

**CONSTITUTION
OF THE
CARLISLE BARRACKS SPOUSES' CLUB
P.O. Box 924, Carlisle, Pennsylvania 17013**

February 17, 2016

**ARTICLE I
NAME AND AUTHORITY**

SECTION 1: This organization shall be called the Carlisle Barracks Spouses' Club and hereafter referred to as the CBSC.

SECTION 2: The CBSC is established as a Type Three Private Organization in accordance with (IAW) the current Department of Defense (DOD) and Army Regulations AR 210-22 (Private Organizations on Department of the Army Installations) and exists on the military installation at the discretion and written consent of the Carlisle Barracks Garrison Commander. Such consent shall be contingent upon the following requirements and conditions as may be appropriate:

- A. Programs and activities conducted do not prejudice or discredit the Military Services or other agencies of the United States Government.
- B. Activities shall not be conducted in the name of this installation or any organization of the Army establishment.
- C. Neither the Army nor a non-appropriated fund IAW the current DOD and AR shall assert claim to the assets of the CBSC; nor shall the Army or any non-appropriated fund incur any obligation on behalf of or assume any of the obligations of the CBSC.
- D. CBSC shall not engage in activities, which are in conflict with authorized activities or non-appropriated funds IAW the current DOD and AR Regulations.
- E. The nature and authorized function of the CBSC, together with provisions for proper disposition of residual assets and liabilities upon dissolution, shall be established in the Constitution and By-Laws, Charter, or Articles of Agreement.
- F. CBSC is self-sustaining and receives no support, assistance or facilities from the Army or from defined non-appropriated funds IAW the current DOD and AR and their supplements, except as provided in AR 215-1 (MWR Activities & Nonappropriated Fund Instrument).
- G. The Garrison Commander has authority to enforce compliance by the CBSC with conditions enumerated herein, to inquire into their activities, and to withdraw his/her consent for its existence on this installation if deemed necessary in the interest of the Government.
- H. CBSC is not established to provide morale, welfare, and recreational services essential to the Army.

SECTION 3: CBSC is and shall be a financially self-sustaining, non-governmental organization, incorporated or not, and constituted, established and operated by individuals acting exclusively outside the scope of any

official capacity as officers, employees, or agents of the Government. The CBSC is not established nor operated pursuant to authority vested in the Army or any official thereof.

ARTICLE II **OBJECTIVE**

The objective of the CBSC shall be to promote friendship, foster a spirit of goodwill at Carlisle Barracks, and support outreach and community service projects.

ARTICLE III **ACTIVITIES**

CBSC participates in social activities such as luncheons, tours and other functions as determined to support the purpose and objectives of the organization. CBSC also participates in fundraising activities for the purpose of making charitable donations and to raise administrative monies necessary to function.

ARTICLE IV **MEMBERSHIP**

Membership in the CBSC shall be voluntary; discrimination based on race, color, sex, sexual orientation, or national origin will not be permitted. All members shall be required to have all dues paid by 30 October or within 60 days of report date on official orders or by exception with Executive Board approval. A copy of the Constitution and By-Laws will be available for all prospective members to read prior to registering for membership. Current copies of both documents will be kept on the CBSC Web Page, www.cbspousesclub.org for members to view.

Membership in good standing shall consist exclusively of the following: pay dues in full; and payment of cost associated with attendance at monthly General Membership meetings/functions, in accordance with **Article XIII, Section 1**, of this Constitution.

SECTION 1: Members in good standing are eligible to participate in:

- A. Vote when required of General Membership.
- B. Activities and other CBSC sponsored events.
- C. Hold office, committee chairmanships, and all other appropriate Executive Board positions.
- D. Apply for CBSC Scholarships.

SECTION 2: Members not in good standing lose the above privileges until in good standing status is resumed in accordance with, **Article XIII, Section 1-4**, of this Constitution.

SECTION 3: Active Members:

- A. The spouse of an active duty military member where the spouse resides in or is affiliated with the Carlisle Barracks Community within a 50-mile radius.
- B. The spouse of a federal civilian employee who is an Army War College (AWC) student or who is affiliated with the Carlisle Barracks Community within a 50-mile radius.
- C. All federal civilian employees or active duty military members affiliated with the Carlisle Barracks Community.
- D. Spouses of retired military and federal retired civilian personnel within 50-mile radius.
- E. Widows or widowers of military and federal civilian personnel within 50-mile radius.
- F. Adult members (over 18 years) or High School graduates, excluding CBSC eligible members, residing with the sponsor who is on active duty at Carlisle Barracks.

SECTION 4: Honorary Members:

- A. The spouses of the US Army War College Commandant and Command Sergeant Major shall be invited to serve as the Honorary Presidents. Should either person choose not to take up the position, the order of invitation to serve in the position shall be as follows: spouse of the Deputy Commandant, spouse of the Diplomatic Advisor to the Commandant and/or spouse of the senior Non-Commissioned Officer regularly assigned to Carlisle Barracks. The Honorary President(s) shall have discretion to invite another senior spouse to serve as the Advisor.
- B. The spouses of the AWC International Fellows shall also have honorary membership in the CBSC and shall enjoy all rights and privileges of membership with the exception that they may not hold elected officer positions.
- C. Gold Star Mothers and Spouses.
- D. Honorary Members are not required to pay dues in accordance with **Article IX, Section 3**, of this Constitution.

SECTION 5: Prospective Members: Anyone eligible for membership may attend one function as a guest, before signing up to become a member.

SECTION 6: Other Membership: Membership and participation in the CBSC may be extended to individuals not covered in the above categories. Acceptance is subject to the review and discretion of the Executive Board.

SECTION 7: Status Change: Members of the Board, as defined in **Article VI, Section 2**, of this Constitution, whose status membership eligibility changes during the year, may remain full members until the end of the CBSC year, 31 May.

SECTION 8: Guests: All members have the privilege of bringing eligible guests to CBSC functions, unless otherwise specified. However, no person, other than a relative or *bona fide* houseguest who is ineligible for membership, shall be admitted as a guest to any CBSC function more than once during the same CBSC year.

SECTION 9: Members Responsibility: As a condition of membership, Members understand it is their responsibility to read this Constitution and By-Laws. Member's signature on the membership application constitutes agreement and understanding of this responsibility.

ARTICLE V **OFFICERS**

SECTION 1: Elected officers of the CBSC shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer.

SECTION 2: The President shall appoint Chairman of the Standing Committees and the Parliamentarian. The duties of any Chair position not filled will be assigned as deemed necessary by the President until the position is taken.

SECTION 3: Nominations, elections, terms of office and duties are as outlined in the By-Laws.

SECTION 4: Should the office of the President be vacated and the First Vice President and subsequently the Second Vice President choose not to assume the duties of that office, the current elected officers shall nominate a replacement, subject to approval of both the Board and the General Membership.

SECTION 5: Should the office of the First Vice President be vacated and the Second Vice President choose not to assume the duties of that office, the current elected officers shall nominate a replacement, subject to approval of both the Board and the General Membership.

ARTICLE VI **ADMINISTRATION**

SECTION 1: CBSC shall be administered in accordance with this approved Constitution and By-Laws and other applicable directives under the supervision of the Board. Unless otherwise provided herein or in the By-Laws, all business shall be conducted in accordance with the current edition of *Robert's Rules Of Order, Revised*.

SECTION 2: The Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, Honorary President(s), Advisor, and Appointed Chairmen as outlined in **Articles IV and VI** of the By-Laws and Voting Representatives as outlined in **Article VII** of the By-Laws.

SECTION 3: The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer and Parliamentarian.

SECTION 4: The Board shall carry out the purpose and objectives of the CBSC by approving the transaction of its routine business in accordance with the approved Constitution and established policies, and shall make and enforce such By-Laws as are necessary for the government of this CBSC.

SECTION 5: The President is authorized to call for a telephonic or e-mail vote of the Board as outlined in **Article XI, Section 3**, of the By-Laws.

SECTION 6: Each Board position shall have one vote with the exception of the Honorary President(s), President, Advisor, and the Parliamentarian. The President will cast a vote in the event of a tie.

SECTION 7: The CBSC year shall be as designated in **Article XII, Section 2**, of the By-Laws.

ARTICLE VII **ELECTIONS**

SECTION 1: The officers designated by **Article V, Section 1** of this Constitution shall be elected from and by the General Membership for a term of one (1) year in accordance with **Article III** of the By-Laws.

SECTION 2: A Nominating Committee shall be selected in accordance with **Article VIII, Section 2**, of the By-Laws.

SECTION 3: In the event of nominations occurring before the General Membership Meetings have begun, the vacant Executive Board position nominees shall be reviewed by the Honorary President(s) and Advisor and then brought to the Executive Board for approval.

ARTICLE VIII MEETINGS

SECTION 1: General Membership Meetings:

- A. General Membership meetings shall be held on a regular basis. Business shall be conducted at regular meetings.
- B. Special meetings of the General Membership may be called as provided in **Article IX, Section 1.B**, of the By-Laws.

SECTION 2: Board Meetings:

- A. Board meetings shall be held monthly as provided in **Article IX, Section 2.A**, of the By-Laws.
- B. Executive Board meetings shall be held prior to the Governing Board meeting or may be called at the discretion of the President as described in **Article IX, Section 3.A**, of the By-Laws.

ARTICLE IX FINANCES

SECTION 1: The revenue necessary to pursue the objective described in **Article II** of this Constitution shall be derived from dues paid by the active membership and from revenue-producing activities entered into by the CBSC when required, approved and conducted under the guidance and supervision of the Executive Board. All revenue-producing activities not confined to the CBSC membership shall have prior approval of the Directorate of Community Activities hereafter referred to as the DCA. All revenue-producing activities shall also be presented to the Garrison Commander by, submitting a Written Letter of Request, for approval no later than 15 June of each board year as described in **Article IV, Section 3.C**, of the By-Laws.

SECTION 2: The dues of the CBSC may be determined annually by a two-thirds (2/3) vote of the members of the Board present and voting in a duly constituted meeting. No dues shall be refunded upon departure or reassignment of any member.

SECTION 3: The Honorary Members are not required to pay dues.

SECTION 4: The President, First Vice-President, Treasurer, Tourista Chair, and Ways and Means Chair shall be bonded for \$30,000 each under the Commercial Crime Coverage Bond, contained in the insurance policy held by CBSC, with Selective Insurance Company of America.

SECTION 5: The Treasurer's books shall be subject to audit in accordance with existing installation regulations.

SECTION 6: The Board shall not incur any financial or legal obligations, which extend beyond its term of office, with the exception of pre-financed, ongoing Ways & Means operations.

SECTION 7: The United States Government shall not be liable in fact or in spirit, for any indebtedness incurred by the members of this CBSC.

SECTION 8: Expenditures of any dollar amount in one transaction, not previously allocated within the approved annual Operating or Outreach Budget, must have CBSC Board approval prior to the transaction-taking place.

SECTION 9: CBSC shall have two bank accounts: Operating and Outreach. The source of funds for these accounts shall include; dues, monies generated by club fund-raisers, charitable fundraising events and contributions. An additional account may be opened and maintained, upon Board approval, solely for the purpose of accepting credit card payment.

SECTION 10: Funds shall be allocated between the Operating Account and the Outreach Account in accordance with **Article X, Section 2**, of the By-Laws.

SECTION 11: At the end of the fiscal year up to fifteen percent (15%) of the funds raised for the Outreach Account from special fund-raising projects may be transferred to the Operating Account when that account is insufficient to meet the operating requirements of CBSC.

SECTION 12: At the discretion of the Board, funds may be transferred from the Operating Account to the Outreach Account when operating funds are in excess of what is required to meet the normal operating expenses of the CBSC. A transfer of funds from the Operating Account to the Outreach Account must account for any outstanding budgeted expenses not yet paid and must maintain the required Operating Account minimum balance, as specified in **Article X, Section 2**, of the By-Laws. If funds are transferred from the Operating Account to the Outreach Account, they may not be transferred back into the Operating Account except at the end of the fiscal year, as specified in **Article IX, Section 11**, of this Constitution.

SECTION 13: The Board shall expressly approve all expenditures essential for the operation of the CBSC and shall ensure that all disbursements are within the purpose for which this CBSC was established, in accordance with sound business practices, and within the budget.

SECTION 14: Income shall not accrue to individual members either singly or collectively except through contracted services.

SECTION 15: Emergency Outreach requests will be accepted for review upon recommendation of

Outreach Chairman and/or Outreach Committee and presented to the Executive Board for final funding approval as presented in **Articles VI, Section 9.F, and VIII, Section 5.C**, of the By-Laws.

ARTICLE X **RECORDS**

SECTION 1: The specified Board positions shall maintain a current file consisting of the following permanent records:

- A. Parliamentarian shall:
 - 1. Maintain the current, approved Constitution with all current revisions
 - 2. Maintain the current, approved By-Laws with all current revisions
 - 3. Maintain records of approval of Constitution and By-Laws and all amendments
- B. Secretary shall:
 - 1. Keep and maintain all minutes of the current year's CBSC Board, Executive Board, and General Membership meetings
 - 2. Maintain After Action Reports (AARs) from the previous year
 - 3. The Secretary shall keep on file a list of annual members, as provided by the Membership Chair
- C. Treasure shall:
 - 1. Maintain all financial records for the current year

SECTION 2: Excluding permanent files, uncompleted financial records, and historical items, all other records of the CBSC shall be closed at the end of the CBSC year and held at least three (3) years, after which time they may be destroyed. The financial records, when completed, shall be placed with related records and held at least seven (7) years, after which time they may be destroyed, in accordance with AR 210-22.

ARTICLE XI **AMENDMENTS OF THE CONSTITUTION AND BY-LAWS**

SECTION 1: Proposed amendments to the Constitution must be presented to the Board prior to consideration for approval at the next scheduled Board meeting.

SECTION 2: Amendments of the Constitution must be approved by all of the following:

- A. Two-thirds (2/3) vote of the members of the Board voting in a duly constituted regular, luncheon, or special meeting.
- B. Two-thirds (2/3) vote of the members present and voting in a duly constituted regular or special meeting of the General Membership.
- C. The Garrison Commander of Carlisle Barracks.

SECTION 3: By-Laws may be amended by a vote of two-thirds (2/3) of the Board present and voting in a duly constituted meeting. A member desiring to propose an amendment shall present it in writing with his/her signature to the Board. The Board shall consider that amendment at its next meeting.

SECTION 4: A Constitution and By-Laws Review Committee, chaired by the Parliamentarian, shall convene every two (2) years or as needed. The committee shall review the Constitution and report its recommendations to the Board.

SECTION 5: This Constitution and By-Laws Review Committee, at the same time, will review the By-Laws and report its recommendations to the Board.

ARTICLE XII

PROCEDURE UPON DISSOLUTION

SECTION 1: The Board shall accomplish the dissolution upon occurrence of any of the following:

- A. Two-thirds (2/3) vote of the Board.
- B. By directive of the Garrison Commander of Carlisle Barracks.
- C. By a two-thirds (2/3) vote of the general membership present at a regular or special meeting.

SECTION 2: Upon dissolution of the CBSC, the funds of the CBSC and all residual assets and properties (after payment of all liabilities) shall be disposed of in a manner consistent with Article II of this Constitution. Such disposal of funds, residual assets and properties will be so determined by a majority vote of the Board members.

- A. If liabilities exceed assets, liabilities will be liquidated consistent with all state and local laws.
- B. This liquidation may result in personal liability on the part of individual members on a *pro rata* basis.

SECTION 3: Pending final dissolution and settlement of accounts, the members of the Executive Board will exercise that authority conferred under this Constitution and By-Laws.

ARTICLE XIII

DISCIPLINARY PROCEDURES

SECTION 1: Good standing membership status is defined as:

- A. Dues paid in full.
- B. Payment of cost associated with the attendance at monthly General Membership programs and events.

SECTION 2: Members not in good standing shall be subject to following disciplinary measures:

- A. Shall not be able to attend CBSC Programs and any related Sub Club until terms of returning to Member in Good Standing are met.
- B. May not apply for Scholarships.

SECTION 3: Board Members are required to attend all Governing Board meetings and encouraged to attend all CBSC Monthly Programs.

- A. If a Chairman cannot attend, they should:
 - 1. Notify the President and Secretary of their absence
 - 2. Provide advance submission of the monthly report
- B. In order for an absence to be considered excused, the following must be met:
 - 1. Requirements as listed in 3.A of this section
 - 2. Absences due to TDY, illness, family matters, etc.
- C. An Absence is considered unexcused when a Board Member fails to comply with **Sections 3.A, and 3.B**, of this section.

SECTION 4: Just Cause

- A. Members are required to be of honorable character and reputation. The Carlisle Barracks Spouses' Club has the ultimate right to require its member's refrain from conduct injurious to the organization or its purposes. No one should be allowed to remain a member if her/his retention will be detrimental to this organization's reputation or effectiveness. Cause for removal from the organization can be shown for conduct tending to injure the good name of the organization, disturb its well being, or hamper its work.
- B. Examples of Cause for removal are defined as or by, but not limited to the following:
 - 1. Lack of integrity
 - 2. Poor attitude
 - 3. Inability to get along with others
 - 4. Failure to adhere to the Constitution and By-Laws
 - 5. Slander CBSC through the use of social media outlets
 - 6. Membership may be withdrawn or denied any person as prescribed by the Executive Board consistent with the provisions of **Article XIV, section 2-4**, of the By-Laws
 - 7. Disruptive behavior during meetings or CBSC events

SECTION 5: General members may be removed from general membership for cause upon vote of the majority of the Governing Board.

- A. All issues of concern must be stated specifically.
- B. The member must be notified of the issues of concern and have the opportunity to respond via written correspondence before a vote is taken.
- C. In the event cause for removal has been determined and a unanimous vote has been reached by the CBSC Governing Board to remove said member, her/his membership dues will be reimbursed and membership to the CBSC will be terminated.

ARTICLE XIV
ADOPTION

SECTION 1: All activities and functions of this CBSC shall be in accordance with applicable AR and as approved by the Garrison Commander of Carlisle Barracks.

SECTION 2: This Constitution shall become effective upon adoption in a duly constituted regular or special meeting of the General Membership and a two-thirds (2/3) vote of the voting members present, and upon approval of the Garrison Commander or his representative. This Constitution shall then supersede all previous constitutions and amendments except that it should not affect officers elected nor specific agreements and contracts entered into, under the terms of previous constitutions until such terms of agreements or contracts shall have reached their expiration dates.

SECTION 3:

This Constitution was approved by the Board on February __, 2016 and by the General Membership at a regular General Membership meeting held on _____, 2016 as well as the

Garrison Commander or his/her representative _____ on _____.
Signature Date

In witness thereof, the following officers affix their signature.

Printed Name-President

Signature-President

Printed Name-Parliamentarian

Signature-Parliamentarian

Printed Name-Secretary

Signature-Secretary