

NATIONAL GUARD BUREAU SPOUSES' CLUB CONSTITUTION

ARTICLE I NAME AND PURPOSE

SECTION 1

NAME

The name of the organization shall be the National Guard Bureau Spouses' Club (NGBSC).

SECTION 2

PURPOSE

NGBSC's primary purpose is to celebrate NGB-affiliation and provide scholarships to NGB and NGB-affiliated dependents.

ARTICLE II GENERAL PROVISIONS

The membership and all activities that the NGB conducts, or in which it participates, will not prejudice or discredit the National Guard, the military services, or other agencies of the United States Government.

All activities of the NGBSC will be conducted without discrimination based on race, national origin, color, religion, gender, age, or mental, sexual orientation, or physical disability.

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

ARTICLE III MEMBERSHIP

SECTION 1

MEMBERSHIP

Membership is voluntary. Membership categories consist of Active, Honorary, and Other as defined herein. The Membership Year begins on June 1 and concludes on May 31 of the following year. A half-year membership shall run from December 1 to May 31. Any and all exceptions are made on a case-by-case basis by Secretary, with the approval of the NGBSC President. A member in good standing shall be defined as a member who has met all his/her financial obligations to the NGBSC.

SECTION 2

MEMBERSHIP CATEGORIES

Active Membership is available to those meeting one of the following criteria; all the rights and privileges of membership will be afforded upon payment of dues as described in the NGBSC Bylaws. Active members in good standing shall have the right to vote, hold elected or appointed office, and participate in all NGBSC-sponsored activities.

- A. Spouses and significant others/partners of officers or warrant officers assigned/attached to military organizations within MDW area by the National Guard Bureau who are:
 1. on the Career Title 10 long tour program,
 2. on active duty assigned/attached to the NGB who live in MDW area, or
 3. on temporary active duty with the NGB.
- B. Widows/widowers residing in the MDW area whose spouses were formerly assigned to the NGB.
- C. Spouses of retired officers formerly assigned to the NGB.
- D. Spouses who have remained in the Washington DC area when their sponsors have gone overseas or to duty elsewhere in the United States from the NGB.
- E. Civilians and spouses of civilians who are NGB GS-12 or above.
- F. Past NGBSC members whose spouses are no longer assigned to the NGB.

Honorary Membership is granted to distinguished personnel. Honorary members are not required to pay dues and do not vote or hold elected or appointed positions. Honorary members are eligible to attend the NGBSC events. Honorary membership shall be conferred upon the spouse of the Chief of the NGB. Spouses of retired Chiefs of the NGB may also be granted Honorary Membership.

Other Membership and participation in the NGBSC may be extended to individuals not covered in the above categories as determined by the NGBSC President under advisement of the Honorary President. Upon payment of dues, other members in good standing will have the privilege of attending General Membership meetings, all NGBSC-sponsored events, and volunteer to serve on committees. Other members do not have the right to vote, hold elected or appointed office, or to chair a committee.

Guests of members are welcome. Guests that are eligible for Membership may attend one NGBSC-sponsored activity during the Membership Year as a guest of a member in good standing. Any and all exceptions are made on a case-by-case basis by the Secretary, with the approval of the Executive Board. Members are responsible for the conduct of their guests. Spouses of members in good standing are welcome to attend events without limitation.

SECTION 3

MEMBERS' RESPONSIBILITY

The Constitution and Bylaws will be made available to all members on the NGBSC website and social media. It is the responsibility of members to read this Constitution and Bylaws. The member's signature on the membership application constitutes agreement with and understanding of this responsibility.

SECTION 5

MEMBERSHIP TERMINATION

Termination of membership in the NGBSC takes place under any or all of the following conditions and/or circumstances:

- A. Written resignation;
- B. Removal for cause;
- C. End of the Membership Year (May 31); or
- D. Change of status affecting membership eligibility.

SECTION 6

PRIVILEGES

Active members shall have all the privileges of the club, including the right to vote and to hold office.

Honorary members shall be exempt from payment of dues and have all rights and privileges of active members, other than voting or holding office.

ARTICLE IV GOVERNING BOARD

SECTION 1

The Governing Board shall consist of the following elected officers. It is expected that elected officers will make every effort to attend all scheduled meetings and club activities. The Governing Board has the authority to decide on matters including, but not limited to, creation or abolishment of appointed positions, all financial issues, litigation involving the NGBSC, and dissolution of the NGBSC.

EXECUTIVE COMMITTEE (ELECTED)

President
Secretary
Treasurer
Scholarship Chair

**SECTION 2
HONORARY PRESIDENT**

The spouse of the Chief of the NGB shall be invited to serve as Honorary President in an advisory capacity.

**SECTION 3
ELECTIONS**

Elections shall be held annually. All members in good standing shall be eligible to cast one ballot each.

All terms are for one year. Elections shall take place no later than May to have the new board installed prior to the start of the new board year. The officers shall be elected by a simple majority of the votes cast.

**SECTION 4
APPOINTMENTS**

The President is responsible for identifying eligible members to fill the appointed positions prior to the end of the fiscal year.

**SECTION 5
VACANCIES**

If an elected officer position is not filled through the election process, or the elected officer resigns, the vacant position is filled in the following manner:

- A. Resignation of an Elected Officer must be submitted in writing to the President two weeks prior to the time of resignation.
- B. The President will recruit replacements for vacated board positions, other than the President position, with majority approval of the Governing Board.
- C. If the position of President is vacated, the Secretary/Treasurer assumes the duties of the President, with the option to accept the position for the remainder of the Membership Year.
- D. If the Secretary declines the Presidency, the Executive Committee will select a new President, with a simple majority approval of the Governing Board.

**SECTION 6
BOARD MEETINGS, VOTING, MINUTES**

The Governing Board will meet monthly, June through May, to review and vote on matters requiring Governing Board approval. The President presides over the meeting. In the absence of the President, the Secretary shall fulfill the President's role.

**ARTICLE V
FINANCIAL ADMINISTRATION**

**SECTION 1
GENERAL RESPONSIBILITIES**

The Governing Board is charged with the responsibility of the overall financial management of the NGBSC funds. These responsibilities include, but are not limited to, budgeting monies, ensuring solvency, and ensuring the ability to meet financial obligations to carry out the purpose of the NGBSC now and in the future. The NGBSC Fiscal Year runs concurrent with the Membership Year, from June 1 to May 31. At no time shall the NGBSC appropriate or authorize the obligation of money in excess of funds on hand.

The Board shall ensure that the income and expenses are accounted for and that disbursement of NGBSC monies are programmed to accomplish the club's purpose as described in Article I of this Constitution.

**SECTION 2
BUDGET**

Following the officer elections each May, the outgoing Treasurer will prepare the Annual Operating Budget for the

next Membership Year with the assistance of the current General Board and the newly elected officers. Once approved, the budget shall be made available to the General Membership on request.

**SECTION 3
FUNDING SOURCES**

The sources of income for the NGBSC shall be annual membership dues and fundraising activities. Fundraising activities must be approved by the Governing Board.

**SECTION 4
TAX EXEMPTION**

The NGBSC shall follow all federal and state guidelines in accordance with their tax exemption status 501-c (7), non-charitable organization, as maintained by the Treasurer. Donations to NGBSC are not tax-deductible.

**ARTICLE VI
CONSTITUTIONAL REVIEW AND AMENDMENT**

This Constitution may be amended, repealed or altered by a majority vote of members present at any regular business meeting or program, or, alternatively, by a majority vote received via electronic means if deemed more feasible. The Board may amend the Constitution without vote by membership *if* the amendment does not substantively change the intent of the original document, as deemed by the Board.

**SECTION 1
BIANNUAL REVIEW**

The Governing Board shall review the Constitution and Bylaws in their entirety a minimum of every odd-numbered year, with changes requiring the approval of the membership effective immediately unless otherwise noted by the Board.

**SECTION 2
AMENDMENT PROPOSALS**

Amendments to the NGBSC Constitution and Bylaws may be proposed by any Active Member in good standing, and must be submitted in writing to the Governing Board. The amendment submission should include the portion of the present Constitution and/or Bylaws and the proposed amendment(s). A 2/3rds majority of a quorum of the board must approve the amendment for it to be put to the General Membership for vote. The documents will only be amended upon approval of a majority of the General Membership.

**ARTICLE VII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (newly revised) shall govern the NGBSC in all cases in which they are applicable and insofar as they are not inconsistent with this Constitution, Bylaws, or special rules that are adopted.

**ARTICLE VIII
DISSOLUTION**

**SECTION 1
DISSOLUTION**

The organization is dissolved upon the recommendation of the Governing Board and the majority of a quorum present at the Governing Board or special meeting. In the event of the dissolution of this organization, whatever funds are contained in the Treasury at that time will be used to satisfy any outstanding debts, liabilities, or obligations. Any unpaid debts of, or claims against, the NGBSC will become the personal liabilities of the Governing Board. Any funds remaining after liquidation will be donated to charitable organizations, preferably those associated with the military, designated by the NGBSC Governing Board.

Prior to dissolution, the NGBSC will take the following actions:

- A. Furnish a complete financial report and all financial records of the NGBSC to The Chief of the National Guard Bureau for audit and retention.

- B. Use whatever funds and assets that are contained in the General and Scholarships accounts to satisfy any outstanding debts or obligations.
- C. Satisfy any liabilities not payable because of lack of funds by taking a collection from all Governing Board members.
- D. Under no circumstances will any assets personally benefit any prior or existing NGBSC member(s).
- E. All NGBSC property will be transferred to The Chief of the National Guard Bureau.

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 disposed of as determined by the Governing Board.

**ARTICLE IX
ADOPTION**

SECTION 1

This Constitution shall be accepted as changed by a majority vote of the eligible voting members present in a duly constituted regular or special meeting of the General Membership. Upon approval, this Constitution supersedes, revokes, and nullifies any/all previous Constitutions. Adoption of this Constitution and/or Amendments shall not affect the elected officers or appointed General Board members until such members have completed their designated terms of office. Any/all contracts already entered into will remain in effect until said contracts have reached their expiration.

SECTION 2

The Governing Board has reviewed and approved revisions to this Constitution at a meeting held on May 14, 2020; and became effective immediately.



Ginny Waller

5/21/2020

Date

President (2019-2020)