

CONSTITUTION
Victory Spouses' Club
Fort Jackson, South Carolina
May 2017

Article I
Name and Purpose

SECTION 1: The name of the organization shall be the Victory Spouses' Club of Fort Jackson South Carolina, hereinafter referred to as the VSC, organized under the provisions of Fort Jackson, The Army, and DoD regulations as a private organization. The VSC is an IRS approved 501(c-3) and 509(c-2) public charity.

SECTION 2: The purpose of the VSC shall be to provide, conduct, promote, and facilitate activities of special recreational interest to its members, and to raise funds and award scholarships to members and their children.

Article II
General Provisions

SECTION 1: The VSC operates as a social/welfare nonprofit organization on Fort Jackson with the consent of the Fort Jackson Installation Commander. This consent is contingent on compliance with the requirements and conditions of all DOD and Army regulations, specifically AR 210-22.

SECTION 2: It is understood that the VSC is in no way affiliated with the Department of the Army. There is no official relationship between the activities of this private organization and those of DOD personnel who are members of this organization. The VSC is not an instrumentality of the United States Government nor is it a non-appropriated fund instrumentality.

SECTION 3: This organization will neither propagate extremist activities nor advocate violence against others or the overthrow of the Government. Neither will it seek to deprive individuals of their civil rights.

SECTION 4: The VSC is governed by its Constitution and Bylaws. The VSC may also institute operating policies and procedures in accordance with the Bylaws. Should there be a conflict between the VSC Constitution, Bylaws, or Operating Policies, the Constitution shall govern.

SECTION 5: The VSC will use no seal, insignia, or other identifying device of Fort Jackson or

other military department or service unless written permission is received from the Installation Commander. The VSC may receive limited support from Fort Jackson for events sponsored in conjunction the installation. This support will be approved in writing by the Installation Commander or his/her designated representative.

SECTION 6: The VSC will not discriminate based on race, color, religion, national origin, disability, gender, or sexual orientation: nor will it associate with persons or organizations that do. All activities conducted by the VSC will not propagate extremist activities nor advocate violence against other or the overthrow of the United States Government.

SECTION 7: The VSC will not deprive individuals of their civil rights.

SECTION 8: The VSC will comply with all fire and safety regulations, environmental laws, tax codes, and other applicable statutes and regulations.

SECTION 9: The VSC will ensure that all State and local laws are met.

SECTION 10: The VSC will reimburse the Army for utility expenses if it is determined by the Army that the cost is necessary.

SECTION 11: Neither the United States nor its non-appropriated fund will incur or assume any obligation for this organization. All members will fully understand that they are personally liable if the assets of the organization are insufficient to discharge all liabilities. Members may be held personally liable for the cost of any lawsuit over and above the liability insurance carried by the VSC. In addition, all members will acknowledge, in writing that they understand the provisions of this Article and Section, as stated on the membership application.

SECTION 12: As a condition of membership, members will read and adhere to the Constitution, its By-laws, and Standard Operating Procedures.

Article III

Funds and Operating Procedures

SECTION 1: The VSC will operate with the written approval from the Installation Commander at Fort Jackson and will keep the written permission on record.

SECTION 2: The VSC must revalidate every two (2) years from the date of the last approval. The revalidation must be submitted to the Installation Commander or his/her designee at least three (3) months prior to the expiration date. The Club understands the approval expires two (2) years from the date of the last approval.

SECTION 3: The VSC will file an IRS annual information Form 990/990-EZ-N to keep the tax-exempt status.

SECTION 4: The Constitution shall become effective upon adoption by a majority vote of the members present at a scheduled general membership meeting. Members must be informed of this meeting either written or orally at least fourteen (14) days prior to the meeting.

SECTION 5: The Constitution and By-laws must be approved by the Installation Commander or his/her designee prior to adoption by the membership.

SECTION 6: The Constitution and By-laws will be reviewed by the Constitutional Review Committee every two (2) years or as deemed necessary by the President.

SECTION 7: The Constitutional Review Committee shall be chaired by the Parliamentarian and consist of the following members: The Club President, The Club Advisors, and two (2) active club members. The Honorary Board members may be invited to attend.

- a. The committee will report its findings to the board for approval.
- b. The Parliamentarian or his/her designee will present the proposed Constitution to VSC members for approval.
- c. If after review, the Constitution remains unchanged, no vote is necessary and the Club will continue to operate under the original document.

SECTION 8: Each month with Governing Board approval, the minutes and financial statements will be sent to the Family, Morale, Welfare, and Recreation (FMWR) Financial Management Division, Fort Jackson to be forwarded to the Installation Commander or his/her designee for review.

Article IV **Membership**

SECTION 1: Membership in this VSC shall be voluntary. Membership discrimination based upon race, color, religion, national origin, age, gender, disabilities, sexual orientation, or national origin is prohibited.

SECTION 2: Membership will allow the individual the right to vote, hold office, and participate in all VSC activities. Membership may be extended to:

- a. Spouses of Active Duty, Reserve, or National Guard, and Foreign Exchange service members stationed at Fort Jackson and the surrounding areas.
- b. Spouses of Active Duty service members of the Armed Forces of the United States on unaccompanied tours or deployments who reside in the Fort Jackson area.
- c. Spouses of retired or deceased service members of the Armed Forces residing in the Fort Jackson area.
- d. Spouses of Department of Defense (DoD) or Non-Appropriated Fund (NAF) personnel who are currently employed at Fort Jackson.

SECTION 3: Upon payment of dues, the following will be deemed Associate members:

- a. Non-spouse adult members, over 18 years of age, residing in the household of an active duty service member.
- b. Active duty service member or retired service member.
- c. DoD or NAF civilian who is currently employed at Fort Jackson.
- d. Associate members are ineligible to vote, hold office, or receive scholarships (although the children of Associate members are eligible to receive scholarships).

SECTION 4: In the event, a married couple, either dual active duty or retired service members, or DoD, NAF civilian employees, would like to be members, only one spouse may join the VSC.

SECTION 5: The membership year runs from 1 June – 31 May of the following year. Programs will begin in August and be offered through May.

SECTION 6: Seventy-five (75%) of the Governing Board shall be spouses of active duty service members, and the remainder may be retired and/or DoD/NAF civilian spouses.

SECTION 7: At the discretion of the Executive Board, Honorary Membership maybe extended to individuals who have been involved in the coordination of military and civilian community outreach. Honorary Membership is offered on an annual basis and will include all the rights and privileges of an active member, except the right to vote and hold elected office.

SECTION 8: Guests of VSC members are welcome. No person eligible for membership will be admitted as a guest to a VSC function more than once per membership year.

SECTION 9: Limitations on the number of guests may be established if deemed necessary by the Executive Board.

SECTION 10: Membership in the VSC can be terminated. Termination from the VSC will not be related to race, color, religion, national origin, age, gender, disabilities, sexual orientation, or national origin. Reasons for termination are as follows:

- a. Permanent change of station and moving from the area.
- b. Any Unpaid fees.
- c. A written resignation.
- d. A change of status affecting eligibility for membership.
- e. Inappropriate conduct as determined by a vote of the Executive Board.

Article V Officers and Governing Body

SECTION 1: The elected officers of the VSC shall be the following: President, First Vice President, Second Vice President, Secretary, and Treasurer. Eighty percent (80%) of the elected

officers of the Club must be spouses of Active Duty service members.

SECTION 2: Honorary Board Members:

The position of the Honorary President shall be reserved for the spouse of the Fort Jackson Installation Commander, or his/her designee. The office of the Honorary Vice President shall be reserved for the spouse of the Soldier Support Commander, or his/her designee.

The Honorary President and the Honorary Vice President shall be advisory in nature and be non-voting members of the board. Honorary Board members are required to pay membership dues and be members of the club in good standing.

SECTION 3: Honorary Advisors:

The roles of the advisors shall be reserved for the spouse of the Fort Jackson Command Sergeant Major (or his/her designee) and for the spouse of the Soldier Support Institute Command Sergeant Major, (or his/her designee). Advisors shall be non-voting members of the Board and are required to pay membership dues and are members of the VSC in good standing.

SECTION 4: The Executive Board shall consist of the elected officers, honorary board members, honorary advisors, and the parliamentarian. The Executive Board acts in an advisory capacity to the President.

SECTION 5: The Governing Board shall consist of elected officers, honorary board member, honorary advisor and the parliamentarian, and the chairpersons of the appointed committees. The Governing Board will be VSC members and must pay dues. The Governing Board will conduct the routine business of the VSC. The elected and appointed officers shall have one vote per position. The President votes only in the case of a tie.

SECTION 6: In the event of a vacancy in the office of the President, the First Vice President will assume the office and with the approval of the Executive Board appoint a replacement for the office of First Vice President. In the event both the President and First Vice President cannot complete their term of office, there will be a special election by the General Membership to fill these positions. Any other vacancy on the board will be appointed by the President with the approval of the Executive Board. The appointed officer(s) will serve until the next general election.

SECTION 7: Resignation of members of the Board shall be submitted to the President at least two weeks prior to the time of resignation.

SECTION 8: The duties of the Governing Board shall be defined by the By-Laws.

SECTION 9: The Executive Board may remove any office and/or officer for good and sufficient cause by a majority vote of the Governing Board.

SECTION 10: Term of Service: Members of the Governing Board will serve from 1 June – 31 May of the following year. No position on the Executive Board will be held by the same person for more than two (2) consecutive years.

SECTION 11: The President shall have the authority to call a vote, by phone or electronically, of the members of the Board should an immediate action be required before the next scheduled board meeting. The vote will be administered by the Parliamentarian (or his/her designee) and reported to the Secretary for inclusion in the next minutes of board.

Article VI Election and Voting

SECTION 1: An annual general membership business meeting shall be held in April for the election of new officers. The officers shall be elected from and by the General Membership for the term of one (1) VSC year. The officers elected will be installed and take office at the May general membership meeting. The following procedures will be used in the election of the VSC officers.

- a. The slate of nominees for executive offices will be presented at the March general membership meeting.
- b. Nominations will open at the March general membership meeting with the approval from the nominee.
- c. Only VSC members may be nominated.
- d. Election shall be by the majority vote of members present at the April membership meeting by secret ballot. In the event of a single slate, no ballot is required and the nominees are elected by acclamation.
- e. Election results will be announced within two (2) weeks of voting. Induction will take place at the May general Meeting.
- f. A member may vote by absentee ballot prior to the election by contacting the Parliamentarian.
- g. Absentee ballots must be received three (3) days prior to elections. No telephone votes will be accepted.

SECTION 2: The Nominating Committee will be chaired by the Parliamentarian or designee and consist of the Honorary board members, Honorary Advisors, VSC members, and operate in accordance with Article V of the VSC By-laws.

SECTION 3. Each prospective nominee will be provided a job description of his/her position prior to being placed on the ballot.

Article VII Finances

SECTION 1: The VSC is considered a self-sustaining non-federal entity.

SECTION 2: Requests for approval of all major fund-raising activities for the VSC will be sent to the Installation Commander or his/her designee, Fort Jackson at least 60 working days prior to the date of the activity.

SECTION 3: The VSC fundraising activities and/or sales will not compete with the Army and Air Force Exchange (AAFES) or Installation NAF's.

SECTION 4: The VSC will maintain a 501 (c-3) and 509 (c-2) tax exempt status under the Internal Revenue Service Code for non-profit charitable clubs.

SECTION 5: The fiscal year shall run 1 June – 31 May of the following year.

SECTION 6: Monthly financial statements will be reported to the Governing Board. Financial statements will be posted for reviews by the general membership in September, January, and May.

SECTION 7: All funds belonging to the VSC will be kept deposited in a Federally Insured Institution. The VSC will have two accounts: The General Operating Account and The Welfare Account. All account signature cards will remain current.

SECTION 8: The General Operating fund is derived from dues and money raised within the membership to include any special fund-raising projects dedicated to that purpose. The amount of money in the General Operating Fund will not be lower than five hundred dollars (\$500.00).

SECTION 9: The Scholarship fund will be derived from all the revenue-producing activities not limited to VSC members and their families. Profit from these activities will be deposited in the Scholarship fund except for up to thirty percent (30%), which may remain deposited in the general Operating fund. The monies in the Scholarship Fund shall not fall below one thousand dollars (\$1000.00).

SECTION 10: The dues of the VSC will be determined annually by a majority vote of a quorum of the Governing Board. Prorated dues will be offered at the discretion of the Governing Board.

SECTION 11: A single entry accounting system will be utilized to account for all revenue and expenditures. The records and accounts of the treasury will be audited at the end of each board year no later than 31 July of the Board year or upon changing of the Treasurer.

SECTION 12: The budget will be presented at the first general membership meeting for final approval.

SECTION 13: Budget Committee: the committee will be chaired by the Treasurer and consist of

the Honorary Board Members, Honorary Advisors, President, First Vice President, Second Vice President, and Ways and Means Chairperson. The Committee will operate in accordance with Article V of the Club's By-laws.

Article VIII Insurance

SECTION 1: The VSC will be responsible for obtaining and maintaining liability insurance or obtaining a waiver for the Installation Commander or his/her designee in lieu of liability insurance,

SECTION 2: The VSC will obtain fidelity bonding for the Treasurer, President, First Vice President, Second Vice President, Reservations Chairperson, Property Chairperson, Ways and Means Chairperson, and Vendor Coordinator to equal the normal maximum amount of cash handled in excel of five hundred dollars (\$500.00) per month.

Article IX Meetings and Quorums

SECTION 1: At Governing Board meetings fifty-one percent (51%) of the voting members of the Governing Board must be present to constitute a quorum and transact business. Two of those voting members must be of the Executive Board. A majority vote of the quorum shall govern except when voting on amendments to the Constitution or By-laws as outlined in Article X.

SECTION 2: At General Membership meetings, a quorum shall consist of those members present and voting. A majority vote of the quorum shall govern.

SECTION 3: General Membership meetings and social activities shall be held monthly, according to an announced schedule. Other General Membership meetings may be called at the discretion of the Executive Board. VSC business that requires an action by the general members may be conducted at all General Membership meetings provided all members have been notified at least fourteen (14) days prior to the scheduled meeting.

SECTION 4: Governing Board meetings:

- a. The Governing Board will meet at least once a month.
 1. All Governing Board members, excluding the President and Parliamentarian are voting members of the Board.
 2. All motions before the Governing Board will be determined by a majority vote of the quorum.
 3. Each Board member present must vote.
 4. Governing Board positions that are co-chaired have only one (1) vote.
- b. The President votes in the event of a tie.

- c. No proxy votes are authorized.

SECTION 5: Meetings scheduled for the Governing Board and General Membership may be changed by the Governing Board.

SECTION 6: Special meetings:

- a. Special Executive or Governing Board meetings may be called at the discretion of the President.
- b. In an urgent situation, a telephone or electronic vote may be authorized by the President in lieu of a special meeting.
- c. At the direction of the President, a telephone or electronic vote will be conducted by the Parliamentarian or the Secretary, (if the Parliamentarian is not available). These votes will pass with a majority vote of the entire Executive or Governing Board.

Article X Amendments

SECTION 1: The Constitution shall become effective upon adoption by a majority of a quorum at a general membership meeting. The Constitution and By-Laws must be approved by the Installation Commander or his/her designee prior to adoption by the membership.

SECTION 2: Constitutional Amendments:

- a. Proposed amendments to the VSC Constitution may be submitted to any member of the Executive Board by a club member at any time.
- b. A proposed amendment must receive a 2/3 vote of the quorum of the Governing Board before it is presented to the General Membership.
- c. The Constitution may be amended by a majority vote of a quorum at a meeting of the General Membership.

SECTION 3: By-law Amendments:

- a. Proposed amendments to the VSC By-laws may be submitted to any member of the Executive Board by a VSC member at any time. All amendment suggestions shall be given to the Parliamentarian who will research the suggestion for the Governing Board to consider at its next meeting.
- b. Provided a quorum of the Governing Board is present, the By-laws may be amended by a two-thirds (2/3) vote at any meeting of the Governing Board.

SECTION 4: The Constitution and By-laws Review Committee will convene at a minimum of every two (2) years or as deemed necessary by the President.

- a. The Constitutional Review Committee will be chaired by the Parliamentarian and

- consist of the Honorary Board members, Honorary Advisors, President, club members and operate in accordance with Article V of the Club's By-laws.
- b. The Committee will review The Constitution and report its recommendations to the Governing Board. The Board must approve the changes with a majority vote of the quorum. The approved amendments must then be presented to the General Membership for approval by a majority vote of members present.
 - c. The Committee will review the By-laws and report its recommendations to the Governing Board. The board must approve any changes by a majority vote of the quorum.

Article XI Parliamentarian Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the VSC in all cases not covered by the Constitution and By-laws.

Article XII Dissolution

SECTION 1: The VSC may be dissolved by the majority vote of the membership present at a general or special membership meeting and/or as directed by the Installation Commander.

SECTION 2: Upon dissolution and approval of the Installation Commander, the property and assets of the VSC will be disposed of as directed by the Executive Board taking extra caution with historical or donated items. Neither the Army, appropriated fund activities, nor NAF may assert any claim to the VSC assets. A Terminal Audit and final tax submission will be completed and a summation report will be provided to the Installation Commander.

SECTION 3: The general membership will be liable if assets of the VSC are insufficient to satisfy the VSC liabilities.

Article XIII Adoption

SECTION 1: This Constitution was approved by the majority vote of the members present at a General Membership meeting on _____.

SECTION 2: This Constitution supersedes all previous Constitutions pertaining to this Club and shall become effective upon approval of the Installation Commander, Fort Jackson, South

Carolina.

SIGNED:

VSC President

Date

VSC Secretary

Date

VSC Parliamentarian

Date