

Offutt Officers' Spouses' Club Constitution

ARTICLE I - NAME AND PURPOSE

Section 1. Name: This organization shall be named the Offutt Officers' Spouses' Club, herein referred to as the "OOSC".

Section 2. Purpose: The OOSC is a self-sustaining special interest group, set up by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government and operates on Offutt Air Force Base with the written consent of the installation commander to make a positive contribution to the quality of life of base personnel. The OOSC will act in accordance with all applicable state and federal laws, all applicable Air Force Regulations, the OOSC Constitution and the OOSC Bylaws. The OOSC may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender. As per the Internal Revenue Service (IRS) the OOSC is divided into two distinct entities: the 501(c)(7) qualified OOSC Social organization, and separately, the 501(c)(3) qualified Offutt Officers' Spouses' Club Charitable Association, Inc., herein referred to as the "OOSCCA".

- A. The purpose of the OOSC 501(c)(7) Social organization will be to provide members with a nonprofit social organization, formed and operated in accordance with the provisions of IRS Section 501(c)(7). The OOSC 501(c)(7) Social will maintain the Federal Employer Identification Number (EIN) 47-6041958.
- B. The purpose of the OOSCCA 501(c)(3) Charitable corporation will be to operate exclusively as a charitable corporation in accordance with the provisions of IRS Section 501(c)(3). The OOSCCA will maintain the Federal Employer Identification Number (EIN) 47-0658648.

ARTICLE II - MEMBERSHIP

Membership in the OOSC is voluntary and will consist of Active, Associate, Honorary and Advisory members as defined by the OOSC Bylaws. Any prospective eligible persons wishing to join the OOSC will submit a membership application and membership will commence upon full payment of non-refundable dues to the OOSC. Membership constitutes acceptance that all members are jointly and severally liable for the obligations of the OOSC. The Board of Governors may revoke membership with just cause, as defined by the OOSC Bylaws. All Membership status, either Active, Associate, Honorary or Advisory, will be maintained and honored for the entirety of the fiscal year accepted, unless membership is terminated as defined by the OOSC Bylaws. Only members in good standing may attend and participate in OOSC sponsored activities or functions, with exceptions of guests as defined in the OOSC Bylaws. The OOSC membership roster shall be for personal and official OOSC use only, with the sale or commercial use of any OOSC membership information strictly prohibited. Members in good standing are hereinafter referred to as the General Membership.

ARTICLE III - GOVERNING BODY

The OOSC is governed and administrated by the Board of Governors, which is comprised of the Executive Board, Presidentially appointed Chairs of standing committees and Directors. The Executive Board will be comprised of all Honorary and Advisor members, all elected officers, and the Parliamentarian. The Executive

Board shall formulate all OOSC policies and procedures and be responsible for administration of the same. In addition, the OOSC will utilize the latest revised edition of Robert's Rules of Order as a parliamentary guide for all matters not specified in the OOSC Constitution and Bylaws. The OOSC Board of Governors and the Board of Directors of the OOSCCA are one in the same.

ARTICLE IV - ASSEMBLY

Section 1. Meetings

- A. The General Membership of the OOSC shall meet regularly at the time and place designated by the President with the approval of the Executive Board. Any business and/or opinions discussed during the meeting has an expectation of confidentiality.
- B. The Board of Governors of the OOSC shall meet regularly at the time and place designated by the President with the approval of the Executive Board. Any business and/or opinions discussed during the meeting has an expectation of confidentiality.
- C. The Executive Board of the OOSC shall be convened at the discretion of the President. Any business and/or opinions discussed during the meeting has an expectation of confidentiality.
- D. Special Meetings of the General Membership of the OOSC may be called at any time by the President or the Board of Governors, with the approval of the Executive Board, or by not less than fifty one percent (51%) of the current membership. Any business and/or opinions discussed during the meeting has an expectation of confidentiality.

ARTICLE V - FINANCING

As per the IRS, financing for the OOSC will be generated primarily from membership fees, dues and assessments as outlined in the OOSC Bylaws and approved fund-raising activities, in compliance with both current Air Force regulations and IRS laws as a non-profit 501(c)(7) Social organization. No part of any OOSC monies will be used to the benefit of, or be distributed to its members or other persons or entity in a manner inconsistent with its purpose stated herein. The OOSC will maintain separate financial accounts for funding a 501(c)(7) Social funding account(s) and a 501(c)(3) Charitable funding account(s).

ARTICLE VI - ADOPTION AND AMENDMENTS

Any duly proposed adoption or amendment to this Constitution or Bylaws will be submitted in writing and presented at a regular or special meeting of the Board of Governors for their approval, in accordance with current OOSC Bylaws. Administrative changes, such as changes to applicable to IRS Codes or Air Force Instructions may be applied as necessary without amendments to the Constitution or Bylaws

ARTICLE VII - FINAL DISPOSITION OF FUNDS

Upon dissolution of the OOSC, the Board of Governors, in compliance with current IRS Code and subject to the approval of the Installation Commander, shall distribute all funds and property, real and personal, in excess of liabilities and after satisfaction of any outstanding debts or obligations. Distribution will be done through donations to base and local charities, and to other organizations as deemed appropriate. The OOSC will carry requisite liability insurance, unless a waiver of liability has been granted by the Installation Commander

Approved and Revised May 2012

OOSC President _____ Date _____

Jennie Rogers

OOSC Social Vice President _____ Date _____

Stephanie O'Grady

OOSC Charitable Vice President _____ Date _____

Kim Hemelstrand

OOSC Social Treasurer _____ Date _____

Erica Hansen

OOSC Charitable Treasurer _____ Date _____

Sue Armstrong

OOSC Recording Secretary _____ Date _____

Carey Fidel

OOSC Corresponding Secretary _____ Date _____

Cheryl Kruse

OOSC Parliamentarian _____ Date _____

Lorraine Borys