

2019-2020 BY-LAWS

TINKER SPOUSES' CLUB **BY-LAWS**

ARTICLE I - DUTIES OF OFFICERS

Officers serve for a term of one year beginning with New Business at the June Board of Governors' Meeting, except the Treasurers who may assume their duties after the books are returned from audit. The TSC fiscal year is 1 June through 31 May.

Section A. President

1. Presides at all Executive Board, Board of Governors, and conducts general membership meetings
2. Appoints the Parliamentarian
3. Appoints all chairpersons of Committees and Subcommittees, except the Nominating Committee, with the approval of the Elected Officers
4. Is an ex-officio member of Committees and Subcommittees, except the Nominating Committee
5. The President may appoint Administrative Assistants in any committee as required.
6. The President may appoint vacancies in any office except the Presidency.
7. Is bonded

Section B. Charitable Director

1. Performs the duties of the President in his/her absence and may succeed to the Presidency if, at any time, the President is unable to complete the full term of office
2. Performs such duties as may be designated by the President
3. In the event the Charitable Director is unable to succeed to the Presidency, the Parliamentarian will call a special meeting of the General Membership to elect a new President
4. The Charitable Account is comprised of the net proceeds from all TSC sponsored fundraising events and the TSC Thrift Shop. This account shall be used for scholarships, community requests and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the TSC Operational Account.
5. Is bonded

Section C. Operations Director

1. Acts as custodian of the TSC silver and non-cash properties
2. Performs the duties of the Charitable Director in his/her absence and succeeds to Charitable Director, if the Charitable Director is unable to complete the full term of office
3. In the event the Operations Director is unable to succeed to Charitable Director, the President will fill the vacancy with the approval of the Elected Officers

2019-2020 BY-LAWS

4. Performs such duties as may be designated by the President
5. Is bonded

Section D. Executive Secretary

1. Records the minutes of all meetings of the TSC and the Board of Governors
2. Is custodian of the permanent records of the TSC
3. Performs any additional duties designated by the President
4. Is responsible for correspondence of the TSC as directed by the President

Section E. Operations Treasurer

1. Is custodian of and accountable for all Operations financial records and funds of the TSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the Operations Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor.
2. Is custodian of, and accountable for, the Operations Funds Reserve Account and reports of the TSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor. A copy of the audit will be posted for the membership to read
3. Will participate with the Board of Governors in bi-annual budget reviews. The budget review completed halfway through the year will result in a proposed budget for the following year
4. The Treasurer may spend certain unbudgeted funds of:
 - a. Up to \$100.00 with Presidential authorization
 - b. Up to \$500.00 with Executive Board authorization
 - c. Up to \$1000.00 with Board of Governors' authorization
 - d. Over \$1000.00 with authorization of the General Membership
5. The Treasurer may spend budgeted funds, which have previously been presented and approved by the General Membership
6. Submits a financial statement at each meeting of the Board of Governors. This statement will be included in the minutes of the Secretary and posted at the Tinker Club
7. Assumes the duties of the Welfare Treasurer in his/her absence
8. The Treasurer (or Charitable Treasurer in absence of the Treasurer) will co-sign all checks with any of the following: President, Charitable Director, or Operations Director
9. All money should be deposited within 72 hours of receipt
10. A monthly review of the TSC Administration financial statement will be made by the President Board of Governors and Advisors
11. Is bonded

Section F. Charitable Treasurer

1. Is custodian of, and accountable for, Charitable Welfare records and funds of the TSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the

2019-2020 BY-LAWS

Charitable Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor. A copy of the audit will be posted for the membership to read.

2. The Welfare Treasurer may spend certain unbudgeted funds of:
 - a. Up to \$100.00 with Presidential authorization
 - b. Up to \$1000.00 with Board of Governors' authorization
 - c. Over \$1000.00 with authorization of the General Membership
3. Will participate with the BOG in bi-annual budget reviews. The budget review completed halfway through the year will result in a proposed budget for the following year
4. The Treasurer may spend budgeted funds, which have previously been presented and approved by the General Membership
5. Submits a financial statement at each meeting of the Board of Governors. This statement will be included in the minutes of the Secretary and posted at the Tinker Thrift Shop
6. Assumes the duties of the Operations Treasurer in his/her absence
7. The Charitable Treasurer (or Operations Treasurer in the absence of the Charitable Treasurer) will co-sign all checks with any of the following: President, Charitable Director, or Operations Director
8. All money should be deposited within 72 hours of receipt
9. A monthly review of the Charitable financial statement will be made by the President and Advisors
10. Is bonded

Section G. Parliamentarian (appointed)

1. Parliamentarian serves a term of one year, beginning with the final committee reports of the preceding year at the June Board of Governors Meeting, and is limited to two successive terms or parts thereof. The Parliamentarian may not hold a paid position connected with TSC (i.e. Thrift Shop Manager, Thrift Shop bookkeeper or Thrift Shop Cashier)
2. Shall oversee all board and general membership meetings using the Robert's Rules of Order to conduct the meetings
3. Shall oversee all board and general membership voting and determine whether a quorum is present
4. Is custodian of the Constitution, By-Laws, Board of Governors Policies, and job descriptions assuring that revisions are made in accordance with parliamentary procedure
5. Is chairperson of the Nominating Committee

Section H. Advisors and Honoraries

1. The President shall appoint a Welfare Advisor from the Advisors to provide Welfare and Thrift Shop oversight
2. The Advisors shall advise the President in accordance to the Air Force Article of Instruction (AFI) for private organizations
3. The Advisors are responsible for attending all TSC Board/General Membership meetings. If an Advisor is unable to attend, then the advisor must ensure another advisor will be in attendance

2019-2020 BY-LAWS

Section I. Officers and Board of Governors

1. The Board of Governors shall be responsible for formulating the policies and directing the operations and organization of the TSC
2. The board shall meet monthly at a time and place designated by the President
3. A majority vote of the quorum shall constitute Board approval. A quorum shall be fifty-one percent of the voting members of the filled Board of Governors positions present at the meeting, to include proxy votes. (must have min of $\frac{1}{3}$ BOG members present to conduct voting)

ARTICLE II - ELECTION AND VOTING

Section A. Nominating Committee

1. The nominating committee shall be composed of the Parliamentarian as Chairperson and any regular TSC member in good standing
2. An Advisor or his/her delegate shall serve as an advisor to the Nominating Committee.
3. Should a member of the Nominating Committee become a candidate for office, the Parliamentarian shall appoint a replacement
4. Should the Parliamentarian become a candidate for office, the President shall appoint a replacement
5. This committee shall present the slate of nominees to the General Membership at the March and April functions or via Email. Nominations may be made from the floor at the March function or via email with the prior consent of the nominee

Section B. Election

1. The Parliamentarian/Chairperson shall preside during the election
2. A plurality vote from active members present and voting is required for election. If all officers are running unopposed, a vote will be made by acclamation
3. If necessary to meet quorum, voting can be held electronically by the Parliamentarian
4. The election of officers will be held at the April function. The newly elected officers will assume their duties beginning 1 June. The Treasurers will assume their check writing duties when their respective books are returned from the audit in June
5. Any voting member may vote by absentee ballot if unable to vote in person, with the approval of the Chairperson of the Nominating Committee
6. The President will vote only in the case of a tie
7. At the final function for the Board Year, if there are any elected positions unfilled, nominations and voting may take place prior to the induction of the new board. At the conclusion of the nominating and voting process all position elected will be inducted
8. Voting may also take place via email to the entire TSC membership. Membership will be given a minimum of 5 calendar days to respond to the voting ballot. A lack of response will be considered a YES vote. In this case, a voting member must respond that they are choosing to Abstain, but are not required to state their reason for Abstaining.

2019-2020 BY-LAWS

ARTICLE III - DUES OR FEES

Section A. Dues

1. New members who join the TSC between June 1 and November 30 shall pay the full annual membership dues. New members who join after November 30 shall pay half the annual membership dues. Renewing members must pay the full annual membership dues regardless of the date of renewal. Honorary Members will not be assessed dues
2. Dues may be changed only by majority vote of the General Members present at a previously announced meeting of the General Membership
3. If the member is experiencing a financial hardship, he/she can apply for a dues waiver as determined by the Executive Board

Section B. Operations Fund

1. This fund is composed of membership dues, assessments, and fees for services restricted to the membership. This money will be used for operational expenses of the Tinker Spouses' Club (entertainment, decorations, etc.). The Board of Governors is authorized to transfer all money, which is in excess to the operational expenses of the TSC, from the Operations Fund to the General Charitable Fund. In so acting, the Board of Governors will assure that a minimum of \$1,500.00 shall remain in the Operations Fund Reserve Account for the use of the next Board
2. All expenses incurred by Board Members must be turned in with a corresponding expense report to the Operations Treasurer on or before the May function in order to be reimbursed for said expenses

Section C. General Charitable Fund

This fund is composed mainly of accumulated funds from all fundraising activities. This money will be used for projects covered under Section 501(c)(4) of the Internal Revenue Code.

1. Section 501(c)(4) projects will be finally determined by a majority vote of the Board of Governors
2. A Base Thrift Shop for the purpose of providing funds to support Section 501(c)(4) projects shall be sponsored by the TSC
3. Income to the TSC from the Thrift Shop will be placed in a sub-account of the General Charitable Fund and used for the TSC Scholastic Achievement Award Program and other projects covered under Section 501(c)(4)
4. The Board of Governors will assure that a minimum of \$5000.00 will remain in the General Charitable Fund Reserve Account for Section 501(c)(4) projects to be determined by the next Board of Governors

ARTICLE IV - STANDING COMMITTEES

2019-2020 BY-LAWS

Section A. Chairpersons of Standing Committees

1. Chairpersons of Standing Committees serve for a term of one year beginning 1 June. They are limited to two successive terms, or parts thereof, in the same office (except for the Thrift Shop Manager)
2. Chairpersons of Standing Committees may not hold a paid position connected with the TSC (i.e. Thrift Shop Manager, Thrift Shop Bookkeeper or Thrift Shop Cashier) unless approved by the Executive Board. Chairpersons may be removed from office on the recommendation of the President with the concurrence of a majority of the Elected Officers

Section B. Committee Appointments

Committee chairpersons and co-chairpersons are appointed by the appropriate Director and approved by the Executive Board. These individuals are voting members of the Board of Governors. Committees may be added or deleted as necessary by a vote of the Board of Governors. The Executive Board may approve the formation of a standing committee should the requirement arise. Standing Committees and their reporting officials are as follows, but not limited to:

1. **President:**
 - a. Parliamentarian
2. **Charitable Director:**
 - a. Scholarship
 - b. Charitable
3. **Operations Director:**
 - a. Membership/Reservations
 - b. Socials
 - c. Community Liaison
 - d. Retired Officers' Spouses' Group
4. **Publicity**
5. **Historian**

Section C. Charitable Committee

Charitable Chairperson will have a welfare committee consisting of an Advisor and all members of the Charitable Directorate. Charitable projects will be submitted to the Board of Governors for review and approval.

ARTICLE V - FINANCES AND TAXES

Section A. The Board of Governors is responsible for reviewing and approving the annual Operations and General Charitable Budgets, and presenting them to the General Membership for their approval.

2019-2020 BY-LAWS

Section B. The Board of Governors is responsible for adjusting and expending funds within the approved annual budget.

ARTICLE VI - INSURANCE COVERAGE

Due to its low risk activities, the Tinker Spouses' Club insurance requirements are waived. However, the organization will acquire insurance, liability, and other types when activities of a high-risk nature are planned. This waiver of liability will be clearly stated on the membership form in order for members to understand the insurance requirements.

ARTICLE VII – AWARDS/GIFTS

Section A. Scholarship Awards

Scholarship Awards shall be given to persons who meet the requirements as stated in the Scholarship Awards Committee Guidelines.

Section B. Gifts

Tokens of appreciation may be given in accordance with the TSC Policies and within the guidelines of the IRS and AFI.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

In all cases not governed by the Constitution and By-Laws of this club, Robert's Rules of Order shall apply.

ARTICLE IX - AMENDMENT

Amendments to these By-laws will be proposed in writing by the review committee to the Board of Governors. The proposed amendments will be presented at the next General Membership meeting and voted upon at that time. The changes will become effective upon adoption by a majority vote of the voting members present. The amendments will be subject to final approval by the 72d Air Base Wing Commander. However, the Board of Governors may amend this Constitution whenever necessary to achieve compliance with any changes in Air Force regulations or directives; notification will be given to the membership within 28 days of any such amendments.

2019-2020 BY-LAWS

Kat Kosmala

dotloop verified
05/30/19 10:58 AM
CDT
OHJT-STU1-HPKC-SGJY

Kat Kosmala, President
Tinker Spouses' Club
P.O. Box 45616
Tinker AFB, OK 73145

Hayley Duque

dotloop verified
05/30/19 11:10 AM CDT
PDOI-DAWG-YQSD-B0S7

Hayley Duque, Parliamentarian
Tinker Spouses' Club
P.O. Box 45616
Tinker AFB, OK 73145

Ratified by Membership Date: _____

Approved by 72nd Air Base Wing Commander Date: _____