

CONSTITUTION: JBER COMMUNITY CLUB

ARTICLE I – NAME AND PURPOSE

The legal name of this organization is the Fort Richardson Spouses' Club. This organization will continue to do business as the "JBER Community Club" until and after the organization's legal name change is complete, hereinafter referred to as JCC. JCC operates only with the recognition of the Installation Commander of Joint Base Elmendorf-Richardson (JBER).

JCC is a private, self-sustaining nonprofit organization and functions exclusively for the promotion of social welfare by furthering the common good and general welfare of the community and qualifies exempt under 26 United States Section 501(c)(4) of the Internal Revenue Code. The purpose of the JCC is to foster morale, promote good will and encourage fellowship among the members in keeping with the charity and benevolence of the organization.

This Constitution is the charter document of the JBER Community Club (JCC). The provisions of this Constitution supersede Bylaws and all other operating guidelines. In cases not governed by Constitution, Bylaws, and other operating guidelines, the current edition of *Robert's Rules of Order Newly Revised* shall govern.

ARTICLE II - GENERAL PROVISIONS

SECTION I. AUTHORITY: The JCC is a private organization operating on JBER under the authority of AFI 34-223. It is a self-sustaining interest group operated by people outside the scope of any official position they have with the Federal government. The JCC operates only contingent upon compliance with the requirement and condition of applicable Air Force directives.

SECTION II. OBJECTIVES: To maintain constancy of purpose, the JCC has established the following goals and objectives designed to fulfill the purpose. These goals and specific objectives are dynamic. The Bylaws and Constitution Review Committee will conduct an annual review of the constitution and bylaws and make recommendations to the JCC Governing Board for approval and publishing. The goals and objectives will be presented to the entire membership during the first meeting of the year.

A. **SOCIAL:** The purpose of the Club is to promote social, recreational and other activities for its members.

B. **CHARITABLE:** The purpose of the Club is to support and encourage charitable and educational endeavors. This includes providing funding for scholarships and donations to the local JBER community at the discretion of the Board.

SECTION III. LIABILITIES: The liabilities of the JCC are as follows:

A. **OBLIGATION:** Obligations will be for the sole use and benefit of the JCC. No individual may obligate the JCC without approval from the executive team. If an obligation is made without prior approval, the member will be held liable.

B. **INSOLVENCY:** Members of the JCC may become financially liable for the obligations or debts of the JCC if its assets fail to meet such obligations and debts. Said membership is also liable under the laws of Alaska for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Members are jointly and severally liable for the obligations of the private organization, and each member will be required to acknowledge his or her understanding of this liability in writing.

SECTION V. FEDERAL, STATE, AND LOCAL LAWS: The JCC will comply with all federal, state, and local laws governing civilian activities.

ARTICLE III - MEMBERSHIP

SECTION I. QUALIFICATIONS: Membership in the JCC is voluntary. Classification, responsibilities, and privileges shall be defined in the Bylaws. Membership shall not be denied to anyone because of age, race, religion, color, national origin, disability, ethnic groups, or gender; nor shall the JCC knowingly support or participate in any activity with any organization which engages in such practices.

SECTION II. TYPES OF MEMBERSHIP: All members must remain in good standing. A member in good standing shall be defined as one whose dues are paid in full and that has submitted the Membership Information Form. The Governing Board, with the Advisors' consent, may revoke membership with just cause as defined by the JCC bylaws.

SECTION III. FEES AND DUES: Dues and fees are annually reviewed by the JCC Governing Board for approval and publishing.

SECTION IV. APPLICATION FOR MEMBERSHIP: Membership is open for all individuals who have base access.

ARTICLE IV – OFFICERS AND GOVERNING BODY

SECTION I. DESCRIPTION: The JCC shall be governed by the Governing Board which shall be composed of the Executive Team.

SECTION II. EXECUTIVE TEAM: The Executive Team shall be responsible for the day-to-day operations of the JCC and will ensure the JCC complies with all requirements of this Constitution and its Bylaws. The Executive Team will be composed of the elected Executive Officers and Advisors. Executive Officers include President, Vice President of Administrative Operations (1st Vice), Vice President of Charitable Operations (2nd Vice), Vice President of Communications (3rd Vice), Executive Secretary, Treasurer, and Parliamentarian. Members may not be elected for one full year if they have stepped down the year prior.

SECTION III. APPOINTED CHAIRPERSONS: Appointed chairpersons shall be members in good standing.

A. The President shall appoint, with recommendation of the appropriate Vice President for each team and the approval of the Executive Team chairpersons as deemed necessary.

B. The President shall appoint additional chairs as deemed necessary by the Board and according to the bylaws.

C. The President, with the approval of the Executive Team, shall appoint a minimum of two advisors. Additional advisors may be sought out by the Executive Team when applicable to enhance board diversity.

SECTION IV. COMMITTEES: JCC committees serve the needs of the Governing Board – generally, for two purposes, (1) to make recommendations to the Governing Board and (2) to plan special events. The Governing Board retains final approval authority over committee recommendations. Committee procedures will be as defined in JCC bylaws.

ARTICLE V - MEETINGS

SECTION I. TYPES OF MEETINGS: The business of the JCC shall be conducted at regularly scheduled meetings of the Executive Team, Governing Board, Committees, and General Membership or at Special Meetings.

SECTION II. ADVISORY PRESENCE - At least one Advisor shall attend all Executive Team, Governing Board, and General Membership Meetings.

SECTION III. QUORUMS: General Membership Meetings: A quorum shall consist of 51% of present eligible voters. A quorum for a General Membership Meeting held for the purpose of voting on election of officers, amendment of the constitution, and/or dissolution of the constitution shall consist of two-thirds of all eligible voters. Governing Board/Executive Officer Meetings: A quorum shall consist

of the majority (one-half plus one) of all filled voting positions.

ARTICLE VI – SOCIAL EVENTS AND FUNDRAISING

SECTION I. SOCIAL EVENTS: JCC social programs will coincide with regularly scheduled General Membership Meetings. The JCC may on occasion sponsor special events and engage in charity event participation and sponsorship. The JCC advocates networking among members with shared interests through promotion of independent, member-led activity groups called Internal Club Events will follow all 673 FSS/CC health and safety policies.

SECTION II. FUNDRAISING: Fundraising projects will be approved by the JCC Governing Board and administered by the membership of the JCC. These events will be coordinated through the 673 FSS/CC and approved by the installation commander or designated representative. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on JBER or are prohibited by AFI 34-223.

SECTION III. CONSISTENCY: JCC monies shall be used in a manner consistent with organizational objectives.

SECTION IV. CHARITABLE OPERATIONS

- A. **JCC CHARITABLE GRANTS** - The purpose of the JCC Grants program is to distribute JCC charitable funds in the form of grants to organizations supporting military affiliated personnel. Grant funds support local schools, clubs, sports programs, Veteran organizations, and a variety of community programs to include those for the homeless, EFMP family members and others at the Governing Board's discretion.
- B. **JCC SCHOLARSHIPS** - The purpose of the JCC Scholarships program is to distribute JCC charitable funds in the form of educational scholarships. The guidelines, application, and selection process shall be as defined in the JCC bylaws.

ARTICLE VII - PROPERTY

SECTION I. USE OF INSTALLATION PROPERTY: The use, operation, and occupation of Installation Premises are subject to the general supervision and control of the installation Commander or their duly authorized representative. The JCC shall comply with all applicable Federal, state, interstate, and local laws, regulations, and requirements. With installation approval, the JCC may enter into an agreement for use of Installation Premises for:

- A. The operation of an activity center for hosting club activities and storage of JCC owned property at Joint Base Elmendorf-Richardson.

ARTICLE VIII - ACCOUNTING

SECTION I. RESPONSIBILITY

- A. **JCC:** The Governing Board Shall:
 - 1. Ensure that the financial records and accounts of the JCC are audited annually for compliance. The audit will be performed by a disinterested party with no ties to the JCC officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. If gross annual revenue is more than \$100,000, but less than \$250,000 an annual review by a certified public accountant is required.
 - 2. Be charged with the responsibility for the overall financial management of JCC to ensure solvency and to meet obligations. The JCC must be self-sustaining, primarily through fundraising that will be conducted by the organization in accordance with AFI 36-3101, Fundraising within the Air Force.
- B. **APPROPRIATED FUNDS/NAFI:** Neither appropriated funds activities nor NAFIs may assert any

claim to the assets or assume any obligations of private organizations.

C. **TREASURER:** The Treasurer shall be responsible for the deposit of funds into the appropriate checking account with a designated banking facility.

SECTION II. FINANCIAL STATEMENTS: The Treasurer will maintain monthly financial statements and submit a copy of monthly financial statements to 673 FSS Private Organization Monitors as required. The Treasurer(s) will present the status of all financial transactions and current balance, at each general meeting of the JCC.

SECTION III. ACCOUNTS: The JCC will maintain separate accounts for Administrative and Charitable funds. JCC's club operating expenses are defined as expenses necessary for the operation of the club that are utilized for both social and charitable operations as permitted by law. Signatories, cash reserve, and/or dissolution fund requirements for all JCC accounts will be as defined in the JCC Bylaws.

A. The Administrative account will contain funds collected from dues and other fundraising activities in accordance with the regulations of JBER, with approval of the Installation Commander or designated representative, and following the IRS requirements regarding member and non-member income for IRS 501(c)4 organizations. Administrative monies shall fund the operating expenses of social events and activities and half (50%) of JCC's club operating expenses.

B. The Charitable account will contain funds generated from designated fundraisers in accordance with the regulations of JBER, with approval of the Installation Commander or designated representative, and following the IRS requirements regarding member and non-member income for IRS 501(c)4 organizations. Charitable monies shall fund the operating expenses of JCC charitable endeavors and half (50%) of JCC's club operating expenses.

SECTION IV. CONSISTENCY: JCC monies shall be used in a manner consistent with organizational objectives.

SECTION V. DIVESTITURE: Divestiture of any JCC asset shall mean any sale, transfer, separate holding,

divestiture or other disposition, or any prohibition of, or any limitation on, the acquisition, ownership, operation, effective control or exercise of full rights of ownership, of such asset in accordance with IRS non-exempt rules. The Governing Board, with the Advisors' and Honorary Officers' consent, may elect to divest JCC asset(s) when asset disposition serves the purpose of advancing the charitable objective of the organization.

ARTICLE IX – REVISION AND APPROVAL OF CHARTER

SECTION I. REVIEW: The Bylaws and Constitution Review Committee will conduct an annual review of governing documents and make recommendations to the Governing Board. The Bylaws and Constitution Review Committee shall be chaired by the Parliamentarian. Committee procedures will be as defined in JCC operating guidelines.

SECTION II. AMENDMENT

- A. JCC governing documents shall be amended by the Governing Board and approved as follows:
 - 1. The Constitution shall be approved by the General Membership.
 - 2. The Bylaws shall be approved by the General Membership.
 - 3. Other operating guidelines shall be amended at the discretion of the Governing Board.
- B. Documents are subject to review by the 673 FSS/CC and JBER Installation Commander or their designated authority as required.

SECTION III. LIMITATIONS: No amendment will omit the statement of purpose or delete the provisions pertaining to dissolution of the organization.

SECTION IV. ADOPTION

- A. The Constitution shall become accepted as changed by a majority vote of approval from the Executive Board and two-thirds (2/3rds) vote of approval from the General Membership. Upon approval of the Installation Commander, FSS and/or any JBER Installation Command designated approval authority, these Bylaws shall then supersede all previous Bylaws and Amendments except that it shall neither affect already elected/appointed officers nor contracts entered into until such officers have completed their designated term and said contracts have reached their expiration.
- B. Robert's Rules of Order (newly revised) shall govern all parliamentary procedures not covered by this Bylaws and/or Constitution. The rules of the state of Alaska shall govern and be adhered to.
- C. The following Board members reviewed and approved this Constitution.

ARTICLE X - DISSOLUTION

SECTION I. PROCEDURE: The JCC will notify the 673 FSS/CC and JBER Installation Commander or a designee of the intent to dissolve. Dissolution of this organization shall be by a majority vote of the General Membership or by the order of the JBER Installation Commander.

SECTION II. DISPOSITION OF ASSETS

- A. Upon dissolution of the JCC, funds in the Administrative Account will first be used to satisfy any JCC debts, liabilities, or obligations.
- B. Remaining assets in the Administrative and Charitable accounts and all JCC property will be distributed to the Armed Forces YMCA (ASYMCA), a 501(c)(3) tax exempt nonprofit organization serving the JBER community. If at the time of dissolution, the ASYMCA is no longer serving the JBER community, a 501(c)(4) exempt nonprofit organization serving the JBER community will be selected by the Executive Team and confirmed by majority vote of JCC membership. In the event that the JCC a legal organization known as the "Richardson Spouses' Club," currently doing business as the "JBER Community Club," must be dissolved as part of the legal name change to or incorporation of the "JBER Community Club": this JCC will retain all assets and property by conveying them to the newly named/formed JBER Community Club in accordance with Alaska law. This stipulation will supersede the aforementioned distribution to any nonprofit organization.
- C. Debts in excess of funds on hand will be the responsibility of all members at time of dissolution.

ARTICLE XI – INSURANCE COVERAGE

A waiver of insurance will be requested from the Installation Commander or designee due to the low risk nature of this organization. Insurance for special activities involving members of the general public, or which are potentially hazardous, will be obtained commensurate with the risk involved.

ARTICLE XII – ANNUAL REVIEW

SECTION I. REVIEW IN ACCORDANCE WITH AFI 34-223: Each organization is required to undergo an annual review by the 673 FSS to determine if its constitution, bylaws, charter, articles of agreement or other organizational documents, prescribing membership provisions and purposes, still apply. The date of this review will be one year from the date of establishment or date of review.

SECTION II. 673d FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, the JBER Community Club must provide the 673 FSS with:

- A. Copy of the Constitution and Bylaws.
- B. List of Current Officers (including office symbols, phone numbers, and email addresses).
- C. Copies of meeting minutes.
- D. Copies of financial statements.
- E. Copies of tax-exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority of the JBER Community Club and became effective June.

Signature
President, Stephany Pippin

1st Ind, 673 MSG/CC
MEMORANDUM FOR JBER Community Club Approved/Disapproved

Erik Dunn
Colonel, USAF
Commander