

**CONSTITUTION
of the
RAMSTEIN OFFICERS' SPOUSES' CLUB
2022**

ARTICLE I: NAME AND PURPOSE

Section A. NAME

Part 1. The name of this private organization (PO) shall be the Ramstein Officers' Spouses' Club, herein after referred to as ROSC. It is established as a PO pursuant to Air Force Instruction (AFI) 34-223, *Private Organization Program*, 13 December 2018, and all subsequent interim changes.

Section B. PURPOSE

Part 1. Mission Statement - The purpose of this organization is to develop, organize, and sponsor educational, charitable, and social activities. The goal is to collect and disseminate information of interest and value to its members and to foster, protect, and preserve the ideals of charity, benevolence, and good fellowship in keeping with the ideals of the United States Military Forces and Allies. Our motto is: "Committed to Community".

Part 2. This organization will conduct itself in a manner that is free of any form of discrimination and will provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group, or gender.

ARTICLE II: GENERAL PROVISIONS

Section A. REQUIREMENTS

Part 1. This Constitution is the ROSC's request to operate as a private organization on Ramstein Air Base in accordance with (IAW) the provisions of AFI 34-223 and base supplements (e.g., Kaiserslautern Military Community (KMC) Instruction 34-101) thereto, and its activities shall be conducted IAW these directives.

Part 2. All members are jointly and severally liable for organizational debt in the event the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented.

Part 3. All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand childcare or youth services must submit to background checks.

Part 4. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events.

Part 5. Any members who fail a background check will be ineligible and cannot participate in such events.

Part 6. POs must prominently display the following disclaimer on all print and

electronic media mentioning the PO's name confirming that the PO is not part of the DoD: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

ARTICLE III: OFFICERS AND GOVERNING BODY

Section A. ADMINISTRATION

The executive direction of the ROSC shall be vested in the Governing Board with the President responsible for all aspects of the organization.

Section B. ELECTIONS

Part 1. The slate of Officers will be announced 30 days prior to annual elections.

Part 2. The annual election shall be held in November at the General Membership meeting of the current board.

Part 3. The installation of Officers will take place in December at the board meeting and will take office at that Membership meeting. Their term of office shall run from 1 January through 31 December the following year.

Part 4. Elections will be held annually as described in the bylaws.

Part 5. A quorum for a General Membership meeting shall consist of 25% of the total dues-paying membership, to include at least 10 Governing Board members.

Part 6. Robert's Rules of Order, newly revised, shall be the Parliamentary Law in all matters specified in this constitution and bylaws.

Section C. DUTIES AND POWERS

Part 1. The Executive Board of the ROSC shall consist of the elected officers as voting members along with the Parliamentarian, Bazaar Chair, Honorary President, Honorary Vice President, Advisors, or their designees as non-voting members.

Part 2. The Governing Board of the ROSC shall consist of the Executive Board, both voting and non-voting members, along with the Bazaar Finance Director and the Standing Committee Chairs (or their designee).

Part 3. The elected officers of the ROSC shall be a President, First (1st) Vice President, Second (2nd) Vice President, Recording Secretary, Corresponding Secretary, General Treasurer, and Welfare Treasurer. Duties and powers of elected officers will be as described in the bylaws.

Part 4. Appointed members are the Parliamentarian on the Executive Board, and the standing committee chairs on the Governing Board. Committee-selected members are the Bazaar Chair on the Executive Board, and the Bazaar Finance Director on the Governing Board.

Part 5. All standing committee chairs may be asked to attend the Executive

Board meetings (see bylaws).

Part 6. The Honorary President is offered to the spouse of the United States Air Force Europe-Air Force Africa Commander (USAFE-AFAFRICA/CC) or most senior ranking active duty officer or designee.

Part 7. The Honorary Vice President is offered to the spouse of the next senior ranking officer or designee.

Part 8. The ROSC Advisor is offered to the spouse of the 86th Airlift Wing. The Honorary President, or designee, and the President will select the advisors. Each will be considered an advisor to the Executive and Governing Boards and any other special committee.

Part 9. The Treasurer(s) shall receive deposits, maintain a record for all ROSC accounts, and prepare a monthly statement on the financial status of the organization.

Part 10. The Treasurer(s) have the authority to disperse funds.

Part 11. The ROSC fiscal year will begin on 1 January and end 31 December of the same year.

Part 12. The Treasurer(s) will be audited as required.

Part 13. The ROSC will conduct an annual audit by an accountant (a certified public accountant (CPA) is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000, a CPA will conduct an annual audit.

Part 14. Costs of all audits will be the responsibility of the organization.

Part 15. Regardless of gross revenue, the Treasurer(s) will also provide an annual financial statement to the 86th Force Support Squadron (86 FSS) Private Organizations Office.

Part 16. The Treasurer(s) are responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

ARTICLE IV: MEMBERSHIP

Section A. REQUIREMENTS

Part 1. Membership is voluntary and is open to all persons authorized to be a regular, associate, or honorary member as described in the bylaws.

Part 2. To be considered a member of the ROSC, one must read the ROSC Constitution, Bylaws, and Policies and sign a membership form.

Part 3. Each page of the membership form will include the following statement:

"By signing this membership form, I acknowledge that I have read the constitution, bylaws, and policies and that as a member of the ROSC, I am jointly and severally liable for this organization's debts."

Section B. CONDUCT

Part 1. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization, or its members may be removed from the organization.

Part 2. The Executive Board and an advisor will make the determination of whether a member should be removed from the organization.

Part 3. Before a determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Board. Members who need more time to respond may request additional time from the Executive Board.

Part 4. The President of the Executive Board, or a Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond.

Part 5. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal.

Part 6. All members are strongly encouraged to notify the Executive Board of any questionable member activity.

Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Board or delivered to the organization during a meeting.

Part 2. Members will be automatically removed from the organization membership, including all Facebook groups upon changing duty station from Germany (permanent change of station (PCS)) or permanently leaving Germany.

Part 3. Members may override this automatic removal by providing a written statement to the Executive Board that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE V: ACTIVITIES

Section A. MEETINGS

Part 1. The Executive and Governing Boards and a minimum of one Advisor, or designee, will meet monthly, August through May, or at any other time deemed necessary by the President.

Part 2. There shall be a membership social at least once a month with the exception of summer months, when a membership meeting is optional.

Section B. FUND RAISING

Part 1. All regular and associate members shall be required to pay dues and assessments IAW the Bylaws.

Part 2. The primary source of operating funds is from membership dues. In addition, Ways and Means may generate funds.

Part 3. Fund raising activities will be conducted IAW appropriate guidance at all levels (base through DoD).

Part 4. These activities will be in direct support of the ROSC objectives listed in this Constitution and Bylaws.

Part 5. The appropriate approval for PO fund raising activities is the 86th Force Support Squadron (86 FSS) Private Organizations Office.

Part 6. The appropriate approval for PO fund raising activities during the Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF) Campaign, it is the 86th Air Wing Commander (86AW/CC) point of contact after coordination through 86 FSS and the 86th Air Wing Staff Judge Advocate (86 AW/JA) via the 86 FSS Private Organizations Office and then 86 AW/CC or designee.

ARTICLE VI: INSURANCE COVERAGE

Section A. COVERAGE

Part 1. The organization will maintain liability insurance unless waived by the Installation Commander IAW AFI 34-223.

Part 2. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

ARTICLE VII: AMENDMENTS

Section A. APPROVE/DISAPPROVE

Part 1. This Constitution may be amended upon 51% approval of the Executive Board, 51% approval of the Governing Board and a majority of the general membership present at a general membership meeting if a quorum is present. Quorum at general membership meetings is defined in [Article III, Section B, Part 5](#).

Part 2. Twenty-eight (28) day notice of intended amendments and additions will be provided and publicized via e-mail, the ROSC website, Facebook or in the newsletter. Of these methods, a minimum of two (2) must be used.

Section B. APPROVED

Part 1. Approved amendments shall be coordinated through the 86 FSS and 86

AW/JA and are subject to approval by the Installation Commander or delegated authority via 86 FSS Private Organizations Office.

Part 2. This Constitution shall be automatically amended to conform to all directives from higher headquarters, to include changes in applicable Air Force Instructions, without submission to the General Membership or the Executive and Governing Boards.

ARTICLE VIII: DISSOLUTION

Section A. PROCEDURE

Part 1. Dissolution of this organization shall be by a majority vote of the membership or by the order of the Installation Commander.

Part 2. In case of dissolution of the ROSC, the 86 FSS will be notified immediately.

Part 3. Written notice of intent to dissolve will be provided to 86 FSS/FSRPO, Unit 3221, APO, AE 09094-3221.

Part 4. A time-phased action will be put in place.

Part 5. The elected officers shall designate three (3) members, and the Advisors as Trustees, to satisfy, from ROSC Treasury funds, any outstanding debts, liabilities, or obligations.

Part 6. The remaining funds from the General Fund account will be donated to the DoD schools within the KMC evenly.

Section B. DISPOSITION OF ASSETS

Part 1. Upon dissolution of this organization, the assets in excess of liabilities shall be disposed of IAW pertinent Air Force and Base regulations.

Part 2. The balance of the assets may not be divided among ROSC members or benefit ROSC members in anyway.

Part 3. Assets and money should be disposed of for the reason they were raised (e.g., scholarships, etc.)

Part 4. Additional Welfare assets shall be donated to a charity or non-profit organization selected from the welfare recipients from the year prior to dissolution, as approved by a majority of the members.

Part 5. If the assets are distributed for any other purpose, the tax-exempt status of the ROSC is at risk.

Part 6. If the IRS and/or German tax authorities challenge the status, each ROSC member may be liable for back taxes, interest, and penalties.

ARTICLE IX: REVIEW AND ADOPTION

Section A. CONSTITUTIONAL REVIEW

Part 1. The Executive Board, the Staff Judge Advocate, and the 86 FSS/CC shall review this Constitution biennially.

Section B. ADOPTION

Part 1. This Constitution shall become effective upon a majority vote of the general membership present at a general membership meeting if a quorum is present (quorum at general membership meetings is defined in [Article III, Section B, Part 5](#)) and subsequent approval by the 86 FSS Commander or a designated representative.

Part 2. The attached Constitution has been reviewed IAW AFI 34-223.

I certify that the Executive Board, Governing Board, and General Membership have approved the attached Constitution as indicated in [ARTICLE IX, Section B, Part 1](#), of this Constitution.

Kari Jenner
ROSC President, 2022

20 May 2022
Date

CByndup
ROSC Parliamentarian, 2022

20 May 2022
Date

Barbara Olson
ROSC (or Designee) Advisor, 2022

20 May 2022
Date