

**CONSTITUTION**  
**HANSCOM SPOUSES CLUB**  
**HANSCOM AIR FORCE BASE**

**May 2022**

***ARTICLE I: NAME***

The name of this organization is the Hanscom Spouses Club of Hanscom Air Force Base (AFB) and will hereinafter be referred to as the HSC.

***ARTICLE II: PURPOSE***

The purpose of the HSC is to foster a spirit of good fellowship among its members and to preserve the ideals and "esprit de corps" among spouses of Hanscom AFB through the provision of social, charitable, educational and welfare activities.

***ARTICLE III: NONPROFIT STATUS***

The HSC is organized and operated exclusively for pleasure and other nonprofit purposes; no part of its earnings shall monetarily benefit any member. The HSC is a tax-exempt organization under Section 501(c) (4) of the Internal Revenue Code.

***ARTICLE IV: AUTHORITY AND LIMITATIONS***

**A. AUTHORITY**

The HSC is organized and operated as a Private Organization, in accordance with AFI 34-223.

**B. LIMITATIONS**

1. This organization will conduct no program that will prejudice or discredit the interest of the United States Air Force or any other Government agency.
2. The organization will not conduct any business in the name of any United States Air Force installation or organization. Furthermore, official sponsorship or endorsement by this installation or by the United States Air Force of the HSC or any of its activities may not be stated or implied.
3. Neither the United States Air Force, nor any of its non-appropriated funds, will claim the assets or incur the obligations of this organization or its funds.
4. The 66th Air Base Group Commander or designee may enforce compliance with the above condition, inquire into the operation of this organization, and withdraw consent for its existence on the installation, if necessary, in the interest of the United States Government.
5. This organization will secure and maintain adequate liability insurance for protection against bodily injury and property damage claims. Bonding insurance may be procured for protection of the HSC funds. Additionally, insurance coverage will be procured should this organization sponsor an activity in which the 66th Air Base Group Commander or designee deems insurance necessary.

6. This organization will comply with all applicable Federal, State, and local laws.

***ARTICLE V: MEMBERSHIP***

The membership will consist of three (3) groups: Active, Associate and Honorary as described in the By-Laws, and will not be limited on the basis of age, race, religion, color, national origin, disability, sexual orientation, ethnic group, gender or pay grade.

***ARTICLE VI: LEADERSHIP***

The Leadership of the HSC is comprised of Advisors, Elected and Appointed Officers, and Standing Chairs. This leadership will serve as members of the HSC Board.

**A. ADVISORS**

The Advisory Group will consist of the Honorary President and Advisors. The Advisory Group will be members of the HSC Board without a vote and will not hold office. However, they may vote at General Membership meetings and during elections.

**B. OFFICERS**

The officers of the HSC will be elected by majority vote at an annual meeting held for that purpose, and will serve for a period of one (1) year: President, First Vice President, Second Vice President, Secretary, General Treasurer, and Welfare Treasurer. They may stand for reelection. The President will appoint the Parliamentarian.

**C. STANDING CHAIRS**

The President will appoint the Standing Chairs.

***ARTICLE VII: EXECUTIVE COMMITTEE***

The Executive Committee is an advisory body to the President. It shall consist of the Advisory Group, Elected Officers and the Parliamentarian. It will meet upon the call of the President.

***ARTICLE VIII: EXECUTIVE BOARD***

The Executive Board shall consist of the Elected Officers.

***ARTICLE IX: HSC BOARD***

The HSC Board consists of the Executive Committee and the Standing Chairs as listed in Article III of the By-Laws. Upon selection, this Board will become familiar with AFI 34-223 (Air Force Instruction for Private Organization (PO) Program), the HSC Constitution, By-Laws, and Policies, and will be responsible for the administration of such.

***ARTICLE X: COMMITTEES***

The HSC Committees are defined in Article IV of the By-Laws.

***ARTICLE XI: MEETINGS AND QUORUMS***

A. General Membership meetings will be held on a monthly basis, when possible. The President and First Vice President shall confirm specific meeting dates at the beginning of the club year.

B. The HSC Board shall meet once a month and at other times as deemed necessary by the President.

### C. QUORUMS

1. A quorum for the Executive Committee, HSC Board and other Committees shall be a majority of voting members.

2. A quorum for the General Membership shall be the number of members present.

### ***ARTICLE XII: ADOPTION AND AMENDMENTS***

A. The Constitution shall be adopted and/or amended upon recommendation of the HSC Board at a regular or special meeting of the General Membership, provided procedural requirements have been met.

### **B. PROCEDURE**

1. A written proposal by an Active or Associate member to adopt/amend the Constitution shall be given to the Parliamentarian. This proposal shall be supported by a petition including signatures of no less than 10% of HSC members. The Parliamentarian shall present the proposal and petition to be voted on by the HSC Board. This does not apply to proposals submitted by the Constitution Review Committee.

2. The proposed adoption(s)/amendment(s), if approved by the HSC Board, shall be presented at a regular or special General Membership meeting and then posted on the HSC bulletin boards and/or HSC publication/website for a period of not less than two (2) consecutive weeks and made available for examination by the membership at large.

3. The proposed adoption(s)/amendment(s) shall be voted upon at the next General Membership meeting following its posting. It must be passed by a two-thirds (2/3) vote of a General Membership quorum.

4. The adoption(s)/amendment(s) to this Constitution shall be subject to final review of the 66<sup>th</sup> Air Base Group Commander or designee.

### **C. FREQUENCY**

The Constitution shall be reviewed and updated as needed, in accordance with AFI 34-223.

### ***ARTICLE XIII: FINANCIAL RESPONSIBILITY OF INDIVIDUAL MEMBERSHIP***

It is understood by the members of the HSC that financial liabilities incurred by the HSC may ultimately result in the members being personally liable should the HSC fail to discharge its financial obligations, even if the HSC has subsequently been either re-designated or dissolved.

### ***ARTICLE XIV: DISSOLUTION***

Upon dissolution of the HSC, all assets will be liquidated and all debts paid in full. Any remaining assets will be donated to a Hanscom AFB charity or charities as designated by majority vote of the HSC Board. Officers of the HSC must notify the Force Support Squadron

Commander or Division Chief of their intent to dissolve the HSC and prepare a time-phased action plan to do so.

***ARTICLE XV: PARLIAMENTARY AUTHORITY***

The rules contained in Robert's Rules of Order will guide the HSC in all cases except where they conflict with the Constitution and By-Laws of the HSC.