

SPOUSES' CLUB OF THE FORT SAM HOUSTON AREA
(Not affiliated with the Department of Defense)

CONSTITUTION

ARTICLE I

Section 1. The name of this organization shall be known as the Spouses' Club of the Fort Sam Houston Area (SCFSHA) (not affiliated with the Department of Defense).

Section 2. The purpose of the organization is two-fold:

- a. Promote friendship, to develop and foster a spirit of goodwill and community responsibility and provide opportunities for social, cultural, and creative pursuits.
- b. Engage in philanthropic and civic projects in the military and civilian communities that raise funds to be used for providing scholarships and welfare distributions to eligible candidates.

ARTICLE II
General Provisions

Section 1. The organization operates and exists on a military installation only with the consent of the 502nd FSG Commander or his or her designee in accordance with all regulations and guidelines applicable to private organizations.

Section 2. SCFSHA is a private organization and not an instrument of the United States. It is a private, non-profit organization in compliance with 501(c)(7) of the Internal Revenue Service (IRS). It shall be completely self-sufficient and may not receive financial assistance from either the Army or non-appropriated funds.

Section 3. SCFSHA Charitable Organization (Corporation) shall be and is a non-profit corporation under the laws of the State of Texas. The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding sections of any future federal tax code.

Section 4. The Constitution and By-Laws shall be available to the membership. Members may be personally liable for organizational debts and claims in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE III
Officers and Governing Body

Section 1. Officers shall consist of the duly elected President, First Vice President, Second Vice President, Secretary, and Treasurer. The President must reside in the San Antonio area and be the spouse of an active duty military member stationed at Fort Sam Houston.

Section 2. The spouse of the senior mission commander stationed at Fort Sam Houston shall be invited to serve as Honorary President. In the event that spouse declines; an invitation, according to Protocol, shall be extended to the next senior spouse on the installation. The spouse of the senior Non-Commissioned Officer stationed at Fort

Sam Houston shall be invited to serve as Honorary Vice President. In the event that spouse declines; an invitation, according to Protocol, shall be extended to the next most senior spouse on the installation.

Section 3. An invitation shall be extended to spouses of other General Officers and their Command Sergeants Major stationed or tenant units at Fort Sam Houston, to serve as Advisors. These can also be either representational of the Command or as co-chair Advisors.

Section 4. The Executive Board shall consist of all elected officers and the Parliamentarian.

Section 5. The General Board shall consist of the Executive Board, liaisons/representatives, the Honorary President, the Honorary Vice President, the Advisors, and chairpersons as listed in the SCFSHA by-laws.

Section 6. Any member of the Executive Board or the General Board causing hardship, conflict, or failing to attend three (3) board meetings may be asked to resign by the President; consequently any member of the General Board can be terminated for cause by written request from the Executive Board after having received approval from the General Board.

ARTICLE IV Membership

Section 1. Categories

- a. Membership shall be on a voluntary basis and consist of the following categories: Active, Honorary, and Good Neighbor.
- b. SCFSHA shall not discriminate in membership eligibility.

Section 2. Active Membership

Active membership shall consist of:

- a. Spouses of all active commissioned officers, warrant officers, or enlisted members stationed at Fort Sam Houston.
- b. Spouses residing in the San Antonio area whose commissioned officer, warrant officer, or enlisted sponsors are not stationed at Fort Sam Houston.
- c. Spouses of retired or widows/widowers of deceased commissioned officers and warrant officers, or enlisted members, residing in the San Antonio area.
- d. Spouses or widows/widowers of reserve component personnel or National Guard personnel residing in the San Antonio area.
- e. Spouses of DOD Civilian Employees, including all GS level employees, and DOD contractors and their spouses residing and/or working in the San Antonio area.
- f. Adult family members who reside with an active commissioned officer, warrant officer, or enlisted member stationed at Fort Sam Houston or who reside with an active member.
- g. Active or retired officers and warrant officers, or enlisted members stationed at Fort Sam Houston or residing in the San Antonio area.
- h. Spouses of officers and warrant officers or enlisted members on TDY status or other non-permanent status stationed at Fort Sam Houston.

Section 3. Honorary Membership

Honorary membership shall consist of distinguished persons who may be designated by the Executive Board for a period of one club year.

Section 4. Good Neighbor Membership

- a. Good neighbor membership is extended to a military friendly individual, invited only to attend monthly General Membership meetings.
- b. Good Neighbor memberships are nominated by any SCFSHA member, voted on by the Executive Board, and are extended an invitation by the President for a period of one club year.

Section 5. Privileges and Obligations

- a. Active members have the privilege and obligation to hold elective office or appointed office, vote, pay dues as established by SCFSHA, participate in all SCFSHA activities, and receive the monthly newsletter.
- b. Honorary members have the privilege to participate in all SCFSHA activities, and receive the monthly newsletter, without paying dues. Individuals choosing to pay dues are allowed voting privileges only during General Membership meetings.
- c. Good Neighbor members have the privilege to receive the monthly newsletter, since they do not pay dues these individuals have no voting privileges and are unable to participate in additional SCFSHA activities.

Section 6. Termination of Membership

Membership shall be terminated:

- a. Upon departure from the San Antonio area.
- b. Upon receipt and acceptance of a letter of resignation to the Executive Board.
- c. Any member not in good standing with the SCFSHA.

ARTICLE V
Method of Financing

Section 1. Dues assessed annually, and other revenue producing activities consistent with current policies, shall finance SCFSHA. Dues paid for membership cover the operating expenses, the bonding of the boards, and the liability insurance for SCFSHA.

Sections 2. The Corporation shall maintain separate accounting records for the SCFSHA Charitable Organization Charitable Funds and SCFSHA Thrift Shop Operating accounts.

ARTICLE VI
Meetings and Quorum

Section 1. Meetings

- a. SCFSHA General Membership Meetings. The general membership shall normally meet once a month during the months of September through May of each year, unless otherwise announced by the President. The President, with prior notification of the membership, may call additional meetings.
- b. SCFSHA General Board Meetings. The General Board shall meet monthly at a time and date decided by the President with approval of the General Governing Board.
- c. SCFSHA Executive Board Meeting. The Executive Board shall meet at the discretion of the President as needed.
- d. SCFSHA Joint Board Meeting. The incoming and outgoing board members shall meet in May after the election has been held.
- e. The Corporation Board of Directors Meeting. The Board shall meet at least 3 to 4 times per year.

Section 2. Quorums

- a. SCFSHA General Membership Meetings. A quorum shall consist of the members present.
- b. SCFSHA General Board Meetings. A quorum shall consist of 51% of the voting members.

c. The Corporation Board of Directors Meetings. A quorum shall consist of a majority of the Directors.

ARTICLE VII
Parliamentary Authority

The rules contained in *Robert's Rules of Order*, shall be the parliamentary authority for all matters of procedure not specifically covered by the SCFSHA Constitution and By-Laws.

ARTICLE VIII
Adoption and Amendments

Section 1. The SCFSHA Constitution and By-Laws shall be reviewed biennially and submitted to the 502nd FSG Commander or his or her designee for approval.

Section 2. Amendments to the SCFSHA Constitution and By-Laws, when adopted, shall be submitted to the 502nd FSG Commander or his or her designee for approval.

Section 3. Adoption and amendment of the SCFSHA Constitution shall be by a majority vote of the members present and voting at any regular or special meeting. Notice of the proposed amendment must be publicized at least four weeks before the day on which the voting is to take place.

Section 4. Adoption and amendment of the SCFSHA By-Laws shall be by a majority vote of the voting members of the General Board. Amendments to the By-Laws shall be furnished to the general membership.

ARTICLE IX
Dissolution

Section 1. SCFSHA may be dissolved by a three-fourths majority vote, of the total membership, at a general or special membership meeting or by direction of the 502nd FSG Commander or his or her designee.

Section 2. In case of dissolution of the organization, whatever funds are contained in the treasury at the time shall be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these assets shall be disposed of as determined by the membership, subject to the approval of the 502nd FSG Commander or his or her designee.

Section 3. In the event that sufficient funds and assets are unavailable to cover outstanding debts, the funds will be recovered from the individual members on a prorated basis.

This Constitution supersedes all constitutions and amendments.

Approved by a majority vote of the general membership on May 16, 2017.

President Laura Read

Parliamentarian Laura Porter

Copies of the Constitution may be found with the Parliamentarian and on the SCFSHA website at SCFSH.com.