

**SHEPPARD SPOUSES' CLUB  
CONSTITUTION  
2018-2020**

***ARTICLE I – NAME***

The name of this organization shall be Sheppard Spouses Club hereafter referred to as SSC.

***ARTICLE II- PURPOSE***

The purpose of this organization is to function as a social and professional organization established to enhance morale, esprit de corps, and cooperation between members. The SSC is organized exclusively for charitable purposes under section 501(c)(4) of the Internal Revenue Code. The purpose of the SSC shall be to develop, organize and sponsor educational, charitable and social activities. The goal is to disseminate information of interest and value to its members and to foster, protect and preserve the ideals of charity, benevolence and good fellowship in keeping with the ideals of the United States Armed Forces.

***ARTICLE III- AUTHORITY & LIMITATIONS***

**Section 1, General**

This association is organized as a private organization pursuant to authority contained in AFI 34-223. This association shall be self-sustaining and is not an instrumentality of the United States Government. No appropriated or nonappropriated funds of the United States or its instrumentalities shall be used to support this association, either directly or indirectly. No act or omission of this association or any of its officers, agents, or employees shall create a debt of liability upon appropriated or nonappropriated funds of the United States or any of its instrumentalities. It is acknowledged that this association can only exist on Sheppard AFB upon written consent of the installation commander or designated representative, which consent may be withdrawn at any time the installation commander or designated representative determines such withdrawal of consent to be in the best interest of the Air Force. The consent of the installation commander is contingent upon, but not limited to, compliance with the conditions set forth in Section 2.

**Section 2, Specific Limitations:**

- a. The SSC will not conduct programs that would prejudice or discredit the interests of the United States Air Force or any other agency of the Federal Government.
- b. The SSC will not engage in any activity that conflicts or competes with those of any 82 FSS, NAFI, or Army and Air Force Exchange services on an installation.

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- c. The SSC will not engage in on or off-base fundraising activities (including bake sales, etc.) unless specific written authorization is obtained from 82 FSS/FSR.
- d. If the SSC sells club souvenirs or memorabilia to include coins, it will do so with the approval of membership in accordance with AFI 34-223.
- e. The SSC will not discriminate against anyone based on age, race, color, religion, disability, ethnic group, gender, or national origin.
- f. The SSC will comply with all local, state, federal, and foreign laws.
- g. When requested by the Installation Commander or designated representative, the SSC will cause an audit to its financial status to be conducted by such person or agencies, as the Installation Commander shall designate. All books and records of this organization will be made available for such audits, which will not be conducted more often than once each year unless special circumstances require an additional audit.
- h. The Installation Commander or designated representative may enforce compliance with the above conditions, inquire into the operations of the SSC, and withdraw his/her consent for its existence on the installation if he/she deems such action in the best interest of the United States Air Force.

#### **ARTICLE IV - MEMBERSHIP**

- a. Membership in the SSC is voluntary and open to:
  - 1. Active Duty Armed Forces members, from any branch of service, and their spouses or adult dependents
  - 2. Spouses or adult dependents of Guard and Reserve.
  - 3. The spouse or adult dependent of a retired Armed Forces, the spouse or adult dependent of a deceased or missing Armed Forces member.
  - 4. The spouse or adult dependent of civil service or key civilian personnel, spouses or adult dependents of deceased civil service or key civilian personnel that is associated with Sheppard AFB.
  - 5. Spouses of International Armed Forces assigned to Sheppard AFB.
  - 6. Temporary membership will be available for \$5/social to individuals temporarily in the area (AiT, TDY, etc). Temporary members will have no voting rights and cannot serve on the Executive Board.
- b. Membership will be terminated as follows:
  - 1. Upon permanent departure from the vicinity.
  - 2. Upon written resignation to the Membership Chair.
  - 3. By the Governing Board with a quorum approval vote by the Executive Board for activities involving discreditable conduct.

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4. For failure to pay dues for three consecutive months or for two unpaid functions, after proper notification.
- c. Reinstatement for membership can be accomplished by applying in writing to the Membership Chair for reinstatement and tender payment of all accrued delinquent dues. The letter will be presented for the Governing Board's approval.
- d. Membership and related action based upon race, color, age, creed, sex, religion, or national origin is prohibited.
- e. Privileges and dues will be as defined in the Bylaws.
- f. Members personal contact information will be used for SSC-related correspondence.

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

- a. The Governing Board, which is composed of the elected officers, chairpersons of standing committees and an advisory group, governs the SSC. The advisory group consists of the: spouse of the 82 TRW/CC, spouse of the 80 FTW/CC, spouse of the 82 TRW/CCC, and spouse of the 80 FTW/CCC). Additional advisors may be appointed as necessary by the President: (82TRW/CV and 80 FTW/CV) Vice Command Spouses.
- b. The Executive Board is composed of the elected officers and the Parliamentarian.
- c. The elected officers are President, First Vice-President, Second Vice-President, Secretary, Operational Treasurer, and Charitable Treasurer.
- d. The duties of the elected officers are outlined in the Bylaws and individual job descriptions.

#### ***ARTICLE VI – MEETINGS, QUORUMS, AND ELECTIONS***

- a. General Membership meetings shall be held as provided by the Bylaws, but in no event shall there be less than one meeting in any three-month period. A quorum at a general membership meeting is the number of members in attendance. A simple majority, fifty-one percent (51%) of those present is sufficient to pass a motion.
- b. Board Meetings shall be held as provided by the Bylaws, but in no event shall there be less than one meeting in any three-month period. A simple majority, fifty-one percent (51%) of the board members. Proxies, phone votes and e-mail votes may be used as designated by the Bylaws.
- c. Elections shall be held annually at a business meeting of the general membership as designated by the Bylaws.

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## **ARTICLE VII- FINANCES**

The SSC will maintain one account for both Operational and Charitable budgets. An additional financial account will be maintained solely for the Thrift Shop.

**a. Operational Budget.**

1. The funds for the Operational account will come from membership dues, Ways & Means (40%), and net proceeds from SSC-sponsored fund-raising events. This budget shall be utilized for SSC operational expenses (such as entertainment, publications, decorations, programs, luncheons, etc.).

**b. Charitable Budget.**

1. The Charitable budget will contain funds raised and spent in accordance with Section 501(c)(4) of the IRS Code.
2. The funds for the Charitable account will come from the net proceeds of activities to include the Thrift Shop and other designated fundraisers in accordance with the tax status of this fund. This budget shall be used for scholarships/grants and to promote charitable activities.

**c. Operational budget and Charitable fund-raising activities must be approved by the Governing Board, authorized by the installation commander or a designee, and permitted by Air Force Instruction and state law. The SSC will not engage in fundraising activities unless specific written authorization is obtained from the Installation Commander or designee.**

**d. The authorized Tax Code numbers shall remain on file with the Executive Board.**

**e. The administration of the SSC, including its publication, shall be executed at absolutely no cost to the U.S. Government.**

**f. The SSC will comply with all local, state, and federal laws.**

**g. The President (or Treasurers) will appoint a certified public accountant to conduct an audit when annual gross revenues are equal or exceed \$250,000; or an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000. The SSC pays for this service to the CPA. (IAW AFI 34-223, 10.7.3 If gross annual revenues are less than \$100,000, but more than \$5,000, an independent audit or financial review is not required. However, such POs must provide an annual financial statement to FSS/FSR NLT 20 days following the end of the PO's fiscal year.)**

**h. The SSC will not engage in activities that compete with those of any Services Division, NAFI, or Air Force Exchange operation on any installation, except as provided in AFI 34-223.**

**i. The SSC will comply with Air Force regulations governing giving and receiving gifts.**

**j. The SSC is subject to such restrictions, laws, taxes, licenses, and ordinances that may be imposed on it by local, state, and federal jurisdiction.**

**k. All members, with the exception of those members of incorporated clubs, should be advised that financial liability incurred by the SSC might result in individual personal financial responsibility if the organization fails to discharge obligations.**

## **ARTICLE VIII - THRIFT SHOP**

*This is a private organization. It is not part of the Department of Defense or any of its components and has no governmental status.*

The Thrift Shop shall be run by a governing body known as the Thrift Shop Committee, under the guidance of the Sheppard Spouses' Club. The Thrift Shop Committee will establish and maintain the operating procedures and management policy of the Thrift Shop as defined in the Bylaws and the Thrift Shop Constitution and Bylaws.

#### ***ARTICLE IX- INSURANCE***

- a. The SSC will purchase and maintain liability insurance per AFI 34-223, or obtain an insurance waiver from the 82 TRW/CC. The SSC will obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the SSC or its members.
- b. If insurance coverage is waived for the club's normal activities, the SSC will obtain insurance for special events commensurate with the risk involved.
- c. SSC Members are aware that they are jointly liable for the obligations of the organization.

#### ***ARTICLE X - PARLIAMENTARY AUTHORITY***

Robert's Rules of Order, Newly Revised Edition, shall govern all parliamentary procedures not covered by the Constitution or Bylaws of the SSC.

#### ***ARTICLE XII- CONSTITUTION AND BYLAWS REVIEW COMMITTEE***

The Constitution and Bylaws Review Committee will consist of the Executive Board and Advisors. The Parliamentarian will serve as chair. This committee will review the Constitution and Bylaws of the SSC at least every two years. If changes occur, proper administrative and legal approval must be obtained.

#### ***ARTICLE XIII - AMENDMENTS AND REVISION***

The amendment process will consist of the following:

- a. Any proposed amendment will be submitted in writing b
- b. y a member, to be considered by the Constitution and Bylaws Review Committee.
- c. The Review Committee will review the proposed amendment and present it to the Governing Board for their approval.
- d. If the proposed amendment is passed by a majority vote of the Governing Board, it will be presented at the next regularly scheduled General Membership meeting. The written amendment will be posted for at least 28 days.
- e. A quorum of the General Membership present must approve the proposed amendment.
- f. All amendments approved by the General Membership must meet approval of the Installation Commander or designee to be adopted.
- g. Once a proposed amendment has been considered and disapproved, it will not be reintroduced for a period of one year.

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- g. In the event that any provision of the Constitution will be deemed illegal or contrary to any Air Force directive, such portion will be deemed changed administratively to conform to the same directive.

### **ARTICLE XIII – DISSOLUTION**

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

All club funds and property, real and personal, in excess of liabilities shall be disposed of by recommendation of the Executive Board and approval of the general membership in accordance with:

The IRS Code as follows:

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

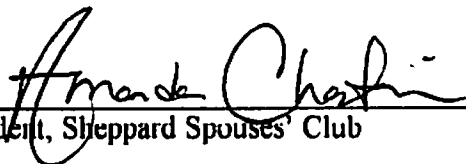
All applicable Air Force Instructions:

Any such assets not so disposed shall be donated to a USAF NAFI or to the USAF as determined by the SSC executive board in accordance with AFI 34-201 or AFI 51-601. If assets are not sufficient to satisfy liabilities, the membership may be held liable for the difference thereof. The SSC will notify the 82TRW/CC or a designee of the intent to dissolve.


### **CERTIFICATION OF CONSTITUTION**

This Constitution was approved by a majority of the SSC Board.

This the 5<sup>th</sup> day of July, 2018

  
\_\_\_\_\_  
President, Sheppard Spouses' Club

3 / 11 / 19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Parliamentarian, Sheppard Spouses' Club

11 March 19  
\_\_\_\_\_  
Date

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The Sheppard Spouses Club (SSC) Constitution / By-Laws has been reviewed and complies with the provisions of AFI 34-223.

Recommend Approval/Disapproval

*Pete Moody*

15 March 2019

Staff Judge Advocate

Date

Recommend Approval/Disapproval

*Roni I Campbell*

18 March 19

RONI I. CAMPBELL  
NAF Acct Sup, Resource Mgmt Flight, 82 FSS/FSRA

Date

Recommend ~~Approval~~ Disapproval

*Terra S. Verbiik*

19 Mar 19

TERRA S. VERBIK, Lt Col, USAF  
Commander, 82d Force Support Squadron

Date

Approved / ~~Disapproved~~

*Chad W. Schrecengost*

21 MAR 19

CHAD W. SCHRECENGOST, Colonel, USAF  
Commander, 82d Mission Support Group

Date