

CONSTITUTION AND BYLAWS OF THE STUDENT SPOUSES CLUB
May 2011

ARTICLE I. NAME

The name of this organization will be THE STUDENT SPOUSES CLUB (SSC) of the Uniformed Services University of the Health Sciences (USU).

ARTICLE II. AUTHORITY

SECTION I. The SSC is a private organization under the Internal Revenue Service (IRS) policy for 501 (c) (7) organizations.

SECTION II. A current edition of ROBERT'S RULES OF ORDER (REVISED) shall govern the SSC in all cases to which said rules are applicable.

ARTICLE III. PURPOSE

SECTION I. The Student Spouses Club is an organization for the spouses and significant others of any active duty officer student at the Uniformed Services University of the Health Sciences. The goal of the Student Spouses Club is to provide support, friendship, and community for student families through a variety of social and service activities throughout the year.

SECTION II. The SSC will be a nonprofit organization, organized exclusively for the objectives set forth above and no part of the income of the SSC will benefit any of the individuals and their businesses, except for the purposes of hospitality needs, and those monies designated for charity.

ARTICLE IV. MEMBERSHIP

SECTION I. ACTIVE MEMBERS

- i. The spouse, fiancée, or significant other of any active duty officer student at USU may become an active member of the SSC upon payment of dues.
- ii. The spouse, fiancée, or significant other of an alumni student who desires to pay alumni dues may become an active member with voting rights.
- iii. Active members will be entitled to vote when present at any SSC general or business meeting, or by absentee ballot upon request.
- iv. Active members may run for an elected office, serve as a member of the SSC committees, participate in all SSC-sponsored activities, receive all SSC publications/communications, and, on request, receive the SSC member roster.

SECTION II. HONORARY MEMBERS

- i. The immediate past President will serve as Honorary President.
- ii. The Honorary President may decline the position of Honorary President and assume active member status and have full member privileges.
- iii. If the Honorary President declines the position, he/she may run for an office or chair position.

I. All members of the Advisory Committee, including the Honorary President, will be honorary members.

II. Honorary members will not pay annual dues.

iv. Honorary members will be entitled to participate in SSC-sponsored activities and receive all SSC publications/communications, and, on request, receive the SSC member roster.

v. Honorary members may not vote, hold office, or serve as elected members of the Administration.

SECTION III. There will be no membership discrimination on the basis of race, sex, religion, or national origin.

SECTION IV. CANDIDATES AND ELECTIONS

i. The newly-elected officers will take office 1 May.

ii. Only an active member will be eligible to hold an elected office.

iii. The term of office will be twelve months.

iv. An officer may not serve more than 2 consecutive twelve-month terms in the same position.

v. Any officer vacancies occurring during the current term will be filled by appointment of the President, with the approval of the Executive Board. In the case of vacancy in the office of President, the Vice-President will become the President.

vi. There will be no organized campaigning or pressure of any kind for election to office.

SECTION V. NOMINATIONS AND ELECTIONS

i. The General Membership will:

I. Meet at least one month prior to the presentation of nominees.

II. Nominate no less than one candidate for each office.

III. Present a slate of nominees to the General Membership at the March meeting.

IV. Publish the nominees' names and biographies in the SSC bi-monthly email at least two weeks prior to the election.

ii. Method of balloting:

I. Absentee ballots will be provided upon request and must be turned in to the Secretary prior to the published elections. All other ballots will be cast at the location of the election meeting during the designated voting time.

II. At the election meeting, nominations from the floor, with the consent of the nominee and seconded by an active member, will be accepted. At the close of nominations, candidates will be introduced.

III. In the event that a quorum of the membership does not vote, a plurality vote will be used (the person receiving the majority of the votes). The person receiving the most votes in any election is the winner.

IV. Ballots will be counted by the Secretary during the meeting. If a tie should occur, a run-off election will be held immediately with the membership present.

V. If there is only one candidate running for each position, the ballot method of voting will not take effect and the candidates will be elected by acclamation.

ARTICLE V. MEETINGS AND VOTING

SECTION I. The Executive Board will meet as needed. A special meeting may be called at the discretion of the President or Vice-President.

SECTION II. The SSC general business meeting will be held once each month throughout the year.

- i. The SSC meeting will be open to all members and non-members.
- ii. Members present at a SSC meeting will constitute a quorum.
- iii. A majority vote of those members present is necessary to decide issues.
- iv. Members will approve a summary of all proposed budgets, expenditures over \$50.00, and allocations previously screened by the Executive Board.

SECTION III. A special SSC Executive Board or Administration meeting may be called by the Executive Board with not less than three days written notice to members. Each committee will get one vote at the Administration meetings, regardless of the number of co-chairs.

SECTION IV. The April retreat will be the "End of Term" meeting at which both incoming and outgoing Administration members will be present. Outgoing Administration members retain the right to vote at this meeting.

ARTICLE VI. AMENDMENT AND REVISION

SECTION I. BYLAWS MEETING

- i. The Administration will meet annually in January to review and/or revise the existing Constitution and Bylaws, or by a written request of any active member.
- ii. Non-voting members of the Bylaws meeting will be the Advisory Committee, and the President (ex-officio). Voting members will be a minimum of one Executive Board member, and a minimum of three active members not on the Executive Board. The President (ex-officio) will vote in the event of a tie.
- iii. No Bylaws meeting will be held without a majority of the committee chairpersons in attendance. If the voting members of this committee decrease below the minimum stated above, they must be replaced in kind before continuing.

SECTION II. A copy of the amendments or revisions to the Constitution and Bylaws will be submitted to the Executive Board for recommendations before submission to the General Membership at the beginning of the February SSC meeting for a vote at the end of that meeting. Members may request a copy of the amendments and revisions any time after the February meeting. Amendments or revisions will be made by two-thirds vote of the active members present at the March SSC meeting. Approved changes will be provided to the Command.

SECTION III. The Constitution and Bylaws may be amended or revised by two-thirds vote of the active members present at the SSC meeting. Unless the President and one Advisor deem it necessary to expedite club operations, two weeks written notice will be needed.

ARTICLE VII. DUES AND FINANCES

SECTION I. Each active member will pay dues for administrative expenses. SSC will be self-supporting.

SECTION II. Dues may be altered by a vote of the General Membership upon recommendation of the President and Treasurer and with the approval of the Executive Board.

SECTION III. Active members' dues will be collected annually.

ARTICLE VIII. EXECUTIVE BOARD

SECTION I. OFFICERS

- i. The members of the Executive Board will be the elected officers of SSC. The officers will be: President, Vice-President, Secretary, and Treasurer.
- ii. The Executive Board will:
 - I. Prepare and present the SSC Calendar of Events, upon approval of the Command, for the next twelve months.
 - II. Screen all proposed expenditures.
 - III. Act on behalf of the membership in the intervals between SSC Meetings in accordance with the Bylaws.
 - IV. Appoint Special Committee Chairs as needed.
 - V. Submit a complete updated job guidelines and checklist at year-end to the Secretary. Retain copies in their respective notebooks, as well as copies of other relevant documents. Maintain binders in organized, orderly fashion.
- iii. Three elected officers will constitute a quorum of the Executive Board.
- iv. The Executive Board has the authority to request an audit of the Treasurer's books when deemed necessary.
- v. At no time may any Executive Board member hold two offices simultaneously.

SECTION II. DUTIES

- i. The President will:
 - I. Preside at all SSC general business meetings and Executive/Administration meetings.
 - II. Act as liaison between SSC and the staff of USU.
 - III. Act as point of contact for all committee chairs and Publications Editor when events are being planned.
 - IV. Submit the proposed calendar of events to the USU Asst. Dean of Student Affairs.
 - V. Supervise the planning of and prepare the agenda at all SSC general business meetings and Executive/Administration meetings.
 - VI. Send memos to USU President for approval of SSC activities when necessary.
 - VII. Act as a member, ex-officio, of all committees.
 - VIII. Submit announcements and articles for every other monthly email and newsletter.
 - IX. Be responsible for SSC property including SSC closet, bulletin board, and mailbox.
 - X. Coordinate the elections process for the following year.
 - XI. Vote at SSC meetings in the event of a tie.
 - X. Check in with Administration members quarterly in regards to individual responsibilities.
- ii. The Vice-President will:
 - I. Preside over meetings in the absence or resignation of the President.
 - II. Arrange the following events:
 - i. Information Sessions.
 - ii. SSC Nomination Night in February.
 - iii. The Administration turnover retreat in April.
 - iv. Graduate School of Nursing Orientation.
 - III. Act as point of contact for all committee chairs and Publications Editor when events are being planned as needed by the President.
 - IV. Write an announcement for every other monthly email and newsletter.
- iii. The Secretary will:
 - I. Be responsible for SSC correspondence.

- II. Check SSC email account daily and answer club email, copying appropriate club members and President, if requested.
 - III. Compile and send monthly emails, special announcements, and invitations to the membership.
 - IV. Maintain the SSC member roster and inform all Officers and Chairs of changes. Will also maintain the Evite.com member list and ensure all electronic club communication records reflect the current roster at all times.
 - V. Send out agendas before club meetings and record minutes at General and Executive Board/Administrative Meetings.
 - VI. Serve as custodian of all SSC records, documents, historical materials, and correspondence.
- iv. The Treasurer will:
- I. Supervise club funds and submit a monthly report to the Administration.
 - II. Maintain financial records for SSC.
 - III. Attend SSC Meetings and report on status of budget and checking account. Copies will be available to the General Membership upon request.
 - IV. Maintain SSC checking account. Must either have or will open a Navy Federal Credit Union personal account. This is necessary to be listed as a signer on the checking account.
 - V. Be the primary signer, along with the President or Vice-President as co-signer, of all checks.
 - VI. Reconcile monthly bank statements with check records (statements are mailed to the treasurer's address and she/he will provide copy to the President).
 - VII. Using the previous years' budget as a guide and with input from Administration, develop the budget for the upcoming year along with the Treasurer-elect in April. Prepare a one-year budget and submit it to the Administration for screening at their retreat in April and to the General Membership for approval at the May meeting. The budget will run from 1 May through 30 April. Budget suggestions will be accepted from the General Membership at the May meeting.
 - VIII. Based on the above-mentioned review, a minimum of \$2,000.00 in the checking account will be maintained at all times. At the April Administration Retreat meeting, a decision will be made concerning the amount of funds to be distributed to charities as determined by the Administration.
 - IX. Ensure that all expenditures not included in the ratified budget and not over \$50.00 be approved by a 2/3 vote of the Executive Board. Any item over \$50.00 and not in the ratified budget must be approved by the General Membership.
 - X. After items are purchased, supply an updated version of the budget to the officer or chair in charge.
 - XI. Deposit member dues, fundraising revenues, and other deposits.
 - XII. Issue a receipt for all funds accepted and only disperse funds upon receiving properly-formatted receipts within 90 days of purchase.
 - XIII. Not serve as a chairperson for any fundraising event, nor handle money during any event.

ARTICLE IX. ADMINISTRATION

SECTION I ADMINISTRATION MEMBERS

- i. The Administration will consist of the Executive Board, Committee Chairs, and Publications Editor. The President, with the approval of the Executive Board and General Membership, may recommend new positions.

- ii. An Administration member may delegate authority to report or make motions to any active member of SSC in the event of said Administration member's absence.
- iii. Administration members will be voted in by General Membership, with exception of the Advisory Committee.
- iv. Administration members will:
 - I. Provide a written announcement to the SSC President and/or Secretary when they have information to submit to the General Membership.
 - II. Respond to club emails and/or phone calls with 48 hours
 - III. Give notice of vacation and delegate the authority to respond on absent Administration member's behalf to any active member of SSC.
 - IV. Submit a complete updated job guidelines and/or checklist at year-end to the Secretary. Retain copies in their respective notebooks, as well as copies of other relevant documents. Maintain binders in organized, orderly fashion.
- v. Formal feedback document:
 - I. Any dues-paying member may complete the formal feedback document regarding Administration members' performance at any time during the year. This document will be attached to the monthly email from the Secretary.
 - II. The document may be submitted to any Officer via email or regular mail. The document may be submitted anonymously.
 - III. In the event of negative feedback, the Officer who receives the document may convene an Administration meeting to discuss the concern.
 - a. At this meeting, any Administration member may move to vote on the removal of the Administration member receiving the negative feedback.
 - b. If the majority of the Administration votes for removal from office, the Administration will nominate at least one active member to fill the role. The general membership will vote to fill the position at the next monthly meeting.
 - c. If the majority of the Administration does not vote for removal from office, the Administration member receiving the negative feedback will have a 30-day probationary period. The terms of the probation will be determined at the Administration meeting where the vote took place. Following the probationary period, the Administration will vote again regarding removal from office. If the majority does not vote for removal from office, the member may keep his/her position without stipulation. If the majority votes for removal from office, the aforementioned steps regarding removal from office will occur.

SECTION II. STANDING COMMITTEES

- i. The Standing committees will be: Adult Social Committee, Fundraising Committee, Membership Committee, Parent-Tot Group, SSC Parties Committee, Sunshine Committee, Men's Group Committee, and Advisory Committee.
- ii. Terms of office:
 - I. The President will, with the consideration of the President-elect, approve or remove Committee Chairs.
 - II. Chairs will serve not less than twelve months or to the completion of the special committee assignment or final report.
 - III. After their terms of office, Officers and Chairs will return to being regular active members of the SSC upon payment of dues.
 - IV. Former Officers and Chairs are eligible to run for an elected office or chair position, in accordance with the election bylaws stated above.
 - V. Advisors' terms of office are at the discretion of the Executive Board.
 - VI. Chairs may structure their committees as they see fit. This includes selecting one or more co-chairs at any time during their term. Co-chairs would not be considered part of the Administration, but they could serve as a proxy for their respective chair at voting meetings of the Administration.

SECTION III. DUTIES

- i. Adult Social Committee Chair will:
 - I. Plan and coordinate social events for the General Membership.
 - II. Coordinate and delegate responsibilities to members of the Adult Social Committee.
 - III. Provide Secretary and/or Publications Editor with Adult Social calendar for posting.
 - IV. Plan and coordinate a holiday philanthropy activity in November/December.
- ii. Fundraising Committee Chair will:
 - I. Organize fundraisers in order to reach the fundraising goal based on the ratified budget. Proceeds go to support SSC budget and identified charities at year end.
 - II. Coordinate and delegate responsibilities to members of the Fundraising Committee.
 - III. Provide Secretary and/or Publications Editor with information on fundraisers for posting.
 - IV. Work with SSC President to ensure that USU approves all fundraisers, if necessary.
 - V. Organize the USU Holiday Party in December as the main fundraiser for the SSC.
- iii. Membership Committee Chair will:
 - I. Organize the following activities for new students' spouses: SSC info table, Welcome BBQ, and MSI Spouses Orientation.
 - II. Work with SSC President to contact the Dean of Students Office to ask for their involvement.
 - III. Send out a mailing in June to all incoming students welcoming spouses, fiancés, and significant others and including a schedule for orientation activities.
 - IV. Find out the needs of the membership through periodic polls of the members, calls, and emails.
 - V. Organize and maintain the Spouse Mentor Program for new members.
 - VI. Obtain and distribute gifts for spouses of graduating students.
- iv. Parent-Tot Group Chair will:
 - I. Build fun relationships with other spouses and their kids (of any age) while exploring different parks, museums, malls, and other fun places in the DC area.
 - II. Provide Secretary and/or Publications Editor with information on the Parent-Tot Group for posting.
 - III. Maintain electronic roster and contact list for group members.
 - IV. Organize the Halloween Party in October.
- v. SSC Parties Committee Chair will:
 - I. Organize two major SSC Parties throughout the year: typically, the Fall party in October and the Spring Party in April.
 - II. Work with SSC President to invite the Enlisted Club.
 - III. Work with SSC President to invite all non-members' students and their families via email through Student Affairs.
 - IV. Ensure a memo is sent to USU President stating who, what, when and where if necessary. The memo is first reviewed by the legal. Any SSC donations must be mentioned.
 - V. Collect \$5 donations from non-members at parties.
 - VI. Coordinate and delegate responsibilities to members of SSC Parties Committee.
 - VII. Provide Secretary and/or Publications Editor with information on the SSC Parties for posting.
- vi. Sunshine Committee Chair will:
 - I. Provide support and encouragement to both SSC members and USU non-members and their families throughout the year.
 - II. Acknowledge births and marriages for students and families.
 - III. Provide support or assistance during times of need.
 - IV. Coordinate meal delivery for students' families in times of need.
 - V. Put together and distribute "goody bags" to students during exam periods.

- VI. Coordinate and delegate responsibilities to members of the Sunshine Committee.
 - VII. Provide Secretary and/or Publications Editor with information on the Sunshine Committee for posting.
- vii. Publications Editor will:
- I. Manage SSC website, quarterly newsletters, promotional materials, and any creative needs of the club.
 - II. Communicate with the webmaster at USU to ensure the webmaster has the information needed to update the website.
 - III. Coordinate with members to compile pictures and information to update the website. The website is updated two times a month and more often if needed.
 - IV. Publish the SSC newsletter for SSC members and USU non-member spouses. Issues are typically published in February, May, September and November.
 - V. Receive articles to be included at a date to be decided upon by the editor, preceding the month of publication.
 - VI. In January, contacts Office of Student Affairs to update welcome letter
 - VII. Reserve the right to edit copies according to his/her judgment.
 - VIII. Work with President to keep SSC bulletin board updated with club news.
- viii. Men's Group Committee will:
- I. Plan and coordinate social events for the male membership of the club.
 - II. Coordinate and delegate responsibilities to members of the Men's Group Committee.
 - III. Maintain electronic roster and contact list for group members.
 - IV. Provide Secretary and/or Publications Editor with Men's Group calendar for posting.
 - V. Assist the Membership chair in reaching out to potential male members.
- ix. Advisory Committee ("Advisors")
- I. The immediate past President (Honorary President) will serve as the Chair of the Advisory Committee.
 - II. Members of the committee will be the Honorary President and not more than two staff officers' (active duty or retired) spouses appointed by the Executive Board.
 - III. The Advisory Committee may be called upon at all times to counsel, but as Advisors and the Honorary Members, they may not vote.
 - IV. If the immediate past President is unable to serve as Honorary President or declines the position, the Advisory Committee will report directly to the President.