HICKAM OFFICERS’ SPOUSES’ CLUB CONSTITUTION

This Constitution is the charter document of the Hickam Officers’ Spouses’ Club (HOSC). The provisions of this Constitution supersede Bylaws and all other operating guidelines. In cases not governed by Constitution, Bylaws, and other operating guidelines, the current edition of Robert’s Rules of Order Newly Revised shall govern.

ARTICLE I – CHARTER

The name of this organization shall be the Hickam Officers’ Spouses’ Club, hereinafter referred to as HOSC. It is established pursuant to the provisions of COMNAVREGHIINST 5760.1N Private Organization Program and according to all applicable civil and military laws and regulations. HOSC operates only with the recognition of the Commander of Joint Base Pearl Harbor Hickam (JBPHH). HOSC is a private, self-sustaining nonprofit organization (EIN#99-6008182) and functions exclusively for the promotion of social welfare by furthering the common good and general welfare of the community and qualifies exempt under 26 United States Section 501(c)(4) of the Internal Revenue Code.

ARTICLE II – OBJECTIVES

The HOSC has two objectives, to organize social and recreational activities for its members and to support charitable and educational endeavors.

ARTICLE III – MEMBERSHIP

Membership in the HOSC is voluntary. Classification, responsibilities, and privileges shall be defined in the Bylaws. Membership shall not be denied to anyone because of age, race, religion, color, national origin, disability, ethnic groups, or gender; nor shall the HOSC knowingly support or participate in any activity with any organization which engages in such practices. All members must remain in good standing. A member in good standing shall be defined as one whose dues are paid in full. The Governing Board, with the Advisors’ or Honorary Officers’ consent, may revoke membership with just cause.

ARTICLE IV – GOVERNANCE

Section 1. GOVERNING BOARD
The HOSC shall be governed by the Governing Board which shall be composed of the Executive Team and the appointed Coordinators.

Section 2. EXECUTIVE TEAM
The Executive Team shall be responsible for the day-to-day operations of the HOSC. The Executive Team will be comprised of the Executive Officers and the Honorary Officers and

Approved April 2020
Advisors. Executive Officers include President, Vice President of Events (1st Vice), Vice President of Welfare (2nd Vice), Vice President of Communications (3rd Vice), Executive Secretary, Administrative Treasurer, Welfare Treasurer, Community Relations, and Parliamentarian.

ARTICLE V – ADMINISTRATION

Section 1. MEETINGS
The business of the HOSC shall be conducted at regularly scheduled meetings of the Executive Team, Governing Board, Committees, and General Membership or at Special Meetings.

Section 2. ADVISORY PRESENCE
At least one Advisor or Honorary Officer shall attend all Executive Team, Governing Board, and General Membership Meetings. At least one Advisor or Honorary Officer shall attend Committee and/or Special Meetings as deemed necessary by the Executive Team.

Section 3. QUORUMS
A quorum shall consist of twenty percent (20%) of eligible voting members at General Membership Meetings or by electronic votes of the General Membership and two thirds of eligible voting members at all other meetings. Vote required to carry shall be defined as in the Bylaws.

ARTICLE VI – FINANCES

Section 1. ACCOUNTS
The HOSC will maintain separate accounts for Administrative and Welfare funds:
A. The Administrative account will contain funds collected from dues and other fundraising activities in accordance with the regulations of JBPHH. Administrative monies shall fund HOSC operating expenses.
B. The Welfare account will contain funds generated from Thrift Shop profits and other designated fundraisers in accordance with the regulations of JBPHH. Welfare monies shall fund HOSC charitable endeavors.

Section 2. CONSISTENCY
HOSC monies shall be used in a manner consistent with organizational objectives.

ARTICLE VII – LIABILITY

Section 1. LIABILITY
The Governing Board assures responsibility for financial and operational management. HOSC members are jointly and severally liable for the obligations of the organization.

Section 2. INSURANCE
Liability and Bonding Insurance, commensurate with the risk involved, shall be obtained by this organization for its sponsored activities and membership.

ARTICLE VIII - DISSOLUTION

Section 1. PROCEDURE

Approved April 2020
The HOSC will notify the JBPHH Commander or a designee of the intent to dissolve. Dissolution of this organization shall be by a majority vote of the General Membership or by the order of the JBPHH Commander.

Section 2. DISPOSITION OF ASSETS
A. Upon dissolution of the HOSC, funds in the Administrative Account will be used to satisfy any outstanding debts, liabilities, or obligations.
B. Assets remaining in the Administrative and Welfare accounts shall be donated to a nonprofit organization as approved by a majority of the General Membership.
C. Debts in excess of funds on hand will be the responsibility of all members at time of dissolution.

Section 3: RECORDS
A full financial statement shall be forwarded to the JBPHH Judge Advocate along with notification of dissolution of the organization.

ARTICLE IX – AMENDMENT

Section 1. REVIEW
The Documents Review Committee will conduct an annual review of governing documents and make recommendations to the Governing Board. The Documents Review Committee shall be chaired by the Parliamentarian. Committee procedures will be as defined in HOSC operating guidelines.

Section 2. AMENDMENT
A. HOSC governing documents shall be amended by the Governing Board and approved as follows:
   1) The Constitution shall be approved by the General Membership.
   2) The Bylaws shall be approved by the General Membership.
   3) Other operating guidelines shall be amended at the discretion of the Governing Board.
B. Documents are subject to annual review by the JBPHH Commander or Judge Advocate.

Section 3. LIMITATIONS
No amendment will omit the statement of purpose or delete the provisions pertaining to dissolution of the organization.
YEARS 2019-2020
Executive Team Signatories:

President                               Tara King
1st V.P. Events                        Courtney Covert
2nd V.P Welfare                        Wendy Smith
3rd V.P. Communications                Carolyn MacElvaney
Executive Secretary                   Melissa Clementz
Administrative Treasurer               Nikki Cobb
Welfare Treasurer                      Meghan Carl
Parliamentarian                        Andrea Casey
Community Relations                   Andrea Palacios

Approved April 2020