

This Constitution, dated 2016-2017, shall supersede all others.

## **FORT HOOD SPOUSES' CLUB**

### **FORT HOOD, TEXAS CONSTITUTION**

#### **ARTICLE I**

##### **NAME AND PURPOSE**

1. The name of this organization shall be the "Fort Hood Spouses' Club", Fort Hood, Texas 76544. It shall hereafter be referred to as the FHSC.
2. In general, the purpose of the FHSC shall be to bring together members of kindred interest in order that they may be afforded greater opportunity for charitable works, sociability, participation in such activities and projects as the FHSC may promote or sponsor and to donate to other non-profit organizations to further the significant advancement of the quality of life of military families and the surrounding Fort Hood Community.

#### **ARTICLE II**

##### **GENERAL PROVISIONS**

1. The FHSC is organized as a 501 (c) (3) non-profit private organization, provided for in applicable Army regulations.
2. The FHSC operates and exists on this military installation only with the consent of the Installation Commander. This consent is contingent upon compliance with the requirements and conditions of all Army regulations, specifically DODI 1000.15 and FH Reg. 210-56.
3. It is suggested that all members of the FHSC read the Constitution and Bylaws. Members will be held liable for the debts of the FHSC in the event of bankruptcy, insolvency, or dissolution.
  - a. Approval to exist on Fort Hood will be withdrawn if requests for revalidation are not received at least 30 days prior to the expiration date.
4. **Robert's Rules of Order, Revised or Modern Parliamentary Procedures** by Keesey shall be the parliamentary authority in all meetings conducted by the FHSC.

#### **ARTICLE III**

##### **OFFICERS AND GOVERNING BODY**

1. The spouses of the Commanding General and Command Sergeant Major of III Corps and Fort Hood, or their designees, shall be the organization's Honorary Presidents.
2. Two Co-Advisors will be appointed by the Honorary Presidents.
3. The elected officers of the FHSC shall consist of President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Operating Treasurer, and Community

Outreach Treasurer. The duties of each elected officer shall be as provided for in the Bylaws. An elected officer must be an Active member in good standing.

4. The President shall appoint a chairperson to each standing committee. The terms and duties of each appointed chairperson shall be as provided for in the Bylaws. An appointed chairperson must be an Active Member in good standing.

5. The Executive Board will consist of elected officers, Parliamentarian, Honorary Presidents and Advisors.

a. The Parliamentarian, Honorary Presidents, and Advisors will be non-voting members of the Executive Board. The President may vote only in the event of a tie.

6. The FHSC Board will consist of the Executive Board, appointed chairpersons, and unit representatives.

7. Only elected officers, appointed chairpersons, and unit representatives may vote during FHSC Board deliberation.

8. The FHSC Board shall be the governing body of the organization.

9. The FHSC Board shall carry out the purpose and objectives of this organization by approving the transaction of its routine business in accordance with the approved Constitution, Bylaws, and established policies. The FHSC Board shall make and enforce such Bylaws as are necessary for the governing of the FHSC.

## **ARTICLE IV**

### **MEMBERSHIP**

1. The FHSC fully supports the Fort Hood policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, origin, sex or sexual orientation. The FHSC will neither accept invitations from nor participate in any activity or organization that does not conform to Fort Hood policy or that discriminates on the basis of race, color, religion, national origin, sex or sexual orientation.

2. Membership shall begin when the eligible members pays their dues, and shall end on the 31<sup>st</sup> of May on the board year that they join. Newly installed board members must join the club at their first board meeting over the summer. Other eligible members are allowed to join at any time over the course of the Membership year. (i.e. vendors looking for membership discount for the Super Sign Up may fill out their form and mail in payment anytime May – August)

3. Active Members, in good standing, are entitled to hold office, to serve as an appointed chairperson, to vote during membership meeting programs and vote at elections. Active membership is instituted upon registration and payment of current dues. Anyone residing in the Fort Hood area is eligible to join the Club.

a. Active Members shall pay dues, have the privilege to vote, may hold elected or appointed offices, and participate in all FHSC activities, including committees. Active Members shall be defined as:

1) All Spouses and Family Members age 18 and above of US Military ID cardholders and US-Sponsored Foreign and Internationals, Spouses and Family Members age 18 and above of DoD Civilian ID cardholders.

2) All Surviving Spouses of US Military ID and Civilian cardholders. All Surviving Spouses will retain the same privileges as aforementioned but WILL NOT have to pay dues.

b. Associate Members shall pay dues and enjoy all the rights and privileges of Active Members with the exception that they may not serve in an elected or appointed board position but may serve on committees as a members of as a co-chair. Associate Members shall be defined as:

1) Any person age 18 and above who does not possess a US Military ID card of DoD Civilian card.

2) The number of Associate Members shall not exceed twenty percent (20%) of the active membership.

c. Honorary Membership may be extended at the pleasure of the FHSC Executive and General Board to distinguished individuals who have been supportive and involved in the coordination of military and civilian life and to other distinguished persons. Honorary Membership shall reside with the honoree for one (1) membership year (August – May). Acceptance is at the review and discretion of the Board. Honorary Membership in this section does not refer to the Honorary Presidents.

1) Honorary Members shall have no vote, nor hold office, nor shall be required to pay dues.

2) Honorary Membership may be declined in favor of active membership should the honoree wish to serve on the board and the honoree is eligible to do so.

3) A roster of Honorary Members shall be maintained by the 1<sup>st</sup> Vice President and will be updated and reviewed annually by the Executive Board.

4) The number of honorary memberships shall not exceed two percent (2%) of the active membership.

4. A member in good standing is defined as a member who has paid their membership dues and is not delinquent in their financial obligations to the FHSC or defaulted on their Loan Closet contract.

5. Non-members may attend only one membership meeting program as a guest of a member. They may attend subsequent meetings by becoming a member. The Honorary Presidents, Advisors, and the President, with the approval of the FHSC Board, may, in the interest of community relations, issue invitations for special occasions to members of the local communities.

## **ARTICLE V**

### **FINANCE**

1. The FHSC will have two funds: The Operating Fund and the Community Outreach Fund.

a. The Operating Fund revenues shall be derived from dues and monies raised within membership functions. A minimum balance of four thousand dollars (\$4000) must be held in reserve in the Operating Fund.

b. The Community Outreach Fund revenues shall be derived from activities not limited to FHSC members and will be deposited to the Community Outreach Fund account. The Community Outreach Account will maintain a minimum balance of one thousand dollars (\$1000).

c. An annual audit of each fund shall be completed at the end of the FHSC fiscal year, 31 May. If either treasurer resigns before the end of the board year an audit of the books, up to that point, must be

completed before handover and again at the end of the board year.

- d. Monies collected from the Holiday Bazaar will not be disbursed until after the bazaar's completion.
2. All active members shall pay dues as determined by the FHSC Board and in accordance with the Bylaws. The dues for the membership in the FHSC shall be determined by the FHSC Board. No refunds shall be allowed any member leaving the post or voluntarily relinquishing membership. Memberships are not transferable.
3. The Operating Treasurer, or in his/her absence, the Community Outreach Treasurer or President, shall receive all dues collected by the Membership Chairperson and all other monies of the FHSC and deposit the same in an authorized depository within thirty (30) working days of the receipt of monies.
4. The Operating Treasurer shall pay all obligations of the FHSC, to include but not limited to, monthly bills, sales taxes, and any reimbursements from the Operating Fund account within five (5) working days of receipt.
5. The Community Outreach Treasurer shall pay all obligations of the Community Outreach committees, to include but not limited to, monthly bills and reimbursements from the Community Outreach Fund account within thirty (30) working days of receipt.
6. All checks that exceed five hundred dollars (\$500) written from either the Operating or Community Outreach Fund account will require dual signatures to include, the President or 1<sup>st</sup> Vice President in conjunction with the appropriate Treasurer, Community Outreach or Operating. If a second signature is unavailable, a letter stating such must be written and submitted with an explanation, and attached to disbursement form at time of disbursement.
7. The FHSC is a self-sustaining group of private individuals and not an instrumentality of the United States Government. In no event will the United States Government be held liable, in fact or spirit, for any indebtedness incurred by the FHSC. The FHSC may not receive financial assistance or financial support from the United States Army or any of its non-appropriated funds.
8. All revenues producing activities of the FHSC conducted on post shall have prior approval of the Installation Commander.
9. The President, First VP, Operating Treasurer, Community Outreach Treasurer, Loan Closet Chairperson, Corresponding Secretary, and Ways and Means chairs shall be bonded yearly at the FHSC's expense.

## **ARTICLE VI**

### **ACTIVITIES**

The FHSC participates in social activities such as luncheons, tours, classes, and other functions as determined to support the purpose and objectives of the organization. The FHSC also participates in fundraising activities for the purpose of making charitable donations and to raise administrative monies necessary to function.

## **ARTICLE VII**

### **MEETINGS AND QUORUMS**

1. The general membership shall meet as determined by the FHSC Board.

2. A quorum of the general membership shall be twenty percent (20%) of the active and associate membership in good standing.
3. The FHSC Executive and General Board shall meet once a month or as determined by the President. All FHSC Board members shall be duly notified of all meetings.
4. A quorum for a meeting of the FHSC Board shall consist of at least two-thirds (2/3) of the seated voting members. Each action must be approved by a majority of the voting members present.

## **ARTICLE VIII**

### **ADOPTION AND AMENDMENTS**

1. Constitution Adoption: This Constitution shall supersede all previous Constitutions and shall be instituted upon approval by a majority vote of the quorum voting at a membership meeting of the FHSC. (Reference Article VII, 2) An updated copy of this Constitution shall be provided to the Installation Commander for approval and adoption prior to 31 DEC. Upon approval from the Installation Commander this Constitution becomes effective immediately.
2. Constitution Amendments: This Constitution shall be reviewed each board year by the Constitution Committee. Proposed amendments to the Constitution shall first be presented to the FHSC Board for approval. A copy of the proposed amendments approved by the board shall be presented to the Active and Associate Members at the following membership meeting program. A majority vote of the quorum will be required for the adoption of the proposed amendments (Reference Article VII, 2). Amendments become effective subject to final approval by the Installation Commander.

## **ARTICLE IX**

### **ELECTIONS AND APPOINTMENTS**

1. The President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Operating Treasurer, and Community Outreach Treasurer shall be elected annually in Spring at the April membership meeting program .
  - a. By ballot if there are two or more nominees for any given office.
  - b. By vote if there is a single slate.
2. The President shall appoint the Parliamentarian as the chairperson for the Nominating Committee.
3. Persons nominated for an elected office must be an Active Member, in good standing, and have given their consent before nominations can be made.
4. The slate, selected by the Nominating Committee, shall be presented no later than the March membership meeting program. Any member, in good standing, who wishes to have their name added to the slate, shall do so in writing to the FHSC Parliamentarian email no later than the last day in March. After this date nominations are closed.
  - a. If there are any requests, their name will be discussed within the Nominating Committee and a decision made as to whether the name will be included on the slate put forth for a vote at the April Meeting.

- b. At the April membership meeting the slate will be voted on.
  - c. In May, the new officers will be installed.
5. The duties of each elected officer and Chairperson shall be provided for in the Bylaws.
6. In the event of an incomplete slate, except for the office of President, the vacant positions shall be appointed by the incoming President and approved by the Executive Board.

## **ARTICLE X**

### **UNSCHEDULED CHANGES OF OFFICERS**

1. FHSC Board members are presumed to have resigned upon their permanent departure from the Fort Hood area or upon their failure to attend three (3) FHSC Board meetings if, in the opinion of the FHSC Board, they do not have a satisfactory explanation for their failure to attend the meetings. The FHSC Board reserves the right to request a resignation from any board member, at any time, due to failure of his/her fulfilling their job description.
2. In the event an elected office becomes vacant, the President with the approval of the Executive Board will appoint an Active Member, in good standing, to fill the vacant position. This appointment will be assumed immediately and will be presented to the membership at the next scheduled membership meeting program
3. If the office of President is vacated at any time, this position will be filled by the First Vice President. In the event the First Vice President is unable to fill the position, a nominee will be elected by the general membership, as described in Article IX of the Constitution.

## **ARTICLE XI**

### **GOVERNMENT AND RECORDS**

1. A historical file consisting of the following records will be maintained by the Parliamentarian:
- a. The most current original letter of approval to operate on the installation.
  - b. The most current original copy of the Constitution.
  - c. The most current original copy of Bylaws.
  - d. The most current record of approval of the Constitution and Bylaws.
  - e. Current list of members.
  - f. Current inventory of physical and financial assets.
  - g. A copy of current applicable Army Regulations.
  - h. After Action Reports necessary for the proper operation of the organization by successors.
2. All records, other than financial records, of the FHSC will be completed at the end of the FHSC Boards', fiscal year, held for four (4) years, and then be destroyed.

3. The Operating and Community Outreach Treasurers shall maintain all applicable financial records for his/her board year. At the end of his/her board year, all financial records will be completed and stored for seven (7) years, and then destroyed.

## **ARTICLE XII**

### **DISSOLUTION**

1. In case of the dissolution of the FHSC, whatever funds are contained in the treasuries at that time shall be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the residual assets shall be disposed of as determined by the FHSC Board. Dissolution shall not be contrary to applicable provisions of Internal Revenue Codes.

2. The process of dissolution may take place in two forms.

a. The majority vote of the general members at a regular or special meeting providing there is a quorum present.

b. By or upon direction of the approving authority.

## **ARTICLE XIII**

### **DECLARATION OF INVALIDITY**

In the event of this Constitution or a portion thereof is declared invalid, the remaining unaffected provisions of such articles or portions thereof shall remain in full force and effect.

APPROVED BY MAJORITY VOTE ON March 9, 2016

Stacy Clady  
2016-2017 President

Paulette Woodall  
2016-2017 Recording Secretary