

**HURLBURT SPOUSES' CLUB
HURLBURT FIELD, FLORIDA
CONSTITUTION**

ARTICLE I - NAME

The name of this club shall be the Hurlburt Spouses' Club, hereinafter referred to as the HSC. The HSC is an independent private organization.

ARTICLE II - OBJECTIVES

The HSC is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code. The purpose of the HSC 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 – GENERAL PROVISIONS

The HSC operates on a military base only with the consent of the Installation Commander or designee. The HSC is a self-sustaining organization. There will be no direct financial assistance to the organization from any non-appropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of monies or assets. Operation is contingent on compliance with AFI 34-223 and all applicable Air Force regulations. The membership is liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE IV - MEMBERSHIP

Membership in the HSC is voluntary and shall include four (4) categories: (1) Active, (2) Associate, (3) Courtesy, and (4) Honorary as defined in the HSC By-Laws. Eligible members will subscribe to the ideas of the HSC as set forth in the Constitution and By-Laws. Membership is open to all persons

regardless of age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity, and sexual orientation). All members must remain in good standing; a member in good standing shall be defined as one whose dues are paid in full and has no outstanding reservation fees.

ARTICLE V – OFFICERS AND GOVERNING BODY

The officers of the HSC shall include advisors, elected, and appointed officials, and shall serve as members of the HSC Board. The governing power of this organization shall be the members of the HSC Board, as defined in the HSC By-Laws.

- A. The Advisors are the spouses of senior leaders as defined by the HSC By-Laws. They shall be known as the HSC Advisors. They will not have imposed upon them the responsibility of elected office. The degree of participation in the affairs of the Club will be left to their discretion. The Advisors are non-voting members of the HSC Board. Advisors pay dues and have all privileges of active members and have the right to vote at the general membership meetings. The President and Honorary President(s) shall appoint up to 5 advisors coming from the list detailed in the HSC By-Laws.
- B. The executive power shall be vested in the HSC Executive Board, which consists of the elected officers of the organization and the Parliamentarian. It is the responsibility of the Executive Board to ensure asset accountability, liability satisfaction, and assuring responsible financial and operational management.
- C. Appointed board positions, with the exception of the Parliamentarian, are voting members of the HSC Board. The Parliamentarian conducts the voting procedures and therefore does not vote. Any designated co-chairpersons are non-voting members of the HSC Board, unless in the absence of the chairman of the standing committee on which she/he is serving.

ARTICLE VI – EXECUTIVE BOARD

The HSC Executive Board is an advisory body to the President and shall consist of the HSC Advisory Group, the elected officers, and the Parliamentarian. They shall meet as defined by the HSC Operating Policies for the purpose of advising the President.

ARTICLE VII - HSC BOARD

The HSC Board shall consist of the Executive Board and the appointed Chairpersons of all standing committees. The function of the HSC Board shall be to formulate club policies and procedures.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the latest revised edition of *Robert's Rules of Order* shall guide the HSC in all cases wherein they do not conflict with the Constitution and By-Laws of said association or higher authority.

ARTICLE IX - FINANCING

- A. The HSC Administrative Fund will be comprised solely of non-refundable membership dues (as established by the HSC Board and approved by the general membership), unsolicited donations, Ways and Means, and net proceeds of HSC sponsored fundraising events.

- A. Expenses of the HSC Administrative fund will be for operational expenses, including but not limited to entertainment, publications, decorations, programs, and luncheons.

- B. The HSC Charitable and Scholarship Fund will be comprised of unsolicited donations and net proceeds of the Thrift Shop and approved HSC sponsored charitable fundraising activities.

- C. Expenses of the HSC Charitable and Scholarship Fund may include competitive awards or contributions for worthy purposes include base youth activities, childcare centers, chapel programs, or any other worthy cause deemed appropriate by AFI 34-223.
- D. The HSC will ensure all expenditures meet and are reported within the guidelines established within AFI 34-223.

ARTICLE X – FINANCES AND TAXES

- A. The organization must comply with all applicable federal, state and local laws governing like civilian activities.
- B. If the organization desires tax-exempt status an application must be submitted to the Internal Revenue Service. A copy of the tax exemption certificate should be sent to 1 SOFSS/FSR for enclosure in the organization’s historical record. Establishment of tax-exempt status will not relinquish the organization from local or state laws.
- C. All membership dues shall be deemed to have been owed on the date payment is due to gain membership and shall be non-refundable. The obligation of the member to pay such fees in accordance with the provisions of the Constitution and Bylaws hereof shall be binding upon the member to remain in good standing and shall inure to the benefit of the Hurlburt Spouses’ Club regardless of whether any activities, events, or meetings are actually held.

ARTICLE XI – DISSOLUTION AND FINAL DISPOSITION OF FUNDS

- A. Upon dissolution of the organization, assets will be disposed of IAW AFI 34-223. No individual member will benefit monetarily or materially from such disposition. Should disposition become necessary by the organization the 1 SOFSS/CC will be notified in writing by the organization.

- B. The organization operates only at the discretion of the Installation Commander or designee. Should he/she deem that there is just cause, or when the activities of the organization no longer provide a positive morale or service to installation personnel, the organization can be dissolved by the 1 SOMSG/CC or Installation Commander.

- C. Whatever funds are contained in the Treasury at the time of dissolution will be used to satisfy outstanding debts, liabilities, or obligations. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) 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 public purpose.

ARTICLE XII – AMENDMENTS

The Constitution and By-Laws Committee shall review the Constitution annually. Proposed amendments to this Constitution will be submitted to the committee, per the procedures outlined in the By-Laws.

ARTICLE XIII - ADOPTION

This Constitution shall become effective upon adoption by a vote of a two-thirds majority of the voting members present at a General Membership Meeting, or by electronic vote (with 25% of total membership constituting a quorum), subject to approval of the Installation Commander, or appropriate authority.

President *Michele E. Kerlin* Date 1 Oct 24
Michele Kerlin

Parliamentarian *Approved by Executive Board* Date 1 Oct 24
Vacant

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

