



## **Board of Governors (BoG) Handbook**



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# **Section 1:**

## **General Responsibilities and Specific Job Descriptions**



# Board of Governors Overview

The Board of Governors shall be the governing body of the LSC (previously known as the Luke Officers' Spouses' Club LOSC) and shall direct the operation of the LSC. All positions on the Board of Governors have General Responsibilities. These responsibilities apply to all positions, ones that are specific to each position are more clearly defined under each position.

## **Board of Governors Officer Positions:**

- \* Honorary President
- \* Honorary Vice President
- \* Advisors
- \* President
- \* First Vice President
- \* Second Vice President
- \* Secretary
- \* Treasurer
- \* Parliamentarian
- Membership
- Programs
- Communications
- Public Relations
- Reservations
- Community Outreach
- Charitable
- Thrift Shop
- Scholarship
- Fundraising

\* Denotes Executive Board positions. The Executive Board positions report to the President, with the exception of the Honorary President, Honorary Vice President and Advisors.



# Board of Governors Responsibilities

## **BoG General Responsibilities:**

- a. Attend all Board of Governors meetings and LSC monthly socials (which serve as the monthly general membership meeting). If unable to attend, notify the President and corresponding Vice President of absence prior to meeting. More than two (2) unexcused absences from Board meetings 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 to the Secretary and the corresponding Vice President.
- c. Submit all voucher sheets in a timely manner. All receipts must be submitted by 15 May for reimbursement to allow adequate time for books to be closed by 31 May.
- d. Review job description annually and revise, if needed, in January; return it to Parliamentarian by 1 February.
- e. All elected and appointed members of the Board of Governors will maintain all continuity reports, meeting minutes, board reports, and budgets for one (1) previous year and the current year. Exceptions: The Treasurer will maintain financial records for seven (7) previous years and the current year.
- f. Writes year-end report due at the June Board Meeting and place it in the continuity binder.
- g. Maintain notebook with the following required information:
  - Current Calendar of Events
  - Current Board of Governors Roster
  - Current Chart of Chair Substitutions
  - LSC Handbook, By-Laws, and Constitution
  - Specific Job Description and relevant information to position (i.e. POCs, passwords, chair-specific event planning, etc.)
  - Monthly Meeting Agendas and Minutes
  - Administrative and Welfare Budget for the Current Year
  - Thrift Shop Budget for the Current Year
  - Board Reports for the Position from the Previous Year and the Current Year
- h. Give a notebook to the successor at the June Board Meeting. If you are unable to attend the June Board Meeting please arrange a date before the Board Meeting to turn over the notebook or turn the notebook over to the President, so that it can be forwarded to successor at June Board Meeting.
- i. Use and regularly monitor the Official LSC email for their position.
- j. Chair position substitutions will be executed through the following chart:



## LSC Board Substitutions

When a LSC Board of Governors chair will be absent for a Board meeting or LSC-sponsored event, the appropriate chair will fill in for that absent chair and will ensure that the responsibilities of that chair are executed in their absence.

CHAIR	FILLED BY (IN ABSENCE)
President	1st Vice President
1st Vice President	2nd Vice President
2nd Vice President	President
Secretary	Treasurer
Treasurer	Secretary
Parliamentarian	N/A
Membership	Reservations
Programs	Community Outreach
Communications	Public Relations
Public Relations	Communications
Reservations	Membership
Community Outreach	Programs
Charitable	2nd Vice President
Thrift Shop	Scholarship
Scholarship	Thrift Shop



# President

The President exercises general supervision over the affairs and activities of the LSC.

## **Special Responsibilities:**

- a. Presides at all Membership, Executive Board, and Board of Governors' meetings.
- b. Appoints the Parliamentarian, Thrift Shop Chair, and Committee Chairpersons with approval of the Executive Board.
- c. All vacancies in the Executive Board, excluding the President, shall be filled by Presidential appointment with Board of Governors approval.
- d. Makes appointments to the standing committees when vacancies occur during the year, with consent of the Advisor(s) and corresponding Vice President.
- e. Assists in and approves the selection of all Co-Chairpersons.
- f. Prepares and maintains the Board of Governors roster.
- g. Explains the duties of all Committee Chairpersons.
- h. Serves as Ex-Officio member of all committees except the Nominating Committee.
- i. Serves as final authority to the Newsletter, Thrift Shop, Scholarship, and any special and standing committees.
- j. Is a member of the Thrift Shop Committee and maintains a copy of the Thrift Shop Operating Policies and Procedures.
- k. Is a member of the Budget Committee.
- l. Presents proposed Administrative and Welfare Budgets to general membership.
- m. Is a member of the Constitution and By-Laws Committee.
- n. Purchases and presents Board of Governors' appreciation gifts. Purchases gifts for the Advisor(s), Honorary President, and Honorary Vice President, as needed.
- o. Welcomes new members at LSC functions.
- p. Calls special meetings of the membership, the Executive Board and the Board of Governors, if necessary.
- q. Parliamentarian and members of the Executive Board report directly to the President.
- r. Has signatory authority and may countersign all Administrative and Welfare Treasury checks.
- s. 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(s).
- t. Verify with the Treasurer all money matters and sign off for expenditures each month.
- u. Approves contracts not requiring a vote of the general membership.
- v. Attends or appoints representative to attend Club 56 Advisory Council and Private Organization Meetings.
- w. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
- x. Approves minutes of all meetings of the LSC.
- y. Is thoroughly familiar with the operating procedures and guidelines.
- z. Administers Parliamentary procedures fairly and impartially.
- aa. Makes no motions or amendments, and has no vote except in a tie.
- bb. Creates special and temporary committees with Executive Board approval and the Advisor(s).
- cc. Makes all reservations for the year calendar of LSC activities, including Board Meetings, with dates and times, with the Club 56 Catering Staff.
- dd. Fulfills duties of the Second Vice President in her/his absence (not including vacancy).
- ee. If the President cannot fulfill her/his duties, the First Vice President will assume her/his duties (does not include the case of vacancy).

- ff. In case of vacancy during the current term, the Board of Governors will appoint a current Board Member to the position.





# First Vice President

The First Vice President is the primary assistant to the President and coordinates all social activities.

## Special Responsibilities:

- a. Assists the President in handling all administrative duties.
- b. Purchases the President's end of year appreciation gift and adds the President's name to the plaque in the Club 56 foyer.
- c. Serves as Advisor on all social committees.
- d. May countersign all Administrative Treasury checks.
- e. Is a member of the Budget Committee.
- f. Is a member of the Constitution and By-Laws Committee.
- g. Oversees all Special Activity POCs.
- h. Purchases the Special Activity POCs gift cards at the end of the year and delivers or mails them.
- i. Approves all flyers and proofreads the newsletter before publication.
- j. Sends approved flyers to the Communications Chair so they can be posted on Facebook.
- k. Reviews the LSC website in detail once per quarter to ensure accuracy. Report any needed changes to the Communications Chair.
- l. Oversee the LSC's participation in the annual FCP Golf Tournament normally held in mid May. Create SignUp Genius and ensure that we get 20 volunteers to sign up.
- m. Any Executive Board member may loan property to any LSC member in good standing. The First Vice President shall be the custodian of the master list of property loaned to members. Any LSC property loaned to a member shall be returned in the same condition it was received.
- n. The base library handles the silver owned by LSC. The silver is available for check-out to the Luke Air Force Base community with a LSC Executive Board Member's approval.
- o. Is familiar with the duties of and assists the President with appointing specifically the following Chairs:
  - Membership
  - Programs
  - Communications
  - Public Relations
  - Reservations
  - Community Outreach
- p. Supervises and/or acts as Interim Chair for social committees.
- q. Advises Programs Chair to ensure event planning is executed smoothly. Steps in and helps with coordination between the Board of Governors and Club 56 when Programs Chair needs assistance.
- r. Is the Chair or appoints one for decorating Club 56 for Christmas. This should be accomplished by the September Board Meeting.
- s. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
- t. Fulfills duties of President in her/his absence (not including vacancy).
- u. If the First Vice President cannot fulfill her/his duties, the Second Vice President will assume her/his duties (does not include the case of vacancy).



## Second Vice President

The Second Vice President is the secondary assistant to the President, primary assistant to the First Vice President and coordinates all charity business conducted by the LSC.

### **Special Responsibilities:**

- a. Assists the President in handling all welfare duties.
- b. Serves as Advisor on all welfare committees.
- c. Is totally familiar with the duties of and assists the President with appointing specifically the following Chairs:
  - Charitable
  - Thrift Shop
  - Scholarship
  - Fundraiser
- d. May countersign all Welfare Treasury checks.
- e. Is a member of the Budget Committee.
- f. Is a member of the Constitution and By-Laws Committee.
- g. Is a member of the Thrift Shop Committee.
- h. Serves on the Scholarship Committee.
- i. Supervises and/or acts as Interim Chair for welfare committees.
- j. Assists the Charitable and Fundraising Chair for any charitable/fundraising activity, including the VA Holiday Luncheon, Fighter Country Partnership Golf Tournament & Phoenix International Raceway (ISM Raceway).
- k. Is responsible for ensuring that Thrift Shop maintains records (for example inventory, tax returns, etc.).
- l. Fulfills the duties of First Vice President in her/his absence (not including vacancy).
- m. If the Second Vice President cannot fulfill her/his duties, the President will assume her/his duties (does not include the case of vacancy).



## Secretary

The Secretary is the chief recording officer and the custodian of the records and is responsible for maintaining all correspondence received by and sent by the LSC.

### **Special Responsibilities:**

- a. Takes the minutes of all meetings of the LSC, the Board of Governors, and the Executive Board.
- b. Records minutes of any special meetings (e.g., Budget, Scholarship, Constitution, etc.).
- c. Records minutes and motions brought to the floor at general membership meetings.
- d. Provides copies of the minutes and Board reports to all members of the Board of Governors.
- e. Emails the minutes and Board reports to the all Board of Governors members prior to the next Board meeting.
- f. Handles all correspondence of the LSC. Picks up and distributes mail from the Litchfield Post Office in a timely manner. Maintains correspondence for two (2) years.
- g. Is responsible for set-up before each Board meeting.
- h. Emails monthly meeting minutes to the Private Organization Monitor after they are approved.
- i. Maintains the meeting minutes of every meeting for three (3) years.
- j. Maintains official file of written monthly reports of the Board of Governors for seven (7) years. These may be stored in the LSC storage closet in Club 56.
- k. Maintains the Secretary Notebook, including the Constitution, By-Laws, Handbook, Minutes Outline forms used at Board and Business Meetings in recording, information used in preparation of Minutes, log of correspondence received (for two (2) years), stationary supplies location, letters sent and Board reports.
- l. Is a member of the Budget Committees.
- m. Is a member of the Constitution and By-Laws Committee.
- n. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.
- o. Writes Thank You Notes to LSC guests, all members of the scholarship judging committee, and any other person the Board of Governors designates.
- p. Fulfills the duties of the Treasurer in her/his absence (not including vacancy).
- q. If the Secretary cannot fulfill her/his duties, the Treasurer will assume her/his duties (does not include the case of vacancy).



## Treasurer

The Treasurer is responsible for maintaining the Administrative Budget, called the Operating Fund, IRS #51-0204592 and the Welfare Budget called the Welfare Account IRS # 51-0204610.

### Special Responsibilities:

- a. Serves as custodian of all LSC monies and is aware at all times of the overall financial position of the LSC.
- b. Collects, receives, and deposits all monies from members' dues, fundraisers, outside donations, the Thrift Shop, and miscellaneous income.
- c. Promptly pays all LSC bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
- d. Disburses welfare funds. Pays budgeted commitments/line items approved by the Board of Governors and/or general membership.
- e. Maintains accurate records of all accounts.
- f. Has the President or the First Vice President countersign all checks for unbudgeted amounts of \$500 (Five Hundred Dollars) or more.
- g. Reconciles the monthly bank statement and balances the books prior to Board meetings.
- h. Accurately records income and payments in the Treasurer's Ledger Book.
- i. Keeps all receipts and bills and stores them in an organized fashion.
- j. Buys business liability insurance annually (or as needed); sends copy to the individual who oversees private organizations at the 56th Force Support Squadron (FSS).
- k. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month.
- l. Verifies any all deposits to the Administrative and Welfare accounts.
- m. Prepares and 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.
- n. All books should be closed at the end of the fiscal year immediately following receipt of May Bank Statement but no later than 7 June. The Welfare Account books will then be turned over to an Auditor for the Annual Audit. The Administrative Account will be audited every time there is a change in the office of the President, but at least every two years, and at any time requested by the 56<sup>th</sup> Mission Support Group Commander (or designee) or the Executive Board.
- o. Monitors all LSC 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.
- p. Files any required tax forms with the IRS, including EIN #51-0204592 (LSC Admin), EIN #51-0204610 (LSC Welfare) and EIN #860172518 (Thrift Shop) within 30 days of the audit completion. If no audit is conducted, the tax forms must be filed by 30 June.
- q. Keeps all records for seven (7) years in case of an IRS audit.
- r. Is a member of the Constitution and By-Laws Committee.
- s. Is a member of the Scholarship Committee.
- t. Is a member of the Thrift Shop Committee.

- u. Communicates with Thrift Shop Bookkeeper in March, June, September & December, or any other time as deemed by the Thrift Shop Chair and Thrift Shop Manager, to discuss potential receipt of Thrift Shop disbursement.
- v. Fulfills the duties of the Secretary in her/his absence (not including vacancy).
- w. If the Treasurer cannot fulfill her/his duties, the Secretary will assume her/his duties (does not include the case of vacancy).



## Parliamentarian

The Parliamentarian is responsible to advise and counsel the Board of Governors on all matters relating to policy and procedure.

### Special Responsibilities:

- a. Appointed by the President to serve a term of one (1) year beginning in June.
- b. Serves as a non-voting member of the Executive Board and the Board of Governors.
- c. Serves as advisor to the President, the Executive Board, the Board of Governors, and the LSC on parliamentary procedure.
- d. Maintains the Parliamentarian Notebook containing the following specific information:
  - The current edition of AFI 34-223, obtained through FSS or Legal
  - The official copy of the Constitution, By-Laws, & Handbook
  - Operating Policies & Procedures of the Thrift Shop
  - All Board Report forms or other forms used by the LSC, have new copies printed as needed.
- e. Maintains the electronic copy of the LSC Constitution, By-Laws, and Handbook.
- f. Ensures that Robert's Rules of Order are being followed. Submits By-Laws and Constitution every other year to the Private Organization Monitor requesting permission from the Mission Support Group Commander (or designee) to continue to operate.
- g. Emails a list of the newly elected Executive Board members to the Private Organization Monitor after the April election.
- h. Maintains the due dates of Liability Insurance (February) and Tax Returns for Administrative and Welfare Accounts (June).
- i. Announces winners of election in April and installs newly elected officers in May.
- j. Shall be responsible for providing copies of the LSC Constitution, By-Laws, & Handbook standing rules and job descriptions to all officers and members upon request.
- k. Prepares proposed revisions of the LSC Constitution, By-Laws, & Handbook.
- l. Obtains necessary approval of all revisions to the LSC Constitution, By-Laws, & Handbook.
- m. Serves as Chair of the Nominating Committee.
- n. Serves as Chair of the Constitution and By-Laws Committee.
- o. Administers and records any phone/email votes as directed by the President.



## Advisor(s)

The Advisors are responsible for advising the Board of Governors and ensuring the Board is managing the LSC appropriately. Their Board positions are voluntary. The Advisors consist of:

Honorary President	Wing Commander's Spouse
Honorary Vice President	Vice Wing Commander's Spouse
Advisors	Wing Command Chief's Spouse
	Maintenance Group Commander's Spouse
	Medical Group Commander's Spouse
	Mission Support Group Commander's Spouse
	Operations Group Commander's Spouse

### Special Responsibilities:

- The Advisor(s) shall serve on the Executive Board and the Board of Governors in an advisory capacity without vote. Advisors are categorized as Honorary Members and are not required to pay dues. If the Honorary Member decides to join the LSC as an Active Member by paying dues, she/he shall be entitled to all the rights and privileges of an Active Member.
- The Honorary President (or her/his designated LSC Advisor) shall serve on the Thrift Shop Executive Board in an advisory capacity without vote.
- Coordinates on all protocol issues.
- Assists the President and the Executive Board.



# Membership

The Membership Chair is responsible for maintaining a current file of all LSC members.

## **Special Responsibilities:**

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Membership Chair notebook including a current, updated list of all members, current guest list and list of any/all members who are on payment plans.
- d.
- e. Creates and maintains member name tags.
- f. Prepares current records for the Nomination Committee Chairperson to use on Election Day at the April Membership meeting.
- g. Emails the current LSC membership list to the Reservations, Charitable Chair, Communications Chair, First Vice President, and the President to assist in execution of their duties.
- h. Bills members according to rules in LSC By-Laws. Receives the members' dues and distributes the money to the Treasurer. Send correspondence to members who are not in good standing.
- i. Sends welcome email to all new members.
- j. Send informational email to anyone whose information is captured at Heart Link, Wing Orientation, etc.
- k. Prepares and maintains membership roster.
- l. Prepares and maintains a guest list. Shares guest list with President, First Vice President, and all Special Activities Chairs.
- m. Attends Wing Orientation, Heart Link, and any other community event in absence of Community Outreach Chair.
- n. Fulfills the duties of the Reservations Chair in her/his absence (not including vacancy).
- o. If the Membership Chair cannot fulfill her/his duties, the Reservations Chair will assume her/his duties (does not include the case of vacancy).





## Programs

The Programs Chair is responsible for making all arrangements for the programs for all LSC functions.

### **Special Responsibilities:**

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Programs Chair notebook.
- d. Plans the monthly socials (general membership meetings) and makes all arrangements necessary in order to execute the socials.
- e. Notifies the Public Relations Chair, Communications Chair, & Reservations Chair the details of the socials in order to create the flyer, advertise, and send out the Evite.
- f. Fulfills the duties of the Community Outreach Chair in his/her absence (not including vacancy).
- g. If the Programs Chair cannot fulfill her/his duties, the Community Outreach Chair will assume her/his duties (does not include the case of vacancy).



## Communications

The Communications Chair is responsible for publishing the LSC Newsletter monthly and maintaining the LSC Website and Facebook page.

### Special Responsibilities:

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Communications Chair notebook containing the website registration information and passwords required for continuity.
- d. Proofreads and edits all articles of the newsletter submitted for publication.
- e. Receives a budget of expenses which includes the payment of the newsletter template website and the annual domain registration to be paid in October.
- f. Is responsible for creating the layout and providing a draft newsletter each month to be proofed by the LSC 1st Vice President at least one week prior to the publication deadline.
- g. Will work with the 1st Vice President to set a deadline for all articles. The deadline should be enough in advance of the release date to allow time for proofing, editing, etc. It should also take into consideration the dates of LSC functions, so that fair Public Relations can be given to all of these events.
- h. Monthly newsletter timeline: The newsletter skeleton/reminder will be sent to board members on the 23<sup>rd</sup> of the month as a reminder that articles are due by the 1<sup>st</sup> of the month. The completed newsletter draft is due to the 1st Vice President by the 7<sup>th</sup> of the month and will be sent to the membership by the 10<sup>th</sup> of the month.
- i. Maintains a file of clip art and lettering for reuse. All information must be copied and saved to the Newsletter USB drive monthly.
- j. Once the newsletter is approved by the 1st Vice President, will email it to all current members and post to the LSC Facebook page and website.
- k. Post all flyers to LSC Facebook page 30 days, two weeks, and 2 days prior to the event.
- l. Before using photos that were taken during LSC socials check with the Membership Chair to ensure consent to use photographs was indicated on the Membership Application.
- m. Maintains close communication with the President, First Vice President, Second Vice President, Public Relations Chair, and Programs Chair for updates on the LSC Website and Facebook page.
- n. Maintains and updates the LSC Website and Facebook page.
- o. Update the LSC Website annually with new Board member information and any other new information to include the annual budget.
- p. Renews LSC Website registration and domain annually.
- q. Fulfills the duties of the Public Relations Chair in her/his absence (not including vacancy).
- r. If the Newsletter Chair cannot fulfill her/his duties, the Public Relations Chair will assume her/his duties (does not include the case of vacancy).



## Public Relations

The Public Relations Chair is responsible for publicizing all LSC functions, assisting each Board member with their specific Public Relations needs and maintaining records of the LSC's accomplishments and activities for the year.

### Special Responsibilities:

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains a Public Relations Chair's notebook containing copies of Public Relations items for three (3) years (can be on CD/or any other digital format).
- d. Maintains close communication with the President, First Vice President, Second Vice President, Communications Chair, and Programs Chair for good Public Relations for LSC functions. Talk to the President, First Vice President, and Second Vice President at each monthly Board meeting about Public Relations for upcoming events.
- e. Email Advisor(s) Public Relations of LSC functions to put in their newsletter.
- f. Creates flyers for various events and sends them to the 1st Vice President for approval.
- g. Special activity POCs must provide activity information to the Public Relations Chair by the 23<sup>rd</sup> of the month two months prior to the event if they do not make their own flyer. Flyers must be sent to the 1st Vice President by the 28<sup>th</sup> of the month two months prior for approval. (Example: If a special activity is to take place on 15 November, information must be sent to the Public Relations Chair by 23 September and the Public Relations Chair must send flyers to the 1st Vice President by 28 September for approval.).
- h. Emails approved flyers to the Communications chair to have posted on the LSC website.
- i. Annually updates the LSC Brochure each April. It is kept on the Lucidpress website. (Communications Chair has the login info) Solicit suggestions from the 1st VP, 2nd VP, and President.
- j. Maintains chronological records (photos, history, newsletters, etc.) of LSC to include the history of the Luke Officers' Wives' Club (LOWC) and the Luke Officers' Spouses' Club (LOSC).
- k. Maintains a binder, journal or scrapbook of LSC accomplishments, news clippings and photos for their position year.
- l. Coordinates with the Communications Chair to share news and digital photos of LSC events.
- m. Is the primary photographer at LSC functions. Designates an alternate photographer in the event that she/he is unable to be present.
- n. Fulfills the duties of the Communications Chair in her/his absence (not including vacancy).
- o. If the Public Relations Chair cannot fulfill her/his duties, the Communications Chair will assume her/ his duties (does not include the case of vacancy).



## Reservations

The Reservations Chair is responsible for sending out Evites, accepting monthly reservations, keeping the Evite contact list updated, accepting payment for luncheons, reconciling payment with Club 56 or outside venues, and planning and overseeing all childcare for LSC events.

### Special Responsibilities:

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Reservations Chair notebook.
- d. Sends out Evites 2-4 weeks prior to each LSC Social, depending on when information is received for the event and reminder 1-2 weeks before the function.
- e. Cancellations will be accepted until the deadline stated in the Evite. All no shows are subject to being charged or billed.
- f. Provides final numbers/expected attendance to the Programs Chair, President, and First Vice President the day after the RSVP deadline.
- g. Creates a sign-in sheet which includes all necessary information for the function.
- h. Updates Evite contact list with current and accurate attendees' information.
- i. LSC members and guests are charged for each function - cash, check, or credit card at the door. LSC members who are also Club 56 members receive a discount.
- j. The Day of the Social
  - Ensures there is \$100+ petty cash for change in the cashbox
  - Arrive at least 30 minutes prior to start of function
  - Collect all monies
- k. Pay Club 56 within 1-2 days after the social.
- l. Coordinates with the Board to identify which LSC functions can offer childcare services.
- m. The deadline for childcare reservations shall be stated on the Evite.
- n. Schedules care provider based on the number and age of the children scheduled, not to exceed a 6:1 ratio.
- o. Notifies the Board of Governors of any LSC member who is unable to follow the Childcare guidelines. The LSC member may lose his or her privileges for Childcare at future LSC events, pending Board review.
- p. Fulfills the duties of the Membership Chair in her/his absence (not including vacancy).
- q. If the Reservations Chair cannot fulfill her/his duties, the Membership chair will assume her/his duties (does not include the case of vacancy).



## Community Outreach

The Community Outreach Chair is responsible for attending community and base events in promotion of the LSC.

### **Special Responsibilities:**

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Community Outreach notebook.
- d. Attends base events such as Wing Orientation, Heart Link, and any other community event to promote the LSC and recruit new members.
- e. Fulfills the duties of the Programs Chair in his/her absence (not including vacancy).
- f. If the Community Outreach cannot fulfill her/his duties, the Programs Chair will assume her/his duties (does not include the case of vacancy).



## Charitable

The Charitable Chair is responsible for Welfare Requests, Donations, and Volunteerism.

### **Special Responsibilities:**

- a. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Charitable Chair notebook.
- d. Researches opportunities for volunteer service projects at Luke AFB and in the local community.
- e. Coordinates and organizes donation drives for various organizations.
- f. Organizes the Layette Program and purchases supplies for the bags.
- g. Coordinates the VA Holiday Luncheon with assistance of 2nd Vice President.
- h. Coordinates any additional charitable events the President/Board of Governors approves.
- i. Research Welfare requests not in the Welfare Budget and present those requests at monthly Board meetings after consulting with the President.
- j. Writes approval and denial letters for donation requests.
- k. Responsible for identifying any new charities with which the LSC could become more involved.
- l. If the Charitable Chair cannot fulfill her/his duties, the 2nd Vice President will assume her/his duties (does not include the case of vacancy).

# Thrift Shop

The Thrift Shop Chair is the liaison between the Board of Governors and the Thrift Shop/Airman's Attic.

## **Special Responsibilities:**

- a. Appointed by the President to serve a term of one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Thrift Shop Chair binder.
- d. The Thrift Shop/Airman's Attic is open Wednesday and Friday, 10am to 2pm. If the Thrift Shop is to be closed for holidays (normally Nov 15th to Jan 8th) or other reasons, adequate Public Relations should be placed in the LSC Newsletter and posted in the Thrift Shop and on the Thrift Shop Facebook page by the Manager.
- e. Writes a monthly article for the LSC newsletter and emails it to the Communications Chair by the 1st of each month. This article should contain any noteworthy TS news or updates.
- f. Include the previous month's P&L statement in the monthly board report.
- g. The Thrift Shop Committee members are:
  - 56 FW Command Spouse (or her/his designated LSC Advisor)
  - LSC President
  - LSC Second Vice President
  - LSC Thrift Shop Chair
  - LSC Treasurer
  - Thrift Shop Manager
- h. Supervises the Thrift Shop Manager, Assistant Manager, and the Bookkeeper.
- i. Maintain the Thrift Shop Continuity Binder containing:
  - Operating Policies & Procedure
  - Board Reports
  - Monthly Financial Statements
  - Volunteer Agreement
  - Money Handling Guidelines
  - Donations Guidelines
- j. Assist the Thrift Shop Manager in soliciting volunteers to work in the Thrift Shop.
- k. Trained to run the cash register at the Thrift Shop.
- l. Update and keep current all files and materials pertinent to the operation of the Thrift Shop. Review these materials and make changes as needed to keep the files accurate.
- m. Organizes an appreciation event once a year for the Thrift Shop Volunteers with the help of the Thrift Shop Manager.
- n. Fulfills the duties of the Scholarship Chair in her/his absence (not including vacancy).
- o. If the Thrift Shop Chair cannot fulfill her/his duties, the Scholarship Chair will assume her/his duties (does not include the case of vacancy).



## Scholarship

The Scholarship Chair is responsible for the organization and implementation of the Scholarship selection process.

### **Special Responsibilities:**

- a. Appointed by the Executive Board to serve one (1) year beginning in June.
- b. Is a voting member of the Board of Governors.
- c. Maintains the Scholarship Chair notebook.
- d. The number of scholarships and dollar amount of each scholarship is determined by the Scholarship Committee.
- e. Calls a meeting of the Scholarship Committee in September to review scholarship rules and make necessary changes. Members of the Scholarship Committee include the Scholarship Chair, President, Second Vice President, Advisors, Treasurer, and up to two LSC members, if needed.
- f. Contacts Estrella Mountain Community College (EMCC) in September to ensure they will provide a judging panel for the evaluation and scoring of scholarship application packages.
- g. Updates the Scholarship Packet, making any changes as advised by Scholarship Committee.
- h. Contacts the Public Relations Chair, at least one (1) month prior to distributing applications, for assistance with Public Relations in the Newsletter, Thunderbolt, Daily Bulletin, social media, and posters.
- i. Arranges to take application packages to a representative at EMCC immediately following the application deadline so they can begin the scoring/evaluation process. Allow at least two weeks for the judging process. Sends out official letters of congratulations to the winners and letters of regret to remaining applicants. Mails formal invitations to student winners and their parents, continuing education winners and their spouses, judging panel at EMCC, and any scholarship sponsors. Dinner for these individuals should be paid for from the Welfare Treasury.
- j. Arranges the ceremony in which the scholarship winners are recognized, presents scholarship certificates at the ceremony and turns in all receipts to the Treasurer for any scholarship expenses paid out of pocket. This should be done no later than May 15<sup>th</sup> since expenses must be reflected in that year's budget.
- k. Receives the Enrollment Verification forms from the Scholarship Recipients and notifies the Treasurer to write and mail the scholarship check.
- l. Fulfills the duties of the Thrift Shop Chair in her/his absence (not including vacancy).
- m. If the Scholarship Chair cannot fulfill her/his duties, the Thrift Shop Chair will assume her/his duties (does not include the case of vacancy).





a.



## **Section 2: General Information and Forms**



# BoG Meeting Agenda Template

## Luke Spouses' Club Board of Governors' Meeting Agenda

- I. Call to Order**
- II. President's Opening Comments**
- III. Review and Approve Previous Board Minutes**
- IV. Executive Board Reports**
  - 1. President
  - 2. First Vice President
  - 3. Second Vice President
  - 4. Secretary
  - 5. Treasurer
  - 6. Parliamentarian
- V. Social Standing Committee Reports**
  - 7. Membership
  - 8. Programs
  - 9. Communications
  - 10. Public Relations
  - 11. Reservations
  - 12. Community Outreach
- VI. Welfare Standing Committee Reports**
  - 13. Charitable
  - 14. Thrift Shop
  - 15. Scholarship
- VII. Old Business**
- VIII. New Business**
- IX. Announcements**
  - 1. Dates to Remember
  - 2. President's Comments
  - 3. Honorary President's Comments
  - 4. Honorary Vice President's Comments
  - 5. Advisor's Comments
- X. Adjournment**



# Seating Chart

2 <sup>nd</sup> Vice President	Treasurer	Parliamentarian	President	Secretary	1 <sup>st</sup> Vice President
Charitable					Membership
Thrift Shop					Programs
Scholarships					Communications
					Public Relations
					Reservations
					Community Outreach
Advisor	Advisor	Honorary Vice President	Honorary President	Advisor	Advisor



# Parliamentary Procedure Simplified

## The Object:

The object of parliamentary law is to provide a common formula or guide for conducting meetings and public gatherings. It is the means by which the will of the majority may be determined in an orderly manner. It provides for free and open debate which should assure a fair hearing for all persons and all points of view.

## The Basic Principles of Parliamentary Law:

- 1) One question or proposal at a time.
- 2) The democratic principle of rule by the majority without tyranny to the minority.
- 3) The right to free and full debate.
- 4) The principle of equality: every member is the equal of every other in the right to introduce, debate, and vote upon matters before the group.
- 5) Courtesy: Respect for the rights of individuals and for the assembly itself.

## Procedure to propose a Main motion:

Member: *Madam President.*

President: *Jane Doe.*

Member: *I move that \_\_\_\_\_.*

Another Member: *I second the motion.*

President: *It is moved and seconded that (states motion).*

Members now wishing to speak for or against the motion must address the President and

be recognized before speaking. A discussion follows.

President: *Are you ready for the question?*

If no one addresses the President, she puts the motion to vote.

President: *The vote is on the motion (states motion). Those in favor say "Aye". Those opposed say "no".*

After the vote, the President declares the result, either

"The ayes have it; the motion is carried." OR

"The no's have it; the motion is lost. Is there other business?"

## Rules for a Main Motion:

- 1) In order to vote when no other main motion is pending.
- 2) Majority vote decides. (The President may vote to break a tie.)
- 3) When motion is decided, it cannot be taken up at the same meeting, except on motion to reconsider. The motion to reconsider can be made by a person that had voted on the winning side of the vote.



Other forms of motions that must refer to the main motion on the floor and must be voted upon individually prior to the vote on the main motion are:

- 1) To postpone consideration indefinitely.
- 2) To amend or substitute words in the main motion.
- 3) To postpone definitely (set a date for it to be discussed again.)
- 4) To close debate and vote immediately.
- 5) To table.
- 6) To withdraw motion.
- 7) To rescind or repeal the motion.

Meeting etiquette:

DO:

- 1) Phrase clearly any motion which you present.
- 2) Permit the chairman to state the motion before you debate upon it.
- 3) Be careful to use the appropriate motion for the action which you wish taken.
- 4) Say "I move..."
- 5) Be on the alert to detect violations of rules of order.

DO NOT:

- 1) Do not wait to obtain the floor in order to second a motion.
- 2) Do not say "The motion on the floor", instead say "the pending motion" or "the motion before the club".
- 3) Do not say "I support the motion", instead say "I second the motion".
- 4) DO NOT ENGAGE IN CONVERSATION WHILE THE ASSEMBLY IS IN SESSION.



## LSC Forms

The following forms are to be used in conjunction with the LSC Constitution and By-Laws. Where there are any conflicts between these documents, the By-Laws and Constitution will be followed.

- 1) Membership Application
- 2) Reimbursement Voucher
- 3) Welfare Request Form
- 4) Request for Funds
- 5) Receipt of Funds
- 6) Childcare Reimbursement Form
- 7) Childcare Roster and Guidelines
- 8) Executive Board Candidate Intent Form
- 9) Standing Committee Chair Interest Form







# Membership Application

Email: [lukescmembership@gmail.com](mailto:lukescmembership@gmail.com)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Cell No: \_\_\_\_\_ Email: \_\_\_\_\_  
Spouse's Unit: \_\_\_\_\_

- ☐ New LSC member, please let us know if a member referred you: \_\_\_\_\_  
☐ Returning LSC member.  
☐ I would like to be contacted about serving on the LSC Board

## Annual Membership Dues

The LSC Membership Year runs from June 1 – May 31. Payment can be made at any LSC social function with cash or check payable to LSC or mailed to: LSC, c/o Membership Chair, PO Box 1959, Litchfield Park, AZ, 85340. Payment plans are available through the Membership Chair.

\$48.00

- ☐ Active Duty (All others) ☐ Retired ☐ Deceased ☐ Reserves/Guard ☐ International  
☐ DoD Civilian Spouse

\$36.00

- ☐ Active Duty (E-5 & below) ☐ Retired ☐ Deceased ☐ Reserves/Guard ☐ International

Please read, accept and initial the following terms and conditions of membership in the Luke Spouses' Club. All governing rules and regulations may be found in greater detail in the LSC By-Laws, Constitution and Handbook. As a member, you are encouraged to read these documents and understand your commitments and responsibilities.

\_\_\_\_\_ Reservations Policy for Functions: I agree to cancel through Evite or contact the Reservations Chair by the specified date in the Evite or I will be charged the cost of the function.

\_\_\_\_\_ I authorize the LSC to use and publish my photographs at LSC events in print and/or electronically.

\_\_\_\_\_ Liability Declaration: I understand that as a member of the LSC, I may share responsibilities and liabilities as outlined in the LSC ByLaws. I have access to this document as it is on the LSC website.

\_\_\_\_\_ As a member of the LSC, I agree to abide by the LSC rules and regulations as set forth in the Constitution and ByLaws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use Only

Received by \_\_\_\_\_ Date Received \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Amount \_\_\_\_\_  
Evite List \_\_\_\_\_ NameTag \_\_\_\_\_ Roster \_\_\_\_\_ Membership Email \_\_\_\_\_





## Welfare Request Form

Email: [lukescccharitable@gmail.com](mailto:lukescccharitable@gmail.com)

Name of Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose of Funding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who Will Benefit From  
Funds:

Percent of Military and/or Military Family Members who will Benefit: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date Donation is Needed By: \_\_\_\_\_

Do you have other means of obtaining funding (fundraising, other organizations, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Please attach any other pertinent information such as a flyer or mission statement. Requests can be emailed to [lukescccharitable@gmail.com](mailto:lukescccharitable@gmail.com) or mailed to:

**LSC  
c/o Charitable Chair  
PO Box 1959  
Litchfield Park, AZ 85340**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All requests will be reviewed at our monthly board meeting held the first Thursday of the month.*



## Request for Funds

Email: [lukesctreasurer@gmail.com](mailto:lukesctreasurer@gmail.com)

Date: \_\_\_\_\_ LSC Voucher #: \_\_\_\_\_ Check #: \_\_\_\_\_

Committee/Fund: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reason/Brief Description of Request:

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Requested By:

(Print): \_\_\_\_\_

(Signature): \_\_\_\_\_

Approved By:

(Print): \_\_\_\_\_

(Signature): \_\_\_\_\_

Check Issued By: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_



## Receipt of Funds

Email: [lukesctreasurer@gmail.com](mailto:lukesctreasurer@gmail.com)

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Committee/Fund: \_\_\_\_\_

Source: \_\_\_\_\_

\_\_\_\_\_

Received From: \_\_\_\_\_

Deposited By: \_\_\_\_\_

Date of Deposit: \_\_\_\_\_ LSC Voucher #: \_\_\_\_\_

This transaction is submitted for execution and recording by the Treasurer. The items and amounts listed above are true and correct to the best of my knowledge and are authorized by the LSC Board. Attached herewith are all sales slips, receipts, bills, invoices, statements, or vouchers representing this transaction.

Chairman's Signature: \_\_\_\_\_

Treasurer's Certification:

The items and amounts listed above are true and correct to the best of my knowledge and were received/disbursed by me in accordance with the current LSC Board approval as started in the minutes.

Treasurer's Signature: \_\_\_\_\_



## Childcare Reimbursement Form

Email: [lukesctreasurer@gmail.com](mailto:lukesctreasurer@gmail.com)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_

Childcare Provider Signature: \_\_\_\_\_

Time in: \_\_\_\_\_ Time out: \_\_\_\_\_ Price per Hour: \_\_\_\_\_ Total: \_\_\_\_\_

### Childcare Guidelines

- 1) All Board members are entitled to reimbursement for childcare during Board meetings or special meeting during which childcare is not provided by the LSC.
- 2) The LSC Treasurer will reimburse the childcare amount paid up to the following rates:

One child	-	\$ 8.00/hour
Two children	-	\$ 10.00/hour
Three children	-	\$ 12.00/hour
Four children	-	\$ 14.00/hour
- 1) The Board member is responsible for letting the Treasurer know that private childcare was used at the time of the Board meeting or special meeting.

By signing this form, I certify that I have attended the LSC Board meeting or special meeting during which childcare was not provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LUKE SPOUSES' CLUB

CHILDCARE ROSTER AND GUIDLINES

LSC BOARD OF GOVERNORS

**PLEASE READ AND SIGN BEFORE USING CHILDCARE:**

1. The Luke Spouses' Club is not liable for children in childcare. Parents assume all responsibility for their children and understand inherent risks.
2. The Luke Spouses' Club Member is responsible for directly paying the sitter for childcare provided.
3. Approved childcare rates are as follows: \$8/hr for 1 child; \$10/hr for 2 children; \$12/hr for 3 children; \$14/hr for 4 children
4. The Luke Spouses' Club Treasurer will reimburse child care expenses incurred by Board of Governors members while attending meetings requiring their presence.

**\*\*BY SIGNING BELOW, YOU ACKNOWLEDGE THE LSC CHILDCARE POLICIES AND RELEASE**

**THE LUKE SPOUSES CLUB OF ALL LIABILITY FOR CHILDCARE\*\***

DATE:

PROVIDER(S):

MEETING TYPE:

MEETING TYPE:											Treasurer Use Only	
Parent	Cell #	Child Name	Age	Rate	Time In	Time Out	Total Hours	Amt Due	Paid	LSC#	Check#	
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												
Printed Parent Name												
Parent Signature:												



## Executive Board

## Candidate Intent

### Form

Email: [lukesparliamentarian@gmail.com](mailto:lukesparliamentarian@gmail.com)

Anyone interested in serving on the Executive Board please complete the application below and submit it to the LSC Parliamentarian via Email or bring it to the March social. The Executive Board positions are nominated at the March social and elections are held at the April social. The Executive Board consists of the following positions: President, First Vice President, Second Vice President, Treasurer, and Secretary. You won't regret utilizing your skills and talents to lead the Board of Governors and the LSC!

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Previous Spouses' Club positions held: \_\_\_\_\_

Experiences in other organizations: \_\_\_\_\_

Following Executive Positions you are willing to be nominated to hold (please sort by preference):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Please return this form to the Parliamentarian via Email, at a social or via mail to:

**LSC  
c/o Parliamentarian  
PO Box 1959  
Litchfield Park, AZ 85340**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Standing Committee Chair Interest Form

Email: [lukescparliamentarian@gmail.com](mailto:lukescparliamentarian@gmail.com)

Anyone interested in serving as a standing committee chair please complete the application below and submit it to the LSC Parliamentarian via Email or bring it to the March social. The standing committee chair positions are appointed at the June Board meeting. The standing committee chairs are: Membership, Programs, Communications, Public Relations, Reservations, Charitable, Thrift Shop, and Scholarships. You won't regret utilizing your skills and talents on the Board of Governors for the LSC!

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Previous Spouses' Club positions held: \_\_\_\_\_

Experiences in other organizations: \_\_\_\_\_

Following standing committee chair positions that you are willing to hold (please sort by preference):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Please return this form to the Parliamentarian via Email, at a social or via mail to:

**LSC**  
**c/o Parliamentarian**  
**PO Box 1959**  
**Litchfield Park, AZ 85340**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_