

**OPERATING POLICIES
HURLBURT SPOUSES' CLUB
June 2017 to May 2018**

A. Membership

1. No person eligible for either Active or Associate Membership in the HSC may attend more than one Monthly Social or Special Activity as a guest.

2. Should an active member's membership be terminated due to PCS, retirement or separation, they may be reinstated for membership if they qualify according to the HSC Constitution and By-Laws.

B. Administration

1. The administration of the HSC shall be in accordance with the Constitution and By-Laws. If there are conflicts between documents, they are to be adhered to in the following order: Constitution, then By-Laws, then Operating Policies.

2. Each elected and appointed member of the HSC Board will review his/her job description and duties/responsibilities at the beginning and mid point of their term. The mid year review in January will be conducted with the Parliamentarian. The Parliamentarian will distribute copies as follows: President, First Vice President, Second Vice President, Parliamentarian, each member of the Advisory Council and each Board Member will maintain a copy for their records.

C. Dues

1. Dues shall be paid in full by September 30th according to the following list:

- E1-E4: \$15
- E5-E7/O1-O2: \$25
- E8-E9/O3: \$40
- O4+ : \$45

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D. Meetings and Quorums

1. The HSC Executive Board shall consist of the elected Officers of the HSC, the Parliamentarian and the Advisory Board. The Executive Board will meet as necessary.
2. The HSC Board Meeting shall be on the first Thursday of each month (except in July), or as otherwise designated by the President. The HSC Board Meeting shall not be called to order unless a quorum is present. Fifty-one percent (51%) of its voting members shall be considered a quorum at HSC Board Meetings.
3. The following members of the HSC have votes on the HSC Board: 1st Vice President, 2nd Vice President, Secretary, Administrative Treasurer, Charitable & Scholarship Treasurer, and all appointed members of the board with the exception of the Parliamentarian. The President only votes in the case of a tie, and the members of the Advisory Board do not vote. All HSC Board Members except the Parliamentarian have votes with the General Membership.
4. Appointed Board positions may have proxy co-chairmen designated to attend Board Meetings on behalf of the Board chairman. The proxy may vote on behalf of the Board Member only in the absence of the Board Member. These bonded positions will have the co-chairmen named and maintained on the HSC Board Roster.
5. The regular business/social meetings of the HSC shall be held on the third Thursday of the month (except in June and July), or as otherwise designated by the Executive Board. The May Meeting shall include the installation of officers. The themes and dates of socials/General Membership Meetings will be determined by the HSC Board no later than the second meeting of the Board year (August). The dates will be made available to the HSC Membership before the first General Membership Meeting of the Board Year. All members and prospective members are invited to attend socials.
6. At any General Membership Meeting, a quorum shall consist of ten percent (10%) of the voting members present. No voting shall take place at a General or Special Meeting unless a quorum is met.

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7. All actions of the HSC Board and General Membership are subject to the approval of the Installation Commander.
8. HSC Social/Event reservations must be made no later than the rsvp deadline set by the Reservations Chairperson. If cancellations of reservations are not received by the cancellation deadline, the member will be billed. Both the rsvp and cancellation deadline are set at the discretion of the reservations chair and posted in the event invitation.
9. Children ages 0-12 months old may attend HSC daytime functions, to include Board and Committee Meetings. Children at other HSC events remains the discretion of the special activities' POCs and/or event hosts whether children are welcome at other HSC functions, except when superseded by location regulations (i.e., golf course age policies).
10. Securing childcare to attend HSC General Membership and Board Meetings is the responsibility of the member. The HSC may reimburse Board members with attendance requirement for privately secured, non family member, childcare at the rate of \$8.00/hour/child, up to 3 children, for a limit of 3 hours so that members may attend monthly socials and for a limit of 3 hours so that members may attend Board Meetings. Childcare reimbursement is granted on a first come first serve bases per the annual amount budgeted in the Administrative Budget.
11. The President will be informed of announcements to be made at social/business meetings no later than three days before the day of the function. These announcements should then be presented in writing to the President the day of the function.
12. The newly elected Board attends the Board Meeting following the installation for purposes of observation in order to ensure continuity of the club.

E. Guests

1. Limitations may be imposed on guest attendance and activities if the Executive Board should deem such action necessary to the welfare of the HSC.

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2. Bona fide houseguests (defined as visiting from >50 miles away) may attend HSC functions, however, are not eligible to win door prizes. Only dues paying members in good standing for at least 30 days prior to the event may participate in annual Member Appreciation Bingo and be eligible for prizes.

3. Members will assume their guest's financial responsibilities to HSC functions and be responsible for advance reservations.

4. The meal cost of special guests invited by the Executive Board to HSC special functions will be paid by the HSC.

5. Scholarship winners will be announced at a Recognition Celebration; they and their parents may be invited as special guests of the HSC.

F. Socials

1. HSC shall be responsible for planning and funding a social affair for the incoming and outgoing Honorary President at their discretion. The same honor shall be accorded to distinguished visitors so designated by the President and Advisory Group.

2. Outgoing Honorary Advisors will be honored at a regularly scheduled HSC function prior to their departure.

3. Incoming Honorary President and Honorary Advisors will be recognized at the first regularly scheduled HSC Function following their arrival.

G. Gifts

1. Tokens of appreciation for members of the HSC Board will be purchased by the President according to the annual budgeted amount.

2. Tokens of appreciation for Advisors and Board Members who depart prior to the end of the board year will receive an appropriate gift at the discretion of the President.

3. A token of appreciation for the President will be purchased by the First Vice President on behalf of the Board according to the annual budgeted amount, not to exceed \$25.00.

4. Flowers or other appropriate gifts will be presented to the incoming officers at the Installation Ceremony.

5. A welcome gift will be presented to each new member attending his or her first HSC function.

H. Finances

1. Personal property insurance will be maintained for the HSC Silver and other HSC properties deemed necessary by the Executive Board.

2. There will be no personal or individual soliciting at any HSC functions.

3. The HSC shall provide bonding for the President, First Vice President, Second Vice President, Administrative Treasurer, Charitable and Scholarship Treasurer, Ways and Means Chairman/Co-Chairman, Membership Chairman/Co-Chairman, Reservations Chairman/Co-Chairman, Thrift Shop Assistant Manager/Bookkeeper, Thrift Shop Manager, Thrift Shop Volunteer Cashiers.

I. Properties

1. All HSC properties will be available for use by HSC members. The member's event may not interfere with a scheduled HSC function that requires the property.

2. Any HSC member in good standing may borrow the silver for personal use. The silver is maintained by the 1VP and requests must be documented through him/her. Members will sign out the pieces they wish to borrow and sign them back in. The 1VP must be present and verify when pieces are borrowed and returned. If more than one member wishes to use the silver on a given date preference will be given to the member who submitted his/her request in writing first. Verbal requests will not count. If the silver is lost or damaged while in a member's possession he/she is responsible for replacement and/or repair.

3. Records maintained by all officers and chairmen shall be retained for three (3) years with the exception of the President, Parliamentarian, and Secretary who will maintain their

records for a minimum of five (5) years and Administrative Treasurer, Charitable and Scholarship Treasurer, who will maintain their records for seven (7) years.

4. Upon dissolution of the organization, assets will be disposed of IAW AFI 34-223. No individual member will benefit monetarily or materially from such disposition.

J. Donations

1. All requests for donations will be submitted in writing to the HSC through the Charitable Treasurer. An official of the requesting organization must sign the requests. Requests are due no later than the last Thursday of the month prior to the Board Meeting.

2. The Charitable Treasurer will vet the requests per the By-Laws and will make motions at HSC Board Meetings on how to execute the requests. The Charitable Treasurer will furnish written motions to the Secretary at the time the motion is presented to the Board for a vote.

K. Phone/E-mail Vote

If the President, after consultation with the Honorary President(s) and the Executive Board, determines that an issue must be voted on before the next Board Meeting he/she will call for a phone or e-mail vote. The following procedures will be used:

1. The President will inform the Parliamentarian that a phone or e-mail vote must be conducted and give him/her the motion and the deadline for voting.

2. The Parliamentarian will send out an e-mail notifying that a phone or e-mail vote is being conducted with the motion and the deadline. Each person must be given an opportunity to vote by a reasonable deadline.

3. The Parliamentarian will send out an e-mail with the motion.

4. The Parliamentarian may enlist the help of the advisors to assist with the phone or e-mail vote.

5. A record will be kept of each contact (phone or e-mail), with each board member that voted, and a separate list of each yes or no vote, and any abstentions.

6. At the end of the deadline, the number of members voting will be counted to determine if a two-thirds quorum was met for the vote. If at least two-thirds of the board voted, then the vote is counted and the results determined.

7. A phone or e-mail vote must have a two-thirds majority for the motion to pass.

8. The Parliamentarian will then inform the President of the results and send out an e-mail announcing the results to the board.

To be Approved by the General Membership September 2017