

MCCHORD OFFICERS' SPOUSES' CLUB (OSC) CONSTITUTION

ARTICLE I - NAME AND AUTHORITY

This organization is known as the McChord Officers' Spouses' Club, hereinafter referred to as the OSC. This is a private organization. It is not a part of the Department of Defense or any of its components, and it has no government status. It is organized as an Independent Private Organization under AFI34-223 and is operated in accordance with the Constitution and By-laws under current Air Force Instructions. OSC operates on a military base only with the consent of the installation commander or his/her designee. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force Instructions. Robert's Rules of Order Revised will be parliamentary law in all matters not specified in the Constitution or By-laws.

The McChord Officers' Spouses Club must prominently display the following disclaimer on all print and electronic media mentioning the Spouses Club's name confirming that the McChord Officers' Spouses' Club is not a part of the DoD: **"This 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."** This disclaimer must also be provided in verbal communication and public announcements when the Spouses' Club's name is mentioned.

The McChord Officers' Spouses' Club may not use the seal, logo, or insignia of the Department of Defense, any military department or military service, organizational unit, or installation on the Spouses' Club's letterhead or correspondence or in its title. It will not use any seal, logo, insignia, or the like, used by DoD or any DoD component, its programs, locations, or activities on the Spouses' Club's letterhead or correspondence, or in its title.

ARTICLE II - PURPOSE

The purpose of this club is two-fold: first, to further the social and intellectual well-being and promote personal growth and leadership skills of its members and, second, to create a climate in our organization that promotes philanthropic and fraternal activities. This organization shall prohibit membership discrimination based on ethnic group, race, religion, creed, color, age, national origin, or sex.

ARTICLE III - MEMBERSHIP AND REINSTATEMENT

A. Active Membership:

1. Active membership is open to spouses of all active duty, reservist, and National Guard officers, as well as warrant officers on permanent duty at McChord Air Force Base.
2. Spouses of officers of the other branches of the armed services who are assigned or attached to McChord Air Force Base are also eligible for active membership.
3. Active members shall pay dues and are eligible to vote, hold office, and participate in all OSC sponsored activities.
4. Active members that are non McChord Club members are responsible for any surcharges incurred at OSC functions.

B. Associate Membership:

1. Associate membership is open to spouses of active duty officers and warrant officers on active duty at bases other than McChord.
2. Spouses of retired officers and warrant officers of the Armed Forces
3. Widows/widowers of officers and warrant officers of the Armed Forces.
4. Associate members shall pay dues, are eligible to vote and participate in all OSC sponsored events, and may hold any office except the President and First Vice-President.
5. Associate members who are non McChord Club members are responsible for any surcharges incurred at OSC functions.

C. Honorary Membership:

1. Honorary membership may be extended for one year at the invitation of the Executive Board and Advisors to an individual who is not eligible for membership in the OSC.
2. Honorary members shall pay dues and may serve on committees.
3. Honorary members shall not be eligible to vote or hold office.

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D. Reinstatement:

If, for any reason, a member has his/her membership canceled, he/she may apply in writing to the Membership Chairperson for reinstatement. This letter shall be presented to the Executive Board for approval.

ARTICLE IV - OFFICERS, APPOINTED BOARD MEMBERS, AND ADVISORS

- A. The elected officers of the OSC shall be a President, Parliamentarian, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Welfare Treasurer. These elected officers shall serve on the Executive Board. Vacancies in these positions will be filled as designated in the By-Laws. OSC officers are responsible for asset accountability, liability satisfaction, and sound financial and operational management.
- B. The appointed members of the OSC shall be the Standing Committee Chairpersons. These appointed members shall serve on the Executive Board. The Standing Committees are as designated in the By-laws.
- C. The Executive Board consists of Elected Officers, the Standing Committee Chairpersons, and Advisors.
- D. The Executive Board will extend an invitation to the following spouses to serve as Advisors to the Executive Board. These Advisors would serve voluntarily and be non-voting members of the Executive Board.
 - 1. The spouse of the Commander of the 62d Airlift Wing at McChord Air Force Base.
 - 2. The spouse of the Commander of the 446* Airlift Wing (AFRC).
 - 3. The spouse of the Commander of the Western Air Defense Sector.
 - 4. The spouse of the Vice Commander of the 62d Airlift Wing.

ARTICLE V - ELECTIONS

Officers shall be elected annually by the General Membership no later than the month of May and shall assume office during the joint Executive Board meeting scheduled in June.

ARTICLE VI - BUSINESS

- A. OSC business will be conducted at the Executive Board meetings and at the general and/or special membership meetings as needed. A majority vote of a quorum is necessary to solve any motion. Rules governing are found in the OSC By-laws.
- B. The Executive Board shall stipulate dues for members.
- C. The OSC is governed by the Executive Board. Executive Board motions require approval by the Executive Board voting members.
- D. Dues are the primary source of income for the social side of the OSC. Spouses of 2nd Lieutenants will not be required to pay dues their first year. Dues are annual, paid from 1 September through 31 August of the following year. Dues can be paid with check, cash, or Club credit card. Dues will be prorated when a member joins/departs McChord and is paying/or paid with check/cash. When departing McChord it is the OSC member's responsibility to formally resign from the OSC (especially if dues are being collected with the Club card - as dues will continue to be paid to McChord until the correct resigning forms are turned in).
- E. Funds may be generated for the social side of OSC through Ways and Means.
- F. Funds may be raised for the welfare side through the operation of the McChord Thrift Shop and other fundraising activities approved in writing by the 62d Services Squadron Commander. Any funds raised from the operation of the Thrift Shop and given to the OSC may be used only for expenses and donations related to charitable or welfare purposes.
- G. The OSC shall follow the financial reporting and Auditing requirements specified in the current Private Organization Guide issued by USAF Services.
- H. The OSC shall file a yearly 501 (c) (4) exempt organization tax return (Form 990) with the Internal Revenue Service no later than the 15th day of the fifth month following the end of the fiscal year.
- I. The Social and Welfare balanced operating budgets and unbudgeted expenditures must be approved by the Executive Board. The General Membership must approve all unbudgeted expenditures over \$500.00 (five hundred).

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ARTICLE VII - MEETINGS

The Executive Board will meet once a month, unless otherwise designated by the President. General Membership meetings will be held monthly, unless otherwise designated by the President with the approval of the Executive Board.

ARTICLE VIII - AMENDMENTS

To amend this constitution, a proposed amendment must:

1. Be proposed to and approved by the Executive Board.
2. Be approved by the 62d Mission Support Group Commander and the Staff Judge Advocate.
3. Presented to the General Membership prior to being voted upon.
4. Be approved by a majority vote at a General or Special Meeting.

The By-laws may be amended by a majority vote of the Executive Board.

ARTICLE IX - LIABILITIES

- A. If an individual member obligates the OSC, the obligation should be for the sole use and benefit of the OSC and have the approval of the Executive Board. If such benefit is solely for the benefit of the individual member, they (the member) will be held liable.
- B. Members of the OSC are jointly and severally liable for all outstanding liabilities and obligations of the private organization if the OSC does not have sufficient assets to cover the liabilities. Each member will be notified of the "personal liability" upon joining the McChord Officers' Spouses Club.
- C. The OSC will maintain liability and property damage insurance coverage commensurate with risk to protect and claims or lawsuits, which might arise from the commission or omission of acts by its members when acting in any capacity for or in participated in any activities of the OSC.

ARTICLE X - DISSOLUTION

Prior to the dissolution of the OSC, the Executive Board will give a written notice to the 62d Services Squadron Commander, notifying him/her of the intent to dissolve the OSC and a time phased action plan to execute the dissolution of the OSC. Funds remaining in the treasury after satisfaction of any outstanding debts, liabilities, or obligations, may be redistributed within the command or used to support an on- or off- base charity that reflects favorably on the private organization and the Air Force as approved by the OSC Executive Board and the General Membership.

ARTICLE XI - NON-PROFIT ORGANIZATION

The OSC will function as a non-profit social club; and no part of its net earnings will monetarily benefit any of its members.

This constitution will be submitted for approval to 62 MSG/CD and 62 AW/JA as specified by the McChord OSC By-Laws.

Beth Cannon
President, Officers' Spouses Club
2007-2008

Reviewed February 2008

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