

CONSTITUTION

ARTICLE I ORGANIZATION NAME AND PURPOSE

SECTION 1

The name of this organization shall be the Army Spouses' Club of the Greater Washington Area (ASCGWA).

SECTION 2

The purpose of this organization shall be to provide and promote socio-economic and educational outreach to the Soldiers, Family Members, and Department of the Army (DA) Civilians assigned to, attached to, or with duty in the National Capital Region (NCR) and to organizations which benefit Soldiers, as well as to encourage, support, and maintain interaction of the membership.

ARTICLE II GENERAL PROVISIONS

SECTION 1

This organization operates and exists within the Joint Force Headquarters-National Capital Region/Military District of Washington (JFHQ-NCR/MDW) only with the consent of the Commander, Joint Base Myer-Henderson Hall (JBM-HH) and US Army Installation Management Command (IMCOM).

ASCGWA shall be organized as a private organization (PO) under the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense (DoD) Installations; Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations; and all other pertinent regulations, specifically DoD 5500.7-R, Joint Ethics Regulation; AR 600-20, Army Command Policy; and AR 600-29, Fundraising within the Department of the Army (DA). Operation is contingent on compliance with the requirements and conditions of all applicable regulations. This organization is not a Non-Appropriated Fund (NAF) Instrumentality, nor is it entitled to the privileges and immunities of the Federal Government.

SECTION 2

The membership and all activities and programs that ASCGWA conducts, or in which it participates, will not prejudice or discredit the US Army, the military services, or other agencies of the United States Government. It will be self-sustaining and may not receive financial assistance from the DA or any NAF activity. This organization will not duplicate or compete with an NAF or Appropriated Fund (AF) activity.

SECTION 3

It is understood that this organization is in no way affiliated with the Department of the Army. There is no official relationship between the activities of this private organization

and those of Department of Defense (DoD) personnel who are members of this organization.

SECTION 4

The membership is liable under the laws of Virginia for organizational debts in the event the organization's assets are insufficient to discharge liabilities. It is further understood that JBM-HH, JFHQ-NCR/MDW, and/or IMCOM will not incur or assume any liability on behalf of or as a result of the operation of this organization.

SECTION 5

The officers and members of ASCGWA will abide by all applicable federal, state, and local laws in the transaction of ASCGWA business.

SECTION 6

A copy of all minutes and financial statements will be submitted to the office of the Joint Base Commander, JBM-HH and the office of the Chief, Financial Management Branch.

SECTION 7

All activities of ASCGWA will be conducted without discrimination based on race, national origin, color, religion, gender, age, or mental or physical disability. ASCGWA will neither propagate extremist activities nor advocate violence against others, or the violent overthrow of the Government. This organization will not seek to deprive individuals of their civil rights.

ARTICLE III MEMBERSHIP, DUES, AND PRIVILEGES

Section 1

Membership in ASCGWA shall be voluntary, for one year, (July 1-June 30) and is extended to:

A. Regular Members

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of those serving in or retired from active duty in the US Army, the reserve component, or the National Guard.
2. Department of the Army (DA) civilian employees or spouses of the same, currently serving or retired.
3. Individuals who maintain eligibility for rights and privileges that accompany DD-1173.

B. Associate Members

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of those serving in or retired from services other than the US Army on active duty, in the reserve component, or in the National Guard.
2. Government Service employees (other than DA) or spouses of the same, currently serving or retired.
3. Spouse of foreign military officer or civilian employee (sponsored by their respective embassy) assigned to duties in the National Capital Region

4. The President may invite other persons as deemed appropriate to be Associate Members.

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1

The Executive Committee shall consist of the elected officers (President, First Vice President, Second Vice President, Secretary, and Treasurer) as well as the Parliamentarian, Club Advisor(s), Honorary President, and Honorary Vice President.

SECTION 2

The following shall be invited to become Honorary Officers of the organization.

- A. The spouse of the Chief of Staff of the Army as the Honorary President.
- B. The spouse of the Vice Chief of Staff of the Army as the Honorary Vice President.

In the event of a vacancy in the office of Honorary Vice President, the Honorary President and the President may fill the vacancy by appointment.

SECTION 3

The Club Advisor shall be invited to serve by the President and Honorary President.

The President, in consultation with the Club Advisor, may invite additional advisors as deemed necessary.

In the event of a vacancy in the office of Honorary Advisor, the Honorary President and the President may fill the vacancy by appointment.

SECTION 4

The Board of Governors (also known as the Governing Board), serving without salaried compensation, shall consist of the Executive Committee and the Standing Committee Chairpersons.

SECTION 5

The President, First Vice President, Second Vice President, and Treasurer must hold Regular Member status. At least one (preferably all) of these offices shall be filled by an active duty spouse.

SECTION 6

No member of the Board of Governors may serve more than two consecutive years in the same office, nor serve on the board for more than four consecutive years.

SECTION 7

Members of the ASCGWA Board of Governors may be removed from their elected or appointed office for just cause upon the vote of a majority of the ASCGWA Board of Governors.

**ARTICLE V
DUTIES OF OFFICERS**

The ASCGWA Board of Governors shall:

- A. Formulate plans and establish internal operating procedures for the organization in accordance with this Constitution and Bylaws to include establishing policy for a given year.
- B. Prescribe the scope of activities, services, and facilities.
- C. Establish rules and internal controls.
- D. Ensure that the organization is properly administered, its funds safeguarded, all income is received in full and properly recorded and prescribed, and expenditures are approved, and creditor relationships are managed.
- E. Concur with the disbursement of welfare funds for educational and charitable purposes.

**ARTICLE VI
ELECTIONS AND VOTING**

SECTION 1

Annual elections for the President, First Vice President, Second Vice President, Secretary, and Treasurer shall be conducted in the spring, as outlined in the ASCGWA Bylaws.

SECTION 2

If an elected officer position is not filled through the election process, or the elected officer resigns, the vacant position shall be filled, as outlined in the ASCGWA Bylaws.

**ARTICLE VII
STANDING COMMITTEES**

SECTION 1

Standing Committees shall be created, abolished, or modified, at the direction of the President and the Executive Committee, as required to conduct club business.

SECTION 2

The President may establish special committees/positions to perform particular assignments. Additionally, the President may designate liaison positions, as needed.

**ARTICLE VIII
FUNDING SOURCES**

SECTION 1

Operational funds shall be derived from the annual membership dues and Ways and Means projects.

SECTION 2

Fundraising activities of the organization that take place on JBM-HH must have the prior approval of the Commander. Requests for such approval will be sent to the Joint Base Commander, JBM-HH, Attention: Financial Management Branch.

**ARTICLE IX
TAXES**

ASCGWA shall comply with all applicable federal, state, and local tax law.

**ARTICLE X
INSURANCE COVERAGE**

SECTION 1

ASCGWA will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits, which might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of ASCGWA in accordance with AR 210-22, paragraph 3-2. Such coverage, when required, must expressly provide that neither the US Government nor any Non-Appropriated Fund Instrumentality will be liable for any claims or judgments against the organization to its members. A copy of the insurance policy and all renewal policies will be forwarded to the Joint Base Commander, JBM-HH, Private Organizations Monitor. Liability insurance may be waived if the risk of liability is negligible.

SECTION 2

Bonding will be purchased annually for those positions that the Governing Board deems necessary.

**ARTICLE XI
MEETINGS AND QUORUMS**

SECTION 1

General membership meetings shall be held according to an announced schedule. Other meetings to conduct club business may be called at the discretion of the President.

SECTION 2

A quorum shall constitute a simple majority of the members present at a scheduled general membership meeting.

SECTION 3

A quorum for an ASCGWA Board of Governors meeting for voting purposes shall be one half of the board's voting positions. The ASCGWA Board of Governors may conduct business with or without a quorum. Decisions requiring a vote must be made by a simple majority vote of the quorum present.

SECTION 4

Electronic votes may be taken if an issue is time-sensitive. A quorum for an electronic vote requires one half of Board voting positions respond. Decisions requiring a vote are determined by a simple majority vote of the quorum of Board members responding.

ARTICLE XII
ADOPTION AND AMENDMENTS

SECTION 1

This Constitution shall stand until changes are proposed and voted upon as described in the Bylaws.

SECTION 2

Any member in good standing may propose constitutional amendment(s).

Proposed amendments should be submitted in writing (hard copy or email) to the ASCGWA Parliamentarian along with the signatures of 10 sponsoring members.

Submissions via email should list the names of the sponsoring members; a hard copy of the proposed amendment, with sponsor signatures, shall be mailed to the Parliamentarian.

SECTION 3

The Board of Governors may propose simple amendments to the Constitution or Bylaws.

SECTION 4

The Parliamentarian shall select a Constitutional Review Committee to conduct a biannual review of the Constitution and Bylaws.

SECTION 5

The Board of Governors shall consider amendments to the Constitution, that have been received from members or the Constitutional Review Committee, during a regularly scheduled or called board meeting. Upon approval by a two-thirds vote by the Board of Governors, any proposed amendment(s) shall then be read or otherwise disseminated to the general membership 30 days prior to the proposed amendment(s) being voted on by the general membership.

Amendments shall be approved by a majority of the membership present at a scheduled general membership meeting; voting shall follow the procedures outlined in the ASCGWA Bylaws.

SECTION 6

The Board of Governors is empowered to amend the Bylaws and Standard Operating Procedures of ASCGWA upon a two-thirds vote of the Board of Governors. Amendments to the Bylaws and Internal Operating Procedures are subject to review by the Commander, JBM-HH.

SECTION 7

This Constitution shall be subject to the approval of the Commander, JBM-HH and effective on date of written approval. Upon approval, said Constitution nullifies all previous governing documents pertaining to this organization as named in Article I herein.

**ARTICLE XIII
PARLIAMENTARIAN AUTHORITY**

All Parliamentary procedures not covered by this Constitution and the Bylaws shall be governed by *Robert's Rules of Order*, Revised.

**ARTICLE XIV
DISSOLUTION**

If the Organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership or approving authority.

Approved by majority vote on INSERT DATE.

Kelly Kreis
President 2017-2018

LaDonna Cavanaugh
Recording Secretary 2017-2018

INSERT DATE

INSERT DATE

**ADDENDUM 1
TERMS AND ACRONYMS**

DA	Department of the Army
DoD	Department of Defense
DoDI	Department of Defense Issuances
GWA	Greater Washington Area
IMCOM	Installation Management Command
JBM-HH	Joint Base Myer-Henderson Hall
JFHQ	Join Forces Headquarters
MDW	Military District of Washington
MSA	Metropolitan Statistical Area
NCR	National Capital Region
OMB	Office Of Management and Budget
PO	Private Organization