

Luke Spouses' Club

Luke AFB, Arizona

By-Laws

ARTICLE I – MEETINGS

Section 1. General Membership.

The Luke Spouses' Club (LSC), formerly known as the Luke Officers' Wives' Club (LOWC) and the Luke Officers' Spouses' Club (LOSC), operates on Luke AFB, Arizona pursuant to the DoD Instruction (DoDI) 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations* and Air Force Instructions (AFI) 34-223. Once approved and signed by the 56th Mission Support Group Commander (or designee), the adoption nullifies any previous Constitution and By-Laws of the LSC. Business of the LSC shall be conducted at general or special meetings. LSC meetings shall be held once a month, at a predetermined LSC sponsored event, with a break during the summer. The schedule shall be published in the first newsletter for the current year and posted to the website. The announced dates may be rescheduled by the President and with the approval of the Executive Board, if deemed necessary. The President may call special meetings. All members shall be given sufficient advance notice of special meetings by publication on the LSC website, Facebook page, and by email and/or telephone. The President may also call for an email general membership meeting where a vote is needed by the general membership, which shall also be announced on the LSC website, Facebook page, and by email and/or telephone.

Section 2. Board of Governors.

The Board of Governors shall meet once a month. The schedule shall be decided and announced during the first board meeting for the current year. The announced dates may be rescheduled by the President and with the approval of the Executive Board, if deemed necessary. Any LSC member in good standing may attend the Board of Governors meetings as an observer. Any LSC member in good standing may request and be approved by the President to address the Board of Governors. All members shall be given sufficient advance notice of special meetings by publication on the LSC website, email, text message, and/or by telephone.

ARTICLE II – QUORUMS AND ELECTRONIC VOTING

Section 1. Quorums.

At general or special meetings of the membership, a quorum to conduct business and vote on matters will be one-third (1/3) of the active members, of which the majority of valid votes cast by those

present (in person) 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 or response by e-mail.

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, of which the majority of valid votes cast by those present (in person) will pass an issue or matter. Members serving as co-chairs will count as one member in determining matters of quota. Unfilled positions shall not be counted when determining quota. Members serving in more than one chair will be entitled to only one vote. In this case, the different chairs shall count as one member 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 are 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. In the event in which a member does not have an email address, an attempt to discuss the issue and to obtain their vote will be made via telephone. 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 8:59 am on 4 Jan). After the vote is taken, the Parliamentarian will inform the President, after which the President will send an electronic message to the Board of Governors and the general membership announcing the results. The Secretary will then make a note of the vote and include the result 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/he 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 forty-eight (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 LSC is voluntary and shall consist of three (3) categories: Active, Associate, and Honorary Members.

Only members in good standing may attend and participate in LSC sponsored activities or functions, with exceptions of guests as defined in Section 4. The Board of Governors, with consent of the Advisor(s), 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. Membership may be terminated for non-payment of debts such as dues, luncheon, or

special activity fees. Membership once terminated shall be reinstated upon payment of accrued dues and assessments.

Section 1. Active Members.

a. Eligibility

- 1) Spouses of active military members of the United States Armed Forces assigned or attached to Luke AFB or residing in the greater Phoenix, AZ area.
- 2) Spouses of military members of the United States Armed Forces on active duty who are not in the geographical area of Luke AFB, AZ.

b. Privileges

- 1) An Active Member is eligible to vote, serve on the Board of Governors, chair a committee, and participate in all LSC sponsored activities.
- 2) An Active Member shall pay annual dues, in advance or at the time of joining the LSC, directly to the Membership Chair or Treasurer.

Section 2. Associate Members.

a. Eligibility

- 1) Spouses of retired or deceased United States Armed Force members, residing in the greater Phoenix, AZ area.
- 2) Spouses of Guard and Reserve members of the United States Armed Forces assigned or attached to Luke AFB or residing in the greater Phoenix, AZ area.
- 3) Spouses of International Armed Force members assigned to Luke AFB or the greater Phoenix, AZ area.
- 4) Spouses of Department of Defense (DOD) employees, active or retired.

b. Privileges

- 1) An Associate Member is eligible to vote, chair a committee, and participate in all LSC sponsored activities.
- 2) An Associate Member may hold the following offices: Secretary, Treasurer, or any appointed Board of Governors positions.
- 3) In the event that all nominated Active members decline the nomination for the office of President, First Vice President or Second Vice President, the general membership may vote to nominate an Associate Member to fill these offices. Once elected, the nominated Associate member will be permitted to serve in office for one year.
- 4) An Associate Member shall pay annual dues, in advance or at the time of joining the LSC, directly to the Membership Chair or Treasurer.

Section 3. Honorary Membership.

a. Eligibility

The following persons shall be offered honorary membership for the duration of their spouse's term:

- (a) Spouse of the 56th Wing Commander at Luke AFB as the Honorary President
 - (b) Spouse of the 56th Vice Wing Commander at Luke AFB as the Honorary Vice President
 - (c) Spouse of the 56th Operations Group Commander at Luke AFB as Advisor
 - (d) Spouse of the 56th Mission Support Group Commander at Luke AFB as Advisor
 - (e) Spouse of the 56th Maintenance Group Commander at Luke AFB as Advisor
 - (f) Spouse of the 56th Medical Group Commander at Luke AFB as Advisor
 - (g) Spouse of the 56th Wing Command Chief at Luke AFB as Advisor
- b. Privileges
- 1) Honorary Members are eligible to participate in all LSC sponsored activities.
 - 2) Honorary Members are not required to pay dues and are therefore not eligible to vote or hold office. 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.
 - 3) Honorary Members may be put on the roster and receive newsletters and invitations to programs.
 - 4) Honorary members shall pay all other fees for functions and special activities.

Section 4. Guests.

- a. Individuals who are eligible for membership in the LSC 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. 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. Houseguests of any member may attend social functions with approval from the Reservations Chair. Members shall be financially responsible for their guest and shall make reservations for them.
- d. Guests are allowed to participate in social events, but are ineligible to win door prizes.

Section 5. Termination of Membership.

A member of the LSC may have their membership subjected to termination for situations including but not limited to the following:

- a. Non-payment of dues for sixty (60) days without a Treasurer approved payment plan. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their dues in full at time of reinstatement.
- b. Non-payment of fees for LSC sponsored activities such as socials and childcare. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their fees in full at time of reinstatement.
- c. Inappropriate behaviors towards the LSC Board of Governors and/or the LSC Membership such as slander, intimidation and acts of retaliation.

- d. Termination of a member under these circumstances will not result in the reimbursement of any membership dues.

ARTICLE IV – GOVERNING BODIES AND OFFICERS

Section 1. Governing Bodies.

The LSC shall be governed by the Board of Governors which shall be composed of the Executive Board and the appointed Chairpersons of all standing and/or special committees. The Executive Board of the LSC shall be responsible for the day-to-day operations of the LSC and shall report to the Board of Governors. The Executive Board of the LSC shall be composed of the Honorary President, Honorary Vice President, Advisor(s), President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian. The responsibilities and duties of the Executive Board positions are defined in these By-Laws. The responsibilities and duties of all Board of Governors positions are defined in detail in the LSC Handbook.

The officers of this organization shall be elected and appointed officers and standing committee chairs. Honorary President, Honorary Vice President, Advisor(s), and Parliamentarian shall be non-voting members of the Board of Governors.

Section 2. Officers.

- a. Honorary Officers
 - 1) Honorary President
 - 2) Honorary Vice President
 - 3) Advisor(s)
- b. Executive Board

All Executive Board positions are elected positions with the exception of the Parliamentarian. The President shall appoint a Parliamentarian.

- 1) President
 - 2) First Vice President
 - 3) Second Vice President
 - 4) Secretary
 - 5) Treasurer
 - 6) Parliamentarian (*Appointed*)
- c. Appointed Committee Chairs
 - 1) The Executive Board shall appoint Committee Chairs.
 - 2) The President will assist any Chair in the selection of a co-chair, if needed. Chairs may select additional committee members as necessary and with the approval of 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 First Vice President, will be called Social Committees and may be, but are not limited to:
 - (a) Membership
 - (b) Programs
 - (c) Communications
 - (d) Publicity
 - (e) Reservations
 - (f) Community Outreach
- 3) Standing committees that coordinate through the Second Vice President, will be called Welfare Committees and may be, but are not limited to:
 - (a) Charitable
 - (b) Thrift Shop
 - (c) Scholarship
 - (d) Fundraising
- 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 (e.g. large fundraisers, base wide events, etc.). Examples include the Wreath and Tree Raffle Committee and the Fighter Country Partnership (FCP) Golf Tournament Volunteers Committee.
- 5) Special committee chairperson shall be appointed by the President.
- 6) No committee member is authorized expenditures without direct approval of the Committee Chairperson.

Section 3. Removal of Board Officers.

Any member of the Board of Governors may be removed from office or position with reason or just cause. Any LSC member may call for removal of a Board Member but must do so with just cause and supporting information. The request for removal must be made in writing to the Board of Governors. Removal of an Executive Board member requires a two-thirds (2/3) majority vote of the general membership. Removal of a standing committee chair requires a majority (51%) vote of the Executive Board (to include President, but excluding Parliamentarian). Removal from office or position will be due to, but not limited to the following reasons:

- a. Failure to discharge duties of his/her office
- b. Misuse of LSC funds
- c. Conduct of illegal activity
- d. Missing two (2) consecutive meetings or continued unexcused absences from monthly Board of Governors or other required meetings
- e. Misrepresentation of the LSC and its Membership

ARTICLE V – ADMINISTRATION

Section 1. Guidance.

The LSC 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 LSC.
- b. The Board of Governors shall be governed by the Constitution, By-Laws, and all applicable Private Organization Air Force Instructions and Regulations.
- c. Normal operating procedures of the LSC shall be provided in these By-Laws. Should there be a conflict between the LSC Constitution, By-Laws, or any standing rules, the Constitution will govern.
- d. The Board of Governors shall meet consistent with their positions as described in these By-Laws.
- e. The Board of Governors shall authorize all expenditures in accordance with the Constitution and By-Laws.

Section 2. Executive Board.

- a. The Executive Board of the LSC shall consist of the Honorary President, Honorary Vice President, Advisor(s), President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.
- b. The Executive Board, with the exception of the Parliamentarian, Advisor(s) and Honoraries, shall be elected by the general membership for the term of one (1) year or until new elections are held.
- c. The Executive Board shall meet to approve the appointments of standing and special committee chairpersons after they are elected 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 and LSC monthly socials (which serve as the monthly general membership meeting). If unable to attend, notify 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 corresponding Vice President.
- c. Submit all voucher sheets in a timely manner. All receipts must be submitted by 15 May for reimbursement. **Note: In order for the Treasurer to close the books by 31 May, all receipts must be submitted by 15 May in order to allow time for checks to be written and cashed and close the books on time.

- 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.

Section 4. Term of Office.

- a. The term for elected officers shall begin the month following their installation. They shall serve for a period of one (1) year or until their successors are elected or appointed.
- b. Elected officers' terms will not exceed two (2) consecutive years in the same office without the approval of the general membership.
- c. Appointed officers' (Parliamentarian and Thrift Shop Chair) term will not exceed two (2) years in the same office without the approval of the incoming Executive Board under conducting new business during the first Board Meeting of the year.
- d. Committee Chairpersons and Co-Chairpersons serve at the discretion of the President and the Executive Board.

Section 5. Voting on Management Matters.

- a. With the exception of the Advisor(s), 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. In the event of one member chairing several committees, only one vote is cast.
- c. The President shall vote only in the case of a tie.

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, Thrift Shop Chair, and Committee Chairpersons with the 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 will maintain 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 representatives 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.

Section 2. First Vice President

- 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 each month.
- 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 Sign Up 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. Is familiar with the duties of and assist the President with appointing specifically the following Chairs:
 - Membership
 - Programs
 - Communications
 - Publicity
 - Reservations
 - Community Outreach
- i. Supervises and/or acts as Interim Chair for social committees.
- j. 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.
- k. Is the Chair or appoints one for decorating Club 56 for Christmas. This should be accomplished by the September Board Meeting.
- l. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
- m. Fulfills duties of President in her/his absence (not including vacancy).
- n. 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).

Section 3. Second Vice President.

- a. Assists the President in handling all welfare duties.
- b. Serves as Advisor to all welfare committees.
 - c. Is totally familiar with the duties of and assists the President with appointing specifically the following Chairs:
 - Charitable
 - Thrift Shop
 - Scholarships
 - Fundraising
 - 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 duties (does not include the case of vacancy).

Section 4. Secretary

- 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 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 Committee.
- 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).

Section 5. Treasurer.

- 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 all deposits to the Administrative and all 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 56th 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 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).

Section 6. Parliamentarian.

- 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.
- g. 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.
- h. Emails a list of the newly elected Executive Board members to the Private Organization Monitor after the April election.
- i. Maintains the due dates of Liability Insurance (February) and Tax Returns for Administrative and Welfare Accounts (June).
- j. Announces winners of election in April and installs newly elected officers in May.

- k. 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.
- l. Prepares proposed revisions of the LSC Constitution, By-Laws, & Handbook.
- m. Obtains necessary approval of all revisions to the LSC Constitution, By-Laws, & Handbook.
- n. Serves as Chair of the Nominating Committee.
- o. Serves as Chair of the Constitution and By-Laws Committee.
- p. Administers and records any phone/email votes as directed by the President.

Section 7. Advisor(s).

- a. 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.
- b. The Honorary President (or her/his designated LSC Advisor) shall serve on the Thrift Shop Executive Board in an advisory capacity without vote.
- c. All Advisors shall serve on the Nominating Committee.
- d. A minimum of one (1) Advisor shall serve on the Constitution and By-Laws Committee, Budget Committee, and Scholarship Committee.
- e. Coordinates on all protocol issues.
- f. Assists the President and the Executive Board.

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 Nominating Committee consists of the Parliamentarian, Honorary President, Honorary Vice President, and Advisor(s).

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.
- c. Nominees must be considered members in good standing.
- d. Nominees for President, First Vice President and Second Vice President must be Active Members.
- 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. Nominations may be taken from the floor at the March Membership meeting or any time prior.
- g. Elections will be held at the April Membership meeting.

Section 3. Elections.

- a. All members in good standing are eligible to vote.
- b. Voting shall be conducted by secret ballot at the April Membership meeting.
- c. Absentee ballots may be made available prior to the April Membership meeting.
- d. All ballots shall be counted by at least two (2) members of the Nominating Committee.
- e. The candidates receiving the majority (51%) of the votes within each office shall be elected.
- f. In the case of a tie there will be a revote.

Section 4. Installation of Officers.

- a. Installation of the new officers will take place at the May Membership meeting. Officers shall serve for a period of one year and shall assume their duties on 1 June.
- b. A Board of Governors joint meeting of outgoing and 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 and conducting old business. The first meeting of the newly elected Officers and appointed Chairs will immediately follow with new business.

ARTICLE VIII – THRIFT SHOP/AIRMAN’S ATTIC/CINDERELLA’S CLOSET

Section 1. Governing Body.

The operation of the Thrift Shop/Airman’s Attic/Cinderella’s Closet will be directed by the Thrift Shop Committee and the Thrift Shop/Airman’s Attic 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 Committee and presented to the Board of Governors for approval. The Thrift Shop Committee consists of:

- a. 56th FW Command Spouse (or her/his designated LSC Advisor) - Will act as an advisor and shall be a non-voting member
- b. LSC President – Will act as an advisor and shall only vote in the case of a tie
- c. LSC Second Vice President – Shall be a voting member
- d. LSC Thrift Shop Chair – Will chair the meetings and shall be a voting member
- e. LSC Treasurer – Shall be a voting member
- f. Thrift Shop Manager – Shall be a voting member unless voting is in relation to manager’s job performance, job description, compensation, or other matters relating to the manager’s position

Section 2. Accounting Procedures and Funding.

- a. Audits/Reviews will be conducted according to AFI 34-223 as stated in the LSC Thrift Shop Operating Policies and Procedures. The LSC will be prepared to discuss audit results with the 56th Mission Support Group Commander (or designee) as necessary.
- b. All operating expenses shall be paid from the profits of the Thrift Shop with the LSC being obligated for all debts in excess of profits.
- c. Net income will be disbursed by check and will be deposited into the LSC Welfare Account in March, June, September, & December or any other time as deemed by the Thrift Shop Chair and Thrift Shop Manager.
- d. The Thrift Shop will maintain an autonomous checking account from which all Thrift Shop financials will be operated. That account will be maintained by the Thrift Shop bookkeeper. The LSC 2nd Vice President, Thrift Shop Manager, and the LSC Thrift Shop Chair will also be authorized signers on the Thrift Shop account.
- e. The Thrift Shop Manager is responsible for paying Thrift Shop Liability insurance from the Thrift Shop account either annually or biannually.

Section 3. Dissolution Procedures.

If it is deemed necessary to close the Thrift Shop/Airman's Attic/Cinderella's Closet:

- 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 thirty (30) days of notification will be given to worthy charities as directed by the Thrift Shop Committee.
- e. Thrift Shop/Airman's Attic/Cinderella's Closet property will be liquidated in accordance with the charitable purpose of the Thrift Shop.
- f. All funds in excess of liabilities shall be dispersed to the LSC Welfare Account.
- g. In the event that liabilities of the Thrift Shop exceed its assets, the LSC shall be obligated and shall ensure that such liabilities are discharged.
- h. The Thrift Shop will maintain a Luke AFB Dissolution Fund in the amount of \$1500.

ARTICLE IX – SCHOLARSHIP

Section 1. Governing Body.

The Scholarship Budget will be reviewed annually and revised, as needed, and presented for approval by the Board of Governors. The LSC Scholarship Committee shall consist of the Scholarship Chair, Second Vice President, President, Advisor(s), Treasurer, and up to two (2) LSC members, if needed.

Section 2. Purpose.

The Scholarship Chair will ask a non-LSC group (e.g. Estrella Mountain Community College) to examine and score the packages of eligible applicants. The Scholarship Committee will determine by score, the recipients, and the fund amounts of each award. Graduating high school seniors, and/or military spouses and military dependents pursuing continuing education are eligible to receive scholarship awards. If a recipient has already received other scholarship awards to fulfill all tuition, she/he may still be eligible for an award from the LSC to go toward education expenses. Applicants are eligible to win a LSC scholarship one time. The Scholarship Committee will also plan an event in honor of the recipients and present the awards.

ARTICLE X – FISCAL GOVERNANCE

Section 1. Guidance

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. Fundraising activities designed to benefit the Administrative Treasury will be in compliance with AFI 34-223, all applicable Private Organization Air Force Instructions and Regulations, and with the approval of the 56th Mission Support Group Commander (or designee).
- b. Funding for LSC activities will come from monthly dues and events designated as Administrative Treasury fundraising events.

Section 3. Welfare Accounts.

- a. The LSC will comply with the IRS Code section 501(c)(3) in regard to receiving money into the Welfare accounts.
- b. Fundraising activities designed to benefit Welfare Treasury will be in compliance with AFI 34-223, all applicable Private Organization Air Force Instructions and Regulations, and with the approval of the 56th Mission Support Group Commander (or designee).
- c. Primary funding for the Welfare account will come from net profits from the LSC Thrift Shop, monies received from charitable donations, and events designated as Welfare Treasury fundraising events.

ARTICLE XI – ACCOUNTING POLICIES

Section 1. Guidelines.

- a. The fiscal year of the LSC shall run concurrent with the Board term (1 June to 31 May).

- b. All books should be closed at the end of the fiscal year immediately following receipt of the May Bank Statement but no later than 7 June. The Welfare Account books will then be turned over to an Auditor for an Annual Audit and are to be audited and/or reviewed, per AFI 34-223, and in accordance with current USAF Instructions. 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 as requested by the 56th Mission Support Group Commander (or designee) or the Executive Board.
- c. Tax returns will be filed every year by the Treasurer, to include the Thrift Shop.
- 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 LSC 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 LSC Scholarship, reimbursement of LSC expenses, and pay for childcare services provided as outlined in article j. of this section.
- 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 the next meeting of the general membership.
- i. The limit placed on gifts given to departing Board of Governors' members (including Honorary President, Honorary Vice President and Advisors) is \$20 (Twenty Dollars). The President shall purchase all Board of Governors' departing gifts and the First Vice President shall purchase the President's departing gift (if any).
- j. The LSC Treasurer will reimburse Board Members for child care fees attributable to those members attending regular board meetings and special meetings requiring their presence. The fees are not to exceed the childcare providers' hourly rate, up to \$8 (Eight Dollars) for one (1) child, \$10 (Ten Dollars) for two (2) children, \$12 (Twelve Dollars) for three (3) children, and \$14 (Fourteen Dollars) for four (4) children.

Section 2. Dues and Reservations.

- a. Dues for active and associate members shall be established by the Board of Governors.
- b. Dues are \$48 (Forty-Eight Dollars) annually for members except for enlisted spouses E-5 and below, for which it shall be \$36 (Thirty-Six Dollars). They are subject to review and revision by the Board of Governors.
- c. Renewal membership must be paid no later than the September social. Any previous year member is automatically considered a renewing membership. Membership is considered inactive if not paid on time. Any spouse needing a payment plan should contact the Membership Chair. Payment plans are available to all members at the discretion of the Membership Chair. They will be considered a

member in good standing and eligible to vote provided they are meeting the terms of their payment plan.

- d. Honorary Members 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.
- e. At the Bunco & Bingo Socials, winners must be LSC members in good standing prior to the start of these events.

Section 3. Disbursements.

- a. Checks from the Administrative Treasury over the amount of \$500 (Five Hundred Dollars) for unbudgeted expenditures should be signed by any two (2) of the following: President, First Vice President, or Treasurer. All other checks from the Administrative Treasury may be signed by the Treasurer or other signature authority.
- b. Checks from the Welfare Treasury over the amount of \$2,500 (Two Thousand Five Hundred Dollars) or checks for unbudgeted amounts of \$1,000 (One Thousand Dollars) or more should be signed by any two (2) of the following: President, Second Vice President, or Treasurer. All other checks from the Welfare Treasury may be signed by the Treasurer or other signature authority.
- c. Checks for scholarship recipients will be written once the Enrollment Verification is received by the Scholarship Chair from the recipient.
- 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 LSC.
- e. The minimum balance in the Administrative Treasury shall be \$1,000 (One Thousand Dollars).
- f. The minimum balance in the Welfare Treasury shall be \$1,000 (One Thousand Dollars).
- g. The minimum balance in the Scholarship Fund Treasury shall be \$500 (Five Hundred Dollars).
- h. The Board of Governors may authorize disbursements of \$1,000 (One Thousand Dollars) or less on any one unbudgeted item. The general membership will vote on unbudgeted disbursements greater than \$1,000 (One Thousand Dollars).
- h. The Treasurer 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).

Section 4. Budget.

- a. The Budget Committee, chaired by the Treasurer, shall consist of the Advisor(s), President, First Vice President, Second Vice President and the Secretary.
- b. Each standing committee chair shall prepare and submit annual budget requirements to the Treasurer prior to the April Board meeting.
- c. Both an Administrative and a Welfare budget shall be prepared by the Budget Committee and presented to the Board of Governors at the May Board Meeting for approval. The budget will then be voted on by the general membership meeting at the May Social and will go into effect 1 June. A

minimum of \$1,000 (One Thousand Dollars) in each the Administrative Account and the Welfare Account shall be turned over to the incoming Board of Governors.

- d. The President may call a Budget meeting to review the budgets.
- e. The Budget Committee will meet in January to conduct a Mid-Year Budget Review.

Section 5. Recordkeeping.

- a. The Treasurer will prepare an income and expense statement monthly, using the cash method of accounting.
- b. The LSC will maintain a balance sheet of total assets at any given time.
- c. The Treasurer will review the required tax return forms prior to its being filed with the IRS. Proposed changes may be discussed with the Executive Board. The Treasurer shall file Form 990-N, the “e-Postcard”. The e-Postcard is due every year by the 15th day of the 5th month after the close of the LSC tax year. The LSC tax year ends on 31 May and the Form 990-N is due by 15 October of the same year.
- d. Forms filed with the IRS will be made available to the public, upon request.
- e. Financial records will be maintained for 7 years.

ARTICLE XII – LSC PROPERTIES

Section 1. Property.

All items bought with LSC funds shall be considered LSC property and will be kept in the LSC closet located in Club 56.

Section 2. Loans of LSC Property.

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. 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.

ARTICLE XIII – LSC EMBLEM AND OBLIGATIONS

Section 1. LSC Emblem.

The use of the LSC emblem shall be at the discretion of the President and the Executive Board.

Section 2. Obligations.

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

ARTICLE XIV – DISSOLUTION

Section 1. Procedure.

- a. Dissolution of this organization shall be by a majority vote of the membership or by the order of the 56th Mission Support Group Commander (or designee).
- b. Upon determination to dissolve, this organization will notify the 56th Mission Support Group Commander of its intent to dissolve and 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 Luke Air Force Base Instructions. Remaining Welfare assets shall be donated to a charity or non-profit 501(c)(3) organization, in accordance with the Internal Revenue Code 501(c)(3) and as detailed in the By-Laws, and approved by a majority of the members.

Section 3. Liabilities.

This article may not be amended or deleted without the approval of the 56th Mission Support Group Commander (or designee). In the event that liabilities or obligation of the LSC shall exceed its assets, the LSC current members shall be obligated and shall ensure that such liabilities are discharged. In accordance with AFI 34-223, para 10.11, LSC members will *“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”*.

ARTICLE XV – AMENDMENTS AND ADOPTION

Section 1. Amendments.

- a. The By-Laws shall be reviewed biennially by the Constitution and By-Laws Committee. Members of the committee shall be the Parliamentarian, who shall serve as Chairperson, the Advisor(s), President, First Vice President, Second Vice President, Secretary, and Treasurer.
- b. The By-Laws may be changed, revised, or adopted at a Board of Governors’ meeting by a majority (51%) affirmative vote of the Board of Governors. Upon approval by the Board of Governors the proposed amendment(s) shall be posted publicly on the LSC website for ten (10) days, and the general membership will be notified via email. Afterward, it shall be presented to the general membership for approval at the next meeting of the general membership. The By-Laws and Amendments to the By-Laws must be reviewed and approved by the 56th Mission Support Group Commander (or designee). The By-Laws will be reviewed in accordance with AFI 34-223 and DODI 1000.15.

Section 2. Adoption.

The LSC operates on Luke AFB, Arizona pursuant to the DoD Instruction 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations* and AFI 34-223, *Private Organization (PO) Program*. Once approved and signed by the 56th Mission Support Group Commander (or designee), the adoption nullifies any previous Constitution and By-Laws of the LSC, formerly known as the Luke Officers' Spouses' Club.