

Vandenberg Spouses' Club

VANDENBERG SPOUSES' CLUB CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Vandenberg Spouses' Club, hereinafter referred to as the VSC. Any use of this name will be in compliance with AFI 34-223, paragraph 10.1.1.

ARTICLE II - PURPOSE

The purpose of this organization shall be to foster interest among its members in charitable, cultural and social activities and to promote base/community relations in keeping with the ideals of the United States Air Force. This organization shall be a private organization as that term is defined in AFI 34-223. It shall have no official status with or in the United States Air Force, and shall not be entitled to any sovereign immunity, privileges, insurance benefits, or other exemptions and advantages to which Non Appropriated Fund Instrumentalities (NAFI) are entitled. It shall be subjected to such restrictions, laws, taxes, licenses, ordinances, etc., to the extent which may be imposed upon it by local, state and federal jurisdictions. No part of the VSC's net earnings may accrue to the benefit of any person having a personal or private interest in the activities of the organization. The Vandenberg Spouses' Club must be self- sustaining. There will be no direct financial assistance to this club from a NAFI in the form of contributions, dividends, or donations of moneys or other assets.

ARTICLE III - MEMBERSHIP

Membership in the VSC is voluntary. Those who meet the eligibility requirements as defined in the Bylaws shall constitute the membership. Membership discrimination based on race, color, sex or national origin is prohibited. As members of the VSC, a private organization, no financial benefit can be accrued by any of its members.

ARTICLE IV-OFFICERS

The officers of the VSC will include an Honorary President and four Advisors, a President, a First Vice-President, a Second Vice-President, a Recording Secretary, an Operational Treasurer, a Charitable Treasurer and an appointed Parliamentarian. These officers will make up the Executive Board.

ARTICLE V – MEETINGS & QUORUMS

The meetings of the VSC shall be held as specified and defined in the Bylaws. Quorums are defined in the Bylaws.

ARTICLE VI - ADMINISTRATION

The executive direction of the VSC shall be vested in the Executive Board and the Board of Governors as defined in the Bylaws. The Board of Governors shall consist of the Executive Board and Standing Committee Chairpersons.

ARTICLE VII - AMENDMENT

This Constitution may be amended by a two-thirds (2/3) vote of membership present at any regular meeting. An announcement of the proposed amendment must be made to the general membership and posted for review for at least 20 days prior to the vote. All proposed amendments must be submitted to the Board of Governors for a vote before they are posted for the membership.

ARTICLE VIII - DISSOLUTION

Upon dissolution of this organization all funds and property, real or personal, in excess of liabilities shall be given to base youth activities or other charitable organizations in accordance with Air Force regulations. The membership may be held financially responsible for any deficiencies in the treasury.

ARTICLE IX - INSURANCE

Due to low risk, insurance waiver is requested. All members are jointly and severally responsible for judgments, debts or obligations of the VSC or its members. VSC members acknowledge that, in certain circumstance, any individual member can be held liable for the conduct of other VSC members or of the VSC as an entity.

ARTICLE X - TAX EXEMPTION

The membership shall have the power to delegate to the Board of Governors the authority to make any and all changes in the Constitution and Bylaws that are necessary in order to obtain exemption from federal income tax.

ARTICLE XI - REVIEW

The Constitution and Bylaws will be reviewed every two years for an update or when there is a change in the purpose of the VSC, whichever comes first. (IAW AFI 34-233 paragraph 9.5) An update will include a review by the 30 FSS/FRS and 30 SW/JA.

This Constitution was passed by the membership

_____ date _____ date _____
Cassandra Picchi VSC President Brenda Lutton VSC Parliamentarian

This Constitution was reviewed by 30 FSS/FSR _____ day of _____ 20_____

This Constitution was reviewed by 30 SW/JA _____ day of _____ 20_____

Reviewed and approved:

_____ date _____
30SW/CC

Vandenberg Spouses' Club

BYLAWS OF THE VANDENBERG SPOUSES' CLUB

ARTICLE I - MEMBERSHIP

Section 1. Membership Categories

Membership shall be in three categories: Active, Associate, and Honorary.

A. Active Membership:

(1) The following are eligible for active members:

- (a) Spouses of active duty military personnel in the US Armed Forces permanently assigned to Vandenberg AFB and spouses of active duty military personnel in the US Armed Forces who are assigned to remote areas or on unaccompanied tours.
- (b) Spouses of military personnel serving in the Reserves or the National Guard.
- (c) Spouses of active duty foreign military members assigned to Vandenberg AFB.

(2) Active members shall pay dues and receive all privileges of voting, holding elective and appointive offices, and participate in the conduct of all VSC affairs.

B. Associate Membership:

(1) The following are eligible for associate members:

- (a) Spouses of military personnel training in the 381st Training Group.
- (b) Spouses of retired personnel of the US Armed Forces.
- (c) Civilian personnel who are assigned to Vandenberg AFB.
- (d) Spouses of civilian personnel, active and retired, assigned to Vandenberg AFB.
- (e) All active duty military personnel who are assigned to Vandenberg AFB.
- (f) All retired military personnel.
- (g) All adult relatives in residence with families of military personnel.
- (h) Widow/widowers of military personnel of the Armed Forces.
- (i) Unmarried former spouses of active or retired military members who are eligible for military-related privileges under the Former Spouses' Protection Act.

(2) Associate members shall pay dues, may vote and may chair committees.

C. Honorary Membership:

(1) The following are eligible for honorary membership:

- (a) Spouse of the mayor.
- (b) Spouse of the President of the Chamber of Commerce.
- (c) Spouse of the President of the Military Affairs Committee.
- (d) With the approval of the Advisors, the President or the Honorary President may invite such persons as they deems appropriate to be honorary members for a period of one year. These memberships shall be renewable at the discretion of the President and Honorary President.

(2) Honorary members do not pay dues, vote or hold any board position.

Section 2. Resignation, Removals, Revocation of Membership and Reinstatement.

- A. Membership in the VSC is terminated upon permanent departure from the vicinity or upon written resignation to the Membership Chairperson.
- B. Members who have resigned, have not renewed their membership or have delinquent fees are ineligible to attend or participate in VSC activities as a member.
- C. Membership shall be revoked for disregard of VSC Bylaws and Standing Rules by a two-thirds (2/3) vote of the Board of Governors.
- D. Reinstatement may be accomplished upon written request to and approval of the Board and payment of any delinquent fees.

Section 3. Guests

- A. Individuals who are eligible for membership of the VSC may attend functions as a guest. Such guest shall be responsible for paying any charges associated with attending the function and any applicable surcharges; they may not receive membership benefits.
- B. Individuals who are bona fide guests of a VSC member and are not eligible for VSC membership may attend VSC functions and shall be responsible for paying any charges associated with attending the function and any applicable surcharges; they may not received membership benefits.

ARTICLE II - OFFICERS

Section 1.

With their consent, Honorary President of the Board of Governors may be: The 30 Space Wing Commander's spouse.

- A. This individual will serve as advisor to the Board of Governors, the Executive Board and all committees, without vote.
- B. They shall pay dues and have the rights and privileges of an active member.
- C. If they are unable to serve in this capacity, they will designate an appropriate replacement.

Section 2.

With their consent, Honorary Advisors will be the spouses of the following military personnel:

- The 30 Space Wing Vice Commander's Spouse
- The 30Space Wing Command Chief Master Sergeant's Spouse
- The 14th Air Force Commander's Spouse
- The 14th Air Force Command Chief Master Sergeant's Spouse

- A. These individuals will serve as advisors to the Board of Governors and the Executive Board, without vote.
- B. They shall pay dues and have the rights and privileges of an active member.
- C. If they are unable to serve in this capacity, they will designate an appropriate replacement.

Section 3. Elected Officers

Elected officers may include: a President, a First Vice-President, a Second Vice-President, a Recording Secretary, an Operational Treasurer, and a Charitable Treasurer.

- A. The President shall:

- (1) Have the usual powers of supervision and management as may pertain to the office, and perform such other duties as are designated in the Bylaws.
 - (2) Preside at all meetings of the VSC, Board of Governors, and the Executive Board.
 - (3) Be an *ex-officio* member of all committees except the Nominating Committee.
 - (4) Appoint all chairpersons of the committees with the approval of the Executive Board unless otherwise designated in the Bylaws.
 - (5) Delegate, when necessary, additional duties to the First Vice-President and/or the Second Vice-President.
 - (6) Inform the honorary advisors of matters concerning all VSC activities.
 - (7) Cast a vote only in the case of a tie for the Governing or Executive Boards
 - (8) Be bonded by an accredited bonding company and purchase the necessary bonding and insurance for the VSC.
 - (9). Attend all board meetings.
- B. The First Vice-President shall:
- (1) Perform the duties of the President in their absence.
 - (2) Assist the President at all times and maintain a working knowledge of all club activities.
 - (3) If an elected official, assume the office of President if a vacancy occurs.
 - (4) Act as custodian of VSC property.
 - (5) Be bonded by an accredited bonding company and purchase the necessary bonding and insurance for the VSC.
 - (6) Attend all board meetings.
- C. The Second Vice-President shall:
- (1) Perform the duties of the First Vice-President, if absent.
 - (2) Assume the office of First Vice-President, if vacant and so desires.
 - (3) Assume the duties of Recording Secretary in their absence.
 - (4) Assume the duties of Charitable Committee Chair in their absence.
 - (3) Attend all board meetings.
- D. The Recording Secretary shall:
- (1) Record the minutes of all regular and special meetings of the VSC, the Board of Governors, and the Executive Board.
 - (2) Post minutes of meetings in an appropriate place.
 - (3) Keep a current roster of the Board of Governors and job descriptions.
 - (4) Notify members of the Board of Governors of board meetings.
 - (5) Send copies of the minutes to 30 FSS/FRS.
 - (6) Attend all board meetings.
- E. The Operational Treasurer shall:
- (1) Be responsible for all financial affairs of the VSC, including keeping accurate financial records of all incomes and expenditures and balancing accounts monthly.
 - (2) Submit annually, all federal and state income taxes by deadline, and ensure that 7 years of financial statements are kept for tax purposes.
 - (3) Prepare monthly financial statements for the Board of Governors at each board meeting.
 - (4) Prepare and provide a copy of the approved budget and end of year financial statements to 30 FSS/FRS and 30 SW/JA.

- (5) Assist the Charitable Treasurer, when necessary, and assume the office of Charitable Treasurer on an interim basis if a vacancy occurs in the office.
- (6) Be bonded by an accredited bonding company and purchase the necessary bonding and insurance for the VSC.
- (7) Serve as chairman of the Budget Committee, and monitor expenditures to ensure conformity with the fiscal budget.
- (8) Be empowered to pay regular recurring bills between the close of the fiscal year and the passage of the proposed budget by the general membership. These bills shall be charged to their regular accounts.
- (9) Attend all board meetings.

F. The Charitable Treasurer shall:

- (1) Be responsible for all financial affairs of the VSC Charitable Fund, including keeping accurate financial records of all incomes and expenditures and balancing accounts monthly.
- (2) Submit annually, all federal and state income tax and registration forms by deadline, and ensure that 7 years of financial statements are kept for tax purposes
- (3) Prepare monthly financial statements for the Board of Governors at each board meeting.
- (4) Prepare and provide a copy of the approved budget and end of year financial statements to 30 FSS/FRS and 30 SW/JA.
- (5) Assist the Operational Treasurer, when necessary, and assume the office of Operational Treasurer on an interim basis if a vacancy occurs in the office.
- (6) Be bonded by an accredited bonding company and purchase the necessary bonding and insurance for the VSC.
- (7) Serve as member of the Charitable Committee.
- 8) Attend all board meetings

Section 4. Appointed Officer.

A. The Parliamentarian shall:

- (1) Be appointed by the President with the approval of the Executive Board to assist and advise the President, other officers and committee chairpersons on matters pertaining to parliamentary procedures.
- (2) Be cognizant of the Constitution and Bylaws of the VSC and be familiar with the adopted parliamentary authority.
- (3) Serve on the Executive and Governing Boards in a non-voting capacity.
- (4) Be chairperson of the Nominating Committee.
- (5) Receive all absentee ballots and, after the election, hold all ballots until the next business meeting, and if the election is not disputed, destroy the ballots.
- (6) Make no motion, nor preside at any Executive Board, Board of Governors or committee meetings, except as provided in these Bylaws.
- (7) Attend all board meetings.

ARTICLE III -NOMINATING COMMITTEE, ELECTIONS, TERMS OF OFFICE, RESIGNATIONS, SUCCESSIONS, AND VACANCIES

Section 1. Nominating Committee

A. The Chairman of the Nominating Committee shall be the Parliamentarian, who shall with the approval of the Board of Governors, select a committee of five regular members (whenever possible), the Honorary President and Advisors.

B. The Nominating Committee shall nominate candidates, with the candidates' approval, for elective office.

(1) Active members in good standing as of the March general membership meeting are eligible to run for office

C. The nominating Committee shall meet in February and as needed of each year to prepare a slate of nominees for presentation to the Board of Governors and then to the general membership at a regular meeting one month prior to the election.

D. Nominations may be made from the floor at the regular meeting one month prior to the election, with prior consent of the nominee.

E. A Nominating Committee member must resign upon becoming a candidate for office. Such member shall be replaced by the Nominating Committee.

Section 2. Elections

Elections shall be held at the April meeting.

A. Voting procedures. Voting shall be by ballot, and the person receiving the greatest number of votes shall be the one elected. The numerical count of the ballot shall remain a secret.

(1) Active and Associate members who are in good standing as of the March general membership meeting are eligible to vote

B. Absentee Ballots:

(1) Shall be made available two weeks prior to the election.

(2) May be used by active and associate members who are in good standing as of the March general membership meeting.

(3) Must be received by the Nominating Committee by the day preceding the election in order to be counted.

C. The Honorary President will submit a sealed ballot to the parliamentarian before the end of voting. In the event of a tie the ballot will be counted.

D. In the event that the slate of nominees is running uncontested, the Board may, at its discretion, decide to present the candidates to the general membership and call for election by acclamation. In such a case, sections A and B would be suspended for the duration.

Section 3. Term of office

Term of office for elected officers shall be from June 1 through May 31 (the fiscal year). No elected officers shall be eligible to serve consecutive terms in the same office without the approval of the Board of Governors.

Section 4. Resignations

A. Resignation of Board of Governors' members shall be submitted in writing to the President.

B. Resignation of the President shall be submitted in writing to the Parliamentarian

- C. Resignation of any elected officer or committee chairperson who knows he/she shall be absent for a period of more than two months shall be tendered to the President for necessary action by the Board of Governors.
- D. Elected officers, whose membership status changes from active to associate, will be eligible to complete their term, if desired.
- E. Any board member who resigns their position is ineligible to serve on the Governing Board for a period of 12 months.

Section 5. Succession

- A. A vacancy in the office of the President shall be filled by the First Vice President, if an elected officer. If the First Vice President is an appointed officer, the vacant Presidency is filled by the elected Second Vice President.
- B. A vacancy in the office of First Vice President shall be filled by the elected Second Vice President, if desired.

Section 6. Vacancies

- A. Vacancies in the elected offices, excluding the President, shall be appointed by the President with the approval of the Board of Governors.
- B. Committee chairperson vacancies shall be filled by appointment by the President with the approval of the Board of Governors.

Section 7. Removal/Revocation

Elected or appointed Board of Governors members' position may be revoked for disregard of VSC Bylaws and Standing Rules by a two-thirds (2/3) vote of the Board of Governors

ARTICLE IV- MEETINGS

Section 1. General Membership Meetings

A general membership meeting of the VSC shall be held monthly from August through May, unless otherwise designated by the Board of Governors.

Section 2. Special Meetings

Special meetings of the VSC or of the Board of Governors may be called by the president.

Section 3. Administrative Meetings

- A. The Executive Board shall meet at the call of the president.
- B. The Board of Governors shall meet each month unless otherwise directed by the president. The time and place of this meeting will be directed by the president.

Section 4. Quorum

- A. Voting members present shall constitute a quorum at any scheduled meeting of the general membership.
- B. A majority of the voting members shall constitute a quorum at meetings of the Board of Governors.

C. A majority of the voting members shall constitute a quorum at a meeting of the Executive Board.

ARTICLE V – DUES & FINANCES

Finances shall be determined according to the fiscal year of the organization, which shall be from June 1 through May 31.

Section 1. Dues

Dues shall be paid by members to the VSC on an annual basis and shall be used for VSC expenses, programs, and special activities.

A. Active members whose sponsor's rank is E-9, or O-4 or above, will pay full dues

B. Active members whose sponsor's rank is O-1 to O-3 will pay dues equivalent to $\frac{3}{4}$ of the annual membership.

C. Active members whose sponsor's rank is E-6 to E-8 will pay dues equivalent to $\frac{1}{2}$ of the annual membership.

D. Active members whose sponsor's rank is E-5 or below will pay dues equivalent to $\frac{1}{4}$ of the annual membership.

E. Associate members will pay dues equivalent to $\frac{1}{2}$ of the annual membership.

F. Privileges of membership are revoked if a member is delinquent in payment of fees. Privileges are regained when delinquency is corrected.

Section 2. Budget

A. Each outgoing officer and committee chairperson must submit a tentative proposed budget to the appropriate treasurer no later than the May board meeting.

B. After the election, a budget committee, co-chaired by the outgoing treasurers, will prepare a proposed annual budget. This proposed budget will be presented to the new board for approval in June. In January, the budget committee shall meet to review and reconcile the budget.

C. The Board of Governors approved budget for VSC shall be presented to the general membership in August for final approval.

Section 3. Finances

A. A minimum of \$1500 or 10% of VSC revenue, whichever is greater, shall remain in the Operating Fund to be turned over to the incoming Board of Governors for operational expenses.

B. A minimum of \$1000 or 5% of VSC revenue, whichever is greater, over and above the amount budgeted for scholarships and allocated funds, shall remain in the Charitable Fund to be turned over to the incoming Board of Governors to be used for charitable donations.

C. A minimum of \$1000 shall be maintained in a VSC savings account to be used in the event of dissolution of the organization.

D. Expenditures in excess of two hundred fifty dollars (\$250) not covered in the approved general budget must be presented to and approved by the general membership at a regular general membership meeting.

E. Expenditures of less than two hundred fifty dollars (\$250) not covered in the approved general budget must be approved by the Board of Governors.

F. Review/audit of VSC funds shall be in accordance with current Air Force regulations (AFI 34-223).

ARTICLE VI - ADMINISTRATION

Section 1. The Executive Board shall:

- A. Consist of the honorary president, advisors and the elected and appointed officers.
- B. Approve a bank for deposit of the VSC funds.
- C. Determine the amount of bonding necessary for all positions.
- D. Determine the action to be taken when emergencies affecting the membership arise.

Section 2. The Board of Governors shall:

- A. Consist of the Executive Board and the chairpersons of the Standing Committees.
- B. Approve all major plans and policies regarding organization, direction and operation of the VSC.
- C. Approve a proposed annual budget for presentation to the general membership for approval.

ARTICLE VII - COMMITTEES

Section 1. Standing Committees and Chairpersons

Following the election, the President shall appoint the chairpersons of the standing committees. The members of each standing committee shall be chosen by the chairpersons. Standing committee chairpersons may appoint a vice-chairperson, who shall assume the responsibilities of the chairperson in their absence. Vice-chairpersons may attend board meetings in an auditory capacity, and may vote when the committee chairperson is absent.

- A. Standing committee chairpersons shall be voting members of the Board of Governors and shall serve one term. They may accept reappointment to the same position with the approval of the Board of Governors.
- B. The standing committees may include: Membership, Programs, Communications, Ways and Means, Charitable/Scholarships and Auction.
- C. Elected or appointed members of the Board of Governors may serve in up to two (2) positions at the discretion of the president.

Section 2. Special Committees and Chairpersons

Special committees shall be appointed by the president at the direction and/or approval of the Board of Governors.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The parliamentary authority of the VSC shall be Robert's Rules of Order Newly Revised and shall govern in all matters of parliamentary procedure where they do not conflict with the Constitution and Bylaws.

ARTICLE IX - AMENDMENT

The Bylaws may be amended by a two-thirds (2/3) vote of membership present at any regular meeting. An announcement of the proposed amendment must be made to the general membership and posted for review for at least 20 days prior to the vote. All proposed amendments must be submitted to the Board of Governors for a vote before they are posted for the membership.

These By-laws were passed by the membership

Signed:

_____ date
Cassandra Picchi
VSC President

_____ date
Brenda Lutton
VSC Parliamentarian

These By-laws were reviewed by 30 FSS/FSR _____ day of _____ 20____

These By-laws were reviewed by 30 SW/JA _____ day of _____ 20____

Reviewed and approved:

_____ date _____
30SW/CC