



Board Requirements for Nonprofit Spouse Clubs

The requirements for filling board positions in a spouses' club depend on the type of nonprofit status the club holds. If your club is a 501(c)(3) nonprofit or 501(c)(7) nonprofit and is registered with the federal government and your state, you are required to maintain at least three key board members: the president, secretary, and treasurer. Note that requirements may vary by state, but these three positions are federally required to maintain nonprofit status.

Handling Vacant Board Positions

It is essential to avoid having unfilled board positions for an extended period. If a board position remains vacant during PCS (Permanent Change of Station) season, a temporary solution may be to appoint an acting treasurer and secretary to serve until the new board is fully in place, typically by September. For example:

- The previous president, treasurer, and secretary could extend their terms temporarily, even if they are no longer physically present (serving remotely can only be allowed if that option is stated in the organization's constitution).
- Someone who is PCSing later in the summer or early fall could be voted into the position until others arrive who could then be appointed to fill the position for the rest of the term.

Filling Board Vacancies After Elections

Clubs should be specific in their bylaws regarding how board positions are filled after elections. Options may include:

- **Presidential Candidate:** If the President leaves or is not filled and the VP's can't or will not move into the position, the President should be nominated and approved by whomever is currently on the Exec board, but then that nomination should go to the General Membership for a vote.
- **Executive Board Vote:** If there are multiple vacant positions on the executive board, the executive board can nominate and vote to fill the vacancies. It should be clearly stated that a quorum may not always be possible, but the current elected and acting executive board members can vote to fill open slots.



- **General Board Appointment:** The acting president may appoint someone to fill vacant positions. However, this method should be clearly outlined in the bylaws.

It's important to avoid giving the president too much power to appoint board members independently, as this could lead to issues with diversity, drama, and the formation of cliques. A common practice is for the president to nominate candidates, with the final decision requiring approval from the existing executive board to prevent board "stacking."

Temporary Fulfillment of Multiple Positions

If someone is temporarily filling multiple roles, they should only be allowed to cast one vote, even if they are covering two positions.

Treasurer Considerations

Clubs must be cautious when one of the treasurers is temporarily replaced. Many clubs include a clause in their Constitution that requires an audit or review of the books whenever there is a change in treasurer. This is in addition to the annual review required by the AFI (Air Force Instruction) and Army regulations.

Clubs may also consider whether a review is necessary when one treasurer is temporarily covering for the other. In some cases, a mid-year change may allow the use of the Financial Review Checklist instead of hiring an accountant, reducing costs.