

# TRAVIS SPOUSES' CLUB CONSTITUTION

Revised and Approved: 2020

## ARTICLE I: NAME

The name of the organization shall be the Travis Spouses' Club (TSC). The organization shall also own and operate the Travis Community Thrift Shop (TCTS).

THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ONE OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

## ARTICLE II: PURPOSE

The TSC is a self-sustaining, private organization whose purpose is to foster interest among its members in charitable, cultural and social activities and to promote base/community relations in keeping with the ideals of the United States Air Force.

## ARTICLE III: COMPLIANCE

This organization is a private organization as that term is defined in AFI 34-223. It has no official status with or in the United States Air Force or the Department of Defense. The TSC is a private self-sustaining IRS recognized 501(c)3 nonprofit organization (FEIN#77-0720578), also registered with the California Franchise Tax Board (#9760908), and the California Registry of Charities (#CT0259563).

## ARTICLE IV: MEMBERSHIP

Membership is voluntary and obtained by submitting the membership request form, acceptance of the Constitution, Bylaws, Policies & Procedures, Code of Conduct, and full payment of dues.

Eligibility for membership, term, and the dues is defined within the Bylaws.

## ARTICLE V: OFFICERS

The officers of the TSC shall be the positions of a President, Senior Vice President, Vice President(s), Honorary President, the Honorary Vice President. The term of an officer begins June 1 and runs till May 31 of the following year.

The officers shall have a seat on the Executive Board.

## ARTICLE VI: ADMINISTRATION

The Constitution and Bylaws supersede any previously written policies. All business matters are to be conducted at the Executive Board, Governing Board, and Membership meetings.

The Executive Board is vested with the overall direction and administration of the TSC and represents the overall membership on all matters of business.

The Executive Board also adopts and maintains the written policies, procedures, position titles and duties, and board and committee seats of the TSC not otherwise prescribed for herein.

The Governing Board is vested with the execution of the plans and goals of the TSC. The Governing Board will consider any matters delegated to it and establish the agenda from the Executive Board. It is also a forum for members to submit all new business. The Governing Board consists of the Executive Board members and all other positions that have been designated with a Governing Board seat.

#### ARTICLE VII. MEETINGS AND QUORUMS

The Executive Board will meet every three months or when called by the President. The Governing Board will be the regular monthly meeting of the TSC. The membership will meet monthly before each event if called by the President and for the April elections.

The members with voting privileges present at any TSC meeting shall constitute a quorum.

Unless otherwise prescribed within the Constitution or Bylaws, the majority vote of the members with voting privileges present at any meeting will be sufficient to approve any motion or action being considered.

#### ARTICLE VIII. INSURANCE

Due to the low possibility of risk, an insurance waiver is requested. The Executive Board will continually evaluate risk to public liability for all events and consider specific event liability coverage it may deem appropriate.

The operations of the TCTS will be covered by a general business liability insurance policy.

#### ARTICLE IX: FISCAL

The organization is prohibited from carrying a line of credit, incurring liabilities based on credit or promising to pay at a later time. The organization will maintain a reserve of \$1000 in the event of dissolution.

The official fiscal year end will be May 31.

No part of the TSC's net earnings may accrue to the benefit of any person having a personal or private interest in the activities of the organization. No member will benefit financially solely as a result of the member's affiliation with the club.



#### ARTICLE X: JOINT AND SEVERAL LIABILITY AND HOLD HARMLESS

The membership is jointly and severally liable under the laws of the State of California for the debts and liabilities of the TSC in the event the assets are insufficient to discharge its liabilities. Prospective members and the membership shall receive notice and briefing of such liability.

Members agree to hold the TSC harmless and waive any liability for current and/or future property damages, personal injury liability, or any other legal action that may arise against the rrsc.

#### ARTICLE XI. CONSTITUTIONAL REVIEW

The Constitution and Bylaws will be reviewed by a Parliamentarian's committee for an update when there is a change in the purpose or every two years, whichever should come first.

#### ARTICLE XII: AUDIT, RECORDS, AND REGULATORY COMPLIANCE

Records and financial reports must be current and ready for inspection as required by law. The Executive Board may perform an audit or review of records to ensure compliance with Article II above or for the proper records management and integrity of accounts.

Official business records will be retained for a period of no less than five years, or as required by law. Financial records and reports will be retained for a period of no less than seven years, or as required by law.

The 60th FSS/FRS Private Organization Coordinator's office requires annual reports to be submitted in accordance with AFI 34-223. Federal and State regulatory and IRS filings are due on Oct 15. Including certification of notice to membership of financial liability risks.

In the event of a change in the tax code, laws, or regulations governing the TSC, the Constitution and Bylaws will be automatically amended to such changes by the Executive Board.

#### ARTICLE XIII: AMENDMENT

Proposed amendments may be submitted during a Governing Board meeting by any current member. The Governing Board may accept, reject, or modify any proposed amendments. The Governing Board will send a copy and notice of the proposed amendments to the membership fourteen days prior to the vote. An amendment must be adopted by two-thirds vote of the membership present and the subsequent ratification by the 60th Air Mobility Wing Commander or their designated base authority.

The Constitution will be automatically amended upon the written direction of the Commander of the 60th Air Mobility Wing or their designated base authority.

Amendments are to be coordinated through the 60th FSS/FRS Private Organization Coordinator and the 60th AM/JA Legal Office.

#### ARTICLE XIV: DISSOLUTION

Dissolution will begin upon the two-thirds vote of the overall membership or by the order of the Commander of the 60th Air Mobility Wing. Upon dissolution of this organization all funds and property, real or personal, in excess of liabilities shall be given to the Travis Air Force Base youth activities or other charitable organizations in accordance with Air Force regulations or by the direction of Commander of the 60th Air Mobility Wing. Dissolution shall be completed within ninety days.

#### ARTICLE XV: ADOPTION AND APPROVAL

This version will rescind and supersede all previous versions of the Constitution. However, it will not affect those members currently elected to offices for their remaining term, nor specific agreements and contracts entered into under the terms until such terms of agreements of contracts have been terminated or expired. This version shall be adopted and effective when all signatures below are affixed and subsequent ratification by the 60th Air Mobility Wing Commander or their designated base authority.

This Constitution was approved in accordance with the current standing Constitution amendment procedures and/or such amendment have been directed by the 60th Air Mobility Wing Commander.

## TRAVIS SPOUSES' CLUB BYLAWS

Revised and Approved: 2020

Bylaws of the Travis Spouses Club (TSC);

#### SECTION 1: MEMBERSHIP

Membership consists of regular member status and the term runs from the date of joining until the end of the fiscal year on May 31 (hereinafter also referred to as the "board year").

Membership dues are set at \$40.00 for regular membership status. The membership dues may be prorated when a person has become eligible for membership due to a recent relocation.

The Honorary President may establish criteria for hardship or honored membership which will be invited to join and not be required to pay membership dues.



To be eligible for regular membership status the member must be one of the following;

- a) a spouse of an active duty military member permanently assigned to Travis Air Force Base,
- b) a spouse of military members serving in the National Guard or Reserves,
- c) a spouse of an active duty foreign military member assigned to Travis Air Force Base,
- d) a spouse of a civil service DOD employee assigned to Travis Air Force Base,
- e) a spouse of a retired US Armed Forces component residing within 100 miles of Travis AFB, California.

Members should keep up to date on current TSC business and events and agree to receive notice of such through electronic mail or messaging, publication on official sites, social media announcements, in person, mail, or another method prescribed by the Executive Board.

MEMBERSHIP DISCRIMINATION OR RETALIATION BASED ON AGE,  
DISABILITY, NATIONAL ORIGIN, RACE/COLOR, RELIGION, SEX,  
PREGNANCY, GENETIC INFORMATION, AND SEXUAL ORIENTATION IS  
STRICTLY PROHIBITED.

## SECTION 2: HONORARY PRESIDENT AND VICE PRESIDENT

A member who is the spouse of the 60th Air Mobility Wing Commander may choose to serve in the position of Honorary President, or appoint another member to serve in their place.

A member who is the spouse of the 60th Air Mobility Wing Command Chief may choose to serve in the position of Honorary Vice President, or appoint another member to serve in their place.

## SECTION 3: OFFICERS

The President is the Chief Executive Officer with all management and supervisory powers obliged for such office. They will be an ex-officio member of all boards and committees except the Nominating Committee, preside at all meetings in attendance, make appointments where not otherwise prescribed for, delegate duties to others, and attend all board meetings.

The Senior Vice President, is the Chief Operating Officer with all the management and supervisory powers obliged for such office. They will be an ex-officio member of all boards and committees except the Nominating Committee, perform the duties of President in their absence, and attend all board meetings.

The Vice President, is the Chief Financial Officer with all the management and supervisory powers obliged for such office. They are empowered to authorize spending on regular bills when no adopted budget exists, preside over any meetings of budget or finances, is responsible for timely and accurate reports, responsible for regulatory compliance, oversee disbursement

activities, perform audits on accounts, assume the duties of Senior Vice President in the event of a vacancy or absence, and attend all board meetings.

Additional Vice President(s) may be called for by the Executive Board with specific duties and responsibilities of that office. The Nominating Committee will determine if the position should be filled by election or appointment. All Vice Presidents appointed or elected will have a seat on the Executive Board.

The Honorary President, will coordinate TSC activities and operations with the 60th Air Mobility Wing, be responsible for all matters of protocol and VIP invites, ex-officio of all boards and committees and coordinate with the Executive Board, co-chair the Nominating Committee, ratify the Code of Conduct changes and procedures, and delegate duties to others.

The Honorary Vice President, will coordinate TSC activities and operations with the 60th Air Mobility Wing, ex-officio of all boards and committees, coordinate with the Executive Board, chair the Charitable Committee, and delegate duties to others.

#### SECTION 4: VOTING PRIVILEGES

No member shall hold more than one vote on any action, motion, or during an election. Votes may not be conditional and must either be for, against, or abstain on all motions or actions. Votes must be for a nominated candidate during an election only (no write-ins allowed). All other votes are invalid and ignored.

Members designated a seat on boards or committees are only allowed to vote on such boards or committees, unless otherwise prescribed for in the Constitution or Bylaws.

Any voting member who has a relationship with, connected to in any way, may benefit from in any way, or unable to be an objective party on the matter is ineligible for exercising their voting privileges and must recuse themselves from any action or motions prior to the vote being held.

The Honorary President shall only exercise their voting privileges in the event of a tie on all matters and elections.

Voting by proxy, electronic means, or another method may be authorized by the Executive Board.

#### SECTION 5: PARLIAMENTARIAN AND AUTHORITY

The Parliamentarian will be appointed by the Honorary President. The Parliamentarian may only be removed by the Honorary President and is ex-officio of all boards and committees in an advisory capacity regarding the parliamentary process. The Parliamentarian will conduct the votes on motions or actions at all the board/committee meetings when present. The Parliamentarian will make no motions or hold voting privileges except during elections.



The parliamentary authority of the TSC will be the Robert's Rules of Order newly revised and govern all parliamentary procedures when not in conflict with the Constitution, Bylaws, or standing written policies or procedures.

## SECTION 6: ELECTIONS

The Nominating Committee will nominate eligible members for elections and hold the elections within the TSC. The elections will be held by secret ballot and the nominated member who receives the greatest number of votes is elected.

Elections shall conclude at the April Membership meeting. Floor nominations should not close until there is at least a nominated member for the office of President, Senior Vice President, and Vice President. After closing of the floor nominations, any nominated member who is running unopposed for office will immediately be elected to that office by acclamation.

A final candidate list will be announced after the closing of floor nominations. The Nominating Committee will then call for final ballots to be turned in and proceed to count and ratify the official results. The Honorary President will announce the newly elected members and adjourn the meeting. Vote tallies are confidential and are not to be discussed outside the committee members. Only the elected member's names and the offices that they now hold shall be recorded into the minutes. The Parliamentarian shall hold onto all ballots until the next business meeting and destroy them afterwards if no dispute exists.

Offices to which no member has been elected to will become vacant when the current member's term in office expires.

Absentee voting for the nominated candidates should be made available for the membership to submit absentee votes fourteen days prior to the election meeting. Absentee ballots must be received by the committee the day prior to the elections in order to be counted. It is the member responsibility to return absentee ballots in time for counting.

## SECTION 7: SPECIAL ELECTIONS

In the event a special election is called for by the President or Honorary President, the Nominating Committee shall hold nominations, conduct fair, open, and impartial elections at the next available membership meeting. The Nominating Committee should follow the provisions set forth for an election or it may temporarily waive or amend the elections process to ensure that the special elections are held in a smooth, fair, and timely manner.

## SECTION 8: NOMINATING COMMITTEE

The Nominating Committee is a standing committee and must have a minimum of three members. The Honorary President and Parliamentarian shall co-chair the committee.

Appointments to the committee are made by the Parliamentarian. A committee member must remain impartial or resign upon becoming a nominated candidate.

It is the job of the committee to recruit candidates beginning in February and be open for suggested nominations from the overall membership. The committee must accept an eligible member's own request for nomination and place them on the candidate list. It is the member's responsibility to notify the committee chair of their acceptance of a nomination.

No member may be placed on the final candidate list without that member's approval. No member may be nominated for an office that has already served two consecutive elected terms in the same office. Members may only accept a nomination to one office position on a board year. Members who currently hold office on the same board year accepting a nomination must immediately resign from that board year before accepting a nomination.

#### SECTION 9: THRIFT SHOP COMMITTEE

The Thrift Shop Committee is a standing committee and must have a minimum of five members. The Executive Board will appoint the chair and the members of the committee.

The Executive Board will set the goals and plans for the Travis Community Thrift Shop (TCTS) during the board year. The committee will oversee and manage the operations, volunteers, contractors, and budget of the TCTS.

The committee will meet monthly before the Governing Board meeting, or when called by the chair.

#### SECTION 10: CHARITABLE COMMITTEE

The Charitable Committee is a standing committee and must have a minimum of four members. The TSC President and the Honorary Vice President will chair the committee. Appointments to the committee are made by the Executive Board.

The committee will administer and oversee the charitable actions, requirements, processes, and handle all charitable requests during the board year as directed by the Executive Board.

The committee will meet monthly starting in September, or when called by the chair.

#### SECTION 11: RESIGNATION

All members who hold an office or a position in TSC must submit a resignation in writing to the President prior to the next Governing Board meeting, where it will be announced and recorded into the minutes with the office or position deemed vacant.



The Executive Board may rescind and reinstate a resigning member only if the vacancy has not yet been filled by another member.

## SECTION 12: REMOVAL

The Honorary President and Honorary Vice President may only be removed by resignation.

Removal of an officer or Executive Board member requires a two-thirds majority vote of the overall membership. All other removals from position, committees, or boards may be done by the Executive Board. Removal authority may be delegated.

Revocation of membership status requires the majority vote of the Governing Board. Notice and cause must first be sent to the member fourteen days prior to the meeting where the vote will take place. Any member may submit arguments for or against the revocation in writing.

Violation of the Code of Conduct is grounds for immediate removal of membership status, office, or position within the TSC.

## SECTION 13: VACANCY

If a vacancy occurs in the office of President for whatever reason, the Senior Vice President will immediately assume the office and duties thereof for the remainder of the term without need for ratification or a special election.

Vacancies in any other elected office during the board year may be filled by appointment from the Executive Board or through a special election.

Appointment to an office by a member to fill a vacancy will not be counted towards any term limits.

## SECTION 14: APPOINTMENT AUTHORITY

Unless otherwise prescribed by Constitution or Bylaws appointments to fill an office, position, board, or committee within the TSC will be made by the Executive Board. This authority may be delegated.

## SECTION 15: FINANCIAL CONTROL

There shall be three separate banking accounts for the "General," "Charitable," and "Thrift Shop" funds of the TSC. The President and Senior Vice President, in addition to those members designated responsible for issuing disbursements, will be the signatory authority on accounts.

Third-party financial services or account use must be approved by the Executive Board and reviewed annually at the beginning of the year for use.

The Vice President is prohibited from issuing disbursements, being a signatory authority, user of a third-party financial service, or handling of monies directly. This is to ensure account oversight and integrity.

The Vice President shall select three separate members with the duty to issue disbursements. These members must be able to obtain a surety bond.

All disbursements of funds from any TSC account will be documented with a signed request form, an invoice, or an established documentation procedure ensuring a proper audit trail of spending. No disbursement may be issued that exceeds or violates a spending limit, control, or budget authorization.

#### SECTION 16: METHOD OF FINANCE

Funds to support the fundraising events and social functions of the TSC will be raised through membership dues, internal sales, or external fundraising activities. These funds will be deposited into the general funds account.

Funds to support the educational and charitable functions of the TSC will be raised through charitable fundraising events and the TCTS profits. These funds will be deposited into the charitable funds account.

Funds to support the organization's regulatory compliance and the TCTS operations will be raised through the revenue generated from the TCTS. These funds will be deposited into the operations funds account.

All external fundraising activities that occur on base property including, but not limited to auction, functions, bazaars, movies, vehicle washes, bake sales, athletic events, or product sales of the TSC will be submitted and approved through the 60th FSS/FRS Private Organization Coordinator office in accordance with AFI 34-223.

#### SECTION 17: BUDGET AND SPENDING

The Executive Board will authorize the spending of funds through an adopted general, charitable, and operations budgets.

The adopted budgets will be presented to the overall membership at the August return social event. Membership may review and submit suggestions at any subsequent Governing Board meeting.

Disbursement limits and controls are set by the Executive Board. The Vice President is to ensure budget compliance and may suspend disbursements and/or reduce the limits and controls as required to maintain financial stability.



## SECTION 18: FINANCIAL REPORTING

The monthly banking statement for each account or third-party financial service shall be delivered to the Vice President before the Governing Board meeting.

The Vice President is required to submit the organization's balance sheet, monthly income and expenses, outstanding items, and a budget performance report for all accounts to the Governing Board.

The members vested with authority to issue disbursements are required to submit individual debit and credit activity reports monthly to the Governing Board.

Before the final Executive Board meeting held in June the financial reports will be combined by the Vice President and the total year end reports will be available to the incoming Executive Board members.

The Vice President is responsible for forwarding the financial reports and/or tax worksheets to the designated tax service provider before the Governing Board meeting held in September.

Financial reports will be made available and submitted to 60th FSS/FSR Private Organization Coordinator as required under AFI 34-223.

Any issue or change with the financial condition and/or prior reporting shall be documented in writing and the Executive Board notified immediately.

## SECTION 19: PHYSICAL ASSETS AND DISPOSITION

All non-consumable physical assets should be inventoried. The Senior Vice President is responsible for ensuring the inventory, proper use of, security, goodwill lending, and the disposition of all physical assets.

Physical asset purchases outside of budget use shall be approved by the Executive Board.

## SECTION 20: AMENDMENT

Proposed amendments may be submitted during a Governing Board meeting by any current member. The Governing Board may accept, reject, or modify any proposed amendments. The Governing Board will send a copy and notice of the proposed amendment to the membership fourteen days prior to the vote. An amendment must be adopted by two-thirds vote of the membership present and the subsequent ratification by the 60th Air Mobility Wing Commander or their designated base authority.

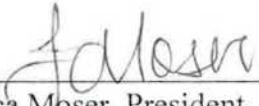
The Bylaws will be automatically amended upon the written direction of the Commander of the 60th Air Mobility Wing or their designated base authority.

Amendments are to be coordinated through the 60th FSS/FRS Private Organization Coordinator and the 60th AM/JA Legal Office.


#### SECTION 21: ADOPTION AND APPROVAL

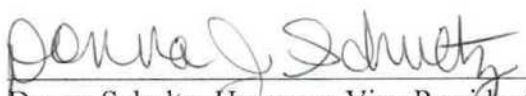
This version will rescind and supersede all previous versions of the Bylaws of the TSC, except that it will not affect those members currently elected to offices for their remaining term, nor specific agreements and contracts entered into under the terms of previous Bylaws until such terms of agreements of contracts have been terminated or expired. This version becomes adopted and effective when all signatures below are affixed and subsequent ratification by the 60th Air Mobility Wing Commander or their designated base authority.

These Bylaws were approved in accordance with the current standing Bylaw amendment procedures and/or such amendment have been directed by the 60th Air Mobility Wing Commander.

  
\_\_\_\_\_  
Jessica Moser, President

  
\_\_\_\_\_  
Leah Brunner, Senior Vice President

  
\_\_\_\_\_  
Dawn Simmons, Honorary President

  
\_\_\_\_\_  
Donna Schultz, Honorary Vice President