

THIS CONSTITUTION, dated **1 April, 2021**, shall supersede all others.

**MOUNTAIN POST SPOUSES' CLUB**  
Fort Carson, Colorado

**CONSTITUTION**

**ARTICLE I**

**NAME AND PURPOSE**

**Section 1:** The name of this organization shall be the Mountain Post Spouses' Club. It shall hereafter be referred to as MPSC.

**Section 2:** The purpose of the MPSC shall be to foster and encourage a spirit of community within Fort Carson, Fountain and the Greater Colorado Springs areas. MPSC desires to support improving the quality of life for military families by promoting social, recreational, cultural, and educational activities. Additionally, MPSC strives to support Fort Carson soldiers and their families, as well as local communities, by providing financial assistance in the forms of education scholarships, SFRG grants, and community grants.

The Mountain Post Thrift Shop and Operation Deploy Your Dress is a special activity of the MPSC. The purpose of the Mountain Post Thrift Shop shall be to provide a service to the community by providing affordable goods. It shall promote a profitable operation, with the monies earned earmarked for the financial charitable activities sponsored by the MPSC. Operation Deploy Your Dress shall provide a free service to all Military ID Card holders.

Philanthropy. Friendship. Fun.

**ARTICLE II**

**GENERAL PROVISIONS**

**Section 1:** The MPSC is organized as a non-profit private organization provided for in applicable military regulations.

**Section 2:** The MPSC operates and exists on a military installation only with the consent of the Installation Commander and is contingent upon meeting all requirements and conditions of DoD Instruction 1000.15, Private Organizations on DoD Installations, and AR 210-22, Private Organizations on Department of the Army Installations. The required revalidation process with DFMWR, to operate as a private organization at Fort Carson, is every two (2) years.

**Section 3:** The MPSC agrees to reimburse the Army for utility expenses, unless the use is incidental.

**Section 4:** The MPSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

**Section 5:** The MPSC will not seek to deprive individuals of their civil rights.

**Section 6:** The MPSC will maintain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from MPSC activities, one or more MPSC members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of MPSC.

**Section 7:** No part of the net earnings of the MPSC shall benefit or be distributable to its members, officers, advisors, or other private persons, except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article 1, Section 2 of this Constitution. An exception to this will be in the case of scholarship recipients who are required to be members.

### **ARTICLE III**

#### **OFFICERS, EXECUTIVE BOARD AND GOVERNING BODY**

**Section 1:** The spouse of the Commanding General of the 4<sup>th</sup> Infantry Division and Fort Carson, or his/her designee, shall be invited to be the Honorary President.

**Section 2:** The spouse of the Command Sergeant Major of 4<sup>th</sup> Infantry Division and Fort Carson, or his/her designee, shall be invited to be an Honorary Vice President.

**Section 3:** The President, with input from the Honorary President and Honorary Vice President may appoint other Advisors (spouse of an Enlisted and Officer) to the MPSC Board. The spouses of other general officers/Deputy Commanding Generals or the spouses of the Garrison Commander or CSM may be asked to serve as Advisors.

**Section 4:** The elected officers of the MPSC shall consist of President, First Vice President, Second Vice President, Secretary, and Treasurer. An elected Officer must be an active member (defined in Article IV, Section 2 of this Constitution).

**Section 5:** The appointed chairperson of the standing board positions/committees shall consist of those outlined in Article IV of the Mountain Post Spouses' Club Bylaws.

**Section 6:** The Chairmen of the standing board positions/committees shall be active members appointed by the President after conferring with the Executive Board and after the vacancy has been posted for not less than three (3) business days to allow for applications to be submitted. The term of office and duties of each appointed Chairman are provided for in the MPSC Bylaws.

**Section 7:** The Executive Board shall consist of Elected Officers, Parliamentarian, Honorary President, Honorary Vice President, and Advisors.

**Section 8:** Only elected officers, President excluded, standing board position/committee Chairmen, or Co-Chairmen representing absent Chairmen may vote during MPSC deliberations. The President casts a vote only in the event of a tie vote.

**Section 9:** The Parliamentarian, Honorary President/Vice President, Advisor(s), and Retiree Representative are non-voting members of the Executive Board and Board. The President may vote only in the event of a tie.

**Section 10:** The duties of each officer and Standing Committee Chairmen shall be as provided in the MPSC Bylaws.

**Section 11:** The MPSC Board will consist of the Executive and the Chairmen of each Standing Committee.

**Section 12:** The MPSC Executive Board shall be the governing body of the organization and shall be the voting body for disciplinary procedures for the organization should the need arrive. The disciplinary procedures are provided for in the MPSC Bylaws (Article XIV).

**Section 13:** The MPSC Board shall carry out the purpose and objectives of this organization by approving the transaction of its routine business in accordance with the approved Constitution, Bylaws and established policies. The MPSC Board shall revise and enforce such Bylaws as are necessary for the governing of the MPSC. Any revision must receive majority vote by the MPSC Board and will go into effect immediately.

#### **ARTICLE IV**

#### **MEMBERSHIP**

Membership in this club is voluntary. The MPSC does not discriminate on the basis of race, color, gender, gender identity, national origin, age, disability, religion, or sexual orientation. The MPSC will not seek to deprive individuals of their rights. AR 210-22, Paragraph 3-7.

**Section 1:** Membership shall begin when the eligible members pays their dues, and shall end on the 31<sup>st</sup> of May on the board year that they join. Newly installed board members must join the club at their first board meeting over the summer. Other eligible members are allowed to join at any time over the course of the membership year.

**Section 2:** Active members, in good standing, are entitled to hold elected office or appointed office, serve as a standing committee chairperson, vote during general membership meetings and vote at elections. Active members may also act as a point of contact for club activities, upon approval by the Executive Board. Active membership is instituted upon accepted application and payment of current dues. Active members must reside in the Pikes Peak area. Active membership shall be defined as:

- a. Legally married spouses of Active Duty, Reserve, National Guard and retired personnel of the Armed Forces.

**b.** Legally married spouses of deceased service members of the Armed Forces, to include National Guard, and Reserve, who have not remarried and reside in the Pikes Peak area.

**c.** Spouses of employees of the Armed Forces Civilian Corps.

**Section 3:** The MPSC President, at their discretion and with consultation of the Executive Board, may bestow the honor of associate membership upon an individual not eligible for active membership. Associate members pay annual dues and luncheon fees. And as such are entitled to all privileges of membership except the right to hold elected office, and/or serve as a committee chairman. However, an associate member may serve on committees as a member or as a co-chair. Associate Members shall be defined as:

**a.** Any person who has been approved through the above process and does not possess a US Military ID or DoD Civilian card but can access the post as a visitor.

**b.** The number of Associate Members shall not exceed twenty percent (20%) of the active membership.

**Section 4:** Honorary membership may be extended at the pleasure of the MPSC President to distinguished individuals who have been supportive and involved in the coordination of military and civilian life and to other distinguished persons. Honorary membership shall reside with the honoree for one (1) membership year. Acceptance is at the review and discretion of the Executive Board. Honorary membership in this section does not refer to the Honorary Advisor(s).

**a. Honorary** members shall have no vote, nor hold office, nor shall be required to pay dues.

**b. Honorary** membership may be declined in favor of active membership should the honoree wish to serve on the board and the honoree is eligible to do so.

c. A roster of honorary members shall be maintained separately by the Member Relations Chair and will be updated and reviewed annually by the Executive Board.

d. The number of honorary memberships shall not exceed two percent (2%) of the active membership.

**Section 5:** A member in good standing is defined as a member who has paid their membership dues and is not delinquent in their financial obligations to the MPSC.

**Section 6:** Members whose status changes during the year may retain applicable membership privileges until the end of the MPSC year.

**Section 7:** Spouses eligible for membership in the MPSC may be a guest for only one (1) general membership function. In the interest of community relations and with the approval of the MPSC Board, the Honorary Advisors and/or the President may issue invitations to members of the local communities. Members may invite personal guests who are not eligible for membership to open MPSC functions.

**Section 8:** Any member who wishes to resign may do so by contacting the Membership Chairman via email, who will then remove the member's name from the membership roll.

## **ARTICLE V**

### **FINANCE**

**Section 1:** All active members shall pay dues as determined by the MPSC Board and in accordance with the Bylaws. No refunds shall be allowed by any member leaving the post or voluntarily relinquishing membership. Memberships are not transferable. A MPSC club calendar year will run from 1 June to 31 May.

**Section 2:** The Treasurer, or in their absence, a bonded Executive Board Members, shall receive all dues collected by the Membership Chairman and all

other monies of the MPSC and deposit the same in an authorized depository. The Treasurer is authorized to pay all routine operating expenditures to each committee as long as funds are available within the budget. Treasurer should obtain receipts from all expenditures.

**Section 3:** The President and Treasurer, 1st VP, and 2nd VP, are the sole signing authorities of the MPSC accounts.

**Section 4:** The MPSC will have two (2) funds: The Operating Fund and the Welfare Fund.

**a. The Operating Fund** revenues shall be derived from annual membership dues, activities, Ways and Means, Thrift Shop Profits, and special projects as approved by the Board. The Executive Board has the right to vote regarding the transfer of funds from the Operating Budget to the Welfare Budget. **A minimum of \$14,000 must be held** in reserve in the Operating Fund.

**b. The Welfare Fund** revenues shall be derived from excess money in the operating fund as voted by the MPSC Board, and charitable donations given directly for the Welfare fund. The Welfare Fund will **maintain a minimum balance of \$1000.**

**Section 5:** The responsibility for creating the budget and financial reports, approval of budget and maintaining financial records are outlined in the Bylaws.

**Section 6:** All expenditures must meet the MPSC purpose as state in Article 1, Section 2 of this Constitution.

**Section 7:** The MPSC is a self-sustaining group of private individuals and not an instrumentality of the United States Government. In no event, will Fort Carson nor the Government be held liable for the MPSC actions or debts.

**Section 8:** All revenue-producing activities open to non-members of the MPSC shall have prior written approval of the Garrison Commander.

**Section 9:** In accordance with AR 210-22, Paragraph 3-3, an external audit will be performed every two (2) years.

**Section 10:** The MPSC will comply with relevant Federal and State taxes in accordance with AR 210-22, paragraph 3-4.

**Section 11:** The MPSC shall perform and keep records of audits when completed and submitted to the Garrison Commander for review as outlined in the Bylaws.

## **ARTICLE VI**

### **MEETINGS AND QUORUMS**

**Section 1:** The general membership meetings, to include luncheons and social activities, shall be held according to an announced schedule, which may be changed with a minimum of one (1) months' notice, if time is available. Other business meetings may be called at the discretion of the President. Organizational business that requires action by the members may be conducted at any of these meetings.

**Section 2:** A quorum of the general membership shall be 10% of the active membership. The vote of the majority of the quorum will govern.

**Section 3:** The MPSC Board shall meet once a month or as determined by the President. All MPSC Board members shall be duly notified of all meetings.

**Section 4:** A quorum for a meeting of the MPSC Board shall consist of a majority (more than 50%) of the voting members. The vote of the majority of the quorum present shall govern.

**Section 5:** When an immediate decision is required, the President may ask the Parliamentarian to conduct an Executive or General Board meeting by telephone, email, or other applicable digital platforms. Each voting member must be informed that this is a voting procedure and must be read the motion under consideration in its complete form prior to voting. All telephone or electronic votes are to be reflected in the minutes.

## **ARTICLE VII**

### **ADOPTION AND AMENDMENTS**



**Section 1:** This Constitution shall supersede all previous Constitutions and shall become effective upon approval by the MPSC Board and voting of the general membership of the MPSC. A copy of this Constitution shall be provided to the Garrison commander for approval and adoption every two (2) years.

**Section 2:** The Constitution Committee shall review the Constitution annually, no later than October. Proposed amendments to the Constitution shall first be presented to the MPSC Board for approval. A copy of the proposed amendments approved by the Board shall be publicly displayed. At the succeeding general membership meeting, a two-thirds (2/3) vote of the quorum present will be required for the adoption of the proposed amendments. Amendments become effective subject to final approval by the Garrison Commander.

**Section 3:** Amendments to the Constitution other than at bi-annual review to include:

- a. Proposed change (created by Officer or Committee Chairman)
- b. Following voting procedure and quorum requirements to adopt change as outlined in the Bylaws Article XI.

## ARTICLE VIII

### ELECTIONS AND APPOINTMENTS

**Section 1:** The slate of elected officers (Article III, Section 4) shall be announced to the MPSC Board in March and to the general membership in March. Nominations/applications will be accepted during January and February. The deadline for applying is the general membership meeting is February. (See Article IV, Section 1 of Bylaws for procedures.)

**Section 2:** President, First Vice President, Second Vice President, Secretary, and Treasurer shall be elected annually at the April general membership meeting:

- a. By secret ballot if there are two or more qualified applicants for any given office.
- b. By voice vote if there is a single slate.

**Section 3:** In the event of a multiple slate, absentee ballots shall be provided for members unable to attend an election, if requested. Requests for absentee ballots shall be in writing or email and should be received by the Parliamentarian at least three (3) days prior to the election.

**Section 4:** The term of offices and duties of each elected officer shall be as provided for in the Bylaws.

**Section 5:** In the event of an incomplete slate, except for the office of President, the vacant positions shall be appointed by the incoming President and approved by the Executive Board.

## **ARTICLE IX**

### **UNSCHEDULED CHANGES OF OFFICERS**

In the event an elected office becomes vacant, the President will appoint an active member to fill the vacant position, with the approval of the Executive Board. This appointment may be assumed immediately and will be presented to the general membership at the next scheduled meeting.

## **ARTICLE X**

### **CONFLICT OF INTEREST**

**Section 1:** A conflict of interest is defined as “A situation where a person’s public decisions are improperly influenced by their private affiliations or interests.” This includes executive board, general board and all general and associate members.

**Section 2:** A person cannot benefit from or increase personal gain through actions at the MPSC events by holding a position that is intended to increase profits for MPSC. Examples of this may be but are not limited to Ways and Means or any committee where goods are sold.

**Section 3:** A person should remove themselves from a position to avoid conflict or can be decided on by Executive Board to remove.

**ARTICLE XI**

**DISSOLUTION**

**Section 1:** Upon dissolution of the MPSC for any cause, all of the assets and property, both real and personal, then owned or controlled by this corporation shall revert to and become the property of an eleemosynary institution accorded tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of the United States of America, to be designated by the board: provided, however that the just debts and liabilities of the corporation shall first be paid. Upon dissolution, none of the assets or property of MPSC shall devolve to the benefit of any Officer, Standing Committee Chairman, member, private individual or business entity except as provided above in this Statement of Dissolution.

**Section 2:** All members must read and abide by the Constitution and Bylaws. Individual members will not be liable for the debts of the MPSC in the event of bankruptcy, insolvency, or breakup.

This Constitution was approved by the General Board Members on **1 May 2021**.  
In witness, thereof the following officers affix their signatures:

President\_\_\_\_\_

Parliamentarian\_\_\_\_\_