

**WHITEMAN ENLISTED SPOUSES CLUB (WESC)
CONSTITUTION AND BYLAWS
2010/2011
WHITEMAN AIR FORCE BASE, MISSOURI**

**ARTICLE I
NAME**

The name of this organization shall be the “Whiteman Enlisted Spouses Club,” hereinafter referred to as WESC. The WESC is a private organization pursuant to the authority contained in Air Force Instruction 34-223. It is acknowledged that this organization can and only exists on Whiteman Air Force Base with written consent of the installation commander (509 BW/CC), which consent may be withdrawn at any time the commander determines such withdrawal to be in the best interest of the Air Force. Operation is contingent upon compliance with requirements and conditions of applicable Air Force Regulation and Instructions. The WESC encompasses the Whiteman Enlisted Spouses’ Club Charitable Association (WESCCA).

**ARTICLE II
PURPOSE, MISSION STATEMENT**

- A. The purpose of the WESC is to organize and sponsor social, charitable, and educational activities undertaken by the membership.
- B. The Mission Statement of the WESC is to promote volunteerism, camaraderie and the spirit of charitable service through a diverse membership while improving the Whiteman AFB military and local community.

**ARTICLE III
INSURANCE**

- A. The WESC will maintain adequate liability insurance, as determined by the Installation Commander or designee, to protect against any operation or project it shall undertake.
- B. The WESC shall maintain bonding insurance covering any member who controls or has access to WESC funds.
- C. The WESC recognizes in the instance of liability insurance failing to fully protect against liabilities incurred, all members of the organization will be jointly and severally liable for those remaining liabilities.

**ARTICLE IV
EXECUTIVE OFFICERS & CHAIRPERSONS**

The Executive Board shall be the governing body of the WESC. It shall consist of the Elected Officers, the Chairperson of the Standing Committees, the Parliamentarian, and the Advisor(s). All Elected Officers, Appointed Chairpersons, and Appointed Officers will attend regular meetings of the General Membership, Executive Board meetings, and special meetings. The Executive Board may remove, by two-thirds vote, any member failing in their duties as outlined in the constitution and job description or is absent without excuse from two consecutive board meetings. The Executive Board, with the approval of the Advisor(s) may ask for the resignation of any member who is not conducting him or herself in a manner, which reflects the Mission Statement of the WESC and the Air Force. The terms of all elected officers will be for one (1) full year and will begin at the May Executive Board Meeting. When an appointed office becomes vacant for any reason, the President will appoint a member to serve out the remaining term. Board members shall maintain records for one (1) previous board year (unless dictated by job description) plus records of the current board year, to include General Board meeting minutes, financial reports, job descriptions, and current copies of the WESC Constitutions and Bylaws, General Policies, and Standing Rules.

1. Elected Officers

a. President

- i. The President is the official representative of the WESC at Whiteman AFB, MO. He or she shall act as a liaison between all organizations requesting attendance of WESC (by default Friends of Family Support and Thrift Store Boards).
- ii. Shall prepare an agenda and preside at all regular and special meetings of the WESC general membership and all meetings of the Executive Board.
- iii. Appoints the Parliamentarian.
- iv. Appoints the Standing Committee Chairpersons with the approval by 2/3 vote of the Elected Officers.
- v. Serves as ex officio member of all committees.
- vi. Exercises general supervision over all activities of the WESC.
- vii. Acts as a co-chairperson on the budget committee.
- viii. Has the authority to co-sign checks and legal documents.
- ix. Shall be bonded.
- x. Shall make no motions or amendments but may vote in elections and shall be the tie breaking vote in the case of a tie on regular business or secret ballots.
- xi. May approve or excuse absenteeism of a member of the Executive Board from the Executive Board meeting and /or general membership meeting.
- xii. Performs Responsibilities per job description.

b. Vice President

- i. Performs such WESC duties as assigned by the President.
- ii. In the absence of the President, performs all duties of the office.
- iii. Assumes the Presidency of the WESC if the President is unable to complete his/her full term of office.
- iv. Serves as Volunteer Committee Coordinator
- v. Shall act as custodian of all WESC property and permanent records, including properties closet and storage unit.
- vi. Has the authority to co-sign checks and legal documents.
- vii. Shall be bonded.
- viii. Performs Responsibilities per job description.

c. Secretary

- i. Maintains and has custody of official records and documents of the WESC and its Executive Board, to include after action reports.
- ii. Keeps the minutes of all meetings.
- iii. Keeps a record of all motions that have been adopted.
- iv. Maintains one copy of each General Board meeting minutes, general membership meeting minutes (when applicable), Executive Board special meeting minutes, and all Board reports are retained by the Secretary for two (2) years plus current.
- v. Responsible for all WESC correspondence, to include generates greeting cards for membership.
- vi. Maintain stationary supplies.
- vii. Pick up mail from post office weekly and just prior to the board meeting.
- viii. Performs responsibilities per job description

d. General Treasurer

- i. Keeps a record of all dues, funds, receipts, and expenditures, collections, and the cash balance upon request. Prior to departure from office makes a financial report to the general membership and the Executive Board and transmits the accounts and all undistributed funds to the General Treasurer's successor.
- ii. Co-Chairs the budget committee.
- iii. Makes available and submits all accounting records for review and audit when called for or upon termination of office. Auditors to be appointed by the Executive Board.
- iv. Has knowledge of and assumes the duties of the Charitable Treasurer in his/her absence.
- v. Has authority to co-sign checks.
- vi. Shall be bonded.
- vii. Performs responsibilities of job description.

e. Charitable Treasurer

- i. Keeps a record of all funds, receipts, and disbursements, and the cash balance upon request. Prior to departure from office makes a financial report to the general membership and the Executive Board and transmits the accounts and all undistributed funds to the Charitable Treasurer's successor.
- ii. Shall present funds request at the Executive Board meeting and issue response and/or payment to requestor.
- iii. Makes available and submits all accounting records for review and audit when called for or upon termination of office. Auditors to be appointed by the Executive Board.
- iv. Has knowledge of and assumes the duties of the General Treasurer in his/her absence.
- v. Has authority to co-sign checks.
- vi. Shall be bonded.
- vii. Performs responsibilities of job description.

2. Appointed Officer.

a. Parliamentarian

- i. The President will appoint a Parliamentarian, which will serve as a non-voting member of the Executive Board.
 - ii. Chairperson of the Officer Election/Nominating Committee.
 - iii. Chairperson of the Officer Installation Program.
 - iv. Custodian of, upholds the Constitution, Bylaws, and Policies of the WESC, and ensures that revisions are made in accordance therewith.
 - v. The Parliamentarian is the parliamentary and legal advisor at all Executive Board, General Membership, and Special Meetings called by the President. The Parliamentarian acts as Sergeant at Arms. The Parliamentarian does not vote except at elections.
 - vi. The Parliamentarian as a non-voting member shall maintain order at all meetings and monthly socials per Robert's Rules of Order.
- 3. Standing Committee Chairpersons will select a Vice Chairperson, if one is needed, who will assist with the duties of the committee. In the absence of the Committee Chairperson, the Vice Chairperson will attend all meetings and assume the duties of the Chairperson. Duties will be performed as outlined in the WESC job descriptions.
 - b. Standing Committees shall be Membership, Publicity, Activities/Social, Thrift Shop Chair(s), Ways and Means.
 - c. The President may appoint special committees, and said committees cease to exist after completion of their work and presentation of their final report. Special Committee chairs or coordinators shall not be voting members of the board.
- 4. Vacancy In Office
 - a. In case of a vacancy in the office of President, the Vice President shall serve as President, until a special election can be held. Refer to the Vice President section for more clarification.
 - b. In case of vacancies in other offices, a special election will occur.
 - c. A special election will take place, as needed, once prior approval is granted by a majority vote from the membership. A special election by general membership will take place upon vacancy of executive board position.
 - d. If, for any reason, an elected officer must be inactive for more than two (2) months, the President may request a resignation.
 - e. A written resignation of any board member will be given to the President with at least two weeks notice. In the event of the President's resignation, written notice will be given to the Advisor(s).

ARTICLE V ELECTIONS

- 1. Nominations
 - a. At the General Membership meeting in February, the Parliamentarian, acting as Chairperson of the Election Committee, will call for nominations of the WESC General Membership to serve on the Executive Board Elect.
 - b. The General Membership shall nominate candidates for all elective offices, at the March General Membership meeting. Self-nominations may also be made at any time during the nomination period.
 - c. All nominees must be present at the monthly general membership meeting when nominations are on the agenda or a member shall submit a letter of acceptance to the Executive Board prior to the monthly general membership meeting during which

nominations are on the agenda. Therefore, write-ins will not be accepted on the voting ballot.

- d. All nominees must be members in good standing.
- e. Officers will assume their duties at the May Executive Board meeting.

2. Elections

- a. The elections of officers will be held at the April General Membership meeting and will be by secret ballot.
- b. The Parliamentarian and two tellers appointed by the Parliamentarian will serve and uphold the integrity on the day of election. They will distribute ballots at the monthly general membership meeting. They will collect and count the ballots. The Parliamentarian will announce and introduce the newly elected officers. After the announcement, the ballots will be placed in an envelope, sealed and kept by the Parliamentarian for 14 days, after which time they will be destroyed.
- c. The Parliamentarian shall make official absentee ballots available upon request to the general membership via posted mail or email no later than fourteen days prior to the election meeting.
- d. Official absentee ballots will be accepted by the Parliamentarian from members in good standing who are unable to attend the election meeting. Absentee ballots are to be placed in a sealed envelope and given to the Parliamentarian, unless other arrangements are made with the Parliamentarian. Absentee ballots are to be opened at election. Deadline for absentee ballots is one hour prior to the election meeting. Voting by proxy is prohibited.
- e. If the Parliamentarian is running for an elected office, then the President will appoint a temporary Parliamentarian to take his or her place during this election period.
- f. Officers will be elected by plurality vote of the members eligible and present. Officers may not exceed two consecutive terms in the same position.
- g. The President's vote will be placed in separate envelope and will be opened only in the event of a tie.
- h. Members dues need to be current by March General Membership Meeting in order to vote.
- i. On Election Day, the Membership Chair shall verify membership before any member may vote.
- j. The offices of the General Treasurer and Charitable Treasurer may be combined if the Executive Board deems it necessary.

ARTICLE VI MEMBERSHIP

1. Membership in the WESC is voluntary and shall include active, associate, honorary, and shall consist of one Advisor. Notwithstanding the terminology used, membership is not restrictive based on race, religion, age, gender or national origin.

2. Active Members

- a. Eligibility
 - i. Spouses of enlisted personnel on active or reserve duty stationed at Whiteman Air Force Base.

- ii. Spouses of enlisted personnel on active or reserve duty who are residing in the Whiteman AFB area but whose spouse is presently stationed elsewhere.
 - iii. Spouses of active duty enlisted or reserve personnel married to active duty enlisted or reserve personnel.
 - b. Privileges - Active members have the right to hold any office, serve as chair of any committee that they may be appointed to by the President, participate in all club activities, and vote. Members may use for personal use properties of the WESC provided they are checked out and returned in the same condition with the exception of normal wear and tear.
- 3. Associate Members
 - a. Eligibility
 - i. Spouses of retired enlisted or reserve personnel residing in the Whiteman AFB area.
 - ii. Spouses of deceased enlisted or reserve personnel residing in the Whiteman AFB area who have not remarried.
 - iii. Spouses of civilians (GS-7 and below) are eligible to be members of the WESC.
 - b. Privileges - Associate members have the right to serve as chair of any committee, participate in all club activities, and vote. Members may use, for personal use, properties of the WESC provided they are checked out and returned in the same condition with the exception of normal wear and tear.
- 4. Honorary Members
 - a. Eligibility
 - i. Any individual associated with the USAF or holding a prominent position in the local community who is awarded such honorary membership by a vote of the general membership.
 - b. Privileges
 - i. Members with honorary membership are not required to pay dues and do not have the privilege to vote or hold office. However, they may join the membership in all other club activities.
- 5. Advisor(s)
 - a. May be an active member in good standing or the spouse of the Senior Enlisted Advisor to the Installation Commander.
 - b. The spouse of the Installation Commander and/or designated representative with his/her consent shall be an Honorary Advisor.
 - c. Advisors are not to act on the behalf of WESC in any capacity without authorization from the Executive Board.
 - d. Advisors do not vote.
- 6. Dues
 - a. For active and associate members dues are \$40.00 if paid annually or \$20.00 per six months. Special accommodations may be considered, upon request to allow for members to pay on a monthly basis of \$4.00 per month. Dues are payable to the Membership Chair (checks payable to WESC) or at the General membership meeting each month.
 - b. Members who are delinquent, or have any other debts (to include checked out WESC property 60 days overdue), are not entitled to participate in club activities and socials, including elections, hold office, or other parliamentary procedures requiring a vote by membership. A probationary period of three months will be extended. During that time, privileges do not apply.
 - c. Monthly functions and/or special functions may incur charges. Members will pay for such charges and their guests.

- d. Reservations for all social and recreational functions made and not canceled before the deadline will be paid by the member at the cost charged to the WESC, except in emergency cases. Charges must be paid by the next General Membership meeting.
- e. To be eligible to attend any functions at the expense of WESC, the member's dues must be current and be in good standing. Bona fide houseguests may attend at the member's expense. Houseguest may attend one general membership meeting free of charge.
- f. Membership refunds will not be authorized.

7. Guests

Special guests invited by the WESC Executive Board will attend at the expense of the WESC.

8. Membership Termination

- a. Dues of a member that are more than three months behind and/or have outstanding debts to be paid.
- b. Written notice is given to the President by the Membership Chair.

ARTICLE VII MEETINGS

1. Regular Meetings

- a. There will be a monthly WESC general membership meeting.
- b. Child Monitoring Reservations will be required for all WESC functions, as applicable.

2. Executive Board Meetings

- a. Will be held monthly.

3. Special Meetings

- a. The President may call special meetings as deemed necessary.
- b. Any member of the Executive Board may request a special meeting to be called by the President.

4. Voting Privileges

- a. No board member may have two votes at any time, even if the same member holds two board positions.
- b. Elected officers vote as regular members at all meetings.
 - i. Parliamentarian and Advisors do not vote at General, Executive or Special Meetings.
 - ii. The President can vote at all meetings in the event there is a tie.
 - iii. Special Committee Chairs and members **cannot vote** at Executive or Special meetings.

5. Quorum

- a. A majority of 2/3 voting members present of the General Membership will constitute the quorum necessary to transact business during monthly membership meetings.
- b. A majority of 2/3 Executive Board members present will constitute the quorum necessary to transact business during executive meetings.

6. Authority – All meetings will be conducted in accordance with *Robert's Rules of Order – Newly Revised*, where they do not conflict with the rules and policies of the WESC or the regulations and instructions of the United States Air Force.

ARTICLE VIII ADOPTION AND AMENDMENTS

This Constitution and the WESC Bylaws may become effective at any duly constituted general membership meeting by a two-thirds (2/3) vote of members present and eligible to vote, provided it has been proposed in writing and notice of the offering of the proposed action has been announced at the general membership meeting, 30 days prior to the meeting at which the proposal will be voted on. Any proposed amendments to the WESC Constitutions and Bylaws must be submitted in writing to the Parliamentarian and/or President. The proposed amendments or the entire revised document will be read at a special meeting. The amended document shall be posted for one (1) month and shall then be submitted for membership approval. A two-thirds (2/3) affirmative vote of the current voting members present will be necessary for adoption of the amendments, subject to final review by the Legal Office and the Installation Commander.

ARTICLE IX GIFTS

1. Nominal gifts, not to exceed \$20.00, of appreciation may be presented to person(s) dedicating time and effort to the WESC with the approval of the Executive Board.
2. Arrival/Departure of a Wing Commander's spouse and a Command Chief's spouse shall be acknowledged with a gift not to exceed \$30.00.
3. Board members who have fulfilled their full term, with the exception of a PCS, may receive a small gift, not to exceed \$15.00, of appreciation, at Installation Dinner.

ARTICLE X FINANCES

The fiscal year of the WESC will be 1 May through 30 April.

1. The Executive Board will regulate expenditures by each regular activity, including charitable request. Any expenditure in excess of \$350.00, not included in approved budget, for a single request must be approved by a majority vote at a meeting of the general membership.
2. The President, Vice President, General Treasurer and Charitable Treasurer will have signature authority on the general and charitable checking accounts. Checks will be signed by at least two of these officers.
3. The funds of the WESC will be divided into two general categories known as the General and the Charitable. These funds will not be co-mingled except that transfers may be made from the General Fund to the Charitable Fund. However, **UNDER NO CIRCUMSTANCES** will transfers be made from the Charitable Fund to the General Fund. (Except in the event of an Accounting error for dues by NAF)
4. Money for the General Fund will be raised primarily from the membership dues and member-user fees for WESC social events. Should any fundraising activity be necessary to raise additional funds to sustain WESC social activities, such fund raising will be clearly designated as a General Fund Activity to prevent any reasonable possibility that participants would perceive such fund raising as a charitable endeavor for the benefit of the Charitable Fund. These funds will be used for approved WESC expenses, programs, services, and special events.
5. Money from the Charitable Fund will be used exclusively for the support of the WESC charitable and educational activities.
6. Audits of the WESC General Fund and the WESC Charitable Fund financial records will be performed not less than annually, upon completion of the terms of office or resignation of the General Treasurer and the Charitable Treasurer—in accordance with AFI 34-223, the WESC Constitution, and these By-Laws.

7. The Internal Revenue Service (IRS) has recognized the WESC as a tax-exempt organization (501-C-4). To preserve that status, the WESC must, among other things, file annual income tax returns for any years that gross receipts from all sources exceed \$25,000, even though no tax will be due. It shall be the responsibility of the Treasurer(s) to provide the auditor with all necessary information and records to prepare the returns. It shall be the responsibility of the President to sign all returns and to see that they are properly filed in a timely fashion. Any forms or other correspondence reviewed from tax authorities will be immediately forwarded to the auditor.
8. Expenses incurred by the President in the performances of his/her duties will be paid out of the General Fund for the twelve-month term, not to exceed \$100.00, and should be accommodated for in the budget. All such expenses are accountable to the appropriate Treasurer for audit.
9. There will be a minimum of \$200.00 in the General Fund Account and a minimum of \$200.00 in the Charitable Fund Account at all times unless approved by a two-thirds vote of the Executive Board.
10. Checks, received, deemed “insufficient funds” will incur a \$15.00 processing fee, in addition to the original debited amount.

ARTICLE XI DISSOLUTION AND FINAL DISTRIBUTION OF FUNDS

The membership is liable under the laws of the State of Missouri for organizational debts in the event the organization’s assets are insufficient to discharge liabilities. The members of the WESC are advised that the WESC is not a government instrumentality but a non-profit organization that the United States Government will not be liable for the payment of personal liability of all active and associate members, even though the WESC may be dissolved. Assets abandoned by the WESC on or after its dissolution may be acquired by Whiteman Air Force Base under the terms of existing policy on the matters and consistent with the laws applicable to Whiteman Air Force Base. Any funds remaining in the treasury after satisfaction of all outstanding debts, liabilities, and obligations may be redistributed to the Enlisted Spouses Club or its equivalent at any other base within the Global Strike Command, or may be used to support an on or off base charity or charities that reflect favorably on the WESC and the Air Force. A majority of the voting members present at the last regular meeting must approve the disbursement of funds.

ARTICLE XII THRIFT SHOP

The Thrift Shop is a wholly owned and operated joint venture of the WESC and the WOSC. It is run in accordance with their respective Constitutions, Letter of Agreement, and Thrift Shop operational policies. The purpose of the Thrift Shop shall be to raise funds for the charitable purposes of the WESC and the WOSC.

ARTICLE XIII EFFECTIVENESS

This constitution shall be effective upon adoption of the affirmative vote of a majority of the voting members present at the regular general membership meeting, subject to the verification and approval of the Legal Office, Mission Support Group Commander, and Wing Commander.

Prepared by _____
Denise French

WESC Parliamentarian

The foregoing Constitution was adopted by a voting majority of the membership during the regular general membership meeting of the WESC held on

Date _____

WESC PRESIDENT _____

**ARTICLE XVI
REVISIONS**

This constitution and bylaws shall be revised every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first.