

BY-LAWS HANSCOM SPOUSES CLUB

HANSCOM AIR FORCE BASE

May 2018

ARTICLE I: MEMBERSHIP

A. TYPES OF MEMBERSHIP

Membership shall consist of three groups: Active, Associate, and Honorary. Membership in the HSC is a prerequisite for participation in all HSC regularly scheduled and special activities.

1. **Active** members are spouses of all active military service members and are eligible for all the privileges and benefits of full membership including the right to vote and hold elected office.
2. **Associate** members shall have the right to vote, chair committees and hold elective office, except those of President or First Vice President. The following groups are eligible to become Associate members:
 - a. Spouses of all retired military service members.
 - b. Un-remarried widow(er)s of deceased U.S. Armed Forces service members.
 - c. Service members (active or retired).
 - d. Adult relatives, other than the spouse, who are dependents of an active duty U.S. Armed Forces service member.
 - e. U.S. Government Civil Service employees assigned to Hanscom AFB, and /or their spouses.
 - f. Un-remarried widow(er)s of deceased Civil Service employees affiliated with Hanscom AFB.
 - g. Un-remarried divorced spouses of military service members (active or retired) who retain a Military ID card.
3. **Honorary** membership may be issued for one year at the invitation of the President. With the approval of the HSC Board, the President may invite such persons as deemed appropriate. Honorary members shall not pay dues, vote, hold an HSC position or, with the exception of the Honorary president, shall not chair a committee.

B. TERMINATION AND/OR SUSPENSION OF MEMBERSHIP

Membership in the HSC is terminated upon:

- a. Voluntary request of the member.
- b. Permanent departure from the vicinity.

- c. A two-thirds (2/3) approval vote by the HSC Board for good cause, such as discreditable conduct by the member. The member so affected may appeal an adverse ruling to the next meeting of the General Membership. The ruling is sustained by 2/3 vote of the General Membership present.

ARTICLE II: GUESTS

A. LIMITATIONS

Limitations may be imposed on guest attendance at HSC activities if the Board deems such action necessary. Members have first priority on reservations to any HSC function.

B. ATTENDANCE

Except for bona fide houseguests, a person eligible for either Active or Associate membership in the HSC may attend not more than one (1) HSC event per year as a guest. This does not apply to HSC sponsored activities that are open to all.

ARTICLE III: DUTIES OF LEADERSHIP

The duties of leadership are not limited to those listed in Article III of the By Laws. The HSC Parliamentarian and listed leaders maintain detailed job descriptions.

A: ADVISORS

1. Honorary President: Spouses of the HAFB Air Base Group Commander, the Command Chief Master Sergeant, ANG Adj. General, or the AFLCMC Commander/PEO (or its renamed equivalent) or the Spouse of HAFB military PEO.
2. Honorary Advisor: Spouse of: HAFB Airbase Group Commander, civilian PEO, and the Command Chief Master Sergeant, 66th Air Base Group/AFLCMC (or its renamed equivalent).
3. The HSC President may appoint up to three Advisors-At-Large who have served a minimum of two (2) years on the HSC Board.
4. The Honorary President will appoint alternates to the above Advisors, if it is deemed necessary, at the appropriate time.
5. At least one (1) person from the Advisory Group will attend all regularly scheduled meetings. An advisor must be present at all committee meetings.
6. Honorary President Duties include meeting with the newly elected President to discuss the job description and expectations, and sitting on committees as needed.

B. PRESIDENT

1. Must be a spouse of an active duty military member.

2. Responsible for all affairs of the HSC.
3. Presides at all regular and special meetings of the HSC, HSC Board, and Executive Committee. Votes in case of a tie.
4. Member of all HSC committees except the Nominating Committee. Votes in case of a tie.
5. Appoints, with the Executive Committee approval, the Parliamentarian, and the Standing Chairs who serve on the HSC Board. Appoints any Special Committee Chairs required for a special function or activity.
6. Ensures independent review of HSC accounts.
7. Signs checks in the absence of a Treasurer.
8. Serves as liaison between the HSC and the 66th Air Base Group Commander.
9. Custodian of HSC records, archives, and properties.
10. Advises all elected officers, the Parliamentarian and Standing Chairs as stated in the Policies of the HSC.
11. Responsible for all affairs of the Minuteman Thrift Shop.
12. Meets with board members at the beginning of the term to discuss job descriptions. Co-signs a copy of the job descriptions with each board member.

C. FIRST VICE PRESIDENT

1. Must be a spouse of an active duty military member.
2. Performs the duties of the President in the event of a temporary absence.
3. Assumes the office of President if the elected President is unable to complete the term.
4. Voting member of all HSC Committees, except the Nominating Committee.
5. Advises Chairs as stated in the Policies of the HSC.
6. Co-chairs the General Fund Committee, and appoints the non-board members of the same. Ensures that General Fund expenditures conform to the General Fund Budget.

D. SECOND VICE PRESIDENT

1. Performs the duties of the President in the temporary absence of the President and the First Vice President.
2. Voting member of all HSC Committees, except the Nominating Committee.
3. Advises Chairs as stated in the Policies of the HSC.
4. Co-chairs the Welfare Fund Committee and appoints the non-board members of the same. Ensures that Welfare Fund expenditures conform to the Welfare Fund Budget.

E. SECRETARY

1. Records the minutes of all HSC Board and Executive Committee meetings and presents the minutes to the HSC Board prior to the next board meeting.
2. Maintains a permanent record of minutes and motions made at Board meetings.
3. Collects incoming mail and distributes as appropriate. Serves as custodian of the mailbox keys (if applicable).
4. Responsible for HSC correspondence as directed by the President.
5. Maintains stationery and office supplies.
6. Maintains the membership email database.
7. Notifies appropriate Base offices of HSC Board changes.
8. Gives President a copy of all correspondence concerning HSC involvement in Base activities before distribution.

F. GENERAL TREASURER

1. Responsible for all funds and financial records of the HSC General Fund. Disburses monies for all commitments approved by the HSC Board and/or General Membership.
2. Submits records to accountant for annual tax return.
3. Files a timely tax return with the Internal Revenue Service.
4. Provides an annual HSC financial statement to the 66th Air Base Group in accordance with AFI 34-223.
5. Co-chairs the General Fund Committee.
6. Assumes the duties of the Welfare Treasurer during a temporary absence.
7. Serves as a voting member of the Welfare Fund Committee.

G. WELFARE TREASURER

1. Responsible for all funds and financial records of the HSC Welfare Fund. Disburses monies for all commitments approved by the HSC Board and/or General Membership.
2. Responsible for all funds and financial records of the Minuteman Thrift Shop.
3. Coordinates filing of the HSC tax return with the General Treasurer.
4. Provides an annual HSC financial statement to the 66th Air Base Group in accordance with AFI 34-223.
5. Co-chairs the Welfare Fund Committee.
6. Assumes the duties of the General Treasurer during a temporary absence.
7. Serves as a voting member of the General Fund Committee.

H. PARLIAMENTARIAN:

1. Advises the Board and membership on points of order and proper procedure in accordance with the HSC Constitution, By-Laws, and Robert's Rules of Order.
2. Serves as co-chair of the Nominating Committee (along with the Honorary President) and conducts elections of HSC officers.
3. Serves as liaison to the Staff Judge Advocate (66ABG/JA), and the Protocol office.
4. Responsible for the bi-annual Constitution, By-Laws, and Policy Review.
5. Serves as co-chair to the Ways and Means Committee, as requested by the President.
6. Conducts telephone and/or electronic votes when necessary.
7. Serves as a non-voting member of the HSC Board and Executive Committee.
8. Presents minutes to the HSC Board for approval.

I. STANDING CHAIRS – General Board Members

1. Standing Chairs may consist of but are not limited to: Associate Members, Hospitality, Member-at-Large, Membership, Programs, Publicity, Reservations, Scholarship, Thrift Shop Manager, Ways and Means, Webmaster and Yankee Flyer.
2. The Standing Chairs shall coordinate their activities with the President or the designated Vice President as stated in their respective position descriptions.
3. Each chair will be a voting member of the HSC Board. Should the Thrift Shop Manager be a paid position, s/he will be a non-voting member of the board or any committees.
4. Each chair will maintain policies applicable to his/her committee's operation.

ARTICLE IV: COMMITTEES

A. STANDING COMMITTEES

1. Standing Chairs may establish committees to enhance the performance of the role(s) described in their respective position descriptions. These committees will consist of members of the HSC and meet at the discretion of the Chair, who will report to the assigned Vice President and subsequently to the Board.
2. An advisor must be present at all committee meetings.
3. All committees will maintain a list of committee members. Subcommittee Chairs reserve the right to protect personally identifying information. A brief synopsis from committee meetings will be maintained by the respective committee chair and be made available to

HSC members upon request. When applicable, a short synopsis of committee meetings shall be included in the respective chair's board report.

4. Committee Chair maintains current policies for the respective committee.

B. GENERAL FUND COMMITTEE

The General Fund Committee will be co-chaired by the First Vice President and the General Treasurer and will consist of, but is not limited to, one (1) Advisor, President, Second Vice President, Welfare Treasurer, Ways and Means Chair, and three (3) members not currently serving on the Board in any capacity. The Committee will function according to the Policies of the General Fund.

C. WELFARE FUND COMMITTEE

1. The Welfare Fund Committee will be co-chaired by the Second Vice President and the Welfare Treasurer and will consist of, but is not limited to, one (1) Advisor, President, First Vice President, General Treasurer, Ways and Means Chair, and three (3) members not currently serving on the Board in any capacity. The Committee will function according to the Policies of the Welfare Fund.
2. The Welfare Fund Committee will review all requests for donations from HSC. If a quorum of the Welfare Committee approves a donation request, the Second Vice President will call for an HSC Board vote. *"Quorum contains a minimum of four (3) board members plus a minimum of one (1) non-board member plus the advice of one (1) Advisor plus the President."*

Priorities of the Welfare Fund Donations-

1. Projects benefiting the general base population.
2. Projects benefiting specific groups within the base population.
3. Military-connected groups outside the base community.
4. Local community organizations.

The Welfare Fund will NOT donate to the following:

1. Specific ethnic organizations (i.e. heritage observations).
2. Specific political or religious organizations unless funds are for base chapel functions benefiting the entire base (i.e. base tree lighting).
3. Individuals for personal use. Donations should be to an organization, except for quarterly and annual performance awards.

D. MINUTEMAN THRIFT SHOP COMMITTEE

The Thrift Shop Committee will be co-chaired by the President and the Thrift Shop Manager and will consist of but is not limited, to at least (1) Advisor, the First Vice President, the Second Vice President, the Welfare Treasurer, and another HSC general

board member. The committee will function in accordance with the Policies of the Thrift Shop.

E. SCHOLARSHIP COMMITTEE

The Scholarship Committee will be chaired by the Scholarship Chairperson and will consist of, but is not limited to, one (1) Advisor, the President, the First Vice President, the Second Vice President, and the Welfare Treasurer. *If a conflict of interest arises, after consulting with and getting permission from the Advisor, any of these members can appoint a replacement to sit on the committee.*

F. NOMINATING COMMITTEE

1. The Nominating Committee will be co-chaired by the Parliamentarian and the Honorary President. Composition of the committee will be at their discretion.
2. Members must resign from the Nominating Committee to become candidates for office.

G. GRIEVANCE COMMITTEE

The purpose of the grievance committee is to review complaints against HSC Board members while maintaining confidentiality. The Advisory Group will choose the members of each Grievance Committee based on the grievance filed. The formed Committee will be comprised of at least three HSC members from the following list: President, Advisor, a non-board member, and/or Parliamentarian. An active or associate member may complete the Grievance Complaint (ADDENDUM 1) and deliver it to an HSC Advisor. An Advisor will chair the committee. The Committee will review the facts, objectively investigate the situation, and recommend a course of action to the Executive Board.

H. SPECIAL COMMITTEES

The President may appoint or eliminate Special Committees with the approval of the HSC Board as the need arises.

ARTICLE V: NOMINATION, ELECTION, AND REMOVAL OF OFFICERS

A. DUTIES OF THE NOMINATING COMMITTEE

1. Present at least two (2) current member candidates in good standing for each office, when possible.
2. Present the slate of nominees at the April general membership meeting one (1) month prior to the scheduled election, when possible.
3. Open nominations will close March 15; however, members intending to nominate a

candidate for office from the floor at the April regular membership meeting must so state their intent in writing no later than the April HSC Board meeting to the Parliamentarian. The candidate to be nominated must also submit an acceptance of nomination in writing to the Parliamentarian by that date. Candidates nominated from the floor are not guaranteed publicity in the May Yankee Flyer,

4. Present the slate of candidates and an absentee ballot in the May newsletter, when possible.

B. ELECTION OF OFFICERS

1. The election of officers will be held in May. A majority vote by written ballot or electronic ballot of the active and associate members will elect.
2. When none of the HSC Board offices are contested, a majority vote by vocal consent will elect.
3. Absentee ballots will be available through the Parliamentarian, the newsletter, and HSC website.
4. Ballots will be prepared, distributed, collected and counted by members of the Nominating Committee.
5. Election poll hours should be set for a minimum of two (2) hours and members should be notified of such hours at least one (1) month in advance of the Election Day, when possible.
6. In case of a tie, the President's vote will be used to break the tie. The President's ballot will be received sealed and unopened at the time the polls open. If a tiebreaker is not needed, the President's vote will be disposed of unopened.

C. TERM OF OFFICE

1. Elected Officers and Appointed Chairs will assume their duties at the Changeover Board Meeting and will serve for a period of one (1) year not to exceed two (2) consecutive terms in the same elected or appointed position. Elected Officers will have minimum one year remaining on station, when possible.
2. The President will automatically be succeeded by the First Vice President in the event the President cannot complete the full term of office. The vacant First Vice President position will be filled by a person selected by the new President and approved by the HSC Board.
3. All other vacancies occurring in the elected offices will be filled by a person selected by the President and approved by the HSC Board.
4. A temporary vacancy occurring in any office for a period of fifteen (15) or more days

may be filled by a person selected by the President. This interim appointed officer would assume the duties of the office for the duration of the temporary vacancy.

5. Resignation from office will be submitted in writing to the HSC President and will be effective immediately.

D. REMOVAL OF OFFICERS AND STANDING CHAIRS

1. A General Board member may be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity, loss of confidence, or upon direction from the Installation Commander. Removal of said member requires a two-thirds (2/3) majority vote of the Executive Board. Appeals can be made in writing to the Executive Board or Honorary President.
2. If an Executive Board member does not fulfill his/her respective job as outlined in the by-laws and job description and declines to step down voluntarily from the request of the Advisors, a board meeting will be called to review the situation and render a vote regarding termination. Termination will be granted with a two-thirds (2/3) vote by the membership present.

ARTICLE VI: DUES

All active and associate members will pay dues; widow(er) s or members 62 years of age and older will be assessed dues at one-half the cost of active member dues. Changes in dues will be recommended by the HSC Board and approved by a majority of the membership present at a regular or special meeting. The HSC fiscal year begins September 1st. Dues may be prorated quarterly at the discretion of the board. Annual membership dues are effective September 1st through August 31st.

ARTICLE VII: FINANCES

A. BONDING

The HSC may provide a bond covering the General Treasurer, Welfare Treasurer, President, First Vice President and/or Second Vice President. Additional bonds may be obtained as deemed necessary for special functions.

B. EXPENDITURES

1. Any expenditure of seven hundred fifty dollars (\$750) or less may be approved by a majority vote of the HSC Board. Any expenditure exceeding this amount not covered by the approved budget will be voted upon at a regular general membership meeting.
2. The President will be permitted to authorize expenditures of two hundred dollars (\$200) or less, without Board approval, in emergency situations. Such expenditures will not exceed a cumulative total of six hundred dollars (\$600) during any one (1)

HSC fiscal year.

C. BUDGETS

1. A proposed General Fund Budget prepared by the General Fund Committee will be presented to the HSC Board for approval by May.
2. A proposed Welfare Fund Budget prepared by the Welfare Fund Committee will be presented to the HSC Board for approval by May.
3. A proposed Thrift Shop Budget prepared by the Thrift Shop Committee will be presented to the HSC Board for approval by May.
4. The proposed General, Welfare and Thrift Shop budgets will be reviewed by October and resubmitted, for Board approval, then voted upon by the General Membership at the next regularly scheduled meeting.
5. Line items cannot be added to budgets after it has been approved by the General Membership at the October event.

ARTICLE VIII: FUNDS

A. GENERAL FUND

Membership dues, bank interest, a predetermined percentage of net profit from any fundraising activity, a predetermined percentage of net profits from the Minuteman Thrift Shop, and newsletter advertising fees fund this account. This money will be used for operational expenses of the HSC. The HSC Board is authorized to transfer all money, which is in excess of the operational expenses of the HSC, from the General Fund to the Welfare Fund by the end of the fiscal year. The HSC Board will ensure that a minimum of three thousand dollars (\$3,000) will remain in the General Fund for the use of the incoming HSC Board.

B. WELFARE FUND

1. The Welfare account is funded by a predetermined percentage of net proceeds from the Minuteman Thrift Shop, bank interest, Scholarship fundraising activities, donations, and a predetermined percentage of net profit from any other fundraising activity. It will be used to promote welfare activities. No permanent transfer of funds may be made from the Welfare Fund to the General Fund. The HSC Board will ensure a minimum of \$500 remains in the Welfare account for the incoming HSC Board.
2. The Thrift Shop account is used to transact the day-to-day business of the Thrift Shop. Proceeds are transferred from the Thrift Shop account to the Welfare account monthly and the General account annually.

ARTICLE IX: AMENDMENTS AND ADOPTIONS

By-Laws shall be amended and/or adopted by a two-thirds (2/3) vote of a General Membership quorum at any regular or special meeting, provided preliminary required procedures have been met as set forth in the Constitution. Any amendment(s) and/or adoption(s) of the By-Laws are to final approval by the 66" Air Base Group Commander or designee.

ADDENDUM 1: **GRIEVANCE FORM**

PURPOSE: To review complaints against HSC Board members while keeping complete confidentiality.

PROCEDURE: An Active or Associate member will fill out the Grievance Form (found online), and deliver it to any Advisor.

The Advisory Group will choose the members of each Grievance Committee based on the grievance filed. The formed Committee will be at least three HSC members from the following list: President, Advisor, a non-board member, and/or Parliamentarian.

The Committee will review the facts. If the facts are credible, they will notify the accused Board member, and gather any needed documentation. During this time, the committee members and the accused board member are to remain completely silent on the issue so as not to unnecessarily tarnish the board member's reputation. Then they will meet with the Board member to view his/her perspective. After hearing all facts and rebuttals, the Committee will decide on the appropriate action. This action may be a time of mentoring, a warning, or a recommendation for dismissal from their Chair position on the board.

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GRIEVANCE FORM

This form is to be used to list the **facts** of possible discreditable conduct of a HSC Board member. It is to be filled out by an Active or Associate HSC member, and delivered to an Advisor.

Who is involved:

What happened:

When and where it took place (if not clear above):