

ALCONBURY MOLESWORTH SPOUSE CLUB CONSTITUTION

ARTICLE I – Organizations’ Name, Purpose, and Authority

Section 1. Name: The name of this organization is the Alconbury Molesworth Spouse Club (AMSC). This organization is a non-profit organization hereinafter referred to as “AMSC” or “the Club”. It is established as a PO (Private Organization) pursuant to Department of the Air Force Instructions (DAFI) 34-106, Private Organizations Program, 16 January 2026, and all subsequent interim changes.

Section 2. Purpose: The AMSC builds the local spouse network while supporting the Alconbury/Molesworth community. The purpose of the AMSC is to promote the interests of the active duty and retired military, civilian, and contractor spouses in the Alconbury and Molesworth area; to organize charitable, social, and educational activities; to promote friendship, cooperation, and support among members of this and other spouse and service organizations; and to promote British American goodwill. After all expenses of the club are met, any and all monies derived from the activities of the AMSC will be used solely for charitable, educational and welfare purposes.

Section 3. Authority: The AMSC is organized as a private, nonprofit unincorporated association and shall be operated exclusively for charitable purposes including the making of distributions to organizations that qualify as exempt organizations under [501\(c\)\(3\) of the Internal Revenue Code of 1986](#). The specific purpose of the AMSC shall be to raise funds to sponsor charitable, educations (including scholarships), and welfare projects at RAF Alconbury and RAF Molesworth and the civilian community. See I.R.C. 501(c)(3).

ARTICLE II – GENERAL PROVISIONS

Section 1. This organization is operated on RAF Alconbury and/or RAF Molesworth only with the written authorization of the 423d Air Base Group Commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force Instructions. The Commander, 423d Air Base Group, may withdraw authorization of this organization prejudices or discredits the United States Government, conflicts with government activities, or for any other reasonable or just cause.

Section 2. This organization will conduct itself in a manner which is free of any form of discrimination and will provide equal opportunity and treatment for all members and prospective members regardless of their age, race, religion, color, national origin, ethnic group, gender or disability.

Section 3. In conducting its operations, this organization will comply with all applicable federal, state, local, and foreign laws governing civilian activities.

ARTICLE III – OFFICERS & GOVERNING BODY

Section 1. Administration shall be conducted by a board of officers (hereinafter referred to as the “AMSC Board” or “the Board”), constituted as follows: The AMSC Board is the governing body within the Club and will act in the best interest of the Club. Unless otherwise specified in the Constitution, the Board is empowered to act for the General Membership in all Club matters. Such actions may include, but are not limited to, planning, and executing Club functions, obligating Club funds, collecting money in support of Club functions, and providing for efficient Club operations.

The Board will clarify, in order to present in a precise form, any business of the Club prior to the General Membership/Social meetings.

Composition of the AMSC Board of Officers

1. The Executive Committee
 - a. President
 - b. Vice President
 - c. Administrative Coordinator
 - d. Financial Officer
 - e. Parliamentarian
 - f. Advisor(s)
2. The AMSC Board (hereinafter referred to as “Board Members” or “the officers”)
 - a. Members of Executive Committee
 - b. Chairs of Standing Committees to include Membership Coordinator, Social Events Coordinator, Marketing Coordinator, Scholarship Coordinator, Philanthropy Coordinator, and Thrift Shop Liaison.
3. Voting Members
 - a. President – only to break a tie
 - b. Vice President
 - c. Administrative Coordinator
 - d. Financial Officer(s)
 - e. Chairs of Standing Committees to include Membership Coordinator, Social Events Coordinator, Marketing Coordinator, Scholarship Coordinator, Philanthropy Coordinator, and Thrift Shop Liaison.
4. Non-Voting Members
 - a. Parliamentarian
 - b. Advisor(s)

Composition of the AMSC Thrift Shop Council

1. The AMSC Thrift Shop Council
 - a. AMSC Executive Committee (President, Thrift Shop Liaison, Financial Officer, Advisor(s))
 - b. AMSC Thrift Shop Staff (Manager, Assistant Manager, Donations Coordinator)
2. Voting Members

- a. President – only to break a tie
 - b. Thrift Shop Liaison
 - c. Financial Officer
- 3. Non-Voting Members
 - a. Advisor(s)
 - b. AMSC Thrift Shop Staff (Manager, Assistant Manager, Donations Coordinator)

Section 2. Elected & Appointed Officers – Terms and Conditions

1. The annual election of officers shall be held in April at the General Membership Meeting.
2. The slate of officers shall be announced and posted no later than thirty (30) days prior to the April General Membership Meeting.
3. Terms of office are one (1) year, commencing on 1 June and concluding on 30 May or until successors are elected.
4. All board members must complete their membership application and pay their dues (if applicable) upon acceptance of their position on the Board or within thirty (30) days thereafter.
5. Each elected and appointed officer or advisor must be legally authorized to reside in the United Kingdom and possess Department of Defense ID cardholder status.
6. Board officer positions should ordinarily be filled by one (1) person but may be filled by no more than two (2) co-chairs if the President determines it is in the best interest of the Board.
7. Members who serve on the Governing Board may hold only one (1) voting position at a time.
8. Members who serve on the Executive Board may not hold the same position for more than two (2) consecutive years but may extend one (1) additional year with approval of the Governing Board.
9. Governing Board members are expected to support all AMSC fundraising, social, and community events and shall become familiar with IRS Publication “Compliance Guide for 501(c)(3) Public Charities” and DAFI 34-106, Private Organizations Program.

Section 3. Nominating Committee

1. The Nominating Committee shall be chaired by the Parliamentarian.
2. In February, the Parliamentarian shall form the Nominating Committee. The Committee shall consist of the Parliamentarian as Chair, a minimum of one (1) Advisor or designee, two (2) AMSC Board members (Executive or Governing), and one (1) General Member in good standing with no financial obligations to the AMSC. None of the members of the Nominating Committee shall be eligible for office, either due to anticipated PCS or voluntary withdrawal of eligibility.
3. The Nominating Committee must have at least one (1) Advisor present at all meetings.
4. The Nominating Committee shall solicit nominations from the General Membership and require all interested members to submit an application via a Google Form or other approved electronic method.
5. The Nominating Committee shall review all applications and may interview applicants if deemed necessary prior to finalizing the slate of candidates.
6. The Nominating Committee shall prepare a slate of candidates, listing two (2) candidates for each office if possible, considering the qualifications and availability of nominees.

7. The slate of nominees shall be announced and posted no later than thirty (30) days prior to the April General Membership Meeting through a minimum of three (3) methods, including email, Facebook, and the AMSC website.
8. The Nominating Committee shall provide information on each position to the General Membership through a minimum of two (2) methods, including email and Facebook.
9. Prior to the April General Membership Meeting, the Nominating Committee shall distribute the slate of nominees and, if applicable, ballots and instructions for absentee voting to the General Membership via email or other means approved by the President.
10. Current Board members, including members of the Nominating Committee, may be nominated for the same or a different Board position. Any member of the Nominating Committee who accepts a nomination shall immediately resign from the Committee, and the Parliamentarian may appoint a replacement.
11. If the Parliamentarian accepts a nomination and must recuse themselves from the election process, the President shall designate a new Nominating Committee Chair.

Section 4. Elections

1. The slate of nominees shall be presented for election to the General Membership at the April General Membership Meeting.
2. Additional nominations may be made from the floor during the April General Membership Meeting.
3. If an unopposed slate is presented, the slate shall be approved by a majority vote of the voting members present at the April General Membership Meeting. Voting shall be conducted by a show of hands.
4. If more than one (1) person is nominated for any elected position, voting for that position shall be conducted by secret ballot.
5. For contested elections, the following procedures shall apply:
 - a. Ballots shall be prepared, distributed, collected, and counted by the Nominating Committee.
 - b. Absentee ballots, if applicable, must be received by the Nominating Committee prior to the start of the April General Membership Meeting to be counted.
 - c. If there are two (2) or more candidates nominated for a position, the candidate receiving the most votes shall be elected.
6. Each voting member in good standing is eligible to vote in the election of officers. Proxy voting is not authorized.
7. The ballots of the President and the Parliamentarian (Chair of the Nominating Committee) shall be opened only as necessary to resolve a tie. In the event of a tie, the President's ballot shall be counted unless the President is a candidate for that position, in which case the Parliamentarian's ballot shall be counted.
8. The newly elected Board of Officers shall be announced at the May General Membership Meeting.
9. The new Board of Officers shall serve a one (1) year term commencing on 1 June and concluding on 30 May or until successors are elected.

Section 5. Vacancies

1. In the event of a vacancy, the President may appoint a member in good standing to serve until a successor is elected or appointed in accordance with this Constitution.

2. In the event of a vacancy in the office of President, the Vice President shall succeed the President. The new President shall appoint a Vice President to serve until a successor is elected.
3. Vacancies for Executive Board positions, with the exception of the Parliamentarian and Advisors, require approval by a vote of the General Membership. Vacancies in all other positions may be approved by a vote of the AMSC Board. All voting related to vacancies shall comply with the processes outlined in Article VI.

Section 6. AMSC Board Meetings

1. The Executive Board, Governing Board, and a minimum of one Advisor, or designee, will meet monthly, or at any other time deemed necessary by the President.
2. All Board members will have the right to vote in AMSC Board meetings, with the exception of the President (unless there is a tie), the Parliamentarian and the Advisor(s).
3. A quorum for AMSC Board Meeting is fifty-one percent (51%) of the voting members of the AMSC Board.
4. Should any committee(s) have co-chairs, only one vote is permitted and counted as one board member towards quorum.
5. Board members shall familiarize themselves with the AMSC Constitution.
6. Each Board member has authority to appoint committee members as needed.
7. Each Board member will make a concerted effort to attend all Board and General Membership meetings, even if there is no report to be given. This is due to the quorum requirements of voting and the need for input from all sources.
8. If a Board member is unable to attend an AMSC Board meeting, he or she may submit a proxy vote to the President or Parliamentarian prior to the start of the meeting.
9. Each Board member will present any pertinent information in a brief written or oral report.
10. A Board member who is unable to attend two consecutive Board meetings without prior notification to the President or Vice President may forfeit their position on the Board.
11. Each Board member will keep a digital record containing a record of all Board activities, reports, and committee work pertaining to their position and shall transfer it to their successor to ensure continuity. Digital records and files will be uploaded to the AMSC Google drive. Such records will be maintained for two years, unless otherwise required for tax purposes.
12. In April, each Board member will prepare a report, as necessary, itemizing all income and expenses pertaining to their position, as well as a proposed budget for the following year.
13. To preserve the business records and ensure continuity and information retention, all correspondence by Executive Board members (with Governing Board members as well as outside organizations) must be conducted via the official AMSC email address. Official business must be sent to members' official AMSC email addresses but may additionally be sent to personal accounts to ensure emails are received in a timely manner.

ARTICLE V - Duties of Executive Board Members

Section 1: All Executive Board Members

1. Will sign [AMSC Board Member Expectations](#):
2. Strive to attend all Executive Board meetings, Governing Board meetings, membership meetings, and AMSC events.
3. Be a voting member of the Executive and Governing Board unless the individual position states otherwise.
4. Be AMSC members in good standing.
5. Submit a proposed budget to the Financial Officer at the beginning of the Board Year.
6. Appoint their own committee members who are AMSC members in good standing. Committee members may vote in absence of the board member.
7. Make a monthly report at the Executive and Governing Board meeting.
8. Submit information as required by their special event to the Marketing Coordinator.
9. Coordinate all necessary voting involving the Executive Board, Governing Board, and General Membership with the Parliamentarian.
10. Check designated e-mail and communication channels on a regular basis.
11. Perform all other duties as requested by the President.
12. Submit a written AAR within 30 days after every event chaired and a yearly AAR in May.
13. The duties of the officers shall be those implied by their respective titles, those requested by the President, those prescribed by the Constitution of AMSC, and those specified by this Constitution.
14. Maintain logins and passwords for any external websites to be passed to the incoming individual.
15. Maintain a file containing the following items for submission to successor:
 - a. Complete job description, which reflects the overall responsibilities of the position.
 - b. Monthly reports (includes financial statements, if applicable).
 - c. Minutes (1 inactive year plus current year).
 - d. AARS (1 inactive year plus current year).
 - e. Record of all income and expenses related to the position.
16. AMSC Constitution and any AMSC private organization and fundraising policy.

1. President

- a. All duties listed in the Constitution under Article III, Section 1
- b. Preside at all Board meetings, General Membership, and AMSC Thrift Shop Council/AMSC functions throughout the year.
- c. Appoint a Parliamentarian, who will advise the President and other officers on matters of parliamentary procedure.
- d. Appoint the Chairs of all Standing and Special committees unless otherwise provided for in the Constitution.
- e. Coordinate General Membership meetings/Socials and activities with the rest of the AMSC Board.
- f. Be an ex-officio member of all committees.

- g. Be responsible for conducting the business of the club in accordance with the Constitution.
- h. Oversee the Financial Officer during the year-end audit of Club financial activities. Have signatory authority on all AMSC financial accounts.
- i. When board vacancies occur, appoint a member in good standing to serve until a successor can be formally elected or appointed.
- j. Ensure all Board members carry out their jobs descriptions as outlined.
- k. Has signatory authority for contracts on behalf of the AMSC Board, to include independent contracts for the AMSC Thrift Shop.
- l. Has signatory authority on all AMSC financial accounts along with the Financial Officer and Vice President.
- m. Keep the Advisors informed on all important matters and ensure that one advisor is present for all Governing and AMSC Board meetings with the help of the Secretary.
- n. Make no motion or amendment nor vote on any question or amendment unless the Board or membership are equally divided, in which case the President will cast the deciding vote.
- o. Monitor the AMSC mailbox and review all AMSC mail on a regular basis.
- p. If a Board member is unable to fulfill their job description, the President will bring this matter to the Board for action that may include, but is not limited to, removal of the Board member.

2. Vice President

- a. All duties listed in the Constitution under Article III, Section 1
- b. Perform the duties of the President in their absence
- c. Act upon the Club's financial accounts in the absence of the Financial Officer.
- d. Assist the President at all times and maintain a working knowledge of all club activities.
- e. Supervise the activities of the general board chairs.
- f. Supervise any activities justified by the interest and support of the Members and approved by the honorary and governing board Members.
- g. Submit & review social events, as coordinated with President & Social Event Coordinator with dates & details to the executive committee by July 1st & by January 1st.
Serve as Special Project Officer along with the Philanthropy Coordinator for all non-charitable and charitable fundraisers.
- h. Has signatory authority on all AMSC financial accounts along with the Financial Officer and President.
- i. Responsible for other duties as assigned by the President.

3. Administrative Coordinator

- a. All duties listed in the Constitution under Article III, Section 1
- b. Maintain a current roster of AMSC Executive and Governing Board members.
- c. Maintain a record of all the minutes and monthly reports of the Board, General Membership and AMSC Thrift Shop Council meetings, and have these records readily available to the membership upon request. These reports will be kept in the coordinator binder and AMSC drive for 2 years.
- d. Maintain a file of correspondence sent and replies received for a 2-year period. e.

Maintain the AMSC organizational calendar, to include meetings, functions, events, and special interest group activities.

- e. Be custodian of After-Action Reports from Standing Committees.
- f. When necessary, distribute mail received to appropriate Officers and Committee Chairs in a timely manner.
- g. Be jointly responsible with the Parliamentarian for the maintenance of current copies of the constitution, bylaws, and policies; providing all board members with copies as necessary.
- h. Email quarterly copies minutes and financial statements to the 423 FSS Private Organizations Office representative DAFI 34-106 as requested.
- i. Fulfill the duties of the President when the President and the Vice-President are absent.
- j. Responsible for all other duties assigned by the President.
- k. Maintain administrator access and passwords for all AMSC accounts, Committees and Subcommittees including social media and emails. Change all organizational account passwords and administrators at the beginning of the Board year (*i.e.*, annually on 1 June).
- l. Responsible for other duties as assigned by the President.

4. Financial Officer

- a. All duties listed in the Constitution under Article III, Section 1
- b. Be responsible for the respective AMSC Operating Accounts (AMSCOA) and keep an accurate record of the account(s), which must be reviewed at the end of each fiscal year.
- c. Have custody of the essential AMSC financial organizational documents.
- d. Maintain the Operations Financial Officer's laptop and ensure all essential documents and reports are saved on the Board's Google Drive quarterly.
- e. Collect and disburse operational funds according to the Constitution and maintain a record of all receipts and disbursements.
- f. Prepare and submit to the Board monthly and annual financial statements for AMSCOA. Copies of these statements will be saved on the Board's Google Drive and made available upon request.
- g. Maintain records in accordance with record requirements in Article VII, Document Management.
- h. Be the primary signatory on AMSCOA, along with the President, Vice President, and one other Board member in the absence of the Vice President and receive a monthly report of all AMSC accounts.
- i. Maintain signing privileges on all financial accounts.
- j. Reconciles AMSCOA statements monthly and keeps a record of them in digital files. This may be done via accounting software or manually.
- k. Shall obtain two signatures for any AMSC checks written.
- l. Prepare an annual consolidated financial statement for AMSCOA.
- m. Use budgets and financial statements as financial management tools as detailed in para. 10, DAFI 34-106.
- n. Report the state of the AMSCOA at each monthly Board meeting.
- o. The laptop and books of the Operations Financial Officer will be reviewed by the President or Vice President at least two (2) weeks prior to termination of office. The results of this review will reflect the new Financial Officer's acceptance of said laptop and books.

- p. A copy of the new Operations Financial Officer's Acceptance Statement will be forwarded to 423 FSS/FSR within ten (10) days of transfer to office. Calendar year financial statements (1 January to 31 December of the previous year) will be forwarded to 423 FSS/FSR by COB 15 February each year. The cost of all financial reviews/audits is the responsibility of the organization.
- q. File 1099s with the IRS by 31 January each year.
- r. File appropriate tax documents with the IRS annually for AMSC Thrift Shop and arrange for payment of any taxes due before 1 October of each year.
- s. Responsible for other duties as assigned by the President.

Section 2. Duties of the Appointed Executive Board Officers

Advisor(s)

- a. Be appointed by the President.
- b. Provide the President and AMSC Board with guidance and advice on AMSC planning matters and events, to include considerations relevant to the military, community, protocol requirements, community relations, and similar considerations.
- c. At least one advisor attends all Executive and Governing Board, AMSC Thrift Shop Council Meetings as a non-voting member.
- d. Perform the duties of the Parliamentarian in their absence.
- e. Appoint Advisors for special committees.
- f. Advise on points of order at the General Membership and Board meetings, according to Robert's Rules of Order.
- g. Responsible for other duties as assigned by the President.

Parliamentarian

- a. Be appointed by the President.
- b. All duties listed in the Constitution under Article III, Section 1
- c. Serve as a non-voting member of the AMSC Board and AMSC Thrift Shop Council.
- d. As a member, retains full voting rights at the General Membership meetings, unless otherwise specified herein (e.g., see tie-breaking procedure in elections)
- e. Advise on points of order at the General Membership and Board meetings, according to Robert's Rules of Order.
- f. Assists in resolving disputes and conflicts within the organization by applying parliamentary procedures and principles of fairness.
- g. Ensures accurate recording of meeting minutes, motions, and other important documents
- h. Maintains a record of decisions made and actions taken during meetings.
- i. Recommends improvements to the organization's governance structure and processes based on parliamentary best practices.
- j. Interpret the AMSC Constitution and club policies and procedures.
- k. As custodian of the AMSC Constitution and club policies and procedures, annually review these documents and, if appropriate, establish/chair a reviewing committee when amendments and revisions are necessary. Ensure any revisions.
- l. Comply with parliamentary procedure and applicable Air Force instructions. Submit recommended changes of Constitution for Board and AMSC approval.
- m. Maintain an electronic copy of the AMSC Constitution, and club policies and procedures,

provided by any Board or Club member upon request.

- n. Chair the Nomination Committee and conduct elections and installation of the new Board (see sections 3 and 4, above).
- o. Conduct electronic votes as directed by the President, in accordance with the procedures outlined in Article VI.
- p. Responsible for other duties as assigned by the President.

ARTICLE IV: Duties of General Board Members

General Board (appointed) positions may be created, changed, or abolished at the direction of the President with the approval of the Governing Board. The President can appoint co-chairs as needed; however, co-chairs will share one vote in Governing Board meetings if the position is eligible to vote.

Section 1: All General Board Members

- a. Will sign [AMSC Board Member Expectations](#)
- b. May be appointed by the President upon written approval of the majority of the Executive Board. General Board vacancies shall be filled in the same manner.
- c. Strive to Attend all Governing Board meetings, membership meetings, and AMSC events.
- d. Are a voting member of the Governing Board or be represented by a non-voting committee person at each board meeting, unless individual position states otherwise
- e. Must be AMSC members in good standing.
- f. Submit a proposed budget to the Financial Officer at the beginning of the board year.
- g. Appoint their own committee members who are AMSC members in good standing.
- h. Make a monthly report at the Governing Board meeting.
- i. Coordinate with the President and Vice President on a monthly basis to assure the committee's assistance in programs.
- j. Check designated e-mail and Google Chat on a regular basis.
- k. Submit information as required by their special event to the Marketing Committee.
- l. Coordinate all necessary voting involving the Governing Board and General Membership with the Parliamentarian.
- m. Perform all other duties as requested by the President.
- n. May be removed from appointed position by the Executive Board:
 - i. If listed duties are not being fulfilled.
 - ii. If three Governing Board meetings are missed without prior notification and without submitting reports to the Administrative Coordinator
 - iii. If their conduct is injurious to the organization or its purposes.
- o. Submit a written AAR within 30 days after every event chaired and a yearly AAR in May, as stipulated in the By-Laws.
- p. Maintain a file containing the following items for submission to successor:
 - i. Complete job description which reflects the overall responsibilities of the position.
 - ii. Monthly reports (includes financial statement, if applicable)
 - iii. Minutes (1 inactive year plus current year)
 - iv. AARS (1 inactive year plus current year)
 - v. Record of all income and expenses related to the position.
 - vi. Constitution and any AMSC private organization and fundraising policy.

1. Membership Coordinator

- a. All duties listed in the Constitution under Article III, Section 1.
- b. Serves to welcome all new members and potential members to the AMSC and Alconbury/Molesworth communities by attending the “Newcomers” program through Military and Family Readiness Center (M&FRC), and helping new members feel welcome at all AMSC sponsored events.
- c. Coordinate with the Governing Board to ensure AMSC table coverage at Newcomers Orientation.
- d. Collect appropriate membership dues and maintain a detailed account of all dues collected. If a bank deposit is made by the Membership Chair, the deposit slip must be forwarded to the Financial Officer.
- e. Add new members to the members' only Facebook page or coordinate with the Marketing Coordinator.
- f. Maintain email distribution list for all active members.
- g. Send dues reminders as needed.
- h. Review and update membership application forms.
- i. Act as a liaison between the AMSC General Membership and the AMSC General Board as needed.
- j. Plans, implements, and makes all arrangements necessary in order to execute Membership Recruitment Drive and Membership Appreciation.
- k. Responsible for all duties assigned by the President.

2. Social Events Coordinator

- a. All duties listed in the Constitution under Article III, Section 1
- b. Plans, implements, and makes all arrangements necessary in order to execute social events.
- c. Is the POC for all social reservations and coordinates payment for reserving venues and/or supplies.
- d. Coordinates with the Financial Officer to track RSVPs paid.
- e. Oversee Special Interest Groups (SIG's) if they are wanted by members.
 - i. SIGs are small groups composed of, and led by, AMSC members interested in exploring a specific topic or activity, such as book club, coffee meet ups, Bunco, or antiquing.
- f. There shall be a membership social at least once a month and one membership appreciation per year with the exception of summer months, when a social is optional.
- g. Coordinates with the Marketing Coordinator to promote AMSC socials.
- h. Responsible for other duties as assigned by the President.

3. Marketing Coordinator

- a. All duties listed in the Constitution under Article III, Section 1
- b. Will be responsible for maintaining Facebook Alconbury Molesworth Spouse Club Page and Alconbury Molesworth Spouse Club Members Page to include monitoring and controlling the content, replying to comments in a timely manner and ensuring no

- soliciting is present on any pages.
- c. Will promote the AMSC and its activities through the development and distribution of publications such as FB posts, emails, brochures, and flyers.
 - d. Coordinate with other Board members to publicize the AMSC events, volunteer signups with clear roles for RSVPing.
 - e. Ensure that any and all advertisements will include the following disclaimer: THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.
 - f. Is the primary photographer at AMSC functions. Designates an alternate photographer in the event that she/he is unable to be present.
 - g. Publish information and photographs, if available, from AMSC socials, funds request, events on the AMSC Facebook group pages by using the back end of Facebook “Meta” to schedule posts in advance.
 - h. Keep in contact with representatives of base groups such as but not limited to M&FRC, First Sergeants, Key Support Liaisons, DODEA, to publicize AMSC activities and events.
 - i. Assist the Membership Coordinator in the recruitment of new members.
 - j. Responsible for other duties as assigned by the President.

4. Scholarship Coordinator

- a. All duties listed in the Constitution under Article III, Section 1
- b. Ensure that the application form is reviewed and updated yearly.
- c. Provide monthly updates to the Board throughout the application, selection, and awarding processes (approximately January through August).
- d. Publicize the scholarship award and eligibility criteria throughout RAF Alconbury and RAF Molesworth communities in coordination with the Marketing Coordinator, Alconbury Middle High School Guidance Counselor and Principal , School Liaison (SLO) and any other coordination determined by the Board.
- e. Establish a selection committee consisting of at least three (3) base community members to review applications and select winner(s). The Scholarship Chair is not a voting member of the selection committee but oversees committee deliberations.
- f. Ensure all personally identifying information (name, age, gender, birth dates, etc.) is redacted from all applications prior to submission to the selection Committee.
- g. Establish grading/scoring criteria with the selection committee to evaluate the applications on the basis of the criteria specified in the application. Ensure that the overall scoring/grading of the application is fair and objective.
- h. Create appropriate certificates/awards for the winner(s).
- i. Present the certificates/awards to the winner(s) at an appropriate community award ceremony (preferably Dragon Fest at Alconbury Middle High School or event organized by AMSC). A designated representative of the Scholarship Committee may present the award in lieu of the Chair.
- j. Coordinate with the Financial Officer to ensure scholarship payments are delivered to awardees.
- k. Awardees must present receipt of proof of enrollment in designated school and payments must be cashed in a timely manner determined by the Board.

- l. Provide final update to the Board, confirming delivery of all award monies, status of remaining scholarship funds (if any), lessons learned and recommendations for next iteration.
- m. Ensure all scholarship documentation, material, lessons, recommendations, etc. is turned over to a new Scholarship Chair.
- n. Responsible for other duties as assigned by the President.

5. Philanthropy Coordinator

- a. All duties listed in the Constitution under Article III, Section 1
- b. Initiate and administer an annual welfare fund donations plan.
- c. Coordinates, plans, and implements events which promote interactions between AMSC and the base community.
- d. Complete necessary paperwork determined by the 423 FSS Private Organization Monitor.
- e. Initiate and administer an annual fundraising plan as necessary.
- f. Plan and implement at least two (2) fundraisers throughout the year to meet the budget goal, as determined by the board on an annual basis.
 - i. Fundraiser suggestions are Independence Day Festival and Fall Festival.
- g. Recruit and manage member volunteers to assist with base community events and fundraising.
- h. Conduct all fundraising activities in accordance with DAFI 34-106.
 - i. Coordinate with the President to submit all fundraising requests to 423 FSS/FSR at least four weeks before advertising is to begin.
 - ii. Fundraising is limited to three events per calendar quarter.
- i. Aid the Financial Officer with funds request and coordination.
- j. Complete an 'After Action Report' for each fundraising event.
- k. Responsible for other duties as assigned by the President.

6. AMSC Thrift Shop Liaison

- a. All duties listed in the Constitution under Article III, Section 1
- b. Appointed from being the lead volunteer in the store or have knowledge of Thrift Shop operations.
- c. Lead and organize monthly AMSC Thrift Shop Council Meetings.
- d. Oversee operation of the AMSC Thrift Shop and report any operational concerns to the President and AMSC Board.
 - i. For example: work with staff to coordinate thrift shop events to promote store and bring in customers, help coordinate volunteers, stop into the store a minimum of once (1) a week, coordinate bi-monthly or as necessary staff meetings, be the liaison between AMSC Thrift Shop at the AMSC Board meeting and help locate/fill the staff positions.
- e. As custodian of the AMSC Thrift Shop Handbook, provides annual review of operating procedures, if revisions, presents to Council for review and AMSC for approval.
- f. Responsible for other duties as assigned by the President.

ARTICLE V: AMSC Thrift Shop

This Article governs the structure, staffing, and oversight of the AMSC Thrift Shop, including the authority and responsibilities of the Thrift Shop Council, paid staff, and volunteers, and outlines the Thrift Shop's accountability to the AMSC Governing Board.

Section 1. AMSC Thrift Shop Staff

Paid AMSC Thrift Shop Staff Positions

- a. The AMSC Thrift Shop Council may, with approval of the AMSC Board, enter into contracts for paid staff positions at the AMSC Thrift Shop. Such positions will be funded entirely out of AMSC/Thrift Shop funds, in accordance with the terms of the underlying contract.
- b. Announcements for paid staff positions will first be offered to volunteers and then will be published in a public forum for no less than two (2) weeks.
- c. Applications will be collected by the AMSC Thrift Shop Liaison and all hiring decisions will be made by the AMSC Thrift Shop Council with an additional board member. Interviews will be conducted with the Thrift Shop Liaison, President, Advisor, and rotating board member. If necessary, the Board may solicit input from current store staff or volunteers in this decision.
- d. Unless otherwise specified in the contract, all paid staff positions at the AMSC Thrift Shop will run on a one-year contract, subject to annual review before renewal.
- e. Any paid AMSC Thrift Shop contractor services may be terminated at will by the AMSC Board within the legal limits of the contract.
- f. All paid Thrift Shop staff must be a citizen of the United States of America with SSN or ITIN and legally eligible to work on RAF Alconbury.

Section 2. AMSC Thrift Shop Positions

AMSC Thrift Shop Manager

- a. Adhere to the AMSC Thrift Shop SOP, Code of Conduct, and all applicable base, local, and federal regulations.
- b. Actively support and oversee all aspects of daily store operations, ensuring compliance with AMSC Thrift Shop SOP.
- c. Provide guidance and oversight on floor operations as needed, supporting the Assistant Manager's autonomous decision-making while remaining involved in projects that affect budgets, staffing, or broader operational goals.
- d. Work alongside and coordinate staff and volunteers to maintain an efficient, safe, and welcoming environment.
- e. Collaborate with the Assistant Manager to plan and support volunteer appreciation and recognition events.
- f. Support and manage donations, recycling, facility maintenance, and customer service

needs as they arise.

- g. Perform and verify accurate daily deposits and monthly profit and loss reports.
- h. Collaborate with the AMSC Financial Officer and Council for budget and financial reporting.
- i. Help develop and implement marketing and sales strategies in coordination with the Assistant Manager, including social media postings and in-store promotions.
- j. Coordinate with AMSC Marketing Coordinator when additional support or promotion is needed.
- k. Ensure compliance with all safety regulations, facility inspection requirements, and secure the facility when closing.
- l. Assist in the coordination and pick up with Rag Man as needed to maintain efficient donation management and storage organization.
- m. Attend monthly Council Meetings.
- n. Communicate operational or personnel issues promptly to the AMSC Vice President or President and offer support in resolution.

AMSC Thrift Shop Assistant Manager:

- a. Adhere to the AMSC Thrift Shop SOP, Code of Conduct, and all applicable base, local, and federal regulations.
- b. Exercise independent judgment in day-to-day floor organization and direction, ensuring efficient store operations and positive volunteer and customer experiences.
- c. Coordinate with the Operations Manager on larger projects or decisions involving financial impact, staffing adjustments, or operational changes.
- d. Support customer service, store organization, donation processing, and inventory management.
- e. Assist with training volunteers, helping ensure adherence to policies and procedures.
- f. Collaborate with the Operations Manager to carry out volunteer appreciation and recognition events.
- g. Verify daily register reconciliations and review financial reports for accuracy.
- h. Assist with bank deposits, point-of-sale operations, and resolving transaction or customer issues.
- i. Maintain store safety standards and ensure proper facility security during closing procedures.
- j. Assist in the coordination and pick up with Rag Man as needed to maintain efficient donation management and storage organization.
- k. Contribute to sales and marketing efforts, including social media, store promotions, and event support.
- l. Attend AMSC Thrift Shop Council meetings.
- m. Communicate relevant updates, concerns, suggestions, or volunteer operational needs to Operations Manager in a timely manner.

AMSC Thrift Shop Donations Coordinator:

- a. Adhere to the AMSC Thrift Shop SOP, Code of Conduct, and all applicable base, local, and federal regulations.
- b. Receive, sort, inspect, and prepare donated items for pricing and display.
- c. Identify items for resale, re-donation, or disposal in accordance with SOP policy.
- d. Assist in researching fair market value pricing and preparing items for management review.
- e. Maintain donation storage areas in an organized, clean, and safe condition.
- f. Interact positively with donors and customers, ensuring quality service and communication.
- g. Organize donation campaigns and community outreach with Operations Manager.
- h. Maintain accurate donation logs, recordings of in kind donations, and assist with financial and inventory reporting.
- i. Coordinate and schedule all Rag Man donation pickups to ensure timely removal of unsellable or bulk-donated items in accordance with the AMSC Thrift Shop Standard Operating Procedures.
 - i. The Operations Manager and Assistant Manager may assist in this coordination as needed to maintain efficient donation management and storage organization. The Donation Coordinator retains primary responsibility for initiating and tracking all Rag Man pickups and shall ensure proper documentation of the transfer.
- j. Oversee volunteers assigned to donation processing and assign related tasks.
- k. Providing flexible support within the store during operational hours, including assisting with customer service, register coverage, or merchandise organization, as needed to ensure smooth shop operations.
- l. While the Donation Coordinator's primary focus remains donation management, they are expected to contribute as part of the shop team during open hours,
- m. Attend Council meetings, report notable donation trends, campaigns, and community outreach.

Section 3. Exclusions

1. No elected or appointed AMSC Board member will be a paid staff member of the AMSC Thrift Shop.
2. No elected or appointed AMSC Board member will perform any audits, paid or unpaid, as an AMSC representative for any other community organization.

Article VII: Document Management

1. Governing and Charitable Board members shall have access to the following documents in the shared Google Drive:
 - a. Position job description
 - b. AMSC Constitution
 - c. AMSC Budget
 - d. Current roster

- e. Minutes from each board meeting
 - f. Income and Expense Vouchers
 - g. AMSC Thrift Shop Standard Operating Procedures
- 2. Governing and Charitable Board members should maintain the following sub folders, for continuity of the Board position and to the benefit of subsequent chairholders, in their position's Google Drive:
 - a. Board Reports
 - b. Income and Expense Reports
 - c. Documents specific to their chair position for each Board year, to include current and historical information.
 - d. End of Year Report at end of term for the next chairperson
- 3. Google Drive:
 - a. The Financial Officer shall create a fiscal year digital folder in the AMSC Google Drive for audit submission at the end of the board year and keep a working digital folder to include Income and Expense sheets for board members, historical budgets, etc. (See Appendix: Financial Guidelines for details).
 - b. The Parliamentarian shall keep a digital folder in the AMSC Google Drive to include governing documents, insurance, DAFI 34-106, and IRC 501(c)(3) for reference.
- 4. Financial Records:
 - a. Financial records include bank statements, financial reports, and income and expense voucher forms with supporting documents and receipts, and tax filings. Original hard copy records for prior years are in the AMSC storage at the Thrift Shop clearly marked by board year.
 - b. Financial records are to be kept a minimum of three (3) years if in hard copy form, and seven (7) years electronically.
 - c. All financial records will be scanned electronically to Google Drive as backup.
- 5. 423 FSS Private Organizations Office Requirements:
 - a. Request for Recognition as a Private Organization and the Liability Insurance Waiver Request must be submitted at the beginning of Board Year (June) to the 423 FSS Private Organizations office. Point of Contact will be named in the Parliamentarian's End-of-Year Report.
 - b. All Fundraising Requests must be submitted to the 423 FSS Private Organizations office via the President at least four weeks before advertising is to begin. Fundraising is limited to three events per calendar quarter.
 - c. The following items are to be filed with the 423 FSS Private Organizations office no later than 20 days following the end of the fiscal year, May 31, by the Parliamentarian.
 - i. Copies of all Financial Reports for the Board year.
 - ii. Copies of all minutes
 - iii. Most Current AMSC Thrift Shop Insurance Policy
 - iv. If board members have changed new contact information and Financial Officer's acceptance letter.

ARTICLE IV – MEMBERSHIP AND LIABILITY

Section 1. Membership Eligibility. In accordance with DAFI 34-106, *Private Organizations (PO) Program*, Para 5.3, this PO will not discriminate on grounds of age, race, religion, color,

national origin, ethnic group, gender, or disability. Further, this organization fully supports the non-discrimination policy and will not condone or participate in discriminatory activities. In accordance with DoDD 5500.7-R, The Joint Ethics Regulation, membership in this PO is voluntary.

Section 2. Member Liability. All members of this organization shall be jointly and severally liable for any and all obligations which may accrue during the time they are associated with the organization. Further, the organization will ensure all persons are aware of their obligations upon becoming members.

Section 3. Types of Membership

Regular Membership

1. The following are eligible to be Regular (voting) members, who are legally authorized to be in the United Kingdom, with Department of War ID cardholder status:
 - a. Spouses or widows of active duty, reserve, and retired personnel of all the US Armed Forces who are assigned or attached to RAF Alconbury, RAF Molesworth, or RAF Wyton.
 - b. Spouse or widow of any Department of War (DoW) Contract Civilian, or DoW Civilian, or NATO personnel, who are assigned or attached to RAF Alconbury, RAF Molesworth, RAF Wyton or United States Embassy personnel who are assigned to the United Kingdom.
 - c. Spouse of any active-duty member who was previously assigned to RAF Alconbury, RAF Molesworth, or RAF Wyton, but has now made a permanent change of station to a deployed location while the spouse has opted to stay in the RAF Alconbury, RAF Molesworth, or RAF Wyton area for the duration of the deployment.
 - d. In the case of couples that meet the above criteria, both have the option to join, but only one member may serve on the board.
 - e. Military or civilian employees in the categories listed above that do not meet the spousal criteria but are interested in participating in AMSC activities.

Honorary Membership

1. The Board may extend honorary membership to any distinguished person, to include the spouse of the 501 CSW Commander, 501 CSW Command Chief, RAF Alconbury and RAF Molesworth Commander(s), the spouse of the RAF Wyton Commander, Honorary Commander Spouses and/or the Community Relations Advisor.
2. Honorary Members will not pay dues and may not vote, hold office, or serve as Chairs of a committee.
3. Honorary Members may serve as a committee member.
4. As a courtesy, Honorary Members will be eligible to participate in all activities, unless otherwise specified in this Constitution or other AMSC guidance.

Advisory Membership

1. One or more of the following may be appointed by the President, at his/her discretion, to serve in an advisory capacity:
 - a. The spouse of the 423d Group Commander or Deputy Commander or Superintendent.
 - b. The spouse of the AFRICOM-J2M Commander or Senior Enlisted leader.
 - c. The spouse of the EUCOM-JAC Commander or Deputy Commander or Senior Enlisted Leader.
 - d. The spouse of the NATO Intelligence Fusion Center (NIFC) Commander or Deputy Commander or Senior Enlisted Leader.
2. Advisory members attend all AMSC Board and general membership meetings. They will not pay dues and are not authorized to vote.

Section 4. Membership

Dues

1. A member is considered to be in good standing if he or she has completed the AMSC membership form and paid annual dues (unless exempt).
2. New members may join at any time throughout the club year (June thru May) upon completion of the membership form and payment of dues (unless exempt).
3. Renewal of dues will need to be paid in full in the first month of the new club year (June).
4. Members joining in the second half of the club year (January thru May) may pay one half of their yearly scheduled dues amount.
5. Members leaving mid-year are not eligible for a refund.
6. All dues are forfeited to the AMSC if membership is terminated with cause.

Privileges

1. Members are eligible to participate in all AMSC events and functions.
2. Regular members in good standing are entitled to vote on matters of finance, Constitution and By-Law changes, officer elections, and any other items deemed necessary by the Board.
3. Regular members are eligible to hold elected office in the Club.
4. Regular members are eligible to hold appointed office in the Club.
5. Each member may bring guests to the meetings, unless the President states no guest for the event, or space does not permit. The guest must pay the event fee but not the membership fee on the first event that they attend. All persons eligible for membership may also attend as a guest once prior to application and payment of annual dues.

Termination of Membership

1. Membership in this organization shall be terminated if any one of the following occurs:
 - a. The member submits written notification to the Membership Chair.
 - b. The member fails to pay applicable membership dues or other amounts owed,

- having been notified in writing by the Membership Chair that his/her membership will terminate for non-payment of dues or other amounts owed in thirty (30) days.
- c. The members have conducted themselves in a way that brings discredit to the AMSC.
 - d. The member no longer maintains Department of War ID cardholder status.
2. Membership in this organization may also be terminated for any other valid reason, at the recommendation of the Governing Board, and upon approval of a majority of the Governing Board.
 3. Documentation:
 - a. First Infraction: Members will be issued a written warning. One copy will be given to the member and one copy will be retained in the membership files. All copies to be signed by AMSC President, Vice-President, and member.
 - b. Second Infraction: Membership shall be terminated with cause. Members will be issued a letter of Termination. One copy will be given to the member and one copy will be retained in the membership files. All copies to be signed by AMSC President, Vice-President, and member.

Section 5. Certification to FSS/FSR. The officers of this organization certify that all members have been notified and understand their personal financial liability for the obligations of the organization, as provided by law.

ARTICLE V – FINANCES

Section 1. Dues will be paid by the members of this organization, with exception of the honorary and advisory members as specified above. The dues shall be based on a tiered system.

Section 2. Other income will be obtained from fundraising events and by the operation of the AMSC Thrift Shop and in accordance with DAFI 34-106 and AFI 36-3101.

Section 3. This organization will not conduct more than three (3) fundraising events per calendar quarter. This organization will not solicit gifts or donations on base. If making off-base solicitations, this organization will clearly indicate that the solicitation is for a private organization and not for RAF Alconbury or RAF Molesworth, or any official part of the Air Force.

Section 4. Money collected will be used for operation of the AMSC and the AMSC Thrift Shop. After all expenses of the club are met, any and all monies derived from the activities of the AMSC will be used solely for charitable and educational purposes. The specific purpose of the AMSC shall be to raise funds to sponsor charitable, educations (including scholarships), and welfare projects at RAF Alconbury and RAF Molesworth and the civilian community.

Section 5. Income will not accrue to any individual person, including members of the AMSC.

Section 6. The minimum financial banking balances in the RAF Alconbury/Molesworth Spouse Club and AMSC Thrift shop accounts shall be:

1. \$250 in the **AMSC General Fund** dollar account.
2. \$5,000 in the **AMSC Thrift Shop** dollar account.
3. These funds are set aside for emergency use.

Section 7. Donation Requests: All requests for donations must be submitted online through the AMSC google form. Requests shall include the reason for which the funds are being requested and the exact dollar amount. Requests shall be presented by the Financial Officer during the Governing Board meetings or electronically for approval. The vote shall be conducted in accordance with the rules of Article VI, Section 5.

Section 8. Priority is given to established community associations where donations occupy a line item in the annual Welfare Budget. New welfare requests are considered on a case-by-case basis by the Governing Board.

Section 9. Receipts must be presented to the Financial Officer **within 30 days of purchase** to be reimbursed. If a receipt is not produced for reimbursement within that time frame, funds will not be reimbursed.

Section 10. The General Membership shall approve an annual budget and a monthly budget. The Board shall allocate funds to specific expenditures within the approved budget. Unused funds from a previous month may roll over and be used for the same designated purpose in a subsequent month at the discretion of the Board.

1. The Board may authorize unbudgeted expenditures up to \$1,000 by majority vote of its voting members. Any unbudgeted expenditure exceeding \$1,000 requires approval of the General Membership.
2. The use of future budgeted funds exceeding \$1,000 in a current month requires membership consent.

ARTICLE VI – MEETINGS AND QUORUM

Section 1. Board Meetings

1. The business of the Club will be conducted at regularly scheduled monthly Board Meetings.
2. Board meetings will be held prior to general membership meetings/socials and consist of the Executive Committee and Chairs of Standing Committees.
3. A Joint Meeting/Turnover Event of the incoming and outgoing Board members and other Committee Chairs will be held in May.

Section 2. General Membership Meetings

1. General membership meetings will be held at the AMSC Board's discretion.
2. Where the general membership meeting coincides with a social/educational event, general membership business will be conducted during the first 30 minutes of the social/educational event.
3. All members in good standing may attend the general membership meetings. All

reasonable attempts shall be made to inform the membership of an upcoming general membership meeting and the need for their attendance.

4. To the maximum extent practicable, the order of business at general membership meetings will be:
 - a. Call to order, business meeting
 - b. Executive Committee report, as necessary
 - c. Standing Committee report, as necessary.
 - d. Unfinished Business
 - e. New Business
 - f. Announcements
 - g. Adjournment, business meeting
 - h. Program
5. The President, with the approval of the Executive Committee, may call a special meeting of the membership. Special meetings will follow the same quorum and voting requirements established for general membership meetings.

Section 3. AMSC Thrift Shop Council Meetings

1. The AMSC Thrift Shop Council meetings will meet as needed, but no less frequently than every other month. The time, place and date will be determined by the Thrift Shop Liaison, who may confer as necessary with other participants in order to achieve maximum attendance.
2. Will formulate operational policies and rules regarding AMSC Thrift Shop operations to include hiring/disciplinary actions for AMSC Board approval as outlined in the AMSC Thrift Shop Standard Operating Procedures.

Section 4. Quorum

1. A quorum is the number of members who must be present at the meeting in order to validly transact business.
2. The quorum for any General Membership meeting is three (3) voting members in good standing, plus two additional (2) voting members of the AMSC Board.
3. The quorum for any AMSC Board Meeting is fifty-one percent (51%) of the voting members of the AMSC Board.
 - a. Should any committee(s) have co-chairs, only one vote is permitted and counted as one board member towards quorum.
4. The quorum for any AMSC Thrift Shop Council is fifty-one percent (51%) of the voting members of the AMSC Thrift Shop Council.
5. If a quorum is not present, the President will reschedule any business requiring a quorum.

Section 5. Voting

1. The following applies to AMSC Board meetings, general membership or AMSC Thrift Shop Council meetings:
 - a. No vote may be undertaken at any meetings unless a quorum is present.
 - b. The President may vote only in the event of a tie. If the President is not able to attend the meeting, the Vice President shall act as chairperson. In that event, the

Vice President may only vote in the event of a tie.

- c. Unless otherwise mandated herein (*e.g.*, elections), voting shall be conducted by show of hands. The meeting chairperson may require a secret ballot be used, if requested or otherwise appropriate.
 - d. It is essential that voting members of the AMSC Board contact the President or the Parliamentarian prior to any meeting they cannot attend to arrange for the transfer of their vote by proxy. This will enable AMSC business to continue by assuring a quorum is achieved. Proxy voting will be allowed under the following conditions:
 - i. Voting proxy will be distributed in the following order: Parliamentarian, Advisors, and President. If more proxies are necessary to reach a quorum, they will be assigned at the discretion of the Parliamentarian.
 - ii. A voting member of the Board must give a written proxy to the President or Parliamentarian prior to the meeting, clearly outlining their vote on issues presented. E-mail, google chat, or text message is an acceptable form of a written proxy.
 - iii. A member holding a proxy must vote on each issue put before the Board as the absent board member requests.
 - iv. A member holding a proxy will count toward the necessary quorum.
 - e. Assuming a quorum is present, in-person votes will pass by a simple majority of those voting.
2. Electronic Voting (e-votes)
- a. If directed by the President, the Parliamentarian may conduct electronic voting.
 - b. Electronic votes require the same approval threshold as an in-person vote. To be considered a valid vote, the number of votes received must equal or exceed the quorum requirement for the applicable voting body.
 - c. When directed by the President to utilize electronic voting for matters requiring approval of the AMSC Board or the General Membership:
 - i. The Parliamentarian will contact all respective voting members with the relevant information, and a vote will be requested.
 - ii. Voting will remain open for no less than 48 hours following transmission of the last notice.
 - iii. Voting members shall reply within the allotted time frame. Voting members may respond with: “aye”, “nay”, or “abstain [with or without requesting discussion]”.
 - iv. To be considered a valid vote, the number of votes received must equal or exceed the quorum requirement for the applicable voting body.
 - 1. For matters requiring AMSC Board approval, the vote will be considered valid if at least 51% of the AMSC Board voting members cast a vote.
 - 2. For matters requiring approval of the General Membership, the vote will be considered valid if at least three (3) voting members in good standing plus two (2) additional voting members of the AMSC Board cast a vote.
 - v. An “abstain” response, with or without requesting discussion, does not count toward the requisite number of votes.
 - vi. The Parliamentarian will tally the votes to ensure the requisite number of votes have been received and will inform all AMSC Board members of the

- results.
- vii. If the requisite number of votes are not received, additional voting will be withheld until the next AMSC Board meeting.
 - viii. The Secretary will make note of the vote and include it in the minutes of the next AMSC Board meeting.
- d. Wherever practicable, the Advisors should be consulted before electronic voting is undertaken.
 - e. When electronic voting is utilized, email voting is preferential. Social media voting (e.g., Facebook) shall only be used as a last resort.
 - f. When presenting matters via electronic voting, the motion and all available background information shall be presented in a neutral fashion without commentary on voting action or others' opinions, or otherwise inducing members to vote in a certain way.

ARTICLE VIII – INSURANCE

The AMSC will maintain liability insurance coverage unless waived by the Installation Commander. Such coverage, if required, will expressly provide that the United States Government and any Non-appropriated Fund Instrumentality (NAFI) will not be liable for any claims or judgments against this organization or its members. An insurance policy copy and all renewal policies will be forwarded to 423 FSS/FSR. If an insurance waiver is requested, members must be made aware that they will be jointly and severally liable for the obligations of the organization, and their understanding of the liability must be documented.

ARTICLE VII – DISSOLUTION

Section 1. In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of assets will be disposed of as determined by the membership. Each member may be held jointly and severally liable for just debts in the event the organization's assets are insufficient to discharge liabilities. If liabilities exceed assets upon dissolution, then the excess of liabilities over assets shall be paid by the membership on a pro rata basis. For the purpose of this article, a member is defined as one whose name is carried on the role of the active and associate members as of the date of notification; members are clearly identified in Article IV of this constitution. The membership is liable under the laws of the United Kingdom for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

Section 2. Distribution of residual funds and other assets will not accrue to the benefit of any individual member of the membership as a whole.

Section 3. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or

in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future tax code.

Section 4. In the event that a Non-Appropriated Fund Instrumentality (NAFI) fills the need for which this private organization is established, this organization will be dissolved. Under such circumstances, all financial transactions of dissolution will be concluded separately and apart from the operation of any activity established as a NAFI.

Section 5. Upon determination to dissolve, written notice by this organization's officers will be provided to the Commander, 423d Air Base Group. In this written notice, this organization's officers will state their intent to dissolve and provide a time-phased action plan to do so.

Section 6. The Commander, 423d Air Base Group, has the authority to dissolve this organization if there are no members present, or if it's in the best interests of the United States Air Force.

ARTICLE IX – ADOPTION & AMENDMENTS

Section 1. These articles may be amended on the approval of a simple majority of the members voting, as outlined in Article VI.

Section 2. If amended, the constitution will be submitted immediately to 423 FSS/FSR, reviewed by 501 CSW, and approved by the Commander, 423d Air Base Group. Failure to submit, in a timely manner, a constitution that has been amended will result in the withdrawal of authority to operate on RAF Alconbury or RAF Molesworth by the Commander, 423d Air Base Group. At a minimum, this constitution will be updated every two years, or when there is a change in the purpose, function, or membership eligibility in accordance with DAFI 34-106, paragraph 4.4.

Section 3. Conflicts of any provision of this constitution with existing military regulations or directives will be changed administratively in accordance with the regulations or directives, subject to final review by the Commander, 423d Air Base Group.

Section 4. This constitution was approved by a simple majority vote at the AMSC general membership meeting on 01 February 2026 and was submitted for approval by the Commander, 423d Air Base Group, RAF Alconbury, United Kingdom.

Signatures of Executive Committee Members



26/02/2026

Corinne Souvannason, President

Date



26/02/2026

Annalisa Knupp, Vice President

Date



26/02/2026

Siobhan Davenport, Secretary

Date



26/02/2026

Cynthia Goenen, Treasurer

Date

This Constitution has been approved by the 423ABG/CC.

MICHAEL G. FLEMING, Colonel, USAF
Commander, 423d Air Base Group