

CONSTITUTION YOKOTA OFFICERS' SPOUSES' CLUB
Revised 24 November 2015

ARTICLE I – NAME AND AUTHORITY

1. ORGANIZATION NAME

The name of this Private Organization (PO) is the Yokota Officers' Spouses' Club, hereafter referred to as YOSC. It is established pursuant to the provisions of Air Force Instruction (AFI) 34-223, and according to all applicable civil and military laws and regulations.

2. PRINCIPAL PLACE OF BUSINESS

YOSC operates primarily on Yokota Air Base (AB), Japan, and may be reached at the following mailing address:

YOKOTA OFFICERS' SPOUSES' CLUB
374 MSG/FSBO
APO AP 96326

3. AUTHORITY TO OPERATE

YOSC operates on Yokota AB only with the consent of the Yokota AB Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations and Air Force Instructions (AFI), to include AFI 34-223.

ARTICLE II – PRIVATE ORGANIZATION REGULATIONS

1. TYPE OF ORGANIZATION

YOSC shall be a private, self-sustaining, nonprofit, independent organization as defined by AFI 34-223. YOSC is not a Non-Appropriated Fund Instrumentality (NAFI) and is not entitled to any immunities and privileges afforded to such agencies. It is not part of the Department of Defense (DoD) or any of its components and it has no governmental status.

2. UTILIZATION OF BASE DISTRIBUTION

YOSC may not use base distribution in carrying out any of its activities unless authorized in a current Memorandum of Understanding (MOU) between YOSC and the Department of the Air Force. A copy of the MOU must be on file with 374 FSS/FSRPO.

3. ORGANIZATIONAL CONDUCT

This organization shall conduct itself in a manner that is free of discrimination and shall provide equal opportunity and treatment for all members. In accordance with AFI 34-223, Section 10.2, YOSC shall not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, gender, or sexual orientation.

4. REPORTING REQUIREMENTS

YOSC shall submit organization data and reports according to the requirements and schedule identified by 374 FSS/FSRPO.

5. TAX STATUS

In accordance with the Pacific Air Force Spouses' Club Handbook published as the Directorate of the Staff Judge Advocate, spouse clubs that are outside the United States (U.S.) are not subject to taxation by U.S. authorities. Therefore, YOSC shall not file for exemption or file annual information returns with the Internal Revenue Service (IRS).

ARTICLE III – ORGANIZATIONAL PURPOSE

1. PURPOSE

The purpose of YOSC shall be to operate as a nonprofit social organization with the objective of fostering fellowship and esprit de corps through activities and programs that support and improve the Yokota AB community. YOSC shall also strive to enrich the lives of its members through the provision of social, cultural, and professional events and opportunities.

2. COMMUNITY SUPPORT

Community support is a primary goal of YOSC. This goal shall be achieved through efforts such as volunteer work, community outreach, the funding of charitable projects and academic scholarships, and the strengthening of relations with our Japanese counterparts by establishing a spirit of camaraderie and cultural exchange.

3. MEMBER SUPPORT

YOSC members are encouraged to work together to accomplish the goals of the organization and to pursue personal and professional growth through the development of social networks and participation in YOSC-sponsored activities, including recreation and entertainment not otherwise prohibited by military directives.

ARTICLE IV – MEMBERSHIP STRUCTURE

1. GENERAL MEMBERSHIP

All members of YOSC shall be considered part of the General Membership.

- A. Membership in the YOSC is voluntary and limited primarily to members of the DoD community and family members assigned to or residing near Yokota AB. These individuals include:
 - 1. Spouses of any DoD Active Duty member, O-1 and above;
 - 2. Spouses of any DoD civilian employee or contractor, GS-9 and above;
 - 3. Spouses of any DoD retired personnel, O-1 or GS-9 and above;
 - 4. Spouses of any member of U.S. Reserve components, O-1 and above;
 - 5. DoD Active Duty members, O-1 and above;
 - 6. DoD civilian employees or contractor, GS-9 and above;
 - 7. DoD retired personnel, O-1 or GS-9 and above;
 - 8. Widows or widowers of any of the above; and
 - 9. Adult dependents of any of the above.
- B. All members agree to abide by the Constitution, Bylaws, and all governing documents referenced therein, including all applicable AFIs.
- C. Membership dues shall be collected on an annual basis.
- D. Military members and U.S. Government civilian employees participating in YOSC activities (e.g., fund raisers) will be on leave or off-duty. YOSC activities shall not interfere with military or civilian duties.

2. MEMBERSHIP CLASSIFICATION

- A. Each member of YOSC shall be classified as an Active Voting Member, Active Non-Voting Member, Associate Member, Honorary Member, or Distinguished Honorary Member in accordance with Article III, Section 3 of the Bylaws. Member rights and responsibilities shall vary according to individual member classification.

- B. Pursuant to AFI 34-223, paragraph 9.2 & 10.11, Active Voting Members and Associate Members shall be held jointly and severally liable to pay such debts and liabilities of YOSC if adequate funds are not available to cover all outstanding debts and liabilities of the organization. All members shall be informed of these provisions, which shall be accomplished by the distribution of this Constitution and the Bylaws to all YOSC members.

3. MEMBERSHIP TERMINATION

Membership shall terminate or be terminated in accordance with Article III, Section 5 of the Bylaws.

ARTICLE V – ADMINISTRATION

1. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the Parliamentary authority in all matters not otherwise specified by any YOSC Governing Directives or AFIs referenced therein.

2. GOVERNING ADMINISTRATION

- A. YOSC shall be governed by a Governing Board of elected officers, a Parliamentarian, an Advisor, and appointed committee Chairs. The structure of this Board, including the nomination and election procedures, appointments, duties, vacancies, resignations, and terminations shall be subject to the guidelines established by Article VII.
- B. Any elected YOSC officer authorized to disburse funds must fall into at least one of the following classifications: (1) active duty member; (2) civilian employee, or (3) dependent of the aforementioned with Status of Forces Agreement (SOFA) status.
- C. A roster of YOSC officers, email addresses, and phone numbers, shall be submitted to 374 FSS/FSRPO on a yearly basis and as necessary when changes occur.

ARTICLE VI – LIABILITY COVERAGE

1. LIABILITY INSURANCE

YOSC shall maintain liability insurance as follows:

- A. YOSC activities are typically administrative in nature and would not normally involve a great degree of risk. However, to the extent necessitated by activities that carry a higher than normal degree of risk, YOSC will maintain liability and property damage insurance coverage commensurate with such risk. Such coverage must expressly provide that neither the U.S. government nor any NAFI will be liable for any claims or judgments against the organization or its members. The absence of liability insurance places the personal assets of YOSC members immediately at risk in the event of YOSC liability.
- B. Special events may arise which greatly increases the insurable risk and for such events, additional insurance protection shall be obtained if the event is not covered by existing coverage.
- C. A copy of all insurance policies purchased by YOSC shall be forwarded to 374 FSS/FSRPO.

2. LIABILITY INSURANCE WAIVER

The requirement to maintain liability insurance may be waived by the installation commander if the organization has extremely low liability exposure. A request must be made in writing to 374 MSG/CC through 374 FSS/FSRPO. The insurance waiver shall be renewed every year from date of approval, as necessary.

ARTICLE VII – DISSOLUTION

1. REASONS FOR DISSOLUTION

YOSC may face dissolution for reason including, but not limited to the following:

- A. In the event that a NAFI fills a need for which YOSC was established, YOSC will be dissolved. In that event, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a NAFI. YOSC will not combine NAFI and YOSC assets.
- B. The 374th Mission Support Group Commander (374 MSG/CC) has the authority to dissolve YOSC when it is in the best interest of the Air Force.
- C. If the members decide to dissolve the organization, notice shall be submitted to 374 FSS/CC through 374 FSS/FSRPO.

2. NOTIFICATION OF DISSOLUTION

A notification of the termination, discontinuance, or dissolution of YOSC shall be prepared along with a plan for dissolution, and forwarded to the PO Coordinator via 374 FSS/FSRPO. After dissolution is approved, a full financial statement shall be prepared and forwarded to 374 FSS/FSRPO.

3. BANK ACCOUNT CLOSURE

In the event YOSC maintains account(s) at the military banking facility, YOSC must notify the military banking facility of its pending dissolution.

- A. Account(s) shall be closed prior to completion of dissolution action. The military banking facility shall also be notified by 374 FSS/FSRPO of ineligibility of banking services.
- B. If adequate funds are not available to cover all outstanding debts and liabilities of the organization, the voting members of the organization are jointly and severally liable to pay such debts and liabilities in accordance with AFI 34-223. All members shall be informed of these provisions by the distribution of this Constitution and the Bylaws.
- C. In the event that a majority of voting members is unable to agree otherwise, upon termination, discontinuance, or dissolution of the organization, all funds remaining in the treasury after satisfaction of all debts, liabilities or obligations, may be redistributed to 374 AW/ JA in accordance with applicable directives in existence at the time of such dissolution. This organization/agency reflects favorably upon YOSC and the Air Force.

ARTICLE VIII – FINANCE

1. FINANCE OVERVIEW

- A. YOSC shall operate under an annual fiscal year budget as adopted by the Governing Board and the General Membership and approved by 374 FSS/FSRPO. The budget may be reviewed by any member at any point throughout the year via written request. Copies of the approved budgets shall be maintained by 374 FSS/FSRPO.

- B. YOSC is financially self-sustaining and there shall be no direct financial assistance from a NAFI in the form of contributions, dividends, or other donations of money or assets.
- C. YOSC shall be funded by annual membership dues, fundraising activities, and donations including but not limited to YOSC Asian Bazaars and the YOSC Thrift Shop, in accordance with the guidelines established in Article XIII, Section 3 of the Bylaws.
- D. Income raised by the organization shall not accrue to individual members except through wages and salaries for YOSC employees, if any, or as payment for services rendered. YOSC shall be responsible for any tax requirements for employees.
- E. Before opening a bank account at a military banking facility, YOSC shall obtain written authorization from 374 FSS/FSRPO.

2. FUNDRAISING

- A. All fundraising efforts shall be submitted in accordance with AFI 34-223 and contingent upon approval from 374 FSS/FSRPO. A fundraiser permit shall be supplied by 374 FSS/FSRPO for all approved fundraisers. Fundraising permits shall be prominently displayed at the event location, and external advertising shall only commence after the fundraiser request is approved.
- B. A fundraiser report detailing gross fundraising revenues, expenses, and donations, shall be submitted to 374 FSS/FSRPO within fifteen (15) days after each event. Copies of all receipts shall be attached.
- C. All additional fundraising requirements shall be in accordance with Article XIII, Section 3(C) of the Bylaws.

3. EMPLOYMENT POLICY

There will be no employment discrimination based on race, color, gender, sexual orientation, marital status, age, religion, ethnic group, national origin, lawful political affiliation, membership in labor organizations, or disability.

4. AUDIT REQUIREMENTS

- A. In accordance with AFI 34-223, paragraph 10.7, YOSC shall undergo audits and financial reviews as necessary at the expense of the organization.
- B. YOSC shall also be subject to audits and financial reviews regardless of gross annual revenue at the direction of 374 MSG/CC or higher.
- C. Copies of internal and external audit reports shall be submitted to 374 FSS/FSRPO no later than ten (10) days after completion. Audit duration shall be four (4) weeks. If an extension is needed, a request must be made in writing to 374 FSS/FSRPO.

ARTICLE IX – CERTIFICATION OF NOTICE TO MEMBERS OF LIABILITY

Pursuant to AFI 34-223, paragraph 9.2 & 10.11, all YOSC members shall be made aware of personal financial liability for outstanding financial obligations of YOSC, and understanding of this liability shall be documented for each member. Such documentation shall be accomplished by the distribution of this Constitution and the Bylaws to each YOSC member. The Membership Chair shall be responsible to issue a report to the President certifying that each YOSC member has acknowledged the receipt of this Constitution and the Bylaws, and that each member understands his or her personal liability as stated herein. The report shall serve as certification to 374 FSS/FSRPO

indicating that YOSC members have been notified and understand their personal financial liability for obligations of the YOSC, as provided by law.

ARTICLE X – AMENDMENTS

1. AMENDMENT PROCESS

- A. Revision to this Constitution or its Bylaws can be proposed by the Executive Board or by petition of a majority of the Active Voting and Associate Members at any meeting. Any petition by the General Membership shall be submitted in writing.
- B. Proposed revisions or amendments shall be distributed to the General Membership electronically at least two (2) weeks prior to the date of the meeting. Hard copies of proposed amendments may be made available for examination by members upon written request.
- C. Amendments shall be presented and voted upon at a scheduled General Membership assembly.
- D. Ratification of these amendments requires approval by a majority of the membership present and eligible to vote.

2. AMENDMENT LIMITATIONS

Any conflict between any provisions of this Constitution or its Bylaws and existing military directives shall be changed administratively with the concurrence of the 374 MSG/CC. No amendment shall omit the statement of purpose or delete the provisions pertaining to dissolution of organization.

3. AMENDMENT APPROVAL

All amendments are subject to final approval by the 374 MSG/CC.

ARTICLE XII – ADOPTION

This constitution was approved by a majority vote of the Governing Board and approved by the General Membership of the Yokota Officers' Spouses' Club on 27 January 2015, and is submitted for approval by the 374 MSG/CC, Yokota Air Base, Japan. The provisions of this Constitution shall become effective upon adoption by YOSC. Upon adoption of this Constitution, the former Constitution will be abolished.

Marisa Martin
President
Yokota Officers' Spouses' Club

Liz Sonnek
Parliamentarian
Yokota Officers' Spouses' Club

Date approved by YOSC General Membership: 24 November, 2015