

## **Air Force Officers' Spouses' Club of Washington, D.C.**

### **BYLAWS**

#### **ARTICLE I – MEETINGS**

##### **Section 1. General Membership.**

Air Force Officers' Spouses' Club (AFOSC) meetings shall be held the third Tuesday of the month, September through May unless rescheduled by the President and with the approval of the Executive Board. The business of the AFOSC shall be conducted at general or special meetings. The President may call special meetings. All members shall be given sufficient advance notice of special meetings by publication in the *PROTOCOL*, email, and/or by telephone. The President may also call for an email general membership meeting where a vote is needed by the general membership. The AFOSC operates per Air Force Instructions and the Department of Defense Instruction (DODI) 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, on Joint Base Anacostia-Bolling, District of Columbia, subject to the consent of the Joint Base Anacostia-Bolling Commanding Officer and in accordance with the Joint Base Anacostia-Bolling Instruction 1710.12.

##### **Section 2. Board of Governors.**

The Board of Governors shall meet the first Tuesday of each month unless rescheduled by the President and with the approval of the Executive Board. Any AFOSC member in good standing may attend the Board of Governors meetings as an observer. The President may invite any AFOSC member in good standing to a Board of Governors meeting to address the Board. All members shall be given sufficient advance notice of special meetings by publication in the *PROTOCOL*, email, and/or by telephone.

##### **Section 3. Inclement Weather Policy.**

AFOSC events will be canceled due to inclement weather when DoD facilities are restricted to essential personnel per the direction of the Office of Management and Budget. ([www.opm.gov/status](http://www.opm.gov/status))

#### **ARTICLE II – QUORUMS & ELECTRONIC VOTING**

##### **Section 1: Quorums.**

At general or special meetings of the membership, quorum to conduct business and vote on matters will be one-third of the Active members, of which two-thirds of the valid votes cast by those present in person or in proxy will pass an issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote and the need for their attendance.

At any meeting of the Board of Governors, fifty-one percent (51%) of the total number of members of the Board of Governors entitled to vote shall constitute a quorum. Members serving as co-chairs will count as one member in determining matters of quota. Unfilled positions shall not be counted when determining quota.

Section 2: Electronic Votes.

General Membership: The Parliamentarian will run email votes for general membership meetings. Electronic voting for general membership issues shall only be used when time is of the essence and no other means is available or to ensure quorum is met. When a general membership vote on a matter or issue is necessary, membership will be contacted via email with the relevant information and the vote will be requested. Voting will be permitted for three full days following the email notice (e.g. if the notice is sent on 1 Jan at 9 am, then the vote concludes at 8:59am on 4 Jan). After the vote is taken, the Parliamentarian will inform the President, after which she will send an electronic message to the Board of Governors. The Secretary will then make a note of the vote and include in the minutes of the general membership meeting.

Board of Governors: The Parliamentarian will run all email voting for any Board of Governors vote, ensuring all possible efforts to receive responses before votes are published, and that quorum is attained. After the vote is taken, the Parliamentarian will inform the President, after which she will send an electronic message to the Board of Governors. The Secretary will then make a note of the vote and review in the minutes at the next scheduled monthly Board of Governors meeting. No less than 48 hours will be given for deadlines on Board of Governors email votes.

Other: Email motions and votes will be kept to a minimum and will only be used when time is of the essence or to ensure quorum is met.

### ARTICLE III – MEMBERSHIP

Membership in the AFOSC is voluntary and shall consist of four categories: Active, Associate, Honorary, and Honor Life members. Membership shall not be denied to anyone because of age, race, religion, color, national origin, disability, ethnic group, sexual orientation, or gender.

Only members in good standing may attend and participate in AFOSC sponsored activities or functions, with exceptions of guests as defined in Section 5. The Board of Governors, with the Advisor's consent, may revoke membership with just cause. The President or an Advisor may waive certain membership requirements. Only members whose dues are paid currently shall be considered members in good standing for club participation. Members may be terminated from the rolls if their dues or outstanding debts, such as luncheon or special activity fees, are not received in a timely manner. Membership once terminated shall be reinstated upon payment of accrued dues and assessments.

Section 1. Active members.

a. Eligibility

- 1) Spouses of active duty, retired or deceased officers of the United States Air Force, United States Air Force Reserve, and Air National Guard, assigned to or residing in the greater Washington DC area.
- 2) Any active duty officer assigned to or residing in the greater Washington DC area.

b. Privileges.

- 1) An Active member is eligible to vote, hold office, chair a committee, and participate in all AFOSC sponsored activities.

- 2) An Active member shall pay annual dues, in advance, directly to the Membership Chair or Administrative Treasurer.
- 3) Active members have first priority in securing reservations to AFOSC and JAFOWL events.

Section 2. Associate Members.

a. Eligibility

- 1) Spouses of active duty or retired United States Air Force officers, NOT assigned or living in the greater Washington DC area, upon review and approval by the Board of Governors.
- 2) Spouses of any foreign military officers accredited to the Department of Defense.
- 3) Civilians in the grade levels of GS-9 or above employed by the US Air Force in the Washington, DC area or their spouses.
- 4) Dependent adult relatives residing in the home of an US Air Force officer.
- 5) Spouses of active, retired, or deceased officers and warrant officers of the US Army, US Army Reserve, Army National Guard, US Navy, US Navy Reserve, US Marine Corps, US Marine Corps Reserve, US Coast Guard and US Coast Guard Reserve.
- 6) Other Associate memberships of one-year duration shall be by invitation only. Active members may propose names, which shall be subject to approval by the Board of Governors.
- 7) Divorced spouses of military officers (retired or active duty) who hold an active military identification card and retain DoD (Department of Defense) privileges. Once those privileges are expired/revoked, said individuals will no longer be eligible for membership.

b. Privileges

- 1) Associate members shall have all the privileges of Active members except that of holding the elected offices of President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President.
- 2) An Associate member shall pay the annual dues, in advance directly to the Membership Chair or Administrative Treasurer.

Section 3. Honorary Membership.

a. Eligibility

- 1) Distinguished individuals who are not otherwise eligible for membership may be invited by the President or nominated by AFOSC members, with the approval of the Board of Governors. (Examples: Members of Congress, Spouse of Washington DC Mayor)
- 2) The following persons shall be offered honorary memberships for the duration of their spouse's term.
  - (a) Spouse of the President of the United States
  - (b) Spouse of the Vice President of the United States
  - (c) Spouse of the Secretary of Defense
  - (d) Spouse of the Secretary of the Air Force
  - (e) The spouse of the Chief of Staff of the Air Force
  - (f) The spouse of the Vice Chief of Staff of the Air Force
  - (g) The spouses of the Chairman of the Joint Chiefs of Staff, the Vice Chairman of the Joint Chiefs of Staff, the Chief of Naval Operations, the Chief of Staff of the

Army, the Commandants of the Marine Corps and Coast Guard, and Chief of the National Guard Bureau

- 3) The following Presidents shall be offered honorary memberships for the duration of their term: Presidents of the Marine Officers' Spouses' Club, Coast Guard Officers' Spouses Club, Army Officers' Spouses' Club of the Greater Washington Area, Navy Officers' Spouses' Club, and the Andrews Officers' Spouses' Club.
- b. Privileges
- 1) Honorary members do not pay dues and are not eligible to vote or hold office. If the Honorary member decides to join the AFOSC as an Active member, she/he shall be entitled to all the rights and privileges of an Active Member.
  - 2) Honorary members may be put on the roster and receive newsletters and invitations to programs.
  - 3) Honorary membership shall be reviewed yearly.
  - 4) Honorary members shall pay all other fees for functions and special activities.

#### Section 4. Honor Life Members.

- a. Eligibility
- 1) Arlington Committee members who have served for 20 years or more
  - 2) The spouses or widows/widowers of former Chairman of the Joint Chiefs of Staff when the Chairman was an Air Force officer
  - 3) The spouses or widows/widowers of former Chiefs of Staff of the Air Force
  - 4) The spouses or widows/widowers of former Secretaries of the Air Force
- b. Privileges
- 1) Honor Life members may chair a committee and participate in all AFOSC sponsored activities. They may not hold an elected office or vote, unless they are the chair of a committee, in which case, they are allowed to vote at the Board of Governors meeting.

#### Section 5. Guests.

- a. Individuals who are eligible for membership in the AFOSC may attend one function as a guest prior to becoming a member. The Board of Governors reserves the right to limit a function to members only.
- b. Special guests and guest speakers may be invited by the President or the Board of Governors to attend any function.
- c. Bona-fide houseguests of any member may attend social functions after checking with the Reservations Chair. A member may bring the same guest (one not eligible for membership) three times during the year, with the exception of houseguests, whose participation is unlimited. Members shall be financially responsible for their guest and shall make reservations for them
- d. Guests are allowed to participate in bingo, but are ineligible to win bingo prizes
- e. Guests may participate in Special Activity events on a space-available basis.

### ARTICLE IV – GOVERNING BODIES & OFFICERS

#### Section 1. Governing Bodies

The Board of Governors shall be the governing body of the AFOSC and shall direct the operation of the AFOSC. The officers of this organization shall be elected and appointed officers, and standing committee chairs. The Honorary President, Honorary Vice-President, the Advisor, and the Parliamentarian shall be non-voting members of the Board of Governors.

## Section 2. Officers

- a. Honorary Officers
  - 1) Honorary President (Spouse of the Chief of Staff, United States Air Force)
  - 2) Honorary Vice President (Spouse of the Vice Chief, United States Air Force)
  - 3) Advisor (Spouse of the Commander, Air Force District of Washington or his/her designee)
  - 4) Honorary Advisor(s). An individual may be asked to be an Honorary Advisor at the discretion of the President and with the approval of the Board of Governors.
- b. Elected Officers / Executive Board
  - 1) The President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President must be Active members and all shall be a spouse of an Active Duty Air Force Officer.
  - 2) The Secretary, Administrative Treasurer and Welfare Treasurer must be Active members.
- c. Appointed Officers and Committee Chairs
  - 1) The President, Advisor, or nominating committee shall appoint a Parliamentarian and Committee Chairs, with the exception of the USAF Charity Ball Chair, with the approval of the Executive Board.
  - 2) The Honorary President shall appoint the USAF Charity Ball Chair.
  - 3) The President will, in coordination with the Honorary President, appoint the Chairs of the Arlington Committee, the International Spouses, and JAFOWL, as these Chairs represent the Chief and his/her Spouse in fulfillment of their duties.
  - 4) The President will assist any Chair in the selection of a co-chair, if needed. Chairs may select additional committee members as necessary and approved by the Executive Board.
- d. Standing and Special Committees.
  - 1) The President may appoint, delete, or combine standing and special committees with the approval of the Executive Board.
  - 2) Standing committees that coordinate through the 1<sup>st</sup> Vice President, will be called Social Committees and may be, but are not limited to:
    - (a) Membership
    - (b) Hospitality
    - (c) Historian
    - (d) Programs
    - (e) Newsletter/Publicity
    - (f) Social Media
    - (g) Reservations
    - (h) Ways & Means
    - (i) JAFOWL
    - (j) Special Activities
    - (k) International Spouses
    - (l) Retiree Liaison

- (m) Zip Codes
- 3) Standing committees that coordinate through the 2<sup>nd</sup> Vice President, will be called Welfare Committees and may be, but are not limited to:
  - (a) Thrift Shop
  - (b) USAF Charity Ball
  - (c) Scholarship
  - (d) Arlington Committee
  - (e) Service Projects
- 4) A special committee may be formed by the President for a specific function and shall cease to exist after its specific purpose is completed, i.e., large fundraisers, base-wide events, etc.
- 5) Special committee chairperson shall be appointed by the President with the following exceptions: the Nominating Committee and the Welfare Committee.
- 6) No committee member is authorized expenditures without direct approval of the Committee Chairman.

## ARTICLE V – ADMINISTRATION

### Section 1. Guidance.

The AFOSC shall be governed by the Board of Governors:

- a. The Board of Governors, consisting of the Executive Board and the standing committee chairs, shall approve all major plans and shall be responsible for the organization, direction and operation of the AFOSC.
- b. The Board of Governors shall be governed by the Constitution, Bylaws and all applicable Private Organization Air Force Instructions and regulations.
- c. Normal operating procedures of the AFOSC shall be provided in these Bylaws. Should there be a conflict between the AFOSC Constitution, Bylaws, or any standing rules, the Constitution will govern.
- d. The Board of Governors shall meet consistent with their positions as described in these Bylaws.
- e. The Board of Governors shall authorize all expenditures in accordance with the Constitution and Bylaws.

### Section 2. Executive Board.

- a. The Executive Board of the AFOSC shall be the Honorary President, Honorary Vice President, Advisor, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Administrative Treasurer, Welfare Treasurer, and Parliamentarian.
- b. The Executive Board, with the exception of the Parliamentarian, Advisor and Honoraries, shall be elected by the general membership for the term of one year.
- c. The Executive Board shall meet with the President to approve the appointments of standing and special committee chairmen; and shall attend Executive Board meetings when called at the discretion of the President.
- d. The Executive Board shall be responsible for ordinary day-to-day asset accountability, liability satisfaction, and sound financial and operational management, and shall report to the Board of Governors at the monthly Board of Governors meetings.

- e. Contractual agreements, other than those for monthly events, must be approved by the Executive Board before signing.

Section 3. General Responsibilities of Board of Governor Participants.

- a. Attend all Board of Governors meetings. If unable to attend, notify President or Vice President of absence prior to meeting. More than two (2) unexcused absences from Board meeting may result in termination of Board member's term.
- b. Board reports listing all activities and financial obligations for the previous month shall be submitted monthly.
- c. Submit all voucher sheets in a timely manner. All receipts must be submitted by 31 May for reimbursement.
- d. Review job description annually and revise, if needed, in January; return it to Parliamentarian in February.
- e. All elected and appointed members of the Board of Governors will maintain previous and current year job descriptions and records for two (2) previous years and the current year. Exceptions: the President will maintain records for four (4) previous years and current year. The Administrative Treasurer and the Welfare Treasurer will maintain financial records for seven (7) previous years and the current year. The Secretary will maintain all minutes and historical records from the beginning of the AFOSC.
- f. Records reflecting major changes in the operation or makeup of the organization will be retained in perpetuity by the Parliamentarian.

Section 4. Term of office

- a. The term for elected officers shall begin the month following their installation (see Article VII, Section 4). They shall serve for a period of one year or until their successors are elected or appointed.
- b. Elected officers' terms will not exceed two consecutive years in the same office.
- c. Appointed officers' term will not exceed two years in the same office without the approval of the Executive Board.
- d. Termination of any Board member's term is by letter of resignation to the Board of Governors.
- e. Committee Chairmen and Co-chairmen serve at the discretion of the President and the Executive Board.

Section 5. Voting on Management Matters.

- a. With the exception of the Advisor, Honorary President, Honorary Vice President, President, and Parliamentarian, all members of the Board of Governors have one vote each.
- b. A standing committee co-chair may vote in the absence of the chair. In the event a committee has a co-chairman, only one vote is cast for the committee.
- c. The President shall vote only in the case of a tie.

Section 6. Protocol.

- a. The AFOSC shall welcome and farewell the spouses of the Secretary of the Air Force, Chief of Staff, Vice Chief of Staff, the Air Force District of Washington Commander, and the Joint Base Anacostia-Bolling Commanding Officer (if Air Force).

## ARTICLE VI – DUTIES OF EXECUTIVE BOARD OFFICERS

### Section 1. President

- a. Presides at all Membership, Executive Board, and Board of Governors' meetings.
- b. Appoints the Parliamentarian and Committee Chairmen, except for the USAF Charity Ball Chairman; the AFOSC Representative for the biennial meeting of Air Force Village; and any vacancies in elected positions.
- c. Assists in and approves the selection of all Co-Chairmen.
- d. Explains the duties of all Committee Chairmen.
- e. Serves as Ex-Officio member of all committees except the Nominating Committee.
- f. Serves as Advisor to the *PROTOCOL*, Thrift Shop, Scholarship and any special and standing committees.
- g. Attend meetings of the Thrift Shop as a member of the Thrift Shop Advisory Board.
- h. Serves as member of the Joint Armed Forces Officers' Spouses' Luncheon (JAFOWL) Committee.
- i. Is a member of the Administrative and Welfare Budget Committees.
- j. Is a member of the Constitution and Bylaws Committee.
- k. Buys Board of Governors' end of year appreciation gifts.
- l. Calls special meetings of the membership, the Executive Board and the Board of Governors, if necessary.
- m. All vacancies in the Executive Board, excluding the President, shall be filled by Presidential appointment with Board of Governors approval.
- n. Makes appointments to the standing committees when vacancies occur during the year, with consent of the Advisor.
- o. Has the following officials report directly to her/him: Parliamentarian, and members of the Executive Board.
- p. Has signatory authority and may countersign all Administrative and Welfare Treasury checks.
- q. In the case of an emergency, may authorize the expenditure of no more than \$100/month with the approval and notification of the Treasurer and notification of the Advisor.
- r. Approves contracts not requiring a vote of the general membership.
- s. Has the ability to be bonded.

### Section 2. 1<sup>st</sup> Vice President

- a. Assists the President, assumes her/his duties in her/his absence, and assumes the office of President upon vacancy, with consent of the Advisor.
- b. Buys the President's end of year appreciation gift. Purchases gifts for the Advisor, Honorary President, and Honorary Vice President, as needed.
- c. Serves as Advisor to all social committees.
- d. May countersign all Administrative Treasury checks.
- e. Is a member of the Administrative Budget Committee.
- f. Is a member of the Constitution and Bylaws Committee.
- g. Has the ability to be bonded.
- h. Serves as Custodian of the Club properties and maintains current inventory.
- i. Takes all minutes in the absence of the Secretary.



- j. Supervises or acts as Interim Chair for social committees.
- k. Coordinates with the Reservations Chair and assists in greeting and seating VIPs and guests.
- l. Is responsible for all matters concerning Protocol.
- m. Reports, in the Administrative Treasurer's absence, Administrative Treasury motions to the President for inclusion on the agenda.
- n. Reports 1<sup>st</sup> Vice President activities monthly at Board of Governors meetings.
- o. Organizes childcare for designated AFOSC functions.

### Section 3. 2<sup>nd</sup> Vice President.

- a. Assists the President, assumes the duties of 1<sup>st</sup> Vice President in her/his absence, and assumes the office of 1<sup>st</sup> Vice President upon vacancy, with consent of the Advisor.
- b. Serves as Advisor to all welfare committees, except USAF Charity Ball.
- c. May countersign all Welfare Treasury checks.
- d. Has the ability to be bonded.
- e. Serves on the Welfare Budget Committee.
- f. Is a member of the Constitution and Bylaws Committee.
- g. Supervises and/or acts as Interim Chair for welfare committees.
- h. Is a member of the Thrift Shop Advisory Board.
- i. Reports, in the Welfare Treasurer's absence, Welfare Treasury motions to the President for inclusion on the agenda.
- j. Reports 2<sup>nd</sup> Vice President activities monthly at Board of Governors meetings.
- k. Serves as liaison for the Air Force Village.

### Section 4. Secretary

- a. Takes the minutes of all meetings of the AFOSC, the Board of Governors and the Executive Board.
- b. Records minutes of any special meetings (e.g., budget, scholarship, Constitution, etc). Records minutes and motions brought to the floor at general membership meetings.
- c. Provides copies of the minutes & Board reports to/for the Board of Governors.
- d. Emails the minutes and Treasurers' reports (and other reports, as requested) to the Honorary President and Honorary Vice President.
- e. Emails the agenda, minutes, Administrative Treasurer report, Welfare Treasurer report, and Thrift Shop Advisory Board reports to Joint Base Anacostia Bolling Warfighter and Family Readiness (formerly 11 WG Services).
- f. Reports secretarial activities monthly at Board of Governors meetings.
- g. Handles all correspondence of the AFOSC. Picks up and distributes mail from the Post Office and the O'Club Office in a timely manner.
- h. Extends invitations for honorary membership upon Presidential approval.
- i. Purchases and maintains stationery and other office supplies.
- j. Is responsible for set-up before each Board meeting.
- k. Prepares roster of AFOSC Board members and chairs.
- l. Is a member of the Administrative and Welfare Budget Committees.
- m. Is a member of the Constitution and Bylaws Committee.
- n. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.

- o. Assumes the duties of the Parliamentarian, in his/her absence.
- p. Serves as Custodian of the permanent records of the AFOSC; that is, the Monthly Board of Governors Minutes and Treasurer Reports.
- q. Maintains the following files:
  - 1) Monthly reports submitted by officers and committee chairs; hold for 5 years.
  - 2) Minutes of committees and general membership meetings; hold for 5 years.

#### Section 6. Administrative Treasurer

- a. Prepares the administrative budget and serves as the Chairman of the Administrative Budget Committee.
- b. Promptly pays all AFOSC bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
- c. The President, Vice President, or Welfare Treasurer should countersign all checks for unbudgeted amounts of \$1,000 (One Thousand Dollars) or more.
- d. Is the custodian of all AFOSC monies except those allotted to the Welfare Treasury.
- e. Is aware at all times of the overall financial position of the AFOSC.
- f. Reconciles the monthly bank statement and balances the books prior to Board meetings.
- g. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month and a year-to-date statement.
- h. Prepares a mid-year review in January.
- i. Attends all AFOSC fundraising activities overseeing the handling of monies involved and verifies deposits of AFOSC dues.
- j. Monitors all AFOSC financial matters and assures that they are at all times in keeping with the dictates of the IRS and State Rules and Regulations for Tax-Exempt Social Organizations.
- k. Oversees the mid-year budget review meeting in January and end of year budget meeting to prepare a proposed budget for the following year; provides a report for these meetings.
- l. All books should be closed on or before May 31, coinciding with the Board year, and no later than June 30<sup>th</sup>.
- m. Sends all books, records, and appropriate sets of Board reports to the tax preparer in June. Is prepared to answer any questions or provides any information requested by the tax preparer.
- n. Keeps all records for seven years in case of an IRS audit.
- o. Is a member of the Constitution and Bylaws Committee.
- p. Fulfills the duties of the Welfare Treasurer in her/his absence.
- q. Has the ability to be bonded.

#### Section 7. Welfare Treasurer

- a. Prepares the welfare budget and serves as Chairman of the Welfare Budget Committee.
- b. Researches and presents welfare requests and motions for all unallocated welfare funds to the Board of Governors. May appoint a Welfare Review Committee to include the President, Vice President, Parliamentarian, Advisor, Administrative Treasurer, Thrift Shop Chairman, and up to three members of the AFOSC not serving on the Board of Governors.
- c. Receives and disburses welfare funds. Pays commitments approved by the Board of Governors and/or general membership. Maintains accurate records of welfare accounts.

- d. Maintains financial records which reflect receipts, disbursements, and cash on hand.
- e. The President, Vice President, or Administrative Treasurer should countersign all checks for unbudgeted amounts of \$1,000 (One Thousand Dollars) or more.
- f. Is the custodian of all AFOSC monies allotted to the Welfare Treasury.
- g. Prepares and presents to the Board of Governors a monthly financial statement.
- h. Attends meetings of the Thrift Shop as a member of the Thrift Shop Advisory Board.
- i. Is a member of the Scholarship Committee.
- j. Is a member of the Constitution and Bylaws Committee.
- k. All books should be closed on or before May 31, coinciding with the Board year, and no later than June 30th.
- l. Prepares and delivers to the Administrative Treasurer bookkeeping records for the annual compilation and tax preparation.
- m. Sends all books, records, and appropriate sets of Board reports to the tax preparer in June. Is prepared to answer any questions or provides any information requested by the tax preparer.
- n. Keeps all records for seven years in case of an IRS audit.
- o. Performs the duties of the Administrative Treasurer in her/his absence.
- p. Has the ability to be bonded.

#### Section 8. Parliamentarian

- a. Serves as a non-voting member of the Executive Board and the Board of Governors.
- b. Serves as advisor to the President, the Executive Board, the Board of Governors, and the AFOSC on parliamentary procedure.
- c. Shall be responsible for providing copies of the AFOSC Constitution, Bylaws, standing rules and job descriptions to all officers and members upon request.
- d. Prepares proposed revisions of the AFOSC Constitution and Bylaws.
- e. Obtains necessary approval of all revisions to the AFOSC Constitution and Bylaws.
- f. Serves as Chairman of the Nominating Committee.
- g. Administers and records any phone/email votes as directed by the President.
- h. Serves as Chair of the Constitution and Bylaws Review Committee.
- i. Acts as custodian of the Constitution and Bylaws.
- j. Maintains a copy of AFOSC policies and current job descriptions.

#### Section 9. Advisor(s).

- a. The Advisor shall serve on the Executive Board and the Board of Governors in an advisory capacity without vote. However, as an active member of this organization the Advisor has all other privileges of active membership.
- b. Serves as advisor for standing and special committees.
- c. Presents the appreciation gift to the outgoing President.
- d. Coordinates on all protocol issues.
- e. Assists the President and the Executive Board.
- f. Is the advisor to the Thrift Shop Advisory Board.
- g. Is a member of the Constitution and Bylaws Committee.

### ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

- a. The Parliamentarian, or presidential designee in the absence of the Parliamentarian, will be the chair of the Nominating Committee.
- b. The spouse of the Air Force District of Washington or designee shall serve as Advisor to the Nominating Committee.
- c. Five committee members shall be appointed by the Parliamentarian. No more than two members shall be current members of the Board of Governors.

Section 2. Nominations.

- a. There shall be a minimum of two (2) candidates nominated for each office, whenever possible.
- b. Incumbent office holders who wish to run again may do so, but their total term in a given office is to be no more than two consecutive years.
- c. Nominees holding active membership may run for any office.
- d. Nominees holding active membership may run for elected office. Nominees for President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President must be spouses of active duty spouses.
- e. Members of the Nominating Committee are eligible to become nominees for office. If a member of this committee accepts a nomination, that person will immediately resign from the committee. The Parliamentarian shall appointment a replacement.
- f. All nominees must give prior consent before their names are announced at the March membership meeting.
- g. Nominations may be taken from the floor at the March membership meeting.
- h. Elections will be held at the April membership meeting.

Section 3. Elections.

- a. If an unopposed slate is presented a voice vote may be taken and the election is completed.
- b. If a multi-candidate election is taking place, secret ballot and the following procedures shall be used:
  - 1) The ballots shall be prepared, distributed to Active members only, collected, and counted by the Nominating Committee.
  - 2) Absentee ballots shall be made available prior to the April business meeting.
  - 3) The candidates receiving the plurality of votes within each office shall be elected.

Section 4. Installation of Officers.

- a. Installation of the new officers will take place at the May business meeting. Officers shall serve for a period of one year and shall assume their duties on June 1<sup>st</sup>.
- b. The outgoing Executive Board should meet with the incoming Executive Board following April's election and prior to June to relay any pertinent facts and/or issues that occurred. The incoming Executive Board should meet to begin initial planning for their Board year, being ready to discuss ideas and implement with the Board of Governors at their first meeting in June.
- c. A Board of Governors joint meeting of outgoing & incoming Board members will occur in June. This joint Board meeting shall be called to order by the incumbent President and will function with the outgoing members reporting. New officers and chairs shall

observe only. The first meeting of the newly elected Officers and appointed Chairs will follow.

## ARTICLE VIII – USAF CHARITY BALL

### Section 1: Governing Body.

The operation of the USAF Charity Ball will be directed by the USAF Charity Ball Operating Policies and Procedures. The USAF Charity Ball Operating Policies and Procedures and budget will be reviewed annually and revised as needed. The USAF Charity Ball Committee, chaired by an AFOSC member appointed by the Honorary President, shall manage the operation of the yearly USAF Charity Ball. This Committee will fall under the governance of the AFOSC but may meet separately with the consent of the Advisor, Honorary President, Honorary Vice President, and/or Executive Board.

### Section 2. History and Purpose.

The AFOSC singularly sponsored the USAF Charity Ball for many years, raising thousands of dollars that benefited both Air Force and civilian communities and charities. In 2004, The AFOSC joined forces with the Air Force Aid Society, the official charity of the United States Air Force since 1942.

### Section 3. Accounting.

- a. The AFOSC and the Air Force Aid Society will work together, per a yearly contract agreed to by both organizations, and signed by the AFOSC President, representing the interests of the AFOSC, and a representative from the Air Force Aid Society. This contract will be presented to the Board of Governors for approval prior to signature.
- b. Any funds received “in-kind” for the volunteer hours AFOSC members worked in support of the USAF Charity Ball, and per the contract between the AFOSC and the Air Force Aid Society shall be directly deposited into the Welfare Treasury, in compliance with IRS Code Section 501(c)(3), AFI 34-223, all applicable Private Organization Air Force Instructions and Regulations, as well as those required by the leadership of Joint-Base Anacostia-Bolling, the Club’s primary operating location, including but not limited to Department of Defense Instruction 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

## ARTICLE IX – THRIFT SHOP

### Section 1. Governing Body.

The operation of the Thrift Shop will be directed by the Thrift Shop Advisory Council and the Thrift Shop Operating Policies and Procedures. Both the budget and the Operating Policies and Procedures will be reviewed annually and revised as needed by the Thrift Shop Advisory Council and presented to the Board of Governors for approval. The Thrift Shop Advisory Council members shall be the Thrift Shop Chairman and/or Manager, AFOSC Advisor, President, 2<sup>nd</sup> Vice President, Welfare Treasurer and one current Thrift Shop volunteer.

### Section 2: Accounting Procedures and Funding.

- a. Audits/Reviews will be conducted according to AFI 34-223 as stated in the AFOSC Thrift Shop Operating Policies and Procedures, and the AFOSC Constitution, and must reflect a clear record of expenditures for educational, welfare or charitable activities. The AFOSC will be prepared to discuss audit results with the Joint Base Anacostia-Bolling leadership, as necessary.
- b. All operating expenses shall be paid from the profits of the Thrift Shop with the AFOSC being obligated for all debts in excess of profits.
- c. At the end of each month, once the balance of the operating funds exceeds \$3,000 (for expenses) and a sufficient contingency amount of estimated District of Columbia gross sales tax liability is available, then the Thrift Shop bookkeeper will distribute excess monies to the AFOSC Welfare Treasury.

### Section 3: Dissolution Procedures.

If it is deemed necessary to close the Thrift Shop:

- a. All consignors shall be notified to remove their articles.
- b. Consignors shall not be charged or in any way be penalized for the withdrawal of the consignments upon dissolution of the Thrift Shop.
- c. Advertisements by appropriate means shall be given of the intended dissolution.
- d. Articles not claimed within 30 days of notification will be given to worthy charities as directed by the Thrift Shop Advisory Board.
- e. Thrift Shop property will be liquidated in a manner prescribed by the Advisory Council.
- f. All funds in excess of liabilities shall be dispersed to the AFOSC Welfare Treasury or to other military charitable organizations at the discretion of the Thrift Shop Advisory Council.
- g. In the event that liabilities of the Thrift Shop exceed its assets, the AFOSC shall be obligated and shall ensure that such liabilities are discharged.

## ARTICLE X – SCHOLARSHIP

### Section 1. Governing Body.

The Scholastic Operating Policies and Procedures and the budget will be reviewed annually and revised, as needed, and presented for approval by the Board of Governors. The AFOSC Scholarship Committee shall consist of the Scholarship Chair, 2<sup>nd</sup> Vice President, President, Advisor, Thrift Shop Chair, Welfare Treasurer, and up to two AFOSC members, if desired.

### Section 2. Purpose.

The Scholarship Chair will select a non-AFOSC committee to examine and score the packages of eligible applicants. The Scholarship committee will determine by score, the recipients, whether they are graduating high school seniors and/or a non-military spouse for continuing education purposes, and the fund amounts of each award. The Committee will also plan an event in honor of the recipients and present the awards at that event.

## ARTICLE XI – ARLINGTON COMMITTEE

### Section 1: Governing Body.

The Arlington Committee Committee is governed by The Arlington Committee Operating Policies and Procedures. A budget should be submitted to the Executive Board and reviewed annually, and revised as needed. The Arlington Committee Council shall consist of the Arlington Committee Chairman, AFOSC Advisor, President, 2<sup>nd</sup> Vice President, Welfare Treasurer and one additional Arlington Committee .

#### Section 2. History and Purpose.

The Arlington Committee began in 1948 when the USAF Chief of Staff determined that no Air Force member should be buried in an atmosphere that was bleak and friendless. A Committee member attends each service of an active duty, retired or military veteran buried at Arlington National Cemetery and extends notes of condolence.

### ARTICLE XII – FISCAL GOVERNANCE

Section 1. This organization is completely self-sustaining, primarily through dues and various fundraising activities. Income will be derived primarily to offset operational expenses and will be used to fulfill the purposes of this organization.

#### Section 2. Administrative Account

- a. The AFOSC will comply with the IRS Code Section 501(c)(7) in regard to receiving money into the Administrative Account.
- b. Fundraising activities designed to benefit the administrative treasury will also be in compliance with AFI 34-223, all applicable Private Organization Air Force Instructions and Regulations, and with the approval of the Joint Base Anacostia-Bolling Commanding Officer, or designee.
- c. Funding for AFOSC activities will come from monthly dues, ways and means projects, and events designated as Administrative Treasury fundraising events.

#### Section 3. Welfare Account

- a. The AFOSC will comply with the IRS Code section 501(c)(3) in regard to receiving money into the Welfare account.
- b. Fundraising activities designed to benefit Welfare Treasury will also be in compliance with AFI 34-223, all applicable Private Organization Air Force Instructions and Regulations, and with the approval of the Joint Base Anacostia-Bolling Commanding Officer, or designee.
- c. Primary funding for the Welfare account will be from net profits from the AFOSC Thrift Shop, and monies received from the Arlington Committee and the USAF Charity Ball Committee, per the contract with the Air Force Aid Society.

### ARTICLE XIII – ACCOUNTING POLICIES

#### Section 1. Guidelines.

- a. The fiscal year of the AFOSC shall run concurrent with the Board term and will be from 1 June to 31 May.

- b. All books should be closed on or before May 31, coinciding with the Board year, and no later than June 30<sup>th</sup>. Books are to be audited and/or reviewed, per AFI 34-223, and in accordance with current USAF Instructions.
- c. Tax returns will be filed every year.
- d. The outgoing Board of Governors may not financially obligate the incoming Board of Governors.
- e. No project to raise Administrative and/or Welfare funds may be conducted without the approval from the Board of Governors.
- f. No part of any monies in the custody of the AFOSC shall be used to the benefit of, or be distributed to its members or other private persons. Exceptions would be to pay reasonable compensations for services rendered when approved by a simple majority of the Board of Governors, receipt of an AFOSC Scholarship, reimbursement of AFOSC expenses and member services fairs where members are asked to showcase and sell items.
- g. The Board of Governors is authorized to approve unbudgeted expenditures not to exceed \$1,000 (One Thousand Dollars) for one project at one time without general membership approval.
- h. Expenditures exceeding \$1,000 (One Thousand Dollars), not covered by the approved budgets, shall be voted on at a business meeting of the general membership.
- i. There will be a limit placed on gifts given to departing Board members: Advisor: \$75; President: \$100; Board of Governors member: \$40. Farewell gifts may be given to the Honorary President and Vice President with a limit of \$100. The President or 1<sup>st</sup> Vice President shall purchase all Board of Governor members' departing gifts (if any). The outgoing President will also receive a scrapbook of her/his tenure, compiled by the AFOSC Historian.
- j. The AFOSC will reimburse, upon presentation of voucher, actual babysitting fees up to \$5 per hour for one child or a maximum of \$10 per hour per family for babysitting expenses incurred by Board of Governors' members while attending official Board of Governors', Executive Board, and Budget meetings only. If a Chair requires child care services in direct support of his/her duties for general membership meetings, the Executive Board may, at their discretion, approve reimbursement at rates noted above. Reimbursements from the Administrative Treasury will be made for the Board of Governors meeting for childcare fees incurred for the time of Board meetings and official business as designated by the President. The fees shall not exceed the current childcare rates set by the Child Development Center.

## Section 2. Dues & Reservations.

- a. Dues for active and associate members shall be established by the Board of Governors.
- b. Dues are \$45 annually, subject to review and revision by the Board of Governors.
- c. Annual dues must be paid in full when joining and will not be prorated. Members shall pay directly to the Membership Chair or the Administrative Treasurer.
- d. Renewal membership must be paid before 1 October. Any previous year member is automatically considered a renewing membership. Membership is considered inactive if not paid in full by 1 October.



- e. Members who have paid full annual membership dues and are transferred from the Washington DC area may receive a prorated refund of dues if a Letter of Resignation is submitted to the Membership Chairman.
- f. Honorary and Honor Life members shall not be required to pay dues.
- g. Reservations for AFOSC functions not made by the deadline set by the reservation chair preceding the function may not be accommodated. Members shall be billed for reservations not canceled by the announced cancellation date.
- h. In the event of a base closure on the day of a general membership social/meeting (i.e., a snow day), the AFOSC will attempt to reimburse the member for any reservation monies already paid to the AFOSC. If the base is on delayed reporting, our event will most likely still occur and the AFOSC, through its members and their reservations, is financially liable for payment of food ordered. The member will most likely be required to pay if you do not show at the event.
- i. If the general membership/social is being held at an off-base venue and weather conditions are unfavorable, the President and 1<sup>st</sup> Vice President will make every attempt to work with the hosting facility to accommodate no-shows/cancellations. However, the AFOSC, through its members and their reservations, is financially liable for payment of food ordered, and thus, individual members will most likely be responsible for payment whether they attend or not.
- j. Bingo winners must be AFOSC members in good standing for at least one month prior to the bingo event.

### Section 3: Disbursements

- a. Checks from the Administrative Treasury over the amount of \$1,000 (One Thousand Dollars) for unbudgeted expenditures should be signed by any two of the following: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Administrative Treasurer or Welfare Treasurer. All other checks from the Administrative Treasury may be signed by the Administrative Treasurer or other signature authority.
- b. Checks from the Welfare Treasury over the amount of \$6,000 (Six Thousand Dollars) or checks for unbudgeted amounts of \$1,000 (One Thousand Dollars) or more should be countersigned by the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, or Administrative Treasurer. All other checks from the Welfare Treasury may be signed by the Welfare Treasurer or other signature authority.
- c. Checks for scholarship recipients may be written and dated in May, but will not be disbursed or mailed to Colleges/Universities until confirmation is received that the recipient will, or is, attending that specific educational institution.
- d. The Board of Governors, acting as agent for the general membership, is authorized to receive and disburse funds and dispose of excess property belonging to the AFOSC.
- e. The minimum balance in the Administrative Treasury shall be \$3,500.00.
- f. The minimum balance in the Welfare Treasury shall be \$2,000.00.
- g. The Board of Governors may authorize disbursements of \$1,000.00 (One Thousand Dollars) or less on any one unbudgeted item. The general membership will vote on unbudgeted disbursements greater than \$1,000.00 (One Thousand Dollars).
- h. Both Treasurers must account for all monies issued, by a written receipt or letter of acknowledgment (to include name of organization, date of receipt, and amount received).

- i. In the event of the death of an AFOSC member, spouse, parent, or child (children), flowers or a donation will be sent to the charity of the family's choice, in the amount of \$50.00 as an expression of sympathy.
- j. If an AFOSC member in good standing is hospitalized, flowers may be sent from the AFOSC, not to exceed \$40.00 in price.

#### Section 4. Budget.

- a. The Administrative Budget Committee, chaired by the Administrative Treasurer, shall consist of the Advisor, President, 1<sup>st</sup> Vice President, Secretary, Welfare Treasurer, and Parliamentarian.
- b. The Welfare Budget Committee, chaired by the Welfare Treasurer, shall consist of the Advisor, President, 2<sup>nd</sup> Vice President, Secretary, Administrative Treasurer, Parliamentarian, USAF Charity Ball Chairperson, and Thrift Shop Chairperson.
- c. Each standing committee chair shall prepare and submit annual budget requirements to the appropriate Treasurer (Administrative or Welfare) prior to the March Board meeting.
- d. A budget shall be prepared by the Administrative Budget Committee, approved by the Board of Governors, posted 14 days prior to the September business meeting, and voted on at said meeting. A minimum of \$3,500 (Three Thousand Five Hundred Dollars) in the Administrative Treasury shall be turned over to the incoming Board of Governors.
- e. A budget shall be prepared by the Welfare Budget Committee, approved by the Board of Governors, posted 14 days prior to the September business meeting, and voted on at said meeting. A minimum of \$2,000 (Two Thousand Dollars) in the Welfare Treasury shall be turned over to the incoming Board of Governors.
- f. The President may call an Administrative and/or Welfare Budget meeting to review the budgets.
- g. The Administrative and Welfare Budgets will be reviewed and updated at mid-year. The updated budgets will be approved by the Board of Governors and voted on by the general membership not later than the February function.
- h. Proposed budgets for the following Board year shall be given to the incoming Executive Board in May for guidance.

#### Section 5. Recordkeeping

- a. The AFOSC will prepare an income and expense statement monthly, using either the cash or accrual method of accounting.
- b. The AFOSC will maintain a balance sheet of total assets at any given time.
- c. The Treasurers' will review Form 990 (990EZ), *Return for an Organization Exempt from Tax*, prior to its being filed with the IRS. Proposed changes may be discussed with other members of the Executive Board.
- d. Internal Revenue Forms 990 and 1023 will be made available to the public, upon request.

### ARTICLE XIV – OSC PROPERTIES

#### Section 1. Property.

All items bought with AFOSC funds shall be considered AFOSC property. The committee member responsible for said property shall inventory property, and the inventory list

will be turned into the 1<sup>st</sup> Vice President no later than May. Any AFOSC property borrowed by an AFOSC member shall be returned in the same condition as borrowed.

Section 2. Dissemination.

The President, in conjunction with the Advisor and Honorary President, at her/his discretion, may disseminate AFOSC property through appropriate means.

## ARTICLE XV– COPYRIGHTS & OBLIGATIONS

Section 1. Copyrights.

The use of copyrights of the AFOSC crest shall be at the discretion of the President and the Executive Board.

Section 2. Obligations.

No individual member of the AFOSC may obligate or use the AFOSC name without approval of the Board of Governors.

## ARTICLE XVI – DISSOLUTION

Section 1: Procedure.

Dissolution of this organization shall be by a majority vote of the membership or by the order of the Joint Base Anacostia-Bolling Commanding Officer or designee. The Executive Board will notify the Joint Base Anacostia-Bolling Warfighter and Family Readiness organization, in writing, of its intent to dissolve and will prepare a time-phased action plan to do so.

Section 2: Disposition of Assets.

Upon dissolution of this organization, the assets in excess of liabilities shall be disposed of in accordance with pertinent Air Force and base instructions. Remaining welfare assets shall be donated to a charity or non-profit organization, as detailed in the Bylaws, and approved by a majority of the members and the Joint Base Anacostia-Bolling Commanding Officer or designee.

Section 3. Liabilities.

This article may not be amended or deleted without the approval of the Joint Base Anacostia-Bolling Commanding Officer or designee. In the event that liabilities or obligation of the AFOSC shall exceed its assets, the AFOSC shall be obligated and shall insure that such liabilities are discharged. "Private Organization members must be made aware that they are jointly and severally liable for the obligations of the Private Organization and their understanding of the liability must be documented" in accordance with AFI 34-223, *Private Organizations*, para 10.11. and DODI 1000.15.

## ARTICLE XVII– AMENDMENTS & ADOPTION

Section 1. Amendments.

July 8, 2014

- a. The Bylaws shall be reviewed biennially by the Constitution and Bylaws Review Committee. Members of the committee shall be the Parliamentarian, who shall serve as Chairman, the Advisor, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Administrative Treasurer, and Welfare Treasurer, and 2 active members.
- b. The Bylaws may be changed, revised or adopted at a Board of Governors' meeting by a two-thirds affirmative vote of the Board of Governors and becomes effective immediately. If passed, the Bylaws must be announced to the general membership at the next membership meeting.
- c. Bylaws and Amendments to the Bylaws must be reviewed by the Staff Judge Advocate. Bylaws will be reviewed in accordance with AFI 34-223 and DODI 1000.15.

#### Article XVIII- Name Change

The AFOSC was formerly known as the Air Force Officers' Wives' Club (AFOWC). The AFOSC is the continuation of the AFOWC and maintains all rights, privileges, property, assets, copyrights, obligations, and liabilities applicable to the AFOWC. At the time of the name change, all officers and all members in good standing of the AFOWC are considered equivalent officers and members in good standing of the AFOSC.

#### Section 2. Adoption.

AFI 34-223 is cited throughout this document given the AFOSC's roots in the USAF. Therefore the AFOSC additionally operates on a Joint Base Anacostia Bolling pursuant to the Department of Defense Instruction 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, Joint Base Anacostia-Bolling Instruction 1710.12, and Navy policy. This adoption nullifies any previous Bylaws of the AFOWC.

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Date

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President, AFOSC of Washington, DC