

BYLAWS
Of the
Officers' Spouses' Club at Laughlin AFB

ARTICLE I – DUTIES OF OFFICERS

Section 1 – The President shall:

- A. Preside at all business meetings of the organization.
- B. Call and preside over all meetings of the Board.
- C. Supervise and summon all Board members to special and regular meetings.
- D. Appoint the Chairs of standing and special committees with the approval of the Board.
- E. Appoint an active member to fill a vacancy caused by the resignation or incapacity of any elected officers, in accordance with the Constitution and with the approval of the Executive Board.
- F. Sign checks for the expenditures of the OSC in the absence of both treasurers.
- G. Co-sign all checks for \$500.00 or more.
- H. Countersign all minutes of meetings.
- I. Be an ex-officio member of all committees with the exception of the Nominating Committee.
- J. Coordinate with and assist each member of the Board in regards to their position at all times.
- K. Purchase appreciation gifts for the Board members and advisors.
- L. Represent OSC or appoint an OSC representative for Air Force Village.

Section 2 – The First Vice President shall:

- A. Perform the duties of the President in his/her absence.
- B. Assist the President at all times and maintains a working knowledge of all OSC activities.
- C. Assist the President with appointing chairs and co-chairs, and with supervising standing Social committees.
- D. Supervise all events and fundraisers that occur within the Social purposes of this club.
- E. Summon all chairs of the Social standing committees to regular and special meetings.
- F. Supervise decorating Club XL for Christmas and special protocol functions.
- G. Represent OSC or appoint OSC representatives at the Club XL Advisory Council.
- H. Supervise and organize special projects as deemed necessary by the President.
- I. Purchase appreciation gifts for the President at the end of his/her term.

Section 3 – The Second Vice President shall:

- A. Perform the duties of the First Vice President in his/her absence.
- B. Assist the President with appointing chairs and co-chairs and with supervising standing Charitable Fund committees
- C. Supervise all events and fundraisers that occur within the charitable purposes of this club.
- D. Summon all chairs of the Charitable Fund standing committees to regular and special meetings.
- E. Serve on the Thrift Shop Advisory Board.

Section 4 - The Recording Secretary shall:

- A. Be responsible for recording the minutes for the Board meetings, general membership business meetings and special meetings.
- B. Present minutes to the President for approval and signature, for further approval by the

Board.

- C. Submit all approved Board and General Membership meeting minutes to the Corresponding Secretary to be forwarded to the Services Private Organization representative.
- D. Record attendance at each Board meeting.
- E. Determine membership quorum at all meetings in the absence of the Parliamentarian.
- F. Be custodian of permanent records of the OSC, which will be kept for seven years.
- G. Assume responsibilities of the Corresponding Secretary in his/her absence.
- H. Assume responsibilities of the Parliamentarian in his/her absence.

Section 5 - The Corresponding Secretary shall:

- A. Handle all correspondence of the OSC.
- B. Be custodian of the OSC copier and bulletin board.
- C. Be purchasing agent for procurement of office supplies the OSC, utilizing the Operating Expense Budget.
- D. Be responsible for the complete set-up of Board meetings.
- E. Be responsible for distributing all business memoranda and mail.
- F. Submit all necessary items, to include copies of all approved minutes of the Board and General Membership meetings and the monthly financial reports to the Services Private Organization representative.
- G. Assume responsibilities of the Recording Secretary in his/her absence.

Section 6 – The Social Fund Treasurer shall:

- A. Receive and disburse all funds belonging to the OSC Social Fund and keep records in accordance with good accounting practices.
- B. Present on itemized account of expenditures, collections and other cash balances of the OSC at Board Meetings.
- C. Reconcile bank statements for the Social account on a monthly basis.
- D. Reconcile bank statements for the Charitable account on a quarterly basis.
- E. Co-chair all budget meetings with the Charitable Treasurer.
- F. Co-chair a mid-year budget meeting with the Executive Board. Propose revised budget at the December Board meeting.
- G. File all necessary tax forms with accounting assistance in accordance with current tax guidelines.
- H. Prepare an end-of-fiscal-year financial report by the end of April to present to the Incoming and outgoing boards at the May Board meeting for their approval.
- I. Submit all monthly financial reports to the Corresponding Secretary to be given to the Services Private Organization representative.
- J. With the assistance of the Membership Chair, collect dues not billed by Club XL.
- K. Oversee financial operation of social fundraisers.
- L. Serve as Charitable Fund Treasurer in his/her absence.

Section 7 – The Charitable Fund Treasurer shall:

- A. Receive and disburse all funds belonging to the OSC Charitable Fund and keep records in accordance with good accounting practices.
- B. Present on itemized account of expenditures, collections and other cash balances of the OSC at Board Meetings.
- C. Reconcile bank statements for the Charitable account on a monthly basis.
- D. Reconcile bank statements for the Social account on a quarterly basis.

- E. Co-chair all budget meetings with the Social Treasurer.
- F. Co-chair a mid-year budget meeting with the Executive Board. Propose revised budget at the December Board meeting.
- G. File all necessary tax forms with accounting assistance in accordance with current tax guidelines.
- H. Prepare an end-of-fiscal-year financial report by the end of April to present to the incoming and outgoing Boards at the May Board meeting for their approval.
- I. Submit all monthly financial reports to the Corresponding Secretary to be given to the Services Private Organization representative.
- J. Oversee financial operation of Charitable fundraisers.
- K. Accomplish a bi-annual review of Thrift Shop bookkeeping practices
- L. Renew and maintain all insurance and bonding.
- M. Serve as Social Fund Treasurer in his/her absence.

Section 8 – The Member-at-Large shall:

- A. Act as liaison between the Board and the general membership of the OSC.
- B. Represent the OSC at special meetings, such as Family Services, BX/Commissary, Child Development Center, etc. and report information at Board meetings.
- C. Fill in for the First Vice President at the Club XL Advisory Council meetings if the First Vice President cannot attend.
- D. Be caretaker of the OSC's suggestion box.

Section 9 – The Parliamentarian shall:

- A. Be versed in the rules of parliamentary procedure in order to advise the President, the Board and the membership on points of order and proper procedure according to the OSC Constitutions and *Robert's Rules of Order, Newly Revised*.
- B. Serve as chair of the Nominating Committee and supervise elections.
- C. Be the OSC's primary contact with the legal office in matters that pertain to the OSC.
- D. Oversee yearly review of the Constitution, Bylaws, Standing Rules and job descriptions.
- E. Be responsible for making all phone calls in the event of an emergency vote.

ARTICLE II – ELECTIONS & VOTING

Section 1 – Nominating Committee

- A. The Parliamentarian shall serve as the chair of the Nominating Committee and preside over all elections.
- B. The Parliamentarian shall select a Nominating Committee consisting of no less than five members in good standing plus the Honorary President, or his/her designee, with their consent. Committee members should be sought from each major Group Command at Laughlin Air Force Base (i.e. Support Group, Medical Group, etc).
- C. Members of the Nominating Committee shall not be barred from becoming nominees for office. However, upon accepting a nomination, the committee member will immediately withdraw from the committee and the Chair will appoint a replacement.

Section 3 – Elections

- A. Elections shall be held during the April OSC general membership business meeting.
- B. Voting shall be by secret ballot or if any or all positions are uncontested then the vote will be by voice vote.

- C. The officers shall be elected by a majority vote cast by members in good standing.
- D. Eligible members who must be away from the general membership business meeting may use absentee ballots. The Parliamentarian, or his/her designee, must receive absentee ballots, no later than 6:00 p.m. on the evening prior to the election.
- E. The President's ballot will be put aside to be used in case of a tie.
- F. The Parliamentarian and the Honorary President shall count ballots.
- G. The newly elected officers shall be installed and take office at the beginning of the new Board year. The OSC Board meeting will be in June. Any Office that has business in the month of May must complete it before the final transition.

Section 4 – Succession of Office

- A. In the event of a vacancy in the office of President, the First Vice President shall assume that office. In the event of a vacancy in the office of the First Vice President, the Second Vice President shall assume that office. A vacancy in any other office shall be filled by a member in good standing appointed by the President with the approval of the Board. Successors shall hold that office until the next election
- B. For the office of President, if normal succession is not followed, a special election must be held.
- C. No member shall be permitted to hold the same elected or appointed position for more than two consecutive Board years.
- D. No member shall be permitted to serve on the Board for more than four consecutive years, this must be followed by at least a one-year of absence from the Board.

Section 5 – Voting Status and Eligibility

- A. Active members in good standing may vote in elections and on motions presented at general membership business meetings.
- B. Associate members may vote but may not hold a position on Executive Board.
- C. Honorary members may not vote or serve on the Board.

ARTICLE III – DUES & FEES

Section 1 – Payment of Dues

- A. Dues will be \$4.00 per month, and based on the annual Board year.
- B. Active and Associate members shall pay dues through Club XL billing, or directly to the Membership Chairman through cash or check.
- C. New members joining June 1 – December 31 will pay dues in full, through the end of the current Board Year. New Members joining January 1 – May 31 will pay six months dues, through the end of the current Board year.
- D. A member who chooses to pay with a check or cash that **is** a Club XL member is referred to as a Courtesy member. A member who pays with check or cash who **is not** a Club XL member is referred to as a NXL member
- E. In the event of membership resignation, members paying dues to the Membership Chairman must submit a request in writing for a refund. The refund shall be for the remainder of the Board year provided a minimum four months has been paid.
- F.. Honorary members will not pay dues.

Section 2 – Payment of Fees. Members will be required to pay for any fees or costs associated with monthly social programs. (i.e. refreshments, admission fees, etc.)

ARTICLE IV – ADMINISTRATION & STANDING COMMITTEES

Section 1 – The Board shall:

- A. Authorize all expenditures consistent with the Constitutions and Bylaws.
- B. Vote on actions brought before the Board.
- C. Approve allocations of funds for each special project not approved as part of the overall budget, not to exceed \$500.00. Approval for requests greater than \$500.00 requires a majority vote from the general membership.
- D. Review financial statements of the Treasurers.
- E. Formulate and supervise projects and programs.
- F. Vote on Honorary members.
- G. Formulate plans and establish the policies of the organization.

Section 2 – Board Members

- A. Attend all meetings of the OSC.
- B. Submit written requests for allocation of funds for their committee to their respective Vice President.
- C. Hold no more than one elected or appointed position at a time.
- D. Be required to maintain an accurate and current job description.
- E. Be permitted to bring infants up to the age of six months to any OSC function or meeting.
- F. Will be reimbursed for childcare at a rate of \$3.00 per child, per hour. The amount of time reimbursed will be based on the official Board Meeting minutes.
- G. Board members who are required to attend monthly socials will be reimbursed for childcare at a rate of \$3.00 per child/per hour. Board members required to attend the socials will be determined by the President.

Section 3 – Standing Committees

- A. Social Chairs are as follows: Hospitality, Membership, Program/Social, Properties, Historian, Publicity, Reservations, Special Activities, Student Wives Representative, and Low Jet Editor.
- B. Charitable Fund chairs are as follows: Charitable, Scholarship, Thrift Shop Chairman, and Ways & Means.
- C. The Charitable Chair will also chair the Cookie Caper Committee.
- D. Standing committee chairs shall be consistent with the present needs of the OSC.
- E.. Standing committee chairs may recommend to the President, for his/her approval, a Co-chair who is an OSC member. A Co-chair will not hold a voting position on the Board unless representing an absent Chair. If a Co-chair is appointed, the applicable Vice President must be notified so as to maintain a complete list of Board members.

Section 4 – The Advisors Shall pay dues, have the rights and privileges of an active member, and attend all Board meetings in an advisory capacity without vote. However, as an active member, he/she has the right to vote at general membership business meetings.

Section 5 – Special Committee Chairs. Any temporary committee shall be appointed by the President for a specific purpose and shall cease to function upon submission of a final Board report.

Section 6 – Resignation and Removal

- A. Resignation of a Board member must be submitted in writing to the President prior to the time of resignation.
- B. Absence from three nonconsecutive Board meetings or two consecutive Board meetings may result in termination of said Board member by a majority vote of the Board.
- C. A member of the Board may be removed from the elected or appointed office by vote of a majority of the Board.
 - 1. Any Board member may propose such a removal.
 - 2. The President will first present written notification to the member whose removal is proposed, including specific reasons for the proposed removal.
 - 3. The member whose removal is proposed will be given seven days to prepare a response to the proposed removal and to present it to the Board prior to the Board's action.
 - 4. A secret ballot vote will be taken, and the member in question shall receive written notification of the Board's decision within seven days of the date in which the decision is made.

ARTIVCLE V – FINANCES & TAXES

Section 1 – Budget

- A. The Budget Committee shall consist of the Social Fund Treasurer and the Charitable Fund Treasurer who will co-chair the committee, and the President, First Vice President, Second Vice President, Charitable Chairman, Recording Secretary, Honorary President, and an advisor.
- B. A Budget prepared by the Budget Committee and approved by the Board in April shall be presented to the general membership for approval in May of each fiscal year. The fiscal year of the OSC shall be 1 June through 31 May of the following year.
- C. A mid-year budget review shall be performed by the budget committee and any revisions shall be submitted to the Board for approval no later than the January Board meeting.

Section 2 – Finances

- A. A financial review of OSC funds will be made in accordance with Air Force Instruction 34-223, *Private Organization Program*, upon completion of the Treasurer's term of office. If the Treasurer resigns before the end of his/her term of office, the bank will make reconciliation of the OSC funds.
- B. The balance in both treasuries of the OSC shall never be less than \$1,000.00 each with all outstanding bills paid.
- C. A minimum of \$1,000.00 shall be left in the operational accounts of both treasuries at the end of the fiscal year.
- D. Debts incurred without the approval of the OSC Board or the membership shall become the personal obligation of the member who authorized such expenditures.
- E. All requests for funds over \$500.00 shall be presented to the Board for approval prior to presentation to the general membership for vote.

ARTICLE VI – BONDING & INSURANCE

Section 1 – Bonding

- A. All persons authorized to sign checks or handle large sums of money will be bonded. The bonded Board positions are as follows: President, First Vice President, Second Vice President, Social Fund Treasurer, Charitable Fund Treasurer, Ways & Means Chairman, Thrift Shop Chairman, Thrift Shop Co-chairman, Thrift Shop Advisor, Thrift Shop Manager, and Thrift Shop Bookkeeper.
- B. Bonding Fees for the OSC will be paid equally by the Charitable and Social Funds Treasurers out of their respective funds.

Section 2 – Insurance

- A. The Thrift Shop shall carry liability insurance. Thrift Shop liability insurance premiums shall be paid annually by the Thrift Shop.
- B. The Thrift Shop Chairman will present a paid receipt to the Charitable Treasurer of insurance payment.
- C. The OSC Social Fund shall pay any required liability insurance premiums for social functions and social fundraisers.
- D. The OSC Charitable Fund shall pay any required liability insurance premiums for charitable fundraisers.

ARTICLE VII – AWARDS AND GIFTS

Section 1 – Awards. The Board may give awards upon approval.

Section 2 – Gifts. Board appreciation gifts may be given to all members who serve on the OSC Board and may be presented in May, prior to the turnover Board meeting.

SCHOLARSHIPS AND CHARITABLE DONATIONS

ARTICLE VIII –Section 1 – Scholarships

- A. Scholarships may be awarded each year by the OSC.
- B. Scholarships may be awarded to individuals with the approval of the Scholarship Committee.
- C. Applicants must complete a formal application to be screened by the Scholarship Committee.
- D. Criteria for awarding scholarships will be determined by the Scholarship Committee and approved by the Board.

Section 2 – Charitable Donations

- A. All requests for charitable donations must be referred to the Charitable Chairman for review and recommendation to the Board.
- B. Charitable donations may be made with the approval of the Board to any party submitting a written request.
Charitable donation requests must be made by organizations rather than by individuals. However, in the event of a hardship, charitable donations may be made to individuals at the Board's discretion.

ARTICLE IX – THRIFT SHOP

Section 1 – Appointment of Officers

- A. The President shall appoint a Thrift Shop Chairman.
- B. Resignations from the Thrift Shop Chairman, Thrift Shop Manager, or Bookkeeper must be submitted in writing to the President of the OSC.
- C. The Thrift Shop Manager and Bookkeeper will be independent contractors and will be selected through a formal application process administered by the Board. The OSC Board must approve the contract.
- D. The Thrift Shop Chairman may, at his/her discretion, enter into a contract with an independent contractor to clean the Thrift Shop. The Chairman will approve the contract.

Section 2 – Duties of Officers

- A. The **Thrift Shop Manager** shall oversee and accomplish tasks as outlined in the Thrift Shop Operational Procedures as set forth by the Thrift Shop Advisory Board.
- B. **Thrift Shop Chairman**
 - 1. The Chairman shall have direct authority over the Thrift Shop Manager, Thrift Shop Bookkeeper and all volunteers.
 - 2. The Chairman or Bookkeeper shall assist the Thrift Shop Manager when necessary and act in the absence of the Manager.
 - 3. The Chairman shall be responsible for recruiting volunteers.
 - 4. The Chairman is expected to attend all Board meetings and to present a monthly report and financial statement on the Thrift Shop activities.
 - 5. The Chairman shall submit all financial statements to the Board to be forwarded through the appropriate channels to the Services Private Organization representative.
- C. **Thrift Shop Co-chairman**
 - 1. The Thrift Shop Co-chairman shall assist the Chairman and the Manager when necessary.
 - 2. The Chairman determines the Thrift Shop Co-chairman's duties. All duties must be approved by the Thrift Shop Advisory Board.
- D. The **Thrift Shop Bookkeeper** shall oversee and accomplish tasks as outlined in the Thrift Shop Operational Procedures as set forth by the Thrift Shop Advisory Board.
- E. The **Thrift Shop Cleaner** (optional position, as determined by the Thrift Shop Advisory Board) shall accomplish tasks as outlined in the Thrift Shop Operational Procedures as set forth by the Thrift Shop Advisory Board.
- F. The **Thrift Shop Advisory Board** shall be responsible for annually reviewing and submitting for approval, the Thrift Shop Operational Procedures to the Board. The Thrift Shop Chairman will chair the Thrift Shop Advisory Board.

Section 3 – Dues & Fees

- A. There are no dues to use the Thrift Shop.
- B. There is a small fee for a Consignment Contract and a consignor will be charged a varying fee if consigned items are withdrawn.

Section 4 – Volunteers – With the exception of the Thrift Shop Manager and Bookkeeper (and at the discretion of the Thrift Shop Chairman, an independently contracted cleaner), workers designated by the Chairman will not receive monetary compensation for their services.

Section 5 – Finances & Taxes

- A. Commercial accounting procedures will be followed.
- B. An independent auditor shall review the accounts of the Thrift Shop at the end of each term of office or upon termination of the independent contracted Bookkeeper.
- C. All Checks issued by the Thrift Shop will be signed by tow of the following: Thrift Shop Chairman, Thrift Shop Manager, Thrift Shop Bookkeeper, thrift Shop Advisor, or OSC President.
- D. A Monthly financial statement will be forwarded by the Thrift Shop Chairman and/or Co-Chairman to the OSC Board at the end of each month.
- E. All profits derived from the operation of the thrift Shop will be used solely for the OSC Charitable and Scholarship projects.
- F. A residual balance of \$50.00 plus current liabilities shall be retained in the Thrift Shop bank account.
- G. All receipts, less the reserve maintained in the cash register, shall be deposited daily in the Thrift Shop bank account.
- H. Access to the Thrift Shop checking and/or savings accounts shall be limited to the Thrift Shop Chairman, Thrift Shop Manager, Thrift Shop Bookkeeper, Thrift Shop Advisor, and the OSC President.
- I. The Thrift Shop will accept checks or cash in payment for merchandise.
- J. Consignment checks will be issued for amounts payable by the first Wednesday of each month. Checks are valid for 90 days for date of issue.
- K. Money or funds to cover expenses of the Thrift Shop are as follows:
 - 1. Child care expenses may be reimbursed based on the rate decided by the Thrift Shop Advisory Board.
 - 2. The Thrift Shop Manager and Bookkeeper (and at the discretion of the Thrift Shop Chairman, and independently contracted cleaner) will be paid according to their respective contracts.
 - 3. The Thrift Shop Chairman must authorize expenditures up to \$50.00.
 - 4. Expenditures over \$50.00, but not greater than \$100.00 must be authorized by the Thrift Shop Chairman and Advisor.
 - 5. The OSC Board must authorize expenditures over \$100.00.
- L. Sales Tax will be charged on all sales. Sales tax will be remitted to the State of Texas on a quarterly basis.

Section 6 – Insurance Coverage

- A. The Thrift Shop will carry Commercial General Liability Insurance.
- B. The Insurance policy will be renewed annually directly by the Thrift Shop.

OSC President: _____

Honorary President: _____

Parliamentarian: _____

Services Private Organization Representative: _____