

**CONSTITUTION**  
**Mountain Home Officers' Spouses' Club**  
**2016**

***ARTICLE 1 – NAME and PURPOSE***

- A. The name of this organization shall be the Mountain Home Officers' Spouses' Club and shall hereinafter be referred to as the OSC. The OSC is approved as a nonprofit organization in accordance with Section 509(a) (2) of the Internal Revenue Code and is a private organization as defined in AFI 34-223.
- B. The purpose of this OSC shall be to foster a spirit of good fellowship through the provision of social, cultural and welfare activities among its members and to preserve the ideals and esprit de corps of the Mountain Home AFB officers' spouses'.

***ARTICLE 2 – GENERAL PROVISIONS***

- A. The OSC operates on Mountain Home AFB only with the consent of the Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations.
- B. The OSC is not an instrumentality of the United States Government and therefore not entitled to immunities and privileges thereof. It shall be self-supporting and cannot receive financial assistance from the Government or non-appropriated funds.

***ARTICLE 3 – OFFICERS and GOVERNING BODY:*** The officers of the organization shall be Honorary, Elected and Appointed.

- A. Honorary Officers:
  - 1. Honorary President – spouse of the 366<sup>th</sup> Wing Commander, with his/her consent.
  - 2. Honorary First Vice President– spouse of the 366<sup>th</sup> Vice Wing Commander, with his/her consent.
  - 3. These officers shall be known as the Advisory Group and shall be non-voting members of the Executive Committee and the Executive Board meetings. They shall not have imposed upon them the responsibilities of elected office.
  - 4. If the spouse of the 366<sup>th</sup> Wing Commander is unable to serve as Honorary President, the spouse or the Commander, in the Honorary President's absence, may appoint a representative. If the Honorary Vice President is unable to serve, the Honorary President will appoint a representative to fill the vacancy.
- B. Elected Officers
  - 1. President
  - 2. First Vice President
  - 3. Second Vice President
  - 4. Recording Secretary
  - 5. Corresponding Secretary
  - 6. Administrative Treasurer
  - 7. Welfare Treasurer
- C. Appointed Officers
  - 1. The Parliamentarian shall be a nonvoting officer, appointed by the President.

D. Executive Committee

1. The Executive Committee is a body consisting of the Advisory Group, Elected Officers and the Parliamentarian.
2. It shall meet upon the call of the President and act as an advisory body to the President.

E. Executive Board

1. The Executive Board is a body consisting of the Executive Committee and the chairs of the standing committees, hereinafter referred to as the Board.
2. The Board shall meet once a month unless otherwise designated by the President.
3. The Board shall formulate all OSC policies and procedures, and be responsible for administration of the same.

**ARTICLE 4 – MEMBERSHIP**

- A. Membership is voluntary and shall include four categories: Active, Associate, Honorary Social and Extended Social, as defined in the Bylaws.
- B. The OSC will not discriminate against any individual or group of individuals based on race, religion, creed, color, age, national origin or sex.

**ARTICLE 5 – PARLIAMENTARY AUTHORITY**

- A. The parliamentary authority of the OSC shall be the latest revised edition of Roberts Rules of Order, which shall govern the OSC in all cases where it does not conflict with the Constitution and Bylaws of the Mountain Home Officers' Spouses' Club.

**ARTICLE 6 – MEETINGS and QUORUMS**

- A. The OSC shall meet at least once a month, August through *May*, with regular membership meetings held on the second Tuesday of each month, unless otherwise designated by the President with the approval of the Executive Board.
- B. Special meetings of the General Membership may be called at any time by the President with the approval of the Executive Board or upon written request of thirty percent of the active membership.
- C. Quorums
  1. At any General Membership meeting, a quorum shall consist of two-thirds of the total-voting members present.
  2. A quorum, for the Executive Committee and Executive Board meetings, shall consist of two-thirds of the total voting members. Vacant Executive Board offices are not included as part of the total count for a quorum.
- D. All actions of the Executive Board and General Membership are subject to the direction and supervision of the installation commander or his/her designee; the minutes of all Board meetings and the Treasurers' reports are to be forwarded to him/her monthly for his/her information by the Recording Secretary.

**ARTICLE 7 – FINANCES**

- A. Income shall consist of the administrative fund and welfare fund.
- B. Administrative fund consists of annual dues, non-welfare projects, and not more than 35% of total general fundraising.

- C. Welfare fund consists of all money made from all welfare fund-raisers. General fundraisers' proceeds may be split between administrative and welfare accounts at a rate not to exceed 35% of the gross annual revenue to the administrative account.
- D. Reimbursements to the Administrative Fund from the Welfare Fund must be documented as expenses incurred by the membership to support Welfare projects.
- E. Membership at large becomes liable if the assets of the OSC should fail to meet its obligations and debts after liquidation of all assets.
- F. The OSC is required to secure and maintain adequate insurance in accordance with AFI 34-223.
- G. The Board shall present annual budgets to the membership for vote. The Budgets will be posted from the April Board meeting until voted upon at the May General Meeting.
- H. The Board shall require review of the records at the end of term of office, or at any time there is a change in the office of Administrative Treasurer or Welfare Treasurer. Administrative Treasurer shall submit annual financial statement to Private Org Monitor.

***ARTICLE 8 – ADOPTION and AMENDMENTS***

- A. This Constitution shall become effective upon adoption by a vote of two-thirds of the voting members present at a General Membership meeting, subject to final review by the installation commander or his/her designee.
- B. Any proposal for amendment of this Constitution shall be presented in writing by an Active member, signed by no less than *five (5)* Active members and be presented at any regular or special meeting of the Executive Board.
- C. Any proposed amendments to this Constitution shall be presented to the General Membership meeting prior to the meeting at which a vote is to be held on the same. Proposed amendments shall be made available for examination by the membership.
- D. This Constitution may be amended by a quorum vote at the next General Membership meeting following presentation of the proposed amendment.
- E. All amendments shall be submitted to the installation commander, or his/her designee, for approval.
- F. In the event that any provision of this Constitution shall be deemed illegal or contrary to any Air Force directive, such portion shall be promptly changed to conform, as directed by the installation commander.

***ARTICLE 9 – DISSOLUTION and FINAL DISPOSITION of FUNDS***

Upon dissolution of the OSC by the installation commander or his/her designee, all OSC welfare funds and properties purchased with welfare funds shall be donated to a charity to be determined by the Executive Board. All other funds and properties, in excess of liabilities, shall be disposed of in the following manner: The Executive Board shall recommend to the membership a course of action; it shall be approved by a two-thirds vote of the Active members present and by the installation commander or his/her designee.