

## 2019-2020 BOARD OF GOVERNORS' POLICIES

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### **TINKER SPOUSES' CLUB** **BOARD of GOVERNORS POLICIES and PROCEDURES**

#### *ARTICLE I – BUSINESS*

##### **Section A. - Board of Governors**

###### 1. Board Meetings

- a. The Board of Governors' meetings will be held once a month. The meeting times and places will be decided by the President.
- b. All reports are due to the Executive Secretary no later than an appropriate time before the meeting as discussed and decided upon with the President. The reports may be e-mailed to the appropriate board member or delivered in accordance to current club media formats.

###### 2. Attendance

- a. All elected and appointed officers, advisors, and chairmen of standing committees will attend TSC formal functions and board meetings, unless otherwise authorized by the President.
- b. Standing committee chairperson (or their representatives), if unable to attend a board meeting, will notify the Executive Secretary and appropriate Director and submit a written committee report, if necessary. If necessary, the written committee report is due to the Executive Secretary and respective Director no later 10 p.m. on the 27<sup>th</sup> of the Month. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with an advisor and Executive Board, result in replacement.

###### 3. Voting

- a. All chairpersons (or their representatives) and elected board members are obliged to vote, with the following exceptions: the Parliamentarian, the advisor or representative, and the President.
- b. All motions concerning withdrawal of money from the Operations Fund or Charitable Fund must state the source of funds to be used; for example, "I move that (amount of money) be donated to (agency) for the purpose of...".
- c. Before a telephone/e-mail vote is taken, the Advisor and Parliamentarian must be notified. Telephone/e-mail votes of the Board of Governors will be taken by the Parliamentarian. An attempt to contact the entire Board must be made. A written report must be presented at the next board meeting stating the results.
- d. In order to transact business, fifty-one percent (51%) of the voting members of the current Board of Governors must be present. A majority

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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)

- e. If a board member is unable to attend a meeting, he/she may recruit a board member who will be present to provide his/her vote by proxy.
- f. The President will vote only in the case of a tie or those individuals who have a conflict of interest (i.e. a member of the organization which will receive money for services rendered).
- g. In cases of conflict of interest, the board member will abstain from the vote.

### 4. Agenda and Reports

- a. The President will be notified, by the Directors, of items for the agenda 72 hours prior to the next Board meeting.
- b. All motions must be presented to the President, and Parliamentarian, in writing, 72 hours prior to the next board meeting. (E-mail is acceptable.)

### 5. Job Descriptions

- a. Each board member will maintain a current job description and it will be reviewed annually and changes must be given to the Parliamentarian by the February Board meeting.
- b. The job description and recommendations for changes will then be reviewed by the President and Parliamentarian and changes will be made to update the job descriptions.
- c. The Parliamentarian will have new/revised job descriptions available for the new board members at the May joint board meeting.

### 6. Service and Succession

- a. Members who serve on the Board of Governors shall hold only one voting position at any given time.
- b. Board members may serve for only two (2) successive terms, or parts thereof in the same office or position.

### 7. Records

- a. All board members and Advisors will maintain current copies of the TSC Constitution, By Laws, Board of Governors' Policies and "The A-B-C's of Parliamentary Procedure". (Electronic Copies are acceptable via email/drive)
- b. All board members must keep all reports pertaining to their position for one (1) year and minutes from the previous year, with the exception of the Operations Treasurer, the Charitable Treasurer and the Executive Secretary. The Treasurers must keep all financial records in hard copy at the Thrift Shop and digitally in an additional location for seven (7) years,

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which is the legal time of the statute of limitations. In addition, the Executive Secretary must keep the minutes (history of TSC) for seven (7) years. If any board member has financial records on file pertaining to their board position, these records must be kept for three (3) years. Any other information relevant to the board position, not included in board reports, should be kept for the duration of its utility as a resource.

### Section B. - Special Committees

Thrift Shop (Quarterly)	Charitable (Quarterly)	Scholarships (As needed)	Budget Review (March & January)	Policy Revision (As needed)	*Job Description Review (Annually-February)	Nomination (March & April)
Advisor	Advisor	Advisor	Advisor	Advisor		Advisor
President	President	President	President	President	President	
Charitable Director	Charitable Director	Charitable Director	Charitable Director	Charitable Director		
			Operations Director	Operations Director		
Parliamentarian		Parliamentarian	Parliamentarian	Parliamentarian (Chairman)	Parliamentarian	Parliamentarian + Any TSC member
			Exec Secretary			
			Operations Treasurer			
Charitable Treasurer	Charitable Treasurer	Charitable Treasurer	Charitable Treasurer			
Thrift Shop Manager	Thrift Shop Manager					
	Scholarships	Scholarships				
	Charitable					
	Ways and Means		Ways and Means			

#### 1. Budget Committee

- a. Members of this committee shall be the advisor or representative, elected officers, Parliamentarian. The Operations Treasurer will act as the chairman of this committee.
- b. The committee will prepare a proposed budget for the Operations and Charitable Fund, prior to the April Board of Governors meeting where it will be presented for approval. The proposed budgets will then be posted at the Tinker Thrift Shop by the April function, and be included on the

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website. The budgets will then be presented to the General Membership for approval at the May function or sent via email in April/May for approval

- c. At the discretion of the Treasurers, the committee will review the budget and present any revisions to the Board of Governors at the January meeting

### 2. Policy Revision Committee

- a. Members shall be an advisor or representative, elected officers, and Parliamentarian. The Parliamentarian shall act as chairman of this committee.
- b. The duties of the committee are to present revised Board of Governors' Policies, the Constitution and the By-laws to the incoming board for their approval.
- c. Interim policy changes may be made at any time upon recommendation of the Policy Revision Committee and with the approval of the Board of Governors.

### 3. Nomination Committee

Refer to ARTICLE II; Section A of the By-Laws

### **Section C. – Guests**

1. A person eligible for membership in the TSC may attend only one function as a guest.
2. Members may not invite the same guest to more than one function during the board year, except a bonafide houseguest.
3. A bonafide houseguest is a person with a permanent address 50 miles outside the Oklahoma City Region.

### **Section D. - Lunches/Brunches/Special Coffees**

1. Attendance and Reservations
  - a. TSC members always have priority on reservations. The Board of Governors may limit guests (other than bonafide houseguests) for those months which may be over-subscribed, due to an outstanding speaker or program.
  - b. Reservations may be canceled without charge no later than 5:00 p.m. on the Friday preceding the function.
  - c. Walk-ins (one without a reservation) may obtain a non-cancelled reservation if available, but must assume payment of his/her own function.
2. Billing
  - a. A member will be billed for any non-cancelled function reservation for themselves or their guest.
  - b. Standard procedure for billing errors is to credit the member's account.
  - c. All official TSC speakers and/or guests, as determined by the

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Programs/Social Committee and President, will be billed to TSC.

### **Section E. – Special Activities**

1. Facilities - Base facilities will be used for TSC sponsored activities whenever possible.
2. Attendance by members and guests
  - a. TSC members and their guests are eligible to attend. Special Activity groups may include, but not limited to: Lunch Bunch, Golf, Bunco, Book, and Dinner Out. These groups are responsible for contacting Membership Committee Chairperson on group activity and attendance for that board year.
  - b. TSC members may use Special Activity as a recruitment opportunity.
  - c. Each Special Activity Coordinator is responsible for taking attendance. Members and guests will be recorded.
3. Funding
  - a. Activities may be funded by the TSC with a written request to the TSC Board of Governors when there is participation of TSC members, with the exception of Duplicate Bridge, Bunco, Bookclub, Bowling, and who will not receive TSC funds and will be self-sustaining. Substitutes will not be funded.
  - b. Any program sponsored and or funded by the TSC, will be open to the General Membership.
  - c. Funds allocated to Special activities may only be spent to benefit the group as a whole, to include:
    - i. Administrative expenses (operating expenses)
    - ii. Supplies and materials
    - iii. Guest speakers
  - d. Operations Funds allocated to Special Activities will not be used to purchase gifts or food for individual members or groups.
  - e. For all Operation funds received or disbursed, chairperson of any or all clubs/activities will submit receipts with an explanation of expenses attached to the receipts. This information should be included in a quarterly report given to the Social Chairperson for presentation to the board. The quarterly reports are due in October, February, and May.
  - f. In addition, each club keeping separate monies must include that information in the quarterly report given to the Programs/Social Chairperson and be presented to the Board of Governors by the Special Activities Chairperson in October, February, and May.
  - g. Chairperson of any or all Internal Club Activities receiving or disbursing Operation funds will prepare estimated budgets for review and approval by the Board of Governors by the November and March Board meetings. Prior to the May Board meeting, all receipts must be submitted to the Programs/Social Chairperson on the Board of Governors or the specific special activities group shall be held liable for the funds. Funds for Special

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Activities will not be held over or transferred to the next year's activities.

### **Section F. – Fundraising/Special Events**

1. Facilities
  - a. Base facilities will be used for TSC sponsored activities whenever possible. Monthly social functions may be held at other facilities as appropriate.
2. Attendance by members and guests
  - a. TSC members and bonafide houseguests are eligible to attend. Other guests may attend only one function per board year whether or not they are eligible for membership.
  - b. Any TSC member who is aware of ineligible participation in any TSC activities will notify their group's chairperson and the TSC President.
  - c. Each Fundraising/Special Event Coordinator is responsible for taking attendance. Members and guests will be recorded.
  - d. Chairperson and co-chairperson are responsible for checking the TSC membership of all those attending activities, including committee members, as well as, participants.
3. Funding
  - a. A request for funds may be granted with approval of the TSC Board of Governors. These funds would be used for special tournaments (fees), art shows, demonstrations, etc., to which the entire TSC membership would be invited.
  - b. For all administrative funds received or disbursed, chairperson of any or all activities will submit receipts with an explanation of expenses attached to the receipts. This information should be included in a quarterly report given to the Ways and Means Chairperson for presentation to the board. The quarterly reports are due in October, February, and May.
  - c. Any requests for unexpected additional funds should be made to the Board of Governors before any anticipated deficit incurred.

### **Section G. – Thrift Shop Policies**

The Thrift Shop will operate in accordance with the Thrift Shop Charter.

### **Section H. – Scholarship Committee**

1. Committee Members - The committee members will consist of the Scholarship Chairman, Co-chairman, an advisor or representative, Parliamentarian, Charitable Director, the President, and if not, then one TSC member in good standing. These members are approved, unless there is a conflict of interest.
2. Judges - There will be three (3) judges one from local colleges, active duty military member and a TSC member.
3. Applicants - Applicants will meet the guidelines as established by the Scholarship Committee.

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4. Policies - Policies of the Scholarship Committee will be approved and implemented by the Board of Governors.
5. Scholarship recipients will be awarded based off criterias set by the scholarship committee. TSC Scholarships are a not a Merit Based scholarship program. The intent of the scholarship program is to assist military and TSC members with the financial burden of continued education.
6. Scholarship awards can range from \$100 to \$1500, based off the committees rank system.

### ***ARTICLE II - ITEMS REQUIRING APPROVAL***

The following items will require approval/consultation with the 72<sup>d</sup> Air Base Wing Commander.

1. All merchandise and ticket sales sponsored by the TSC.
2. Base policies in regard to salesmen, use of government buildings, agents from off base, etc.
3. Donations to Force Support Squadron supported activities.
4. Insurance coverage types and amounts as deemed appropriate by the 72<sup>d</sup> Air Base Wing Commander.
5. Requests for fundraising events must be submitted, in writing, to the Parliamentarian and President. That request will then be forwarded by the Parliamentarian to the legal office for approval.

### ***ARTICLE III - PROPERTIES OF THE TSC***

**Section A.** – TSC properties may be used by TSC members for special unit functions held at the Tinker Club. Arrangements must be made through the Operations Director. The user is responsible for the proper care of such TSC properties, and the user is responsible for any damages.

**Section B.** – Decorations that can be reused should be given to the Operations Director for storage and future use.

### ***ARTICLE IV – GIFTS AND TOKENS OF APPRECIATION***

Gifts and Tokens of Appreciation will be purchased with funds from the Operations Fund only. The Operations Treasurer shall verify that funds are available and budgeted every year.

#### **Section A. – Board of Governors**

1. The out-going President will receive an appropriate token of appreciation not to

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- exceed IRS and AFI regulations.
2. The outgoing Executive Board will receive an appropriate token not to exceed IRS and AFI regulations.
  3. Flowers or an appropriate token not to exceed \$40.00, plus the cost of delivery services will be sent or given if there is hospitalization for three (3) or more days.
  4. Flowers or a donation not to exceed \$40.00, plus the cost of delivery, will be sent if there is a death of a Board member or a member of the immediate family.

### **Section B. - Advisors**

1. If an advisor is hospitalized for three (3) or more days, flowers or an appropriate token not to exceed \$40.00, plus the cost of delivery services, will be sent.
2. When an Honorary President or Advisor departs, a token of appreciation, not to exceed IRS and AFI regulations will be given.

### **Section C. – Members of the TSC**

1. If there is hospitalization or death of a member or death in the immediate family, the President will send a card. If there is the death of a member, the President may send flowers not to exceed \$40.00, plus the cost of delivery services.
2. If there is a birth to a member or members' spouse, the Hail and Farewell chairperson will send a gift not to exceed \$5.00 , pending availability of funds.
3. When a member is welcomed and/or farewelled, the Hail and Farewell chairperson will provide a gift not to exceed \$5.00 , pending availability of funds.

### **Section D. – Manager and Staff of the Tinker Club**

1. Appropriate cards will be given.
2. Gifts of appreciation will be given at the discretion of the Board.

### **Section E. – Speakers**

1. Appropriate cards (i.e. Thank You cards) will be given.
2. Gifts will be given to the Speakers at the discretion of the President, with approval from the majority of elected officers.

## ***ARTICLE V – MISCELLANEOUS POLICIES***

### **Section A. – Annual Dues**

No refunds will be given on annual dues after December 31<sup>st</sup> of that board year. Prorated refunds will be assessed at \$5 per month. Special circumstances will be approved in advance by the Membership Chairperson, Operations Director, and President.

### **Section B. – Membership List**

It is against Air Force policy to provide TSC membership lists to parties other than TSC members. TSC membership lists are strictly for TSC business and should be considered



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confidential material and handled with care.

### Section C. – Child Care

1. 50% of child care fees will be paid from TSC funds for children using Base Child Care Center or other daycare approved by the TSC Board, including private child caregivers, while their parent (TSC Board members only) attends board meetings. A Child Care Reimbursement Form must be submitted to and approved by the Executive Board. Once the budgeted amount for child care is reached, funds will no longer be approved. Priority will be given to Board Members with deployed spouses.
2. For the enjoyment of other members, children over the age of six (6) months are not permitted at evening socials, unless a nursing mother is present.

### Section D. – Function Eligibility


In order to be eligible to participate in membership only functions, membership is bestowed upon collections of dues (Cash) or processing of paper (check or money order). Bonafide exceptions will be made by the Executive Board.

### Section E. – Treasurers' Financial Records


The Operations Treasurer and Charitable Treasurer will submit financial records, including Operations Fund and Charitable Fund, Reserve Fund, and Thrift Shop records, for the annual audit/review at the end of May. In the event the Treasurers cannot finish their terms of office; the books shall be audited before they are turned over to their successors. The President will keep a copy of the audit in his/her records and post a copy on the TSC bulletin board at the Tinker Club.

### Section F. – Policy Revision Approval.

The Board of Governors' Policies may be revised by a majority vote of the Board of Governors.

  
dotloop verified  
05/30/19 10:57 AM CDT  
EPPJ-BMSW-HFCV-V2WN

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

  
dotloop verified  
05/30/19 11:10 AM CDT  
NMGO-HGFE-OJFF-HMZC

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

Ratified by Membership Date: \_\_\_\_\_

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Approved by 72<sup>nd</sup> Air Base Wing Commander Date: \_\_\_\_\_