

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. When necessary, business of the LSC shall be conducted at general, special, or online forum meetings. LSC socials may be held every other month as a predetermined LSC sponsored event. LSC will take a break during the summer months of June and July. The schedule of socials shall be publicly 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. All LSC Board of Governors meeting dates will be shared in the monthly membership emails and posted on the LSC website. Any LSC member in good standing may attend the Board of Governors meetings as an observer, with 48 hours prior notice given to the First Vice President. Any LSC member in good standing may submit a written request to address the Board of Governors 48 hours prior to a scheduled meeting. It must then be approved by the President before attending the meeting and addressing the Board of Governors.

ARTICLE II – QUORUMS AND ELECTRONIC VOTING

Section 1. Quorums.

With general membership, a quorum to conduct business and vote on matters will be one-third (1/3) of members in good standing, of which the majority of valid votes cast 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 response by email.

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.. 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 (72 hours) 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. The results of the vote will be included in the upcoming Board of Governor meeting minutes and posted in the newsletter and website within 45 days of the vote concluding.

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.

ARTICLE III – MEMBERSHIP

Membership in the LSC is voluntary and shall consist of three (3) categories: Primary, 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, as noted in Article III Section 5. The President 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. Primary 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 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.
- b. Privileges
 1. A Primary Member is eligible to vote, serve on the Board of Governors, chair a committee, and participate in all LSC sponsored activities.

2. A Primary 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 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 Primary 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 Members.

- a. Eligibility

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

- a.
 - a. Spouse of the 56th Wing Commander at Luke AFB as Advisor
 - b. Spouse of the 56th Vice Wing Commander at Luke AFB as Advisor
 - 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
 - h. Spouse of the 944th Wing Commander 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 a Primary Member by paying dues, she/he shall be entitled to all the rights and privileges of a Primary Member, with the exception of holding an executive position.
 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.

5. Honorary members regardless of dues payment are not allowed to vote at Board of Governor meetings, but if dues are paid may vote on general membership votes.

Section 4. Guests.

- a. Individuals who are eligible for membership in the LSC may attend two different mini club functions as a guest prior to becoming a member. The Board of Governors reserves the right to limit a social function to members only.
- b. Special guests and guest speakers may be invited by the President to attend any function.
- c. A member may bring the same guest (one not eligible for membership) one time during the board year, except for houseguests (defined as persons residing with a member), who may attend 3 functions. Houseguests of any member may attend social functions with approval from the host. Members shall be financially responsible for their guests and shall make reservations for them.
- d. Guests are allowed to participate in social events but are ineligible to win 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 thirty (30) 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, acts of retaliation, or commits an act or behavior that compromises the integrity of the club, as determined by consideration and majority vote of the Board of Governors.
- d. Termination of a member, either by the board of governors or by the member themselves 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, the appointed Chairpersons of all standing and special committees, and Advisors. The Executive Board of the LSC shall be responsible for the day-to-day operations of the LSC. The Executive Board and Advisors shall report to the Board of Governors at monthly meetings. The Executive Board of the LSC shall be composed of the 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 that shall be elected officers are President, First Vice President, Second Vice President, Secretary and Treasurer. The Parliamentarian shall be appointed by the President to the Executive Board. The standing chairs and special committees will be appointed by the President and the Executive Board. The Advisor(s), and Parliamentarian shall be non-voting members of the Board of Governors. The President shall only vote in the event of a tie, at Board of Governor votes as well as general membership. Advisors may become eligible to vote for general membership votes if dues are paid, the parliamentarian will never be eligible to vote during their term of service.

Section 2. Officers:

A. 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*)

B. Standing Chairs

1. The President may appoint, delete, or combine Standing Chairs with the approval of the Executive Board.
2. Standing Chairs that coordinate through the First Vice President, will be called Social Chairs and may be, but are not limited to:
3. Standing Chairs that coordinate through the Second Vice President, will be called Welfare Chairs and may be, but not limited to:
4. The President will assist any Chair in the selection of a co-chair, if needed. Chairs may select additional committee members as necessary and with the approval of the Executive Board.

C. Advisors

1. Honorary members consisting of advisors from the 56 Fighter Wing and 944th Command Spouses.

D. Special committee

1. 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 & Tree Committee and the Fighter Country Foundation (FCF) Golf Tournament Volunteers Committee.
2. Special Committee chairperson shall be appointed by the President.
3. No committee member authorized expenditures without direct approval of the President.

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 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, Advisors and the standing 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 President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.
- b. The Executive Board, with the exception of the Parliamentarian, shall be elected by the general membership for the term of one (1) year or until new elections are held.
- c. The Parliamentarian will be appointed by the President for one (1) year.
- d. The Executive Board shall meet prior to their first board meeting of the board year to approve the appointments of standing chairpersons after they are elected and shall attend Executive Board meetings when called at the discretion of the President.
- e. 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.
- f. Contractual agreements, other than those for monthly events, must be approved by the Executive Board before signing.

- g. All vacancies in the Executive Board, excluding the President, shall be filled by Presidential appointment with Board of Governors' approval.

Section 3. General Responsibilities of Board of Governor Participants.

- a. Attend all Board of Governors meetings and are encouraged to attend as many LSC socials as possible. 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 reported and recorded at the Board of Governors monthly meeting minutes. In the event of an excused absence, the report shall be submitted to the Secretary and corresponding Vice President prior to the meeting.
- 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. Advisors

- a. The Advisor(s) shall serve on 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 a Primary Member by paying dues, she/he shall be entitled to all the rights and privileges of a Primary Member, except for holding an Executive position.
- b. Are not eligible to vote at Board of Governor meetings, regardless of dues payment.
- c. Attend meetings, social events, and mini clubs when possible
- d. Advise Executive Board, or Board of Governors before and during meetings as situations arise.
- e. Report to the Board of Governors.
- f. Alert Board of Governors of any upcoming base events and perhaps how LSC could contribute.
- g. An Advisor shall serve on the Thrift Shop Committee in an advisory capacity without vote.
- h. All Advisors shall serve on the Nominating Committee.
- i. A minimum of one (1) Advisor shall serve on the Constitution and By-Laws Committee, Budget Committee, and Scholarship Committee.
- j. Coordinates on all protocol issues.
- k. Assists the President and the Executive Board.

Section 5. 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' 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 and will be appointed yearly.
- d. Special 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), President, and Parliamentarian, all members of the Board of Governors have one vote each.
- b. A standing 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.
 - a. If the President is not able to vote in the case of conflict of interest or illness, the First Vice President will vote in matters pertaining to Social interest and the Second Vice President will vote in matters pertaining to welfare interest.

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, Standing Chairs and Special 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 Chairs when vacancies occur during the year, with consent of the corresponding Vice President, and Advisors when necessary.
- 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 Standing Chairs and special 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) 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) when necessary.
- 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

- Is familiar with the duties of and assist the President with appointing specifically the following Chairs:
 - Membership
 - Programs
 - Communications
 - Publicity
 - Community Outreach
- b. Assists the President in handling all administrative duties.
- c. Purchases the President's end of year appreciation gift and adds the President's name to the plaque in the Club 56 foyer.
- d. Serves as Advisor on all social chairs.
- e. May countersign all Administrative Treasury checks.
- f. Is a member of the Budget Committee.
- g. Is a member of the Constitution and By-Laws Committee.

- h. Oversees all Special Activity POCs.
- 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. 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.
- m. 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.
- n. Supervises and/or acts as Interim Chair for social chairs.
- o. 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 the Programs Chair needs assistance.
- p. Is the Chair or appoints one for decorating Club 56 for Christmas. This should be accomplished by the September Board Meeting.
- q. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
- r. Fulfills duties of President in her/his absence (not including vacancy).
- s. 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 Chairs.
- c. Is totally familiar with the duties of and assists the President with appointing specifically the following Chairs:
 - Charitable
 - Thrift Shop
 - Scholarships
- 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 chairs.
- j. Oversee the LSC's participation in the annual FCF golf tournament normally held in mid May. Create Sign Up Genius and ensure that we get 20 volunteers to sign up.
- 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).

- n. Assists the Charitable Chair for any charitable/fundraising activity, including the VA Holiday Luncheon, Fighter Country Partnership Golf Tournament and any other volunteer days and/or donation drives.

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, when necessary.
- d. Provides copies of the minutes and Board reports to all members of the Board of Governors via email prior to the next board meeting.
- e. Handles all correspondence of the LSC. Picks up and distributes mail from the Litchfield Post Office in a timely manner. Retains correspondence for two (2) years.
- f. Is responsible for set-up before each Board meeting.
- g. Emails monthly meeting minutes to the Private Organization Monitor after they are approved.
- h. Retains the meeting minutes of every meeting for three (3) years.
- i. Retains official file of written monthly reports/meeting minutes of Board of Governors for seven (7) years. These may be stored in the LSC storage closet in Club 56.
- j. 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.
- k. Is a member of the Budget Committee.
- l. Is a member of the Constitution and By-Laws Committee.
- m. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.
- n. Writes Thank You Notes to LSC guests, all members of the scholarship judging committee, and any other person the Board of Governors designates.
- o. Fulfills the duties of the Treasurer, in her/his absence (not including vacancy).
- p. 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 P.O. Monitor 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 for review. The Administrative Account will be reviewed 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/review completion. If no audit is conducted, the tax forms must be filed by 30 June. Taxes must be filed on the calendar year.
- 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.
- j. Announce winners of election in April and install 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.
- q. May not vote alongside the Board of Governors or general membership.

Section 7. Advisor(s).

- l. The Advisor(s) shall serve on 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 a Primary Member by paying dues, she/he shall be entitled to all the rights and privileges of a Primary Member, except for holding an Executive position.
- m. Are not eligible to vote at Board of Governor meetings, regardless of dues payment.
- n. Attend meetings, social events, and mini clubs when possible
- o. Advise Executive Board, or Board of Governors before and during meetings as situations arise.
- p. Report to the Board of Governors.
- q. Alert Board of Governors of any upcoming base events and perhaps how LSC could contribute.
- r. An Advisor shall serve on the Thrift Shop Committee in an advisory capacity without vote.
- s. All Advisors shall serve on the Nominating Committee.
- t. A minimum of one (1) Advisor shall serve on the Constitution and By-Laws Committee, Budget Committee, and Scholarship Committee.
- u. Coordinates on all protocol issues.
- v. Assists the President and the Executive Board.
- w. Advisors may not hold an Executive position regardless of dues payment.

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 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 the Executive Board must be Primary Members.
- e. The only member of the Nominating Committee eligible to become a nominee for office is the parliamentarian. If that member of this committee accepts a nomination, that person will immediately resign from the committee. The current President or next highest standing officer shall appoint a replacement.
- f. Nominations must be submitted by March 31st.
- g. Elections will be held and completed with votes tallied by April 15th.

Section 3. Elections.

- a. All members in good standing are eligible to vote.
- b. Voting shall be conducted & tallied via secret ballot by April 15th.
- 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 Executive officers will take place at the May Membership social. 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. All incoming charitable requests for the June Meeting will be presented with the new board and new business, outgoing officers cannot vote.

ARTICLE VIII – THRIFT SHOP/CINDERELLA’S CLOSET

Section 1. Governing Body.

The operation of the Thrift Shop/Cinderella’s Closet will be directed by the Thrift Shop Committee and the Thrift Shop Operating Policies and Procedures. Both the budget and the Operating Policies and Procedures will be reviewed annually and revised as needed by the Thrift Shop Committee and presented to the Board of Governors for approval. The Thrift Shop Committee consists of:

- a. LSC President – Will act as an advisor and shall only vote in the case of a tie

- b. LSC Second Vice President – Shall be a voting member
- c. LSC Thrift Shop Chair – Will chair the meetings and shall be a voting member
- d. LSC Treasurer – Shall be a voting member
- e. 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
- f. An LSC Advisor - Will act as an advisor and shall be a non-voting member

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 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 Manager 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 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/Cinderella’s Closet:

- a. Advertisements by appropriate means shall be given of the intended dissolution.
- b. Articles not claimed within thirty (30) days of notification will be given to worthy charities as directed by the Thrift Shop Committee.
- c. Thrift Shop/Cinderella’s Closet property will be liquidated in accordance with the charitable purpose of the Thrift Shop.
- d. All funds in excess of liabilities shall be dispersed to the LSC Welfare Account.
- e. 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.
- f. 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, Thrift Shop disbursements, 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 annual dues and events designated as Administrative ways & means.

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 twice, once at the end of the calendar year and once at the end of the fiscal board year immediately following receipt of the May Bank Statement but no later than 7 June.
- c. The Welfare Account books will then be turned over to Audit/Review for an Annual Audit/Review and are to be audited and/or reviewed, per AFI 34-223, and in accordance with current USAF Instructions. The Administrative Account will be reviewed every time there is a change in the office of the President at the annual budget review, 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.
- d. Tax returns will be filed every calendar year by the Treasurer, with support of the President, to include the Thrift Shop. The President will appoint an officer to file taxes if the Treasurer is not able. The President will sign off on the taxes to be submitted.
- e. The outgoing Board of Governors may not financially obligate the incoming Board of Governors for the next fiscal year..
- f. 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 \$2,500 (Two Thousand Five Hundred) for one project at one time without general membership approval.
- h. Expenditures exceeding \$2,500 (Two Thousand Five Hundred), 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 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. Executives on the

Section 2. Dues and Reservations.

- a. Dues for primary 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. Dues will follow the fiscal board year of the LSC. All dues/renewals will begin June 1st. Dues paid June 1st through May 31st will be for the current fiscal year, with the exception of early bird membership that is advertised and paid for the upcoming fiscal year.
- d. Honorary Members are not required to pay dues. If the Honorary Member decides to join the LSC as a Primary Member by paying dues, she/he shall be entitled to all the rights and privileges of a Primary Member.
- e. At the main Socials, winners must be LSC members in good standing prior to the start of these events.

Section 3. Treasury Checks & Cards

- a. The President, First Vice President, and Treasurer shall be signers of the Administrative account. They may obtain a debit card to use for budget line items and/or approved expenditures.
- b. The President, Second Vice President, and Treasurer shall be signers of the Welfare and Scholarship accounts. They may obtain a debit card to use for budget line items and/or approved expenditures.
- c. All charges must be recorded, with the Proof of Purchase form, to include receipts and be signed off on by the Treasurer.

Section 4. 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 \$2,500 (Two Thousand Five Hundred) or less on any one unbudgeted item. The general membership will vote on unbudgeted disbursements greater than \$2,500 (Two Thousand Five Hundred).
- i. 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 5. 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. 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 by May 25 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.
- c. The President may call a Budget meeting to review the budgets.
- d. 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 and President shall file Form 990-N, the "Simple 990". The e-file is due every year by the end of July.
- d. The LSC Tax season runs on a calendar year and ends on 31 Dec.
- e. Forms filed with the IRS will be made available to the public, upon request.
- f. Financial records will be retained 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 silver is currently on show at Club Five Six. 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 Executive Board

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 obligations 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 via email. 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.