

**CONSTITUTION**  
Mountain Home Officers' Spouses' Club  
2022-2023

**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 501(c)(3) 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. Wing Advisors:
  - 1. Wing Advisor: Spouse of the 366<sup>th</sup> Wing Commander, with his/her consent.
  - 2. Secondary Wing Advisor: 366<sup>th</sup> senior leadership spouse(s) as designated by the OSC President, with his/her consent.
  - 3. These officers shall be known as the Advisory Group and shall be non-voting members of the Executive Board and the Board Chairmen. 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 Wing Advisor, the OSC President may appoint a representative.
- B. Elected Officers
  - 1. President
  - 2. First Vice President
  - 3. Second Vice President
  - 4. Secretary
  - 5. Welfare Treasurer
  - 6. Administrative Treasurer
  - 7. Thrift Shop Treasurer
- C. Appointed Officer
  - 1. The Parliamentarian shall be a non-voting officer, appointed by the President.
- D. Executive Board
  - 1. The Executive Board 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. Board of Chairmen
  - 1. The Board of Chairmen is a body consisting of the Executive Board 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 Singapore Officer Spouses 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 *Robert's 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 board meetings occurring the first Tuesday of the month. Regular membership meetings will be held on the second Tuesday of each month, unless otherwise designated by the President with the approval of the Board.
- B. Special meetings of the General Membership may be called at any time by the President with the approval of the Board or upon written request of 30% of the active membership.
- C. Quorums
  - 1. At any General Membership meeting, a minimum of 20% of the entire membership must be present in order to present a motion. In order to pass a motion at said meeting, there must be a unanimous vote in favor by the membership present. If the vote is not unanimous, the discussion will be tabled to an online vote which will be sent out immediately following the event.
    - a. If the vote is pushed to an online forum, there must be a  $\frac{2}{3}$  rds majority in favor to pass the motion.
  - 2. A quorum, for the Executive Board and Board meetings, shall consist of a minimum of 50% of the voting members present to present a motion. In order to pass a motion, two-thirds of the board members present must vote in favor.
- D. The minutes of all Board meetings, to include the Treasurers' reports, are to be forwarded by the Secretary to Private Org as required.

#### **ARTICLE 7 – FINANCES**

- A. Income shall consist of the administrative fund, welfare fund, and donations.
  - a. Administrative fund consists of annual dues, non-welfare projects, and not more than 35% of total general fundraising.
  - b. Welfare fund consists of all money made from all welfare fundraisers. 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.
- B. Reimbursements to the Administrative Fund from the Welfare Fund must be documented as expenses incurred by the membership to support Welfare projects.
- C. The Board at large becomes liable if the assets of the OSC should fail to meet its obligations and debts after liquidation of all assets.
- D. The OSC is required to secure and maintain adequate insurance in accordance with AFI 34-223.
- E. The Board shall present annual budgets to the membership for vote. Budgets for the upcoming board year will be made in April, passed at the May Board meeting, and distributed to and voted upon by membership at the August Welcome event.
- F. 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 any Treasurer. The Administrative Treasurer shall submit an annual financial statement of all treasurer reports to Private Org Monitor as required.

**ARTICLE 8 – ADOPTION and AMENDMENTS**

A. Adoption

- a. This Constitution shall become effective upon adoption by a unanimous vote by members present (minimum 20%) at a General Membership meeting, subject to final review by the installation commander or his/her designee.

B. Amendments

- a. 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.
- b. 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.
- c. This Constitution may be amended by a unanimous vote of at least 20% members present at the next General Membership meeting following presentation of the proposed amendment.
- d. All amendments shall be submitted to the installation commander, or his/her designee, for approval.

- C. 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 and by the installation commander or his/her designee.



Reviewed and signed by President, Chelsea Partin: \_\_\_\_\_