

# **HURLBURT SPOUSES CLUB BY-LAWS 2022-2023**

## **ARTICLE I - ACTIVITIES**

In accordance with AFI 34-223, Private Organizations, the HSC will conduct activities with the following guidelines:

- A. The organization will not engage in activities that duplicate or compete with any base FSS activity or NAFI, including the Army and Air Force Exchange Service (AAFES).
  
- B. The organization must not prejudice or discredit the US Government or conflict with governmental agencies in the course of doing business. Solicitation of cash donations from the general public is prohibited per AFI 10.12. Private Organizations may solicit, give, and receive funds from other Private Organizations but may not ask for donations from individuals who are not members. In addition, this private organization is prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities, except as authorized by AFI 34-223, Paragraph 10.20.
  
- C. No part of the net earnings of this association will incur to the benefit of, or be distributable to, its members, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article II of the HSC Constitution.

## **ARTICLE II – MEMBERSHIP**

For the purposes of the Hurlburt Spouses Club (HSC) official documents, to include but not limited to the Constitution, By-Laws and Operating Policies, the term ‘spouse’ is defined in accordance with 28 USC 1738C, the current federal law applicable to the Armed Forces.

- A. Eligibility for membership in this HSC shall consist of:
  - 1. Active Members: Spouses of all military members of the armed forces on active duty who reside in the local area.
  - 2. Associate Members:
    - a. Spouses of active or retired Department of Defense civil service employees, spouses of retired military members, and spouses of National Guard or a service Reserve component members who reside in the local area.
    - b. Former spouses who are eligible for benefits under Public Law 97-252, Title 10 “Uniformed Services for Spouses Protection Act”.

- c. Widowed spouses of military members.
- d. Active duty military members and Department of Defense civil service employees assigned to Hurlburt Field.
- e. Thrift Shop Volunteers who contribute at least 10 hours per month or 60 hours per year are eligible for complimentary associate membership.

3. Courtesy Members:

- a. Contract employees of the Hurlburt Spouses Club to include but not limited to the Thrift Shop Manager and Assistant Thrift Shop Manager/Bookkeeper, for the duration of their employment may be courtesy members. Upon termination of their employment, if eligible under the above guidelines they may choose to become either active or associate members.

4. Honorary Members:

- a. With approval of the Executive Board, the Honorary President may invite such person(s) as deemed appropriate to be Honorary Members of the HSC, granting membership for a period of one (1) year.
- b. With the approval of the HSC Board and the General Membership, the Honorary President may invite such person(s) deemed appropriate to be Honorary Members of the HSC, granting a lifetime membership.
- c. Spouses of active duty Air Force members who are widowed while the spouse is on active duty will automatically become honorary members for a temporary period of six months. If the widowed spouse resides in the area, they will become lifetime honorary members. However, after a six-month period, they may choose to become associate members if they wish to participate in a more active role and do not remarry.

B. Rights, Requirements, and Responsibilities:

- 1. Active members shall pay non-refundable dues and have the privilege of voting, holding elected office, and participating in all HSC activities. (See Table 1.0 at end of document).

- a. Active members are entitled to all privileges and benefits of full membership, including the right to vote and hold elected and non-elected HSC board positions.
- b. Spouses of military members, who are eligible for HSC membership, will be required to pay annual nonrefundable dues up front. The non-refundable dues amounts are specified in the HSC Operating Policies.

- 2. Associate members shall pay non-refundable dues and enjoy all privileges of Active Members, except holding the elected office of President, 1st Vice President, or 2nd Vice President. Only one Executive Board position can be

filled by an Associate member in a board year. Associate members can be appointed to chair standing committees or special committees. Associate members can vote. If a spouse of an active member retires while the active member is serving as a member of the board in an elected position they may choose to continue to serve through the conclusion of the term with active member privileges and responsibilities.

3. Courtesy members will pay non-refundable dues and may participate in all activities of the HSC except holding elected and non-elected board positions. (See Table 1.0 at the end of the By-Laws document). Courtesy members can vote.
4. Honorary members will not pay dues, but may participate in all activities except voting, holding office, and being a standing committee chairperson. Honorary members will not be held liable for any debts incurred by the organization.
  - a. If a spouse of an active duty Military member is widowed while serving as a member of the board in an elected or non-elected position they may choose to continue to serve through the conclusion of the term with active member privileges and responsibilities.
5. Each member is provided with access to a copy of the Constitution, By-Laws and Operating Policies of the organization.
6. Members of the Hurlburt Spouses' Club who serve on the board will not serve on any other installation's spouses' club board concurrently.
7. Each member, except honorary members, is informed prior to joining that financial liability incurred by the organization may result in individual responsibility. This does not relinquish the members' responsibility even if the organization has been dissolved or redesigned. For this reason, the Executive Board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure that all debts are satisfied.
8. Non-refundable membership dues must be renewed no later than 31 August of every year.

#### C. Termination and/or Suspension of Membership:

1. Membership in the HSC is terminated if any of the following occur:
  - a. Upon permanent departure from the area.
  - b. Upon written resignation to the Membership Chairperson.
  - c. Upon suspension of the sponsor from the Hurlburt All Ranks' Club continuing for the duration of the sponsor's suspension.
  - d. By the Executive Board with a two-thirds approval vote of the whole Board for cause involving discreditable conduct. Said action must have Installation Commander approval prior to suspension.

- e. Individuals membership who do not renew by September 30 will be terminated.
- 2. Any member suspended from the HSC will be notified of the suspension, in writing by the Secretary.

Table 1.0

<b>Membership type</b>	<b>Hold elected office?</b>	<b>Hold non-elected office?</b>	<b>May Vote?</b>	<b>Pay Dues?</b>
<b>ACTIVE</b>	yes	yes	yes	yes
<b>ASSOCIATE</b>	*	yes	yes	yes
<b>COURTESY</b>	no	no	yes	yes
<b>HONORARY</b>	no	no	no	no

\*

Reference Article II Section B Number 2

**ARTICLE III – NON-REFUNDABLE DUES**

- A. Non-refundable dues, as established by the HSC Board and approved by the General Membership are required to be paid in full upfront prior to a person gaining membership, except Honorary Members
- B. An increase in non-refundable dues may be established through recommendation of the HSC Executive Board providing such recommendation is approved by a majority vote of members present and voting at a regular or special meeting of the General Membership.
- C. Non-refundable dues amounts are reviewed annually at the Budget Committee Meeting and are specified in the HSC Operating Policies.

**ARTICLE IV – GUESTS**

- A. Limitations may be imposed on guest attendance and activities, if the Executive Board should deem such action necessary to the welfare of the HSC.
- B. The chairperson of each HSC activity will be responsible for verifying eligibility of those participating in said activity by consulting with the Membership Chairman.
- C. For functions limited to members and bona fide houseguests, bona fide houseguests will be defined as people whose home address is more than fifty (50) miles from Hurlburt Field.

- D. The General Membership has first priority on reservations to any HSC function. The availability of reservations beyond that may be left to the discretion of the Chairperson of the event, or the Chairperson's designated representative, providing guest limitations have not been placed on that particular event by the Executive Board.
- E. HSC functions will not be open to the general public without prior approval in writing from the Installation Commander.
- F. Members will assume their guests' financial responsibilities to HSC functions and be responsible for advance reservations.

## **ARTICLE V – NOMINATIONS AND ELECTIONS**

### **A. Nominations and Nominating Committee:**

1. Any active member of the HSC may be nominated to serve as an elected officer of the organization. The membership will approve the nomination by a two-thirds vote of the active members present at any general membership, special meeting, or electronic vote of the 'whole' of the membership, per AFI 34-224, 10.2 and from the 1SOW Judge Advocate General.
2. The Parliamentarian will serve as the chairperson of the Nominating Committee (non-voting), who shall select a committee, with the assistance of the Advisory Group.
3. The Nominating Committee shall consist of the Parliamentarian, two Advisors, and two members (board or general).
4. The Honorary President, as well as any other Advisors deemed appropriate, shall attend all Nominating Committee meetings.
5. The Nominating Committee shall meet in January of each year to prepare a slate of nominees for presentation to the General Membership Meeting in March.
6. The Nominating Committee will be announced to the General Membership in January.
7. The Nominating Committee will present, with the candidate's approval, all eligible nominated candidates.
8. Any member who wants to nominate a candidate should do so by March 15, via official email to the Parliamentarian, for record keeping.
9. Any member who is nominated for office may not be a member of the Nominating Committee. If the Parliamentarian is a nominee, she/he is excused from the Nominating Committee and the Honorary President/or another Advisor will appoint a chair for the Nominating Committee.

### **B. Election:**

1. The election of officers shall be held at the April General Membership Meeting, or before 30 April if it is administered electronically, and shall be by secret ballot (except in the case of a candidate running unopposed; see Operating Policies, Article V, B, 2). A plurality of the members voting shall decide the winner. Any tie shall be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of votes. In the case of an electronic vote, the vote will be administered by the parliamentarian, and supervised by 1 member of the nominating committee, and is an "active" member of the HSC. Quorum requirements are outlined in the Operating Policies.
2. If a candidate is running unopposed, election may be by a show of hands for that office.
3. Ballots will be prepared, distributed, collected, and counted by the Nominating Committee.
4. Election polls shall be open for at least one and one-half (1 1/2) hours, and members shall be informed of the election hours at least two (2) weeks in advance of the day of election. Election hours may be extended beyond one and one-half (1 1/2) hours at the discretion of the Nominating Committee. In the case of an electronic vote, the timeline of the vote should be announced to the membership in advance of the vote and the vote should be left open for 48 hours.
5. Any eligible voting member of the HSC may obtain an absentee ballot from the Parliamentarian. A voting member may request an absentee ballot only for herself or himself. The ballot must be turned in 24 hours prior to voting or it will not be counted.
6. Only members in good standing shall be allowed to vote. Any delinquent active member shall be prohibited from voting until accrued dues are paid.
7. If a vacancy remains in an Executive Board position after the annual elections, in the best interest of the club the board may search for a nominee and present this nominee to the Board for a vote. The board may receive this nomination, vote, and install the candidate electronically.

#### C. Term of Office:

1. Installation of newly elected officers shall be held at the May General Membership Meeting, or at another event open to membership, if May General membership meeting is not held.
2. Officers shall assume their duties at the following board meeting.
3. Officers shall serve for a period of one (1) year or until their successors are elected or appointed. Officers shall serve no more than two consecutive elected terms in the same position. However, in the event that no volunteers present for nomination to a vacant elected office, the previous elected officer may choose to serve one additional term to total three consecutive elected terms in the same position.
4. Committee chairmen and non-elected General Board Members (with the exception of the Parliamentarian who is appointed by the President) shall

serve for a period of no more than four consecutive years in the same position. However, in the event that no volunteers present for nomination to a vacant non-elected office, the previous board member may choose to serve one additional term to total five consecutive terms in the same position.

D. Vacancies:

1. The First Vice President shall assume a vacancy occurring in the office of the President.
2. The Second Vice President shall assume a vacancy occurring in the office of the First Vice President.
3. Should a vacancy occur in the office of Second Vice President or any other elected office, the President, with the approval of the HSC Board, shall appoint someone to fill the vacancy.
4. A temporary vacancy occurring in any office for a period of fifteen (15) days or more may be filled by appointment of the President. This pro tem appointed officer shall assume the duties of the office for the duration of the HSC board year. This partial term does not affect a member's 2-term eligibility for the same executive board position.
5. To avoid a conflict of interest, the Thrift Shop Manager shall not serve as the President or 2<sup>nd</sup> Vice President.

E. Removal of Officers:

1. Elected officers may be removed by a two-thirds majority vote of the active membership present at a General Membership Meeting, providing a termination was submitted to the officer thirty days in advance.
2. Chairpersons and other appointees may be removed at the discretion of the President.

## **ARTICLE VI - MAKEUP AND DUTIES OF THE HSC BOARD**

The HSC Board shall consist of the Executive Board, Parliamentarian, HSC Advisory Group and the Chairpersons of all standing committees and appointed positions. The Board shall be the governing body of the HSC and shall direct the operation of the HSC. The HSC Board shall be insured pursuant to AFI 34-223. This Board shall meet monthly at a time and place designated by the President.

## **ARTICLE VII - DUTIES OF OFFICERS**

- A. HSC Honorary Co-Presidents. The Spouse of the Commander, 1st Special Operations Wing (1st SOW/CC) and Spouse of the Command Chief, 1st SOW shall be, with their consent, Honorary Co - Presidents.

B. HSC Advisory Group. The Honorary Co- Presidents, Honorary Advisors, and appointed Advisors shall be ex-officio members without voting privileges of all committees. The Honorary Co- Presidents will designate which Advisors should attend meetings, if necessary, other than Executive Board Meetings and General Membership Meetings. The HSC President and Honorary President may choose up to 5 advisors from the following:

1. Spouse of the Commander, Air Force Special Operations Command (AFSOC/CC) can be, with appointment from the President and Honorary Co-President, an Honorary Advisor.
2. Spouse of the Command Chief, Air Force Special Operations Command can be, with appointment from the President and Honorary Co-President, an Honorary Advisor.
3. All other Advisors shall be, with the consent of the HSC President and Honorary Co-President, the spouses of the Commander and/or Command Chief of the 24<sup>th</sup> Special Operations Wing, 505<sup>th</sup> Command and Control Wing, and the 492nd Special Operations Wing.
4. The Honorary President(s) may appoint, upon consent and Executive Board approval, Hurlburt Field Senior Leadership Spouses as Advisors.

C. President:

1. Presides over all regular and special meetings of the HSC Board and Executive Board.
2. Is the official spokesperson of the HSC.
3. Is an ex-officio member of all committees except the Nominating Committee.
4. Shall appoint a Parliamentarian.
5. Shall appoint, with Executive Board approval, chairpersons of all standing committees and special committees when necessary to conduct the business of the HSC.
6. Shall be bonded.
7. May sign checks in the absence of the Administrative Treasurer and Charitable and Treasurer. May sign checks at the Thrift Shop as needed. 8. Shall ensure that adequate liability, personal property, or other necessary insurance is maintained as prescribed by AFI 34-223.
8. Votes in case of a tie.
9. Shall be authorized to spend a sum not to exceed the voted on amount outlined in the administrative budget for unbudgeted expenditures at own discretion, providing such expenditure is in keeping with the Constitution and By-Laws of the HSC.
10. Purchases a Board Appreciation gifts .
11. Shall submit an annual report at the May Executive Board Meeting summarizing the activities of the year as well as presenting information and recommendations for their successor. Carries out the responsibilities and duties of the office as stated in the By-Laws and Constitution, as well as in the Job



Description and HSC Operating Policies.

D. First Vice President:

1. Performs President's duties in the President's absence.
2. Shall notify all members of the HSC Board or Executive Board of the time and place of all meetings.
3. Is an ex-officio member of Budget and Scholarship Committees.
4. Shall act as purchasing agent for the HSC.
5. Shall be bonded.
6. Shall perform such duties as may be delegated by the President, carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC Operating Policies.
7. May sign checks in the absence of the Administrative Treasurer.
8. Serves as HSC property manager to include holiday and special event decorations, special activities' supplies and the HSC Silver collection.

E. Second Vice President:

1. Performs First Vice President's duties in the First Vice President's absence.
2. Shall be bonded.
3. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC policies.
4. Member of Budget, Auction, and Scholarship committees and the Thrift Shop Advisory Council.
5. May sign checks in the absence of the Charitable Treasurer. May sign checks at the Thrift Shop as needed.

F. Secretary:

1. Records the minutes of all regular and special meetings of the HSC and the Executive Board.
2. Shall prepare a written memorandum (minutes) to present to the General Membership at the next meeting. A copy of the minutes is to be signed by the Secretary and President and filed in the organization's historical folder, and sent to 1 SOFSS/FSR quarterly.
3. Shall take attendance at each meeting, and ensure organizational records are compiled, maintained, and transferred to his/her successor.
4. Shall be the custodian of the permanent records of the HSC, with the exception of records pertaining to the HSC finances.
5. Compiles and submits all Quarterly Paperwork to 1SOFFSS/FSR.
6. Shall be responsible for all correspondence of the HSC as directed by the President.
7. Is an ex-officio member of the Charitable and Administrative Budget Committees.
8. Shall be responsible for keeping a roster of Board Member contact information up to date. Will forward updated copies to 1SOFFSS/FSR and

distribute copies to each Board position.

9. Shall perform duties as may be delegated by the President.
10. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC Operating Policies.

G. Administrative Treasurer:

1. Is responsible for all financial affairs of the HSC Administrative Fund as detailed in the job description.
2. Shall be custodian of the HSC Administrative Fund financial records.
3. Shall collect, disburse and maintain financial records for all administrative monies used by the HSC.
4. Shall keep an accurate account of all dues, receipts, and expenditures, balancing the accounts on a monthly basis.
5. Shall prepare a financial statement each quarter and a copy will be forwarded to the HSC Secretary for submission to 1 SOFSS/FSR.
6. Shall prepare a consolidated financial statement for the entire calendar year and submit it to 1 SOFSS/FSR for review.
7. Is an ex-officio member of Charitable Budget Committee and is chairperson of HSC Administrative Fund Budget committee.
8. Shall, as required by AFI 34-223, be responsible for the accountability of assets, satisfaction of liabilities, disposition of residual assets on dissolution, and other means of assuring responsible financial management, for the HSC Administrative Fund.
9. The accounts shall be reviewed in accordance with existing Air Force Instructions. If annual revenue exceeds the threshold established in AFI 34-223 a financial review may be required. If there is an indication of fraud or other improprieties, any member of the organization or the installation commander can request a review be performed.
10. A review performed by the HSC Financial Review Committee will be done annually or before the books are handed over to the new treasurer.
11. All completed financial reviews will be submitted to 1 SOFSS/FSR and filed in the organization's historical folder.
11. Shall be bonded.
12. Monitors and shares responsibility for expenditures of HSC Board members or their representatives to conform to the budget of the fiscal year.
13. Signs checks for authorized expenditures.
14. Performs the Charitable Treasurer's duties in the Charitable Treasurer's absence.
15. Shall, as required by the IRS, mail prepared tax forms prior to 15 October.
16. Performs such duties as may be delegated by the President.
17. Carries out the responsibilities and duties of the Office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC Operating Policies.

#### H. Charitable Treasurer:

1. Is responsible for the financial affairs of the HSC Charitable and Scholarship Fund.
2. Is an ex-officio member of Scholarship, Auction, and Thrift Shop Advisory committees and is chairperson of Charitable Budget Committee.
3. Shall be the custodian of the Charitable and Scholarship Fund financial records.
4. Shall collect, disburse and maintain financial records for all charitable and scholarship monies used by the HSC.
5. Shall keep an accurate account of all receipts and expenditures, balancing the accounts on a monthly basis.
6. Shall prepare a financial statement each quarter and a copy will be forwarded to the HSC Secretary for submission to 1SOFSS/FSR.
7. Shall prepare a consolidated financial statement for the entire calendar year and submit it with the Constitution and By-Laws to 1 SOFSS/FSR for review.
8. Shall, as required by AFI 34-223, be responsible for the accountability of assets, satisfaction of liabilities, disposition of residual assets on dissolution, and other means of assuring responsible financial management, for the Charitable and Scholarship Fund.
9. The accounts shall be reviewed in accordance with existing Air Force Instructions. If annual revenue exceeds the threshold established in AFI 34-223 a financial review may be required. If there is an indication of fraud or other improprieties, any member of the organization or the installation commander can request a review be performed.
10. Additionally, an annual review performed by the HSC Financial Review Committee will be done annually or before the books are handed over to the new treasurer.
11. All financial reviews will be submitted to 1 SOFSS/FSR and filed in the organization's historical folder.
12. Shall be bonded.
13. Monitors and shares responsibility of expenditures of Committee Chairpersons or their representatives to conform to the budget of the fiscal year.
14. Signs checks for authorized expenditures.
15. Performs duties in the Administrative Treasurer's absence.
16. Shall, as required by IRS, mail prepared tax forms prior to 15 October.
17. Performs such duties as may be delegated by the President.
18. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC Operating Policies.

#### I. Parliamentarian

1. Shall advise the President, Executive Board, and General Membership on points of order and proper procedures in accordance with the Constitution, By-Laws and Operating Policies of the HSC and the latest revised edition of Robert's Rules of Order.

2. Serves as a non-voting member of the HSC Board.
3. Shall serve as liaison to the 1 SOFSS/JA Base Legal Office on HSC matters.
4. Shall serve as Nominating Committee Chairperson.
5. Shall supervise the election of the Executive Board and serve as the Installing Officer for the newly elected members.
6. Shall count the votes for all motions presented to the Board or the General Membership.
7. Shall serve as the Constitution, By-Laws and Operating Policies Committee Chairperson, which is responsible for updating and revising the Constitution, By-Laws and Operating Policies.
8. Shall ensure updated copies of Constitution and By-Laws are provided to 1 SOFSS/FSR.
9. Shall be responsible for updating Job Descriptions of all Board positions annually.
10. Shall perform such duties as may be delegated by the President.
11. Carries out the responsibilities and duties of the office as stated in these By-Laws and Constitution, as well as in the Job Description and HSC Operating Policies.
11. Shall ensure revised copies of the HSC Constitution and By-laws be provided to the 1 SOFSS/FSR by the date determined by the Private Organization monitor for legal review as required by AFI 34-223.

#### **ARTICLE VIII – FINANCES**

- A. Monetary assets of a minimum of one thousand (1,000) dollars in the Administrative Fund shall be turned over to the incoming HSC Board in case the organization dissolves.
- B. The HSC shall provide a bond covering individuals deemed necessary by the Board. These individuals will be listed in the HSC Operating Policies and the Treasurers' job descriptions.
- C. Any HSC fundraiser must have a bonded person in control of the monies at all times. Any expenditure up to the amount of one thousand (1,000) dollars may be approved by a majority vote of a quorum of the HSC Board. Any expenditure over the amount of one thousand (1,000) dollars or greater not covered by the approved budget shall be voted on at a General Membership Meeting of the HSC. Approval will be authorized by a 2/3 majority vote of the voting members present, so long as the General Membership quorum is present (as defined in the HSC Operating Policies).
- D. The HSC fiscal year shall be June 1 to May 31.
- E. A budget will be prepared by the Administrative Fund Budget Committee in June/July

and presented to the HSC Board in August for approval. The budget will then be presented to the General Membership in August. The budget will be posted until September, when it will be voted on.

- F. A budget will be prepared by the Charitable and Scholarship Fund Budget Committee in June/July and presented to the HSC Board in August for approval. The budget will then be presented to the General Membership in August. The budget will be posted until September, when it will be voted on.

## **ARTICLE IX - FUNDS**

- A. HSC Administrative Fund - This fund is composed solely of membership non-refundable dues (as established by the HSC Board and approved by the General Membership), Ways and Means, unsolicited donations, and net proceeds from HSC-sponsored fund-raising events. This money shall be utilized for HSC operational expenses (such as entertainment, publications, decorations, programs, luncheons, etc.).
- B. HSC Charitable and Scholarship Fund - This fund is composed of all net proceeds from all HSC sponsored Charitable and Scholarship fund-raising functions and all net proceeds from the Thrift Shop. This fund shall be used for scholarships and to promote charitable activities.

## **ARTICLE X – BOARD COMMITTEES**

### **A. Standing Committees:**

1. The number of standing committees, their functions and composition will be prescribed by the Executive Board. Chairpersons of the standing committees will be appointed by the President, with approval of the Executive Board.
2. The President may appoint or delete standing committees with approval of the HSC Board.
3. Standing committee Chairpersons will present monthly reports to the HSC Board.
4. Annual reports and recommendations will be submitted by each standing committee chairperson in the final month of the HSC year and will be made part of the HSC's permanent records.

### **B. Special Committees:**

1. May be appointed by the President for a specific purpose and shall cease to exist after its purpose is accomplished.
2. Shall present a final report to the Executive Board, which will become a part of the HSC's permanent records.

3. Special Committee representatives may attend Executive Board Meetings as required by the President, in a nonvoting capacity.

#### **ARTICLE XI -- NOMINATING COMMITTEE**

Please refer to Article V (Nominations and Elections) for details about the Nominating Committee.

#### **ARTICLE XII – CONSTITUTION AND BY-LAWS COMMITTEE**

- A. The Constitution and By-Laws Committee shall consist of the Parliamentarian (who shall be the Chairperson), the Executive Board, and at least one member of the Advisory Group, and of the General Membership.
- B. This committee shall review the Constitution, By-Laws, and the Operating Policies annually and submit a copy to 1SOFSS/FSR for their files. If changes occur, proper legal review shall be obtained from the 1SOFSS/FSR after approval by General Membership and the guidelines for amending, as established in this Constitution and By-Laws shall be adhered to.

#### **ARTICLE XIII – BUDGET COMMITTEES**

- A. The HSC Administrative Fund Budget Committee shall be chaired by the Administrative Treasurer and consist of a member of the Advisory Group, The Executive Board and can include at least one member from the General Membership, as appointed by the President.
  1. The Administrative Fund Budget Committee shall prepare a proposed budget in the June-July board year gap, prior to the August board meeting.
  2. The Administrative Treasurer shall present the proposed budget to the Executive board for review at the Executive Board Meeting in August. 3. The Administrative Treasurer will present the proposed budget to the HSC Board for approval in August.
  3. The proposed budget shall be presented and posted to the General Membership in August.
  4. The proposed budget shall be voted on by the General Membership in September.
  5. The Administrative Fund Budget Committee shall conduct a Budget Review in January. Any updates to the budget will be presented to the Board and General Membership in February for approval.
  6. Additional budget reviews may be done as needed using January revision and

approval guidelines.

- B. The Charitable Budget Committee shall be chaired by the Charitable Treasurer and consist of a member of the Advisory Group, The Executive Board and can include at least one member from the General Membership, as appointed by the President.
1. The Charitable and Scholarship Fund Budget Committee shall prepare a proposed budget in the June-July board year gap, prior to the August board meeting
  2. The Charitable Treasurer shall present the proposed budget to the Executive Board for review at the Executive Board Meeting in August.
  3. The Charitable Treasurer shall present the proposed budget to the HSC Board for approval in August.
  4. The proposed budget shall be presented and posted to the General Membership in August.
  5. The proposed budget shall be voted on by the General Membership in September.
  6. The Charitable Fund Budget Committee shall conduct a Budget Review in January. Any updates to the budget will be presented to the Board and General Membership in February for approval.
  7. Additional budget reviews may be done as needed using January revision and approval guidelines.

#### **ARTICLE XIV – FINANCIAL REVIEW COMMITTEE**

- A. The HSC shall review the accounts for the Administrative Treasurer, the Charitable Treasurer, and the Assistant Thrift Shop Manager annually and/or prior to turning over books to their respective replacements.
- B. A review committee shall be established by one of two methods: seeking accounting volunteers from the base community or paying for an independent accountant.

#### **ARTICLE XV – SCHOLARSHIP COMMITTEE**

- A. The Scholarship Committee shall consist of a member of the Advisory Group, President, Parliamentarian, Second Vice President, Scholarship Chairperson (who shall be the Chairperson), Charitable Treasurer, Publicity Chair, and at least one member from the General Membership, appointed by the President.
- B. Members who have a child/dependent who is eligible to compete for a scholarship shall be excused from serving on this committee and said vacancy may be filled by appointment of the President (or by the Honorary President if the excused member is a member of the Advisory Group).

- C. The Scholarship Committee shall meet with the HSC Board at the beginning of the Board year to present the criteria and guidelines of the scholarship program for approval.
- D. The Scholarship Committee shall appoint judges from the community to judge the scholarship packages and select winners in April.

## **ARTICLE XVI - THRIFT SHOP**

- A. The HSC will maintain and operate a Thrift Shop IAW AFI 34-223 and the HSC Operating Policies. See the HSC Thrift Shop Operating Policies for additional details.
  - 1. The purpose of the HSC Thrift Shop is to raise funds for the charitable endeavors of the HSC.
  - 2. The monthly profits, minus monthly operating expenses, are the primary source of charitable income for the HSC.
  - 3. The monthly profits, minus monthly operating expenses, will be remitted to the Charitable Treasurer each month for deposit into the Charitable and Scholarship Fund. These Thrift Shop profits may only be used for expenses and donations related to charitable or welfare purposes.
- B. A Thrift Shop Advisory Committee (TSAC) shall be comprised of the Thrift Shop Liaison (Committee Chair and only votes in case of a tie), a member of the Advisory Group (nonvoting), President, Second Vice President, Parliamentarian, Charitable Treasurer, Thrift Shop Manager, and one Thrift Shop Volunteer as assigned by the Thrift Shop Liaison. They shall act in an advisory capacity to the Board.
  - 1. All matters of policy (operating procedures, budget, employment/termination of employment, fees, etc.) shall be determined by the Thrift Shop Advisory Committee, with final approval by the Board.

To avoid potential conflict of interest in matters involving employment/termination independent contractors will be excused from the committee for the duration of employment/termination discussions.
  - 2. The Thrift Shop Advisory Committee shall review Thrift Shop Operating Policy and Budget annually in June/July and submit to the Board in August.
  - 3. The HSC may provide funding for a Thrift Shop Manager and Thrift Shop Assistant Manager/Bookkeeper as independent contractors if the Thrift Shop Advisory Committee, with final approval of the Executive Board, determines a need.
  - 4. The Thrift Shop Manager and Thrift Shop Assistant Manager/Bookkeeper are paid independent contractors of the HSC.
  - 5. The Thrift Shop Manager and/or Thrift Shop Assistant Manager/Bookkeeper will forward Quarterly Paperwork to the HSC Secretary for submission to 1SOFFS/FSR.
  - 6. A bond will be provided for any paid independent contractors of the HSC, for the



- Thrift Shop Manager, for cashiers, or for any volunteer as deemed appropriate.
7. Net proceeds from the Thrift Shop shall be deposited in the HSC Charitable and Scholarship Fund no later than 30 days after month end.
  8. The Thrift Shop Manager is the custodian of the HSC copy machine.
  9. The HSC has determined that Thrift Shop operations require liability and/or fidelity insurance. There is sufficient risk with the operation of the Thrift Shop, the dollar volume of funds and nature/scope of their activities to warrant insurance coverage and treasury bond.
  8. The HSC may award, at the recommendation of the TSAC, the Thrift Shop Manager and/or the Thrift Shop Assistant Manager, an annual performance based bonus, up to 1% of the profits paid to the HSC from the Thrift Shop.

#### **ARTICLE XVII – CHARITABLE REQUESTS**

- A. The Charitable Treasurer shall collect and validate requests for donations from the HSC Charitable and Scholarship fund. They will prepare motions for the HSC Board and recommendations for dollar amounts.
- B. Charitable requests will be brought to the HSC Board for discussion and voting after review and approval by the executive board.
- C. Board members who are a recipient or have family members of the charities being considered for contributions shall not be present during the discussion and voting.
- D. The HSC may approve line-item on-base charitable donations, as part of the budget process, at the beginning of each board year, not to exceed the amount of currently available carry over funds. These line items will be distributed throughout the budget term without additional vote unless the budget is officially revised, per IRS regulations regarding 501 charitable organizations.

#### **ARTICLE XVIII – AMENDMENTS, REVISION, AND ADOPTION**

- A. The By-Laws to this Constitution may be amended, revised, or eliminated at any time during the year by a two-thirds majority of the voting members present at a general or special meeting of the HSC (provided the General Membership quorum is present, as prescribed by the HSC Operating Policies). These procedures are applicable to both the Constitution and the By-Laws.
- B. Proposal for amendment or revision shall be:
  1. Presented in writing by any voting member of the HSC General Membership.
  2. Signed by at least seven (7) voting members of the HSC General Membership.
  3. Presented to the HSC Board for approval.
  4. Approval for amendment will be by a two-thirds majority of a quorum of the

voting members of the General Membership.

- C. Any proposed amendments to the By-Laws shall be presented to the General Membership. Proposed amendments shall be posted on the HSC bulletin board when presented and made available for examination by the membership from the period of one General Membership Meeting to the next General Membership Meeting.
- D. A proposed amendment shall be voted upon at the next General Membership Meeting following its presentation.
- E. All adopted amendments shall be submitted to the 1SOFSS Representative for review. The 1SOFSS Representative will then submit them to the Installation Commander or appropriate authority and 1 SOW/JA for approval. In the event that any provision of the By-Laws shall be deemed illegal or contrary to Air Force directive, such portion shall be deemed changed administratively to conform to same.
- F. The Constitution and By-Laws amended by change or revision will remain in effect for a period of not less than six months, unless a directive is given from the Department of Defense, 1 SOW Commander, or the AFI governing Private Organizations, requiring review sooner than 6 months. The Constitution, By-Laws and Operating Policies will be reviewed annually.

President \_\_\_\_\_ Date \_\_\_\_\_  
*Michele Kerlin*

Parliamentarian \_\_\_\_\_ Date \_\_\_\_\_  
*Jaclyn Bean*

Approved by the General Membership September 2022