



**BOARD OF GOVERNORS
(BOG)
HANDBOOK**



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SECTION 1

GENERAL RESPONSIBILITIES AND SPECIFIC JOB DESCRIPTIONS



BOARD OF GOVERNORS OVERVIEW

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

BOARD OF GOVERNORS OFFICER POSITIONS:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Parliamentarian

Advisors

Membership

Programs

Communications

Public Relations

Community Outreach

Charitable

Thrift Shop

Scholarships

- Denotes Executive Board positions.



BOARD OF GOVERNORS RESPONSIBILITIES

BOG GENERAL RESPONSIBILITIES:

1. Attend all Board of Governors meetings and 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.
2. Board reports listing all activities and financial obligations for the previous month shall be recorded during the BoG meeting. Those who are absent, must submit to Secretary prior to meeting to be properly recorded in meeting minutes.
3. Submit all voucher sheets in a timely manner. All receipts must be submitted by 15 May for reimbursement to allow adequate time for books to be closed by 31 May.
4. Review job description annually and revise, if needed, in January; return it to the Parliamentarian by 1 February.
5. All elected and appointed members of the Board of Governors will retain all continuity reports, meeting minutes, board reports, and budgets for one (1) previous year and the current year. Exceptions: The Treasurer will retain financial records for seven (7) previous years and the current year.
6. Writes year-end report due at the June Board Meeting and places it in the continuity binder.
7. Maintain Binder with the following required information:
 - a. Current calendar of events
 - b. Current BoG Roster
 - c. Current chart of chair substitutions
 - d. LSC Handbook, By Laws, and constitution.
 - e. Specific job description and relevant information to position (i.e. POCs, passwords, chair specific event planning, etc.)
8. Give a binder to the successor at the June Board Meeting. If you are unable to attend the June Board Meeting please arrange a date before the Board Meeting to turn over the binder or turn the binder over to the President, so that it can be forwarded to successor at June Board Meeting.
9. Use and regularly monitor the official LSC email for their position.
10. Chair position substitutions will be executed through the following chart:



LSC BOARD SUBSTITUTIONS

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

CHAIR	FILLED BY (IN ABSENCE)
President	First Vice
First Vice	Second Vice
Second Vice	President
Secretary	Treasurer
Treasurer	Secretary
Parliamentarian	N/A
Membership	First Vice
Programs	Community Outreach
Communcations	Public Relations
Public Relations	Communications
Community Outreach	Programs
Charitable	Second Vice
Thrift Shop	Scholarship
Scholarship	Thrift Shop



PRESIDENT

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

1. Presides at all Membership, Executive Board, and Board of Governors' meetings.
2. Appoints the Parliamentarian, Standing Chairs and Special Committee Chairpersons with the approval of the Executive Board.
3. All vacancies in the Executive Board, excluding the President, shall be filled by Presidential appointment with Board of Governors' approval.
4. Makes appointments to the Standing Chairs when vacancies occur during the year, with consent of the corresponding Vice President, and Advisors when necessary.
5. Assists in and approves the selection of all Co-Chairpersons.
6. Prepares and maintains the Board of Governors roster.
7. Explains the duties of all Committee Chairpersons.
8. Serves as Ex-Officio member of all committees except the Nominating Committee.
9. Serves as final authority to the Newsletter, Thrift Shop, Scholarship, and any Standing Chairs and special committees.
10. Is a member of the Thrift Shop Committee and will maintain a copy of the Thrift Shop Operating Policies and Procedures.
11. Is a member of the Budget Committee.
12. Presents proposed Administrative and Welfare Budgets to general membership.
13. Is a member of the Constitution and By-Laws Committee.
14. Purchases and presents Board of Governors' appreciation gifts. Purchases gifts for the Advisor(s) as needed.
15. Welcomes new members at LSC functions.
16. Calls special meetings of the membership, the Executive Board, and the Board of Governors, if necessary.
17. Parliamentarian and members of the Executive Board report directly to the President.
18. Has signatory authority and may countersign all Administrative and Welfare Treasury checks.
19. 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).
20. Verify with the Treasurer all money matters and sign off for expenditures each month.
21. Approves contracts not requiring a vote of the general membership.
22. Attends or appoints representatives to attend Club 56 Advisory Council and Private Organization Meetings.
23. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
24. Approves minutes of all meetings of the LSC.
25. Is thoroughly familiar with the operating procedures and guidelines.
26. Administers Parliamentary procedures fairly and impartially.
27. Makes no motions or amendments, and has no vote except in a tie.
28. Creates special and temporary committees with Executive Board approval and the Advisor(s) when necessary.
29. Makes all reservations for the year calendar of LSC activities, including Board Meetings, with dates and times, with the Club 56 Catering Staff.
30. Fulfills duties of the Second Vice President in her/his absence (not including vacancy).
31. If the President cannot fulfill her/his duties, the First Vice President will assume her/his duties (does not include the case of vacancy).
32. In case of vacancy during the current term, the Board of Governors will appoint a current Board Member to the position.



FIRST VICE PRESIDENT

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

1. Is familiar with the duties of and assist the President with appointing specifically the following Chairs:
2. Membership
3. Programs
4. Communications
5. Publicity
6. Community Outreach
7. Assists the President in handling all administrative duties.
8. Purchases the President's end of year appreciation gift and adds the President's name to the plaque in the Club 56 foyer.
9. Serves as Advisor on all social chairs.
10. May countersign all Administrative Treasury checks.
11. Is a member of the Budget Committee.
12. Is a member of the Constitution and By-Laws Committee.
13. Oversees all Special Activity POCs.
14. Approves all flyers and proofreads the newsletter before publication each month.
15. Sends approved flyers to the Communications Chair so they can be posted on Facebook.
16. Reviews the LSC website in detail once per quarter to ensure accuracy. Report any needed changes to the Communications Chair.
17. 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.
18. 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.
19. Supervises and/or acts as Interim Chair for social chairs.
20. 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.
21. Is the Chair or appoints one for decorating Club 56 for Christmas. This should be accomplished by the September Board Meeting.
22. The President, First Vice President, and the Club 56 Manager shall maintain a key to the LSC Storage Closet, located in Club 56.
23. Fulfills duties of President in her/his absence (not including vacancy).
24. If the First Vice President cannot fulfill her/his duties, the Second Vice President will assume her/his duties (does not include the case of vacancy).



SECOND VICE PRESIDENT

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

1. Assists the President in handling all welfare duties.
2. Serves as Advisor to all Welfare Chairs.
3. Is totally familiar with the duties of and assists the President with appointing specifically the following Chairs:
4. Charitable
5. Thrift Shop
6. Scholarships
7. May countersign all Welfare Treasury checks.
8. Is a member of the Budget Committee.
9. Is a member of the Constitution and By-Laws Committee.
10. Is a member of the Thrift Shop Committee.
11. Serves on the Scholarship Committee.
12. Supervises and/or acts as Interim Chair for welfare chairs.
13. 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.
14. Is responsible for ensuring that Thrift Shop maintains records (for example inventory, tax returns, etc.).
15. Fulfills the duties of First Vice President in her/his absence (not including vacancy).
16. If the Second Vice President cannot fulfill her/his duties, the President will assume her duties (does not include the case of vacancy).
17. 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.



SECRETARY

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

1. Takes the minutes of all meetings of the LSC, the Board of Governors, and the Executive Board.
2. Records minutes of any special meetings (e.g., Budget, Scholarship, Constitution, etc.).
3. Records minutes and motions brought to the floor at general membership meetings, when necessary.
4. Provides copies of the minutes and Board reports to all members of the Board of Governors via email prior to the next board meeting.
5. 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.
6. Is responsible for set-up before each Board meeting.
7. Emails monthly meeting minutes to the Private Organization Monitor after they are approved.
8. Retains the meeting minutes of every meeting for three (3) years.
9. 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.
10. 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.
11. Is a member of the Budget Committee.
12. Is a member of the Constitution and By-Laws Committee.
13. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.
14. Writes Thank You Notes to LSC guests, all members of the scholarship judging committee, and any other person the Board of Governors designates.
15. Fulfills the duties of the Treasurer, in her/his absence (not including vacancy).
16. If the Secretary cannot fulfill her/his duties, the Treasurer will assume her/his duties (does not include the case of vacancy).



TREASURER

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

1. Serves as custodian of all LSC monies and is aware at all times of the overall financial position of the LSC.
2. Collects, receives, and deposits all monies from members' dues, fundraisers, outside donations, the Thrift Shop, and miscellaneous income.
3. Promptly pays all LSC bills, disburses available funds, and keeps accurate records of all disbursements and revenues.
4. Disburses welfare funds. Pays budgeted commitments (line items) approved by the Board of Governors and/or general membership.
5. Maintains accurate records of all accounts.
6. Has the President or the First Vice President countersign all checks for unbudgeted amounts of \$500 (Five Hundred Dollars) or more.
7. Reconciles the monthly bank statement and balances the books prior to Board meetings.
8. Accurately records income and payments in the Treasurer's Ledger Book.
9. Keeps all receipts and bills and stores them in an organized fashion.
10. 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).
11. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month.
12. Verifies all deposits to the Administrative and all Welfare accounts.
13. 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.
14. 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.
15. 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.
16. 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.
17. Keeps all records for seven (7) years in case of an IRS audit.
18. Is a member of the Constitution and By-Laws Committee.
19. Is a member of the Scholarship Committee.
20. Is a member of the Thrift Shop Committee.
21. 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.
22. Fulfills the duties of the Secretary in her/his absence (not including vacancy).
23. If the Treasurer cannot fulfill her/his duties, the Secretary will assume her/his duties (does not include the case of vacancy).



PARLIAMENTARIAN

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

1. Appointed by the President to serve a term of one (1) year beginning in June.
2. Serves as a non-voting member of the Executive Board and the Board of Governors.
3. Serves as advisor to the President, the Executive Board, the Board of Governors, and the LSC on parliamentary procedure.
4. Maintains the Parliamentarian Notebook containing the following specific information:
 5. The current edition of AFI 34-223, obtained through FSS or Legal
 6. The official copy of the Constitution, By-Laws & Handbook
 7. Operating Policies & Procedures of the Thrift Shop
 8. All Board Report forms or other forms used by the LSC, have new copies printed as needed
 9. Maintains the electronic copy of the LSC Constitution, By-Laws, and Handbook.
10. Ensures that Robert's Rules of Order are being followed.
11. 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.
12. Emails a list of the newly elected Executive Board members to the Private Organization Monitor after the April election.
13. Maintains the due dates of Liability Insurance (February) and Tax Returns for Administrative and Welfare Accounts.
14. Announce winners of election in April and install newly elected officers in May.
15. 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.
16. Prepares proposed revisions of the LSC Constitution, By-Laws, & Handbook.
17. Obtains necessary approval of all revisions to the LSC Constitution, By-Laws, & Handbook.
18. Serves as Chair of the Nominating Committee.
19. Serves as Chair of the Constitution and By-Laws Committee.
20. Administers and records any phone/email votes as directed by the President.
21. May not vote alongside the Board of Governors or general membership.



ADVISOR

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

Wing Commander's Spouse
Vice Wing Commander's Spouse
Advisors Wing Command Chief's Spouse
Maintenance Group Commander's Spouse
Medical Group Commander's Spouse
Mission Support Group Commander's Spouse
Operations Group Commander's Spouse
944th Commander's Spouse

1. 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.
2. An Advisor shall serve on the Thrift Shop Executive Board in an advisory capacity without vote.
3. All Advisors shall serve on the Nominating Committee.
4. A minimum of one (1) Advisor shall serve on the Constitution and By-Laws Committee, Budget Committee, and Scholarship Committee.
5. Coordinates on all protocol issues.
6. Assists the President and the Executive Board.



MEMBERSHIP

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

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



PROGRAMS

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

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Board of Governors.
3. Maintains the Programs Chair notebook.
4. Plans the LSC socials and makes all arrangements necessary in order to execute the socials.
5. Notifies the Public Relations Chair and Communications Chair the details of the socials in order to create the flyer, advertise.
6. Is the POC for all social reservations.
7. Fulfills the duties of the Community Outreach Chair in his/her absence (not including vacancy).
8. If the Programs Chair cannot fulfill her/his duties, the Community Outreach Chair will assume her/his duties (does not include the case of vacancy).



COMMUNICATIONS

The Communications Chair is responsible for publishing the LSC Newsletter monthly and maintaining the LSC website and facebook page.

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



PUBLIC RELATIONS

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

1. Appointed by the Executive Board to serve a term of one (1) year beginning in June.
2. Is a voting member of the Board of Governors.
3. Maintains a Public Relations Chair's notebook containing copies of Public Relations items for three (3) years (can be on CD/or any other digital format).
4. Maintains close communication with the President, First Vice President, Second Vice President, Communications Chair, and Programs Chair for good Public Relations for LSC functions. Talk to the President, First Vice President, and Second Vice President at each monthly Board meeting about Public Relations for upcoming events.
5. Email Advisor(s) Public Relations of LSC functions to put in their newsletter.
6. Creates flyers for various events and sends them to the 1st Vice President for approval.
7. Special activity POCs must provide activity information to the Public Relations Chair by the 10th of the month prior.
8. Emails approved flyers to the Communications chair to have posted on the LSC website.
9. Update the LSC Rack Cards as needed. Let First Vice President know if more need to be ordered.
10. Maintains chronological records (photos, history, newsletters, etc.) of LSC to include the history of the Luke Officers' Wives' Club (LOWC) and the Luke Officers' Spouses' Club (LOSC).
11. Maintains a binder, journal or scrapbook of LSC accomplishments, news clippings and photos for their position year.
12. Coordinates with the Communications Chair to share news and digital photos of LSC events.
13. Is the primary photographer at LSC functions. Designates an alternate photographer in the event that she/he is unable to be present.
14. Fulfills the duties of the Communications Chair in her/his absence (not including vacancy).
15. If the Public Relations Chair cannot fulfill her/his duties, the Communications Chair will assume her/ his duties (does not include the case of vacancy).



COMMUNITY OUTREACH

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

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



CHARITABLE

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

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



THRIFT SHOP

The Thrift Shop Chair is the liaison between the Board of Governors and the Thrift Shop.

1. Appointed by the President to serve a term of one (1) year beginning in June.
2. Is a voting member of the Board of Governors.
3. Maintains the Thrift Shop Chair binder.
4. The Thrift Shop is open Wednesday and Friday, 10am to 2pm and the first Saturday of the month. If the Thrift Shop is closed for Holidays or other reasons, adequate notification will be posted in the Thrift Shop and on the Thrift Shop facebook page by manager.
5. Writes a monthly article for the LSC newsletter and emails it to the Communications Chair by the 1st of each month. This article should contain any noteworthy TS news or updates.
6. Include the previous month's P&L statement in the monthly board report.
7. The Thrift Shop Committee members are: designated LSC Advisor, LSC President, LSC Second Vice President, LSC Thrift Shop Chair, LSC Treasurer, Thrift Shop Manager.
8. Supervises the Thrift Shop Manager, Assistant Manager, and the Bookkeeper.
9. Maintain the Thrift Shop Continuity Binder containing: Operating Policies & Procedure, Board Reports, Monthly Financial Statements, Volunteer Agreement, Money Handling Guidelines, and Donations Guidelines
10. Assist the Thrift Shop Manager in soliciting volunteers to work in the Thrift Shop.
11. Maintains the due dates of the liability insurance.
12. Update and keep current all files and materials pertinent to the operation of the Thrift Shop. Review these materials and make changes as needed to keep the files accurate.
13. Organizes an appreciation event once a year for the Thrift Shop Volunteers with the help of the Thrift Shop Manager.
14. Fulfills the duties of the Scholarship Chair in her/his absence (not including vacancy).
15. If the Thrift Shop Chair cannot fulfill her/his duties, the Scholarship Chair will assume her/his duties (does not include the case of vacancy).



SCHOLARSHIP

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

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



SECTION 2

GENERAL INFORMATION AND FORMS



BOG MEETING AGENDA TEMPLATE

I. Call to Order

II. Approve Previous Board Minutes

III. Executive Board Reports

1. President
2. First Vice President
3. Second Vice President
4. Treasurer
5. Parliamentarian

IV. Social Standing Chair Reports

1. Membership
2. Programs
3. Communications
4. Public Relations
5. Community Outreach

V. Welfare Standing Chair Reports

1. Charitable
2. Thrift Shop
3. Scholarship

VI. Old Business

VII. New Business

VIII. Announcements

1. Dates to Remember
2. President's Comments
3. Advisor Comments

IX. Adjournment



BOG MEETING SEATING CHART

2nd Vice President	Treasurer	Parliamentarian	President	Secretary	1st Vice President
Charitable					Membership
Thrift Shop					Programs
Scholarships					Communications
					Public Relations
					Community Outreach
Advisor	Advisor	Advisor	Advisor	Advisor	Advisor



PARLIAMENTARY PROCEDURE SIMPLIFIED

The Object:

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

The Basic Principles of Parliamentary Law:

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

Procedure to propose a Main motion:

Member: *Madam President*

President: *Jane Doe.*

Member: *I move that...*

Another member: *I second the motion*

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

Members now wishing to speak for or against the motion must address the President and be recognized before speaking. A discussion follows

President: *Are you ready for the question?*

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

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

After the vote, the President declares the result, either "The ayes have it; the motion is carried" OR "The no's have it; the motion is lost. Is there any other business?"

Rules for Main Motion:

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

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

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



MEETING ETIQUETTE

Do:

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

DO NOT:

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



LSC FORMS

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

1. Membership Application
2. Reimbursement Voucher
3. Proof of Purchase
4. Charitable Request Form
5. Request for Funds
6. Receipt of Funds
7. Executive Board Candidate Intent Form
8. Standing Chair Interest Form



MEMBERSHIP APPLICATION

Email: Lukesmembership@gmail.com

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL NO: _____ EMAIL: _____

SPOUSE'S UNIT: _____

- NEW LSC MEMBER, PLEASE LET US KNOW IF A MEMBER REFERRED YOU: _____
- RETURNING LSC MEMBER.

- I WOULD LIKE TO BE CONTACTED ABOUT SERVING ON THE LSC BOARD

ANNUAL MEMBERSHIP DUES

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

\$48.00 E6 & ABOVE + ALL OTHERS

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

\$36.00 E5 & BELOW

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

PLEASE READ, ACCEPT AND INITIAL THE FOLLOWING TERMS AND CONDITIONS OF MEMBERSHIP IN THE LUKE SPOUSES' CLUB. ALL GOVERNING RULES AND REGULATIONS MAY BE FOUND IN GREATER DETAIL IN THE LSC BY-LAWS, CONSTITUTION AND HANDBOOK. AS A MEMBER, YOU ARE ENCOURAGED TO READ THESE DOCUMENTS AND UNDERSTAND YOUR COMMITMENTS AND RESPONSIBILITIES.

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

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

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

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

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

RECEIVED BY _____ DATE RECEIVED _____ CASH/CHECK# _____ AMOUNT _____
EVITE LIST _____ NAMETAG _____ ROSTER _____ MEMBERSHIP EMAIL _____



REIMBURSEMENT VOUCHER

Email: Lukesctreasurer@gmail.com

Date: _____ LSC Voucher #: _____ Check #: _____

Committee/Fund: _____

Received from/Paid to: _____

Address: _____

DESCRIPTION	AMOUNT
TOTAL:	

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

Chairman's Signature: _____

Treasurer's Certification:

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

Treasurer's Signature: _____



PROOF OF PURCHASE

Email: Lukesctreasurer@gmail.com

Date: _____ Account: _____

Committee/Fund: _____

Cardholder: _____

Address: _____

DESCRIPTION	AMOUNT
	TOTAL:

This document is a proof of purchase for the transaction using The Luke Spouses' debit card, that is only to be used in the hands of the authorized card holder assigned to the bank accounts. In this insistence, only the President, 1st Vice President and 2nd Vice President have authorization to obtain cards. This form is submitted for recording by the Treasurer. The items and amounts listed above are true and correct and are authorized by the LSC Board. Attached herewith are all sales slips, receipts, bills, invoices, statements, or vouchers representing this transaction.

Authorized Card Holder Signature: _____

TREASURER'S CERTIFICATION:

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

Treasurer's Signature: _____



CHARITABLE REQUEST FORM

The Luke Spouses' Club Board of Governors will review at our board meeting every second week of the month.

Name of Organization: _____

Point of Contact: _____

Address: _____

Phone: _____

Email: _____

Expected Cost of Event: _____ Amount Requested: _____

Needed by: _____

Purpose of Amount Requested: _____

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

Who will this request benefit? _____

Signature: _____

Date: _____

Please attach any other relevant information such as a flyer or mission statement.

Requests can be emailed to Lukesc2ndvice@gmail.com



REQUEST FOR FUNDS

Email: Lukesctreasurer@gmail.com

DATE: _____ LSC VOUCHER #: _____ CHECK #: _____

COMMITTEE/FUND: _____

AMOUNT REQUESTED: _____

REASON/BRIEF DESCRIPTION OF REQUEST:

REQUESTED BY:

(PRINT): _____

(SIGNATURE): _____

APPROVED BY:

(PRINT): _____

(SIGNATURE): _____

CHECK ISSUED

BY: _____

DATE OF ISSUANCE: _____



RECEIPT OF FUNDS

Email: Lukesc treasurer@gmail.com

DATE: _____ **AMOUNT:** _____

COMMITTEE/FUND:

SOURCE:

RECEIVED FROM:

DEPOSITED BY:

DATE OF DEPOSIT: _____

LSC VOUCHER #: _____

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

CHAIRMAN'S SIGNATURE: _____

TREASURER'S CERTIFICATION:

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

TREASURERS SIGNATURE: _____



EXECUTIVE BOARD CANDIDATE INTENT FORM

Email: Lukesparliamentarian@gmail.com

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

FIRST NAME: _____ LAST NAME: _____

ADDRESS:

CELL PHONE: _____

EMAIL: _____

PREVIOUS SPOUSES' CLUB POSITIONS HELD: _____

EXPERIENCE IN OTHER CLUBS: _____

FOLLOWING EXECUTIVE POSITIONS YOU ARE WILLING TO BE NOMINATED TO HOLD (PLEASE SORT BY PREFERENCE):

1. _____
2. _____
3. _____

PLEASE RETURN THIS FORM TO THE PARLIAMENTARIAN VIA EMAIL, AT A SOCIAL OR VIA MAIL TO:

LSC
C/O PARLIAMENTARIAN
PO BOX 1959
LITCHFIELD PARK, AZ 85340

SIGNATURE: _____ DATE: _____



STANDING CHAIR INTEREST FORM

Email: Lukesparliamentarian@gmail.com

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

FIRST NAME: _____ **LAST NAME:** _____

ADDRESS:

CELL PHONE: _____

EMAIL: _____

PREVIOUS SPOUSES' CLUB POSITIONS HELD: _____

EXPERIENCE IN OTHER CLUBS: _____

FOLLOWING EXECUTIVE POSITIONS YOU ARE WILLING TO BE NOMINATED TO HOLD (PLEASE SORT BY PREFERENCE):

1. _____
2. _____
3. _____

PLEASE RETURN THIS FORM TO THE PARLIAMENTARIAN VIA EMAIL, AT A SOCIAL OR VIA MAIL TO:

**LSC
C/O PARLIAMENTARIAN
PO BOX 1959
LITCHFIELD PARK, AZ 85340**

SIGNATURE: _____ **DATE:** _____