

CONSTITUTION

of

[NAME OF ORGANIZATION]

ARTICLE I — NAME

The name of this organization is [NAME OF ORGANIZATION] (the “Organization”).

ARTICLE II — AUTHORITY, STATUS, AND PURPOSE

Section 2.1. Upon approval of the Director, Marine Corps Community Services (MCCS) at Marine Corps Base Camp Butler (MCBB), and pursuant to MCIPAC-MCBBO 5760.2, this Constitution is established.

Section 2.2. The Organization is a private, self-sustaining non-Federal entity (NFE) and is not an instrumentality of the U.S. Government; no official endorsement is intended or implied. The Organization will comply with applicable DoD/USMC directives and installation policies.

Section 2.3. Purpose: The purpose of this Organization is to [STATE PRIMARY PURPOSE], with equal opportunity for all members and applicants without regard to race, color, religion, sex, national origin, age, or disability.

ARTICLE III — BYLAWS

Section 3.1. Bylaws shall be formulated and, upon approval of the Director, MCCS, pursuant to MCIPAC-MCBBO 5760.2, shall have the same force and effect as if published as part of this Constitution.

Section 3.2. Operational details are delegated to the Bylaws to avoid duplication. In case of conflict, this Constitution governs.

ARTICLE IV — MEMBERSHIP

Section 4.1. Membership is voluntary. Classes (if used) include: (a) Regular; (b) Associate; (c) Honorary. Eligibility, rights, and dues are defined in the Bylaws.

Section 4.2. Members act solely in a personal capacity; use of official titles/ranks shall not imply government endorsement.

ARTICLE V — OFFICERS AND BOARD OF DIRECTORS

Section 5.1. Officers elected from the membership are: President, Vice President, Secretary, and Treasurer (add others as needed). These officers comprise the Board of Directors (BOD).

Section 5.2. The BOD sets strategic direction; approves budgets and policies; ensures compliance; and safeguards assets consistent with MCIPAC-MCBBO 5760.2 and the Bylaws.

Section 5.3. Elections, terms, vacancies, and removal are conducted per the Bylaws. Duties of officers are prescribed in the Bylaws.

ARTICLE VI — MEETINGS AND QUORUM

Section 6.1. The BOD meets at least quarterly or at the call of the President. A general membership meeting is held at least annually.

Section 6.2. Quorum and voting thresholds for BOD and membership meetings are established in the Bylaws to prevent duplication.

ARTICLE VII — VOTING

Section 7.1. Only members in good standing may vote and are entitled to one vote. Absentee/proxy/remote voting rules are defined in the Bylaws.

ARTICLE VIII — FINANCE

Section 8.1. The Organization is nonprofit; no part of net earnings shall inure to any individual. Each member shall pay monthly dues in an amount determined by the (Board/membership). Total dues of all members, together with other income, shall be sufficient to cover insurance and other expenses. **All members are personally and equally liable if the assets of the Club are insufficient to discharge all liabilities/obligations.** Financial management controls and audits are established in the Bylaws.

ARTICLE IX — INSURANCE AND LIABILITY

Section 9.1. Adequate and proper insurance shall be maintained as required by installation policy. **Members are personally liable, as provided by law, if the Organization's assets are insufficient to discharge liabilities.**

Section 9.2. Fidelity bond coverage for the Treasurer is recommended when cash assets exceed \$500; coverage is for the position, not the individual.

ARTICLE X — DISSOLUTION

Section 10.1. Dissolution may occur upon initiative of the membership or if the Director, MCCS, withdraws authorization to operate aboard MCBB pursuant to MCIPAC-MCBBO 5760.2.

Section 10.2. After liquidating indebtedness, residual assets shall be distributed to an approved charitable or educational NFE; no assets shall accrue to any individual member.

Section 10.3. Upon dissolution, the Organization will notify CG MCIPAC-MCBB via the Director, MCCS, and certify that all debts are paid and assets disposed of in accordance with policy.

ARTICLE XI — AMENDMENTS

Section 11.1. Amendments may be proposed by the BOD or any member in good standing via written request stating the exact wording; at least 10 days' notice shall be provided before the vote.

Section 11.2. Amendments are adopted by a two-thirds vote of voting members (including any authorized absentee/proxy ballots) and become effective upon approval pursuant to MCIPAC-MCBBO 5760.2.

President (print/sign): _____ Date: _____