

WRIGHT-PATTERSON OFFICERS' SPOUSES' CLUB CONSTITUTION

Article I. Name

- 1.1. The name of this organization is the Wright-Patterson Officers' Spouses' Club (WPOSC).

Article II. Purpose

- 2.1. The purpose of this club is to enrich the lives of military members and their families, promote charitable relations with the local community and provide its members with social and philanthropic opportunities.

Article III. Authority

- 3.1. This organization is a private organization as defined by Air Force Instruction (AFI) 34-223, Private Organization Program and in accordance with all applicable civil and military laws and regulations (AFI 34-223 10.17).
- 3.2. The WPOSC is not part of the Department of Defense or any of its components and has no government status (AFI 34-223 10.1).
- 3.3. The WPOSC is a private, self-sustaining Internal Revenue Service (IRS) recognized 501(c)4, social welfare, nonprofit organization.
- 3.4. This organization operates the Wright-Patterson Base Thrift Shop (TS), an IRS recognized 501(c)4, social welfare, nonprofit organization.
- 3.5. This constitution is the WPOSC's request to operate as a private organization on Wright-Patterson Air Force Base (WPAFB) (AFI 34-223 Section 9).

Article IV. Membership

- 4.1. Membership in the WPOSC is voluntary.
- 4.2. Classification, responsibilities, rights and privileges are defined in the WPOSC Bylaws; provided, however, that membership will not be denied due to age, race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity and sexual orientation) (AFI 34-223 Section 10.2).
- 4.3. Members pay non-refundable dues annually in accordance with WPOSC Bylaws.

Article V. Administration

- 5.1. The WPOSC's governance is comprised of this constitution and the bylaws. Execution of this governance is detailed in the policies and procedures (P&P).
- 5.2. The Board of Governors (BOG) is comprised of an advisory group, membership-elected executive officers, and appointed chairpersons; BOG will serve as administration for the WPOSC as specified in the WPOSC Bylaws.
- 5.3. The Executive Committee provides council and oversight for the club and includes: president; advisor; honorary president; honorary advisor(s); first vice president; second vice president; administrative treasurer; welfare treasurer; secretary; parliamentarian.

Article VI. Meetings

- 6.1 Business of the WPOSC will be conducted at regularly scheduled meetings of the BOG, committees, or general membership, as described in the WPOSC Bylaws and Policies & Procedures (P&P).
- 6.2 The president may call, reschedule, or cancel BOG and general membership meetings with Executive Committee approval, provided all members are given reasonable notice.
- 6.3 The president will call, reschedule, or cancel Executive Committee meetings, as needed.

Article VII. Parliamentary Procedure

- 7.1. All voting will be conducted in accordance with WPOSC Bylaws Article VIII.
- 7.2. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RONR) shall govern the WPOSC in all cases to which they are applicable and in which they are not inconsistent with the WPOSC Constitution or Bylaws and any special rules of order the WPOSC may adopt.

Article VIII. Finance

- 8.1. Annual membership dues, 15 percent of Mah Jongg book sale profits, and incidental fees will be deposited into the administrative (admin) account to meet the WPOSC's operational expenses.
- 8.2. Income from welfare donations, TS profits, 85 percent of Mah Jongg book sale profits, and welfare account interest will be deposited into the welfare account to fund WPOSC scholarships and charitable endeavors; funds must not transfer to the admin account (WPOSC Bylaws Article IX).
- 8.3. The admin, welfare, and TS accounts are administered by the BOG as stipulated in the WPOSC Bylaws (WPOSC Bylaws Article IX).
- 8.4. The treasurer(s) will create monthly and yearend financial reports as requested or required (AFI 34-223 10.6.2).
- 8.5. End of year financial review or audit, depending on annual gross income, along with appropriate tax forms will be completed by a certified public accountant and submitted to the 88th Force Support Squadron (FSS) (AFI 34-223 10.7).
- 8.6. No part of the WPOSC's net earnings may accrue to the benefit of any person having a personal or private interest in the activities of the organization (AFI 34-223 10.5.2).
- 8.7. The WPOSC fiscal year runs from 1 June through 31 May.

Article IX. Liability

- 9.1. Members will be made aware they are jointly and severally liable for obligations of the WPOSC (AFI 34-223 10.15).
- 9.2. Liability insurance commensurate with the risk involved will be obtained by this organization, unless waived by the appropriate base authority (AFI 34-223 10.15).

Article X. Dissolution

- 10.1. Upon approval of the BOG and two-thirds of general membership present, the WPOSC may dissolve by: notifying the 88th Air Base Wing Commander or designee; paying all debts; disbursing welfare funds, admin funds and property to a membership approved charitable organization(s) (e.g., Air Force Aid Society) (AFI 34-223 Section 12).

Article XI. Amendments & Adoption

- 11.1. The parliamentarian (if vacant, the Governing Documents Committee) is authorized to administratively amend this constitution to remain compliant with tax codes, laws, AFI and base directives; Executive Committee approval and general membership notification required.
- 11.2. The parliamentarian (if vacant, the Governing Documents Committee) is authorized to make non-substantive changes (e.g., commas, spelling, etc.) to this constitution as needed; Executive Committee approval and general membership notification required.
- 11.3. Amendment proposals may be submitted in writing to the parliamentarian by a general member in good standing; proposals may be accepted, modified, or rejected by the Governing Documents Committee.
- 11.4. The Governing Documents Committee will conduct a review biennially, on request of the BOG, or as required.
- 11.5. Adoption or amendment of this constitution requires two-thirds general membership approval and submission to the 88th Air Base Wing Commander or their designee.
- 11.6. Submission to the 88th Air Base Wing Commander or their designee is required every two years for certification review and approval or when there is a change in the purpose, function, or membership eligibility (AFI 34-223 9.3).

Melissa Troxel Date 31 May 23
 Melissa Troxel, President
 Wright-Patterson Officers' Spouses' Club

KayLynn Meeker Date 31 May 23
 KayLynn Meeker, Advisor
 Wright-Patterson Officers' Spouses' Club

See Certification Letter
 88th Air Base Wing Commander

WPOSC Constitution Amendment and Adoption Record

Date	Amendments <i>(include rationale)</i>	Adoption Date	Approved By