

**CONSTITUTION AND BYLAWS
FOR
AMERICAN SPOUSES OF GEILENKIRCHEN**

CONSTITUTION

**Article 1
Name and Status**

Section 1. Name. The name of this Private Organization shall be American Spouses of Geilenkirchen, hereinafter referred to as "ASGK".

Section 2. Status. This Private Organization is established in accordance with Air Force Instruction 34-223, Private Organization Program.

**Article 2
General Provisions**

Section 1. Authority. ASGK will operate on Geilenkirchen NATO Air Base only with the consent of the United States Air Force Element Commander (AFELM/CC) or his or her military designee. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force and NATO E-3A Component regulations.

Section 2. Purpose. This Private Organization was created to establish and maintain support for the United States military community at Geilenkirchen NATO Air Base and the tri-border area.

Section 3. Objectives: Each member is encouraged to participate in activities that support our organization.

- a. Improve morale through monthly functions that include presenting interesting and informative programs, offering trips, and participating in American and international events.
- b. Provide scholarships for continuing education to graduating dependents and spouses of Regular members of this organization, U.S. Military, and U.S. civilian personnel of Geilenkirchen NATO Air Base.
- c. Provide welfare to financially support charitable activities that aid and improve morale in the U.S. Military community.

Section 4. ASGK is not an official instrumentality of the United States Government or NATO E-3A Component and no appropriated funds or federal non-appropriated funds will be used to benefit the ASGK.

Section 5. Specific Limitations.

- a. ASGK membership is jointly and severally liable under the laws of Germany for ASGK debts in the event ASGK assets are insufficient to pay its obligations.
- b. ASGK will not prejudice or discredit the United States Government.
- c. ASGK membership will not discriminate based on race, color, religion, gender, age, sexual orientation, or national origin.
- d. ASGK will not haze or harass as part of any initiation rites.

Article 3
Officers and Governing Body

Section 1. Description. The membership shall elect five officers, comprising the Executive Board. The elected positions are President, Vice-President, Secretary, Treasurer, and Parliamentarian.

- a. The spouse of AFELM/CC, Group (GP)/CC, or his/her designee, may be invited to serve as an Advisor to the Executive Board.
- b. The spouse of the USSNR may be invited to serve as an Advisor to the Executive Board. If the spouse declines, the USSNR may select a delegate to serve on the Executive Board as his or her representative.

Section 2. Committees. The Executive Board may appoint working committees. Committees will be responsible for the working of the club. Each standing committee will have a Chairperson to represent the committee at the Executive Board meetings. Committees will serve during the time they are needed and then may be absolved.

Section 3. Elections. Officers shall be elected annually.

Article 4
Membership

Section 1. Qualifications. Membership is voluntary and will consist of Regular, Associate, Auxiliary, and Honorary members. Any person may join ASGK providing he or she is willing to take an active part in carrying out ASGK's purpose and objectives.

Section 2. Participation. ASGK members are expected to support projects, activities, and functions through verbal guidance, physical involvement, and attendance during agreed upon gatherings.

Section 3. Termination of Membership. Membership is automatically terminated upon PCS, separation from the military, and/or retirement.

Article 5
Methods of Financing

Section 1. Fees and Dues. ASGK may collect dues from its members.

Section 2. Fundraising Activities. Fundraisers will be conducted throughout the year to meet the objectives of ASGK. They will be managed by committees or the Executive Board and will follow all guidance set forth by AFI 34-223 and the AFELM/CC or his/her designee.

Section 3. Endorsing checks. ASGK President, Vice President, and Treasurer are authorized to deposit/withdraw funds from ASGK accounts.

Section 4. Obligations. Financial liability incurred by ASGK may ultimately result in individual financial responsibility of members. If an individual member obligates ASGK for a benefit solely for personal use, the member himself or herself will be held liable to ASGK.

Article 6
Activities

Section 1. Group. Executive Board, Board of Governors, and individual committee meetings will be held when necessary, but at minimum, monthly. General membership meetings will be held monthly and include, but are not

limited to, joint fundraisers, trips, informative programs, and American or international gatherings. It will be at the discretion of the Executive Board whether or not summer events will be held during June, July, and August.

Section 2. Charities. All requests for assistance that fulfill the purpose statement of ASGK will be considered. Approval will be by majority vote of the Executive Board.

Section 3. Financial Status. The financial status of ASGK will determine the amount of support given to each sponsored activity.

Section 4. Disclaimer. This organization understands, according to AFI 34-223, section 10.1.2.3, POs must prominently display the following disclaimer on all print and electronic media mentioning the ASGK by name and confirming that the PO is not part of the DoD: Whereby annotating: "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." This organization will not in any way duplicate/compete with a non-appropriated fund instrumentality operation or appropriated fund governmental function. Additionally, to prevent appearance of an official sanction or support by the DoD, POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities, without written approval.

Article 7 Meetings and Quorums

Section 1. Types of Meetings.

- a. Executive Board meetings may be held monthly at the date and time agreed upon by the majority of the Executive Board members.
- b. Board of Governors meetings will be held at the discretion of the Executive Board.
- c. General membership meetings will be held quarterly, at a minimum, with dates and times posted in a timely fashion so members can attend. General membership meetings can coincide with regular monthly functions.

Section 2. Quorum Requirements. Any meeting conducted with 3/5 of the ASGK Executive Board shall be considered an official meeting. Unless specified elsewhere, quorums shall be the basis for all votes. Adoption of issues presented to ASGK will require a simple majority vote. E-mail voting is allowed, but must meet the suspense set by the ASGK President.

Section 3. Parliamentary Rules. Robert's Rules of Order shall govern the procedures of all meetings.

Section 4. Meeting Agenda. The ASGK President will prepare an agenda before each meeting.

Article 8 Adoption and Amendments

Section 1. Modifications. Amendments shall be submitted to the Executive council in writing for review. The Constitution and Bylaws may be amended or revised by two-thirds majority vote at any regular business meeting. E-mail voting is allowed, but must meet the suspense set by the ASGK President. The Executive Board and the USSNR shall review the Constitution and Bylaws biannually.

Section 2. Voting. Proposed changes must be presented to the general membership and posted for 30 days. A final majority vote will be taken and the final Constitution sent to the 470th ABS Judge Advocate (JA) for legal approval, before being approved by the AFELM/CC or his/her designee.

**Article 9
Dissolution**

Section 1. Dissolution Authority. The AFELM/CC or his/her designee may direct ASGK to dissolve. Also, the membership may vote to terminate ASGK. Voluntary dissolution of ASGK by its members will require a majority vote.

Section 2. Procedures for Dissolution. Upon dissolution, the ASGK must notify 470 ABS/SVFA of its intent to dissolve the private organization and prepare a time-phased action plan to. Whatever funds are contained belonging to ASGK will be used first to satisfy any outstanding debts, liabilities, and/or obligations. The balance of the funds will be disposed of as determined and voted upon by ASGK membership during their last meeting.

Section 3. ASGK will then conduct a final accounting of its finances.

Section 4. When dissolution actions have been accomplished, as prescribed in section one through three above, the President of ASGK shall notify the AFELM/CC or his/her designee.

**Article 10
Insurance**

Section 1. ASGK currently has insurance coverage with Lloyd's Insurance Company, Certificate number: US0745. Cover holder for policy through Lloyd's Insurance Company is Heiko Doll Versicherungsmakler. The appointment agreement unique market reference number for HDV is B1132HGBA19114.

**Article 11
Approval and Signatures**

This Constitution of the American Spouses of Geilenkirchen is approved by majority vote, as dictated in Article 8,

on the 6 day of March, 2023.



ASGK President

1 March 23

Date



ASGK Parliamentarian

1 March 23

Date

Memorandum from AFELM/CC or his/her designee
Approve/~~Disapprove~~



Commander, NATO AWACS Group

6 March 23

Date

Bylaws

(Bylaws are the rules private organizations, POs, set up to govern themselves. Typically, bylaws define the rights and obligations of officers, persons, or groups within ASGK and provide the rules for routine matters such as calling meetings and the like. ByLaws by their nature are more flexible than the Constitution. ByLaws may have changes made to them without the approval of the AFELM/CC or his/her designee. All that is needed is a majority vote by the general membership of ASGK. All the Articles and the Sections within them listed below are provided as a basic guideline for ASGK. They may be subject to change depending on the way ASGK is set up.)

Article 1 Duties of Officers

Section 1. The membership shall elect five officers, comprising the Executive Board. The elected positions are President, Vice-President, Secretary, Treasurer and Parliamentarian. An Advisor will be appointed to the Executive Board by the AFELM/CC or his/her designee. The President, Vice President and Treasurer must have SOFA status (AER 210-22, Sc) to hold their position on the ASGK Board.

- a. The President is the executive officer of ASGK. A member in good standing may be nominated and voted into the office of President. The term of office will be one year, with the limit of two, one-year terms. He/She will:
 - 1) Be the official representative of ASGK;
 - 2) Preside over all scheduled meetings and issue a call for unscheduled meetings as necessary;
 - 3) Appoint committee chairs with Executive Board approval;
 - 4) Serve as liaison between other clubs and organizations;
 - 5) Ensure that the Constitution and Bylaws are reviewed, updated, and approved by the USSNR, or his/her military delegate, every two years;
 - 6) Request, in writing through the appropriate channels, from the USSNR, or his/her military delegate, to hold fundraising activities on Geilenkirchen NATO Air Base;
 - 7) Be bonded in the event the Treasurer is not bonded. Either the President or Treasurer (or both) must be bonded throughout their term; and
 - 8) Should it be the case there is no Publicity Committee Chair, be responsible for all duties listed for the position, until such a time a member wishes to volunteer for the chair position.

- b. The Vice-President must be a member in good standing to be nominated and voted into the position. The term of office will be one year, with the limit of two, one-year terms. He/She will:
 - 1) Be willing to assume the position of President should the seat become vacant;
 - 2) Assist the President in overseeing committee activities and be prepared to serve as liaison for ASGK, when needed;
 - 3) Set up educational opportunities for children for all meetings and functions when applicable;
 - 4) Should it be the case there are no Welfare and/or Scholarship Committee Chairs, be responsible for all duties listed for the positions, until such a time a member wishes to volunteer for the chair positions.

- c. The Secretary must be a member in good standing to be nominated and voted into the position. The term of office will be one year, with the limit of two, one-year terms. He/She will:
 - 1) Record and post the minutes of all meetings for the use of the Executive Board and general membership;
 - 2) Be responsible for all general correspondence and answer all correspondence as necessary;
 - 3) Submit all amendments and addendums to the Constitution;
 - 4) Should it be the case there is no Hospitality Committee Chair, be responsible for all duties listed for the position, until such a time a member wishes to volunteer for the chair position.

- d. The Treasurer must be a member in good standing to be nominated and voted into the position. The term of office will be one year, with the limit of two, one-year terms. He/She will:
- 1) Draft an annual budget to be approved by the Executive Board and the general membership;
 - 2) Receive, deposit, and disburse all funds generated for the organization;
 - 3) Provide monthly statements to the general membership;
 - 4) Make disbursements for non-budgeted items only with the approval of the Executive Board. For disbursements over \$500, a majority vote of a quorum at a general membership meeting must be made;
 - 5) Be bonded in the event the President is not bonded. Either the President or the Treasurer (or both) must be bonded throughout their term; and
 - 6) Should it be the case that there is no Membership Committee Chair, be responsible for all duties listed for the position, until such a time a member wishes to volunteer for the chair position.
- di. The Parliamentarian must be a member in good standing to be nominated and voted into the position. The term of office will be one year, with the limit of two, one-year terms. He/She will:
- 1) Verify attendance to ensure quorum has been met for membership meetings;
 - 2) Assist the President in maintaining the Constitution and Bylaws;
 - 3) Generate and head a Nominating Committee, when needed;
 - 4) Use the most recent edition of Robert's Rules of Order to govern, except in cases where it conflicts with AFI 34-223 or the Constitution and Bylaws of ASGK;
 - 5) Refrain from voting unless a tiebreaker is needed; and
 - 6) Should it be the case that there is no Volunteer Committee Chair, be responsible for all the duties listed for the position, until such a time a member wishes to volunteer for the chair position.
- dii. The Advisor must be the spouse of the AFELM/CC, GP/CC, or his/her designee. He/She will:
- 1) Serve as a liaison between the organization, the American and international communities, and the commanders;
 - 2) Share their experiences and past judgments with the current elected officers on issues affecting the organization;
 - 3) Advise the Executive Board on matters affecting the direction of the organization and its activities; and
 - 4) Refrain from voting unless a tiebreaker is needed.

Section 2. It shall be the duty and responsibility of each officer, elected or appointed, to ensure the ASGK and its members comply with all appropriate military directives. (AFI 34-223, *Private Organization (ASGK) Program*; AFI 36-3101, *Fundraising Within the Air Force*; and DoD 5500.7-R, *Joint Ethics Regulation*).

Article 2 Elections and Voting

Section 1. Nominations. Members can submit nominations for all elected positions starting February 1st. Self-nominations may be made at any time during the nomination period. Nominees must be a member in good standing, should understand the position they are being nominated for, and have the right to decline. Nominees must provide a biography for the general membership and posted by April 1st. Nomination forms or verbal nominations will be accepted no later than the close of the March general membership meeting or function, whichever occurs later.

Section 2. Election Procedures. Election of officers shall be held annually during the April general membership meeting of each year. Officers shall hold office one year from June through the following May, or until their successor(s) is/are elected. Election of officers will be by secret ballot. To be elected, a candidate for office will require a majority vote of votes cast. If no majority is received, the Parliamentarian or the Advisor will complete a

ballot to be held in case of a tie. Absentee ballots will be made available two weeks prior to elections. Absentee ballots will be announced prior to the meeting vote. Voting by proxy is not authorized. Ballots will be counted and tallied by no less than two people, who are not nominated for a position on the Executive Board. The election will be organized and ran by the Parliamentarian.

Section 3. Termination. Grounds for termination include, but are not limited to, continuous gross or willful neglect of the duties of the office, failure or refusal to disclose necessary information in organizational financial matters and use of funds, and/or undermining the organization, its Executive Board or general membership. A motion for termination of an Executive Board member must be made and approved by 3/5 of the Executive Board and a simple majority of the general membership in attendance.

Section 4. Resignation. If an elected officer cannot complete the full term of office, he/she will submit a letter of resignation to the Executive Council no later than 30 days prior to the effective date of resignation.

Section 5. Filling Vacancies. A motion for filling a vacancy and approving a nominee must be made and passed by 3/5 of the Executive Board and a simple majority of the general membership in attendance. A vote can be made by hand if there is only one nominee. A ballot will be made if there is more than one nominee.

Article 3 Members and Dues

Section 1. Members are required to read the ASGK Constitution and Bylaws and acknowledge having done so on their membership application. Members are expected to voluntarily contribute to ASGK events in some capacity. Members may be asked to sign a confidentiality agreement. At least 51% of the members of ASGK will have SOFA Status (AER 210-22, Sc).

a. Regular Members:

- 1) Open to those stationed at NATO Air Base Geilenkirchen, JFC Brunssum, or USAG Benelux-Brunssum, or residing in Germany, The Netherlands, or Belgium who are spouses of active duty U.S. Military members, spouses of U.S. NATO civilian employees, spouses of U.S. government civilian employees, or spouses of deceased U.S. Military personnel.
- 2) Have the right to vote, participate in all ASGK activities, and hold elected office.

b. Associate Members:

- 1) May be offered to and accepted from those stationed at NATO Air Base Geilenkirchen, JFC Brunssum, or USAG Benelux-Brunssum, or residing in Germany, The Netherlands, or Belgium who are U.S. Military members, U.S. NATO employees, U.S. government employees, retired U.S. Military personnel and their spouses living in Germany, The Netherlands, or Belgium or family members 18 years of age or older who are permanent household members of active duty U.S. Military members, U.S. NATO personnel, or U.S. civilian personnel.
- 2) Have the right to vote and participate in all ASGK activities but may not hold elected office.

c. Auxiliary Members:

- 1) Must not exceed more than 49% of the total membership.
- 2) Have the right to vote and participate in all ASGK activities but may not hold elected office.

d. Honorary Members:

- 1) Will be offered to the Advisor and any other person the Executive Board has deemed eligible.
- 2) Have the right to participate in all ASGK activities but may not vote or hold elected office.

Section 2. Each member of ASGK shall pay annual dues in the month of September. Dues will be \$30 or 30 euro per ASGK year covering the period of 01 September – 31 August. Persons joining after or leaving before 01 February will pay \$15 or 15 euro to accommodate a reduced year due to permanent change of station. Only Regular and Associate members are required to pay dues.

Section 3. In the event that American Spouses of Geilenkirchen is unable to meet for an extended period of time due to legal or military mandated reasons the collection date of annual membership dues and the amount of membership dues may be adjusted to a later date and/or a lesser amount as deemed appropriate by the board with a 3/5 majority vote. In the event ASGK is unable to meet beginning on 01 September all current members in good standing will maintain active member status until such time that meetings are resumed at which time annual dues must be paid.

Article 4 Standing Committees

Section 1. ASGK will have the following standing committees, as needed:

- a. **Membership.** The committee is responsible for collecting information on current, new, and potential members. The Chairperson will:
 - 1) Keep a current roster of members with contact information. The roster can be used for sign in, establishing volunteer hours, and contacting membership;
 - 2) Ensure all new members read and understand the Constitution and Bylaws;
 - 3) Ensure all members have paid dues; and
 - 4) Keep a yearly record.
- b. **Hospitality.** The committee is responsible for the overall environment of the meeting. The Chairperson will:
 - 1) Ensure the reservation of the location and acquisition of any keys for all general membership meetings;
 - 2) Ensure setup and decoration of the meeting location, including refreshments;
 - 3) Ensure proper clean up and closing of facilities used and turning in any keys;
 - 4) Purchase door prizes for events; and
 - 5) Keep a yearly record.
- c. **Welfare.** The committee is responsible for organizing welfare requests from the community. The Chairperson will:
 - 1) Make welfare request forms available to anyone in the community;
 - 2) Be responsible for any correspondence relating to a welfare request;
 - 3) Ensure welfare requests are filled out appropriately;
 - 4) Advise Executive Board of all welfare requests for consideration; and
 - 5) Keep a yearly record.
- d. **Publicity.** The committee is responsible for all advertisements and information available to the public about ASGK. All advertising should be pre-approved through the President. The Chairperson will:
 - 1) Maintain the Facebook page and group accounts. Including establishing events for meetings and functions, advising the Executive Board of abuse on the sites, and responding to member requests;
 - 2) Actively search out places to advertise ASGK to the community in order to boost new membership and advise the Executive Board of these possibilities;
 - 3) Contact the local radio station about happenings in our community that are being hosted by ASGK;
 - 4) Be responsible for all signs for events by ASGK; and
 - 5) Keep a yearly record.

- e. Volunteer. The committee is responsible for organizing volunteers and volunteer opportunities for ASGK members. The Chairperson will:
 - 1) Organize volunteers for activities throughout the year;
 - 2) Ensure all members have an AF IMT 2805 Volunteer Data Card and Service Record filled out and turned into the Military and Family Readiness Center (M&FRC);
 - 3) Collect all hours from volunteers and maintain a quarterly record;
 - 4) Ensure all ASGK volunteer hours are turned into the M&FRC quarterly; and
 - 5) Keep a yearly record.

- f. Scholarships. The committee is responsible for the disbursement of the scholarship monies. The Chairperson will:
 - 1) Work with the Executive Board to determine the number of scholarships to be given and the amount of monies to be disbursed with each scholarship;
 - 2) Update the scholarship application and make it available to all requesting candidates;
 - 3) Advertise, in a timely manner, the scholarships that are made available;
 - 4) Organize a board for judging the scholarship applications. There must be no conflict of interest among judges and the organization or applicants;
 - 5) Be responsible for all correspondence pertaining to the scholarship committee; and
 - 6) Keep a yearly record.

- g. Foggy Fields Bazaar. The committee is responsible for the main fundraiser of the year for ASGK. The committee will be collectively chaired by the Executive Board if there is no Chairperson. The Chairperson will:
 - 1) Work with the President to acquire permission to host the fundraiser, reserve the venue, and send out initial save-the-dates to potential vendors;
 - 2) Establish smaller committees to help with vendors, advertisement, volunteers, set up and tear down;
 - 3) Be a main point of contact for any community questions;
 - 4) Make themselves available for all the days of the bazaar;
 - 5) Keep the Executive Board informed of all questions and happenings about the bazaar; and
 - 6) Keep a yearly record.

- h. Historian. The committee is responsible for documenting ASGK events and attendees. The Chairperson will:
 - 1) Take photographs at ASGK activities;
 - 2) If unable to take photos at a given event, the Historian will find a replacement to fill in;
 - 3) Maintain the pictures in the Google Drive;
 - 4) Create a scrapbook or photobook at the end of the year; and
 - 5) Keep a yearly record.

Section 2. All committees shall be appointed by the President and approved by the Executive Board and shall consist of a chairperson and as many members of the committee requires. If committee chairs are not filled by the general membership, the Executive Board will fill the positions until such a time that a member wishes to volunteer for the position.

Section 3. Committee members will be from the general membership. Each committee will appoint a chairperson or spokesperson as a point of contact for that committee to report the activities of the committee.

**Article 5
Insurance Coverage**

Section 1. ASGK currently has insurance coverage with Lloyd's Insurance Company, Certificate number: US0745. Cover holder for policy through Lloyd's Insurance Company is Heiko Doll Versicherungsmakler. The appointment agreement unique market reference number for HDV is B1132HGBA19114.

**Article 6
Review and Adoption**

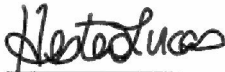
Section 1. These Bylaws will be reviewed biannually by the Executive Board and the USSNR.

Section 2. These Bylaws may be amended or abolished in part or in whole with a simple majority vote of membership in attendance.

Section 3. Proposed changes must be presented to the general membership and posted for 30 days. The approved Bylaws will be sent to the 470th ABS Judge Advocate for legal approval before being approved by the USSNR.

**Article 7
Approval and Signatures**

These Bylaws of the American Spouses of Geilenkirchen are approved by majority vote, as dictated in Article 6, on the 6 day of March, 2023.



ASGK President

1 March 23

Date



ASGK Parliamentarian

1 March 23

Date

Memorandum from AFELM/CC or his/her designee
Approve/Disapprove



Commander, NATO AWACS Group

6 March 23

Date