

# Dyess Spouses' Club (DSC) Constitution

(Revised August 2012)

## ARTICLE I NAME

This organization shall be known as the Dyess Spouses' Club (DSC), herein referred to as DSC.

## ARTICLE II PURPOSE

- A. Vision Statement: The Dyess Spouses' Club is dedicated to supporting and encouraging our military spouses through fun and informal social events, service projects and charitable activities that foster friendships, communicate information, and strengthen relationships.
- B. Mission Statement: The Dyess Spouses' Club's mission is to: establish and maintain base and community relationships; support all enlisted and officer military spouses, whether active duty, reservist or retired; and to contribute to the base, surrounding community and Air Force through charitable contributions and scholarships.
- C. DSC sponsors social activities financed thru annual dues and voluntary payments.
- D. DSC raises funds for charitable and educational purposes through donations, the DSC Thrift Shop, and fundraising activities. These fundraising activities are conducted through the work of DSC members who volunteer their time. Charitable recipients include the Dyess AFB community, the Abilene community, and at an Air Force level for such organizations as, but not limited to, Air Force Assistance Fund & Fisher House.
- E. DSC will not permit any part of its earnings to incur private benefit to any individual. No member of DSC possesses any right, title to, or interest in the DSC administrative property or net earnings as an individual or within a private capacity.
- F. DSC shall not influence legislation, or participate in or intervene in any political campaign on behalf of any candidate for public office.
- G. DSC is an independent private organization and shall conduct activities within the guidelines of the Internal Revenue Code Section 501(c)(7).
- H. Operation of DSC is contingent upon compliance with the requirements and conditions of all applicable Air Force directives.

## ARTICLE III GENERAL PROVISIONS

- A. Authority for creation of the DSC is AFI 34-223.
- B. DSC operates on Dyess Air Force Base with written permission from the 7<sup>th</sup> Bomb Wing Commander or his/her designee.
- C. DSC is governed by its Constitution and By-Laws. DSC may also institute other governing documents in accordance with the Constitution and By-Laws. Should there be

a conflict between the Constitution and By-Laws or other governing documents, the Constitution governs.

- D. DSC is not a Non-Appropriated Fund Instrumentality, nor is it entitled to privileges and immunities of the Federal Government.

## **ARTICLE IV MEMBERSHIP**

- A. Membership in the DSC is voluntary, and includes three (3) categories: Active, Associate, and Honorary.
- B. DSC is conducted non-discriminatory and provides equal opportunity without regard to race, creed, color, religion, sex, age, rank, or national origin.
- C. Members of the DSC agree to the covenant not to sue any of its members, the United States Government, and/or the United States Air Force for any action in contract or tort, which may arise out of operation, and/or activities of the DSC.
- D. Article II, Section C of the DSC By-Laws governs resignation, termination and reinstatement of membership.

## **ARTICLE V OFFICERS AND GOVERNING BODY**

- A. DSC is governed by a Board of Governors composed of three parts: the Elected Officers, Appointed Positions, and Honorary Advisors, as stipulated in the By-Laws. The By-Laws specify the general responsibilities of each position.
  - 1. Elected Officers
    - a. President
    - b. First Vice-President
    - c. Second Vice-President
    - d. Recording Secretary
    - e. Operational Treasurer
    - f. Charitable Treasurer
    - g. Member-At-Large
  - 2. Honorary Advisors
    - a. Honorary President
    - b. Honorary Senior Advisor(s)
    - c. Honorary Senior Enlisted Advisor
    - d. Other Honorary Advisors
  - 3. Appointed Positions
    - a. Parliamentarian
    - b. Appointed Chairpersons

- B. The term of office runs from May through the following May.
- C. The Executive Board consists of Elected Officers, Honorary Advisors, and the Parliamentarian. It will meet upon the call of the President or Honorary President and act as an advisory body to the President.

## **ARTICLE VI DUES**

- A. All members with the exception of Honorary Members and Guests are required to pay dues in accordance with the By-Laws.
- B. Changes in dues take effect with a simple majority vote of current voting members present at the General Membership meeting in which the vote is taking place, according to Article VII of the DSC Constitution.

## **ARTICLE VII MEETINGS AND QUORUMS**

- A. Meetings
  1. General Membership meetings are held as provided by the By-Laws, but in no event, shall there be less than one meeting in any three-month period (with the exception of the summer period of June-August).
  2. The President may call special meetings of the General Membership at any time with the approval of the Board of Governors, or upon written request of thirty percent (30%) of the active membership.
  3. For decisions voted upon at Special Meetings to be binding upon the General Membership, or otherwise valid, at least seventy-five percent (75%) of the General Membership must have been personally notified of the meeting with at least ten (10) days' notice provided to them through normal avenues of publication such as e-mail, DSC website or telephone.
  4. The Board of Governors meets monthly, unless otherwise stated by the President.
- B. Quorums
  1. A quorum at General Membership meetings or Special meetings of the general Membership is fifteen percent (15%) of the current DSC membership. A simple fifty-one percent (51%) of those members present is sufficient to pass a motion.
  2. A quorum at any board meeting is fifty percent (50%); a simple majority of voting members present, fifty-one percent (51%) is sufficient to pass a motion.
  3. In special circumstances, the board of Governors may vote via proxy, phone and/or e-mail, at the discretion of the Executive Board.

## **ARTICLE VIII FINANCES**

- A. The DSC will comply with all local, state, and federal laws.

- B. Operational and Charitable fundraising activities must be approved by the Board of Governors, authorized by the 7<sup>th</sup> FSS Commander or his/her designee, and permitted by all applicable Air Force Instructions or state laws.
- C. The administration of the DSC, including its publications, shall be executed at absolutely no cost to the U.S. Government.
- D. The monetary assets of the DSC are allocated into two (2) accounts:
  - 1. Operational Fund Account
    - a. Is used for operational expenses and chosen activities of the DSC.
    - b. Consists of money collected from dues and voluntary assessments in accordance with the By-Laws and Section 501 (c)(7) of the IRS code.
    - c. A minimum of five hundred dollars (\$500) will remain in this account at the end of the fiscal year.
    - d. Operational expenditures are governed by the current and approved Operational Fund account budget.
  - 2. Charitable Fund Account
    - a. Is used exclusively for charitable purposes.
    - b. Consists of donated money, money earned from the DSC Thrift Shop, and designated fundraisers.
    - c. A maximum of two hundred fifty dollars (\$250) will remain in the Charitable Fund account at the end of the fiscal year.
    - d. The Charitable Fund is governed by the current and approved Charitable Fund account budget.

## **ARTICLE IX INSURANCES AND LIABILITIES**

- A. If required, and unless waived by the 7<sup>th</sup> Mission Support group Commander or his/her designee, DSC will obtain liability insurance coverage against all personal injury and property damage claims that may arise from activities of DSC or its members.
- B. If insurance coverage is waived for DSC's normal activities, DSC will obtain insurance for special events commensurate with the risk involved.
- C. DSC is subject to restrictions, laws, taxes, licenses, and/or ordinances that may be imposed on it by local, state, and federal jurisdiction.
- D. All members should be advised that financial liability incurred by the DSC might result in individual personal financial responsibility if the treasury fails to discharge obligations. AFI 34-223 requires this provision to be in constitutions whereby members of the Private Organization have to insure bills are paid.
- E. Each member is required to acknowledge their understanding of this liability in writing.

## **ARTICLE X DSC THRIFT SHOP**

- A. The DSC Thrift Shop shall function under a governing body known as the Thrift Shop Volunteer Committee (TSVC), under the auspices of the DSC and with the approval of the Board of Governors.
- B. The TSVC establishes and maintains the DSC Thrift Shop operating procedures and management policies as defined by the DSC Constitution and By-Laws.
- C. The TSVC consists of the President, Second-Vice President, DSCA Treasurer, Thrift Shop Honorary Advisor, Thrift Shop manager, Thrift Shop Chairperson, and Thrift Shop Bookkeeper.

## **ARTICLE XI AMENDMENTS AND ADOPTION**

- A. The DSC Constitution and By-Laws shall be reviewed by the DSC Constitution and By-Laws Committee as needed, but no less than every two (2) years.
- B. Any DSC member in good standing may submit recommended amendments and/or revisions to the Constitution or By-Laws in writing, to the President, Recording Secretary and Parliamentarian.
- C. Any proposed amendments or changes to the Constitution and/or By-Laws will be submitted by the Constitution and By-Laws Committee to the Board of Governors in writing and subsequently submitted to the General Membership at a General Membership meeting.
- D. Any proposed amendments and/or changes will be posted on the DSC website for examination by the General Membership for a minimum of fourteen (14) days.
- E. Amendments and changes may be adopted at this time by a majority vote by the voting members present at a General Membership meeting, and will become part of the Constitution and By-Laws, pending approval by the 7<sup>th</sup> BW Commander or designee.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the parliamentary rules in all matters not specified in the DSC Constitution or By-Laws.

## **ARTICLE XIII DISSOLUTION**

- A. Upon dissolution of the DSC, funds contained in the Operational Fund account will be used to satisfy any outstanding debts, liabilities or obligations. All remaining funds shall be disposed of by recommendation of the Board of Governors and with approval of the General membership in accordance with the IRS Code and all applicable Air Force Instructions. If assets are not sufficient to satisfy the liabilities, the membership may be held liable for the difference thereof.

- B. The DSC will notify the 7<sup>th</sup> Bomb Wing Commander and the 7<sup>th</sup> FSS Commander or his/her designee of the intent to dissolve.
- C. Upon dissolution or other termination of the DSC, the DSC Board of Governors will dispose of the funds contained in the Charitable Fund account, in accordance with the DSC Constitution and By-Laws. In no event shall funds contained in the Charitable Fund account be used for the general purpose of the DSC.

I certify that this constitution has been approved by the General Membership as indicated in Article XI, of the DSC Constitution.

\_\_\_\_\_  
DSC President

\_\_\_\_\_  
Date

APPROVED/DISAPPROVED

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7<sup>th</sup> BW Commander (or Designee)

\_\_\_\_\_  
Date