

WRIGHT-PATTERSON SPOUSES' CLUB CONSTITUTION

Article I. Name

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

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 (DAFI) 34-106, Private Organization Program and in accordance with all applicable civil and military laws and regulations (DAFI 34-106 10.17).
- 3.2 The WPSC is not part of the Department of Defense or any of its components and has no government status (DAFI 34-106 10.1).
- 3.3 The WPSC 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), as IRS recognized 501(c)4, social welfare, nonprofit organization.
- 3.5 This constitution is the WPSC's request to operate as a private organization on Wright-Patterson Air Force Base (WPAFB) (DAFI 34-106 Section 9).

Article IV. Membership

- 4.1 Membership in the WPSC is voluntary.
- 4.2 Classification, responsibilities, rights, and privileges are defined in the WPSC 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) (DAFI 34-106 Section 10.2).
- 4.3 Members pay non-refundable dues annually in accordance with WPSC Bylaws.

Article V. Administration

- 5.1 The WPSC's governance is comprised of this Constitution and Bylaws. Execution of this governance is detailed in the Policies & Procedures (P&P).
- 5.2 The Board of Governors (BOG) is comprised of an advisory group, membership-elected Executive Officers, and appointed Chairpersons; the BOG will serve as administration for the WPSC as specified in the WPSC Bylaws.
- 5.3 The Executive Committee provides counsel 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, and Parliamentarian.

Article VI. Meetings

- 6.1 Business of the WPSC will be conducted at regularly scheduled meetings of the BOG, committees, or general membership, as described in the WPSC 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 WPSC Bylaws Article VIII.
- 7.2 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RONR) shall govern the WPSC in all cases to which they are applicable and in which they are not inconsistent with the WPSC Constitution or Bylaws and any special rules of order the WPSC may adopt.

Article VIII. Finance

- 8.1 Annual membership dues, 15 percent of Mah Jongg book sale profits, 5 percent of TS profits, and incidental fees will be deposited into the administrative (admin) account to meet the WPSC's operational expenses.
- 8.2 Income from welfare donations, 95 percent of TS profits, 85 percent of Mah Jongg book sale profits, and welfare account interest will be deposited into the welfare account to fund WPSC scholarships and charitable endeavors; funds must not transfer to the admin account (WPSC Bylaws Article IX).
- 8.3 The admin, welfare, and TS accounts are administered by the BOG as stipulated in the WPSC Bylaws (WPSC Bylaws Article IX).
- 8.4 The treasurer(s) will create monthly and yearend financial reports as requested or required (DAFI 34-106 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) (DAFI 34-106 10.7).
- 8.6 No part of the WPSC's net earning may accrue to the benefit of any person having a personal or private interest in the activities of the organization (DAFI 34-106 10.5.2).
- 8.7 The WPSC 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 WPSC (DAFI 34-106 10.15).
- 9.2 Liability insurance commensurate with the risk involved will be obtained by this organization, unless waived by the appropriate authority (DAFI 34-106 10.15).

Article X. Dissolution

10.1 Upon approval of the BOG and two-thirds of general membership present, the WPSC 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) (DAFI 34-106 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, DAFI and base directives; Executive Committee notification 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 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 required 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 (DAFI 34-106 9.3).

Date

Amy Beert, President
Wright-Patterson Spouses' Club

Date

Ashley Richards, Advisor
Wright-Patterson Spouses' Club

See Certification Letter
88th Air Base Wing Commander

WPSC Constitution Amendment and Adoption Record

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