

**CONSTITUTION
OF THE CARLISLE BARRACKS SPOUSES' CLUB
P.O. BOX 924, CARLISLE, PENNSYLVANIA 17013**

August 7, 2018

**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) an 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 residential assets and liabilities upon the 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 the AR 215-1 (MWR Activities & Non-appropriated Fund Instrument).
- G. The Garrison Commander has the 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.
- I. Neither the installation nor the United States Government will have any liability for the organization's actions or debts. AR 210-22.
- J. CBSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the United States Government. AR 210-22.

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

PURPOSE

The purpose of the CBSC shall be to develop and foster a spirit of Community and goodwill at Carlisle Barracks, to provide outreach and scholarships, promote friendship and provide opportunities for social, cultural and creative pursuits, 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; no discrimination based on race, color, gender, sexual orientation, national origin, age, disability, or religion. CBSC will not seek to deprive individuals of their civil rights. AR 210-22

All members shall be required to have all dues paid by 31 December 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.carlislebarracksspousesclub.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:

- A. 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. The spouse of a National Guard and Reserve, assigned to and residing with the Carlisle Barracks Community within 50-mile radius.
- D. All federal civilian employees or active duty military members affiliated with the Carlisle Barracks Community within a 50-mile radius.
- E. Spouses or retired military and federal retired civilian personnel within 50-mile radius.
- F. Widows or widowers of military and federal retired civilian personnel with the Carlisle Barracks Community within a 50-mile radius.
- G. 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 within a 50-mile radius.
- H. Any domestic partner of a member of the United States Armed Forces, recognized by the United States Armed Forces and/or DoD, and assigned to and residing in the Carlisle Barracks Community within a 50-mile radius.

SECTION 4: Honorary President(s):

- 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.
- B. The Honorary President(s) shall have discretion to invite another senior spouse to serve as the Advisor.
- C. The Honorary President(s) is not required to pay dues in accordance with **Article IX, Section 3**, of this Constitution.

SECTION 5: Honorary Members:

- A. The spouses of the AWC International Fellows and shall enjoy all rights and privileges of membership with the exception that they may not hold elected officer positions.
- B. Gold Star Mothers and Spouses.
- C. Honorary Members are not required to pay dues in accordance with **Article IX, Section 3**, of this Constitution.

SECTION 6: Prospective Members:

- A. Anyone eligible for membership may attend one function as a guest, before signing up to become a member.

SECTION 7: Other Membership:

- A. 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 8: Status Change:

- A. 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 9: Guests:

- A. All members have the privilege of bringing eligible guests to CBSC functions, unless otherwise specified, as defined in **Article XII Section 7** of the By-Laws. 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 10: Members Responsibility:

- A. As a condition of membership, Members understand that 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:

- A. Elected officers of the CBSC shall be designated as the President, First Vice President, Second Vice President, Secretary, and Treasurer.

- B. Nominations and elections of the new board are outlined in **Article VIII, Section 2** of the By-Laws.
- C. Terms of office and duties of the elected officers are outlined in **Articles II, III, IV** of the By-Laws.

SECTION 2: Appointed Officers (Governing Board):

- A. The President shall appoint the Chairpersons of the Standing Committees (Governing Board) and the Parliamentarian.
- B. The duties of any Chair position not filled will be assigned as “deemed necessary” by the President until the position has been filled.
- C. Appointed Officers and Committees may be created, changed, or abolished at the discretion of the President, with a majority approval of the Executive Board.
- D. Terms of office and duties of the appointed officers are outlined in **Articles V and VI** of the By-Laws.

SECTION 3: Vacated Elected Positions:

- A. 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.
- B. Should the office of the First Vice President be vacated and the Second Vice President chooses 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.
- C. Resignation of the Executive and Appointed Board Members should be submitted in writing to the President prior to the time of resignation. Vacancies shall be filled as soon as possible by the President with the approval of the Executive Board as outlined in **Article VIII, Section 2** of the By-Laws.

ARTICLE VI
ADMINISTRATIVE

SECTION 1: CBSC shall be administered in accordance with this approved Constitution and By-Laws and other applicable directives (AR 210-22) under the supervision of the Executive and Appointed Board (hereinafter referred to collectively as “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 outline 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 Executive and Appointed Board will formulate plans, carry out the purpose objectives, and establish Internal Operating Procedures and controls for CBSC in accordance with this Constitution and Bylaws.

- A. Prescribe the scope of activities, services, and facilities.
- B. Ensure that CBSC is properly administered, its funds safeguarded, that all due income is received in full and properly recorded and prescribed, and approve expenditures and creditor relationships.
- C. Administer Operational funds; and
- D. Administer Outreach funds for educational and charitable purposes of the Carlisle Barracks Community.
- E. Adhere to the duties as outlined herein, in the CBSC Bylaws and in the Internal Operating Procedures.

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), Advisor, and the Parliamentarian. The President will cast a vote in the event of a tie. **Article XI, Section 4** of the By-Laws.

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 (begin 1 June til 31 May) 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.

- A. In February, the Parliamentarian shall ask the currently elected officers, who are interested and eligible for reelection, if they wish to run for the same elected office. If the person currently holding the office is eligible for reelection and interested in holding the same position, she/he should inform the Parliamentarian

and be given the opportunity to be placed on the slate in that position. The Parliamentarian then shall contact all of Membership to gain possible candidates.

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) 15 August, and follow up with detailed dates for events 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 President(s) and Honorary Members are not required to pay dues.

SECTION 4: The President, First Vice President, Treasurer, Tourista Chair shall be bonded for \$30,000 each under the Commercial Crime Coverage Bond, contained in the insurance policy held by CBSC, with a insurance company (In accordance with DoDI 1000.15 and AR 210-22, 3-2.) CBSC certifies that all Pennsylvania and jurisdiction laws are met regarding the amount of property, liability coverage.

SECTION 5: The Treasurer's books shall be subject to audit annually, or on change of Treasurer regardless of the time elapsed, in accordance with existing Carlisle Barracks installation regulations. AR 210-22,3-3 In addition will submit hardcopy to the Carlisle Barracks Garrison Commander or his/her designee, FMWR; the monthly financial report. AR 210-22, 2-1c

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 operations.

SECTION 7: Neither the installation not the United States Government will have any liability for the organization's actions or debts. AR 210-22.

SECTION 8: CBSC will reimburse the United States Army for utility expenses for which it received benefit, but only if such utility expenses are great enough to warrant reimbursement. AR 210-22,2-1(e).

SECTION 9: 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 10: CBSC shall have two bank accounts: Operating and Outreach. The source of funds for these accounts shall include; dues, monies generated by club fundraisers, charitable fundraising events and contributions.

A. CBSC will conduct two (2) charitable fundraising events that are public per fiscal year/board year. AR 210-22, 5-2, DOD 5500.7-R and AR 600-29

SECTION 11: Funds shall be allocated between the operating Account and the Outreach Account in accordance with **Article X, Section 2** of the By-Laws.

SECTION 12: At the end of the fiscal year up to fifteen percent (15%) of the funds raised for the Outreach Account from special fundraising projects may be transferred to the Operating Account when that account is insufficient to meet the operating requirements of CBSC.

SECTION 13: 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 12** of this Constitution.

SECTION 14: 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 15: Income shall not accrue to individual members either singularly or collectively except through contracted services.

SECTION 16: 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 7.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. Will submit hardcopy to the Carlisle Barracks Garrison Commander or his/her designee monthly and annually per **Article IV Section 6, H** of the By-Laws.
3. Maintain After Action Reports (AARs) from the previous year.

4. The Secretary shall keep on file a list of annual members, as provided by the Membership Chair.
- C. Treasurer 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 Board meeting, luncheon, or special meeting (hereinafter referred to collectively as duly constituted 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 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, outstanding debts, or obligations) 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 the following disciplinary measures:

- A. Shall not be able to attend CBSC Programs, in any form, 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/Luncheons.

- A. If a Chairman cannot attend, they should:
 - 1. Notify the President and Secretary of their absence.
 - 2. Provide advance submission of the monthly Board 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 **Section 3.A, and 3.B** of this section.

SECTION 4: Just Cause

- A. Members are required to be of honorable character and reputation. The CBSC has the ultimate right to require its members to refrain from conduct injurious to the organization or its purposes. (Members will not conduct activities that may discredit the Army, DOD, or the Federal Government. AR 210-22 3-1.b) A member will not be permitted retention if his/her is detrimental to the organization's reputation or effectiveness.
- B. Any or all of the following terminates membership (Cause)
 - 1. Members permanent departure from the Carlisle Barracks area
 - 2. Loss of "member in Good Standing" status as defined herein and in **Article XIII** in the Constitution and **Article XIV** By-Laws.
 - 3. Written resignation to CBSC
 - 4. Failure to adhere to the Constitution and By-Laws
 - 5. Negative slander or conduct detrimental to CBSC or its purposes through social media
 - 6. Change of Membership status, which would affect membership eligibility

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

- A. All issues of concern must be stated in writing
- 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 majority vote has been reached by the CBSC Executive Board to remove said member, his/her 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 as changed by a two-thirds (2/3rds) vote of the voting Members present in a duly constituted regular or Special Meeting of the General Membership. Upon approval of the Garrison Commander of Carlisle Barracks or his/her representative, this Constitution shall then supersede all previous Constitutions and amendments except that this Constitution shall neither affect already elected/appointed officers nor contracts already entered into until such officers have completed their designated term and/or said contracts have reached their expiration.

SECTION 3: The Board reviews and approved revisions to this Constitution at a meeting held in August 2018. And by the General Membership meeting held on September 2018. The following Board Members accept and approve this Constitution:

Printed Name-President

Signature-President

Printed Name-Parliamentarian

Signature-Parliamentarian

Printed Name-Secretary

Signature-Secretary

Garrison Commander or his/her representative