
- e. As Constitution Committee Chairperson:

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- 1) Shall make approved changes to the Constitution, By-Laws and operational policies as necessary (see Constitution for specific guidelines).
 - 2) Shall coordinate changes through the appropriate offices for official approval.
- f. As Nominating Committee Chairperson:
- 1) Shall obtain one representative from each of the four groups on base, including the 916th Air Refueling Wing if applicable, to form the Nominating Committee prior to the January board meeting.
 - 2) Shall make available at all board meetings and functions the job descriptions and nominating forms, beginning in January.
 - 3) Shall ensure all nominees are willing to accept the nomination.
 - 4) Shall refer to the Constitution and follow appropriate election guidelines for the April election and May installation of officers.
 - 5) Shall obtain the gavel for the incoming president for the May installation of officers (the outgoing president is presented with the current gavel).
- g. Shall take a vote by telephone or email as directed by the President.
- h. Shall be the custodian of the official copies of the Constitution, By-Laws and policies of the Spouses' Club.
- i. Shall furnish each Spouses' Club member with a copy of the Constitution and By-Laws, upon request.
- j. Shall be responsible for presenting all legal issues to 4FW/JA.
- k. Shall be responsible for sending copies of any necessary documentation held by the Private Organization office to preserve the safety of the documents year over year (i.e. IRS 501 confirmation letter), to the executive board for their binders.
- l. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.

D. Vacancies in Office:

Under the direction of the Parliamentarian, a special election may be held in the event of a vacancy in the offices of Spouses' Club President and/or Director of Events. The special election will be held at the next scheduled general membership meeting. At this time the nominee(s), as well as any qualified members nominated from the floor, will be candidates for said office. Said officer will hold office until the next general election.

BY-LAWS ARTICLE III

NOMINATIONS AND ELECTIONS

A. Nominating Committee

1. The Parliamentarian shall be the chairperson of the Nominating Committee and shall appoint the other members to ensure equitable

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representation from each major unit on Seymour Johnson Air Force Base.

2. The Committee will be presented to the membership at the January meetings.
3. A member of the Nominating Committee must resign immediately from the committee if he or she accepts a nomination.
4. The Committee will present a slate of candidates for each office to the Governing Board prior to posting this slate for the general membership for elections.
5. The slate of candidates will be presented to the general membership at the meeting one (1) month prior to elections.
6. Nominations from the floor will only be called for at the meeting where the slate is presented.
7. Any nominations from the floor must have had prior approval from the nominee; the nominee must qualify according to the qualifications stated by the nominating committee.
8. Names of the nominees will be posted in writing for thirty (30) days prior to the election.

B. Qualifications of Candidates:

1. Each candidate must be eligible to be an active member or an active member in good standing, who has given his or her consent for nomination.
2. A member, with his or her consent, will be eligible to run for the same office for unlimited consecutive years with the approval of the governing board.
3. Any eligible Executive Board Member may serve in the same position for two (2) full terms. Additional partial terms may be approved by the Governing Board.

C. Election method:

1. If only one candidate per position is on the slate, an open hand-count vote to accept the slate will be held at the April general membership meeting.
2. If more than one candidate for any of the six elected positions appears on the slate, the election of officers will be held by secret ballot at the April general membership.
3. The ballots will be prepared, distributed, collected, and counted by the Nominating Committee.
4. Absentee ballots will be available through the Parliamentarian.
5. No vote will be done by proxy.
6. The term of elected officers will begin 1 June and will be for one year.

BY-LAWS ARTICLE IV EXECUTIVE AND GOVERNING BOARD

A. Executive Board:

1. Upon assumption of the office at the June meeting, the six elected officers, Advisory Group, and Parliamentarian will constitute

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themselves as the Executive Board and will be authorized to fulfill all the functions thereof, including:

- a. The authority to remove from the office by simple majority vote any board member who does not fulfill his or her job as directed by the Spouses' Club Constitution, By-Laws, and pertaining job description.
 - b. The authority to recognize Spouses' Club members deemed to have made an outstanding contribution to the Spouses' Club by a simple majority vote.
2. Shall support and attend all Spouses' Club board meetings and functions.

B. Governing Board:

1. The Honorary President and the Advisory Group must agree on the Spouses' Club President's appointment of a Parliamentarian and standing committee chairpersons.
2. Shall meet at the call of the Spouses' Club President or at the request of four (4) board members with the approval of the Advisory Group.
3. Shall be convened on a specified day the first week of each month from August through June unless otherwise designated by the President with the approval of the Advisory Group.
4. Shall be responsible for the general management of the Spouses' Club; shall review all new plans and proposed activities, receive committee reports, establish policies, and act in accordance with the views of the majority; shall supply information and data to the Spouses' Club President for any business to be presented to the general membership.
5. Shall support and attend all Spouses' Club board meetings and functions. If a board member misses three (3) or more board meetings in one board year, he or she may be removed from office at the discretion of the Spouses' Club President and Advisory Group.

BY-LAWS, ARTICLE V COMMITTEES

A. Standing Committees:

1. The following are approved Standing Committees:
 - a. Member Services Director
 - b. Marketing Coordinator
 - c. Director of Scholarships
 - d. Thrift Shop Advocacy Director
 - e. Inventory Director
 - f. Inclusivity Director
 - g. Auction Director
2. Chairpersons of standing committees shall assume their duties on or before the first Wednesday of June.
3. Each chairperson may appoint a co-chairperson who will be aware of all duties of the committee and will, with consent, assume the

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responsibilities of the chairperson, including voting, in the event of his or her absence or transfer.

4. Standing committees may be established or dissolved by the Governing Board with the approval of the Advisory Group as necessary for the operation of the Spouses' Club.
5. Shall support and attend all Spouses' Club board meetings and functions or shall notify executive board of absence.
6. Is knowledgeable about the organization's mission, services, policies, and programs and promotes membership.

B. Special Committees:

1. Nominating Committee:

- a. Refer to ARTICLE III, Paragraph A.

2. Budget Committee:

- a. Shall be chaired by the Financial Officer, with the Philanthropic Financial Officer and Advisory Group President as members.
- b. Other members may be appointed by the Spouses' Club President, with the approval of the Honorary President, as deemed necessary.
- c. Shall prepare and present a proposed twelve-month budget to the Governing Board for their approval at their May board meeting for the following board year. Upon approval by the Governing Board, the proposed budget will be presented to the general membership at the May General Membership meeting, and upon approval by the general membership, will become effective 1 June.
- d. Shall meet in November to review the budget and revise as necessary; any revisions will be approved by the Governing Board followed by the general membership before instatement.

3. Constitution Committee:

- a. Shall be chaired by the Parliamentarian with the Advisory Group, President, Director of Events, Philanthropic Financial Officer, Financial Officer, and Administrative Coordinator as members.
- b. Other members may be appointed by the Spouses' Club President, with the approval of the Honorary President, as deemed necessary.
- c. Shall review and make any necessary revisions for the current fiscal year and present it to the Governing Board for their approval. Upon approval, the revisions shall be presented to the appropriate persons as stated in ARTICLE VI of the Constitution.

C. Temporary Committees:

1. A temporary committee chairperson may be appointed by the Spouses' Club President for a specific purpose, and the position will cease to exist after its purpose is accomplished.
 - i. Community Event Director (Airmen Cookie Drive), Décor Director (Holiday Décor Chair), Gaming Event Coordinator (Crud/Kickball Chair)
2. The temporary committee Chairperson shall hold this position with no vote at board meetings.
3. The temporary committee chairperson shall attend board meetings only if he or she has business to bring before the board or if asked to attend by the Spouses' Club President.

BY-LAWS ARTICLE VI
DUES AND FINANCES

A. Dues:

1. Active and Associate Members' dues will be \$40.00 per year, payable by cash or check only; promotional rates may be approved at the discretion of the Governing Board.
 - a. **Executive board members will receive a reduced dues cost of \$30 and Governing board members will receive a reduced dues cost of \$30.**
 - b. Social Members do not pay dues.
2. Membership year will be 1 June -31 May.
3. Dues will be \$25 for members joining in January or thereafter for the rest of the membership year.
4. Reimbursement will only be for PCS, will be prorated monthly, and will be refunded within 30 days after receipt of written resignation request.
5. B-Course Spouse Dues will be \$25 until PCS with no refund.

B. Finances:

1. The Spouses' Club will operate on a twelve-month budget approved by **majority vote of the eligible members present at the general membership meeting in May.**
2. Proceeds received from dues and certain special events projects, as determined by the Governing Board, may go into the General Fund(Administrative); a balance of four hundred dollars (\$400.00) will be maintained in the General Fund at all times.
3. Profits of the special events projects specified by the Governing Board may go into the Charitable Account; a minimum balance of one thousand dollars (\$1000.00) will be passed on each year to the next governing board in the Charitable Account.

C. Expenditures:

1. The Governing Board may approve, by a majority vote, unbudgeted expenditures up to and including One Thousand dollars (\$1000). Any unbudgeted request exceeding One Thousand dollars (\$1000) not covered by the approved budget, must be approved by the general membership at the next general membership, special meeting or virtual vote.
2. Expenditures up to one hundred dollars (\$100.00) per transaction may be made by the Spouses' Club President from Spouses' Club funds with the approval of the Honorary President; he or she will account to the appropriate Treasurer.

D. Fundraisers:

Requests for all fundraisers both on-base AND off-base must be submitted through the appropriate base agencies for review and/or approval [i.e. Fourth Fighter Wing Services Squadron Commander (4SVS/CC) or his or her representative; Fourth Fighter Wing Judge

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Advocate (FW/JA); and the installation Commander or his or her designee, Fourth Fighter Wing Mission Support Group Commander (4 MSG/CC) or his or her representative].

E. Bonding:

1. The Spouses' Club will provide a bond covering the Spouses' Club President, Director of Events, Philanthropic Financial Officer, Financial Officer, Development Director.
2. The Thrift Shop will bond its own volunteers and paid employees.

F. Financial Liability:

Each member of the Spouses' Club is personally liable for the debts of the Spouses' Club in the event that the organization's assets are insufficient to discharge liabilities.

BY-LAWS ARTICLE VII MEETINGS AND QUORUMS

A. Meetings:

1. The general membership meetings of the Spouses' Club shall be held on a designated day the first week of each month from August through June, unless otherwise designated by the Spouses' Club President with the approval of the Advisory Group.
2. Special meetings of the membership may be called at any time by one of the following:
 - a. The Spouses' Club President with the approval of the Advisory Group.
 - b. A majority vote cast by the voting members present at a Governing Board meeting.
 - c. A petition signed by five (5) active members.

B. Quorums:

1. Voting members present at a regularly scheduled general membership or special meeting will constitute a quorum.
2. Two-Thirds (2/3) of the voting members of the Governing Board (filled positions) shall constitute a quorum; individuals holding more than one position shall receive one vote per voting position held.
3. No vote shall be taken by proxy at any general membership or special meeting of the Spouses' Club.
4. A telephone or email vote can and may be taken when a quorum cannot be reached by those in attendance at the meeting, in accordance with Parliamentary Procedures.

BY-LAWS, ARTICLE VIII

ADOPTION AND AMENDMENT

A. Amendments:

1. Any proposal for amendment of the By-Laws must be presented by written petition to the Governing Board after being signed by three (3) other active Spouses' Club members, or verbally submitted to the Governing Board with three (3) other active Spouses' Club members present and in agreement.
2. The Parliamentarian then presents said amendments to the Governing Board for approval by majority vote.
3. Said amendment should then be submitted in the following order for legal sufficiency review to:
 - a.4 FSS/CC or his or her representative (Private Organization NCOIC)
 - b.4 FW/JA
4. Said amendments will then be presented to the next general membership or special meeting and e-mailed to membership; it will then be voted upon by members and if approved by a majority vote, will be signed by the President and the Parliamentarian.

Team Seymour Spouses' Club

**CONSTITUTION
&
BY-LAWS**

Approved/Disapproved

Shakia D. Lee
Shakia Lee, 2022-2023
Spouses' Club President, 2022-2023

13 Sep 22
Date

Rebekah T
Rebekah Thomashunis, 2022-2023
Spouses' Club Parliamentarian, 2022-2023

13 sept 22
Date