

CONSTITUTION

ARTICLE I ORGANIZATION NAME AND PURPOSE

SECTION 1

The name of this organization shall be the Army Spouses' Club of the Greater Washington Area, hereafter referred to as ASCGWA.

SECTION 2

The purpose of this organization shall be to provide and promote socio-economic and educational outreach to the Soldiers, Family Members, and Department of the Army (DA) Civilians assigned to, attached to, or with duty in the National Capital Region (NCR) and to organizations, which benefit Soldiers as well as to encourage, support, and maintain interaction of the membership.

ARTICLE II GENERAL PROVISIONS

SECTION 1

This organization operates and exists within the Joint Force Headquarters-National Capital Region/Military District of Washington (JFHQ-NCR/MDW) only with the consent of the Commander, Joint Base Myer-Henderson Hall (JBM-HH) and US Army Installation Management Command (IMCOM). ASCGWA shall be organized as a non-federal entity under the provisions of DoD Instruction 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations Army Regulation AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, and all other pertinent regulations, specifically Joint Ethics Regulation (JER) DoD 5500.07-R, AR 600-20, Army Command Policy, and AR 600-29 about fundraising within the Department of the Army (DA). Operation is contingent on compliance with the requirements and conditions of all applicable regulations. This organization is not a Non-Appropriated Fund (NAF) Instrumentality, nor is it entitled to the privileges and immunities of the Federal Government.

SECTION 2

The membership and all activities and programs that ASCGWA conducts, or in which it participates, will not prejudice or discredit the US Army, the military services, or other agencies of the United States Government. It will be self-sustaining and may not receive financial assistance from the DA or any NAF activity. This organization will not duplicate or compete with a NAF or Appropriated Fund (AF) activity.

SECTION 3

It is understood that this organization is in no way affiliated with the Department of the Army. There is no official relationship between the activities of this non-federal entity and those of Department of Defense (DoD) personnel who are members of this organization.

SECTION 4

The membership is liable under the laws of Virginia for organizational debts in the event the organization's assets are insufficient to discharge liabilities. It is further understood that JBM-HH, JFHQ-NCR/MDW, and/or IMCOM will not incur or assume any liability on behalf of, or as a result of, the operation of this organization, and neither the installation nor the Government will have any liability for the actions or debts of this Non-Federal Entity (NFE).

SECTION 5

The officers and members of ASCGWA will abide by all applicable federal, state, and local laws in the transaction of ASCGWA business.

SECTION 6

A copy of all minutes and financial statements will be submitted to the office of the Joint Base Commander, JBM-HH and the office of the Chief, Financial Management Branch.

SECTION 7

All activities of ASCGWA will be conducted without discrimination based on race, national origin, color, religion, gender, age, or mental or physical disability. ASCGWA will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. This organization will not seek to deprive individuals of their civil rights.

ARTICLE III MEMBERSHIP AND PRIVILEGES

Membership in ASCGWA shall be voluntary and is for one year (July 1-June 30) and is extended to these persons:

A. Regular Members

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of those serving in or retired from active duty in the US Army, the reserve component, or the National Guard.
2. Department of the Army (DA) civilian employees or spouses of the same, currently serving or retired.
3. Individuals who maintain eligibility for rights and privileges that accompany the DD1173.

B. Associate Members

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of those actively serving in or retired from services other than the US Army, in the reserve component, or in the National Guard.
2. Government Service employees (other than DA) or spouses of the same, currently serving or retired.
3. Spouses of foreign military officer or civilian employee (sponsored by their respective embassy) assigned to duties in the National Capital Region.
4. The President may invite other persons as deemed appropriate to be Associate Members.

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1

The Executive Board shall consist of the elected officers that include the President, First Vice President, Second Vice President, Secretary, and Treasurer, as well as the non-voting appointed members that include the Parliamentarian, Honorary President(s), Honorary Vice President, and Honorary Advisor(s).

SECTION 2

The following persons shall be invited to become Honorary Officers of the organization:

- A. The spouse of the Chief of Staff of the Army as the Honorary President.
- B. The spouse of the Sergeant Major of the Army as the Honorary President.
- C. The spouse of the Vice Chief of Staff of the Army as the Honorary Vice President.

In the event of a vacancy in the office of Honorary Vice President, the Honorary President(s) and the President may fill the vacancy by appointment.

SECTION 3

The Honorary Advisor(s) shall be invited to serve by the President and Honorary President(s). The President, in consultation with the Honorary Advisor(s), may invite additional advisors as deemed necessary. In the event of a vacancy in the office of Honorary Advisor(s), the President and the Honorary President(s) may fill the vacancy by appointment.

SECTION 4

The Governing Board, serving without salaried compensation, shall consist of members of the

Executive Board and the Standing Committee Chairs and, as needed, any non-voting Special Committee Chairs.

SECTION 5

The President, First Vice President, Second Vice President, and Treasurer must hold Regular Member status. At least one, but preferably all, of these offices shall be filled by an active-duty spouse.

SECTION 6

No member of the Governing Board may serve more than two consecutive years in the same office, nor serve on the Governing Board more than four consecutive years in different positions, as further outlined in the ASCGWA Bylaws.

SECTION 7

Members of the ASCGWA Governing Board may be removed from their elected or appointed office for just cause upon the vote of a majority of the ASCGWA Governing Board.

ARTICLE V DUTIES OF OFFICERS

The ASCGWA Governing Board shall complete these duties:

- A. Formulate plans and establish internal operating procedures for the organization in accordance with the Constitution and Bylaws to include establishing policy for a given year.
- B. Prescribe the scope of activities, services, and facilities.
- C. Establish rules and internal controls.
- D. Ensure that the organization is properly administered, its funds safeguarded, all income is received in full and properly recorded and prescribed, expenditures are approved, and creditor relationships are managed.
- E. Concur with the disbursement of welfare funds for educational and charitable purposes.

ARTICLE VI ELECTIONS AND VOTING

Elections for the President, First Vice President, Second Vice President, Secretary, and Treasurer shall be conducted annually, as further outlined in the ASCGWA Bylaws. In the event of an elected officer vacancy, the vacant position shall be filled, as outlined in the ASCGWA Bylaws.

ARTICLE VII STANDING COMMITTEES

SECTION 1

Standing Committees shall be created, abolished, or modified, at the direction of the President and the Executive Board, as required to conduct Club business.

SECTION 2

The President may establish special committees/positions to perform particular assignments. Additionally, the President may designate liaison positions, as needed.

ARTICLE VIII FUNDING SOURCES

SECTION 1

The revenue necessary to pursue the objectives contained in this Constitution shall be derived from dues paid by Regular and Associate Members, donations, and other revenue-producing activities entered into by the Club, when required, approved, and conducted under the guidance and supervision of the Governing Board.

SECTION 2

Fundraising activities of the organization that take place on JBM-HH must have the prior approval of the Commander. Requests for such approval will be sent to the Joint Base Commander, JBM-HH, Financial Management Branch.

**ARTICLE IX
TAXES**

ASCGWA shall comply with all applicable federal, state, and local tax laws.

**ARTICLE X
INSURANCE COVERAGE**

SECTION 1

ASCGWA will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits, which might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of ASCGWA in accordance with AR 210-22, paragraph 3-2. Such coverage, when required, must expressly provide that neither the US Government nor any Non-Appropriated Fund Instrumentality will be liable for any claims or judgments against the organization to its members. A copy of the insurance policy and all renewal policies will be forwarded to the Joint Base Commander, JBM-HH, Private Organizations Monitor. Liability insurance may be waived if the risk of liability is negligible.

SECTION 2

Bonding will be purchased annually for those positions that the Governing Board deems necessary.

**ARTICLE XI
MEETINGS AND QUORUMS**

SECTION 1

General Membership Meetings shall be held according to an announced schedule. Other meetings to conduct Club business may be called at the discretion of the President.

SECTION 2

A quorum at a General Membership Meeting shall constitute a simple majority of the members present at a General Membership Meeting.

SECTION 3

A quorum at an ASCGWA Governing Board Meeting for voting purposes shall constitute one half of the board's voting positions of filled positions. The ASCGWA Governing Board may conduct non-voting business with or without a quorum.

SECTION 4

Electronic votes will be sent to all Governing Board Members and may be taken only if an issue is time sensitive, as decided by the President in consultation with the Honorary Advisor(s). A quorum to conduct an electronic vote requires one half of the Governing Board Members in voting positions. Decisions requiring a vote are determined by a simple majority vote of the quorum of Governing Board Members responding.

**ARTICLE XII
ADOPTION AND AMENDMENTS**

SECTION 1

This Constitution shall stand until changes are proposed, voted upon, and approved by the General Membership and the Approving Authority.

SECTION 2

The Parliamentarian shall select a Constitutional Review Committee to conduct a biennial review of the Constitution and Bylaws.

SECTION 3

Governing Board Members may propose amendments to the Constitution or Bylaws at a Board Meeting. Any other member in good standing may propose constitutional amendment(s), and the proposed amendment(s) should be submitted in writing to the ASCGWA Parliamentarian along with signatures of ten sponsoring members.

SECTION 4

The Governing Board shall consider amendments to the Constitution that have been received from General Members, other Board Members, or the Constitutional Review Committee during a

regularly scheduled or called Board Meeting or by an electronic vote. Upon approval by a two-thirds vote by the Governing Board, any proposed amendment(s) shall then be disseminated to the General Membership thirty days prior to the proposed amendment(s) being voted on by the General Membership. Amendments shall be approved by a majority of the membership present at a scheduled General Membership Meeting.

SECTION 5

The Governing Board is empowered to amend the Bylaws and Standard Operating Procedures of ASCGWA upon a two-thirds vote of the Governing Board. Amendments to the Bylaws and Internal Operating Procedures are subject to review by the Commander, JBM-HH.

SECTION 6

This Constitution shall be subject to the approval of the Commander, JBM-HH and effective on date of written approval. Upon approval, said Constitution nullifies all previous versions of the Constitution.

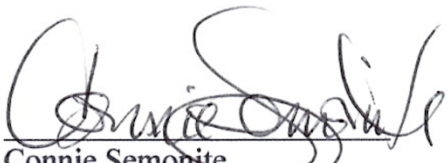
**ARTICLE XIII
PARLIAMENTARIAN AUTHORITY**

All Parliamentary procedures not covered by this Constitution and the Bylaws shall be governed by Robert's Rules of Order, latest edition.

**ARTICLE XIV
DISSOLUTION**

If the Organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be dispersed as determined by the General Membership.

Approved by the General Membership on April 18, 2024:



Connie Semonite
President 2023-2024

Date 18 April 2024



Colette Worm
Parliamentarian 2023-2024

Date 18 APR 2024