

**SHAW SPOUSES' CLUB  
CONSTITUTION**

**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, cultural, 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. There will be no direct financial assistance to the organization from any non-appropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of monies or assets. The SSC is a self-sustaining, private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status. Therefore, any claims, judgments, or other financial liabilities incurred by the SSC may ultimately result in the personal financial responsibility by its members.

SECTION 2 - 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 3 - FEDERAL, STATE, AND LOCAL LAWS: The SSC will comply with all federal, state, and local laws governing like civilian activities.

**ARTICLE III  
Activities**

In accordance with AFI 34-223, Private Organizations, the SSC will conduct activities with the following guidelines:

1. The organization will not engage in activities that duplicate or compete with any base FSS activity or NAFI, including the Army and Air Force Exchange Service (AAFES).
2. The organization must not prejudice or discredit the US Government or conflict with governmental agencies in the course of doing business. Solicitation of funds by private organizations for themselves is prohibited on Air Force installations. In addition, this private organization is prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities, except as authorized by AFI 34-223, Paragraph 10.16.
3. No part of the net earnings of this association will incur to the benefit of, or be distributable to, its members, officers, or other private persons, except that the association shall be authorized and empowered

to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III of the SSC Constitution.

**ARTICLE IV**  
**Membership**

**SECTION 1 - QUALIFICATIONS:** Membership in the SSC is voluntary; however, it is a requirement for participation in all SSC regularly scheduled activities and any special activities. Eligible members will subscribe to the ideas of the SSC as set forth in the Constitution. Membership is open to all persons regardless of age, (dis)ability, color, ethnic group, gender, national origin, race, or religion. 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 shall include three (3) categories of membership: (1) Active, (2) Associate and (3) Honorary as defined by the By-Laws. The Executive Board shall consider all categories of membership eligibility not covered by these Constitution on a case-by-case basis.

a. ACTIVE:

(1) Spouses of all military members of the armed forces on active duty permanently assigned to Shaw Air Force Base.

(2) Spouses of all military members who are assigned elsewhere, while the spouse resides in the Shaw Air Force Base area.

b. ASSOCIATE:

(1) Spouses of active or retired Department of Defense Employees assigned to Shaw Air Force Base.

(2) Spouses of retired military members or reserve members of the armed forces.

(3) Former spouses who are eligible for benefits under Public Law 97-252, Title 10 "Uniformed Services for Spouses Protection Act".

(4) Widowed spouses of military members who are not remarried.

c. HONORARY: With approval of the Executive Board, the SSC Honorary Advisory Group may invite such person(s) as deemed appropriate to be Honorary Members of the SSC, granting membership for a period of one (1) year.

**SECTION 3 – TERMINATION OF MEMBERSHIP**

a. Membership in the SSC is terminated as follows:

(1) Upon permanent departure from the area.

(2) Upon written resignation to the Membership Chairperson.

(3) Upon suspension of the sponsor for the duration of the sponsor's suspension.

(4) For activities involving unacceptable behavior, to be determined by the Executive Board with a two-thirds approval vote of the whole Governing Board for cause(s) involving discreditable conduct.

(5) For failure to pay dues.

(6) Refusing to pay any financial commitment owed to the SSC.

b. Any member suspended from the SSC will be notified of the suspension, in writing by the Administrative Coordinator.

**SECTION 4 – REINSTATEMENT OF MEMBERSHIP:** Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to the SSC, after approval by the Executive Board.

**SECTION 5 - FEES AND DUES:** Membership dues, as established by the SSC Executive Board, are required to be in paid in full, up front, and are nonrefundable. The full dues year will be established as September through May.

a. The 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 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 6 - APPLICATION FOR MEMBERSHIP:** Membership is open for all individuals who meet the requirements outlined in Article III, Section 1 and 2.

**SECTION 7 – 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 SSC member who makes the reservation.

b. Bona fide houseguests of members may attend SSC functions. Bona fide houseguests are those visiting temporarily. Bona fide houseguests may attend no more than one event per dues year.

c. Guest privileges shall not be extended to persons prohibited from using the Carolina Skies Club.

d. Guests shall not be allowed to attend any SSC sponsored "Members Only" function.

e. Guests shall not be eligible for awarded door prizes.

f. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.

**SECTION 8 – 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 dues up front. The dues amounts will be decided upon yearly by the SSC Executive Board.

a. 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.

(1) 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. Honorary members will not pay dues, but 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.

c. Each member is provided with access to a copy of the Constitution and Operating Policies of the organization.

d. Each member, except honorary members, is informed prior to joining that 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 that all debts are satisfied

## ***ARTICLE V*** ***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 a 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.

a. **HONORARY ADVISORS:** The Senior Honorary Advisor is the spouse of the 20FW Commander or their designee. Additional Honorary Advisors may be the spouses of 9<sup>th</sup> Air Force, ARCENT, and AFCENT Commanders and Command Chiefs or their designee. 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 Governing Board regarding protocol, operations, financial compliance, appreciation events and other duties, as needed.

b. **EXECUTIVE BOARD:** The SSC will be governed by an Executive Board consisting of the Honorary Advisors, appointed Parliamentarian, and four elected officers: President, Vice-President, Administrative Coordinator, and Treasurer. Officers will ensure the SSC complies with all requirements of this Constitution.

c. **ELECTED OFFICERS:** Officers shall carry out the responsibilities and duties of their office as stated in the Constitution, Policies, and Job Descriptions as well as perform such duties as may be designated by the president. Elected officers shall attend all designated business meetings of the SSC and all meetings of the Executive and Governing Boards. Summaries are as follows:

(1) **President:** Cultivates organizational vision, ensures executive function, and exemplifies the spirit of the SSC's social and philanthropic objectives; organizes, set agendas, schedules and presides over SSC meeting; ensure appropriate disclosure of all SSC information to the public; facilitates SSC's mission; serve as SSC representative to the base and local community; perform and/or delegate other duties, as needed.

(2) **Vice President:** The Vice President performs the duties of the President if/when absent; assists the President at all times and maintains a working knowledge of all club activities; oversees the Philanthropy committee and fundraising. The vice president shall also facilitate and assume the duties of vacant positions of all Committees and/or Chairs designated "Philanthropy" to include: Ways & Means; Scholarship; Auction; Airman Cookie Drive; Philanthropy Committee.

(3) Treasurer: The treasurer shall be responsible for all financial affairs of the SSC. Manages compliance of finances including deposits; payments; monthly statements and/or reports for the SSC Operational account and Charitable account; ensures SSC financial compliance with governance; and maintains 7 year archives.

(4) Administrative Coordinator: The administrative coordinator shall maintain document archives for three fiscal years; receive and distribute official SSC mail; maintain the SSC post office box including authorization card updates for the President and Treasurer; reserves and arranges facility for monthly Governing Board meeting; accept and record Governing Board & General Membership reports and/or minutes; disseminates approved minutes, as requested or required.

(5) Parliamentarian: The parliamentarian shall ensure procedural compliance with SSC governance; conduct official SSC voting; assist with protocol; Chair the Nominating Committee; and Chair the Constitution Committee.

d. APPOINTMENTS: Positions to be appointed by the SSC President, with Executive Board approval, shall consist of the Parliamentarian and approved Special Chairs/Committee Coordinators. 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) The Member at Large shall act as the SSC representative to Shaw AFB official agencies, Carolina Skies Club and Sumter community organizations to disseminate and collect relevant information, as requested or required.

(2) Public Relations shall disseminate all approved SSC information (e.g. flyers and newsletter); and create print/photo history of SSC events.

(3) Social Media Manager shall manage the SSC website and social media and assist the Public Relations Chair with creating print/photo history of SSC events.

(4) Events Coordinator shall plan, organize, execute and provide information for all aspects of monthly General Membership meetings; submit an annual calendar of events at the August Governing Board meeting; may engage Events Committee or Decoration Committee, as needed.

(5) Membership shall register new members; maintain current membership applications, roster and Evite list; create annual social roster; update monthly membership lists; shall collect reservations and event fees; correspond with special activity chairs; and provide member nametags for General Membership events.

(6) Special Activities shall organize, recruit, facilitate, and provide information regarding special activity group meetings to the SSC membership, as requested or required.

(7) Philanthropy researches and facilitates fund requests and chairs the Philanthropy Committee.

(8) 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.

(9) Retiree Liaison shall network with local retiree spouses to disseminate all approved SSC information and encourage them to become a part of the SSC.

SECTION 2 – 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. 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 two-thirds vote of the active members present at any general membership or special meeting.

(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, two Advisors, and two members (1 board and 1 general).

(4) The Honorary Senior Advisor, as well as, any other Advisors deemed appropriate, shall attend all Nomination Committee meetings.

(5) The Nominating Committee shall form in the beginning of each year to prepare a slate of nominees for presentation to the General Membership Meeting in March. The Nominating Committee will present, with the candidate's approval, the candidates in good standing for each office to the General Membership Meeting in March.

(6) Members may nominate a candidate for office from the floor at the March General Membership Meeting. Any member who wants to nominate a candidate from the floor must submit their intent to nominate to the Parliamentarian NLT 48 hours prior to the March General Membership Meeting.

b. PROCEDURES: All officers will be elected by a majority vote, using secret ballots (except in the case of a candidate running unopposed), of all members present at the election meeting. Any tie shall be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of votes.

(1) If a candidate is running unopposed, election may be by a show of hands for that office.

(2) Ballots will be prepared, distributed, collected, and counted by the Nominating Committee.

(3) Any delinquent active member shall be prohibited from voting until accrued dues are paid.

c. ABSENTEE BALLOTS: Any eligible voting member of the SSC may obtain an absentee ballot form the Parliamentarian. A voting member may request an absentee ballot only for herself or himself. The ballot must be turned in 24 hours prior to voting or it will be not be counted.

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

e. 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.

f. VACANCY APPOINTMENTS: If a vacancy remains in an Executive Board position after the annual elections, in the best interest of the club, the board may search for a nominee and present this nominee to the General Membership at the next possible meeting. The General Membership may receive this nomination, vote, and install the candidate in one meeting.

g. 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.

(1) Installation of newly elected officers shall be held at the May General Membership Meeting.

(2) Officers shall assume their duties at the following board meeting.

(3) Officers shall serve for a period of one (1) year or until their successors are elected or appointed. Officers shall serve no more than two consecutive elected terms in the same position without Executive Board approval.

**SECTION 3 – SUCCESSION:** In the event the President or an Executive Board officer evacuates office or cannot perform their duties, succession of the Executive Board shall follow as: President, Vice President, Administrative Coordinator, Treasurer, and Parliamentarian. All Governing Board members shall undertake duties as defined in job descriptions.

**SECTION 4 - TERMINATION OF OFFICERS:**

a. **REMOVAL FOR CAUSE:** The Governing Board, with the Advisors' and Honorary Officers' consent, may with just cause dismiss a Governing Board member for improperly discharging duties and responsibilities or for actions that discredit the SSC. A two-thirds vote of the current Governing Board 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 Board. Resignations will be effective 45 days later.

**ARTICLE VI**  
**Meetings**

**SECTION 1 - TYPES OF MEETINGS:**

a. **GENERAL MEMBERSHIP MEETINGS:** There shall be a minimum of one scheduled membership function monthly, during the months of September 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.

**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-third 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:** Robert's Rules of Order Newly Revised shall be the Parliamentary Rules in all matters not specified otherwise in this document.

**SECTION 5 - MEETING MINUTES:** The Recorder or Administrative Coordinator (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 when requested.

**ARTICLE VII**  
**Voting**

**SECTION 1 – CONDITIONS OF VOTE:** Convening bodies may make motions and undertake discussion at any meeting, but a quorum must be established prior to bringing a motion to vote.

**SECTION 2 – NOTICE OF PENDING BUSINESS:** Any business requiring a General Membership vote must be prominently posted for members' review at least 7 days prior.

**SECTION 3 – MINIMUM VOTE TO PASS:** The number of votes required to carry a motion shall be as follows:

a. General Membership meetings must have a minimum of 20% of the entire membership present in order to present a motion. In order to pass a motion, 2/3 of those members present must vote in favor.

b. Board and Committee meetings must have a minimum of 50% of the voting members present to present a motion. In order to pass a motion, 2/3 of the board or committee members present must vote in favor. See Table below for detailed explanation.

<b>SSC Quorums and Voting</b>			
<b>Convening Body</b>	<b>Type of Vote</b>	<b>Quorum</b>	<b>Additional</b>
Governing Board	All Votes (except email)	2/3	No: Advisor, Parli, Co's, specials President breaks tie
General Membership		All eligible voters present	Prominently display at least 7 days prior to vote Pres & Parli ok to vote Active & Assoc Dues Pd
Email (GB/GM)	Any email vote	All eligible voters with a valid email address	Voting window = 12 to 72 hours
<b>Motions requiring 2/3 consent (all others require simple majority)</b>	<ul style="list-style-type: none"> <li>▪ <b>Governance Adoption</b></li> <li>▪ <b>Governance Amendment</b></li> <li>▪ <b>Dismissal and/or Reinstatement</b></li> <li>▪ <b>Elections</b></li> <li>▪ <b>Dissolution</b></li> </ul>		

SECTION 4 – NON-VOTING MEMBERS: The President shall not vote on Executive Team, Governing Board, and General Membership items, except in the case of a tie. The Parliamentarian and Honorary Advisors shall never vote.

SECTION 5 - ELECTRONIC VOTING: When extenuating circumstances make assembly impractical, the President may call for an electronic vote of any governing body. The Parliamentarian will conduct the vote, report results to the President, notify the voting body of the outcome, and ensure the Administrative Coordinator records the vote in minutes.

a. Quorum of the whole is required – i.e., all of body’s voting members must be contacted as per roster.

b. The window for discussion shall be no less than 12 hours. The voting window shall be no more than 72 hours or until majority vote is reached.

c. Votes of the Governing board require response from a majority of voting members. Votes of the General Membership require no minimum response. Members who choose not to respond defer to the original recommendation and are considered “yes” votes.

SECTION 6 - 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 members.



**ARTICLE VIII**  
**Committees**

SECTION 1 - STANDING COMMITTEES:

- a. The number of standing committees and their functions and composition will be determined annually by the SSC Governing Board. Historically, the SSC has maintained standing committees for the following opportunities: Ways and Means, Philanthropy, Auction, and Scholarship. Standing committees are allotted one vote per committee, regardless of the number of co-chairs or members.
- b. Chairpersons of the standing committees will be appointed by the President, with approval of the Executive Board.
- c. The President, with approval of the Executive Board, may appoint or delete standing committees with approval of the SSC Governing Board.
- d. Standing Committee Chairpersons or co-chairs will present monthly reports to the SSC Board.
- e. Annual reports and recommendations will be submitted by each standing committee chairperson to the Executive Board and will be made part of the SSC's permanent records.
- f. All charitable requests shall be vetted by the Governing Board, presented to the membership by the Philanthropy Chair at the next available social, and voted on by the membership.

SECTION 2 - SPECIAL COMMITTEES: Special committees are non-voting positions that may be appointed by the President, with approval of the Executive Board, for a specific purpose and shall cease to exist after its purpose is accomplished. Historically, the SSC has maintained the following special committees: Airman Cookie Drive, Budget, Constitution and By-Laws, Nominating, and Decorating.

- a. Special Committees shall present their findings to the Executive Board, which will become a part of the SSC's permanent records.
- b. Special Committee representatives may attend Executive Board Meetings as required by the President or as pertinent to their function within the SSC.

**ARTICLE IX**  
**Fund Raising Activities**

Fund raising 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.

**ARTICLE X**  
**Accounting**

SECTION 1 - RESPONSIBILITY:

- a. *SSC*: The *SSC* Governing Board shall be responsible for asset accountability, liability satisfaction, and sound responsible financial 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 1<sup>st</sup> through May 31<sup>st</sup>.

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(s), and any other Committee Chairpersons the Executive Board recommends for financial reasons.

f. The President, Vice President, and Treasurer(s) and any other Committee Chairpersons the Executive Board recommends 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 may arise from the activities of the SS 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/her 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 - ACCOUNTS:** The SSC will maintain Operation 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 comprised solely of membership dues, unsolicited donations, and net proceeds from SSC noncharitable fundraising activities (e.g. Ways & 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 comprised solely of unsolicited 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 fundraising or advertising for said scholarships.

e. The SSC will ensure all expenditures meet and are reported within guidelines established within AFI 34-223.

f. SSC fundraising will approved by the 20 FSS/CC or designee; not to exceed three per quarter; not compete with AAFES, Non-Appropriate Funds (BAF), Air Force Assistance Fund Drive (AFAF) nor the Combined Federal Campaign (CFC), or use uncompensated FSS resources in accordance with AFI 34-223.

**SECTION 6 – BUDGETS:** The SSC will maintain separate budgets for the Operation and Charitable fund accounts. Operational expenses shall not exceed more than forty percent of the entire annual SSC budget.

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. Any unbudgeted expenditure not exceeding \$500 can be approved by a majority vote of the Governing Board.

c. The President shall be permitted to incur expenditure up to \$100 within a governing year without Board approval in case of an emergency.

d. 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 include at least one other member of the Governing Board and General Membership.

**SECTION 7 – BOARD TRANSITION:** An outgoing Governing Board may not financially obligate the incoming Governing Board. Because pending scholarship awards are paid in the fall, Charitable funds so committed must be carried forward in full. Remaining funds at the end of the fiscal year shall be carried forward in the same account (Operational funds shall not move to Charitable, nor vice versa).

### ***ARTICLE XI***

#### ***Revision and Approval of Constitution***

**SECTION 1- REVIEW IN ACCORDANCE WITH AFI 34-223:** Each organization is required to undergo a Bi-annual review 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. Suggested revisions may be amended, revised, or eliminated at any time during the year by a two-thirds majority of the voting members present at a general or special meeting of the SSC (provided the General Membership quorum is present).

**SECTION 2 – AMENDMENT PROPOSAL PROCEDURE:** Any proposed amendments should be presented in writing by any voting member of the SSC General Membership. The proposal should be signed by at least seven (7) voting members of the SSC General Membership and presented to the SSC Governing Board for approval. Proposed amendments shall be communicated in both writing and at the next General Membership Meeting. A proposed amendment shall be voted upon at the next General Membership Meeting following its presentation. Approval for amendment will be by a two-thirds majority of a quorum of the voting members of the General Membership.

**SECTION 3 –AMENDMENT ADOPTION:** All adopted amendments shall be submitted to the 20th FW/JA or designee for review. The 20th FW/JA will then submit them to the Installation Commander or appropriate designee for approval. In the event that any provision shall be deemed illegal or contrary to Air Force directive, such portion shall be deemed changed administratively to conform to same. The Constitution amended by change or revisions will remain in effect for a period of not less than six months.

### ***ARTICLE XII***

#### ***Dissolution***

**SECTION 1 – DISSOLUTION:** Dissolution shall begin after approval of two-thirds (2/3) vote of the Active members present and by the Installation Commander. In case of dissolution of the SSC, written notice will be given 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 20<sup>th</sup> 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, or 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.

b. The SSC operates only at the discretion of the Installation Commander or designee. Should he/she deem that there is just cause, or when the activities of the organization no longer provide positive morale or service to installation personnel, the organization can be dissolved by the 20th FW/JA or designee

**ARTICLE XIII**  
**Insurance Coverage**

Liability and bonding insurance commensurate with the risk involved shall be obtained by the SSC for its sponsored activities.; or 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. All members of the group will be made aware that they are jointly and severely liable for the obligation of the SSC and their understanding of the liability will be documented.

**ARTICLE XIV**  
**Adoption**

SECTION 1 – 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.
- 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 Constitution was approved by a majority of the SSC and became effective March 9, 2020.

SECTION 2 – APPROVAL: This Constitution has been reviewed in accordance with AFI 34-223.

Kristen Thoennes, President Shaw Spouses' Club	Date

20 FW/JA	Date

1<sup>st</sup> Ind, 20 MSG/CC

MEMORANDUM FOR 20 FSS/FSR

Approved/Disapproved

RICHARD K. BROWN, JR., Col., USAF Commander	Date