**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 Vice President**

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 Vice President 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 some 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 Vice President**

1. Acts as custodian of the TSC silver and non-cash properties
2. Performs the duties of the Charitable Vice President in his/her absence and succeeds to Charitable Vice President, if the Charitable Vice President is unable to complete the full term of office
3. In the event the Operations Vice President is unable to succeed to Charitable Vice President, the President will fill the vacancy with the approval of the Elected Officers
4. Performs such duties as may be designated by the President
5. The Operations Account is comprised of membership dues, any monetary donations given to the club, and some fundraising activities. This account shall be used for social activities of the club and other budgets expenses. In keeping with IRS regulations money from the Operations Account may be transferred to the TSC Charitable Account, if needed.
6. 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 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 Operations 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:
	1. Up to $100.00 with Presidential authorization
	2. Up to $500.00 with Executive Board authorization
	3. Up to $1000.00 with Board of Governors' authorization
	4. Over $1000.00 with authorization of the General Membership
5. The Operations 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.
7. Assumes the duties of the Charitable Treasurer in his/her absence.
8. The Treasurer (or Welfare Treasurer in absence of the Treasurer) will co-sign all checks with any of the following:  President, Charitable Vice President, or Operations Vice President.
9. All money should be deposited within 72 hours of receipt.
10. A monthly review of the Operations Account 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 records and funds of the Charitable Account.  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 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 Charitable Treasurer may spend certain unbudgeted funds of:
	1. Up to $100.00 with Presidential authorization
	2. Up to $500.00 with Executive Board Approval
	3. Up to $1000.00 with Board of Governors' authorization
	4. 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 Charitable 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 TSC Executive Board.  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 Vice President, or Operations Vice President.
8. All money should be deposited within 72 hours of receipt
9. A monthly review of the Charitable Account 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 Charitable Advisor from the Advisors to provide Charitable and Thrift Shop oversight
2. The President shall appoint a Retiree Advisor from the Advisors to help provide support to retired members of our club.
3. The Advisors shall advise the President in accordance to the Air Force Article of Instruction (AFI) for private organizations.
4. 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.

**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 ⅓ 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.

***ARTICLE III - DUES OR FEES***

**Section A. Dues**

1. New members who join the TSC between June 1 and December 31 shall pay the full annual membership dues.  New members who join after December 31 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 Account ~~Fund~~**

1. This fund is composed of membership dues, assessments, monetary donations, some fundraising activities.  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 Account to the Charitable Account.  In so acting, the Board of Governors will assure that a minimum of $1,500.00 shall remain in the Operations 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. Charitable Account**

1. This fund is composed mainly of accumulated funds from some fundraising activities.  This money will be used for projects covered under Section 501(c)(4) of the Internal Revenue Code.
2. Section 501(c)(4) projects will be finally determined by a majority vote of the Board of Governors
3. A Base Thrift Shop for the purpose of providing funds to support Section 501(c)(4) projects shall be sponsored by the TSC.
4. Income to the TSC from the Thrift Shop will be placed in a sub-account of the Charitable Account and used for the TSC Scholarships Program and other projects covered under Section 501(c)(4).
5. The Board of Governors will assure that a minimum of$5000.00 will remain in the General Charitable Account for Section 501(c)(4) projects to be determined by the next Board of Governors.

***ARTICLE IV - STANDING COMMITTEES***

**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**

1. Committee chairpersons and co-chairpersons are appointed by the appropriate Vice President 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:
2. President:
	1. Parliamentarian
3. Charitable Vice President
	1. Scholarship
	2. Welfare
	3. TS Chair
4. Operations Vice President:
	1. Secretary
	2. Membership
	3. Socials
	4. Community Liaison
	5. Publicity

**Section C. Welfare Committee**

1. Welfare Chair will have a Charitable committee consisting of an Advisor and all members of the Charitable Directorate.  Charitable requests will be submitted to the Board of Governors for review and approval.

***ARTICLE V - FINANCES AND TAXES***

**Section A.** **Budgets**

1. The Board of Governors is responsible for reviewing and approving the annual Operations and Charitable Budgets. General Welfare Budgets, and presenting them to the General Membership for their approval.
2. 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**

1. Scholarship Awards shall be given to persons who meet the requirements as stated in the Scholarship Awards Committee Guidelines.
2. Scholarships shall be awarded to individuals who apply, and qualify, as long as budgeted funds are available, regardless of academic achievement or GPA.
3. Different Scholarship amounts may be awarded based on package rating.

**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.

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Lindsy Branson, President

Tinker Spouses’ Club

P.O. Box 45616

Tinker AFB, OK 73145

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Kat Kosmala, Parliamentarian

Tinker Spouses’ Club

P.O. Box 45616

Tinker AFB, OK 73145

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

Approved by 72nd Air Base Wing Commander Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_