



FORT WOOD COMMUNITY SPOUSES' CLUB (FWCSC)
FORT LEONARD WOOD, MISSOURI

CONSTITUTION

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May 2025

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ARTICLE I – NAME AND MISSION

Section A. The name of this Non-Federal Entity (NFE) is the Fort Wood Community Spouses' Club, hereafter called the FWCSC. The FWCSC serves the Fort Leonard Wood community with the address of P.O. Box 238, Fort Leonard Wood, Missouri 65473.

Section B. The mission of the FWCSC is to bring together the Fort Leonard Wood community to participate in charitable works, sociability, activities, and projects that the FWCSC promotes or sponsors. The FWCSC provides philanthropic and educational advancement opportunities to the members of our community through fundraising and social programs while making charitable contributions to our US military and local organizations.

ARTICLE II – GENERAL PROVISIONS

Section A. The FWCSC is a volunteer-led 501 (c) (4) private, self-sustaining incorporated organization. The FWCSC is exempt from federal income tax. The FWCSC will operate with the approval of the Fort Leonard Wood Installation Commander and/or the Fort Leonard Wood Garrison Commander, hereinafter referred to as the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all Army regulations, especially *DODI 1000.15 (Procedures and Support for Non-Federal Entities Authorized to Operate on Department of Defense Installations)*, *AR 600-29 (Fundraising within the Department of the Army)*, *AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of Army Installations)* and the *Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide*. All fundraising events must have the written approval of the Approving Authority.

Section B. The Membership or the Approving Authority may discontinue the organization. The Approving Authority may withdraw permission to operate on the Army installation anytime. Notification by either party will be in writing and in a timely manner. It should be clearly understood that the Approving Authority has absolute discretion in determining whether the FWCSC's continued operation is compatible with the Army's interests.

Section C. The FWCSC is not an instrument of the United States, will be self-sustaining, and may not receive financial assistance from the Department of the Army (DA) or any Non-Appropriated Funds (NAF) activity. The FWCSC will not duplicate or compete with an NAF or Appropriated Funds (AF) activity. Neither the Government nor Fort Leonard Wood will be liable for this organization's debts. The FWCSC will reimburse the Army for utility expenses unless such use is incidental.

Section D. The FWCSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government. The FWCSC will not seek to deprive

individuals of their civil rights.

Section E. FWCS Members, upon joining the organization or renewing membership with the organization, are advised to read the *FWCSC Constitution and Bylaws*. All elected and appointed members of the Board of Governor, hereafter called the (BOG) and any Committee members, including the Honorary President, Honorary VP, and Advisors, are required to read and maintain a copy of the aforementioned documents and a Continuity Book relevant to their position. The President will provide copies of all the necessary documents as defined in *AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*) and the *Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide*, including minutes, financial reports, and audits, to the Approving Authority upon request.

ARTICLE III – MEMBERSHIP

Section A. Membership in the FWCS will be voluntary; all members of the FWCS will be volunteers and may never be paid employees of the FWCS. Discrimination based on age, race, color, gender, sexual orientation, religious affiliation, or national origin will not be permitted. All members must have all dues paid with their membership application. A copy of the Constitution and the Bylaws will be available upon request for all current and prospective members before registering or renewing their membership. Active Duty and Civilian Employee members at club activities must be in accordance with the *DOD 5500. 7-R Joint Ethic Regulation*.

Membership will consist of the following:

1. Membership will begin once a membership application is received and verified, and the eligible member pays their dues. Membership ends on 31 May each year, as referenced in *FWCSC Constitution Article VIII, Section B*.
 - a. Newly installed BOG members must submit a membership application and pay their dues NLT the first board meeting they attend. Eligible members can join any time during the Membership year (August-May), as referenced in *Article VIII, Section B*.
2. A member in good standing is defined as one who has paid their membership dues, is not delinquent in any financial obligation to the FWCS and adheres to ethical standards parallel to Army values.
3. Active Members will have the privilege to vote, hold elected or appointed offices, and participate in all FWCS activities, including committees. Active Members will be defined as:
 - a. Spouses and Family Members aged 18 and above, of US Military ID (both Active and Retiree) cardholders, US-Sponsored Foreign and Internationals, and DOD Civilian ID cardholders.
 - b. Surviving Spouses of US Military ID and Civilian DOD ID card holders will not pay dues. All Surviving Spouses will retain the same privileges as aforementioned.

- c. Active Duty Spouses.
- 4. Associate Members will enjoy all the rights and privileges of Active Members, except that they may not serve in an elected/appointed board position but may serve on committees as members or co-chairs. The Executive Board must approve the membership of Associate Members and will not exceed 20% of the active membership. Associate Members will be defined as:
 - a. Spouses of veterans possessing a valid US Military/DoD Civilian ID card.
 - b. Civilian non-military community members with sufficient ties to the Fort Leonard Wood military community whose application has been approved by the Executive Board.

Section B. Any eligible person will be considered a member of FWCSC after completing an application for membership and payment of dues if required.

Section C. Membership is voluntary and may be terminated for the duration of the club year by (1) a written request of the member or (2) a written request of the BOG for just cause. Membership dues are non-refundable as referenced in *Article VIII, Section B*. Terminated members may seek reapplication during a subsequent year at the approval of the Executive Board.

Section D. Eligible Guests

- 1. Persons eligible for membership in the FWCSC may attend only one General Membership meeting per membership year as guests. After that, they must be members of the FWCSC to continue attending.
- 2. Eligible non-member vendors participating in an FWCSC General Membership meeting or an officially sponsored FWCSC event will be considered invitees, and they may stay for the duration of the meeting each time they are invited to attend.
- 3. Individuals eligible for membership in the FWCSC may attend one Special Activity Club meeting per membership year as a guest. Continued participation beyond one meeting required active membership in the FWCSC.
- 4. Participants in the Spouse Fort Leonard Wood Area Kickball Association must be FWCSC members in good standing prior to engaging in any league activities.

Section E. The Membership Year will run from 1 June through 31 May.

Section F. Any current members affected by changes to membership eligibility during the Membership Year will be offered continued membership in their original status for the duration of that Membership Year.

ARTICLE IV – ORGANIZATION

Section A. **The Governing Body** of the FWCSC will be the Board of Governors (BOG). The responsibilities of the BOG will be detailed in the FWCSC Bylaws.

The FWCSC BOG will:

1. Formulate plans and establish internal operating procedures for the FWCSC in accordance with the Constitution and Bylaws NLT the July board meeting.
2. Establish the scope of activities, services, and facilities of the FWCSC.
3. Ensure that the FWCSC is appropriately administered, and its funds safeguarded.
4. Establish board policies at the beginning of each BOG Year, in accordance with the FWCSC Constitution and Bylaws, and approve the transactions of its routine business.

Section B. **Board of Governors (BOG) Members**

1. The Executive Board
 - a. The Elected Officers include the President, Vice President, Financial Officer, Administrative Officer, and any other officers identified in the *FWCSC Bylaws, Article III*.
 - b. The Appointed Officer – the Parliamentarian as defined in the *FWCSC Bylaws, Article VII*.
 - c. The Honorary President, Honorary Vice President (hereafter VP), and Advisors, as defined in the *FWCSC Bylaws, Article V*.
2. The Standing Committee Chairs as defined in the *FWCSC Bylaws, Article VII*.
3. The job descriptions of the Elected and Appointed Officers, Honorary President, Honorary VP, Advisors, Standing Committee Chairs, and Special Committee Chairs are outlined in the *FWCSC Bylaws, Articles IV-VII*.

Section C. **Terms of Office**

1. Elected Officers (the Executive Board), Appointed Chairpersons, and Parliamentarians of the BOG may only hold a particular board position for two (2) consecutive years, after which they must have at least a one-year break before returning to that position. The Honorary President, Honorary VP, and Advisors are excluded from this provision.
2. If a position remains vacant at the September BOG meeting, the previous board year's appointed Chairpersons and/or Parliamentarian may continue serving beyond the two (2) year term with the executive board's approval.

Section D. **Powers**

1. Each member of the BOG will have one vote, except for the Honorary President, Honorary Vice President, Advisors, Parliamentarian, and President. The President will

vote only in case of a tie.

2. Standing and/or Special Committee Co-Chairs or members will have a representative voice through their Standing Committee Chair, who will vote on their behalf as a Committee Vote when committee recommendations are presented to the BOG for approval.
3. In the absence of a Standing Committee Chair, the Co-Chair of said committee will attend the BOG meeting to present the committee's recommendations.
4. The Executive Board and the BOG will supervise and direct the FWCS's overall activities, operations, and disbursements up to \$500.00.
5. Only the President or Financial Officer may sign contracts entered on behalf of the FWCS unless the President has signed an official delegation of authority to a member of the BOG who may have limited ability to sign short-term contracts for special events.

Section E. No member of the BOG will be paid for services rendered to the FWCS.

Section F. Separation from the Board

1. Any member of the BOG causing hardship, conflict, or failing to attend three (3) board meetings may be asked to resign by the President after conferring with the Executive Board and the Honorary President, Honorary VP, and Advisors. The Administrative Officer will track attendance and when three absences are reached, that information will be included in their board report.
2. Any member of the BOG may be terminated for just cause by written request from the Executive Board after receiving approval by the BOG or by written resignation.
3. Any member of the BOG who cannot fulfill their duties will request, in writing to the President, a leave of absence not to exceed 120 days. Their office will be temporarily filled using the same process to address vacancies.
4. Resignations from any member of the BOG may be made via oral or written communication to the President; Resignations must be submitted to the BOG at the first available time for acceptance.

Section G. Vacancies in the Board

1. In the event of a vacancy, except in the office of the President, the office will be filled by appointment made by the President and approved by the Executive Board.
2. If the presidency is vacated at any time, the vice president will fill this position. If the Vice President is unable, declines, or is unavailable to serve, a nominee selected by the Executive Board, approved by the Board of Governors, and approved by the General Membership will fill the position.
3. Appointed Chairpersons or Appointed Officers filling vacancies of Elected Officers will

adhere to the same guidelines as Elected Officers.

4. Any open board position must be presented at the next general membership meeting to allow members to join the board. If the position is not filled at that meeting, the President may fill it by appointment with the approval of the Executive Board.

Section H. Standing and Special Committees

1. Standing Committees are constituted to perform a continuing function and remain in existence permanently. Chairs will be appointed by the President and approved by the Executive Board.
2. Special Committees will exist for specific purposes and periods of time to execute special tasks required for the orderly and efficient operation of the FWCS. Upon completion of the assigned tasks, Special Committees will be dissolved. Special Committee Chairs will be appointed by the President and approved by the Executive Board.
3. Standing and Special Committee Chairs' duties and responsibilities are defined in the *FWCS Bylaws, Articles VIII-IX*.

ARTICLE V – MEETINGS AND QUORUMS

Section A. FWCS Meetings and Emergency Meetings The president may call FWCS Meetings and Emergency Meetings after consulting with the Executive Board, the Honorary President, the Honorary Vice President, and Advisors.

1. The Executive Board will meet monthly or as deemed necessary. The president or the honorary president may call additional meetings of the Executive Board.
2. The BOG will meet monthly or as deemed necessary by the President or Honorary President.
3. The president may invite any active Member to attend BOG meetings. The member has no vote and must comply with the most current edition of *Robert's Rules of Order* while in attendance.
4. The General Membership will meet monthly, or as called by the President or the Honorary President, with provisions for a summer recess. The General Membership will be notified of said meeting promptly, and notification should include the business to be transacted, date, time, and location. Not more than two of the monthly meetings may be a "Members Only Event."
5. Standing and Special Committee Meetings will meet monthly or as deemed necessary by the Committee Chair or by direction of the BOG.

Section B. Quorums

1. Executive Board Meeting: A quorum will be established when three (3) voting members are present. A simple majority of voting members constitutes a valid decision.
2. Board of Governors Meetings: A quorum will be established as two-thirds (2/3) of voting members present. Additionally, the quorum may not act unless three (3) voting members of the Executive Board are present. A simple majority of voting members constitutes a valid decision. If a quorum is not established, the board may proceed with Proxy Voting Procedures, as outlined in *FWCSC Bylaws, Article X, Section A*.
3. General Membership Meeting: A quorum will be established as one-fourth (1/4) of voting members present. A two-thirds (2/3) majority of the voting quorum constitutes a valid vote for approving any club business. If voting telephonically or electronically, then a quorum will be established when the Parliamentarian emails members of the entire voting membership and calls any members who are not accessible by email. A two-thirds (2/3) majority of the voting quorum constitutes a valid vote for approving club business in a special called-for vote by the President and/or Honorary President. No absentee or proxy votes will be accepted in a General Membership Meeting.
4. Standing and Special Committee Meetings: A quorum is established when one-half (1/2) of the voting committee members are present. A simple majority constitutes a valid decision. No proxy votes will be accepted in a committee meeting.

Section C. All business meetings of the FWCSC will be governed by the procedures outlined in the most current editions of *Robert's Rules of Order* unless otherwise provided for in the *FWCSC Constitution* or *FWCSC Bylaws*.

ARTICLE VI – VOTING

Section A. Voting

1. The President is authorized to call for an electronic or telephonic vote of the Executive Board, BOG, and/or the General Membership IAW the *FWCSC Bylaws, Article X, Section A* procedures.
2. Chairpersons of Standing and Special Committees are authorized to call for an electronic or telephonic vote of their committee following the procedures referenced in the *FWCSC Bylaws, Article X, Section B*.
3. General Membership may vote by show of hands, by ballot, or telephonically and/or electronically at the President's and/or Honorary President's special request. Special voting procedures are outlined in the *FWCSC Bylaws, Article X, Section A*.
4. No absentee or proxy votes will be accepted during a General Membership vote.

ARTICLE VII – ELECTIONS

Section A. The President, Vice President, Secretary, Financial Officer, Public Relations Chair,

and Volunteer Coordinator will be elected annually at the April General Membership meeting.

1. Persons nominated for an elected position must be active members in good standing and give oral and written consent to the Parliamentarian and/or the President before being presented to the general membership.
2. The slate may consist of self-nominated members, members nominated by other members in good standing, or nominees selected by the Nominating Committee chaired by the Parliamentarian.
3. The completed slate will be presented before the March General Membership meeting. After the parliamentarian verbally announces nominees to General Membership, the slate is closed.
4. In the event of an incomplete slate, except for the office of President, the vacant position(s) will be appointed by the incoming President and approved by the Executive Board only after the position(s) have been advertised at the next General Membership meeting and approved by the BOG.
5. When there are two or more nominees for any given office, the vote will be by ballot. The nominee with the majority vote [more than one-half (1/2)] will be elected. A second or subsequent vote by ballot will be held in a tie until a nominee is declared the winner of the given office.
6. If there is a single slate, the vote will be a verbal yes/no of the entire slate.
7. No absentee or proxy votes will be accepted in an election.
8. In the event of an incomplete slate, follow the *FWCSC Constitution, Article IV, Section G*.
9. A quorum must be present before the call for any vote at meetings. Quorums are defined in the *FWCSC Constitution, Article V, Section B*.

ARTICLE VIII – FINANCES

Section A. Funds will be maintained in approved accounts in accordance with current regulations and accepted accounting principles.

The FWCSC will have two funds: the Operational Fund and the Philanthropic Fund.

1. Operational Fund—Net proceeds of membership dues fund this account, ways and means sales, bank interest, luncheon income, donations, liquidation of FWCSC physical assets, or other fundraising opportunities proposed and approved by the BOG. The operational fund will incur operational expenses, including but not limited to entertainment, decorations, publications, programs, and luncheons. The Operational Fund will maintain a minimum balance of one thousand dollars (\$1000) at the close of the fiscal year.
2. Philanthropic Funds – This account is funded with donations and net proceeds from approved FWCSC-sponsored philanthropic fundraising activities, including but not

limited to the Annual Craft Fair and Basket Auction. Monies collected from fundraising activities will not be disbursed until all expenses associated with the event have been reported and paid. The Financial Officer will report completion to the BOG. Monies raised will be divided between grants and scholarships. The Philanthropic Fund will maintain a minimum balance of five hundred dollars (\$500) at the close of the fiscal year.

- a. Grants will receive 40% of the Philanthropic Fund monies.
- b. Scholarships will receive 60% of the Philanthropic Fund monies.

Section B. Membership Dues are the revenue necessary to pursue the mission of the FWCSC Constitution, Article I, Section B will be derived from the following:

Members will be required to pay dues.

1. No dues will be refunded upon departure or reassignment of any member.
2. Dues will not be increased or decreased by more than twenty percent (20%) without General Membership approval.
3. Half-year membership will be instituted at fifty percent (50%) of the annual membership rate beginning 1 January.

Section C. Fundraising Activities will be conducted with the approval of the BOG and the Approving Authority IAW current regulations.

Section D. The BOG will ensure that all disbursements comply with the purpose for which the FWCSC was established. The BOG will not initiate or vote on any financial considerations allowing the organization to become indebted in any way that is more than its existing assets.

Section E. The General Membership will approve the annual Operating and Expense Budget (to include any amount over one thousand dollars [\$1,000] not previously budgeted), the annual disbursement of grants, scholarships, and liquidation of an FWCSC physical assets.

Section F. The Fiscal Year for the FWCSC will run from 1 June through 31 May.

ARTICLE IX – TAXES AND AUDITS

Section A. The FWCSC adheres to the *Internal Revenue Code, Section 501(c) 4*, corresponding provisions of any future United States Internal Revenue Law. The FWCSC will ensure that all annual federal and state filings are submitted after the fiscal year or NLT 1 August. The Financial Officer will provide all needed documents to an independent auditor to file IRS Form 990-EZ at the end of the fiscal year or NLT 1 August. The IRS Form 990 EZ will be sent by certified return receipt if mailed instead of filing electronically. The President and Financial Officer will retain a copy of all filings for no less than seven (7) years and then destroy them.

Section B. The FWCSC will utilize an acceptable accounting system and will have annual audits performed by a qualified auditor as outlined within the *FWCSC Bylaws, Article II, Section B.*

Section C. An annual financial review, IAW AR 210-22, will be conducted of all FWCSC accounts after the fiscal year, on or after 31 May or NLT 15 June. If the Financial Officer resigns before the end of the board year, a financial review of the books up to that point must be completed before any handover. This review must be performed by a qualified auditor IAW AR 210-22.

ARTICLE X – INSURANCE AND BONDING

Section A. Per AR 210-22 and installation regulations, liability, and fidelity (bond) insurance coverage must be adequate for protection against public liability claims, property damage claims, or other legal action arising from FWCSC activities from one or more of its members acting on behalf of itself, or the operation of any equipment, apparatus, or device under the control and responsibility of the FWCSC. Liability insurance will be obtained from a qualified firm by the FWCSC with the approval of the BOG and paid for by the FWCSC Operational Fund. A minimum of one million dollars (\$1,000,000) in liability insurance will be carried.

Section B. Fidelity Bonding will be purchased by the FWCSC from a qualified firm with the approval of the BOG. BOG members overseeing any cash flow over five hundred dollars (\$500) will be bonded equally to the standard maximum amount of cash flow overseen or sufficient to protect assets completely.

1. The President and Financial Officer must be bonded. At the direction of the BOG additional positions may be bonded
2. Costs of the fidelity bonding will be budgeted and paid for by the FWCSC Operating Fund.

ARTICLE XI – HISTORICAL RECORDS

All members of the BOG will maintain the FWCSC Continuity Book as referenced in the *FWCSC Bylaws, Article XII*. At the end of the membership year, the President, Vice President, and Administrative Officer will coordinate the transfer of all Continuity Books, supplies, and inventory to successors to the storage facility in the Thrift Shop's storage room. All records (including digital files) of the FWCSC will be held for two (2) years and then destroyed. Financial records will be maintained for seven (7) years.

ARTICLE XII – AMENDING THE CONSTITUTION

Section A. Constitutional Amendment

1. The *Constitution* and *Bylaws* will be reviewed every other fiscal year or upon request of the President, the Honorary President, the Honorary VP, Advisors, the Parliamentarian, or at the direction of the Approving Authority. The Constitution and Bylaws Committee (a Special Committee), chaired by the Parliamentarian, will review the *Constitution* and the accompanying *FWCSC Bylaws*. The committee's report will first be presented to the Executive Board, then the entire Board of Governors, and finally to the General Membership for final approval.
2. Outside of this review process, proposed amendments to the *Constitution* will be submitted in writing to the BOG upon a petition of at least ten members.
3. The BOG will review and recommend approval, disapproval, or referring the proposed amendments to the Parliamentarian and the Constitution and Bylaws Committee for action. The Constitution and Bylaws Committee will report its recommendation to the BOG within 30 days.
4. Upon the final recommendation by the BOG, a proposed amendment to the *Constitution* must be approved by the General Membership. General Membership will be advised of any proposed constitutional changes utilizing previously scheduled membership meetings by club-sponsored printed media, the FWCSC website, and/or by phone, email, or social media. A vote for approval or disapproval of a constitutional amendment will be held at a General Membership meeting in which a quorum of one-fourth (1/4) voting members are present. A two-thirds (2/3) majority is required for approval.
5. Amendments to the *Constitution* will be furnished to the Approving Authority for review. Upon approval from the Approving Authority, this *Constitution* becomes effective immediately.

Section B. Bylaws Amendments *FWCSC Bylaws* may be adopted, amended, or repealed by a simple majority of the BOG members at a regular or special meeting of the BOG, provided that a quorum is present. Amendments to FWCSC Bylaws will then be submitted to the Approving Authority. Approved revisions of *FWCSC Bylaws* must be made known to the General Membership.

Section C. Amendments to the *Constitution* and *FWCSC Bylaws* will not conflict with Army regulations and/or Fort Leonard Wood Policy Letters and/or Directives.

Section D. Once approved, this *Constitution* supersedes all previous *Constitutions* and amendments except that it will not affect officers elected or specific agreements and contracts entered into under the terms of the previous *Constitution* until such terms of agreements or contracts have reached their expiration date.

Section E. If this *Constitution* or a portion thereof is declared invalid, the remaining unaffected provisions of such articles or portions thereof will remain in full force and effect.

ARTICLE XIII – DISSOLUTION

Section A. Dissolution of the FWCSC requires a two-third (2/3) affirmative vote of a one-fourth (1/4) quorum of the General Membership present at the General Membership meeting called for this purpose, or when required by order of the Approving Authority.

Section B. Upon dissolution of the FWCSC, all funds in the treasury will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the General Membership or Approving Authority and disbursed through the Community Engagement Committee.

Section C. If liabilities exceed assets, the General Membership of the FWCSC will be jointly and equally liable for all outstanding debts, liabilities, or obligations as directed by the Approving Authority.

This *Constitution* was approved by the BOG on **August 7, 2024**, and by the General Membership on **September 25, 2024**. In witness thereof, the following officers affix their signatures.



Killea, Carey, FWCSC President 2024-2025

5/7/2025

Date



for Robbins, Cait, FWCSC Parliamentarian 2024-2025

5/7/2025

Date

Section 1. If this Constitution is a printed document, the remaining text of the document shall be printed on the same paper and shall be bound in the same cover as this document.

ARTICLE XII - DISSOLUTION

Section A. The members of the FWCS shall elect a two-third (2/3) affirmative vote of the members of the General Membership present at the General Membership meeting called for this purpose, or action required by order of the Approving Authority.

Section B. Upon the dissolution of the FWCS, all funds in the treasury will be used to pay any outstanding debts, liabilities, or obligations. The balance of those assets will be disposed of as determined by the General Membership or Approving Authority and disbursed through the Community Engagement Committee.

Section C. If liability is created under the General Membership of the FWCS, it will be jointly and severally liable for all liabilities, debts, liabilities, or obligations as directed by the Approving Authority.

This Constitution was approved by the FWCS on August 1, 2014, and by the General Membership on September 15, 2014. In witness whereof, the following officers of the FWCS have signed their names:

	
Carol Miller, President 2014-2015	Carol Miller, President 2014-2015
Date: 6/1/2015	Date: 6/1/2015