

**POLICIES**  
**HANSCOM SPOUSES CLUB**

HANSCOM AIR FORCE BASE

June 2016

**1. ADMINISTRATIVE:**

1.1. The Secretary or Webmaster will post a copy of the approved minutes on the HSC website board within seven (7) days of the Board's approval.

1.2. Thank you notes will be posted on the MTS bulletin board following their reading at the Board meeting.

1.3. Childcare costs will be paid from the appropriate fund for all Executive and regular Board meetings, for volunteers at the Minuteman Thrift Shop (as specified in the MTS policies), HSC Representative to newcomers base welcome functions and for mandatory functions attended by a Chair at the President's discretion. These costs are not to exceed the current Family Home Daycare Provider hourly rate or the length of the event. Board members are expected to use these funds conservatively for monthly board meetings.

**2. FUNDS:**

2.1. The Executive Committee must approve all expenditures of HSC money for gifts or instructor's fees which are not specifically addressed in other documentation.

2.2. The President, the First Vice President, the General Treasurer, the Welfare Treasurer, and at least one (1) advisor will meet and thoroughly review the financial records and procedures of the HSC within sixty (60) days of their election.

2.3. Each separate account (the Minuteman Thrift Shop, the General Fund, and the Welfare Fund) will secure a financial review in accordance with guidelines set forth in AFI 34-223. Members of the HSC, and/or their spouses or family members, whether members of the board or not, may not conduct this yearly review.

2.4. Any expense that is not a line item in the budget must be brought before the Board for approval. Welfare funds will be applied in accordance with the Welfare Fund Policies. The Parliamentarian or Second Vice President may conduct votes for Welfare Fund usage electronically or at board meetings.

2.5. Treasurers will maintain a detailed list of all check deposits and cash transactions on approved forms. Members accepting funds at activities will list all check receipts, and charge lists on the approved forms. In the absence of a Treasurer, two (2) members will review and sign the detailed receipts forms before transfer to the General or Welfare Treasurer.

### **3. MORALE OF MEMBERSHIP:**

3.1. On behalf of the HSC, the Hospitality Chair will:

3.1.1. Attempt to contact all newcomers to Hanscom AFB who are eligible for HSC membership.

3.1.2. Give a welcoming gift, value not to exceed six dollars (\$6), to each new member at their first function after joining the HSC. Membership chair will provide new member names to the Hospitality chair immediately upon receipt of new member's application and dues payment.

3.1.3. Give a gift, value not to exceed ten dollars (\$10), to each member who welcomes a new child.

3.1.4. Will acknowledge each departing member as they attend their last function.

3.1.5. Send a plant, flower, or card to a hospitalized member based upon the guidelines listed in the Hospitality position description. The cost will not exceed fifty dollars (\$50), including florist delivery fees. The Hospitality Chair will determine the choice of expression and method of delivery.

3.1.6. Send a card to a member's immediate family in the case of serious illness or hospitalization.

3.1.7. Send a plant, flowers, or a donation to a memorial fund not to exceed fifty dollars (\$50) upon the death of a member, spouse, parent, or child.

3.2. Door prizes will be given with a limit of one (1) door prize per person/family per function. Prizes will be given in a random manner determined by the Programs Chair. Guests are eligible to win. Members and guests who have attended need not be present to win; however, they are responsible for obtaining their prizes.

3.3. Children are not permitted at HSC functions, unless they are less than one (1) year of age or are participating in a program or on-site childcare.

### **4. GENERAL DUTIES - HSC BOARD:**

4.1. All Board members will maintain up-to-date records of duties, method of operation, Constitution, By-laws, and Policies. These will be handed over to the new Board members and/or Secretary along with an up-to-date position description and a personal review, no later than the Changeover Board Meeting.

4.2. All Board members who have a report must submit it electronically per the secretary's request prior to the scheduled Board meeting. The secretary will compile all reports and distribute electronically to all Board members prior to the scheduled meeting. If there is no report, it will be noted in the minutes.

4.3. Each Board member shall keep a copy of all monthly reports for the preceding twenty-four (24) months.

4.4. The Executive Board members will maintain a complete copy of all records for four (4) years unless otherwise stated in the job description.

4.5. Each subcommittee Chair will submit written reports to the designated Vice President. The synopsis of subcommittee meetings shall be provided to the secretary for inclusion in the respective month's meeting minutes for board review, when applicable. The chair may attend the meeting to answer any questions the Board may have. Each subcommittee Chair will maintain an up-to-date file on duties, methods of operation, and policies of their committee and reports from their committee for the preceding two (2) years.

4.6. Each Board member will notify the President and/or appropriate Vice President if unable to attend a Board meeting and will appoint an appropriate substitute. Any board member missing three (3) unexcused Board meetings may be asked to resign.

4.7. Board members will notify the Parliamentarian of any motions no later than the Friday preceding a Board meeting. Upon the request of the President, the Parliamentarian may conduct motions electronically when applicable or at the next board meeting. Electronic motions will be conducted via email and votes tallied for inclusion in the respective meeting's minutes.

4.8. All elected and appointed Board members will provide the Parliamentarian with fully updated position descriptions electronically and timelines/calendars no later than February 15 of the year of service.

## **5. GENERAL DUTIES – EXECUTIVE COMMITTEE:**

### **5.1. PARLIMENTARIAN/PROTOCOL**

5.1.1. The Parliamentarian will conduct a ceremony for Installation of Officers at the June function.

5.1.2. Advisors will be identified at all regularly scheduled social events.

5.1.3 Advise President, Executive Board, and Chairs as to the policies and procedures as related to their position, committees, and functions.

### **5.2. PRESIDENT**

5.2.1. The President will advise the following Standing Chairs in the performance of their roles: Associate Members, Member-at-Large, Thrift Shop Manager, Yankee Flyer, and Webmaster.

5.2.2. The outgoing President will present the HSC gavel to the incoming President at the Changeover Board meeting.

5.2.3. The President shall notify Advisors of all official HSC meetings.

### 5.3. FIRST VICE PRESIDENT

5.3.1 The First Vice President shall advise the following Standing Chairs (and others as delegated by the President) in the function of their roles: Hospitality, Membership, Programs, Publicity and Reservations,

5.3.2. The First Vice President will purchase a token of appreciation, not to exceed fifty dollars (\$50), for the President upon completion of the term of office.

5.3.3. The First Vice President will purchase a token of appreciation at a cost not to exceed thirty-five dollars (\$35) for a departing Advisor.

5.3.4. The First Vice President will purchase a token of appreciation not to exceed the budgeted amount for Chair/Co-Chairs and advisors. Only one appreciation gift will be purchased per person. Any Board or Chair serving at least three (3) months will receive a gift at the end of his/her term.

5.3.5 The First Vice President will be responsible for the September Welcome event,

### 5.4. SECOND VICE PRESIDENT

5.4.1. The Second Vice President will advise the Scholarship and Ways and Means Chairs in the performance of their roles.

5.4.2. The Second Vice President will send a letter to the 66th ABG Force Support Squadron summarizing all money donated to the base or base organizations for the year.

5.4.3 The Second Vice President will share responsibility for the Breakfast with Santa Event with the event chair.

5.4.4. The Second Vice President will share responsibility for the Scholarship fund raising event/s with the Ways and Means Chair.

## **6. GENERAL DUTIES – ALL MEMBERS:**

6.1. All contracts to be signed by HSC members must be authorized by the President, who will review them with the Parliamentarian as necessary.

6.2. Cancellation Policy: In the event of base closure the general membership meeting will be cancelled. For evening functions, cancellations or delays will be made at the discretion of the President and Advisors. The President will notify the First Vice President of the cancellation. The First Vice President will notify the Reservations and Programs Chairs, who will in turn notify the Minuteman Commons, the membership, and the speaker. The position descriptions for these positions will include the procedure for notifying the membership and the Minuteman Commons (or other location for the event) of any cancellations.

6.3. Any member with a late cancellation or who fails to cancel a reservation will be required to cover the cost(s) for that event. Any outstanding debt must be paid before or upon attending their next function.

6.4. Checks issued by the HSC must be spent within ninety (90) days on the specified items; otherwise, such money reverts to the HSC. (Scholarship money is the only exception.)

6.5. No member shall be paid a profit for volunteering services or goods for any regular or special HSC activity.

6.6. Members retain the option to serve on more than one (1) committee within the same fiscal year with the provision that a conflict of interest on the part of the member will result in that member's abstention when a vote is called. Parliamentarian may conduct preliminary reviews for organizational conflicts of interest when applicable.