

CONSTITUTION OF Capital Area Military Spouses

ARTICLE I Name & Purpose

Section 1. The name of this organization shall be Capital Area Military Spouses, hereinafter referred to as CAMS, a private organization.

Section 2. The purpose of CAMS shall be to promote opportunities for social, cultural, educational and creative pursuits and to support worthwhile service and community projects while providing the opportunity for fellowship, morale, and resilience among military spouses.

ARTICLE II General Provisions

Section 1. CAMS is organized as a private, self-sustaining, non-profit organization and operates and exists only with the consent of the Commander, Joint Base Myer-Henderson Hall (JBM-HH), Fort Myer, VA. This consent is contingent upon compliance with the requirements and conditions of all applicable Army regulations and specifically DODI 1000.15, and can be revoked at any time by the Commander, JBM-HH. Further, it adheres to the Internal Revenue Code, Section 501(c)7 governing such organizations.

Section 2. CAMS will not seek to deprive individuals of their civil rights, will not unlawfully deny membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person because of race, color, creed, sex, disability, or national origin.

Section 3. CAMS will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

Section 4. It is understood that CAMS is in no way affiliated with the Department of the Army. There is no official relationship between the activities of this private organization and those of DoD personnel who are members of this organization.

Section 5. A condition of membership states that all members of CAMS read the Constitution and By-Laws upon joining, as 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 neither the Government nor Joint Base Myer-Henderson Hall (JBM-HH) will incur or assume any liability on behalf of or as a result of the operation of this organization.

ARTICLE III Activities

CAMS participates in social activities such as luncheons, tours, classes and other functions that support the purpose and objective of the organization. CAMS also participates in service related activities that benefit the military community.

ARTICLE IV Membership

Section 1. CAMS fully supports the JBM-HH and DoD policy on equal opportunity and will not discriminate in membership eligibility based on race, color, religion, origin, sex or sexual orientation.

Section 2. Membership shall begin when the eligible members pay their dues, and shall end on the 31st of August during the board year that they join. Newly installed board members must join the club at their first board meeting over the summer. Other eligible members are allowed to join at any time over the course of the Membership year.

Section 3. Membership in CAMS is voluntary and shall consist of ACTIVE, ASSOCIATE, and SPECIAL Members. The membership year begins 1 September and concludes 31 August of the following year. Members in good standing shall be defined as those having no outstanding financial obligations to CAMS.

ACTIVE MEMBERS ~ The following shall be eligible for ACTIVE MEMBERSHIP and will become members upon payment of dues as provided in the By-Laws of this organization. ACTIVE MEMBERS shall have the right to vote, hold office, receive appointments to chair a committee, and participate in all CAMS sponsored activities.

- A. Active duty members and/or Spouses of active duty members of all military branches of the US Armed Forces assigned to or residing in the National Capital Area.
- B. In a case where both spouses are active duty service members, only one can hold status as an active member. The other would become an associate member. This designation is the choice of the couple.

ASSOCIATE MEMBERS ~ The following shall be eligible for ASSOCIATE MEMBERSHIP, and upon payment of dues they will have the right to attend CAMS sponsored activities, and volunteer to serve on a committee, chair any CAMS event, hold an Appointed Board position or vote on any issues presented to the general membership. An exception will be made if an ACTIVE MEMBER holding and elected office changes to an ASSOCIATE MEMBER status, in which case they will be permitted to complete their term of office.

- A. Retired military personnel and their spouses.
- B. Spouses of deceased military personnel.
- C. Family members 18 years and older residing in the household of a member of the Armed Forces of the United States assigned to or residing in the national capital region.
- D. Federal civilian employees assigned to or residing in the national capital region.
- E. Spouses of foreign military personnel or foreign civilian employees assigned to duties within the National Capital Area.

SPECIAL MEMBERS ~ Membership and participation in CAMS may be extended to individuals not covered in the above categories. Acceptance is pending the review by the President and Executive Board. Special Members have the privilege of attending general membership meetings and CAMS sponsored activities upon payment of dues, but do not have the right to hold office, or to chair a committee.

GUESTS ~ Guests of members are welcome. Those eligible for membership may attend only one CAMS sponsored activity during the CAMS year as a guest of a member.

MEMBERS' RESPONSIBILITY ~ As a condition of membership, members understand it is their responsibility to read this Constitution and By-Laws. Member's signature on the membership application constitutes agreement and understanding of this responsibility.

MEMBERSHIP TERMINATION ~ Termination of membership in CAMS takes place under the following conditions or circumstances:

- A. Written resignation.
- B. Removal for cause, upon consideration and majority of vote of the Governing Board.

ARTICLE V

Officers And Governing Body

Section 1. ELECTED OFFICERS of CAMS consist of the President, First Vice President, Second Vice President, Secretary, and Treasurer. Elected officers shall not serve simultaneously on other military spouse club boards. Elected officers are required to attend all scheduled meetings, general membership meetings (luncheons) and all other meetings as designated by position. Any elected officer unable to fulfill his/her duties could be asked to step down from his/her position at the discretion of the President and Executive Board. The board year runs from June 1st through May 31st of the following year.

Section 2. EXECUTIVE BOARD of CAMS consists of the Parliamentarian and the Elected Officers. The Executive Board has authority to decide on matters including, but not limited to, litigation pertaining to the dissolution of CAMS, insurance coverage, and all financial issues. Only Active CAMS members are eligible to be elected/selected for a position on the Executive Board. The Parliamentarian is a non-voting member. The President shall vote at CAMS Executive and Governing Board meetings only in the event of a tie.

Section 3. GOVERNING BOARD shall consist of the Elected Officers, the Executive Board, and the Appointed Chairs. The President can appoint Vice-chairs as needed. However, if Vice-chairs exist there will only be one vote allowed for the Committee within the Governing Board. If a Committee Chair is not able to attend a meeting where a vote is to be taken, it is their responsibility to assign written proxy to their Vice-chair for that purpose. All members of the Governing Board must be members in good standing.

ARTICLE VI Elections And Voting

Section 1. ELECTIONS ~ CAMS shall elect officers annually at the general membership meeting in April. The Elected Officers are installed at the May meeting. The new officers take office 1 June. The Executive Board may change the dates of nominations, election and installations if necessary. The following procedures shall be used in the selection of CAMS Elected Officers:

- A. The Parliamentarian shall be the Nominating Committee Chairperson.
- B. If the Parliamentarian wishes to be considered for the slate, the CAMS President will appoint another Governing Board member to be the chairperson.
- C. The committee should consist of, but is not limited to, Parliamentarian, two governing board members, and two Active Members.
- D. The committee should be formed by January 1st and their names presented with a point of contact to the general membership no later than the February CAMS luncheon.
- E. Members of the Nominating committee are not to be considered for the slate.
- F. The slate of nominees shall be disclosed 2 weeks prior to the March general membership meeting via electronic means and other available means deemed appropriate by the Nominating Committee.
- G. The slate is finalized and announced at the March General Membership Meeting and shall be published by electronic means prior to the April election.

Section 2. VOTING ~ All eligible members will be given the opportunity to cast one vote. Members must be in good standing in order to be eligible to vote. Members do not

have to pay for or attend the April general membership meeting in order to vote. Additional guidelines are outlined in ARTICLE VI of the By-Laws.

Section 3. VACANCIES ~ In the event a vacancy of an Elected Officer occurs, it is filled in the following manner:

- A. The Elected Officer shall present in writing their resignation to the Executive Board with submission of an after-action report.
- B. In the case of the President, the First Vice-President becomes President and assumes the duties of the President and completes the remainder of the year. The new President shall appoint, with the approval of the Executive Board, a new First Vice President. If the First Vice President is unable/unwilling to complete the year, he/she shall act as President until such time a special election can be held. This election should be held as quickly as possibly while following applicable procedures.
- C. In all other cases, the President appoints qualified successors to fill unexpired terms of office, subject to the Executive Board's approval.

ARTICLE VII STANDING COMMITTEES

These shall be governed by the most current By-Laws.

ARTICLE VIII Financial administration

Section 1. GENERAL ~ The Executive Board is charged with the responsibility of the overall financial management of CAMS funds. These responsibilities include, but are not limited to, budgeting monies, ensuring solvency, and ensuring the ability to meet financial obligations in order to carry out the purpose of CAMS. The financial year for CAMS shall run from June 1 through May 31.

Section 2. RESPONSIBILITIES ~ The financial responsibilities of the Executive Board are:

- A. Review and approve the proposed budget of income and expenses to ensure that disbursement of CAMS monies are programmed to accomplish the purpose as described in Article III of the Constitution with the approval of the Governing Board.
- B. Ensure that the Treasurer has the financial records and accounts of CAMS turned over to be audited by the outgoing board no later than May 31 by a qualified financial auditor IAW with Commander, JBM-HH and governing policies.

- C. Manage the funds of CAMS so that after all expenses incurred during the Treasurer's term of office a designated reserve of money remains for the Operating Budget and for the Welfare Budget. Specific amounts will be in accordance with the By-Laws.
- D. If necessary, designate no more than 10% of the existing welfare fund to the operating fund, once a year, with the approval of the Governing Board, in order to pass a designated reserve of money for the following year. Specific amounts will be in accordance with the By-Laws.
- E. Ensure that all federal and state taxes are filed and paid in accordance with all applicable laws.

Section 3. FUNDING ~ The operating funds of CAMS shall be derived from annual memberships dues, activities, and special projects as approved by the Governing Board.

Section 4. DUES ~ Members shall pay dues in an amount determined by the Governing Board, to be set no later than August 31st, which coincides with the beginning of the membership year. No refunds shall be allowed any member leaving the area or voluntarily relinquishing membership. Membership is not transferrable.

ARTICLE IX Insurance

This organization, commensurate with risk involved, will secure and maintain adequate insurance for protection, which might arise as a result of its operation.

ARTICLE X Meetings And Quorums

Section 1. The general membership meetings, to include luncheons and social activities, shall be held according to an announced schedule, which may be changed with a minimum of one month's notice. Other business meetings may be called at the discretion of the President. Organizational business that requires action by the members may be conducted at any of these meetings with advanced notice by email.

Section 2. A quorum for conducting general membership business shall be defined as those voting members present.

Section 3. The Governing Board shall meet monthly, unless otherwise announced by the President. An Executive Board meeting may be called at the discretion of the President. The Governing Board must ratify all decisions of the Executive Board.

Section 4. A quorum for conducting business of the Governing Board shall be defined as 2/3 of the eligible voting members present. If the vote is time sensitive and not enough eligible members are present, an email vote is acceptable.

Section 5. All meetings will be conducted according to the current Robert's Rules of Order (Revised Edition).

ARTICLE XI Amendments

Section 1. CONSTITUTIONAL AMENDMENTS~

- A. The constitution is amended only upon the approval of a quorum of general members at a regularly called membership meeting.
- B. The meeting will be convened under the provision of Article X, and any changes must be approved by the Commander, JBM-HH or his designee. Any amendments to this constitution, along with the accompanying absentee ballot, will be published electronically or sent via email to eligible members prior to the vote.

Section 2. BY-LAWS AMENDMENTS ~ All amendments to the By-Laws are subject to review and approval by the Commander, JBM-HH.

ARTICLE XII Government And Records

Section 1. A historical file consisting of the following records will be printed and maintained by the Parliamentarian.

- A. The most current original letter of approval to operate on the installation.
- B. The most current copy of the constitution.
- C. The most current copy of the By-Laws.
- D. A copy of the current applicable Army regulations.
- E. A copy of all club insurance policies.

Section 2. All non-financial historical records of CAMS will be completed at the end of the fiscal year, held for four years and then destroyed.

Section 3. The Treasurer shall maintain all applicable financial records for the current board year. At the end of the fiscal year, all financial records will be completed and stored for seven years, and then destroyed.

ARTICLE XIII Rules Of Order

Parliamentary authority and procedure will be dictated by the most recent edition of Robert's Rules of Order. It shall govern CAMS in all cases in which they are applicable and insofar as they are not inconsistent with this Constitution, By-Laws or any special rules that are adopted.

**ARTICLE XIV
Dissolution**

The organization is dissolved upon the recommendation by the Executive Board and the approval of a majority of the quorum present at a meeting or when directed by the Commander, JBM-HH. Any unpaid debts or claims against CAMS will become the personal liabilities of the members. Prior to dissolution, CAMS will take the following actions:

- A. Furnish a complete financial report of all records of CAMS to the Commander, JBM-HH for audit and retention.
- B. Use available funds and assets contained in the treasury to satisfy any outstanding debts, liabilities or obligations.
- C. Upon dissolution and satisfaction of debts, liabilities, or obligations, remaining assets shall be distributed to an organization approved by the membership.
- D. Under no circumstances will any assets personally benefit any prior or current CAMS member.

**ARTICLE XV
Adoption**

This Constitution was reviewed and adopted by the undersigned Members of CAMS at its inception, and became effective October 1st, 2016.

The Constitution will be presented to prospective members, and further approved at the first General Membership Meeting. The adoption of this Constitution supersedes, revokes and nullifies any prior Constitution of CAMS.

Leslie Cheek

Printed Name – President

Signature – President

Cindy Risch

Printed Name - First Vice President

Signature - First Vice President

Date Submitted to JBM-HH.