

Fort Knox Spouses and Community Club, Inc.

CONSTITUTION

ARTICLE I – Organization Name and Purpose

Section A. The name of this Private Organization (PO) will be the Fort Knox Spouses and Community Club, Inc., hereafter called the FKSCC, and is located in the Fort Knox Community, Kentucky, with an address of P.O. Box 177, Fort Knox, Kentucky 40121.

Section B. The FKSCC 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 within the United States Military and the civilian community.

ARTICLE II - General Provisions

Section A. The FKSCC shall operate with the approval of the Fort Knox 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 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of the Army Installations) and any Fort Knox 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 Fort Knox will assume any liability for this organization's debts. The FKSCC 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 FKSCC 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 Governing Board, Advisors, and Honorary President/Advisor are required to read and maintain a copy of the aforementioned documents and the Policy and Precedents File.

ARTICLE III - Functions/Activities and Operating Procedures

Section A. The FKSCC 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 fund raising 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 Governing Board for approval.
2. If the Governing Board does not approve the proposed amendment, upon the petition of at least twenty five percent (25%) of the membership, it must be submitted to a general meeting of the FKSCC for approval or rejection.
3. Upon approval by the governing board or successful petition, the articles of the Constitution shall be amended by a two-thirds (2/3) majority of members at a general membership meeting providing that proposed changes be announced to the membership at a previous general membership meeting or by club sponsored printed 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 at a Governing Board meeting providing that a quorum is present. Amendments to Bylaws shall then be submitted to the Approving Authority. Approved revisions of Bylaws must be made known to the membership.

Section E. Amendments to the Constitution and Bylaws shall not conflict with Army regulations and/or Fort Knox 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, chaired by the Parliamentarian, will review the Constitution and the accompanying Bylaws. The committee's report will first be presented to the Governing Board, followed by presentation to the general membership.

Section G. The Executive Committee 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 FKSCC membership shall consist of Active, Honorary, and Associate members.

1. Active membership: Active membership is open to all 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 FKSCC activities. Active duty and civilian employee members' club activities must be in conformance with the Joint Ethics Regulation.
2. Honorary membership: Honorary membership may be extended at the pleasure of the Governing 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 Honorary President(s) or Honorary Advisor(s).

3. Associate membership: Associate membership may be extended to international forces and US citizen, 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 Governing Board. Associate members shall be required to pay dues and have the right to vote but may not serve in an elected position.

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

1. Written request of the member.
2. Written request of the Governing Board.

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

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.

ARTICLE V - Officers and Governing Bodies

Section A. The governing body of the FKSCC shall be the Governing 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. The Honorary President/Advisor
 - d. Appointed Advisors
 - e. Each Committee member shall have one vote with the exception of the Honorary President/Advisor, Appointed Advisor(s), 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.
3. Community Representatives as appointed by the President shall have one vote.

Section B. The Honorary President/Advisor and Appointed Advisors shall consist of the following:

1. The spouse of the Commanding General, USAARMC, or designee, shall be invited to serve as the Honorary President/Advisor.
2. With the assistance of the President, the Honorary President/Advisor appoints additional Advisors as deemed necessary.

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

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

ARTICLE VI - Duties of Officers

Section A. The job descriptions of elected and appointed officers, Honorary President/Advisor, Appointed Advisors, Standing Committee Chairs, and Special Committee Chairs are contained in the Bylaws.

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

Section C. The FKSCC shall, by action of the Executive Committee, indemnify any member who incurs a personal liability to a third party as a result of acting in good faith on behalf of the FKSCC as an officer, chair, or otherwise, provided the actions were previously approved, and the member acted within the scope of that approval. Only the President or Treasurer may sign contracts entered into on behalf of the FKSCC.

ARTICLE VII - Elections and Voting

Section A. Elections shall be held annually at a general membership meeting. Term of office shall be one club 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 Governing Board. If the presidency is vacated at any time, this position shall be filled by the 1st Vice President. In the event the 1st Vice President is unable, declines, or is unavailable to serve, the position will be filled by a nominee selected by the Executive Committee, approved by the Governing Board and elected by the general membership.

Section B. Voting procedures of the FKSCC: A quorum must be present to vote at meetings of the FKSCC.

1. General membership meeting: A quorum shall consist of those members present and voting.
2. Governing Board meeting: A quorum shall be established when at least one-half (1/2) of voting members are present. Three (3) voting members of the Executive Committee 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. In an emergency, a telephone vote of the Executive Committee and/or BOG may be conducted at the request of the President and with the advice of the Honorary President(s) and/or Advisor(s) following the procedure as listed in Article V, Section B. of the Bylaws.
3. Executive Committee meeting: A quorum shall be established when three (3) voting members are present. A simple majority of voting members constitutes a valid vote.

ARTICLE VIII - Standing Committees

The Standing Committee Chairs shall be appointed by the President on the advice of the Honorary President/Advisor and approval of the Executive Committee. 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 FKSCC members only.
3. Ways and Means: This committee shall conduct internal sales of small items and memorabilia with the approval of the Governing Board, and approval of the Approving Authority for external sales.

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

ARTICLE X – Taxes and Audits

Section A. The FKSCC is subject to U.S. tax laws.

Section B. The FKSCC will utilize a double entry accounting system and will have audits done by a qualified auditor.

ARTICLE XI - Insurance Coverage

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

Section B. The FKSCC 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 FKSCC activities. The coverage must also be adequate for protection for claims against one or more FKSCC members acting on behalf of the FKSCC, or the operation of any equipment, apparatus, or device under the control and responsibility of the FKSCC.

ARTICLE XII - Meetings and Quorums

Section A. The FKSCC may hold the following Meetings:

1. Executive Committee meetings, on a monthly basis, or as called by the President or the Honorary President/Advisor.

2. Governing Board meetings on a monthly basis, or as called by the President or the Honorary President/Advisor.
3. General Membership meetings on a monthly basis, or as called by the President or the Honorary President/Advisor.

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

ARTICLE XIII - Dissolution

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

Section B. Upon dissolution of the FKSCC, 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. 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 FKSCC Governing Board on March 4, 2008
 Approved by vote of the FKSCC General Membership on April 15, 2008

(Article XIII, Section B)
 Approved by vote of the FKSCC Governing Board on August 5, 2008
 Approved by vote of the FKSCC General Membership on August 12, 2008

See Original Signed Copy, April 2008

 Heather Ward, President, FKSCC 2007-2008 (date)

See Original Signed Copy, April 2008

 Beth Maddox, Second Vice President, FKSCC 2007-2008 (date)

Amendment to Article XIII, Section B, August 12, 2008

See Original Signed Copy, August 12, 2008

 Joyce Williams, President, FKSCC 2008-2009 (date)

See Original Signed Copy, August 12, 2008

 Dianne Strode, First Vice President, FKSCC 2008-2009 (date)