



RAMSTEIN ENLISTED SPOUSES' ASSOCIATION CONSTITUTION

ARTICLE I: NAME AND PURPOSE

The name of this organization shall be "Ramstein Enlisted Spouses' Association", hereafter referred to as "RESA", established in accordance with AFI 34-223, *Private Organization Program*, 8 March 2007, and all subsequent interim changes. RESA operates on a military base only with the consent of the Installation Commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

The purpose of this organization shall be to provide social activities and a means for accomplishing charitable and welfare works by the membership. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group or gender.

RESA is a non-profit organization. Individual members will not have a proprietary interest in the organization, but will derive benefits exclusively through participation in, or patronage of, the activities for which the organization is established on Ramstein Air Base. This organization is operated for enjoyment, recreation, and other non-profit purposes and no part of its earnings shall benefit any individual member.

In accordance with AFI 34-223, paragraph 10.1.3, any use of the name or abbreviation of a DoD component, organizational unit, or installation (such as Ramstein) must not mislead members of the public to assume a PO is an organizational unit of DoD. Consequently, RESA will prominently display the following disclaimer on all print and electronic media mentioning the PO's name: **"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."**

All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand child care or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

This organization is established pursuant to the provisions of AFI 34-223, as a private organization, and must comply with any applicable DoD instruction/regulations and German law.

The mailing address of this organization is RCC – 86 SVS/SVYR, Unit 3240 Box 535, RESA Box 63, APO, AE 09094.

ARTICLE II: MEMBERSHIP

Membership in RESA is open to all personnel assigned to the Kaiserslautern Military Community (KMC). To be considered a member of RESA one must read the PO's Constitution and Bylaws and sign a membership roster.

Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of RESA I am jointly and severally liable for this organization's debts." Honorary Members/Advisors as described in Article 1, Para 3 of the Bylaws shall not be required to sign the membership roster and will not be jointly and severally liable for the PO's debts.

Membership in this organization shall be voluntary. A member is defined as any adult (an adult as defined as a person 18 years of age or older) spouse of an active duty enlisted military member, active duty enlisted member serving in the United States/NATO Forces or GS-7 (or equivalent) and below, assigned to the Kaiserslautern Military Community and others as stated in the Bylaws.

Members who do not conduct themselves in a professional manner when acting as a representative of RESA, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The Executive Board and an Advisor will make the determination of whether a member should be removed from the organization. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Joint Board. Members who need more time to respond may request additional time from the Joint Board. The President of the Board, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Joint Board and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Board about any questionable member activity. Remaining dues will be refunded to any member whose membership is revoked through this process.

Members may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Board or delivered to the organization during a meeting. Members will be automatically removed from the organization membership upon PCSing from Germany or permanently leaving Germany.

ARTICLE III: DUES

Dues shall be specified in the RESA Bylaws.

ARTICLE IV: INDIVIDUAL PECUNIARY LIABILITY

The members are jointly and severally liable for organizational debts in the event that the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented. The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

ARTICLE V: OFFICERS

The Officers of RESA shall consist of the President, Vice President, Treasurer, Secretary, Welfare Treasurer, and the Parliamentarian.

- A. Powers and Duties: Election, powers, and duties of officers shall be conducted in accordance with Robert's Rules of Order, Newly Revised by Henry Martin Robert; Robert's Rules of Order shall govern the organization in so far as it does not conflict with the Constitution or Bylaws.
- B. The Officers shall comprise the Executive Board.
- C. There shall be an appointed board, which will be comprised of the General Board members, and appointed by the President with the Executive Board approval.
- D. The Joint Board consists of the Executive Board and General Board combined.

ARTICLE VI: MEETINGS

There shall be a Social membership meeting once a month, unless otherwise designated by the Executive Board.

- A. The Executive Board and General Board shall meet prior to the Social membership meeting.
- B. The President may call special meetings or a majority of the Executive Board as deemed necessary.
- C. Twenty-five percent of the total membership and six RESA board members, plus the President or acting President shall constitute a quorum at any regularly scheduled Social membership meeting.

ARTICLE VII: ELECTIONS

Elections shall be by secret ballot, annually at the October Social membership meeting. Special elections shall be held as outlined in the RESA Bylaws.

ARTICLE VIII: AMENDMENTS

This Constitution may be amended or revised at any Social membership meeting by two-thirds affirmative vote of the quorum present and upon approval of the Installation Commander or delegation authority. The proposed revisions or the article(s) proposed for amendment must be presented in writing and read at any Social membership meeting four weeks prior to the voting.

ARTICLE IX: AUDITS

The Treasurer(s) shall provide a financial report upon request of two-thirds of the membership, the Installation Commander or designee or as directed by higher Headquarters. Final Audit Reports shall be submitted to 86 SVS/SVFPO at annual charter renewal time and no later than 15 March each year covering the period of 1 January – 31 December.

ARTICLE X: METHOD OF FINANCING

The Treasurer(s) shall receive deposits, maintain a record, account for all funds of RESA, and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disperse funds. The RESA fiscal year will begin on 1 January and end on 31 December-of the same year. The Treasurer(s) will render a full and complete financial statement to the members at the monthly meetings. The books of the Treasurer(s) will be audited as required. RESA will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000, a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization. Regardless of gross revenue, the Treasurer(s) will also provide an annual financial statement to the Resource Management Flight Chief. The Treasurer(s) will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer(s) is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

Fundraising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the RESA objectives listed in this Constitution and Bylaws. The appropriate approval for PO fundraising activities is the 86 AW/CC. Fundraising during CFC or AFAF must be coordinated through 86 FSS, 86 AW/JA and then 86 AW/CC. This organization shall not engage in any resale activities without specific written authorization from the 86 SVS/SVFPO or designee. The primary source of income for this organization will be fundraisers such as, but not limited to, Thrift Shop sales and lemonade stands. In addition, Ways and Means may generate funds. Written permission is required from the 86th SVS/SVFPO prior to engaging in any fundraising activities. Funds are to be used for charitable, welfare, and social purposes. There shall be a General Fund, Welfare Fund and Thrift Shop checking account maintained at a local military banking facility. Disbursements from these accounts shall be made by check bearing the signature of either the General Treasurer or Welfare Treasurer, plus the signature of the President or Vice President as outlined in the

Bylaws.

ARTICLE XI: RESA THRIFT SHOP

The RESA Thrift Shop is a wholly owned and operated joint venture of RESA. It is run in accordance with the Constitution, Bylaws and the Thrift Shop Standard Operating Procedures. The purpose of the Thrift Shop shall be to raise funds for the charitable and operational expenses of RESA. The raised funds will be split in a seventy-five/twenty-five percent split between the RESA Welfare and General Fund respectively.

ARTICLE XII: RESA Belle's Boutique

The RESA Belle's Boutique is a wholly owned and operated joint venture of RESA. It is run in accordance with the Constitution and Bylaws. The purpose of the Belle's Boutique shall be to allow the residents of the KMC to rent dresses. There is a required deposit of twenty Euros that will be refunded once the dress is returned with a new dry cleaning tag attached to it.

ARTICLE XIII: ADOPTION

This Constitution and Bylaws shall become effective upon adoption by an affirmative vote of a quorum of the active membership and upon approval of the Installation Commander or designee.

ARTICLE XIV: DISSOLUTION

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 remaining funds will be donated to the Landstuhl Fisher House, AFRC, and KMC DoDEA Schools in equal parts. None of the remaining funds will be distributed or accrued to the benefit of any member. Notification of intent to dissolve RESA must be submitted in writing to 86 SVS/SVFPO.

Approved on 20 April 2017 by the General Membership.

The annual review of this constitution will be required no later than January 2018 to be submitted to 86th SVS/SVFPO no later than October 2018.

Emma Horlick
President, Ramstein Enlisted Spouses' Association

Alana Lowry
Vice President, Ramstein Enlisted Spouses' Association

Stephanie Croteau
Secretary, Ramstein Enlisted Spouses' Association

Kaycee Livesay
Welfare Treasurer, Ramstein Enlisted Spouses' Association

Emily Snyder
General Treasurer, Ramstein Enlisted Spouses' Association

Krista Wirley
Parliamentarian, Ramstein Enlisted Spouses' Association