

CONSTITUTION AND BYLAWS FOR “DOBBINS MILITARY SPOUSE GROUP”

ARTICLE I NAME AND PURPOSE

SECTION 1. NAME: The name of this Private Organization (PO) shall be Dobbins Military Spouse Group, hereinafter, for purposes of brevity, referred to as “Dobbins MSG” or DMSG.

SECTION 2. PURPOSE: The purpose of this organization shall be to establish and foster a spirit of good fellowship among its members and to preserve the ideals and “esprit de corps” of our community through social, cultural, charitable, educational and welfare activities. The PO will maintain a spirit of camaraderie, stay connected, share events and information, offer support and engage with the military families assigned to Dobbins Air Reserve Base. Dobbins MSG will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group, or gender. It is not part of the Department of Defense or any of its components and it has no governmental status. No appropriated funds or federal non-appropriated funds will be used to benefit this organization.

ARTICLE II GENERAL PROVISIONS

SECTION 1. AUTHORITY: The Dobbins Military Spouse Group is a private organization operating on Dobbins Air Reserve Base, Georgia under the authority of Air Force Instruction 34-223, *Private Organization Program*. It is a self-sustaining interest group operated with the written consent of the Wing Commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations and instructions.

SECTION 2. OBJECTIVES: Each member is encouraged to actively set positive examples by demonstrating accepted leadership practices in promoting the welfare and recognition of all personnel and individuals.

- a. Enhance the welfare and recognition of Dobbins ARB personnel and their families.
- b. Establish effective networking means of communication with all members to exchange ideas, information, and events.
- c. To support charitable and educational endeavors of the families assigned to Dobbins ARB.
- d. Promote social gatherings of membership, family members, leadership, and the local community leaders.

SECTION 3. SPECIFIC LIMITATIONS:

- a. The Dobbins MSG membership is jointly and severally liable under the laws of the State of Georgia and Dobbins ARB, Georgia, for Dobbins MSG debts in the event the Dobbins MSG assets are insufficient to pay its obligations.
- b. The Dobbins MSG will not prejudice or discredit the United States Air Force.
- c. Individual members of the Dobbins MSG will not have a proprietary interest in the organization, but will derive benefits exclusively through participation in, or patronage of, the activities for which the organization is established on Dobbins ARB. This organization is operated for the enjoyment, recreation and other non-profit purposes and no part of its earnings shall benefit any individual member.
- d. In accordance with AFI 34-223, paragraph 10.1.2.2. any use of the name or abbreviation of a DoD component, organizational unit, or installation must not mislead members of the public to assume a PO is an organizational unit of DoD. Consequently, Dobbins MSG will prominently display the following disclaimer on all print and electronic media with the PO's name: "DOBBINS MILITARY SPOUSE GROUP IS A PRIVATE NON-PROFIT ORGANIZATION. DOBBINS MILITARY SPOUSE GROUP IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS. DOBBINS MILITARY SPOUSE GROUP HOLDS NO GOVERNMENT STATUS".

ARTICLE III OFFICERS AND GOVERNING BODY

SECTION 1. STRUCTURE: Parliamentary Authority shall be the Constitution, Bylaws and Policies and Procedures of the Dobbins Military Spouse Group. If there are any matters not specified in the previously mentioned documents, the Parliamentarian will refer to the most current version of *Robert's Rules of Order, Newly Revised*.

SECTION 2. GOVERNING BODY: The Dobbins MSG will be governed by an executive committee consisting of four elected officers: President, Vice President, Secretary, and Treasurer. Officers will ensure the Dobbins MSG complies with all requirements of this Constitution.

SECTION 3. GENERAL DUTIES: In addition to the specific responsibilities assigned to each officer below, the Executive Board will maintain the Dobbins MSG website and social media accounts. A designated Executive Board member will be assigned to communicate via electronic technology on a monthly basis to all members.

SECTION 4. DUTIES OF THE PRESIDENT: The President shall have the following duties and obligations:

- a. Presides at all Executive Board meetings, business meetings and general assembly meetings.

- b. Appoints a Parliamentarian.
- c. Serves as a member of all committees, except the Nominating Committee.
- d. May appoint Chairs to special committees.
- e. Is able to spend money, not in excess of \$50, without following other procedures.
- f. Reviews and signs monthly, quarterly and annual financial reports.
- g. Prepares monthly business and social agendas and gives agendas to the Secretary four days prior to meeting for printing.
- h. Authorizes Dobbins MSG signature on contracts when terms are legal and acceptable.
- i. Must keep a continuity binder to hand off to the incoming President.
- j. Must inform Advisors of plans and actions before making a decision that could affect the Dobbins MSG and any entity the organization represents.
- k. The President may appoint members to head specific outreach events.

SECTION 5. DUTIES OF THE VICE PRESIDENT: The Vice President shall have the following duties and obligations:

- a. Assumes the Presidency when the President is unable to complete the term of office.
- b. May be bonded with the role of Treasurer in the absence of an elected Treasurer.
- c. Maintains and manages the Dobbins MSG assets/inventory.
- d. Must keep a continuity binder to hand off to the incoming Vice President.
- e. Shall be responsible for Dobbins MSG business debit card in conjunction with the Treasurer.

SECTION 6. DUTIES OF THE SECRETARY: The Secretary shall have the following duties and obligations:

- a. Records and signs the minutes of all regular, special and Executive Board meetings.
- b. Shall be responsible for the preparation and record keeping of all Dobbins MSG correspondence.
- c. Shall be responsible for maintaining the inventory of all Dobbins MSG marketing items, to include flyers, brochures, and business cards. The Secretary will update and distribute

those items as needed at General Assembly meetings, social events and through various base locations. The Secretary will submit expenses for such items to the Treasurer.

d. Will be the custodian of the Dobbins MSG permanent records with exception of records pertaining to finance.

e. Brings printed copies of all documents for all Board members for each meeting.

f. Must have copies of each of the following at every General Assembly meeting: sign-in sheet, roster, previous month's meeting minutes and previous agendas. A copy of each sign-in sheet will be kept in the Secretary's Continuity Binder for club record.

g. Oversees the roster of Dobbins MSG Executive Board and members.

h. Keeps an external hard drive with all Dobbins MSG documents.

j. Must keep a continuity binder to hand off to the incoming Secretary.

SECTION 7. DUTIES OF THE TREASURER: The Treasurer shall have the following duties and obligations:

a. Is responsible for all financial matters of the Dobbins MSG budget.

b. Signs all Dobbins MSG checks.

c. Shall be the custodian of all Dobbins MSG account financial records and documents.

d. The Dobbins MSG Treasurer will be responsible for compliance with all applicable federal, state and local tax laws. The Treasurer is responsible for filing the appropriate forms with the appropriate authority if the organization qualifies for tax exemption.

e. Shall ensure that all necessary Dobbins MSG insurance is maintained or proper waivers are signed and approved by the 94th AW Commander.

f. Shall provide the Executive Board an annual budget to be approved by the general membership.

g. Ensures checks for approved funds requests and reimbursement requests are disbursed within five days after approval. Checks for approved funds will be made out to the vendor, and not the group member. Checks for approved reimbursement requests will be made out to the group member.

h. Provides monthly, quarterly, and annual financial statements.

i. Shall be responsible for Dobbins MSG business debit card in conjunction with the Vice President.

- j. Shall maintain the Federal Tax ID number.
- k. Will make deposits of cash/checks in a timely manner.
- l. Must keep a continuity binder to hand off to the incoming Treasurer.
- m. Keeps an external hard drive with all Dobbins MSG documents.

ARTICLE IV ELECTIONS

SECTION 1. ELIGIBILITY: All members in good standing of the Dobbins MSG shall be eligible for election to any of the officer positions.

SECTION 2. NOMINATIONS: Elections will be held annually in July. The Nomination Committee will accept nominations at the General Assembly meeting in June. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

SECTION 3. PROCEDURE: All officers will be elected by a majority vote, using secret ballots, of all members in good standing that are present at the July General Assembly meeting. Should there be only one accepted nomination per office, a two-thirds confirmation vote of the General Assembly is required.

SECTION 4. TERMS OF SERVICE: The term of service is for one year beginning September 1st. No officer may serve in the same position nor another elected position for more than two consecutive years.

SECTION 5. SPECIAL ELECTIONS: Except for a presidential vacancy, special elections will be held at the next possible meeting to fill the officer position(s). In the event of a presidential vacancy, the Vice President will automatically assume the position until the next general election.

SECTION 6. TERMINATION OF OFFICERS: Officers may be removed from office for improperly discharging duties and responsibilities and for actions that discredit the Dobbins MSG. A two-thirds vote of the current membership shall be required to remove such an officer. Officers being considered for removal will be allowed the opportunity to address the general membership. Officers may also resign by submitting their resignation in writing to the executive committee. Removals are effective immediately while resignations are effective 30 days later.

SECTION 7. TRANSITIONAL MEETINGS FOR OUTGOING/INCOMING EXECUTIVE BOARD MEMBERS: The August Executive Board meeting is to be attended by both the incoming and outgoing elected Officers. The outgoing President will conduct the meeting for the purpose of approving minutes of the previous meeting, hearing the Treasurer's reports and old business. The outgoing Board members shall pass over continuity binders and the meeting will be adjourned.

- a. All unfinished business must be completed by the outgoing Executive Board before the end of the term with the exception of pending amendments or changes to Bylaws and any outstanding budgeted debts for that fiscal year.
- b. The outgoing Executive Board may not financially obligate the incoming Executive Board.

ARTICLE V APPOINTED POSITIONS

SECTION 1. PARLIAMENTARIAN: The Parliamentarian shall be an appointed officer, who is selected by the President, with a majority vote from the Executive Board.

SECTION 2. DUTIES OF THE PARLIAMENTARIAN: The Parliamentarian shall have the following duties and obligations:

- a. Shall attend all meetings of the Executive Board and General Assembly meetings.
- b. Chairs the Rules Committees, the Nominating Committee, and the Election Committee.
- c. The Parliamentarian shall be the custodian of the Dobbins MSG Constitution and Bylaws.
- d. The Parliamentarian will act as the liaison with the Base Legal Office.

SECTION 3. COMMITTEE CHAIRS: Committees and Committee Chairs will be appointed and approved by the majority vote of the Executive Board.

ARTICLE VI MEMBERSHIP OR PATRONAGE

SECTION 1. QUALIFICATIONS: Membership is voluntary and limited to spouses and significant others of active, reserve, and/or retired service-members that are currently assigned to or retired from Dobbins Air Reserve Base, Georgia.

SECTION 2. PARTICIPATION: During membership terms, Dobbins MSG members within commuting distance are encouraged to attend the General Assembly meetings and participate in fundraisers. The Dobbins MSG relies upon active involvement from its membership in order to remain a viable private organization.

SECTION 3. TERMINATION OF MEMBERSHIP:

- a. 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.

- b. Termination for cause involving discreditable conduct will be accomplished by a majority vote from the Executive Board and the outcome will not be subject to appeal.
- c. Members will be automatically removed from the organization membership upon PCSing away from Dobbins ARB or upon separation from the military service, other than retirement.
- d. Non-payment of dues within 30 days of submitting a membership application will result in termination of an application. Membership is activated with the payment of dues.

SECTION 4. DUES AND MEMBERSHIP RENEWAL: Dobbins MSG will collect \$20.00 dues from its members and dues must be paid within 30 days of submitting a membership application. Dues are non-refundable. Payment of dues must be made in one (1) full payment of cash, personal check, credit/debit card or via PayPal (Friends & Family). Payment of dues covers membership for a twelve (12) month period. Members in good standing may renew their membership on or before the anniversary of their join date. For example, if a member joined in July of 2018, they are eligible to renew their membership anytime during the month of July 2019.

SECTION 5. HAZING, HARASSMENT AND MISCONDUCT: Hazing and harassment, either mental or physical, are specifically prohibited as part of any initiation right. Members who do not conduct themselves in a professional manner when acting as a representative of Dobbins MSG, 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 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 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 Board, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted. 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 Board about any questionable member activity.

ARTICLE VII MEETINGS, QUORUMS AND VOTING

SECTION 1. GENERAL ASSEMBLY MEETINGS: There shall be a General Assembly meeting once a month, unless otherwise designated by the Executive Board. The meetings shall be held on the second Tuesday of every month, or the President may schedule or cancel meetings as deemed necessary.

- a. Any Dobbins MSG business, such as voting or providing pertinent information, shall be conducted prior to the social activities, if held on the same day.
- b. Members wishing to address the Dobbins MSG General Membership must contact the President to be placed on the agenda within 72 hours of the next General Assembly meeting.

c. The President may call special meetings of the General Membership at any time with the approval of the Executive Board, or upon written request of 30% of the active membership.

SECTION 2. EXECUTIVE BOARD MEETINGS: The Executive Board shall meet no later than one week prior to the monthly General Assembly Meeting. An agenda will be followed. If a member requests to be placed on the agenda, the member must let the President know 72 hours prior to the meeting.

SECTION 3. SPECIAL MEETINGS: The President or Executive Board majority may call special meetings as deemed necessary.

SECTION 4. MEETINGS OF SPECIAL COMMITTEES: Reports of transactions shall be submitted to the Executive Board and business conducted shall be relative to the function and purpose of Special Committees. Special Committees shall cease to function after the completion of its work and presentation of its final report/after action report.

SECTION 5. QUORUMS: Ten percent of the total membership and two Dobbins MSG board members shall constitute a quorum at any regularly scheduled General Assembly meeting.

SECTION 6. PARLIAMENTARY PROCEDURE: The Parliamentarian shall advise Dobbins MSG on all matters of Robert's Rules of Order as they apply.

SECTION 7. VOTING: All members have full voting rights. The President may not vote except in a tie or during an election of officers. A simple majority of eligible members present is required for passage of any matter voted upon except as otherwise specified in this Constitution and by-laws.

ARTICLE VIII ACCOUNTING

SECTION 1. RESPONSIBILITY:

a. The Dobbins MSG shall be responsible for asset accountability, liability satisfaction, and responsible financial management. Officers of the Dobbins MSG will be individually and collectively responsible for developing and maintaining policies to ensure asset accountability, liability satisfaction, and sound financial and operational management.

b. The Treasurer shall be responsible for managing the funds of the Dobbins MSG.

c. The Dobbins MSG will be self-sustaining.

d. Money collected will be used for operation of the Dobbins MSG, social gatherings and charitable donations.

e. There shall be a General Fund checking account maintained at Wells Fargo Bank. Disbursements from this account shall be made by check or by debit card. Two debit cards shall be issued, one to the Treasurer and one to the Vice President.

f. The Dobbins MSG fiscal year will begin on September 1st and end on August 31st of the following year.

SECTION 2. SOURCES OF INCOME:

a. Membership Dues: The Dobbins MSG will collect \$20.00 dues from its members. Dues will be required for each member within 30 days of submitting a membership application. Members wishing to renew their membership must do so from July 1 to August 31.

b. Fundraising Activities: Written permission is required from the installation commander or his/her designee, prior to engaging in any fundraising activities on base. Fundraising activities will be conducted in accordance with appropriate guidance at all levels (base level through DoD). These activities will be in direct support of the Dobbins MSG objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 94th FSS and Installation Commander or his/her designee. Fundraising during the Combined Federal Campaign (CFC) and the Air Force Assistance Fund (AFAF) must be coordinated through the 94th FSS, and then the 94th AW. The Dobbins MSG will be self-sustaining and will not engage in resale activities unless specifically authorized by the Installation Commander or his/her designee.

c. Individual Donors: Support from individuals can be done through social media, direct mail, advertising, events and purchase of merchandise.

d. Foundations and Corporate Sponsorships: Support from large corporations and foundations can be obtained by submitting any necessary documents to include 501(c)3 EIN and status.

SECTION 3. AUDIT REQUIREMENTS: The account of the Dobbins MSG will be audited prior to the installation of a new Treasurer or when the membership deems necessary by a simple majority vote. A disinterested party of two individuals will perform the audit. If the gross annual revenue is \$5,000.00 or more, annual financial statement will be submitted to the 94th Force Support Squadron PO monitor. If the gross annual revenue is more than \$100,000.00, but less than \$250,000.00, an annual review by a public accountant is required.

SECTION 4. PROPRIETARY RIGHTS: Members of the Dobbins MSG do not have proprietary rights in organization funds. Assets and income will also not accrue to individual members except through wages and salaries for employees or other payment for services rendered.

SECTION 5. ENDORSING CHECKS: All Dobbins MSG Executive Council members are authorized to deposit/withdraw funds from the Dobbins MSG account.

SECTION 6. UNBUDGETED EXPENDITURES: Any member of the Executive Board may authorize an unbudgeted expenditure up to the amount of \$50.00. Any unbudgeted expenditure exceeding \$50.00 and approved by the Executive Board will be brought to the next General Assembly meeting for approval by the General Membership.

SECTION 7. OBLIGATIONS: Financial liability incurred by the Dobbins MSG may ultimately result in individual financial responsibility of members. If an individual member obligates the Dobbins MSG for a benefit solely for personal use, the member herself will be held liable to the Dobbins MSG.

SECTION 8. BUDGET: The Budget Committee shall prepare the budget and may be called upon to review it during the year. The proposed budget shall be approved no later than October 1st.

SECTION 9. FUNDS REQUEST: Requests must be made 72 hours in advance in writing and in person to the Executive Board. The request will be addressed at the next available business meeting. Then if approved by the Executive Board, the Point of Contact (POC) will present the request to the general membership at the monthly meeting. The POC for the funds request must appear at the business meeting and will be on the agenda. The POC will have ten minutes: A five minute presentation of their request and a five minute question and answer period. After their presentation, the POC will be asked to leave and the membership present will vote on the proposal. No checks will be cut for an individual, it must be written to an organization. Board members are not eligible to make funds requests for other organizations.

ARTICLE IX INSURANCE

SECTION 1. INSURANCE COVERAGE REQUIREMENTS: The Dobbins MSG shall maintain adequate liability insurance unless the 94th Airlift Wing Commander waives the requirement.

SECTION 2. INSURANCE WAIVERS:

- a. The 94th Airlift Wing Commander or his/her designee, upon written request, may waive the insurance coverage requirement if the Dobbins MSG's risk liability is negligible.
- b. Even if an insurance waiver has been approved, the Dobbins MSG shall re-submit the insurance waiver for reevaluation on an annual basis.
- c. If an insurance waiver has been approved, special events involving Dobbins MSG may arise which involve greater risk of injury or damage. For such events, the 94th Airlift Wing Commander or his/her designee may require liability insurance.

ARTICLE X LIABILITY OF MEMBERS

SECTION 1. MEMBER UNDERSTANDING OF LIABILITY: The members are jointly and severally liable for organizational debts in the event that the organization's assets are insufficient to discharge

liabilities and their understanding of the liability must be documented. The organization will maintain liability insurance unless waived by the installation commander or his/her designee 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.

SECTION 2. CERTIFICATION TO THE FORCE SUPPORT SQUADRON: The President shall provide certification to 94 FSS/FSR that all members of the Organization have been notified and understand their personal financial liability for obligations of the Organization.

SECTION 3. AGREEMENT TO BACKGROUND CHECK: All member 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. This organization is established pursuant to the provisions of AFI 34-223, as a private organization and must comply with any applicable DoD instruction and/or regulation and United States law.

ARTICLE XI DISSOLUTION

SECTION 1. GENERAL PROVISION: In case of dissolution of the Dobbins MSG, written notice will be given to the 94th Force Support Squadron PO monitor and dissolution will be carried out only with the final approval of the 94th Airlift Wing Commander or his/her designee. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. Any funds remaining after satisfaction of debts, liabilities and obligations will be donated to the Airman & Family Readiness Center at Dobbins ARB. None of the remaining funds will be distributed or accrued to the benefit of any Dobbins MSG member.

SECTION 2. GROUNDS FOR DISSOLUTION: The Dobbins MSG may be dissolved by an affirmative vote of the members or by the direction of the 94th Airlift Wing Commander or his/her designee.

ARTICLE XII AMENDMENTS

This constitution may be amended at any scheduled meeting of the Dobbins MSG by two-thirds majority vote of the membership present provided a written, printed or public notice of the proposed amendment(s) has been given to the membership at least two weeks prior to the date of the meeting. Suggested revisions to the Constitution and by-laws may be submitted as new business at any scheduled meeting. Upon approval by a two-thirds majority of members present, the Constitution and by-laws will be amended to reflect the approved change. All amendments are subject to final review by the 94th Airlift Wing Commander or his/her designee.

ARTICLE XIII
ADOPTION

Subject to the written approval of the installation commander or his/her designee, the Constitution and Bylaws may be adopted and amendments made by a majority vote of the members present at any meeting. All proposals to change the Constitution/Bylaws will be submitted in writing at least 30 days prior to the next general membership meeting.

This revision of the Dobbins MSG Constitution and Bylaws was drafted in August 2019, it was submitted via email to all Dobbins MSG members for review and received majority consent by those that responded.



Brianne Garner, Secretary
Dobbins Military Spouse Group

8/20/19
Date



Chandra Brown, President
Dobbins Military Spouse Group

8/20/19
Date