

Peterson Schriever Cheyenne Mountain Spouses' Club

Constitution

Effective date:

Revised 2026

ARTICLE I -NAME AND MISSION

The name of this organization shall be the Peterson Schriever Cheyenne Mountain Spouses' Club, hereinafter referred to as PSCSC. The purpose of this organization shall be to promote nonprofit, social, cultural, and community service activities.

ARTICLE II - GENERAL ADMINISTRATION PROVISIONS

Section 1: General

- A. PSCSC 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 or Space Force regulations. This organization was established in 1977 pursuant to Department of Defense Instruction (DODI) 1000.15, SUBJECT: Private Organization on DOD Installations, DODI 5500.7R Joint Ethics Regulation and be a private organization as that term is defined in AFI 34-223 . It shall have no official status with or in the United States Air Force or Space Force, and shall not be entitled to any sovereign immunities, privileges, insurance benefits, or other exemptions and advantages to which Non- Appropriated Funds Instrumentalities (NAFI) are entitled. It shall be subjected to such restrictions, laws, taxes, licenses, ordinances, etc., to the extent, which may be imposed upon it by local, state, and federal jurisdictions.
- B. Any program and activities conducted will not prejudice or discredit the military service or other agencies of the United States Government. PSCSC will neither propagate extremist activities nor advocate violence against others, or the violent overthrow of the Government.
- C. No part of the PSCSC's net earnings may accrue to the benefit of any person having a personal or private interest in the activities of the organization. The PSCSC must be self-sustaining. There will be no direct financial assistance to this club from a NAFI in the form of contributions, dividends, or donations of monies or other assets. The PSCSC will adhere to all local and federal laws, and Federal tax codes (section 501(c)3).

Section 2: Parliamentary Authority

The PSCSC is governed by its Constitution and Bylaws. Should there be a conflict between the PSCSC Constitution and Bylaws, the Constitution shall govern. Robert's Rules of Order, Newly

Revised, 12th Edition by Henry M. Robert III, Daniel H. Honemann and Thomass J. Balch shall guide the PSCSC providing it does not conflict with the Constitution and Bylaws of the PSCSC.

Section 3: Board Term/Fiscal Year

The Board year shall run from the date of installation of officers in May to the next installation of officers the following May (with the understanding that all positions will complete any unfinished business by May 31. All board members will serve a term of one year. No board member may serve in the same position for more than two consecutive board years. At the end of the second term, the member may be elected or appointed to a different position for one year. At the end of that term, the member may be elected or appointed to a new position. An individual may apply to run for a third term in a position if, following the nomination process, there is no other applicant for said position. The fiscal and membership year shall run from 1 June through 31 May of the following year.

Section 4: Refusal of Organization

The PSCSC Governing Board reserves the right to refuse any organization or business donations and vendors.

ARTICLE III - GOVERNING BODY AND OFFICERS

Section 1: Governing Bodies

- a. The Executive Board of the PSCSC shall consist of the Elected Officers, Advisor(s) and the Parliamentarian. The Executive Board acts in an advisory capacity to the President.
- b. The Board of Directors (BoD) shall consist of the Executive Board and the appointed Chairpersons. The BoD will be the governing board of PSCSC and will direct the operation of the club.

Section 2: Executive Board

PSCSC paid employees (i.e Thrift Shop employees) may not serve in elected positions on the PSCSC BoD. The Elected Officers and voting members of the Executive Board include:

- a. President
 - i. Only votes in the event of a tie via silent ballot for elections and verbally for all other votes which must be broken).
 - ii. Must be the spouse of an Active Duty Service member stationed at Peterson, Schriever, or Cheyenne Mountain.
- b. First Vice President
 - i. Must be the spouse of an Active Duty Service member stationed at Peterson, Schriever, or Cheyenne Mountain.
- c. Second Vice President
 - i. Must be the spouse of an Active Duty Service member stationed at Peterson,

- Schriever, or Cheyenne Mountain.
- d. Treasurer
 - i. Must be the spouse of an Active Duty Service member stationed at Peterson, Schriever, or Cheyenne Mountain.
- e. Secretary
 - i. Must be the spouse of an Active Duty Service member stationed at Peterson, Schriever, or Cheyenne Mountain.
- f. Parliamentarian (non voting appointment member of the Executive Board)

Section 3: Appointed Positions and Committees

- a. The President shall appoint a Parliamentarian who is a non-voting member of the Executive Board with a majority approval of the Executive Board.
- b. PSCSC paid employees may not serve as a Thrift Shop Chairperson, Charitable Chairperson or Scholarship Chairperson, or any other position that may have direct oversight of Thrift Store HR or operations.
- c. At a minimum, the President will establish the following Committees:
 - i. The Charitable Committee (led by the Charitable Chairperson)
 - ii. The Operating Budget Committee (led by the Treasurer)
 - iii. The Scholarship Committee (led by the Scholarships Chairperson)
 - iv. The Constitution and Bylaws Review Committee (conducted at least biannually and led by the Parliamentarian)
 - v. The Nominating Committee (led by Parliamentarian)
 - vi. Any Special Committees deemed necessary by the President on an as-needed basis.
 - vii. Thrift Shop Committee led by the Thrift Shop Liaison when available, in the absence of a Thrift Shop Liaison the First Vice President will lead this committee.

Section 4: Advisors

Advisors are a crucial part of the PSCSC. Their roles are to help advocate on behalf of the PSCSC at the delta level, and serve as the liaison between the PSCSC and other installation and delta agencies. With their consent and upon official designation, the Advisors shall be the spouses of base leadership, as well as Cheyenne Mountain Space Station leadership. If spouses of leadership are unable to fill this role, another senior spouse who has been actively involved in spouses club leadership may fill this role. If possible, having advisors from each base is encouraged.

Section 5: Early Termination or Incomplete BOD

In the event of vacancies, early termination of office, incomplete slate of BOD, or any other issues regarding BOD, the PSCSC will adhere to the guidance set forth in the by-laws regarding said items.

ARTICLE IV – MEMBERSHIP

Membership in the PSCSC is voluntary. Those who meet the eligibility requirements as defined in the Bylaws shall constitute the membership. Membership discrimination based on age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy), gender identity and sexual orientation is prohibited. As members of the PSCSC, a private organization, no financial benefit can be accrued by any of its members. The PSCSC Board of Directors is jointly and severably liable under the laws of Colorado for organizational debts in the event the organization's assets are insufficient to discharge liabilities. An individual member of the PSCSC will not be personally liable for the negligent conduct of the PSCSC or its members unless he/she authorizes assets to, participates in, or otherwise ratifies such conduct, per AFI 34-223.

ARTICLE V – MEETINGS

There shall be a regular meeting of the PSCSC Board of Directors once a month unless otherwise directed by the Board of Directors. These meetings may be in person or virtual, provided that notification of each meeting is made as described in the Bylaws. The President may call special meetings. Each member of the Board of Directors may only miss two meetings per board year, unless given special permission by the President.

ARTICLE VI –ELECTIONS AND VOTING

Section 1: Elections

Elected officers shall be elected annually by the general membership in the spring. Elected officers are installed at the May meeting. New officers take office 1 June. The Executive Board may change dates of nominations, elections and installations, if necessary.

Section 2: Voting

All eligible members will be given the opportunity to cast one vote. Members must be in good standing in order to be eligible to vote. Please refer to the PSCSC Bylaws Article V for more in depth voting information.

ARTICLE VII – ADMINISTRATION

The executive direction of the PSCSC shall be vested in a Board of Directors as defined in the Bylaws.

ARTICLE VIII - THE PEAK

Section 1: Purpose

- a. The primary purpose of The Peak Resource Center is to alleviate food and essential

- goods insecurity within our military community in a low barrier atmosphere.
- b. The secondary objective of The Peak is to create volunteer opportunities within the community and PSCSC.

Section 2: Operation

- a. Operates, in accordance with all applicable Air Force/Space Force regulations, and The Peak Volunteer Handbook.
- b. The Peak shall be funded by grants and charitable contributions from outside entities and receives no funding from the DOD or any of its entities. The Peak shall receive a percentage of the Thrift Stop profits for operational expenses (see Article X, Section 1)
- c. The Peak shall pay a portion of the total cost of the clubs yearly liability insurance, and a portion of the bonding insurance.

Section 3: Committee

The Peak Committee shall oversee the operation of The Peak and report at least quarterly after the The Peak committee meetings to the BoD. This committee shall include no less than: President, Peak chair, treasurer, and one advisor.

ARTICLE IX – THRIFT SHOP

Section 1: Purpose

- a. The RePete Thrift Store is a fully owned and operated subsidiary of the PSCSC that sells serviceable goods to raise funds for charitable projects (i.e. scholarships and grants) that benefit the base and the surrounding community.
- b. The secondary objective of the Thrift Shop is to create volunteer opportunities within the community and PSCSC.

Section 2: Operation

- a. Operates, in accordance with all applicable Air Force/Space Force regulations, through the RePete Thrift Shop Agreement and the RePete Thrift Shop Operational Guidelines.
- b. The revenue generated from the Thrift Shop, funds the PSCSC Charitable Fund (for charitable distribution) and covers the shop's operational expenses. An amount not to exceed 20% of the previous year's net profit can be allocated to the PSCSC club administration expenses if voted on from the BoD.
- c. The Thrift Shop shall pay a portion of the total cost of the yearly liability insurance, a portion of the bonding insurance, and the entirety of the workers compensation insurance.

Section 3: Committee

The Thrift Shop Committee shall oversee the operation of the PSCSC Repeat Thrift Shop and report at least quarterly after the Thrift Shop committee meetings to the BoD. This committee shall include no less than: President, Thrift Shop chair, treasurer, advisor, and store manager.

ARTICLE X – FINANCES

The PSCSC will adhere to all financial guidelines as presented in the PSCSC Bylaws document.

Section 1: Operating Funds (ENT account currently named “PSC Spouses’ Club Thrift Shop”)

- a. The social and administrative activities of this organization shall be financed by dues from all active, and auxiliary membership. Additionally, all other revenue generated from PSCSC members will be added to this fund.
- b. *If available, an amount, not to exceed 20% of the previous year's net profit after all club and charitable expenses have been covered,, can be allocated to the PSCSC club if voted on by the BoD.*
- c. *If available, an amount, not to exceed 20% of the previous year's net profit after all club and charitable expenses have been covered, can be allocated to The Peak if voted on by the BoD.*

Section 2: Charitable Fund

- a. The Charitable Fund will be derived from, but not limited to:
 - i. Proceeds from the operations of the RePete Thrift Shop
 - ii. Earnings from any FSS/Private Organization Monitor approved fundraising activities.
- b. Any organization may only be awarded one grant per club fiscal year.

Section 3: Financial Oversight

- a. The Treasurer will prepare an income and expense statement on an accrual or cash basis. This document will provide an account of financial events that have taken place during the previous month.
- b. Income and expense statements will be available to any member in good standing and any governing bodies that may request such documents.
- c. PSCSC Board Members or general members must report suspicions or signs of fraud or any other improprieties to the Force Support Squadron Commander/Director.
- d. Solicitation of funds (ex commercial sponsorships) are prohibited from on base entities.
- e. Any on base fundraising, raffles or games of chance must be approved by the Installation Commander or their designee.
- f. A Bookkeeper will be hired to maintain accurate up to date financial records.

ARTICLE XI – AMENDMENT

Amendments to the Constitution will be made as directed by the Installation Commanders or delegates, or as recommended by the Installation legal offices. Additional amendments may be proposed by the Board of Directors during the biennial review and will require a 2/3 vote of all seated members in order to pass. All amendments are subject to final review by the installation commanders or his/her designees.

ARTICLE XII – DISSOLUTION

Upon dissolution, the PSCSC must notify the Installation Commanders of the intent of dissolution and their plan for dissolution. All organizational funds and property, real or personal, in excess of liabilities shall be given to local military or community 501(c)(3) charitable organizations in accordance with IRS regulations. If there are not enough assets to cover all liabilities, members of the Board may be held financially responsible.

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 the assets will be disposed of as determined by the membership. Dissolution of the PSCSC shall be by a majority vote of the membership. Any funds remaining after liquidation can be held in escrow for a period of one (1) year for the purpose of reorganization or may be donated to the US Air Force or Space Force NAFI.

ARTICLE XIII – INSURANCE

Liability and property damage insurance against claims or lawsuits that may arise from commission or omission of members when acting in any capacity for or participating in the activities of the organization has been purchased. Such insurance coverage will expressly provide that neither the United States nor any non-appropriated fund instrumentality will be liable for any claims or judgments against the organization or its members. The club shall have a commercial general liability coverage for PSCSC, The Peak, and RePete Thrift Store, Workers compensation coverage for the shop employees, Director & Officers insurance for the board, and a fidelity (dishonesty) bond.

ARTICLE XIV – ADOPTION

Section 1: Acceptance

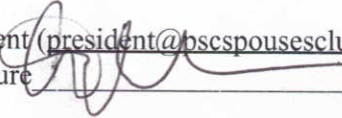
The Constitution shall be accepted by a majority vote of eligible voting members present in a duly constituted regular or special meeting of the General Membership. If an in person meeting is unable to be held, all members shall have the opportunity to vote via an electronic means. Upon approval by the SBD1 and SBD 41 Commanders, or his/her designees, this Constitution supersedes, revokes and nullifies any previous Constitution of PSCSC.

Section 2: Review and Approval

The BoD has reviewed and approved revisions to this Constitution at a meeting held on 3/16/2026. The Constitution was approved by the General Membership of PSCSC on 3/20/2026. It will become effective on each specific installation after approval from the SBD 1 and SBD 41 Commanders or his/her designees respectively. (Example: If signed by SBD 1, it is effective for SBD 1)

President (president@pscspousesclub.org)

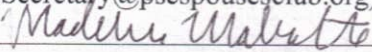
Signature



Date: 4/22/2026

Secretary (Secretary@pscspousesclub.org)

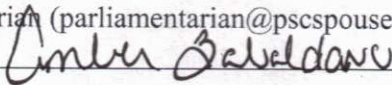
Signature



Date: 4/22/2026

Parliamentarian (parliamentarian@pscspousesclub.org)

Signature



Date: 4/22/2026