

## CONSTITUTION and BYLAWS

**Nellis Area Spouses' Club**  
**501(c)(7)**  
**At**  
**NELLIS AIR FORCE BASE, NEVADA**

*The undersigned, formed as a nonprofit association, shall be organized and operated pursuant to the provisions of AFI34-223(Air Force Instruction), concerning nongovernmental, independent, self-sustaining, nonprofit organizations located and operated on the Nellis Air Force Base. NASC is formed pursuant to Nevada Revised Statutes chapter 82, filing articles of incorporation with the Nevada Secretary of State.*

### ARTICLE I – GENERAL PROVISIONS

#### Section 1. NAME AND AUTHORITY

1. *The name of the organization will be the Nellis Area Spouses' Club, hereafter referred to as the NASC and shall operate pursuant to the provisions of AFI 34-223 and in accordance with all applicable civil and military laws and regulations. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations. The NASC is not a Non-Appropriated Fund Instrumentality, nor is it entitled to the privileges and immunities of the Federal Government. {99FSS/PO}*
2. *The place in this state where the principal office of this organization is to be located is P.O. Box 9785, Nellis AFB, NV 89191. {IRS Code} Internal Revenue Service*
3. *This is a private organization and operates on Nellis Air Force Base only with the written consent of the 99<sup>th</sup> Mission Support Group Commander. {99FSS/PO}*

#### Section 2. PURPOSE

1. *The NASC is organized as a private, nonprofit organization in compliance with Section 501(c)(7) of the Internal Revenue Code of 1986, as amended (the "Code") and operates to promote social, recreational, charitable, and other similar nonprofit activities for its members. {IRS Code}*
2. *The purpose of the NASC shall be to unite for the mutual benefit of all persons concerned in promoting social, cultural, and recreational activities among members of the NASC. The organization shall comply with applicable Air Force publications. {99FSS/PO}*
3. *The NASC will not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group or gender. {99FSS/PO}*

**Section 3. BYLAWS** - Bylaws shall be established or changed by the membership of the NASC. Bylaws may be initiated, changed or eliminated by two-thirds (2/3) vote of the voting members at any meeting with two (2) weeks' notice.

#### Section 4. LIABILITY AND INSURANCE

1. *The authority, insurance, and limitations of the NASC will be as stated in AFI34-223 and at the discretion of the Installation Commander. This is an AFI34-223 Type 501 (c)(7) organization (nongovernmental, independent, self-sustaining, non-profit).*
2. *All Individual members of the NASC are jointly and severally liable for the obligations of the organization. Each member of the NASC will be provided with access to a copy of this Constitution upon joining and will sign an acknowledgement that he/she has read the Constitution and understand its contents. {AFI 34-223.10.11} {99FSS/PO}*
3. *The NASC will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits, which might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the NASC in accordance with AFI 34-223, paragraph 10.11. Such coverage, when required, must expressly provide that neither the U.S. Government nor any Non-appropriated Fund Instrumentality will be liable for any claims or judgments against the NASC to its members. A copy of the insurance policy and all renewal policies will be forwarded to the 99<sup>th</sup> Force Support Squadron Private Organizations Monitor. The liability insurance policy for the NASC shall remain in effect unless the Board of Governors submits a waiver from the 99<sup>th</sup> Force Support Squadron Private Organizations Monitor for approval by the Commander, 99<sup>th</sup> Mission Support Group. Liability insurance may be waived if the risk of liability is negligible. {99FSS/PO}*
4. *Bonding: Maintain insurance policy that bonds all Board of Governor members that handle funds while conducting business on behalf of the NASC.*
5. *No part of the net earnings of NASC shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons or any individual, except that NASC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of this nonprofit association shall be in carrying on propaganda or otherwise attempting to influence legislation, nor shall NASC participate in or intervene in (including the publication or distribution of statements) any political*

campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, NASC shall not carry on, otherwise than as an insubstantial part of its activities, activities which are not in furtherance of one or more of the aforementioned purposes for which NASC is organized nor any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Code Section 501(c)(7), or (b) by a corporation, contributions to which are deductible under Code Section 170(c)(2). {IRS Code}

## **Section 5. METHODS OF FINANCING**

The finances of this organization will be in accordance with Code Section 501(c)(7) and by the permission of the Installation Commander. *The income will consist primarily of profits from the membership dues and up to 35% of gross receipts from outside the NASC membership. {IRS Code}*

1. Dues
  - a. Dues shall be an amount approved by the General Membership by resolution. The amount will be defined in the Policies and Procedures.
  - b. Dues will be collected either annually via cash, check or credit card.
  - c. Membership will be canceled if dues are not paid within 30 days of receipt of membership application.
2. Budget: ***All membership dues and fundraising profits of the NASC shall be used for operational expenses, social programs and special activities. {99FSS/PO}***
  - a. A budget review should be held in October with the results presented for vote at the BOG meeting in November then presented for a vote by the General Membership in December.
  - b. A budget prepared by the Budget Committee and approved at the April Board of Governors meeting shall be posted immediately, and then presented to the General Membership in April for a review and to the General Membership in May for a vote. The fiscal year shall begin the 1<sup>st</sup> of June of each year. Funds cannot be distributed until the General Membership has approved the budget by a simple majority.
  - c. Expenditures of non-budgeted funds over \$500 (five hundred dollars) will be taken to the Board of Governors and the General Membership for approval.
  - d. The minimum carry-over for the Social Budget shall be no less than \$1000 (one thousand dollars) and the maximum carry-over for the Social Budget shall be no more than \$5000 (five thousand dollars).
3. **99FSS/PO Reporting**
  - a. ***Quarterly Reporting: The NASC shall internally file quarterly financial reports by the 15<sup>th</sup> day of each ending quarter. The NASC will submit these reports with its Annual report it submits to the 99<sup>th</sup> Force Support Squadron Private Organizations Monitor. {99FSS/PO}***
  - b. ***Annual Reporting: Per AFI 34-223, paragraph 10.6.1, The NASC shall file annual financial reports on a calendar year rotation. Annual reports shall be submitted to 99<sup>th</sup> Force Support Squadron Private Organizations Monitor on the 31<sup>st</sup> day of January each year. {99FSS/PO}***
  - c. ***Responsibility: The cost of all financial reviews/audits are the responsibility of the NASC. Copies of these audits will be provided to the 99<sup>th</sup> Force Support Squadron Private Organization Monitor within 15 calendar days of the completion of the report.***
  - d. ***Treasurer Turnover: The books of the Social Treasurer will be reviewed at least two (2) weeks prior to termination of the office, when possible, if it is prior to the end of the fiscal year. The results of this review will reflect the new Treasurer's acceptance of said books. A copy of the new Treasurer's acceptance will be forwarded to the 99<sup>th</sup> Force Support Squadron Private Organizations Monitor within thirty (30) days of transfer. {99FSS/PO}***
4. Miscellaneous Finances:
  - a. Any RSVP for an event will be billed for the event, if not canceled by RSVP deadline.
  - b. ***Individual members of the NASC CANNOT and WILL NOT accrue income from the NASC funding except in the form of wages, salaries, or other payment for services rendered. {AFI34-223, 10.5.2} {99FSS/PO}***
  - c. ***The NASC will not engage in any activity that duplicates or competes with any base FSS activity or NAFI, including AAFES. The NASC will not engage in conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns. {99FSS/PO}***
  - d. Offer and Acceptance of Gifts: The Board of Governors is the approving authority to accept all gifts. A gift is defined as a contribution, donation, bequest, or devise of real property or personal property, tangible or intangible. Any offer of a gift to the NASC must be clarified to determine whether the organization or individual making the offer actually intends to make the gift to the NASC, which is a Private Organization and not a part of the government, or whether the intention is to make a gift to the United States Air Force, as represented by the NASC. If the intention is to make a gift to the United States Air Force, as represented by the NASC, the donor will be referred to the Force Support Squadron, and the NASC will not be involved in that process. Only if the donor intends to make the gift to the NASC, which is a Private Organization and not part of the government, will the NASC consider accepting the donation. The potential donor will be requested to designate in writing how the donation is to be used. The potential donor will be notified in writing if the Board of Governors approves or disapproves of the donation. The written acceptance will be performed by the President and Secretary and maintained in the permanent records of the NASC.

## ARTICLE II – OFFICERS AND GOVERNING BODY

### Section 1. The Governing Body shall

1. Consist of the Board of Governors, including honorary, elected and appointed officers and chairs of all standing committees.
2. Consist of a minimum of four elected officers for the NASC to operate.
3. Approve all NASC policies and procedures and be responsible for administration of policy.
4. Be knowledgeable about the club's Constitution and Bylaws, goals, and activities; keep the lines of communication open; look for opportunities to praise individual efforts; and help improve the club image.

### Section 2. The Board of Governors shall

1. Include the following non-voting members: assigned Advisor(s), President (except in case of a tie) and Parliamentarian. Each of the remaining Board of Governors positions has one vote. Resignation of Board of Governors members shall be submitted in writing to the President prior to the time of resignation.
2. Perform duties and responsibilities of their positions as outlined in these Constitution and Bylaws, respective Job Descriptions and Robert's Rules of Order (current edition).
3. Have a quorum to conduct business.
4. Approve the budgets to be taken to the General Membership.
5. Approve expenditures of funds not to exceed \$500 (five hundred dollars) per project unless otherwise budgeted.

### Section 3. The Honorary Group shall

1. Consist of the Honorary President, Honorary Vice President and Advisors. Both the President and Honorary President shall ask the Advisors to serve a one-year term.
2. *Be knowledgeable about the club's Constitution and Bylaws, goals, and activities; get to know the Governing Board members; keep the lines of communication open; provide advice when appropriate; look for opportunities to praise individual efforts; and help improve the club image. {Air Force Wives Handbook, 2004}*
3. Act in an advisory capacity to the General Membership; and Executive Board, Board of Governors and Special Committees at the request of the President.
4. Have no vote in the proceedings of the Executive Board, Board of Governors, or any committees, nor shall they make motions.
5. Renounce their honorary status if they choose to run for an elected office or hold a chairmanship within NASC.
  - a. The Honorary President shall
    - i. Be the spouse of the U.S. Air Force Warfare Center Commander, with their consent, or their designee.
    - ii. Be a non-voting member of all committees.
  - b. The Honorary Vice President shall
    - i. Be the spouse of the U.S. Air Force Warfare Center Command Chief Master Sergeant, with their consent, or their designee.
    - ii. Be a non-voting member of all committees.
  - c. The Advisors
    - i. With the approval of the Honorary President, the spouses of the 99<sup>th</sup> Air Base Wing, 57<sup>th</sup> Wing, 432<sup>nd</sup> Wing, 926<sup>th</sup> Wing Commanders and the NTTR or the spouses of the 99<sup>th</sup> Air Base Wing, 57<sup>th</sup> Wing, 432<sup>nd</sup> Wing, 926<sup>th</sup> Wing and the NTTR Command Chief Master Sergeants, or their designated representatives, shall be the Advisors with her/his consent.
    - ii. With the approval of the Board of Governors, if any of the above positions are not filled, the spouses of Commanders of any existing Units located at or associated with Nellis AFB, Creech AFB or the NTTR shall be invited to fill these positions.
    - iii. Advisors will be asked to serve the Executive Board or as a liaison to any NASC committee.

### Section 4. The Executive Board shall

1. Be composed of the Elected Officers, Parliamentarian, and assigned Advisor(s). The number of Advisors shall be no more than one less the number of Elected Officers. Non-voting members include the assigned Advisor(s), President (except in case of a tie) and Parliamentarian. They shall perform the duties and responsibilities of the positions as outlined in these Constitution and Bylaws, respective Job Descriptions and Robert's Rules of Order (current edition). Resignation of Executive Board members shall be submitted in writing to the President prior to the time of resignation.
2. Have a quorum to conduct all Executive Board business.
3. Attend all Executive Board, Board of Governors, and General Membership events.
4. Approve the budgets to be taken to the Board of Governors and to the General Membership.
5. Approve Presidential appointments of standing and special committee chairs and the Parliamentarian.
6. Approve all documents that are required to be sent to the Force Support Squadron.
7. Be comprised of no less than 4 (four) active duty member spouses.
8. Review and update the policies and procedures annually or as needed.

**Section 5. The Elected and Appointed Officers**-An elected officer may not hold the same office more than two consecutive terms, unless requested by the President to run for re-election.

1. The President shall
  - a. Call, give notice of (including changes in times or dates) and preside at all general, special, Executive Board and Board of Governors meetings.
  - b. Serve as ex-officio member of all committees, except the Nominating Committee.
  - c. Appoint a Parliamentarian and Chairs for Standing and Special Committees with the approval of the Executive Board.
  - d. Be authorized to spend up to budgeted amount for appropriate cause from the President's Fund. The total yearly expenditure is not to exceed the budgeted amount.
  - e. Appoint officers to fill vacancies, according to Article VII, Section 7, and delegate duties to elected officers as deemed necessary.
  - f. *Be responsible for all FSS required documents. {AFI34-223, 10.6.1, 10.11}*
  - g. Coordinate and submit all required documents each fiscal year for filing taxes.
  - h. Coordinate with and assist each member of the Board of Governors with their duties.
  - i. Create standing, special and temporary committees as required.
2. The Social Vice President shall
  - a. Perform the duties of the President in their absence and temporarily give up their right to vote when acting as President except when needed to break a tie.
  - b. Succeed to the office of President when vacant.
  - c. Perform duties as directed by the President.
  - d. Coordinate with and assist Standing Committee Chairs under the Social Vice President.
3. The Charitable Vice President shall perform the duties of Social Vice President in their absence.
4. The Secretary shall
  - a. Keep an accurate record of all General Membership, Special, Executive Board and Board of Governors meetings and distribute minutes to the Board.
  - b. Maintain current records for the term of office and the permanent records of NASC.
  - c. Assist President with collection of required documents for annual review, such as signed copies of minutes, including treasurers' report.
  - d. Perform duties as directed by the President.
  - e. Prepare the official correspondence of the Board of Governors.
  - f. Maintain a post office box for the use of the NASC and pick up and distribute the mail.
  - g. Maintain an email account for the use of the NASC, check it daily and forward emails appropriately.
5. The Social Treasurer shall
  - a. *Be responsible for bonding if needed. {AFI34-223, 10.12}*
  - b. *Be the custodian of the administrative fund and chair the Administrative Budget Committee meetings. {AFI34-223, 10.6}*
  - c. Receive, disburse, and account for dues, receipts, and expenditures of the administrative fund.
  - d. Balance the social fund accounts monthly and report the status of the social fund at each Board of Governors meeting.
  - e. Submit social fund monthly reports and annual review to the Secretary.
  - f. Ensure that the social fund checkbook is available at all NASC events and meetings.
  - g. Assist President with filing of NASC taxes.
  - h. Serve as Charitable Treasurer in their absence.
  - i. Perform duties as directed by the President.
6. The Charitable Treasurer shall serve as Social Treasurer in their absence.
7. The Parliamentarian shall
  - a. Be knowledgeable of the rules of parliamentary procedure to advise the President, Executive Board and the Board of Governors when needed.
  - b. Be custodian of the Constitution and Bylaws and Policies & Procedures of the NASC.
  - c. Be the Chair of the Constitution and Bylaws Review Committee.
  - d. Be the Chair of the Job Description Review Committee.
  - e. Be a voting member of the General Membership and a non-voting member of the Executive Board and Board of Governors.
  - f. Serve as Chair of the Nominating/Election committee.
  - g. Authorize and conduct any telephone or e-mail vote deemed absolutely necessary, *ensuring ratification at the next regular board meeting. {RONR (10<sup>th</sup> ed.), p.469-470, l. 29-2} (Robert's Rules of Order)*
  - h. Perform duties as directed by the President.
  - i. Serve as Protocol Officer for the activities and/or special events of the NASC.

## **Section 6. The Standing Committee Chairs shall**

1. Be invited by the President to serve a one-year term.
2. Be any voting member of the NASC, as long as a simple majority of the Standing Committee Chairs are active members.
3. Attend as a voting member all monthly Board of Governors meetings.
4. Appoint a Co-Chair with the coordination of the President, if desired.
5. Submit a written report monthly to the Secretary, including financial report if pertinent, for each Board of Governors meeting.
6. Be required to maintain current description of their duties and submit an accurate job description with final board report.
7. Serve no more than three consecutive terms in the same position unless requested by the President to continue.
8. Report directly to respective Vice President
  - a. Social Vice President-Programs, Membership/Reservations, Ways and Means, Historian, Special Activities, Member at Large and Publicity
  - b. Charitable Vice President-Scholarships, Thrift Shop and Charitable Requests

**Section 7. Sub-Committee Chairs** are appointed as needed by the President and shall have no vote at the Board of Governors meetings.

## **Section 8. Special Committees shall**

1. Be appointed by the President for such purposes as deemed necessary.
2. Perform duties and responsibilities of their committee as outlined in these Constitution and Bylaws, committee guidelines or policy and procedures and Robert's Rules of Order (current edition)
3. Dissolve when their specific purpose has been accomplished.
  - a. Nominating and Election Committee shall
    - i. Be chaired by the Parliamentarian
    - ii. Be composed of the assigned Advisor(s), and up to three active NASC members.
    - iii. Upon suggestion that a Nominating Committee member becomes a candidate for office, they must resign unless they immediately disavow interest in candidacy.
    - iv. Prepare a slate of candidates for the elected offices.
    - v. Prepare all ballots, supervise all elections, count the ballots, and report the results if necessary. The count of the ballots shall not be divulged. All ballots shall be destroyed after 30 days following the election.
    - vi. Make absentee ballots available if necessary. They must be e-mailed, mailed or individually hand carried directly to the Parliamentarian.
  - b. Constitution and Bylaws Committee shall
    - i. Be chaired by the Parliamentarian.
    - ii. Be composed of the assigned Advisor(s), President, Social Vice President, Charitable Vice President and Secretary.
    - iii. Meet annually for review, and *update every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. {AFI34-223, 9.5}*
  - c. Job Description Committee shall
    - i. Be chaired by the Parliamentarian.
    - ii. Be composed of the assigned Advisor(s), President, Social Vice President, Charitable Vice President, Secretary and others as needed.
    - iii. Meet annually prior to the initial meeting of the nominating committee.
  - d. Social Budget Committee shall
    - i. Be chaired by the Social Treasurer.
    - ii. Be composed of the assigned Advisor(s), President and Social Vice President, Charitable Treasurer, Secretary and the candidates for the executive board elections may be invited to the March meeting.
    - iii. Meet in October and March and also at the President's discretion.

## **Section 9. OFFICER ELECTIONS**

1. *The slate will be presented at the March General Membership event, and at that time, nominations shall also be taken from the floor. Each individual concerned must have agreed to run for election before being slated. {RONR, (10<sup>th</sup> ed.) p.421, l. 6-10}*
2. *In the event that only one person is running for each office, no vote is required. A motion to accept the slate of officers by acclamation shall be made and seconded at the April General Membership event. {RONR, (10<sup>th</sup> d) p.428, l. 32-35}*
3. The President's ballot shall be put in a sealed envelope and shall be held in reserve, to be used only in the event of a tie for an elected office. The Parliamentarian shall be responsible for retaining ballots cast for a period of thirty (30) days following the election, after which, they shall be destroyed.
4. The candidate receiving a plurality of votes shall be elected.
5. The Parliamentarian shall present a list of winners to the President and Honorary President.
6. Elected officers shall serve for a term of one year.

7. Vacancies created on the elected board with more than six (6) months remaining, shall be filled in the following manner:
  - a. When possible, the Nominating/Election Committee shall nominate at least two (2) candidates for the position.
  - b. The candidate(s) shall be presented and an election shall be held at a regular Board of Governors meeting.
  - c. Vacancies created with less than six (6) months remaining shall be filled by appointment of the President.

## **Section 10. MEMBERSHIP**

1. *Membership of the NASC cannot be based on race, color, religion, gender, age, national origin, creed, or disability. {IRS Code} {AFI34-223, 10.2}*
2. Membership in the NASC is voluntary and shall be of three categories: active, associate and honorary. Membership shall be activated upon receipt of application and dues. Dues will be paid annually by cash, check or credit card. Only current members are eligible to participate in NASC sponsored activities. Membership in the NASC constitutes automatic membership in the NASCCA.
  - a. Active Members – Eligibility
    - i. Spouses of active duty military members assigned or attached to Nellis Air Force Base, Creech Air Force Base and the Nevada Test and Training Range.
    - ii. Spouses of active duty military members who are serving remote tours.
    - iii. Spouses of active duty military members who are on TDY status.
    - iv. Spouses of active duty military members who are assigned or attached elsewhere.
    - v. Spouses of activated reservists and National Guard members.
    - vi. Active members are authorized to hold elected office, may vote on all matters to come before the membership, and to enjoy all privileges of the NASC.
  - b. Associate Members – Eligibility
    - i. Spouses of all retired and traditional reserve military members.
    - ii. Widows or widowers of deceased military or civilian members who reside in the vicinity of Nellis Air Force Base as long as their marital status remains unchanged.
    - iii. Spouses of current or retired DOD or DOE Civilians including NAF and other DOD contractors attached to Nellis AFB, Creech AFB and the NTTR.
    - iv. Former spouses eligible for benefits under Public Law 97-252, Title 10, "Uniformed Services Former Spouses' Protection Act".
    - v. Active duty members assigned or attached to Nellis AFB, Creech AFB, NTTR, and retired service members living in the vicinity.
    - vi. Adult relatives residing in the household of an Active or Associate NASC member.
    - vii. Associate members shall have the privilege and benefits of membership, including the right to vote and to hold chairmanships of standing committees and chairmanships of individual activities. Associate members may not hold elected offices.
  - c. Honorary Members
    - i. These members shall have all privileges of active members except for voting and holding office. They shall be exempt from payment of dues. The President, with the approval of the Executive Board, may invite such individuals, as they deem appropriate to be Honorary Members for a period of one year.
    - ii. Non-voting members may attend regular General Membership events and hold chairmanships of individual activities.
3. *All members will be held jointly and severally liable for the debts, obligations, and liabilities of the NASC. The membership is liable under the laws of Nevada for organizational debts in the event the organization's assets are insufficient to discharge liabilities. {AFI 34-223, 10.11}*
4. Termination of Membership
  - a. ***Membership shall be terminated when the member is no longer affiliated with the DoD community or no longer assigned to Nellis Air Force Base. {99FSS/PO}***
  - b. Termination shall take place upon written request of the member concerned or upon failure of a member to pay dues, after 30 (thirty) consecutive days.
  - c. Any member who terminated their membership in the NASC for reasons other than PCS may reapply for membership consideration by submitting a letter of request presented to the President and considered by the Executive board.
  - d. Active members who lose their status as military dependents due to divorce (i.e. not eligible under Associate Members b), iv) above) forfeit their NASC membership.
  - e. The Executive Board may remove an individual from membership after consulting with the Legal Office to determine cause. Before revoking of membership takes place a Board of Governors quorum vote is needed for approval. Reinstatement of members will be considered by the Executive Board upon a letter of request to the President.

### ARTICLE III – MEETINGS AND QUORUMS

**Section 1.** The Executive Board and the Board of Governors shall meet monthly, August through June, and July if necessary, and upon the call of the President.

**Section 2.** Any member of the NASC may attend a Board of Governors meeting upon notifying the President of their wishes, prior to the call to order.

**Section 3.** The General Membership event shall be held monthly August through May. The April event will be the election and the May event will be the installation of new officers. No General Membership event will be held in June or July, unless there is interest by the membership.

**Section 4.** All announcements at General Membership events will be made by the President or the presiding officer or their designee. Any requests for announcements from civic or charitable organizations must be submitted in writing to the President one week prior to the event, and may be announced at the President's discretion.

**Section 5.** Special meetings of the General Membership may be called at any time by the President, Executive Board or upon petition of at least twenty-five percent of the active membership. Notification is to be given to the President and the Parliamentarian. Notice of such special meetings must be given by e-mail or mail, and posted at least one week prior to the date of such meeting or by telephone at least one day prior to the date.

**Section 6.** A person who is eligible for active membership shall be permitted to attend only one NASC event and activity per board year prior to joining the NASC.

**Section 7.** When bringing a guest, the NASC member has the financial responsibility for their guest. Bonafide houseguests will be defined as people whose home address is more than fifty (50) miles from NAFB. They may attend any NASC event or activity with a current NASC member. All other guests not defined above may attend one NASC event per board year or more at the discretion of the President.

**Section 8.** Voting procedures will follow those set forth in Robert's Rules of Order (current edition). A proposition presented to the General Membership must be adopted by a simple majority vote, which is one more than half of the present members eligible to vote. *A quorum of the Executive Board and Board of Governors, that is the majority of voting members, is required to conduct any business, other than postponement until a quorum is present. {RONR (10<sup>th</sup> ed.), p. 469, l. 24-29}*

**Section 9.** An advisor must be present for all voting.

### ARTICLE IV – ADOPTION AND AMENDMENTS

#### Section 1. Amendment

1. *AFI 34-223, para 9.5 requires the Constitution to be updated every two years or when there is a change in the purpose, whichever comes first. {99FSS/PO}*
2. An amendment to this Constitution and Bylaws shall be proposed in writing to the Parliamentarian and presented at a regular or special meeting of the Board of Governors for their approval. The proposed amendment shall be presented at a General Membership event, posted, and voted on by simple majority at the next regularly scheduled General Membership event. Any disputes from the General Membership need to be made in writing and presented to the Board of Governors before voting occurs. The Board of Governors has the authority to make any and all changes in the constitution and bylaws for the sole purpose of bringing it into compliance with mandatory changes in military, state, and federal instructions.

#### Section 2. Adoption

1. *The Constitution becomes effective upon adoption by an affirmative vote by majority of the general membership, review of the United States Air Force Warfare Center Judge Advocate, and final approval of the 99<sup>th</sup> Mission Support Group Commander or designee. The adoption of this Constitution and Bylaws supersedes and nullifies any prior Constitution and Bylaws. {99FSS/PO}*
2. *All amendments to this Constitution are subject to final approval of 99<sup>th</sup> Mission Support Group Commander or designee. {99FSS/PO}*
3. *Conflicts of any provisions of the Constitution or Bylaws with existing military directives will be changed administratively, subject to the final review of the Commander, 99<sup>th</sup> Mission Support Group. {99FSS/PO}*

### ARTICLE V –Parliamentary Authority

*The rules contained in the current edition of Robert's Rules of Order (current edition) shall govern the NASC in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the NASC may adopt. {RONR (10<sup>th</sup> ed.), p. 16, l. 8-14}*

**ARTICLE VI – Dissolution**

*Section 1. Notice of Dissolution – The NASC will notify 99<sup>th</sup> Force Support Squadron Private Organizations Monitor of its intent to dissolve and prepare a time-phased action plan to do so. {99FSS/PO}*

*Section 2. Financial Resolute - NASC does not contemplate pecuniary gain or profit to the Governors, officers, or members thereof, and it is organized solely for charitable purposes. In case of dissolution of the NASC, any funds in the treasury after satisfaction of any outstanding debts, liabilities or obligations will be donated to support an on- or off-base charity that reflects favorably on the Nellis Area Spouses’ Club and the Air Force, such as Air Force Aid Society or Airmen and Family Readiness Center. Disposal of other assets shall be determined by the membership. Distribution of residual funds and other assets will not accrue to the benefit of any individual member of the membership as a whole. However, if outstanding debts of the NASC remain upon dissolution, the members of the NASC are jointly and severally liable for such debts. For the purpose of this Section, a member is defined as one whose name is carried on the roll of the active and associate members as of the date of notification. {IRS Code} {99FSS/PO}*

**Section 3. Ordered Dissolution**

- 1. In the event that a Non-Appropriated Fund Instrumentality fills the need for which this Private Organization is established, the NASC will be dissolved by the direction of the Commander, 99<sup>th</sup> Mission Support Group. Under those circumstances, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a Non-Appropriated Fund Instrumentality. {99FSS/PO}*
- 2. The Commander, 99<sup>th</sup> Mission Support Group, has the authority to dissolve this organization in the event that there are no members present or in the best interest of the United States Air Force. {99FSS/PO}*

**CERTIFICATION**

I certify the information in this Constitution is true to the best of my knowledge.

Date presented to membership:	25 October 2016
Date approved by membership:	16 November 2016

NASC President Signature \_\_\_\_\_

NASC Social Vice-President Signature \_\_\_\_\_

NASC Parliamentarian Signature \_\_\_\_\_

**Revised 23 May 2019**