

CONSTITUTION  
of the  
RAMSTEIN OFFICERS' SPOUSES CLUB  
2015

**ARTICLE I: NAME AND PURPOSE**

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 AFI 34-223, *Private Organization Program*, 8 March 2007, and all subsequent interim changes.

**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".

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**

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

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

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 child care or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

**ARTICLE III: OFFICERS AND GOVERNING BODY**

**1. Administration**

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

**2. Elections**

The slate of Officers will be announced and posted 30 days prior to annual elections in October. The annual election shall be held in November at the General Membership meeting of the current Board. The installation of Officers will take place in December at the General Membership

This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.

meeting at which time the Officers term will take effect. Their term of office shall run from Swearing in ceremony in December, through the swearing in during the December social the following year. Elections will be held annually as described in the Bylaws. 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. Robert's Rules of Order, newly revised, shall be the Parliamentary law in all matters not specified in this Constitution or Bylaws.

### **3. Duties and Powers**

- A. The Executive Board of the ROSC shall consist of the Elected Officers as voting members along with the Parliamentarian, Honorary President, Honorary Vice President, the Advisors, or their designees as non-voting members.
- B. The Governing Board of the ROSC shall consist of the Executive Board both voting and non-voting members and the Standing Committee Chairs (or their designee).
- C. The elected officers of the Club shall be a President, First (1<sup>st</sup>) Vice President, Second (2<sup>nd</sup>) Vice President, Recording Secretary, Corresponding Secretary, General Treasurer, and Welfare Treasurer. Duties and powers of elected officers will be as described in the Bylaws.
- D. Appointed members are the Parliamentarian on the Executive Board, and the Standing Committee Chairs on the Governing Board. All standing committee chairs may be asked to attend the Executive Board meetings (see Bylaws).
- E. The Honorary President is offered to the spouse of the most senior ranking active duty officer. The Honorary Vice President is offered to the spouse of the next senior ranking officer. 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. The Honorary President, or designee, and the President may select any other Advisors.
- F. The Treasurer (s) shall receive deposits, maintain a record, account for all funds of the ROSC, and prepare a monthly statement on the financial status of the organization. The Treasurer(s) have the authority to disperse funds. The ROSC fiscal year will begin on January 1 and end on December 31. The Treasurer(s) will render a full and complete financial statement to the board members at the monthly meetings. The books of the Treasurer(s) will be audited as required. The ROSC will conduct an annual audit by an accountant (a 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. Costs of all audits will be the responsibility of the organization. Regardless of gross revenue, the Treasurer(s) will also provide an annual financial statement to the Resource Management Flight Chief. 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**

Membership in this organization is voluntary and is open to all persons who are authorized to be a Regular, Associate or Honorary member as described in the Bylaws. To be considered a member of ROSC, one must read the ROSC Constitution and Bylaws and sign a membership form. Each page of the membership form will include the following statement: acknowledge that I have

**This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.**

read the constitution and bylaws and that as a member of “ROSC ” I am jointly and severally liable for this organization’s debts.”

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. The Executive Board and an advisor will make the determination of whether a member should be removed from the organization. Before this 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. 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. 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. All members are strongly encouraged to notify the Executive Board about any questionable member activity.

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. Members will be automatically removed from the organization membership upon PCS'ing from Germany or permanently leaving Germany. 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 organizational debts in the event the organization’s assets are insufficient to discharge liabilities.

## **ARTICLE V: ACTIVITIES**

### **Meetings**

The Executive Board will meet monthly prior to the Governing Board meeting and as necessary at the direction of the President or a majority vote of the Executive Board. The Governing Board will meet monthly and may also convene when necessary at the discretion of the Executive Board. There shall be a membership social at least once a month with the exception of summer months, when a membership meeting is optional.

### **Fund Raising**

All Regular and Associate members shall be required to pay dues and assessments in accordance with the Bylaws. The primary source of operating funds is from membership dues. In addition, Ways and Means and Bazaar may generate funds. Fund raising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the ROSC objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 86 FSS Private Org Office. During CFC or AFAF it is the 86 AW/CC after coordination through 86 FSS and the 86 AW/JA via the 86<sup>th</sup> FSS Private Org Office.

## **ARTICLE VI: INSURANCE COVERAGE**

The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

**This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.**

## **ARTICLE VII: AMENDMENTS**

This Constitution may be amended upon 2/3 approval of the Executive Board, 2/3 approval of the Governing Board and a majority of the voting general membership present. Thirty (30) days notice of intent to amend will be provided and publicized via e-mail, the ROSC website, Facebook or in the newsletter. Of these methods a minimum of 2 must be used. Approved amendments shall be coordinated through the 86th Force Support Squadron and 86th Airlift Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority via the 86<sup>th</sup> FSS Private Org Office. 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 Governing Board.

## **ARTICLE VIII: DISSOLUTION**

### **Dissolution Procedure**

Dissolution of this organization shall be by a majority vote of the membership or by the order of the Installation Commander. In case of dissolution of ROSC, the Services Squadron Commander will be notified immediately. Written notice of intent to dissolve will be provided to 86 FSS/SVFLPO, Unit 3240, Box 535, APO, AE 09094. A time phased action plan will be put into place. 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. The balance of the assets will be donated to the DoD schools within the KMC evenly.

### **Disposition of Assets**

Upon dissolution of this organization, the assets in excess of liabilities shall be disposed of in accordance with pertinent Air Force and base regulations. The balance of the assets may not be divided among the ROSC members or benefit ROSC members in any way. Assets and money should be disposed of for the reason for which they were raised (e.g., scholarships, etc.). 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. If the assets are distributed for any other purpose, the tax-exempt status of ROSC is at risk. If the IRS and/or German tax authorities challenge that status, each ROSC member may be liable for back taxes, interest and penalties.

## **ARTICLE IX: REVIEW AND ADOPTION**

### **Constitutional Review**

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

### **Adoption**

**Section 1:** This Constitution shall become effective upon the majority vote of the voting members present at a general membership meeting and subsequent approval by the 86<sup>th</sup> Support Group Commander or a designated representative.

**Section 2:** The attached Constitution has been reviewed in accordance with AFI 34-223.

I certify that the Executive Board, Governing Board, has approved the attached Constitution and General Membership as indicated in Article IX, Section 1, of this Constitution.

**This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.**

\_\_\_\_\_  
ROSC President, 2014

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parliamentarian, 2014

\_\_\_\_\_  
Date

\_\_\_\_\_  
ROSC Senior Advisor (or Designee), 2014

\_\_\_\_\_  
Date

MEMORANDUM from Staff Judge Advocate  
Reviewed and Found Legally Sufficient/Not Legally Sufficient

\_\_\_\_\_  
Staff Judge Advocate

\_\_\_\_\_  
Date

MEMORANDUM from 86 FSS/CC  
Approved/Disapproved per Constitutional Requirements

\_\_\_\_\_  
86<sup>th</sup> Services Commander

\_\_\_\_\_  
Date

MEMORANDUM from 86 MSG/CC  
Approve/Disapprove

\_\_\_\_\_  
86<sup>th</sup> MSG/CC

\_\_\_\_\_  
Date

**This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.**