

These Bylaws dated 4 June 2020 shall supersede all others

**The Spouses of Joint Base McGuire-Dix-Lakehurst Organization
JBMDL, NEW JERSEY
BYLAWS**

**ARTICLE I
SOJBMDL BOARD DUTIES**

1. The Spouses of Joint Base McGuire-Dix-Lakehurst Organization, shall hereafter be referred to as SOJBMDL. The SOJBMDL Executive Board will supervise and promote the programs and activities of this club. It will meet monthly, or as necessary, to transact all necessary business.
2. The Board will discuss and prepare all business to be presented to the general membership.
3. The board year and the term of office shall be defined as one year beginning on 1 June and ending 30 June, of the following year. Any member who holds the same appointed board position for more than two consecutive years must be revalidated by a simple majority vote of the board at the first meeting of the club year.
4. Each board member and employees hired by SOJBMDL will be provided a copy of the current Constitution, Bylaws, Standing Rules, and any amendments. All board members and employees will read and familiarize themselves with these documents.
5. It is the responsibility of each board member to maintain their records on a continual basis. In the position's continuity binder there must be at least one physical copy and one digital copy of a detailed after action report, and include an updated job description. This must be submitted to the next position's chair or the VP that oversees the position if it will be vacant, no later than the last general board meeting of the fiscal year.
6. The Board will complete a projected calendar for the board year and present it to the general membership at the first Social meeting of the board year.
7. Each board member will communicate funds needed for their position to the Financial Officer by 1 July and a revised budget by 1 January.

8. SOJBMDL Board members will resign upon their permanent departure from the area or upon their failure to attend three board meetings if, or as determined by the SOJBMDL Board, they do not have a satisfactory explanation for their failure to attend.

ARTICLE II
DUTIES OF OFFICERS & GOVERNING BODY

1. The President Shall:
 - a. Not make motions and is a non-voting member of the Board except in the event of a tie.
 - b. Ensure the Constitution and Bylaws are upheld.
 - c. Act as the SOJBMDL representative, or appoint a representative, to attend installation meetings as required.
 - d. Preside over all general membership and board meetings.
 - e. Appoint committee chairs for all committees approved by the Executive Board.
 - f. Determine and confirm dates, times, and locations of board meetings.
 - g. Call special membership, board, or committee meetings.
 - h. Serve as an ex officio member of all committees, except the Nominating Committee.
 - i. Be authorized to sign and cosign checks for the SOJBMDL and any subsidiary organizations.
 - j. Assist the Administrative Coordinator in preparing agendas for board meetings as necessary.
 - k. Prepare an end-of-year after action report, to include a current updated job description, and submit to the Parliamentarian for the continuity books.
 - l. Assist the Parliamentarian to coordinate the preparation of continuity books or reports at the end of the term for the newly elected board members as necessary.
 - m. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may

be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for the position on all accounts.

- n. Volunteer for at least one hour per month at the SoJBMDL Thrift Store.
 - o. Manage a President's fund:
 - i. All gifts purchased are contingent upon budget and available funds.
 - ii. The President will coordinate gift purchases for the departure of the Honorary Advisor(s).
 - iii. The President will purchase gifts for members of the Board upon completion of term.
2. The 1st Vice President: Director of Philanthropic Outreach, shall:
- a. Assist the President.
 - b. Assume the duties of the President during any temporary absence. In the event the President cannot complete the term of office, the 1st Vice President shall assume the duties of the President and work with the Board to appoint a successor to the 1st Vice President.
 - c. Be an advisor to the SOJBMDL Welfare(Philanthropic) Committee's appointed officer and chairperson in matters to include: Scholarship, Philanthropy, Financial Officer, Cookie Drop, Cinderella's Closet, Thrift Shop and serve on committee boards to include the Budget and Constitution & Bylaws committees.
 - d. Be authorized to co-sign checks for the SOJBMDL and any subsidiary organizations.
 - e. Be an Advisor/Manager to the SOJBMDL Thrift Shop.
 - f. Manage the Cookie Drop preparation and assist the Cookie Drop Chairperson in facilitating the event.
 - g. Prepare an end-of-year after action report, to include a current updated job description, and submit to the Administrative Coordinator and Parliamentarian for the continuity books.

- h. Coordinate with the Parliamentarian or President on preparation of continuity books or reports at the end of the term for the newly elected officials.
 - i. Coordinate with the Board for a gift for the outgoing President.
 - j. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
 - k. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, lists or spreadsheets. There must also be a page for all usernames and passwords used for the position on all accounts.
 - l. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.
 - m. Must obtain continuity binders of any positions under the 1st Vice, that will be vacant for the next fiscal year.
 - i. Positions include: Philanthropy Lead, Scholarships Chair, Thrift Store Chair, Cinderella's Closet Chair, and Cookie Drop Chair.
3. The 2nd Vice President: Director of Events and Marketing, shall:
- a. Assist the President.
 - b. Assume the duties of the President during any temporary absence of both the President and 1st Vice President.
 - c. Be an advisor to the SOJBMDL Social Committee's appointed officers and chairpersons in matters to include: Sub Clubs, Socials, Membership, Financial Officer, Community Outreach, Marketing Coordinator, Social Media, Trivia Night, Ways & Means, and serve on committee boards to include the Budget and Constitution & Bylaws committees.
 - d. Work closely with the Trivia Night Chair and Financial Officer to obtain proper state and county raffle and gambling licenses and permits.
 - e. Assist the administrative Coordinator or ensure the duties are covered in the event the position is unfilled.

- f. Be authorized to co-sign checks for the SOJBMDL and any subsidiary organizations.
- g. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- h. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, lists or spreadsheets. There must also be a page for all usernames and passwords used for the position on all accounts.
- i. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.
- j. Must obtain continuity binders of any positions under the 2nd Vice, that will be vacant for the next fiscal year.
 - i. Positions include: Event Coordinator, Social Media Chair, Ways & Means Chair, Sub Club Chair, Marketing Coordinator, Membership Chair, and Trivia Night Chair

4. The Administrative Coordinator shall:

- a. Keep a record of all meetings times and locations, other than social events. Keep full minutes for board meetings.
- b. Maintain the historical and combined permanent record of all board and committee meetings on Google Drive.
- c. Coordinate with the Parliamentarian or President on the preparation of continuity books or reports at the end of the term for the newly elected officials.
- d. Must work with Parliamentarian or President to ensure accuracy in documentation of the voting processes, virtually or at monthly meetings.
- e. Prepare agendas for upcoming meetings and provide, through email, to appropriate recipients at least three (3) days before the scheduled meeting.
- f. Prepare minutes from previous meetings and provide, through email, to appropriate recipients with the agenda at least 24 hours before the scheduled meeting.

- g. Furnish required copies of minutes and financial reports to the 87th Force Support Squadron by end of the board year.
- h. Ensure monthly financial reports and minutes of the previous board meetings are furnished upon request and available at the SOJBMDL monthly meetings.
- i. Assist the Marketing Coordinator and ensure the duties are covered in the event the position is unfilled.
- j. Serve on the Constitution/Bylaws Committee.
- k. Remind other officers and committee chairs of upcoming deadlines.
- l. Prepare an end-of-year after action report, to include a current updated job description, for the continuity binders.
- m. Must ensure copies of the continuity binders or reports prepared for the newly elected officials are kept in the historical file.
- n. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- o. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- p. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

5. The Financial Officer shall:

- a. Keep itemized account of all receipts, disbursements, and supporting documentation and records of the Operating Funds and Welfare Funds.
- b. Be responsible for collection and disbursement of all operating accounts, to include collection of membership dues and management of PayPal and Square accounts.
- c. Manage all welfare money including Thrift Shop, Scholarship funds, and fundraising events.

- d. Collect mail on a weekly basis and distribute it to appropriate board members and committee chairs.
- e. Coordinate with the Membership Chair to maintain the membership roster.
- f. Be authorized to sign and cosign checks for the SOJBMDL and any subsidiary organizations.
- g. Maintain a copy of insurance from the Thrift Shop Bookkeeper.
- h. Coordinate with the bookkeeper and accountant or Certified Public Accountant to prepare and file taxes (form 990 and CRI-300R) and to conduct audits as necessary.
- i. Present a monthly and year-to-date itemized financial report for all accounts to the Secretary in sufficient time to be included in the agenda for review by the Board.
- j. Maintain the historical record for taxes, financial statements, budgets, and fundraising events for seven (7) years.
- k. Prepare annual Operating and Welfare Budgets to be submitted to the Board by July 1 and , if necessary, adjusted before submission to the general membership for approval at the September meeting. The Budget Committee will meet again in January to review the budgets and recommend any necessary corrective action to the Board.
- l. Prepare the books for annual review at the end of the fiscal year if requested by the 87th Force Support Squadron representative or the President.
- m. Maintain a petty cash fund not to exceed one hundred dollars (\$100.00).
- n. Serve on the Welfare, Trivia Night, Thrift Shop, Scholarship, Constitution & Bylaws, and Budget committees.
- o. Prepare an end-of-year after action report, to include a current updated job description, and submit to the Parliamentarian for the continuity books.
- p. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- q. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may

be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.

- r. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.
6. The Parliamentarian shall:
- a. Be appointed by the President.
 - b. Not make motions and is a non-voting member of the Board.
 - c. Ensure all meetings are conducted using Robert's Rules of Order (Revised Edition) as a guide.
 - d. Advise the President as needed.
 - e. Chair the Constitution & Bylaws and Nominating/Election Committees.
 - f. At the discretion of the President, coordinate electronic votes with the Secretary.
 - g. Coordinate the election of new officers at the last general membership meeting/social of the board year and install the new officers at the last board meeting. This should be conducted at the April Social or by electronic vote at that time.
 - h. Ensure each board member signs in person or electronically for a current copy of the Constitution and Bylaws.
 - i. Remind each board member that he/she is responsible for the board position's continuity binder to ensure continuity with the upcoming board.
 - j. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
 - k. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
 - l. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

7. Membership Chair shall:

- a. Work with the Financial Officer to collect membership dues.
- b. Work with the Financial Officer to maintain current membership roster. Roster should include the names, addresses, phone numbers and email addresses of each member. The membership roster should be kept confidential, but may be disseminated to members of the Board, upon request, for use in conducting official SOJBMDL business.
- c. Review and revise the membership application and present it to the Board for approval prior to the September Membership Social.
- d. Ensure and provide a sufficient number of applications are available for the Membership social, monthly socials, and Small Groups.
- e. Recognize new members attending Socials and Sub Clubs by coordinating with the Sub Club chair.
- f. Submit a copy of the membership form to the Marketing Coordinator for posting on the website.
- g. Distribute the SOJBMDL monthly newsletter to all active members via email.
- h. Coordinate with the 2nd Vice President to select and purchase a membership gift that all members shall receive when signing up for general membership.
- i. Be responsible for sending out and maintaining electronic invitations and reservations for all socials no later than two (2) weeks before.
- j. Will coordinate with the 2nd Vice President on all events.
- k. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- l. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.

- m. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.
8. Events Coordinator shall:
- a. Coordinate with the 2nd Vice President to determine how the theme of each social can best be presented.
 - b. Position is allowed to have a sub committee or co chair. If chair chooses to do so, they must coordinate with committee or co chair to decorate and set up prior to each social function
 - c. Design and assemble all decorations and door prizes for each social.
 - d. Coordinate with Membership Chair regarding September Membership Drive.
 - e. Coordinate with Ways & Means Chair on opportunity prizes for all socials.
 - f. Submit all receipts for socials, to include prizes, to the Financial Officer within one (1) week of each month's social. All receipts submitted after end of fiscal year will not be reimbursed.
 - g. Maintain a record of all purchases, sales transactions, and donations (Sales conducted by cash or check only) in a secure location.
 - h. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
 - i. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
 - j. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

9. Social Media Chair shall:

- a. Promote and publicize all SOJBMDL events and fundraisers through all available avenues in social media.
- b. Maintain and monitor/moderate the SOJBMDL social media pages.
- c. Newsletters need to be sent out to members.
- d. Must moderate all activity done by all other positions on social media pages.
- e. Must post updates of things the organization is doing on a weekly basis.
- f. Obtain photos for organization's advertising for social media purposes.
- g. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- h. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- i. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

10. Ways & Means Chair shall:

- a. Chair the standing Ways & Means committee.
- b. Develop ideas and plans for the purchase and sale of merchandise and/or opportunity prizes. Present for approval-based requested expenditure amount to the Financial Officer. The chair shall not enter into a contract or legal obligation that extends beyond one (1) fiscal year.
- c. Coordinate with the 2nd Vice President for setting up and operating a sales and/or opportunity table at each general membership social including the Membership Social in September.
- d. Maintain a current inventory of merchandise for sale, if necessary.
- e. Maintain a record of all purchases, sales transactions, donations (Sales conducted by cash or check only) in a secure location.

- f. Submit all revenue to the Financial officer, with accompanying documentation, within ten (10) business days of receipt.
- g. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- h. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- i. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

11. Philanthropy Lead shall:

- a. Serve as chairperson of the Welfare committee.
- b. Receives and handles all Welfare requests, vets validity, and communicates with requesting organization for receipt of any missing information.
- c. Maintains Welfare request forms and makes forms available for the website.
- d. Coordinates with the Financial Officer for disbursement of funds.
- e. Refers to the annual budget to check for line item requests.
- f. Summarizes final welfare requests to present to the welfare committee, board meetings, and general membership for necessary votes.
- g. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- h. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- i. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

12. Scholarship Chair shall:

- a. Serve as chairperson of the Scholarship Committee.
- b. Organize and schedule all meetings of the Scholarship Committee, instruct members as to the proper judging criteria, and ensure that the judging criteria are followed.
- c. Submit a scholarship application to the Publicity Chair for upload to the website.
- d. Collect Scholarship submitted applications. Upon collection assign a number to each student and mark that number on each page of their submitted original application. After numbering, redact all personal identifying information from the submitted original application and then copy this redacted application for use by the judges.
- e. Ensure scholarship applicants remain anonymous from submission of application through selection of scholarship recipients by the judges.
- f. Draft a letter of congratulations and regret.
- g. Send out invitations to attend the Scholarship Reception to scholarship recipients and dignitaries.
- h. Coordinate with the President to honor scholarship recipients at Scholarship Reception.
- i. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- j. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- k. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

13. Thrift Shop Chair shall:

- a. Serve as chairperson of the Thrift Shop committee.
- b. Maintain and update the standard operating procedures, Manager and Bookkeeper contracts, and insurance for the Thrift Shop.
- c. Responsible for submitting job openings to the Marketing Coordinator and convening a Hiring Committee for Thrift Shop employment.
- d. Meets with Thrift Shop Manager prior to monthly board meetings to discuss Store operations and prepare an official report to be presented to the SOJBMDL Board.
- e. Address all employee and volunteer complaints.
- f. Be responsible for the annual Thrift Shop volunteer appreciation event and holiday gift.
- g. Ensure updates of OSHA information and New Jersey Employee Rights are posted in the Thrift Shop break room.
- h. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- i. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for the position on all accounts.
- j. Volunteer for, at the very least, four hour per month at the SOJBMDL Thrift Store.

14. Trivia Night Chair shall:

- a. Serve as Trivia Night committee chair.
- b. Organize and plan the Trivia Night fundraiser which occurs every board year.
- c. Be responsible for finding donors for raffle baskets to include the community and all tenant units of JBMDL.

- d. Be responsible for communication with and booking of Tommy B's for each year's event.
- e. Arrange for Judges, MC (Master of Ceremonies), and prize money from the Financial Officer.
- f. Arrange for adequate volunteers for all positions needed at Trivia Night fundraiser.
- g. Trivia Night questions will be purchased from a professional company.
- h. A slide show of all the purchased trivia questions needs to be made for the event, to save money in the budget.
- i. Filling out all thank you cards to the event's donors.
- j. Making all gift basket signs, arranging all gift baskets, and assigning volunteers to help.
- k. Making rules sheets and Thank you to donors advertising for the event tables.
- l. Work with the second VP to get all necessary licenses through the county and state.
- m. Provide pictures of gift baskets, the event, and the thank yous to social media chair for publicizing.
- n. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- o. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
- p. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

15. Sub Clubs Chair shall:

- a. Solicit and appoint all volunteer sub club leaders.

- b. Coordinate with all sub club leaders to present each month's sub club events at monthly board meetings.
- c. Ensure that all electronic invitations and social media calendar events are arranged.
- d. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- e. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for the position on all accounts.
- f. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

16. Marketing Coordinator shall:

- a. Handle all publicity for the SOJBMDL.
- b. Post fliers at the Thrift Shop, United Communities and any other place deemed appropriate with information for individuals seeking SOJBMDL membership.
- c. Coordinate with the all board members regarding advertising requirements as needed.
- d. Provide publicity for special events such as Trivia Night.
 - e. Maintain and monitor/moderate the SOJBMDL website.
 - f. Obtain information for the website from the Board.
 - g. Purchase software and renew domain name annually or as necessary.
- h. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
- i. Must get all passwords from each position and put the usernames and passwords on one document for reference, in case anyone loses their positions usernames or passwords.

- j. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for the position on all accounts.
- k. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

17. Cinderella's Closet Chair shall:

- A. Position is allowed to have a sub committee or co chair, and will serve as chairperson for the Cinderella's Closet either that is chosen.
- B. Maintain and update the standard operating procedures for Cinderella's Closet.
- C. Decide operating hours based on community need.
- D. Select and manage volunteers to provide coverage during operating hours and after hours as needed.
- E. With the aid of Cinderella's Closet committee and/or SOJBMDL board members, be responsible for obtaining donations from donors off base or work in conjunction with the Thrift Store to obtain donations.
 - F. Ensure all inventory is well maintained by properly inventorying donations and by conducting a quarterly stockage report.
 - G. Coordinate potential opportunities to repair, clean, or replace inventory items with FSS.
 - H. Perform any and all responsibilities deemed necessary for the benefit of the SOJBMDL or as delegated by the President.
 - I. Must provide the position's continuity binder to the next board member to take the position. The continuity binder and Google Drive must have all the information needed for the position to be done smoothly. Each continuity binder must have a page of examples used in the past year. The examples provided may be pictures, a list or a spreadsheet. There must also be a page for all usernames and passwords used for this position on all accounts.
 - J. Volunteer for at least one hour per month at the SOJBMDL Thrift Store.

ARTICLE III
STANDING COMMITTEES

1. Budget Committee: This committee will be chaired by the Executive Board and any others considered necessary. A yearly operating budget shall be prepared for the Board. The budget is approved by the Board and general membership. This committee will meet twice per fiscal year; once in June of a new fiscal year and to consider budget revision in the following January.
2. Constitution/Bylaws Committee: This committee shall be chaired by the Parliamentarian and maintains knowledge of the Constitution and Bylaws. Parliamentarian recommends appropriate changes and amendments when deemed necessary. This committee shall consist of the Executive Board of the SOJBMDL. Any general member may submit any recommendation or concern pertaining to the Constitution and Bylaws, in writing, to the Parliamentarian prior to committee meeting. Any additional members may be invited to attend.
3. Ways & Means Committee: This committee shall consist of the 2nd Vice President, the Ways & Means Chair, the Financial Officer, and any active members deemed necessary. This committee will organize the regular monthly ways & means events and keep the board updated on upcoming dates and event information.
4. Socials Committee: This committee shall consist of the 2nd VP, Events Coordinator, and any active members deemed necessary. Socials Committee will plan events for the upcoming board year, specifically an event for members to attend each month. This will include a kick-off meeting in September. The Events Coordinator will present the plan to the Board no later than the September board meeting for approval.
5. Cinderella's Closet Committee: This committee shall consist of the Cinderella's Closet Chair, the 1st Vice President, and any other active members considered necessary. The committee shall maintain a constant working knowledge of SOJBMDL Cinderella's Closet standard operating procedures and recommend any appropriate changes deemed necessary. Committee members will volunteer a minimum of one shift monthly and help manage volunteers of Cinderella's Closet for operational hours. Committee members will assist in obtaining donations as needed and will help maintain the integrity of current inventory.
6. Scholarship Committee: Scholarship Committee shall consist of 1st VP, Scholarship Chair, one Advisor, Financial Officer, and any active members deemed necessary. The Welfare Fund provides the money for these scholarships. An independent panel of a minimum of three (3) judges will be selected at the discretion of the Scholarship Committee. Panel members may not be SOJBMDL members. Eligibility Requirements: The Scholarship Committee has the authority to add or delete applicant requirements as

the current committee deems necessary. All requirements will be publicized on the application packet available for download from the website no later than 1 January.

7. Thrift Shop Committee: This committee shall consist of the Thrift Shop chair, the President and 1st Vice President, a Financial Officer, an Advisor, and any active member deemed necessary. This committee shall maintain a constant working knowledge of the SOJBMDL Thrift Shop standard operating procedures and recommend any appropriate changes deemed necessary. This committee will also be responsible for discussing any complaints or dissatisfaction of employees, volunteers, consignors, or customers. The Thrift Shop Manager and Bookkeeper may be present only when deemed necessary. The Hiring sub-committee will consist of the Thrift Shop Liaison, President, an Advisor, and any member and/or Thrift Shop volunteer deemed necessary. See Hiring Sub-Committee binder for additional guidelines.
8. Welfare Committee: This committee shall consist of the Welfare Chair, the 1st Vice President, Financial Officer, an Advisor, and any member deemed necessary. The Welfare committee is to review welfare requests to determine eligibility criteria. This committee needs to annually review welfare guidelines and eligibility criteria as listed on Welfare Request Form.
9. Membership Committee: This committee shall consist of the 2nd Vice President, the Membership Chair, Financial Officer, an Advisor, and any member deemed necessary. The membership committee assists in the Membership drive social and any other events deemed necessary by the Membership Chair.
10. Other Committees: Other committees shall be convened as deemed necessary by the President and Board.

ARTICLE IV ADVISORS

1. Honorary Advisors. Serve as Advisors concerning plans and policies of the SOJBMDL and in all matters that affect the welfare of the members. Honorary Advisors may not make motions and are non-voting members of the Executive Board. They will not hold any elected position while serving in this capacity. The following persons may be offered honorary membership for the duration of their spouse's term and be named Honorary Advisors with their consent, to include but not limited to:
 - a. Honorary President--Spouse of the USAF Expeditionary Center Commander or designee.

- b. Honorary Vice President--Spouse of USAF Expeditionary Center Command Chief or designee.
 - c. Honorary Advisor--Spouse of the 87th ABW Commander or designee.
 - d. Honorary Advisor--Spouse of the 87th ABW Command Chief or designee.
 - e. Honorary Advisor--Spouse of the U.S. Army Support Activity, Fort Dix Deputy Commander or designee.
 - f. Honorary Advisor--Spouse of the Naval Support Activity Deputy Commander or designee.
 - g. Honorary Advisor--Spouse of the MAG-49 Commander or designee.
 - h. Honorary Advisor--Spouse of the 174th Combined Arms Training Brigade Commander or designee.
 - i. Honorary Advisor –Spouse of the 305th Air Mobility Wing Commander and Command Chief or designees.
 - j. Honorary Advisor –Spouse of the 621st Contingency Response Wing Commander and Command Chief or designees.
2. The Honorary President, with collaboration of the President, shall extend an invitation to any person deemed appropriate to serve as additional advisor for committees. The role of the advisor shall be ex officio committee members with non voting privileges when in an advisory role but may vote during General Membership meetings.
 3. The Honorary Presidents, Advisor(s) and their designees, will pay dues, have the rights and privileges of a member, and attend Executive Board meetings in an advisory capacity without vote. However, as members, they have the right to vote at General Membership meetings.
 4. Other Honorary Advisors, They shall be appointed by the Executive Board, as needed, to serve in an advisory capacity concerning the plans and policies of the SOJBMDL. Duties are to be determined by the Executive Board. Other Honorary Advisors may not make motions and are non-voting members of the Executive Board. They may not hold any elected position while serving in this capacity. However, as members, they have the right to vote at General Membership meetings.

ARTICLE V
DUES, FEES, AND ACTIVITIES

1. The dues for membership in the SOJBMDL shall be determined by the Board. No refunds will be allowed for any member leaving the installation or voluntarily relinquishing membership prior to the end of the fiscal year.
2. Dues will be determined by the SOJBMDL Board and posted no later than the September Membership Social.
3. Memberships are non-transferable.
4. Unless approved by a vote of the general membership, the Welfare Committee is limited to authorizing no more than \$500 of SOJBMDL funds for any unbudgeted expenditures.
5. At no time may the Board authorize the obligation of money in excess of cash on hand. It is the responsibility of the Board to manage the funds of the SOJBMDL during its term of office to ensure all expenses will be met.
6. The treasury will always maintain an uncommitted cash reserve of a minimum of \$2,000 in the Operating Fund, and \$2,000 in the Welfare Fund. These restricted funds also remain as a source of funds to start the new fiscal year.
7. Expenditures are restricted to expenses approved in the Budget by the Board and general membership.
8. All financial reporting and records shall be maintained in compliance with federal, state, and local laws.
9. The opportunity to win a door prize will be available to all persons attending the function/activity. Must be present to win.
10. Financing for door prizes shall be provided from operational funds.
11. Additional rules pertaining to Games of Chance may be made as deemed necessary by the Events Coordinator with 2nd Vice President/President approval.

ARTICLE VI
ELECTIONS AND VOTING

1. The SOJBMDL Executive Board is elected by a simple majority of active members present and voting at the May social/membership meeting. Terms of office shall run from 1 June through 30 June of the following year.
2. Non-voting Board members are the President, Advisors, and Parliamentarian. The President will vote in the event of a tie.
3. Voting members of the Board are all other members of the Executive Board and Committee Chairs. These members have one vote each, and do not have additional votes if holding more than one position.
4. Each active member has one vote at a general membership meeting, and do not have additional votes if they hold a Board or Committee position.
5. All voting members must comply with Joint Ethics DOD Regulation 5500.7-R.
6. The 1st Vice President shall fill a vacancy of the presidency. Any other vacant executive office with an unexpired term of three months or less may be filled by appointment of the Board.
7. Vacant Executive Board offices (other than President) with unexpired terms of more than three months shall be filled by special election and a nomination will always be accepted from the floor.
8. Any Executive Board member or Board Chair who fails to fulfill their duties and responsibilities can be removed from office by a simple majority vote of the Board.
9. Newly elected and appointed officers will be officially installed and assume their duties at the joint June board meeting. The outgoing President will conduct the meeting to approve the previous minutes, hear financial reports, and complete old business. The Parliamentarian and/or outgoing President will conduct the installation of the newly elected officers. The meeting will then be turned over to the incoming President.

ARTICLE VII
THRIFT SHOP AND USE OF PROPERTIES

1. The active administration of the Thrift Shop shall be under the supervision of the Thrift Shop Chair and the Thrift Shop Committee.
2. The SOJBMDL Board will approve the Thrift Shop financial policies.

3. The Thrift Shop Standard Operating Procedures Manual will be reviewed and revised annually or more frequently if deemed necessary, by the Thrift Shop Committee and the SOJBMDL Executive Board.
4. The Thrift Shop Employees, Manager, and Bookkeeper shall serve at the discretion of the Thrift Shop Committee and the SOJBMDL Executive Board.
5. Use of all other SOJBMDL property is for the exclusive use of SOJBMDL sponsored events, unless otherwise designated by the SOJBMDL Board. A Member of the SOJBMDL Board must be present at all clubhouse events.

Date of Approval

4 June 2020

President, SOJBMDL _____

Printed Name _____

1st Vice President: Director of Philanthropic Outreach, SOJBMDL _____

Printed Name _____

2nd Vice President: Director of Events and Marketing, SOJBMDL _____

Printed Name _____

Administrative Coordinator, SOJBMDL _____

Printed Name _____