

**OPERATING POLICIES
HURLBURT SPOUSES' CLUB
June 2021 to May 2022**

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.

3. Dues paying members in good standing for 30 days prior to an event shall be eligible to win prizes at membership appreciation events (to include Bingo and Bunco).

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. In the event of a directive from the 1 SOW Commander regarding policies for organizations (such as in the event of a natural disaster), the directive from the 1 SOW Commander will supersede all directives and policies outlined in the HSC Constitution, By-Laws, and Operating Procedures. In addition, state and county mandates will be considered the same as directives referenced above and the Governing Board may hold a special meeting to revise any or all of the governing documents to meet those requirements if necessary for the continued operation of the HSC.

2. Each elected and appointed member of the HSC Board will review his/her job description and duties/responsibilities at the beginning and midpoint 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: \$20
- E5-E7/O1-O2: \$30
- E8-E9/O3: \$40
- O4+ : \$50

2. Thrift shop volunteers who contribute at least 10 hours per month or 60 hours per year are eligible for complimentary associate membership.

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 meet monthly (except in July) **as 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 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 scheduled and announced by the Programs committee prior to the August Membership drive and no fewer than one meeting or event per quarter will be held. (except in June and July), **or as otherwise designated by the Executive Board**. The final meeting of the year shall include the installation of officers. 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, for votes, excluding budgets and Executive Board elections, which both require a 25% representation of the membership present to satisfy a quorum. No voting shall take place at a General or Special Meeting unless a quorum is met. In the absence of a General Membership meeting, any voting necessary for conducting business may be held electronically, requiring 25% response of the total membership to meet a quorum for the election of the Executive Board, Budget Revision, and Governing Document votes and 10% for all other votes.
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. For board members with attendance requirements who privately secure (non-family member) childcare, the HSC will supplement that cost. The HSC will provide \$8.00/hour per family up to 3 hours per event (with additional hours covered for the auction). Childcare reimbursement is granted on a first come first serve basis 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 new Board attends the May Board Meeting following the election 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.
2. Bona fide houseguests (defined as visiting from >50 miles away) may attend HSC functions, however, are not eligible to win door 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. Outgoing Honorary Advisors will be honored at a regularly scheduled HSC function prior to their departure.
2. Incoming Honorary President and Honorary Advisors will be recognized at the first scheduled HSC Function following their arrival.
3. Dues paying members in good standing for 30 days prior to an event shall be eligible to win prizes at membership appreciation events (to include Bingo and Bunco).

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.
4. A token of appreciation for the Honorary President will be purchased by the President on behalf of the Board according to the annual budgeted amount.
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 Treasurer, Auction Chairperson, 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 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 send charitable requests to the Executive Board to be vetted 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.

3. The HSC may approve line-item on-base charitable donations, as part of the budget process, at the beginning of each board year, not to exceed the amount of currently available carry over funds. These line items will be distributed throughout the budget term without additional vote unless the budget is officially revised, per IRS regulations regarding 501 charitable organizations.

K. Electronic 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 an electronic vote. The following procedures will be used:

1. The President will inform the Parliamentarian that an electronic vote must be conducted and give him/her the motion and the deadline for voting.

2. The Parliamentarian will send out a notice notifying that an electronic 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 a notice with the motion.

4. The Parliamentarian may enlist the help of the advisors to assist with the electronic vote.

5. A record will be kept of each member that voted to show each yes or no vote, and any abstentions.

6. For votes of the General Board, 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. For general

membership voting, a quorum of 10% must be met for general votes and 25% for election of the Executive Board, Budget Revisions, and Governing Board Documents.

7. The Parliamentarian will then inform the President of the results and send out a notice announcing the results to the board.

To be Approved by the General Membership in August 2021.