

**CONSTITUTION OF
THE FORT POLK SPOUSES' AND COMMUNITY CLUB
FORT POLK, LOUISIANA**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1—**Name.** The name of this organization shall be the Fort Polk Spouses' and Community Club (hereinafter referred to as *FPSCC*).

SECTION 2—**Purpose.** The purpose of the *FPSCC* shall be to develop and foster a spirit of community responsibility; to provide opportunities for social, cultural, creative and educational pursuits; and to support, through revenue-producing activities, worthwhile service and community projects.

**ARTICLE II
ADMINISTRATIVE PROVISIONS**

SECTION 1—**General.** The *FPSCC* is established as a private non-profit 501©4 organization pursuant to DOD Instruction 1000.15, *Private Organizations on DOD Installations*; DOD 5500.7-R, *Joint Ethics Regulation*; and AR 210-22, *Private Organizations on Department of The Army Installation*. The *FPSCC* shall be self-sustaining and shall not receive support, financial assistance or facilities from the United States Army or from a Non-Appropriated Fund instrumentality, except as provided for by instruction and/or regulation. In no event shall the United States Army or a Non-Appropriated Fund instrumentality be held liable for any actions taken or indebtedness incurred by the *FPSCC*. *FPSCC* must adhere to the Internal Revenue Code, Section 501(c)4 of the Internal Revenue Code of 1986 (Federal Tax Exempt Status of a Private Organization) or corresponding provisions of any future United States Internal Revenue Law, and in accordance with applicable Louisiana state laws.

SECTION 2—**Authority.** The *FPSCC* operates and exists on Fort Polk with the express consent of the Commanding General of JRTC Fort Polk and/or his or her designated representative (hereinafter collectively referred to as *Commanding General*). Such consent is contingent upon *FPSCC's* adherence to the Department of Defense and Department of the Army instructions and regulations, as specifically set forth above in Section I of this Article, and may be withdrawn by the *Commanding General* at his or her discretion.

SECTION 3—**Programs and Activities.** Programs and activities conducted by the *FPSCC* shall not be in the name of the installation (Fort Polk) and shall not prejudice or discredit the military or other agencies of the United States government. Furthermore, at no time shall the *FPSCC* propagate extremist activities, advocate violence against others or the

violent overthrow of the Government, or seek to deprive individuals of their civil rights.

SECTION 4—Administration. The *FPSCC* shall be administered in accordance with its Constitution, Bylaws and Standing Rules under supervision of its Board of Directors (hereinafter referred to as the Board). All *FPSCC* members agree to read and abide by the *FPSCC* Constitution, Bylaws and Standing Rules, as amended from time to time, as a condition of membership.

SECTION 5—Legislative Compliance. The *FPSCC* shall comply with all applicable federal, state and/or local laws concerning taxation, licensing, certification or registration in regard to its activities.

SECTION 6—Fiscal Year. The Fiscal Year shall run from June 1st through May 31st.

SECTION 7—Membership Year. The Membership Year shall run from August 1st through May 31st.

SECTION 8—Monthly Minutes and Financial Statements. The President shall provide a signed copy of the monthly minutes and financial statements of the *FPSCC* to the designated Directorate of Morale, Welfare and Recreation representative within ten (10) working days following a meeting of the *FPSCC* Board.

SECTION 9—Fiscal Liability. If the assets of the *FPSCC* are not sufficient to discharge its liabilities, all members, regardless of office, shall be equally liable for such liabilities and will pay them in equal shares. However, an individual member of the *FPSCC* shall not be personally bound on any contract entered into by the *FPSCC*, unless he or she has ratified that contract. Because members of the *FPSCC* agree to read and abide by the *FPSCC* Constitution, Bylaws and Standing Rules, which state the authority of the Board, a member will be held to have ratified a contract lawfully entered into or a debt lawfully incurred by an officer of the *FPSCC* on behalf of the *FPSCC*, unless the member expressly disaffirms the contract or debt. An individual member of the *FPSCC* shall not be personally liable for the negligent conduct of the *FPSCC* or its members unless he or she authorizes, assents to, participates in or otherwise ratifies such conduct. A member is presumed to have ratified conduct of officers and members of the *FPSCC* authorized by specific provisions of the Constitution, Bylaws and Standing Rules. An individual member shall be personally liable for any tortious or negligent conduct that he or she commits or in which he or she participates.

SECTION 10—Parliamentary Authority. Robert's Rules of Order shall be the parliamentary authority for all meetings conducted by the *FPSCC*.

SECTION 11—Declaration of Invalidity. In the event that any Article or Section of this Constitution is held invalid or unenforceable under any particular circumstance, the unaffected Articles or Sections shall remain in full force and effect.

ARTICLE III MEMBERSHIP

SECTION 1—**General.** Membership in the *FPSCC* shall be voluntary and shall become effective upon registration and payment of dues, as required. In addition, as a condition of membership all *FPSCC* members agree to read and abide by the *FPSCC* Constitution, Bylaws and Standing Rules, as amended from time to time, as previously set forth in Article II, Section 4 of the Constitution. Discrimination based on race, color, religion, age, gender, disability, sexual orientation, or national origin is prohibited.

SECTION 2—**Active Membership.** Active members are entitled to vote during general membership meetings and at elections, hold any office, whether elected or appointed, and participate in all *FPSCC* activities. The following persons are eligible for active membership and shall become active members upon registration and payment of dues:

- A. US Military ID Card holders, their Spouses and Family Members age 18 and above who reside or are currently assigned to Fort Polk or who have received Permanent Change of Station Orders to Fort Polk.
- B. Civilian CAC (Common Access Card) holders, their Spouses and Family Members age 18 and above who reside or are currently assigned to Fort Polk or who have received Permanent Change of Station Orders to Fort Polk.
- C. US-sponsored foreign liaison personnel, their Spouses and Family Members age 18 and above who reside or are currently assigned to Fort Polk or who have received Permanent Change of Station Orders to Fort Polk.

SECTION 3—**Associate Membership.** Associate members are entitled to vote during general membership meetings and at elections, hold appointed office, but not elected office, and participate in all *FPSCC* activities. (Active members holding elected office will, however, be permitted to complete their term of office should their membership status change to that of an associate member during the board year.) The following persons are eligible for associate membership and shall become associate members upon registration and payment of dues:

- A. Non-US Military ID Card holders and their Spouses and Family Members above 18 years of age with a government issued ID residing in the Fort Polk area.
- B. Those to whom membership has been extended at the discretion of the Board of Governors.

SECTION 4—**Honorary Membership.** Honorary Membership shall be extended to those distinguished individuals deemed appropriate and voted on by the Board and shall be offered on a yearly basis. Honorary Members shall not pay dues, hold any office, whether elected or appointed, or vote during general membership meetings and elections, but can participate as a non-voting member of a committee. Honorary members shall not constitute more than 15 percent of the total membership.

SECTION 5—**Membership Denial and/or Termination.** The *FPSCC* Board, upon recommendation by the Executive Board, may vote to deny or withdraw membership from a particular individual, provided such conditions are nondiscriminatory. Approval by a two-thirds (2/3) ballot vote of the Board, however, is required to effectuate such a result. Additionally, a member may terminate his or her own membership in the *FPSCC* at any time by submitting a request for termination to the Membership Chairperson.

SECTION 6—**Membership Dues.** All active and associate members shall pay dues in an amount determined by the *FPSCC* Board in accordance with the Bylaws. The Honorary Presidents, Honorary Advisors and Honorary Guests are not required to but may pay annual dues and shall not be entitled to hold any office, whether elected or appointed, or vote during general membership meetings or elections. The membership year shall run from June 1st to May 31st. Membership dues for a membership year may not be paid prior to the start of said year. Membership dues are non-refundable, non-transferable, at any time.

SECTION 7—**Guests.** Guests are welcome to attend *FPSCC* activities; however, persons eligible for active or associate membership may attend only one (1) *FPSCC* activity as a non-member per board year.

- A. Limitations on the number of guests allowed to attend any *FPSCC* activity may be established by the Board of at any time, if deemed necessary by the Executive Board.
- B. Any *FPSCC* member bringing a guest to a *FPSCC* activity is responsible for payment of said guest. In the event of a guest “no-show”, the *FPSCC* member remains responsible for payment of said guest. The *FPSCC* member becomes and remains “not in good standing” with *FPSCC* until the money is paid to the *FPSCC* Reservation Chairperson.

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1—**Board of Directors.** The *FPSCC* Board shall be the governing body of the organization. Its members shall consist of the Elected Officers, Appointed Officers, Honorary Presidents and Honorary Advisors.

SECTION 2—**Elected & Appointed Officers.** The Elected Officers of the *FPSCC* shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

The appointed officers shall be the chairpersons of the standing committees and the Parliamentarian. These officers shall be elected in accordance with Article V, Section 1 & 2 of the Constitution. The duties of each Elected Officer shall be as provided for in the Bylaws.

SECTION 3—Honorary Presidents. The spouses of the Commanding General and the Command Sergeant Major of JRTC Fort Polk shall be extended the opportunity to serve as Honorary Presidents of the *FPSCC*. If they decline or are unavailable to serve, then they may, but are not required to, designate a representative to serve in their stead. The Honorary Presidents shall serve as liaisons between the *FPSCC* and the post command and shall be advising, but non-voting, members of both the Board and the Executive Board. The Honorary Presidents are not required to but may make a donation in the amount of annual dues and shall not be entitled to vote during general membership meetings and at elections or hold any other office, whether elected or appointed.

SECTION 4—Honorary Advisors. The Presidents may appoint an Advisor to the *FPSCC* Board. These advisors shall serve as liaisons between the *FPSCC* and the post command and shall be advising, but non-voting, members of both the Board and Executive Board. Honorary Advisors are not required to but may make a donation in the amount of annual dues and shall not be entitled to vote during general membership meetings and at elections or hold any other office, whether elected or appointed.

SECTION 5—Executive Board. The *FPSCC* Executive Board shall consist of the Elected Officers, Parliamentarian, Philanthropy Chair, Honorary Presidents and Honorary Advisors. The Executive Board shall act in an advisory capacity to the President and shall meet at the discretion of the President.

ARTICLE V ELECTIONS AND APPOINTMENTS

SECTION 1—Board Officer Elections. Elected Officers shall be elected from and by the general membership at its April meeting and shall serve approximately a one (1) year term, commencing June 1st and concluding May 31st. The following procedures will be used in the election of *FPSCC* Elected officers:

- A. All received executive board applicants shall be presented by the Parliamentarian to the general membership at its March/April meeting. A biography detailing the qualifications and past service of each nominee shall accompany the slate.
- B. The executive board (including advisors and honorary positions) shall meet privately during the March/April meeting to assess that all applicants and self-nominations meet eligibility criteria.
- C. The Parliamentarian, upon presentation of the slate of nominees to the general

membership at its March/April meeting, shall request a motion to hold an election.

- D. Voting may be done by ballot during the social or electronically ahead of time. All electronic votes must be cast by 1700 the day before the social.
- E. In the event of a tie vote, the Parliamentarian shall send an electronic vote until a nominee receives a majority vote.
- F. The Parliamentarian shall make a complete report of the vote count to the general membership at the conclusion of the March/April general membership meeting. Following this report, the President shall make a formal declaration of the election results, if the current President is a nominee then a non-nominated board member shall make a formal declaration of the election results.

SECTION 2—Board Officer Appointments. Appointed Officers shall be appointed by the President of the *FPSCC* and shall assume their duties upon appointment. Their term of office shall expire May 31st.

SECTION 3—Vacancies in Elected and Appointed Offices and Incomplete Slate. *See* Article IV of the Bylaws.

SECTION 4—Term Limits. Elected and Appointed Officers may only serve three (3) years consecutively in a five (5) year period and only two (2) consecutive years in the same position; unless expressly permitted by approval of the Executive Board and all honorary positions.

ARTICLE VI MEETINGS AND QUORUM

SECTION 1—General Membership Meetings/Socials. General membership Meetings/Socials and other social activities shall be held according to an announced schedule. The President shall, however, have the authority to schedule other business meetings or conduct an electronic vote of the general membership (in the event that an immediate decision is required), precluding a scheduled meeting, upon concurrence of the Executive Board and adherence to the notification guidelines set forth in *Article III, Section 4 of the Bylaws*. Any agenda item to be presented at a general membership meeting/social must be submitted in writing to the President no later than forty-eight (48) hours in advance of the meeting.

SECTION 2—Quorum of the General Membership and Notification. A quorum of the general membership shall consist of at least one more than half the members present at a general membership meeting/social or other business meeting or, in the case of an electronic vote, the members electronically casting a vote, provided all members have been electronically or telephonically notified at least five (5) days in advance of the meeting or vote.

SECTION 3—Meetings of the Board of Directors. The Board shall meet monthly

according to an announced schedule, June through May, or as necessary to conduct all required business. The President shall, however, have the authority to schedule other business meetings or conduct a telephonic or electronic vote of the Board (in the event that an immediate decision is required), precluding a scheduled meeting, so long as the notification guidelines set forth in Article VI, Section 4 of the Constitution are adhered to. After the April elections, the next regularly-scheduled meeting of the Board shall be conducted as a joint meeting with the newly Elected and Appointed Officers. Any agenda item to be presented at a meeting of the Board must be submitted in writing to the President no later than forty-eight (48) hours in advance of the meeting. The Executive Board shall convene when necessary at the discretion of the President.

SECTION 4—Quorum of the Board and Notification. Two-thirds (2/3) of the voting members of the Board must be present at a business meeting, or in the case of a telephonic or electronic vote, must cast a vote to constitute a quorum. Members of the Board must be notified of a meeting's occurrence at least forty-eight (48) hours prior to a regularly-scheduled meeting of the Board, or at least five (5) days prior to any other meeting or telephonic or electronic vote called at the discretion of the President. The vote of the majority of the quorum present or casting a vote shall govern. There shall be no notice requirement for telephonic or electronic votes called for the purpose of approving the minutes.

SECTION 5—General Membership Attendance. General members may attend any meeting of the Board. Those wishing to address the Board may do so after notifying the *FPSCC* President no less than forty-eight (48) hours in advance of the meeting. Said member shall have no vote and will comply with Robert's Rules of Order while in attendance.

SECTION 6—Child Care Policy. Unless otherwise specified, children above the age of 6 months, are not permitted at club activities, and/or board meetings

ARTICLE VII FINANCES

SECTION 1—Revenue. The revenue necessary to pursue the objectives set forth in Article I, Section 2 of the Constitution, shall be derived from annual membership dues, ways and means sales and revenue-producing activities engaged in by the *FPSCC* under the supervision of the Board. The revenue of the *FPSCC* shall be kept in deposit in a Federally Insured Institution.

SECTION 2—Approval of Revenue-Producing Activities. All revenue-producing activities not confined to *FPSCC* membership shall have the prior approval of the Directorate of Morale, Welfare and Recreation. Requests for approval shall be given to the designated Directorate of Moral, Welfare and Recreation representative at least one (1)

month prior to the proposed date of the activity.

SECTION 3—FPSCC Accounts. The *FPSCC* shall have one (1) primary Checking and/or Savings account, the book/ledger for which shall be maintained by the Treasurer with the subheadings of General Operating Revenue and Philanthropy Revenue. The General Operating Revenue shall be derived from annual membership dues, ways and means sales and revenue-producing activities specifically designated to this purpose. The Philanthropy Revenue shall be derived from all other revenue-producing activities. The Board may vote to establish any other subheading or account as deemed necessary.

SECTION 4—Audit of Financial Records by Professional Accountant. The primary *FPSCC* Checking and/or Savings account book/ledger, and any other account book/ledger, shall be submitted for audit/review to a Certified or Licensed Public Accountant selected by the Board no later than 10 June. If the treasurer resigns or is terminated before the end of the fiscal year an internal audit by the board of the book/ledger, up to that point, must be completed before handover.

SECTION 5—Audit or Investigation by Commanding General. The Commanding General may, at his or her discretion, require an audit of the primary *FPSCC* Checking and/or Savings Account book/ledger, and any other account book/ledger, or an operational investigation of the *FPSCC*.

SECTION 6—Expenditures and Reimbursements. The Board shall ensure that all budgeted and unbudgeted expenditures further the purposes for which this organization was established, comport with sound business practices and, if applicable, do not exceed the budget. Any expenses incurred during the fiscal year must be reported for reimbursement either within thirty (30) days or by the end of the fiscal year, depending upon which date is closest. *See Article XI of the Bylaws concerning Finances and Taxes.*

ARTICLE VIII INSURANCE

SECTION 1—Coverage. The *FPSCC* must secure insurance to protect against public liability claims, property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting on behalf of the *FPSCC*, or the operation of any equipment, apparatus or device under the control and/or responsibility of the *FPSCC*. In addition, the *FPSCC* must secure insurance to cover the personal property of the *FPSCC*.

SECTION 2—Fidelity Bonding. Fidelity Bonding shall be purchased and maintained for Elected and Appointed Officers and/or general members handling a monthly cash flow exceeding one thousand dollars (\$1,000.00) Such bonding shall be in an amount equal to the normal maximum amount of cash handled.

ARTICLE IX September 2020

PROPERTY

The property of the *FPSCC* shall consist of such articles as may properly come into its possession. The property shall be accounted for by the 1st Vice President using sound business practices and a record of same maintained with the permanent record.

ARTICLE X ADOPTION AND AMENDMENTS

SECTION 1—**General.** The *FPSCC* Constitution and Bylaws shall be reviewed and potentially revised at least bi-annually by a Constitution and Bylaw Revision Committee and completed on the inverse year of Fort Polk's bi-annual revalidation requirement.

SECTION 2—**Amendments to the Bylaws.** Amendments to the Bylaws, not proposed as part of the bi-annual review of the Constitution and Bylaw Revision Committee and not requiring an extensive revision, may be presented to the Executive Board by any member at any time. All amendment suggestions shall be given to the Parliamentarian who shall research the suggestions for the Executive Board. Upon recommendation of the Executive Board, the Bylaws may be amended by a majority vote at any business meeting of the Board, so long as the quorum and notification requirements set forth in Article VI, Section 4 have been adhered to. All amendments shall become effective upon approval by the Commanding General of JRTC Fort Polk.

SECTION 3—**Amendments to the Constitution.** Amendments to the Constitution, not proposed as part of the bi-annual review of the Constitution and Bylaw Revision Committee and not requiring an extensive revision, may be submitted to the Executive Board by any member at any time. All amendment suggestions shall be given to the Parliamentarian who shall research the suggestions for the Executive Board. Upon recommendation of the Executive Board and approval by a majority vote of the Board at any business meeting, the Constitution will be submitted to the general membership. The Constitution may be amended by a majority vote of the general membership at any meeting of the general membership, so long as the quorum and notification requirements set forth in Article VI, Section 2 have been adhered to. All amendments shall become effective upon approval by the Commanding General of JRTC Fort Polk.

SECTION 4—**Standing Rules.** Standing Rules (Robert's Rules of Order) may be amended, repealed, or adopted at any meeting of the Board by a majority vote of members present and voting without previous notice. All amendments shall become effective upon approval by the Commanding General of JRTC Fort Polk.

SECTION 5—This Constitution and Bylaws supersedes all previous Constitutions, Bylaws, and Amendments pertaining to the *FPSCC*.

ARTICLE XI

September 2020

HISTORICAL RECORDS

A yearly historical file consisting of the following records shall be maintained by the Secretary. These yearly files shall be maintained by the *FPSCC* for a period of four (4) years, or in the case of the financial reports for a period of seven (7) years, after which time they may be destroyed.

- A. The most current original letter of approval to operate on the installation.
- B. The most current original copy of the Constitution and Bylaws.
- C. Current membership roster.
- D. Current inventory of physical and financial assets.
- E. A copy of the current applicable Army and DOD regulations.
- F. After Action Reviews for each of the Elected and Appointed Officers.
- G. Current insurance policies and Fidelity Bonds.
- H. Financial report of receipts and disbursements, supporting voucher files and bank statements
- I. Copy of audit of financial records by professional accountant
- J. IRS Tax Exemption Certificate and any tax records

ARTICLE XII DISSOLUTION

In the event of dissolution of the *FPSCC* (so decided by an affirmative vote of the majority of the general membership present at a general membership meeting without any provision to meet again in the future or by direction of the *Commanding General*) the revenue in the *FPSCC* accounts and property shall be used to meet any outstanding debts, liabilities and obligations of the *FPSCC* and any remaining funds, assets and/or property shall be distributed as directed by the Board. If the revenue in the *FPSCC* account and property are not adequate to meet the outstanding debts, liabilities or obligations, all members shall be held financially responsible for any outstanding debts, liabilities or obligations on an equal, pro-rata basis.