



CONSTITUTION

of the

Military Spouse Association of Camp Pendleton

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## **Article 1: Name**

1. The name of this organization, hereafter referred to as “MSACP”, and shall be known as the Military Spouse Association of Camp Pendleton (wording as recommended by DoD 1000.15).
2. The Officer Wives Club of Camp Pendleton was founded on January 8, 1952. It became the Officer Spouses Club in 2014 and was voted to become an all-hands club in March 2016 and hence renamed the Military Spouse Association of Camp Pendleton.

## **Article 2: Purpose and Creed**

1. The mission of the MSACP is to “foster camaraderie among members while supporting social, educational, and community initiatives through service and philanthropy to improve the greater Camp Pendleton community.”
2. The MSACP creed is service to self, service to each other, service to the community, and service to the future.
3. After all expenses of the MSACP are met, all profits that are derived from MSACP activities will be solely used for charitable, educational, and community outreach purposes. No funds will accrue to the personal benefit of any private individual of the MSACP or membership of the MSACP.
4. The MSACP is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
5. The MSACP operating funds and profits derived from MSA activities will be maintained in separate accounts at a banking institution, and the accounts shall be in the name of ‘Military Spouse Association of Camp Pendleton’.
6. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
7. MSACP activities will not in any way prejudice or discredit the Department of Defense components or other agencies of the Federal Government.

## **Article 3: Membership**

1. Membership is open to all spouses of service members assigned to Camp Pendleton and/or residing within a 50-mile radius of the Camp Pendleton area. Membership eligibility include:
  - a. Spouses of Active Duty service members across all branches and ranks.

- b. Spouses of Guard, Reserve, or retired service members across all branches and ranks.
  - c. Widows or widowers of deceased service members across all branches and ranks.
2. Membership discrimination based on race, color, creed, sex, age, sexual orientation, disability, national origin or other unlawful discrimination is not permitted.
3. Membership dues will be established by the Executive Board. Full membership is afforded to those who pay annual dues making them eligible to attend members-only events. Changes to Membership dues will be determined at the beginning of the new MSACP year.
4. Honorary Advisors will not be required to pay annual dues to the MSACP and will not be eligible to vote. Honorary Advisors include:
  - a. Spouses of the Commanding General, Sergeant Major of Camp Pendleton, Command Master Chief, and Chief of Staff
  - b. Spouses of all former Marine Corps Commandants and Sergeant Major of the Marine Corps residing in the Camp Pendleton area.  
Spouse(s) of General and Flag Officers and their Sergeant Major counterparts stationed or assigned to Camp Pendleton.
  - c. Honorary Members may only vote when the votes are cast anonymously.
  - d. Honorary Advisors may elect to become regular members by paying annual dues and will be afforded General Board voting privileges.
  - e. The I MEF Commanding General spouse, or their designee, will be the Honorary President.
  - f. The I MEF Sergeant Major spouse, or their designee, will be the Honorary Vice President.
  - g. The Honorary President and Vice President will extend an invitation to the remaining command team spouses for Honorary Advisor positions.
5. Friends of the board will be required to pay annual dues to the MSACP. Friends of the board are not eligible to vote, but may attend members only events.
  - a. Friends of the board do not need to be a military spouse, but are able to demonstrate support for the MSACP mission.
  - b. A current member in good standing must present the candidate to the General Board.
  - c. Friends of the board must be approved by a General Board vote.
  - d. As long as the Friend of the Board member remains in good standing, they are eligible to renew their membership each year.
  - e. Friends of the Board may chair a sub-club, but are not eligible to vote in the General Board.

## **Article 4: Organization of the MSACP Board**

1. The MSACP Executive Board will consist of Honorary Advisors, Executive Elected Officers, and Executive Appointed Officers.
  - a. The MSACP Executive Board will make recommendations to the MSACP General Board concerning MSACP policy, planning, and any substantive procedure changes.
2. The MSACP General Board consists of the Executive Board and Appointed Board, hereinafter referred to as the “Board,” will govern the affairs of the MSACP.
3. The MSACP General Board will consist of the command representatives, appointed Chairs, Sub-Club Chairs, and Liaisons.
  - a. The MSACP General Board will govern the affairs of the general membership of the MSACP. The duties of the Officers and Chairpersons are outlined in the By-Laws.
4. The MSACP Executive and General Board terms of office will be one membership year commencing 1 July through 30 June of the following year.
5. MSACP Board:
  - a. Executive Elected Officers
    - i. President (non-voting)
    - ii. 1st Vice President
    - iii. 2nd Vice President
    - iv. Treasurer
    - v. Executive Secretary
  - b. Executive Appointed Officers
    - i. Membership
    - ii. Parliamentarian (non-voting)
    - iii. Digital Media Admin
    - iv. Honorary Advisor(s) (non-voting)
  - c. General Appointed Officers
    - i. Volunteer Coordinator
    - ii. Scholarship Chairperson
    - iii. Grants Chairperson
    - iv. Command Representatives
    - v. Retired Spouse(s) Representative
    - vi. Fundraising Chair

## **Article 5: Election of MSACP Officers**

1. Only active duty spouses whose membership is in good standing will be eligible to serve as president, 1st vice president, 2nd vice president of MSACP.
2. General and Executive Board Nominations
  - a. The Parliamentarian will discuss with the President the best time frame to seek nominations. Election results must be obtained no later than April 15 to allow for timely turnover activities.
  - b. The Parliamentarian will seek members who are interested in obtaining an appointed Executive or General Board position and provide their information to the president.
  - c. Any Executive and General Board Appointed Officers may serve no more than two consecutive years in the same office, unless approved by the MSACP Executive Board.
  - d. Executive Board Elected Officers may not serve in the same position for more than two years. Any Officer may serve no more than two full consecutive terms in the same office, unless approved by the MSACP Executive Board. If a voted Executive Board position is appointed to the role mid-term without election, they may still run for office and serve two consecutive voted terms in the same position. The same applies for appointed positions.
  - e. Nominated members for the positions of President, 1st Vice President and 2nd Vice President are recommended to have served on the MSACP General or Executive Board for at least one year.
3. Elections
  - a. Election of Officers shall be by secret online ballot for the recommended duration of 5 to 10 days. If using the website for elections, the following individuals must have administrative access to the website: Parliamentarian, Digital Media Admin, and one Advisor. No other Board positions within the MSACP may have administrative access to the website during those 5 to 10 days.
  - b. In the case of only one nomination for an elected Executive Board position, the Parliamentarian may motion the Executive Board to vote to bypass the election process for that position, appointing that nominee.
  - c. Once the voting is completed, voting records will be filed and saved for three years electronically, which will include the total number of votes for each candidate. The candidate receiving the majority of votes for each office shall be elected.
  - d. If using the website for elections, once the election is over and results are saved electronically the voting election data will be removed completely from the website and administrative access granted back to board members with previous

access.

- e. The Parliamentarian will inform the current President of the results first, then will personally contact all candidates to deliver the news prior to public dissemination of results.
- f. The current President will send out an email announcing the results.
- g. Vacancies of elected positions which occur during the term of office, with exception of the President, will be filled by a majority vote of an MSACP General Board quorum. The President's term will be filled by the 1st Vice President.

## **Article 6: Meetings**

1. The MSACP Executive Board will hold meetings at the discretion of the President.
2. MSACP General Board
  - a. The MSACP General Board will meet monthly unless otherwise directed by the President.
  - b. Special meetings may be called by the President or an Executive Board quorum.
  - c. A joint meeting is recommended to be held in June for outgoing Board members to turn over records to incoming Board members.
  - d. Prior to the turnover meeting, all Board members will upload all necessary paperwork, documents, timelines, passwords and programs to the MSACP central document database.
    - i. All physical items such as post-office box keys, binders, storage unit keys, shirts, and other supplies will be presented at this turnover meeting.
    - ii. The outgoing executive board, along with the incoming executive board shall determine the operating budget for the upcoming board year.
3. Committees
  - a. Committees will be formed at the discretion of the Chairpersons with approval by the President.
  - b. Meetings will be held at the discretion of the Chairpersons with approval by the President.

## **Article 7: Article of Agreement**

1. Applicable laws, with respect to labor standards for employment, will be observed for all hired MSACP employees.
2. MSACP will maintain appropriate insurance coverage with adequate limits.
3. Accountability of Funds:
  - a. MSACP fiscal year is 1 October to 30 September and the operating Board is 1 July to 30 June.

- b. The Treasurer will be accountable for funds and their expenditures will be authorized by the MSACP Executive Board.
  - c. Funds will be dual-documented upon receipt. Any MSACP General Board member may calculate and verify funds given to the treasurer for deposit.
  - d. The MSA General Fund will be used for MSA operating costs, and will be derived from all monies collected with the exception of money raised from The Annual Fundraiser.
  - e. The MSA Charitable Fund will be used for Scholarships, Community Enrichment grants, and other charitable functions as authorized by the MSA General Board and will be derived from all profits made from MSA events or from donations given to MSA for charitable purposes.
- 4. Fundraising activities
  - a. Fundraising activities may be conducted aboard Camp Pendleton, per MCIWEST-MCB CAMPENO 5340.23 series.
  - b. Approval must be obtained at the beginning of each MSACP fiscal year from the Base Commander, Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCI WEST-MCB, Camp Pendleton”), via the Assistance Chief of Staff (AC/S), MCCS.
  - c. These activities will not compete with those of any non-appropriated fund (NAF) instrumentality on a Department of Defense (DoD) installation.
- 5. Comparable private sector activities will be examined and the need for compliance with governing laws by the MSACP will be determined.
- 6. Review of the MSA Constitution will be mandatory to implement additions/deletions.
  - a. This review will be conducted by a committee, chaired by the Parliamentarian, on an annual basis at a time determined by the current Board (suggestion March). Committee should include:
    - i. (1) One General Officer Spouse and/or (1) one Senior Enlisted Spouse Advisor
    - ii. At least (2) two Executive Board Members. Suggestions include past Parliamentarians if still an active member of MSACP, Membership, and 1<sup>st</sup> VP.
- 7. Amendments of the MSACP Constitution and By-Laws outside of the annual review can be made provided the following criteria are met:
  - a. Constitutional amendments may be proposed by paid current voting MSACP members by submitting in writing the proposed amendment(s) to the Parliamentarian.
  - b. The proposed amendment has been approved by a MSACP Executive Board quorum.
  - c. Voting is determined by quorum.

- i. General Board voting will take place at a Board Meeting prior to June 30 or
  - ii. If passed by a general member vote, the vote must take place prior to June 30.
- d. The approved bylaws and constitution will be presented to the Base Commander, MCI WEST-MCB, Camp Pendleton for review.
- 8. Quorum is determined as follows:
  - a. Executive Board Vote: more than one-half (1/2) of the voting members present
  - b. General Board Vote: more than one-half (1/2) of the voting members present.
  - c. Committee Vote: more than one-half (1/2) of the voting members present.
  - d. Changes to Constitution: One of the following methods may be utilized after a successful Executive Board Vote:
    - i. A General Board votes.
    - ii. The vote is cast online by the general membership population, and the vote receives two-thirds (2/3) passing vote.
  - e. Changes to the By-Laws: majority vote of the General Board: one (1) more than one-half (1/2) of the members present.
  - f. Board members that are appointed to more than one (1) position, may count as multiple votes in a single voting session.
- 9. The operation of the MSACP is of interest and concern to the Department of Defense because of its location on Camp Pendleton, its relationship with elements of both federal and private sectors, and its activities in support of certain recognized programs being conducted for the benefit of members of the DoD family. The MSACP is not a non-appropriated fund instrumentality, nor is there an official relationship between its activities and those of the DoD personnel who are members or participants.
- 10. Discontinuance of the MSACP will be determined by the MSACP membership or upon determination by the Base Commander, MCI WEST-MCB, Camp Pendleton, to withdraw authorization to operate on the installation. Neither appropriated funds, nor non-appropriated fund instrumentalities shall assert any claim to the assets or incur or assume any obligation of the MSACP except as those that may possibly arise out of contractual relationships.
- 11. Upon disestablishment or dissolution, after all bills and valid debts are paid, any residual funds, assets, or property will be contributed to charitable or educational organizations exempt from taxes under applicable sections of Federal tax laws, as determined by a majority vote of the MSA General Board, which serves as the representative and governing arm of the general membership.
- 12. Parliamentary authority will comply with the current Robert's Rules of Order in all cases to which they are applicable. In any situation in which Robert's Rules of Order are inconsistent with the By-Laws or the special rules of order of the MSACP, the

By-Laws or the special rules of order will prevail.

## **Article 8: Adoption**

1. This constitution will supersede all previous MSACP Constitutions and amendments, except that it will not affect Officers elected, nor specific agreements and contracts entered under the terms of the previous Constitution until such terms of agreements of contracts have reached their expiration dates.

2025-2026

President, Camp Pendleton MSACP Brittany Bell

Executive Secretary, Camp Pendleton MSACP, Andi Andino

Parliamentarian, Camp Pendleton MSACP, Patty Herrera

Military Spouse Association of Camp Pendleton