

**BELVOIR SPOUSES' CHARITABLE ASSOCIATION  
CONSTITUTION  
MAY 2022**

**ARTICLE I: ORGANIZATION NAME**

The name of the organization shall be the Belvoir Spouses' Charitable Association, hereafter referred to as the Belvoir Spouses' Club or BSC.

**ARTICLE II: PURPOSE**

The purpose of this non-profit organization is to organize social and recreational activities for its members and to support charitable and educational endeavors by fostering a spirit of friendship and goodwill. This is done without regard to race, color, gender, religion, or national origin. The Belvoir Spouses Charitable Association (EIN 85-0575093) is organized to coordinate fundraising and charitable activities to support candidates for scholarships and other persons or groups in furtherance of charitable or educational purposes in compliance with Section 501(c)(3) of the Internal Revenue Service.

**ARTICLE III: GENERAL PROVISIONS**

- A. The BSC operates as a welfare nonprofit organization on Fort Belvoir only with the consent of the Garrison Commander, who may revoke permission to operate at any time. This consent is contingent on compliance with the requirements and conditions of all DOD and Army regulations, specifically AR 210-22.
- B. It is understood the BSC 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. The BSC is not an instrumentality of the United States Government nor is it a non-appropriated fund instrumentality.
- C. This organization will neither propagate extremist activities nor advocate violence against others or the overthrow of the Government. Neither shall it seek to deprive individuals of their civil rights. It will not conduct activities that will discredit the Federal government, DOD, or Army.
- D. The BSC is governed by its Constitution and Bylaws. The BSC may also institute operating policies and procedures in accordance with the Bylaws. Should there be a conflict between the BSC Constitution, Bylaws, or Operating Policies, the Constitution shall govern.
- E. This organization is not created or administered for commercial or monetary purposes. This organization agrees to reimburse the Army for utility expenses unless the use is incidental (would cost more to bill and collect than it costs to provide the utility.)
- F. No member of the BSC shall personally profit from BSC income except through employee salary/wages or award recognition for services rendered. Neither the installation nor the government shall have any liability for the actions or debts of the BSC.
- G. The BSC will comply with fire and safety regulations, tax codes, environmental laws, and other applicable statutes and regulations.

#### **ARTICLE IV - MEMBERSHIP**

Membership in the BSC is voluntary. There are three types of memberships: Active, Associate, and Honorary, as defined in the Bylaws. Membership based upon race, color, sex, religion, or national origin is prohibited. Privileges and dues will be as defined in the Bylaws. The BSC complies with the DOD Equal Opportunity Program.

#### **ARTICLE V - OFFICERS AND GOVERNING BODY**

- A. The BSC is governed by a Board of Directors comprised of four parts: the elected officers, chairpersons of standing committees, the Parliamentarian, and an advisory group.
- B. The Executive Board is comprised of the elected officers, the parliamentarian, and an advisory group.
- C. The elected officers are President, two Vice Presidents, Administrative Officer, and Chief Financial Officer (CFO). At least one of the elected offices should be filled by an active duty spouse.
- D. The Bylaws specify the responsibilities of each position.

#### **ARTICLE VI - FINANCES**

- A. The BSC will maintain two separate accounts for operating and welfare funds.
  1. Operating Account: These funds will come from member activity fees and dues paid by all active and associate members
  2. Welfare Account: this account will contain charitable funds raised and spent in accordance with Section 501 (c) (3) of the IRS code. These funds will come from the net proceeds of BSC Merchandise, projects, and fundraisers in accordance with the tax status of this fund.
- B. Any fundraising activities of the BSC that take place on Fort Belvoir must have the approval of the Garrison Commander.
- C. At no time will the BSC enter into financial obligations that are in excess of funds on hand.
- D. The administration of the BSC including its publications shall be executed at absolutely no cost to the US Government.
- E. An Annual Report of Audit must be made on the financial records of the BSC's funds at the end of the year in compliance with and conditions of all DOD and Army regulations, specifically AR 210-22.
- F. Annual IRS Form 990 must be filed annually by October 15 of each year.

#### **ARTICLE VII - LIABILITY**

- A. This organization will comply with federal, state, and local laws concerning licensing, certification, and/or registration in regard to club activities.
- B. 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 Fort Belvoir and US Army Installation Management Command (IMCOM) will not incur or assume any liability on behalf of or as a result of the operation of this organization.

## **ARTICLE VIII - INSURANCE**

BSC will obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the BSC or its members.

## **ARTICLE IX – MEETINGS, QUORUMS, AND ELECTIONS**

- A. The general membership meetings shall be held as provided by the Bylaws. A quorum at a general membership meeting is ten percent (10%) of the members. A simple majority, fifty-one percent (51%) of votes cast is sufficient to pass a motion. Absentee votes and special meetings may be used as designated by the Bylaws.
- B. Governing Board meetings shall be held as provided by the Bylaws. A quorum at the governing board meetings is fifty percent (50%) of the board. A simple majority, fifty-one percent (51%) of votes cast is sufficient to pass a motion. Proxies, phone votes, and email votes may be used as designated by the Bylaws.
- C. Elections shall be held annually at a business meeting of the general membership as designed by the Bylaws.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all parliamentary procedures not covered by the Constitution and Bylaws of the BSC.

## **ARTICLE XI - AMENDMENTS AND REVIEW**

- A. The review process is governed by the Constitution and Bylaws Review Committee.
  1. This committee consists of the Executive Board and an advisor. The Parliamentarian will serve as chair.
  2. This committee will review the Constitution and Bylaws bi-annually or unless an amendment is submitted.
  3. Members may propose amendments by presenting a written revision, signed by five (5) active or associate members, to the Constitution and Bylaws Review Committee for review.
  4. The committee will review the proposed written amendment, and if passed by a majority vote, will be presented to the Governing Board for review.
  5. If the proposed amendment is passed by a majority vote of the Governing Board, it will then be presented at the next regularly scheduled general membership meeting. The written amendment must be posted for at least 21 days.
  6. A quorum of the general membership must be present to approve the proposed amendment by a 51% vote.
  7. Once a proposed amendment and revision has been considered and disapproved, it may not be reintroduced for a period of one year, from the date of consideration by the Review Committee.
- B. The Governing Board has the authority to amend the Constitution when official notification is given to the BSC that an amendment is required for compliance with the revisions of Army regulations governing the operation of the BSC. Said

amendments become effective immediately, and are presented at the next general membership meeting.

- C. Per Army Regulation, the Constitution and Bylaws must undergo a review every two years.
- D. All provisions of this Constitution or any amendment to it become effective upon adoption by the membership.

**ARTICLE XII - DISSOLUTION**

Upon dissolution of the BSC, all club funds and property, real and personal, in excess of liabilities shall be disposed of by recommendation of the Executive Board and approval of the general membership in accordance with the IRS code in all applicable Army instructions. If assets are not sufficient to satisfy the liabilities, the membership may be held liable for the difference thereof. The BSC will notify the Garrison Commander or designee of the intent to dissolve.

The provisions of this Constitution or any amendments thereto, become effective upon adoption by the BSC membership.

May 12, 2022

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President

\_\_\_\_\_  
Date

May 12, 2022

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Parliamentarian

\_\_\_\_\_  
Date

May 12, 2022

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Secretary

\_\_\_\_\_  
Date