

This Constitution, dated **13 April 2023**, shall supersede all others.

**FORT HOOD SPOUSES' CLUB
FORT HOOD, TEXAS
CONSTITUTION**

**ARTICLE I
NAME AND PURPOSE**

1. The name of this organization shall be the "Fort Hood Spouses' Club," Fort Hood, Texas 76544. It shall hereafter be referred to as the FHSC.
2. The purpose of the FHSC is to bring together its members to participate in charitable works, sociability, activities, and projects that the FHSC promotes or sponsors. The FHSC donates to other non-profit organizations to advance the quality of life for military families and the surrounding Fort Hood Community. This organization shall contribute to the advancement and improvement of the quality of life on the installation.

**ARTICLE II
GENERAL PROVISIONS**

1. The FHSC is organized as a 501 (c) (3) non-profit private organization, provided for in applicable Army regulations. This organization is not an instrumentality of the United States, must be self-sustaining, and may not receive financial assistance from the Army or non-appropriated funds.
2. The FHSC fully supports the Fort Hood policy on equal opportunity. This organization will neither accept invitations from nor participate in any activity or organization that does not conform to Fort Hood Policy on equal opportunity and will **not** discriminate in membership eligibility based on race, color, religion, national origin, sex, or sexual orientation.
3. The FHSC will neither cultivate extremist activities nor advocate violence against others, or the violent overthrow of the Government.
4. The FHSC will not support any business or organization with ties to foreign countries or governments with anti-American sentiment.
5. The FHSC operates and exists on this Military Installation only with the consent of the Installation Commander. This consent is contingent upon compliance with the requirements and conditions of all Army regulations, specifically DODI 1000.15 and FH Reg. 210-56. Approval to exist on Fort Hood will be withdrawn if requests for revalidation are not received at least 30 days prior to the expiration date.
6. It is **required** that all members of the FHSC read the Constitution and Bylaws. Members will be held liable for the debts of the FHSC in the event of bankruptcy, insolvency, or dissolution.
7. No part of the earnings of the FHSC shall benefit, or be distributable to its Board members, General members, or other private persons.
EXCEPTION: The FHSC shall pay reasonable compensation for approved services rendered, make payments and distributions for approved purchases and expenses, award approved community grants to qualified non-profit organizations and may provide a small

token of appreciation for volunteering to Board members or General members throughout the year.

8. The most current edition of **Robert's Rules of Order** shall be the parliamentary authority in all meetings conducted by the FHSC.

ARTICLE III OFFICERS AND GOVERNING BODY

1. The Elected Officers of the FHSC shall consist of President, First Vice President (1VP), Second Vice President (2VP), Secretary, and Treasurer. The duties of each elected officer are described in the By-Laws. An elected officer must be an active member in good standing. The President will appoint the Parliamentarian whose duties are described in the Bylaws.
2. One or two Advisors (reference Constitution, Article IV, 4.b).
3. The Executive Board will consist of the elected members (President, 1VP, 2VP, Secretary, and Treasurer) and the non-elected members (Parliamentarian and Advisors).
4. The General Board will be appointed by the President and approved by the Executive Board. The terms and duties of each position are described in the Bylaws. A General Board Member must be an active or associate member in good standing.
5. The FHSC Board will consist of the Executive Board and General Board. The FHSC Board shall be the governing body of the organization and carry out the purpose and objectives by approving the transactions of its routine business in accordance with the approved Constitution, Bylaws, and established policies. The FHSC Board shall enforce such Bylaws as are necessary for the governing of the club.
6. Only Elected Officers and General Board members may vote during official FHSC board deliberation, with the following exceptions: the Parliamentarian and Advisor(s) (if applicable) will be non-voting members of the Executive Board. The President may vote only in the event of a tie.
7. Every effort will be made to ensure that the Boards diversity reflect the membership of the FHSC.

ARTICLE IV MEMBERSHIP

1. Membership will begin after registration, eligibility is verified, and dues are paid.
2. **Membership ends on 31 May of the board year joined.**
3. Member in good standing definition
 - a. Membership dues paid in full.
 - b. Not delinquent on financial obligations
 - c. Has not defaulted on any rental contracts initiated.
4. Membership levels and privileges
 - a. **Active**
 - i. Spouses of active-duty service members (all branches) stationed on or near Ft. Hood
 - ii. Spouses of retired service members (all branches) residing on or near Ft. Hood
 - iii. May hold elected, appointed, or chair positions.

- iv. Vote on FHSC activities
 - v. Active duty, national guard, reservist, and retired service members stationed or residing on or near Ft. Hood
 - vi. International officers/enlisted military and their spouses who are assigned to Ft. Hood
 - vii. Unmarried Gold Star family members
 - *No dues are required.
- b. Advisor(s)
 - i. No dues will be paid.
 - ii. Non-voting member
 - *Should they wish to vote, membership dues will need to be paid.
- c. **Non-members (Associate)**
 - i. May attend one general membership meeting or sub-club as the guest of a member.
 - ii. Number of associate members may not exceed **20%** of the total membership.

ARTICLE V FINANCE

1. The FHSC will have two funds: The Operating Fund and the Community Outreach Fund.
 - a. The Operating Fund revenues shall be derived from dues and monies raised within membership functions, a minimum balance of four thousand dollars (\$4000) must be held in reserve in the Operating Fund at the end of the board year.
 - b. The Community Outreach Fund revenues shall be derived from activities not limited to FHSC members and will be deposited to the Community Outreach Fund account. The Community Outreach Account will maintain a minimum balance of one thousand dollars (\$1000) at the end of the board year.
 - c. An annual audit of each fund shall be completed at the end of the FHSC fiscal year, 31 May, with the books being turned over by 15 June. If the treasurer resigns before the end of the board year an audit of the books, up to that point, must be completed before handover and again at the end of the board year.
2. All Active and Associate members shall pay dues as determined by the FHSC Board and in accordance with the Bylaws. No refunds shall be allowed to any member leaving the post or relinquishing membership. Memberships will only transfer from active or associate to alumni status.
3. The Treasurer, or in his/her absence, the President or 1VP, shall receive all dues collected by Membership and all other monies of the FHSC and deposit in an authorized depository within five (5) business days of the receipt of monies.
4. The Treasurer shall pay all obligations of the FHSC, to include but not limited to, monthly bills, sales taxes, and any reimbursements from the Operating Fund account within five (5) business days of receipt.
5. The Treasurer shall pay all obligations of the Community Outreach committees, to include but not limited to, monthly bills and reimbursements from the Community Outreach Fund account within five (5) business days of receipt.
6. All checks that exceed five hundred dollars (\$500) written from the Operating Fund account will require dual signatures to include the President or 2VP in conjunction with the

Treasurer. All checks that exceed five hundred dollars (\$500) written from the Community Outreach Fund account will require dual signatures to include the President or 1VP in conjunction with the Treasurer. If a second signature is unavailable, a letter stating such must be written and submitted with an explanation and attached to the disbursement form at time of disbursement.

7. The FHSC is a self-sustaining group of private individuals and not an instrumentality of the United States Government. In no event will the United States Government be held liable, in fact or spirit, for any indebtedness incurred by the FHSC. The FHSC may not receive financial assistance or financial support from the United States Army or any of its non-appropriated funds.
8. The Fort Hood Spouses' Club has an agreement to reimburse the Army for utility expenses, unless the use is incidental (would cost more to bill and collect than it costs to provide the utility) for the usage of Army facilities and/or buildings.
9. All revenue producing activities of the FHSC conducted on Post shall have prior approval of the Installation Commander.
10. At a minimum, the President, 1VP, 2VP, Treasurer, Events Rental, Reservations, and the Ways & Means Coordinators shall be bonded yearly at the FHSC's expense.

ARTICLE VI ACTIVITIES

The FHSC participates in fundraising activities to make charitable donations to authorized nonprofit organizations and to raise administrative monies thru membership dues necessary to function. The FHSC also participates in social activities such as luncheons, tours, classes, and other functions as determined to support the purpose and objectives of the organization at the FHSC member's own expense.

ARTICLE VII PROGRAM

FHSC will partner with Operation Deploy Your Dress (ODYD) National Organization to have an ODYD boutique in the FHSC Clubhouse. Operation Deploy Your Dress, Fort Hood Branch (ODYD) will be a program that will function under the direction and guidance of the FHSC. The FHSC Constitution & Bylaws, a memo of understanding and the ODYD National SOP, will govern the operation of the boutique. ODYD is a non-profit National organization that relies solely on volunteers and 100% Monetary and Dress donations to operate. The FHSC Treasurer will maintain any monetary donations given to ODYD in the operating fund ODYD sub account.

**ARTICLE VIII
MEETINGS AND QUORUMS**

1. The General Membership shall meet as determined by the FHSC Board.
2. A quorum of the General Membership shall be twenty percent (20%) of the active and associate membership in good standing.
3. The FHSC Executive and General Board shall meet once a month or as determined by the President. All FHSC Board members shall be duly notified of all meetings.
4. A quorum for a meeting of the FHSC Board shall consist of a majority of the seated voting members. Each action must be approved by a majority of the voting members present.

**ARTICLE IX
ADOPTION AND AMENDMENTS**

1. This Constitution shall be reviewed every two years by the Constitution and Bylaws Committee, (reference Bylaws Article VIII, 2) in conjunction with the revalidation of the FHSC on Fort Hood.
2. This Constitution and any amendments shall be approved by two-thirds (2/3) vote of the FHSC Board and then presented for approval by General Membership. This Constitution and any amendments shall supersede all previous Constitutions and shall be instituted upon approval by a majority vote of the quorum voting at a General Membership meeting (luncheon) of the FHSC (reference Constitution, Article VIII, 2).
3. The Installation Commander will be provided an updated copy of this Constitution for approval and adoption. Amendments to the Constitution and/or Bylaws are subject to final approval by the Installation Commander, or designated representative.

**ARTICLE X
ELECTIONS AND APPOINTMENTS**

1. The President, 1VP, 2VP, Secretary, and Treasurer shall be elected annually in spring at the April General Membership meeting (luncheon) and must be present to run.
 - a. By ballot if there two (2) or more nominees for any office
 - b. By vote if there is only one (1) nominee per position
2. The President shall appoint the Parliamentarian as the chairperson for the nominating committee.
3. Persons nominated for an elected office must be an active member in good standing and have given their consent before nominations can be made.
4. The nominees, selected by the nominating committee, shall have their biographies emailed to the Membership and posted on all FHSC social media platforms no later than five (5) days before the April General Membership meeting (luncheon). Any active member in good standing who wishes to be considered for election, shall do so in writing to the FHSC Parliamentarian by email no later than 31 March. After this date nominations are closed.
 - a. If there are any Nominees, their name will be discussed within the nominating committee and a decision made as to whether the name will be included on the ballot put forth for a vote at the April General Membership meeting (luncheon).
 - b. Voting will take place at the April General Membership meeting (luncheon).

- c. In May, the new officers will be installed.
- 5. In the event of an incomplete ballot, the Executive Board positions shall be:
 - a. Temporarily filled by the seated member while the Board actively seeks to fill the position.
 - b. If the position is unfilled by the October General Membership meeting (luncheon), members must vote for the seating member to remain in the position pro-temp. Members who are temporarily filling a vacant position must apply to be a nominee if they wish to fill the position permanently.
 - c. Someone wishing to run for a position mid-year, may request a ballot vote at the next membership meeting (luncheon)

**ARTICLE XI
UNSCHEDULED CHANGES OF OFFICERS**

- 1. Should the office of President become vacant and the 1VP and subsequently the 2VP decline to assume the duties of that office, the current elected officers shall nominate a replacement, subject to the approval of both the Board and General Membership. An official election will take place as soon as possible for a vote to be conducted at the next General Membership meeting (luncheon) after the nominee(s) have been selected.
- 2. If the office of 1VP is vacated and the 2VP declines to assume the duties of that office, the current elected officers shall nominate a replacement, subject to the approval of both the Board and General Membership. An official election will take place as soon as possible for a vote to be conducted at the next General Membership meeting (luncheon) after the nominee(s) have been selected.
- 3. In the event an elected office becomes vacant it will be filled in the same manner as an incomplete ballot see (reference Constitution Article X, 5).
- 4. Resignation of Executive and General Board Members should be submitted in writing to the President prior to the time of resignation. FHSC Board members are presumed to have resigned upon their permanent departure from the Fort Hood area or five (5) absences at FHSC events (board meetings, luncheons, fundraisers, or events). The FHSC Board reserves the right to request a resignation from any Board member, at any time, due to failure of fulfilling their duties listed in their job description or for just cause, in accordance with Bylaws Article XI, Section 3.
- 5. If a General Board position becomes vacant the President, with the approval of the Executive Board, will appoint an active member, in good standing, to fill the vacant General board position. This appointment will be assumed immediately and will be presented to the membership at the next scheduled General Membership meeting (luncheon).

**ARTICLE XII
GOVERNMENT AND RECORDS**

- 1. The following is a partial list of historical documents and records that should be maintained by the Club Parliamentarian (A full list can be found in Article V, Section 1e, of the FHSC Bylaws):
 - a. The most current original letter of approval to operate on the installation.
 - b. The most current original copy of the Constitution.

- c. The most current original copy of Bylaws.
 - d. The most current record of approval of the Constitution and Bylaws.
 - e. Club Charter or Certificate of Formation (Texas Form 202 Certification for Nonprofit Organization)
 - f. Club Registered Agent (Texas Form 401-A Acceptance of Appointment & Consent to Serve as Registered Agent)
 - g. Texas Comptroller Notification Letter (Notification of establishment of an Organization) (Need File Number)
 - h. EIN/TIN Approval Notification (Federal SS-4).
 - i. Federal IRS Tax-Exemption Acceptance & Notification.
 - j. Texas Comptroller Tax-Exemption Acceptance & Notification.
 - k. Any Certificates of Correction (State/Federal).
 - l. Any TX Form 802 (Periodic Report of a Nonprofit Corporation) (Every 4 years).
 - m. TX Form 01-339 TX Sales & Use Tax Exemption Certification.
 - n. Current list of members.
 - o. Current inventory of physical and financial assets.
 - p. A copy of current applicable Army Regulations.
 - q. After Action Reports (AAR) necessary for the proper operation of the organization by successors.
 - r. ODYD Memo of Understanding and current National SOP.
 - s. Most current edition of Roberts Rule of Order.
2. All records, other than financial records, of the FHSC will be completed at the end of the FHSC Boards', board year, held for four (4) years, and then be destroyed.
 3. The Treasurer shall maintain all applicable financial records for his/her board year. At the end of his/her board year, all financial records will be completed and stored for seven (7) years, and then destroyed.

**ARTICLE XIII
DISSOLUTION**

1. In case of the dissolution of the FHSC, whatever funds are contained in the treasuries at that time shall be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the residual assets shall be disposed of as determined by the FHSC Board in accordance with state and federal law. Dissolution shall not be contrary to applicable provisions of Internal Revenue Codes.
2. The process of dissolution may take place in two forms.
 - a. The majority vote of the General Members at a regular or special meeting providing there is a quorum present.
 - b. By or upon direction of the approving authority.

**ARTICLE XIV
DECLARATION OF INVALIDITY**

In the event this Constitution or a portion thereof is declared invalid, the remaining unaffected provisions of such articles or portions thereof shall remain in full force and effect.

Approved by a majority vote on 13 April 2023

Melissa Sims	Edie Bautista	Ebony Jones
President	Treasurer	Parliamentarian

Submitted to Commander, U.S. Army Garrison, Fort Hood on _____