

Ansbach Spouse's & Civilian's Club

CONSTITUTION

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Ansbach Spouses' and Civilians' Club

CONSTITUTION

ARTICLE I – Organization Name and Purpose

Section A. The name of this Private Organization (PO) will be the Ansbach Spouses' and Civilians' Club, hereafter called the ASCC, and is located in USAG Ansbach, APO AE 09250.

Section B. The ASCC is a service organization that supports a variety of activities of a social, cultural, or educational benefit for our membership and financially supports a variety of organizations and individuals within the United States Ansbach Military and the civilian community.

ARTICLE II - General Provisions

Section A. The ASCC shall operate with the approval of the USAG Ansbach Garrison Commander, hereinafter referred to as the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all Army regulations, specifically DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600-20 (Army Command Policy), AR 600-29 (Fundraising within the Department of the Army), AR 210-22 (Private Organizations on Department of the Army Installations), AER 210-22 (Private Organization and Fundraising Policy) and any USAG Ansbach Private Organization and Fundraising Policy.

Section B. The membership or the Approving Authority may discontinue the organization. The Approving Authority may withdraw permission to operate on the Army installation at any time. Notification by either party will be in writing. It should be clearly understood that the Approving Authority has the absolute discretion to determine whether the PO's continued operation is compatible with the Army's interest.

Section C. This organization is not an instrumentality 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. This organization will not duplicate or compete with a NAF or Appropriated Funds (AF) activity. Neither the Government nor USAG Ansbach will assume any liability for this organization's debts. The ASCC will reimburse the Army for utility expenses, unless such use is incidental.

Section D. This organization does not discriminate in membership on the basis of race, color, religion, national origin, sex, or mental or physical disability.

Section E. This organization 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.

Section F. All ASCC members, upon joining the organization or renewing membership with the organization, are advised to read the Constitution and Bylaws. All elected and appointed members of the **Board and Advisors** are required to read and maintain a copy of the aforementioned documents.

Section G. All members of ASCC, in accordance with the host nation **law**, may be personally liable to creditors if the assets of the organization are **insufficient**, to discharge any responsibility for the **organization's** debts.

ARTICLE III - Functions/Activities and Operating Procedures

Section A. The ASCC will sponsor and/or support activities for members, which may include but are not limited to: general membership meetings; monthly luncheons; special activities; and internal fundraising activities.

Section B. All external fundraising activities must have the written approval of the Approving Authority.

Section C. Constitutional Amendments

1. Proposed amendments to the Constitution shall be submitted in writing to the Executive Board for approval.
2. If the Executive Board does not approve the proposed amendment, upon the petition of at least one-quarter (1/4) of the general membership, it must be submitted to a general meeting of the ASCC for approval or rejection.
3. Upon approval by the Executive Board or successful petition, the articles of the Constitution shall be amended by a two-thirds (2/3) majority of members present at a **General Membership** meeting, providing that proposed changes be announced to the membership at a previous general membership meeting or by club sponsored media.
4. Amendments to the Constitution shall be submitted to the Approving Authority.

Section D. Bylaws may be adopted, amended or repealed by a simple majority of members present at a General Board meeting, provided that a quorum is present. Upon approval by the General Board, the Bylaws shall be adopted, amended, or repealed by a two-thirds (2/3) majority of members present at a **General Membership** meeting, provided that proposed changes be announced to the membership at a previous general membership meeting or by club-sponsored media. Changes to Bylaws shall then be submitted to the Approving Authority.

Section E. Amendments to the Constitution and Bylaws shall not conflict with Army regulations and/or USAG Ansbach policy letters and/or directives.

Section F. The Constitution will be reviewed every two years or upon request of the President, the Parliamentarian, or at the direction of the Approving Authority. A special committee, appointed by the **President** and chaired by the **Parliamentarian** will review the Constitution and the accompanying Bylaws. The committee's report will first be presented to the General Board, followed by presentation to the **General Membership**.

Section G. The Executive Board shall provide copies of all required documents as defined in AR 210-22, paragraph 2-1(c) to include minutes, financial statements, and audits, to the Approving Authority.

ARTICLE IV – Membership

Section A. The ASCC membership shall consist of Active, Honorary, and Associate members.

1. Active membership: Active membership is open to all **spouses and family members age 18 and above of US Military ID card holders** and all US-sponsored foreign liaison personnel, their spouses and family members age 18 and above and Civilian ID card holders, their spouses and family members age 18 and above. Active members are entitled to vote, hold office (elected and appointed), and participate in all ASCC activities. Active duty and civilian employee members' club activities must be in conformance with the Joint Ethics Regulation (JER) DOD5500.7-R.

2. Honorary membership: Honorary membership may be extended at the pleasure of the Executive Board. The number of Honorary Members shall not exceed five percent (5%) of the total membership. Honorary Members shall have no vote or hold office and shall not be required to pay dues. This membership does not refer to **Advisors**.

3. Associate membership: Associate membership may be extended to international forces and US **citizens**, non-US Military ID card holders and their spouses and family members above 18 years of age. Associate membership may also be extended to others at the discretion of the Executive Board. Associate members shall be required to pay dues and have the right to vote but may not serve in an elected or appointed position. The number of Associate Members shall not exceed forty-nine percent (49%) of the total membership.

Section B. Any eligible person shall be considered a member of the ASCC after:

1. Compliance with Article II, Sections D-F.
2. Completion of an application for membership, which shall be available at every general membership meeting.
3. Payment of dues, if required.

Section C. Membership is voluntary and may be terminated for the duration of the club year by written request of the member or the **Executive Board**. Membership dues will not be refunded.

Section D. Persons eligible for membership in the ASCC may attend only one (1) **members-only** activity as defined in Article III, Section A of the Constitution as a guest. Thereafter, persons must be members of ASCC.

Section E. Any current members affected by changes to membership eligibility during the club year will be offered continued membership for the duration of the club year.

Section F. A reservation for an ASCC function constitutes an agreement to **pay the full cost on the agreed upon due date, or the date of the function, whichever comes first**. Failure to comply with this requirement shall result in a suspension of reservation privileges for functions until the outstanding balance is paid in full.

ARTICLE V - Officers and Governing Bodies

Section A. The governing body of the ASCC shall be the **General Board**, which consists of:

1. The Executive Committee composed of:
 - a. The Elected Officers:
 1. President
 2. 1st Vice President
 3. 2nd Vice President
 4. Secretary
 5. Treasurer
 - b. The Appointed Officer, Parliamentarian
 - c. **Advisors**
 - d. **Unit Representatives**
 - e. Each committee member shall have one vote with the exception of the **Advisors, Unit Representatives, and Parliamentarian**, which will be non-voting members. Additionally, the President will vote only in case of a tie.
2. Standing Committee Chairs, as listed in the Bylaws, shall have one vote.

Section B. **The Advisors** shall consist of the following:

1. The spouse of the Garrison Commander and the spouse of the 12th CAB Commander shall be invited to serve as **Advisors**.
2. With the assistance of **Advisors**, the President will appoint additional Advisors as deemed necessary.

Section C. No member of the General Board (as defined in Art. V) shall be paid for services rendered to the ASCC.

Section D. Elected Officers and/or Standing Committee Chairs can be terminated from their position by written request from the Executive Board and approved by the General Board, or by written resignation.

ARTICLE VI - General Board Duties

Section A. The job descriptions of elected and appointed **Board Members, Advisors, Unit Representatives**, Standing Committee Chairs, and Special Committee Chairs are contained in the Bylaws.

Section B. The Executive Board and General Board shall have supervision of and direction over all activities, operations, and disbursements of the ASCC. The only exception is that the President, without General Board approval, may commit funds in the amount of \$100.00 or less. This authorization shall be disclosed at the next General Board meeting.

Section C. The ASCC shall, by action of the Executive Board, indemnify any member who incurs a personal liability to a third party as a result of acting in good faith on behalf of the ASCC as an officer, chair, or otherwise, provided the actions were previously approved, and the member acted within the scope of that approval.

ARTICLE VII - Elections and Voting

Section A. **Executive Board** elections shall be held annually at the April general membership meeting. Term of office shall be one year (1 June – 31 May).

1. A quorum shall be defined as all members present and voting at a general membership meeting. All nominees require a simple majority vote to be elected. There shall be no absentee or proxy vote.
2. In the event of a vacancy of an elected office, except in the office of the President, the office shall be filled by appointment made by the President and approved by the General Board. If the presidency is vacated at any time, the 1st Vice President shall fill this position. In the event the 1st Vice President is unable or declines to serve, a nominee will be selected by the Executive Board, approved by the General Board, and voted upon at the next general membership meeting.

Section B. **Voting procedures of the ASCC: A quorum must be established to vote at meetings of the ASCC.**

1. General Membership meeting: A quorum shall consist of at least one-half (1/2) plus one members present.

2. General Board meeting: A quorum shall be established when at least one-half (1/2) plus one of voting members are present. Three (3) voting members of the Executive Board must be present to have a quorum. A simple majority of voting members constitutes a valid vote. Written proxy votes may be accepted, but do not count toward the quorum. There shall be no absentee voting.

3. **Executive Board Committee** meeting: A quorum shall be established when three (3) voting members are present. A simple majority of voting members constitutes a valid vote.

4. In an emergency, an email vote of the Executive Board and/or General Board may be conducted by the Parliamentarian or **Secretary** at the request of the President and with the advice of the **Advisors**, following the procedure as listed in Article V, Section B. of the Bylaws.

ARTICLE VIII - Standing Committees

The Standing Committee Chairs shall be appointed by the President on the advice of the **Advisors**, and approval of the Executive Board. Standing Committee Chairs are defined in the Bylaws, Article VIII, Section A.

ARTICLE IX - Funding Sources

Section A. Income shall be derived from:

1. Dues: The membership shall be required to pay dues (except Honorary Members as defined by Article IV, section A, part 2).

2. Fundraising Activities: External fundraising activities shall be conducted with the approval of the Approving Authority. Internal fundraising activities shall be for ASCC members only.

3. Ways and Means: This committee shall conduct internal sales of small items and memorabilia with the approval of the General Board. The Approving Authority must also grant approval for external sales.

4. The ASCC operates one community service business: the ASCC Community Thrift Shop.

Section B. Funds shall be maintained in approved accounts in accordance with current Private Organization regulations.

ARTICLE X – Taxes and Audits

Section A. The ASCC is subject to both U.S. tax laws and German tax laws.

Section B. The ASCC will have audits done by a qualified auditor annually or upon change of treasurer or primary account signer.

ARTICLE XI - Insurance Coverage

Section A. Any member of the ASCC with access to cash on hand, cash in the bank, or merchandise with a value of over \$500.00, will be bonded at ASCC expense in an amount sufficient to provide full protection of assets.

Section B. The ASCC is not eligible for the Risk Management Program (NAF Insurance Program, AR 215-1).

Section C. Insurance and bonding coverage must be obtained from a qualified firm. The coverage must be adequate for protection against public liability claims, property damage claims, or other legal actions arising from ASCC activities. The coverage must also be adequate for protection for claims against one or more ASCC members acting on behalf of the ASCC, or the operation of any equipment, apparatus, or device under the control and responsibility of the ASCC.

ARTICLE XII - Meetings and Quorums

Section A. The ASCC may hold the following Meetings:

1. Executive Board meetings, on a monthly basis, or as called by the President or the **Advisors.**
2. General Board meetings on a monthly basis, or as called by the President or the **Advisors.**
3. General Membership meetings on a monthly basis, or as called by the President or the **Advisors.**

Section B. Quorums shall be as defined in Article VII, Section B of the Constitution.

ARTICLE XIII – Dissolution

Section A. The ASCC may be dissolved at any time by a simple majority vote of the General Membership on advice of the President and/or the **Advisors**, or when required by order of the Approving Authority.

Section B. Upon dissolution of the ASCC, 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 active membership or Approving Authority and must be used exclusively for exempt purposes.

Section C. Upon dissolution of the ASCC, the Thrift Shop shall be dissolved or removed from ASCC responsibility in accordance with AR Reg 210-22 and AER Reg 210-22.

This Constitution supersedes all previous Constitutions and amendments. It is effective upon adoption by an affirmative vote of two-thirds (2/3) majority of members present and voting at a general membership meeting.

Approved by vote of the ASCC General Board on _____.

Approved by vote of the ASCC General Membership on _____.

_____ **///ORIGINAL SIGNED///** _____

Rhonda Alston
President, ASCC
Board Year 2020-2021

_____ **///ORIGINAL SIGNED///** _____

Julie Broam
Advisor, ASCC
Board Year 2020-2021

_____ **///ORIGINAL SIGNED///** _____

Caitlin Archer
Recording Secretary, ASCC
Board Year 2020-2021

_____ **///ORIGINAL SIGNED///** _____

_____ **Parliamentarian, ASCC**
Board Year 2020-2021