

CONSTITUTION
Shaw Spouses Club

ARTICLE I
Name and Purpose

SECTION 1 - NAME: The name of this organization shall be the *Shaw Spouses' Club*, hereinafter referred to as the "SSC".

SECTION 2 - PURPOSE: The purpose and objective of the SSC is to develop, organize, and sponsor educational, culture, and social activities. The goal is to collect and disseminate information of interest and value to its members and to foster, protect and preserve the ideals of charity and benevolence, in keeping with the ideals of the United States Armed Forces. The SSC is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code. In cases not governed by this Constitution or other operating guidelines, the current edition of *Robert's Rules of Order Newly Revised* shall govern.

ARTICLE II
General Provisions

SECTION 1 - AUTHORITY: The SSC is a private organization operating on Shaw AFB under the authority of AFI 34-223. It is a self-sustaining interest group operated by people outside the scope of any official position they have with the Federal government. The SSC operates only contingent upon compliance with the requirement and condition of applicable Air Force directives.

SECTION 2 - OBJECTIVES: In order to maintain constancy of purpose, the SSC will establish goals and objectives designed to fulfill the purpose. The broad goals and specific objectives are dynamic and will be reviewed and published annually by the SSC Executive Committee. The goals and objectives will be presented to the entire membership during the first meeting of January for voting approval.

SECTION 3 - LIABILITIES: The liabilities of the SSC are as follows:

a. **OBLIGATION:** Obligations will be for the sole use and benefit of the SSC. No individual may obligate the SSC without approval from the Executive Board. If an obligation is made without prior approval, the member will be held liable.

b. **INSOLVENCY:** Members of the SSC may become personally financially liable for the obligations or debts of the SSC if its assets fail to meet such obligations and debts. Said membership is also liable under the laws of South Carolina for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

SECTION 4 - EMPLOYMENT: Any employment by the organization will not be based on race, color, marital status, age, creed, national origin, political affiliation, membership in a labor organization, sex, or physical handicap.

SECTION 5 - FEDERAL, STATE, AND LOCAL LAWS: The SSC will comply with all federal, state, and local laws governing like civilian activities.

ARTICLE III
Membership

SECTION 1 - QUALIFICATIONS: Membership in the SSC is voluntary and unrestricted with respect to race, religion, color, national origin, or sex. All members must remain in good standing; a member in good standing shall be defined as one whose dues are paid in full and has no outstanding reservation fees.

SECTION 2 - TYPES OF MEMBERSHIP: The SSC will have three (3) categories of membership: (1) Active, (2) Associate, and (3) Honorary as defined by the Constitution. The Executive Board shall consider all categories of membership eligibility not covered by this Constitution on a case-by-case basis.

a. ACTIVE:

1. Spouses of all active duty or retired military members of any branch of the armed forces, including National Guard and Reserves on military orders assigned to Shaw Air Force Base, McEntire Joint National Guard Base, or Fort Jackson. Spouses of active or retired Department of Defense Employees assigned to Shaw Air Force Base. Former spouses who are eligible for benefits under Public Law 97-252, Title 10 "Uniformed Services for Spouses Protection Act". Widowed spouses of military members in the categories listed above and are not remarried.
2. Spouses of all military members who are assigned elsewhere, if said spouse resides in the Shaw Air Force Base area.

b. ASSOCIATE

1. Dependent Children/family members 18 years or older, who are DOD ID card holders.
2. Any unmarried active-duty service member.

c. HONORARY

1. The Executive Board may invite a person(s) as deemed appropriate to be an Honorary Member of the SSC, granting membership for a period of one (1) year.

SECTION 3 - FEES AND DUES: Membership dues, as established by the SSC Executive Board on a yearly basis, are required to be paid in full, up front, and are nonrefundable. The full year will be established as August 1st through July 31st.

- a. The dollar amount of dues shall be approved each spring as included in the proposed annual budget.
- b. Members joining after 1 January shall pay a prorated dollar amount of annual dues. The Executive Board reserves the right to offer other promotional discounts.
- c. Annual dues must be paid in full with membership application, upon which a member will be considered in good standing.
- d. All membership dues shall be deposited into the Operational account.

SECTION 4 - APPLICATION FOR MEMBERSHIP: Membership is open for all individuals who meet the requirements outlined in Article III, Section 1 and 2.

SECTION 5- GUESTS: Guest privileges shall only be extended to persons eligible for SSC membership upon their first attendance to any SSC sponsored activity.

- a. The guest's fees shall be the responsibility of the guest at the time of reservation.
- b. Guest privileges shall not be extended to persons prohibited from utilizing any base or service facility.
- c. Guests shall not be allowed to attend any SSC sponsored "Members Only" event or sub club meeting.
- d. Guests shall not be eligible for awarded door prizes.
- e. The Executive Board shall consider all categories of guest eligibility on a case-by-case basis.

SECTION 6- RIGHTS, REQUIREMENTS, AND RESPONSIBILITIES:

- a. ACTIVE members shall pay dues and have the privilege of voting, holding elected office, and participating in all SSC activities.
 1. ACTIVE members are entitled to all privileges and benefits of full membership, including the right to vote and hold elected and non-elected SSC board positions.
 2. Spouses of military members, who are eligible for SSC membership will be required to pay annual, nonrefundable, up-front membership dues.
 3. If a spouse of an active member retires while the active member is serving as a member of the board in an elected position, they may choose to continue to serve through the conclusion of the term with active member privileges and responsibilities.
- b. ASSOCIATE members shall pay dues and enjoy all privileges of Active Members, except holding an elected officer position. Associate members can be appointed to chair standing committees or special committees. Associate members can vote.
- c. HONORARY members may pay dues at their discretion and may participate in all activities except voting, holding office, and being a standing committee chairperson. Honorary members will not be held liable for any debts incurred by the organization. Honorary members will pay any fees associated with any member event or special activity.
- d. Each member is provided with access to a copy of the Constitution and any current Operating Policies of the organization.
- e. Each member, except honorary members, is informed prior to joining, that the financial liability incurred by the organization may result in individual responsibility. This does not relinquish the members' responsibility even if the organization has been dissolved or redesigned. For this reason, the Executive board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure all debts are satisfied.

ARTICLE IV *Officers and Governing Body*

SECTION 1 - DESCRIPTION: The executive direction and governing power of the SSC shall be vested in the Governing Board with the President responsible for all the aspects of the SSC upon consultation of the Advisors. The Governing board shall be composed of a membership elected Executive Board and the appointed chairpersons of all standing and special committees in accordance with the terms and job descriptions set forth in the Constitution. Active Duty military members cannot be an Officer or Committee Chair; however, they are able to be part of a committee. The officers of the SSC shall include honorary, elected, and appointed officials, who shall serve as members of the SSC Governing Board.

SECTION 2- HONORARY ADVISOR: The Honorary Advisor is/are the spouse(s) of the 20th Fighter Wing Commander and/or the 20th Fighter Wing Command Chief Spouse. If no spouse or designee accepts the position, then the board shall formally request the Wing Commander/Chief appoint a qualified, consenting advisor through a memorandum or email addressed to the Spouses Club President. They shall be collectively known as the SSC Advisory Group. They will not have imposed upon them the responsibility of elected office. The degree of participation in the affairs of the SSC will be left to their discretion. The Honorary Advisors shall be ex-officio committee members with non-voting privileges and shall advise the President and/or Executive/Governing Board regarding protocol, operations, financial compliance, appreciation events, and other duties, as needed.

SECTION 3- EXECUTIVE BOARD AND THEIR ROLES:

a. PRESIDENT:

(1) Responsible for enforcement of the Constitution, and all other rules, regulations, and conventions of the SSC.

(2) Presides over all meetings of the SSC.

(3) Appoints and terminates special working committees as necessary.

(4) Countersigns all SSC minutes.

(5) Represents the SSC at all functions requiring an organizational representative, or appoints a fellow board chair to act in his/her absence.

(6) May sign checks in absence of treasurer if designated on the account.

(7) Acts as Treasurer in his or her absence.

(8) Appoints a Secretary in case of his or her absence.

(9) Responsible for the disposition of any assets or discharge of any liabilities remaining in the event the SSC is dissolved.

(10) Perform and/or delegate other duties, as needed.

b. VICE-PRESIDENT:

(1) Perform duties of the President in the absence of the President.

(2) Assumes the duties of the President in the event of resignation or removal of the President.

(3) Monitors progress of all club activities.

(4) Monitors membership continuity.

(5) Performs duties as Parliamentarian in his or her absence.

(6) May sign checks in absence of the treasurer if designated on the account.

(7) Shall facilitate and assume the duties of vacant positions of all committees and/or chairs to include: Ways and Means, Auction, Philanthropy Committee.

c. TREASURER:

(1) Receives and disburses funds belonging to the SSC as directed by the voting membership and / or the executive committee.

(2) Collects funds as required.

(3) Maintains SSC financial records, as well as a seven (7) year archive of records.

(4) Presents a financial summary at each membership meeting.

(5) Maintains the SSC checking account and Square account

(6) Signs checks.

(7) Acts as Vice-President in his or her absence.

(8) Oversees scholarship in the event there is no scholarship chair.

(9) Whenever the Treasurer leaves office, the account will be audited by a disinterested party prior to the new Treasurer taking office.

d. SECRETARY:

(1) Accepts Governing Board reports and records the monthly meeting agenda.

(2) Records proceedings of general membership meetings, executive committee meetings, and special meetings called by the President.

(3) Makes available to the membership copies of Constitution, by-laws, and minutes of all meetings.

(4) Distributes meeting minutes to all applicable members.

(5) Provides membership-meeting minutes to the 20th Force Support Squadron PO monitor.

(6) May sign checks in absence of the treasurer if designated on the account.

(7) Maintains document archives for three fiscal years.

(8) Maintains the SSC Post Office Box.

(9) Shall act in place of the Parliamentarian in his or her absence.

e. PARLIAMENTARIAN:

(1) Shall ensure procedural compliance with SSC governance

(2) Conduct official SSC voting

(3) Assist with protocol

(4) Chair both the Nominating Committee and the Constitution Committee.

SECTION 4: APPOINTMENTS: Chair appointments to be appointed by the SSC President, with Executive Board approval, shall consist of the Parliamentarian and approved Special Chairs. Appointed board positions, with the exception of the Parliamentarian, are voting members of the SSC Governing Board. Appointed Officers shall undertake duties as defined in their job descriptions. Duty summaries are as follows:

(1) **PUBLICITY** shall manage the SSC website and social media. They will disseminate all approved SSC information (e.g flyers, newsletter, reaching out to FSS for their promotion assistance), and create an electronic file of SSC events to be accessed by the current or future Executive Board(s) as needed.

(2) **SOCIAL EVENTS** shall plan, organize, execute, and provide information for all aspects of monthly General Membership meetings, work with membership to collect reservations and fees for events, submit a tentative calendar of events at the August Governing Board meeting.

(3) **MEMBERSHIP** shall register new members, maintain current membership applications, create annual social roster, update monthly membership lists, correspond with the special activity chair, keep track and follow up with guests of SSC events, and provide member name tags for General Membership events.

- (4) **SPECIAL ACTIVITIES** shall organize, recruit, facilitate, and provide information regarding special activity group meetings (called sub clubs) to SSC membership as requested or required. They will help the sub club find leaders, and give the leaders direction and assistance as needed.
- (5) **PHILANTHROPY** researches fund requests and submits them to the Board via monthly report. All charitable requests shall be then vetted and voted on by the Governing Board. They will also organize the annual Airman Cookie Drive in December, and handle all philanthropy donations to the SSC, with exception of those for the annual Auction.
- (6) **HOSPITALITY** shall arrange SSC compassionate contributions and/or member correspondence, circulate and welcome new members at events, may provide presented tokens of appreciation to new and departing members. Is responsible for working with the social chair and membership to ensure their duties are being fulfilled.
- (7) **PARLIAMENTARIAN** shall ensure procedural compliance with SSC governance, conduct official SSC voting, assist with protocol, chair the Nominating Committee and chair the Constitution Committee.
- (8) **WAYS AND MEANS** will manage and execute all Operational Budget fundraising in accordance with the FSS and AFI rules. Ensures all monies collected is deposited into the OPERATIONAL bank account. Will assist the Social Events Chair in having a presence at monthly membership events.
- (9) **AUCTION** shall oversee the auction committee, works to set specifics in regards to the yearly auction (including but not limited to date, location, theme, vendors, etc), oversees auction sponsorships and donations, works with treasurer on creating a budget for the auction, and creates an AAR following the event.
- (10) **SCHOLARSHIP** shall oversee the Scholarship committee, create new scholarship essay questions each year, verify the eligibility of all scholarship applicants, and ensure that scholarship recipients are awarded in a timely manner.
- (11) **RETIREE LIAISON** shall network with local retiree spouses and maintain an up-to-date roster to disseminate all approved SSC information and encourage **RETIREE SPOUSES** to become a part of the SSC.

SECTION 5 – ELECTIONS: Elections shall be held annually. Board members will accept a one-year term beginning 1 June unless otherwise noted. They will not remain in their position for more than two consecutive terms without Executive Board approval and shall fulfill their position duties and other duties as deemed necessary by the president.

a. **NOMINATIONS AND NOMINATING COMMITTEE:** Nominations will be made at open membership meetings or via any electronic/digital/virtual manner that is appropriate. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

- (1) Any **ACTIVE** member of the SSC may be nominated to serve as an elected officer of the organization. The membership will approve the nomination by a simple majority vote of the active members present at any general membership meeting or virtually through a Google form sent to the membership, whichever the Executive Board deems appropriate for the year.
- (2) The Parliamentarian will serve as the chairperson of the Nominating Committee (non-voting), who shall select a committee, with the assistance of the Advisory Group.
- (3) The Nominating Committee shall consist of the Parliamentarian, one (1) Advisor (or their designee), and three (3) members (one board member, one general member, and one member at large).
- (4) The Advisor or their designee will be invited to attend all Nomination Committee meetings. These meetings may be held in person or via any electronic/digital/virtual manner, or hybrid thereof.

b. **PROCEDURES:** Except in the case of a candidate running unopposed, all officers will be elected by a majority vote, using secret ballots, by all members. The Nominating Committee will prepare a ballot to be emailed to members once all nominations are accepted. Once emailed out to the membership, the members will have one week to submit their ballot.

c. **TERM OF SERVICE:** Elections will be held by the April membership meeting and the new officers will serve for one year beginning 1 June.

d. **SPECIAL ELECTIONS:** Except for the Presidential vacancy, special elections will be held at the next possible meeting to fill the officer positions. In the event of a Presidential vacancy, the Vice-President will automatically assume the position and hold Vice-Presidential elections.

e. **VACANCY APPOINTMENTS:** The president may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held.

f. **NEW OFFICERS:** New officers will consult the 20th Force Support Squadron for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, if needed.

SECTION 3 - TERMINATION OF OFFICERS:

a. **REMOVAL FOR CAUSE:** Officers may be removed from office for improperly discharging duties and responsibilities or for actions that discredit the SSC. A two-thirds vote of the current membership shall be required to remove an officer. Officers being considered for removal will be allowed the opportunity to address the Governing Board.

b. **RESIGNATION:** Officers may resign by submitting their resignation in writing to the executive committee. Resignations will be effective no more than 45 days after submission.

c. **PCS/PCA:** Officer terms are automatically terminated 45 days prior to PCS or PCA.

d. **TDY:** Members who hold an official capacity and will be TDY longer than 90 days may be required to resign from that office or position. These occurrences will be presented on a case-by-case basis to the membership for determination.

ARTICLE V

Meetings

SECTION 1 - TYPES OF MEETINGS:

a. **GENERAL MEMBERSHIP MEETINGS:** General meetings are held monthly and are the forum for conducting normal SSC business. There shall be a minimum of one scheduled membership meeting monthly, during the months of August through May.

b. **GOVERNING BOARD MEETINGS:** The Governing Board shall meet monthly. The Executive Board shall meet as necessary at the direction of the President and/or Parliamentarian.

c. **SPECIAL MEETINGS:** Called by the President, these meetings are used to fill officer vacancies or conduct immediate business that must be resolved before the next scheduled general membership meeting.

d. **COMMITTEE MEETINGS:** Called by the board chair of that committee, committee meetings will be determined by the committee in preparation for specific events. The chair of this committee will designate a recorder for that meeting, who will send the minutes to the SSC Secretary in order to keep records.

SECTION 2 - QUORUM REQUIREMENTS: A quorum is the minimum number of members that must be present to take a valid vote. A quorum shall consist of 20% of eligible voting members at General Membership Meetings and two-thirds of eligible voting members at all Governing Board and committee meetings.

SECTION 3 - TIME AND PLACE OF MEETINGS: Notification of meetings will be made through meeting minutes or as otherwise deemed appropriate by the Executive Board.

SECTION 4 - PARLIAMENTARY PROCEDURES: Board membership meetings will include the following:

- a. RECURRING BUSINESS:
 - (1) Review and approval of previous minutes
 - (2) Treasurer's Financial Report
 - (3) New/Departing Members
- b. OLD BUSINESS
- c. NEW BUSINESS
- d. EXECUTIVE MEETING UPDATES
- e. ADJOURNMENT/NEXT MEETING

Meetings will be adjourned by a motion from the floor and agreement by majority vote of members present.

SECTION 5 - MEETING MINUTES: The secretary (or designated replacement) will record the contents of each meeting. The minutes, including financial statements, will be distributed to all SSC members and the 20th Force Support Squadron within two weeks.

ARTICLE VI ***Voting***

SECTION 1 - GENERAL:

- a. **VOTING ENTITLEMENTS:** All ACTIVE members have full voting rights. The President may not vote except in a tie or during an election of SSC officers.
- b. **PASSAGE REQUIREMENT:** A simple majority of eligible members present is required for passage.
- c. **TIE VOTES:** In the event of a tie, the President will cast the tie-breaking vote.

SECTION 2 - SPECIAL VOTING PROCEDURES: Approval of the charter, by-laws, yearly proposed budget, Constitution, or any revision thereof will require a two-thirds majority vote of all members. Removal of an officer for cause shall require a two-thirds majority of all members.

SECTION 3- NON-VOTING MEMBERS: The President and Parliamentarian shall not vote on any Executive Board or Governing Board items, except in the case of a tie. The Honorary Advisors shall never vote.

SECTION 4- SPECIAL VOTING PROCEDURES: Approval of the charter, Constitution, or any revision thereof will require a two-thirds majority vote of all members. Removal of an officer for cause shall require a two-thirds majority of all Board members.

ARTICLE VII
Committees

SECTION 1 - STANDING COMMITTEES:

a. **EXECUTIVE COMMITTEE:** This committee is charged with ensuring compliance with the bylaws of the Constitution. The Executive Board officers of the SSC, with the President acting as Chairperson, will compose the body of this committee. Minimum duties of this committee include:

(1) Review of all proposed constitutional changes.

(2) Annual review of charter and bylaws before submitting them to 20th FSS/FSR for review.

(3) May disburse up to one hundred dollars between general membership meetings with the concurrence of the majority of the executive committee members.

SECTION 2 - SPECIAL COMMITTEES: Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the remaining committee members must be volunteers. The Chairs of these committees will present monthly reports to the SSC Board.

- a. **COOKIE DRIVE:** Will be led by the Philanthropy chair, or their designee, and will serve as the point of contact for the SSC in regard to all coordination with the community, in order to facilitate the Airman/Soldier Cookie Drive.
- b. **AUCTION:** Will be led by the Auction Chair, and will create the committee that will manage all aspects of the planning and execution of the SSC Scholarship Auction.
- c. **SCHOLARSHIPS:** Will be led by the Scholarship chair, and will create a committee that will manage all aspects of planning and execution of the SSC Scholarship Awards.

ARTICLE VIII
Fundraising Activities

Fundraising projects will be voted on and administered by the membership of the SSC. These events will be coordinated through the Force Support Commander (20 FSS/CC) and approved by the installation commander or designated representative. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on Shaw AFB or are prohibited by AFI 34-223.

SECTION 1- OPERATIONAL:

- a. Membership dues
- b. Dining In
- c. Ways and Means
- d. Auction Ticket Sales
- e. Gift Wrapping

SECTION 2- CHARITABLE:

- a. Auctioned Items
- b. Donations

ARTICLE IX
Accounting

SECTION 1 - RESPONSIBILITY:

- a. **SSC:** The SSC shall be responsible for asset accountability, liability satisfaction, and responsible financial management and operational management.
- b. **APPROPRIATED FUNDS/NAFI:** Neither appropriated funds activities nor NAFIs may assert any claim to the assets or assume any obligations of private organizations.
- c. **FISCAL YEAR:** The SSC's fiscal year is considered June 1st through May 31st.
- d. All SSC funds shall be deposited into the SSC accounts at an institution subscribing to the Federal Deposit Insurance Corporation (FDIC) within 72 hours of receipt of said funds
- e. The SSC may choose to provide a Bond covering the President, Vice President, Treasurer, and other Committee Chairpersons the Executive Board recommends for financial reasons.
- f. The President, Vice President, and Treasurer are authorized to sign checks. Two (2) signatures are required on all checks greater than \$250.
- g. The SSC shall obtain liability insurance coverage against personal injury and property damage claims that arise from the activities of the SSC or its members. If insurance coverage is waived for the SSC's normal activities, the SSC shall obtain insurance for any high-risk events, unless waived by the Installation Commander, or designee.

SECTION 2 - FINANCIAL STATEMENTS: The Treasurer will maintain a monthly financial statement and present the status of all financial transactions and current balance, at each regular meeting of the SSC and submit a copy of monthly financial statements to 20th Force Support Squadron Private Organization monitor as requested.

SECTION 3 - AUDIT REQUIREMENTS: The account will be audited prior to the installation of a new Treasurer or when the membership deems necessary. The audit will be performed by a disinterested party of two individuals with no ties to the SSC officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. If gross annual revenue is more than \$100,000, but less than \$250,000 an annual review by a public accountant is required.

SECTION 4 - SELF-SUSTAINMENT: The organization must be self-sustaining.

SECTION 5 - CHECKS: All checks for SSC expenditures will be signed by the Treasurer or President.

SECTION 6- ACCOUNTS: The SSC will maintain Operational Fund and Charitable Fund accounts. The SSC Operational Fund and Charitable Fund accounts will comply with IRS regulations as applied to a 501(c)(3), Non-Profit Organization and AFI 34-223. The SSC shall operate within Operational and Charitable Account Budgets approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.

- a. The SSC Operational Account will be composed solely of membership dues, unsolicited donations, and net proceeds from the SSC non-charitable activities (e.g. Ways and Means) or any other approved fundraising events. This money shall be utilized for operational expenses.
- b. Expenses of the SSC Operational Account will be for operational expenses, including but not limited to community/professional organizational dues, monthly social expenses, and public relations costs.
- c. The SSC Charitable Account will be composed solely of donations and net proceeds from all approved SSC sponsored charitable fundraising activities. This account shall be used for scholarships, community requests, and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the SSC Operation Account.

- d. Expenses of the SSC Charitable Account will be for charitable expenses, including but not limited to competitive scholarship awards and any expense incurred while fundraising or advertising for said scholarships.

SECTION 7- BUDGETS: The SSC will maintain separate budgets for the Operational and Charitable fund accounts.

- a. Any expenditure exceeding \$500 not covered by the approved budget shall be voted upon at the regular General Membership meeting following Governing Board approval
- b. The President shall be permitted to incur expenditure up to \$100 within a governing year without Board approval in case of an emergency.
- c. A Budget Review Committee will provide recommendations to the Governing Board regarding budget proposals and revisions. The Budget Review Committee shall be chaired by the Treasurer and at least one other member of the Governing Board and General Membership.

SECTION 8- BOARD TRANSITION: An outgoing Governing Board may not financially obligate the incoming Governing Board. With the exception of scholarship awards, which are paid in the late summer/early fall, the Charitable funds committed must be carried over in full. Remaining funds at the end of the fiscal year shall be carried forwards in the same account (Operational funds shall not move to Charitable, nor vice versa).

ARTICLE X
Revision and Approval of Constitution

Suggested revisions to the charter may be submitted as new business at any scheduled SSC meeting. Upon approval by a two-thirds majority of members, the Constitution will be amended to reflect the change. The charter will then be effective upon signature of the President of the SSC.. The charter will be forwarded to the 20th Force Support Squadron for review and staffing through 20th FW/JA, with final approval by the installation commander or appropriately delegated approval authority.

ARTICLE XI
Dissolution

Dissolution shall begin after approval of two-thirds (2/3) vote of the Active members present and by the Installation Commander. in the case of dissolution of the SSC, written notice will be give to the 20th Force Support Commander and dissolution will be carried out only with the final approval of the installation commander or representative.

- a. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations; assets will be disposed of in accordance with AFI 34-223; donations of historical items to the 20th Fighter Wing Historian; dispensation of charitable funds shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, shall be distributed to the federal government, or to a state or local government, for public purpose. No individual member will benefit monetarily or materially from such disposition,

ARTICLE XII
Insurance Coverage

A waiver of insurance will be requested from the Installation Commander or designee due to the low-risk nature of this organization. Insurance for special activities involving members of the general public, or which are potentially hazardous, will be obtained commensurate with the risk involved. It is understood that in the absence of liability insurance, places the groups' personal assets immediately at risk in the event of PO liability, and that the insurance

may be required for specific events that involve a greater risk of injury or damage. All members of the group will be made aware that they are jointly and severally liable for the obligation of the PO, and their understanding of the liability will be documented.

ARTICLE
Adoption

SECTION 1 - REVIEW IN ACCORDANCE WITH AFI 34-223: Each organization is required to undergo a review every two years by the 20th Force Support Squadron to determine if its constitution, bylaws, charter, articles of agreement or other organizational documents, prescribing membership provisions and purposes, still apply. The date of this review will be determined by the Force Support Squadron.

SECTION 2 – 20TH FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, we must provide the 20th Force Support Squadron with:

- a. Copy of the Constitution and Bylaws.
- b. Copy of Insurance/Waiver of Insurance.
- c. List of Current Officers (including office symbols and phone numbers).
- d. Copies of meeting minutes.
- e. Copies of financial statements.
- f. Copies of tax-exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority of the SSC and became effective October 10, 2024.



Katie H.
President, Shaw Spouses Club

1st Ind to "Shaw Spouses Club", 10 October 2024, Approval of Private Organization Constitution

20 MSG/CC

MEMORANDUM FOR 20 FSS/FSR

Approved/~~disapproved~~.



CHRISTOPHER L. BRYANT, Colonel, USAF
Commander, 20th Mission Support Group