

BYLAWS OF THE ACADEMY SPOUSES' CLUB
AUGUST 2023

Article I Purpose

Article II General Duties of Governing Board Member

- Section 1 Duties
- Section 2 Resignation
- Section 3 Record Keeping/Document Management

Article III Duties of Elected Officers

- Section 1 President
- Section 2 First Vice President (Operations)
- Section 3 Second Vice President (Welfare)
- Section 4 Secretary
- Section 5 Operating Treasurer
- Section 6 Welfare Treasurer

Article IV Appointed Officers

- Section 1 Welfare Chair
- Section 2 Scholarship Chair
- Section 3 Historian/Photographer
- Section 4 Membership Chair
- Section 5 Parliamentarian
- Section 6 Property Chair
- Section 7 Publicity Chair
- Section 8 Webmaster
- Section 9 Reservations Chair
- Section 10 Socials Chair
- Section 11 Fundraiser Chair
- Section 12 Ways and Means Chair
- Section 13 Hospitality Chair
- Section 14 Mini Club Chair
- Section 15 Community Outreach Chair

Article V Standing, Special and Ad Hoc Committees

- Section 1 Standing Committees
 - a. Welfare Committee
 - b. Scholarship Committee
 - c. Fundraiser Committee
- Section 2 Special Committees
 - a. Nominating Committee
 - b. Constitution and Bylaws Revision Committee
 - c. Budget Committee
- Section 3 Ad Hoc Committees

Article VI Academy Spouses' Club Community Center Space

- Section 1 Thrift Shop
- Section 2 Lending Closet and Outreach Initiatives

Section 3	Community Room
Section 4	Thrift, Lending and Community (TLC) Board
Section 5	Thrift, Lending and Community (TLC) Board Members
Section 6	Thrift, Lending and Community (TLC) Board Duties

Article VII Approval

ARTICLE I - PURPOSE

The purpose of the Bylaws is to establish operating procedures for the Academy Spouses' Club (ASC).

ARTICLE II - GENERAL DUTIES OF GOVERNING BOARD MEMBERS

Section 1 - Duties

The duties of the ASC board members shall be specified by these Bylaws and by the Constitution of the ASC. The duties in this Article describe the general duties of all board members and shall include, but not be limited to those listed. The members of the Governing Board of the ASC shall:

- a. Be present at each board meeting or notify their Vice President and/or the President of their absence in advance. The President will notify an Advisor of his/her absence in advance. Failure to participate in two board meetings could result in removal from position.
- b. Provide a written monthly report to the Google Drive for your position a minimum of 3 days prior to the meeting. Highlights from this report will be verbally reported at the monthly board meeting if needed, otherwise "as reported" will be stated at the meeting. Additionally in May, submit an After-Action Report (AAR) for your position.
- c. Notify the President at least two (2) days prior to the Board meeting of any agenda item other than the monthly report.
- d. Regularly attend and support general membership meetings and ASC social functions.
- e. Support revenue-producing activities through attendance and/or volunteerism.
- f. Regularly submit information to the website/publicity chair - that is relevant to the position - to be posted on Facebook or our webpage.
- g. Appoint Standing Committee members as required by their position and as per ASC Bylaws, after conference with and approval of the President.
- h. Turn in the proposed budget for the following board year at the May board meeting, include reasons for budget in AAR.
- i. Prepare and submit a proposed budget at the beginning of each Board year (in August), and if required, a revision at the January Board meeting.
- j. Maintain an updated Google Doc with the following in shared folders:
 - i. A current copy of ASC Constitution and Bylaws
 - ii. The current year's minutes, reports, contracts, property inventory, articles published, policies and procedures, and other materials pertinent to the position.
 - iii. Members should keep beginning and ending Monthly Financial Statements. Minutes and financial statements of the preceding year may be stored and transferred electronically.
 - iv. After Action Reports (AARs) from the preceding two (2) to three (3) years.
 - v. Updated job descriptions.
- k. Google Docs of all Governing Board members are required to give access to the President, Honorary President, Honorary Vice President, and Advisor(s) at all times.
- l. Compile a current AAR detailing activities and responsibilities during the Board year to be completed no later than the May meeting of the Governing Board. Should there be additional information to be included in the AAR, an addendum may be added through 31 May. AAR will be shared via Google Docs to the President, Secretary and the member's successor.
- m. Pass Google Doc information on to the successor upon the departure or expiration of term of office. Should there be no successor in place at this time, the information shall be passed to the President.

- n. Submit receipts of expenditures on a monthly basis to the respective Treasurer for reimbursement.
- o. Responsible for checking and replying to respective Board Chair emails.
- p. All Board Members shall volunteer 12 hours at the ASC Community Center Space (ASC Thrift Shop, Lending Closet or Community Room) over the course of a board year.
- q. No paid employee of the ASC Thrift Shop may hold an elected position, act as parliamentarian or be appointed to a position which falls under the supervision of the 2nd Vice President (Welfare).

Section 2 - Resignation

Resignation must be submitted in writing to the President and will become effective upon written acceptance.

Section 3 - Record Keeping/Document Management

ARTICLE III - DUTIES OF ELECTED OFFICERS

The duties of Elected Officers shall include those described in Article II with the addition of but no limited to the following:

Section 1 - The President shall:

- a. Preside at all Meetings (with the assistance of the Vice Presidents and the Parliamentarian) of the General Membership, the Executive Board, the Governing Board and shall be an official Member of all committees except the Nominating Committee.
- b. Ensure that the Constitution and Bylaws are upheld.
- c. Appoint a Parliamentarian, Appoint Officers for each Standing Committee, and a Chairperson for any Special Committees deemed necessary, after conferring with the Advisor(s) and/or Honorary President and Honorary Vice President.
- d. Call special membership, board, executive or committee meetings, as needed.
- e. Establish board policies and procedures at the beginning of the board year.
- f. Confer with members of the Governing Board to review job descriptions and budget, NLT then August 31.
- g. Be signatory on ASC bank accounts. Sign checks for expenditures in the absence of either Treasurer.
- h. Coordinate the purchase and presentation of farewell and/or appreciation gifts for the Governing Board. The funds for these gifts will be budgeted, and paid from, the General Operating Account. (Not to exceed \$20/person)
- i. Prepare an ASC activities calendar and distribute the same to the Governing Board with appropriate updates on a timely basis.
- j. Represent or appoint a designee to represent the ASC in the USAFA Community as deemed necessary.
- k. Be admin or appoint admin on all Facebook accounts. Work closely with the Publicity chair to maintain pages and help where needed.
- l. Contribute an article for the ASC Facebook page and ASC website monthly and also for the Thrift Shop weekly Volunteer Update quarterly, or more if necessary.
- m. Prepare an agenda for the monthly Board meetings and distribute the same to the Governing Board.
- n. Invite the spouse of the USAFA Superintendent to serve as Honorary President and the spouse of the UsAFA Command Chief Master Sergeant (CCM) to serve as Honorary Vice President.
- o. Request that the Parliamentarian execute electronic votes, as needed.
- p. Act as a representative or appoint an elected board member as the designee, with the approval of Honorary President and/or Advisor(s), and work with the Membership Chair, for both the Welcome and Farewell (PSC) for the spouses of the following: Spouse of the USAFA Superintendent and spouse of the USAFA Command Chief Master Sergeant (CCM). (Gift not to exceed \$75/person)
- q. Appoint a member to fill any vacancy occurring in the elected or appointed offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board.
- r. Remove any member of the General Membership, the Board of Committee for just cause with approval of the Executive Board.

- s. Ensure that validation and tax documents are prepared, filed, and maintained.
- t. Authenticate - by signature - all acts, orders, and proceedings of the association, and in general, to represent and stand for the ASC.
- u. Be entitled to vote when the vote is by ballot and in the event of a tie.
- v. Serve on the TLC Board, Super SignUp, Welfare, Budget, Fundraiser, Scholarship, Constitution and Bylaws and Welcome/Farewell Committees.
- w. Submit, not later than the end of the fiscal year (May 31), all the required documentations to the 10th FSS offices in order to keep the Club in good standing as a private organization operating on base (to include the most updated Board Roster).
- x. Sign ASC Thrift Shop Manager and Bookkeeper Letter of Intent.
- y. Be listed as ASC Thrift Shop "owner" when necessary.
- z. Participate in ASC Thrift Shop hiring and firing decisions of Manager and Bookkeeper.
- aa. Volunteer, as schedule allows, at the ASC TS.
- bb. Fill in for 2nd Vice President as chairperson at TLC board meetings in his/her absence.
- cc. Email Bookkeeper and the Welfare and Operating Treasurers monthly bank statements before monthly Board Meeting.

Section 2 - The First Vice President (Operations) shall:

- a. Assume the duties of the office of President during a temporary absence or should the President be unable to complete the term of office. In the event this is necessary; the First Vice President shall appoint a successor to the First Vice President's position; the successor must have the approval of the Governing Board through a majority vote.
- b. Be responsible for the organization and coordination of the ASC Super Sign-Up Day. Meet with the President and form a committee with Social Chair, Vendor Coordinator, Membership Chair, Publicity and Website Chair to establish criteria for selecting vendors and activities to be offered at Super Sign-Up Day.
- c. Schedule the use of an appropriate social facility.
- d. Coordinate location for the Board Meetings for the entire ASC Board year.
- e. Responsible for taking minutes in the absence of the Secretary.
- f. Responsible for procuring the President's appreciation gift, which will be budgeted for and paid from the General Operating Account. (Not to exceed \$75)
- g. Discuss opportunity to do an outreach program during the year (ie. Soup kitchen, food bank, etc,...) and if the program goes forward, chair a committee to plan and execute.
- h. Assume duties of Property Chair in the event the position is vacant.
- i. Serve on Budget, Fundraiser and Special Committees.
- j. Suer on Fundraiser Committees.
- k. Advisor to the ASC Social and Operational appointed chairperson.
- l. Inventory all ASC property annually. (with Operational Treasurer)

Section 3 - The Second Vice President (Welfare) shall:

- a. Assume all duties of the First Vice-President in his/her temporary absence.
- b. In the case of simultaneous vacancies in the office of the President and First Vice President, the Second Vice President will assume the office of President.
- c. Serve on the Budget, Scholarship, Welfare, TLC Board and Special Committees.
- d. Oversee, assist and support the goals of the ASC Thrift Shop (TS), Lending Closet and Community Room.
- e. Ensure the ASC TS Manager is carrying out their responsibilities, as described in the ASC TS Manager job description.
- f. Possess keys to the ASC TS and have access to the PO Box and ASC TS combination safe.
- g. Preside over the TLC Board meetings to be held quarterly, or more as deemed necessary.
- h. Prepare the TLC Board agenda after asking TLC Board members for input.
- i. Prepare letter of intent for Manager, cashier and Bookkeeper at time of hire.
- j. Sign all ASC TS employee letters of intent.
- k. Ensure Bookkeeper competes yearly Financial Review/Audit and follow up ensuring all recommendations from reviewer are completed.

- l. Participate in all hiring and firing decisions of ASC TS Manager and Bookkeeper.
- m. Volunteer, as schedule allows, at the ASC TS.
- n. Along with ASC TS Manager, conduct yearly evaluations in January of the employees and make the results and recommendations known to the TLC Board and the ASC Board.
- o. Along with the ASC TS Manager, inform the Employee of the TLC Board decision to release said Employee for cause or when their service is no longer required.
- p. Be an authorized signer on the ASC TS Bank Accounts.
- q. Advisor to the Welfare Appointed Chairpersons.
- r. Assume duties of Welfare Chairperson in the event the position is vacant.

Section 4 - The Secretary shall:

- a. Be the recording officer for all meetings of the Governing Board, Executive Board, TLC Board and General Membership Meetings (whenever business is conducted) of the ASC and their proceedings. Minutes of all Governing Board meetings will include the names of any member not in attendance at each session.
- b. Set a deadline to collect monthly board reports as appropriate (NLT 1 day before Board Meeting) and send out to the Board for review before monthly Board Meeting.
- c. The previous month's minutes will be distributed to the Governing Board no less than one (1) week prior to the next board meeting.
- d. Properly enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes to be read at the next scheduled Board meeting.
- e. Maintain the ASC historical file as stated in Article X, Section 1 of the Constitution.
- f. Familiarize his/her successor with all records and files of the association.
- g. Collect and deliver all ASC postal mail. PO Box key is kept at the ASC TS. There is also an ASC container located in the ASC TS with mail to be picked up.
- h. Check ASC email account a minimum of 2 times per week. Forward emails that come in to the ASC email account to the respective Chairperson. Emails should only be answered by the Chairperson the email was intended for an by no other board member.
- i. Prepare and distribute to the Governing Board the Board roster to include names, addresses, phone numbers, and email addresses, with respect for their privacy considerations.
- j. Be responsible for collecting one (1) copy of the AAR from each ASC Officer, both elected and appointed, for the ASC permanent file no later than 31 May or by last board meeting.
- k. Be responsible for the storage of Google Docs and hard copies and eventual destruction of ASC files, as per Article X, Section 1, ASC Constitution.
- l. Serve on the TLC Board and Budget Special Committee.

Section 5 - The Operating Treasurer Shall:

The Operational and Welfare Treasurers can only serve in that capacity. The 1st and 2nd Vice President can serve as acting board members for vacancies.

- a. Coordinate and submit the records for the annual audit or financial review of the accounts (as per the Constitution) no later than two (2) weeks following the end of the ASC fiscal year, May 31.
 - i. Should there be a mid-term vacancy in the position of Treasurer, a financial review (according to the Private Org. Financial review checklist if available, or an Accountant) will also be performed.
- b. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
- c. Receive all membership dues and monies, maintain a General Operating account, per the annual budget, and disburse any checks for the ASC as covered by the approved ASC annual budget.
- d. Be an authorized signer on the Operational account.
- e. All checks are to be co-signed by two account signatories for amounts over \$500.00
- f. Collect all accounts receivable and maintain them in an accredited financial institution.
- g. Submit copies of reconciled monthly bank statements for all accounts.

- h. Deposit all funds within 72 hours of receipt.
- i. Pay legitimate bills and reimbursements in a timely manner. Reimbursement vouchers will be submitted no later than 60 (sixty) days after expense is incurred.
- j. Use a property record keeping system to maintain the account records.
- k. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- l. Retain a copy of all property inventories for insurance purposes.
- m. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- n. Chair Budget Committee meeting, along with Welfare Treasurer, prior to September meeting of Governing Board to include the Executive Board, Ways and Means Chair, Webmaster, Publicity Chair, Membership Chair, Scholarship Chair, Hospitality and Fundraiser Chair (Advisor(s) and Honorary President(s) should be invited) to prepare an annual budget to be approved by the Governing Board in September and presented to the General Membership for final approval at the first General Membership Meeting. Once approved, submit to the President for submission to the 10th FSS Offices, no later than 1 February.
- o. Review, along with the President and Advisor(s), the budget in January and recommend adjustments, if necessary, for approval by the Governing Board in February.
- p. Comply with current IRS requirements. (Work with ASC TS Bookkeeper to file yearly taxes)
- q. Ensure non-profit tax status is in force.
- r. Be present at all fundraising and social events to facilitate financial transactions.
- s. Review and amend, if necessary, all insurance and bonding agreements for the ASC and the ASC TS (communicate with ASC TS Bookkeeper regarding payments).
- t. Insured under the ASC Liability Policy.
- u. Maintain financial records for seven (7) years.
- v. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.
- w. Inventory all ASC property annually. (With 1st Vice President)
- x. Perform duties of Welfare Treasurer in their absence or vacancy.

Section 6 - Welfare Treasurer shall:

- a. Coordinate and submit the records for the annual audit or financial review of the accounts (as per the Constitution) no later than two (2) weeks following the end of the ASC fiscal year, May 31.
 - i. Should there be a mid-term vacancy in the position of Treasurer, a financial review (according to the Private Org. Financial review checklist if one is available, or an Accountant) will also be performed.
- b. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
- c. Receive all monies (to include the ASC TS), maintain a Welfare/Scholarship Account, per the annual budget, and disburse any checks for the ASC as covered by the approved ASC annual budget.
- d. Be an authorized signer on the Welfare account.
- e. All checks are to be co-signed by two account signatories for amounts over \$500.00.
- f. Collect all accounts receivable and maintain them in an accredited financial institution.
- g. Submit copies of reconciled monthly bank statements for all accounts.
- h. Deposit all funds within 72 hours of receipt.
- i. Distribute approved Welfare grants to the 2nd Vice President in a timely manner. Upon receipt of the list of all approved scholarship applicants, send checks directly to the institution of higher learning. Pay legitimate bills and reimbursement in a timely manner. Reimbursement vouchers to be submitted no later than 60 (sixty) days after expense is incurred.
- j. Use a proper record keeping system to maintain the account records.
- k. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- l. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- m. Chair Budget Committee meeting, along with Operating Treasurer, prior to September meeting of Governing Board to include the Executive Board, Ways and Means Chair, Webmaster, Publicity Chair, Membership Chair, Scholarship Chair, Hospitality and Fundraiser Chair (Advisor(s) and Honorary President(s) should be invited) to prepare an annual budget to be approved by the Governing Board in September and presented to the General Membership for final approval at the first

General Membership Meeting. Once approved, submit to the President for submission to the 10th FSS Offices, no later than 1 February.

- n. Review, along with the President and Advisor(s), the budget in January and recommend adjustments, if necessary, for approval by the Governing Board in February.
- o. Comply with current IRS requirements. (Work with ASC TS Bookkeeper to file yearly taxes)
- p. Be present at all fundraising and social events to facilitate financial transactions.
- q. Insured the ASC Liability Policy.
- r. Serve on Scholarship, Fundraiser and Welfare Committees and the TLC Board.
- s. Maintain financial records for seven (7) years.
- t. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.
- u. Perform duties of Operational Treasurer in their absence or vacancy.

Article IV - APPOINTED OFFICERS

The duties of each non-elected (appointed) officer shall include those as noted in Article II - General Duties of Board Members as well as, but not limited to, the following as noted and implied by their respective titles. All appointed officers shall communicate with their assigned Vice President on a regular basis. In the event the Committee Chair appoints a Co-Chair, the Co-Chair may vote in the absence of the Committee Chair.

Section 1 - The Welfare Chair shall:

- a. Establish a Welfare guideline at the beginning of the board year and present it to the Governing Board for approval. The guideline must include:
 - i. Open and close date for Welfare solicitation
 - ii. Eligibility criteria for those wishing assistance
 - iii. Disbursement formula for available funds
 - iv. Distribution plan
- b. Request emergency Welfare fund disbursements from the Governing Board not to exceed \$1000. Emergency Welfare disbursements must be voted on and approved by the ASC Governing Board.
- c. Preside over the Welfare Committee, made up of the Welfare Chair, 2nd Vice President, Welfare Treasurer and an Advisor, to assist with review and consideration of welfare requests and disbursements. The Welfare Committee will be governed by ASC Bylaws, Article V, Section 1.
- d. Provide information regarding availability of funds and procedures to request funds to both the Webmaster and the Publicity Chair for timely advertisement.
- e. Present recommendations of the Welfare Committee to the Governing Board for approval at the monthly Board meetings.
- f. Present to the General Membership the approved Welfare disbursements from the fiscal year at the May General Membership meeting.
- g. Coordinate with the Welfare Treasurer the issuance of checks for all approved Welfare disbursements.
- h. Service on the Budget Special Committee and TLC Board.

Section 2 - The Scholarship Chair shall:

- a. Establish a scholarship awards guideline at the beginning of the board year and present to the Governing Board for approval. The guideline must include:
 - i. Open and close date for Scholarship awards solicitation
 - ii. Eligibility criteria for those wishing scholarship awards
 - iii. Proposed disbursement formula for available funds
 - iv. Distribution plan
- b. Appoint and preside over the Scholarship Committee (Welfare Treasurer, 2nd VP, 1 general board member, 1 governing board member, President and Advisors. The Honorary President(s) should be invited) and Selection Panel.

- c. Assist with review and consideration of scholarship awards and disbursements. The Scholarship Committee will be governed by ASC Bylaws, Article VI, Section 1.
- d. Provide information regarding availability of funds and application process to both the Webmaster and the Publicity Chair for timely advertisement.
- e. Coordinate with the Welfare Treasurer the issuance of checks for all approved scholarship award disbursements to the institutions of higher learning that the awardees attend or will attend.
- f. May purchase gifts for Judges and Speaker at the Scholarship Ceremony, not to exceed \$20/person. Must be itemized in budget.
- g. Serve on the Budget Special Committee and TLC Board.
- h. Maintain ASC Scholarship email account and Google Docs.
- i. Follow AAR/SOP in previous year Scholarship Binder. (Information also available on ASC Scholarship Google Docs page)

Section 3 - The Historian/Photographer shall:

- a. Maintain the official ASC photobook and make it available to reproduce by the close of the membership year.
- b. Be responsible for the photography at all ASC functions.
- c. Submit digital copies of photos from ASC functions to the Publicity Chair and Webmaster for their use.
- d. Arrange for an official photograph of the Governing Board.
- e. Request pictures from mini club events.
- f. Copy of the photo book will be presented to the President at the end of the year and another copy will be kept for historical purposes.

Section 4 - Membership Chair shall:

- a. Verify eligibility and enroll all members; maintain the membership forms and database roster.
 - i. The ASC General Membership roster is the sole property of the ASC, and will not be sold or loaned. All personal membership information will be maintained with the strictest confidentiality.
 - ii. For Revalidation give members the following options on membership application: SPOUSE OF: active-duty military personnel, reservist or national guard, Mil to Mil, retired military personnel, fallen heroes, international service members or widow or widower of active duty or retired military personnel. As well as spouses of government employed civilians,
- b. Collect membership dues and submit funds to the Operational Treasurer within five (5) business days of receipt.
- c. Provide Reservations Chair access to Google Doc of a listing of names from the membership roster no later than the reservations deadline for the month.
- d. Provide a year-end file on Google docs along with a print copy of the membership list to the Secretary for the permanent file.
- e. Assist President with Hail and Farewell for Honorary President/Vice President.
- f. Represent the ASC at the Newcomers Briefing.
- g. Serve on the Budget Special Committee.
- h. Serve on the Super Sign-Up Committee.
- i. Relay all requests for volunteers and advertisement for fundraising activities via email blasts.
- j. Promote and publicize all ASC activities approved by the Governing Board via email blasts and Facebook posts to membership and others as requested by the Governing Board.

Section 5 - The Parliamentarian, a non-voting member, shall:

- a. Ensure that Board Meetings are conducted according to the proper procedures as outlined in the ASC Constitution and Bylaws, all applicable AF Instructions relevant to private organizations, and Robert's Rules of Order (revised).
- b. Advise the President, and/or membership, as needed, and aid in ensuring the ASC Constitution and Bylaws are followed.
- c. Ensure that each board member has a printed and/or electronic copy of the most current ASC Constitution and Bylaws.

- d. Every odd year, preside over the Constitution and Bylaw Revision Committee, per Article XIII, ASC Constitution and Article VI, Section 2, ASC Bylaws. (1 governing board member, 1 general member, President and Advisor(s). The Honorary President(s) should be invited.)
- e. Submit a copy of the revised Constitution and Bylaws to 10 ABW FSS/FSR (Private Org.) for approval, by the end of the fiscal year (May 31) of odd numbered years, after appropriate ASC approval has been achieved.
- f. Submit a revalidation request for a Private Organization Operating Permit to 10 ABW FSS/FSR (Private Org) by the end of the fiscal year (May 31) of odd numbered years.
- g. At the request of the President, administer electronic votes, and relay the results to the Secretary and President.
- h. Chair a Nominating Committee (1 governing board member, 1 general member and Advisors. The Honorary President(s) should be invited), providing each member with a packet containing an active membership roster, elected officer job descriptions and current Board roster.
- i. Serve as Election Officer: prepare and dispense the ballots, oversee the election process, count the ballots with an impartial Club member in attendance, and announce the results to the General Membership.
- j. Install the incoming elected officers at the May General Membership Meeting.
- k. Serve on the TLC Board and Budget Committee.

Section 6 - The Property Chair shall:

- a. Establish usage policies for the ASC property and the Community Room.
- b. Maintain an updated property inventory on Google Docs, to include property held by each board member.
- c. A physical inventory shall be done at the beginning and end of the ASC year.
- d. Maintain, organize, and supervise storage of property at the ASC Community Center Space to include maintenance, cleaning and operation of the Community Room.
- e. Coordinate with the Social Chairperson regarding function decorations.
- f. Maintain accountability of all property items when they are loaned excluding items controlled by the Lending Closet.
- g. Conduct a thorough inspection and deep cleaning of the Community Room space at least once annually.
- h. Serve on the TLC Board and Budget Special Committee.

Section 7 - The Publicity Chair shall:

- a. Establish policies and procedures in a timely manner to cover events of the ASC board year.
- b. Promote and publicize all ASC activities approved by the Governing Board.
- c. Serve as Publicist for fundraising activities for the year and advertise.
 - i. Facebook
 - ii. Contact other local organizations to spread the word (VFW, Veteran's Home, etc...)
- d. Serve as Publicist for the Welfare and Scholarship Committees, and advertise the application deadlines in all available media.
- e. Responsible for the day-to-day administration and social media posting to the ASC Facebook pages.
- f. Coordinate with the President regarding the maintenance of the ASC Facebook pages.
- g. Service on the Budget and Fundraiser Committee.
- h. Serve on the Super Sign Up and Fundraiser Committees.

Section 8 - The Webmaster shall:

- a. Establish policies and procedures in a timely manner to cover events of the ASC board year.
- b. Work with Social, Fundraiser, Welfare and Scholarship Chairs to make and maintain graphics for events.
- c. Serve on the Budget and Fundraiser Committee.
- d. Responsible for:
 - i. Maintenance of the ASC website
 - ii. Obtaining content information from other board members.
 - iii. Utilization of the website to inform the general public about ASC business and appropriate non-ASC activities.
 - iv. Will be Google Doc admin and maintain all email and email passwords.

- e. Serve on Super Sign Up and Fundraiser Committees.

Section 9 - The Reservations Chair shall:

- a. Establish a Reservation Policy (means to make and cancel reservations, payment methods accepted (and how they can be paid), uncanceled reservations, waiting list after reservation deadline policy, etc...) and present it to the Governing Board for approval in August.
- b. Accept reservations and collect money for ASC functions.
- c. Create appropriate name tags for members and guests at social functions.
- d. Provide reservations information to both the Publicity Chair and Webmaster. The Reservations Policy must appear on the invitation, ASC website and FB member page.
- e. Submit all funds collected at the social functions to the Operational Treasurer or President at the end of that function.
- f. Submit all funds collected through the mail or after an event to the Operational Treasurer within five (5) business days of receipt.
- g. Report reservations total to the Social Chairperson the reservation deadline date.

Section 10 - Socials Chair shall:

- a. Be responsible for proposing and organizing programs for the board year and present proposed programs to the Governing Board in August.
- b. Act as the liaison with the social facility or other avenues to provide equipment/table set up and other logistical needs for the ASC monthly functions.
- c. Book dates with the social facility for all ASC monthly functions.
- d. Arrange for appropriate honoring or gifts for those persons presenting programs, when applicable.
- e. Will be the ASC authority over functions and will be responsible for the final selection of caterer, menus, theme and decorations.
- f. Sign any necessary contracts as a representative of the ASC.
- g. Coordinate with the Reservations Chair in finalizing reservations for ASC monthly functions.
- h. Coordinate with both the Publicity and Webmaster Chair for optimal coverage of monthly functions.
- i. Coordinate with the Ways and Means Chair regarding Vendors to ensure proper setup is achieved for Vendor and member tables at venue.

Section 11 - Fundraiser Chair shall:

- a. Propose no less than one (1) fundraising event for approval to the ASC Governing Board at the beginning of the Board year, and subsequently acquire approval from the 10 ABW/CC for the same. (Request letter goes to 10FSS/FSP at the MPS building/333-4628)
- b. Organize and conduct the event(s) as approved by the ASC Governing Board and the 10 ABW/CC.
- c. Appoint a committee (1st VP, Welfare Treasurer, Publicity, Webmaster, Ways and Means, Volunteer Coordinator, 1 general member, President and Advisors. The Honorary President(s) should be invited) to plan and execute the approved fundraiser. Hold regular, committee meetings.
- d. Coordinate closely with the Publicity and Webmaster Chair to advertise the event information.
- e. Serve on the Budget Committee.

Section 12 - The Ways and Means Chair shall:

- a. Propose, organize, and conduct all continuing revenue producing projects for the ASC.
- b. Follow proper inventory and accounting procedures.
- c. Maintain stock and inventory.
- d. Coordinate with the Operating Treasurer the payment for purchases or orders.
- e. Operate a sales table at ASC functions.
- f. Complete sales reports and provide the Operating Treasurer with money to be deposited and any other receipts within five (5) business days.

- g. Serve on the Budget and Fundraiser Committee.
- h. Update inventory listing after each sale event.
- i. Prepare physical inventory reports in the beginning and end of year.
- j. Prepare bi-annual physical inventory reports and year-end Cost of Goods report for the Operating Treasurer for financial review purposes.
- k. Advertise merchandise and/or sales events on the ASC website, FB page and other media outlets.
- l. Be knowledgeable of the vendor contract and update as needed. Have the vendor contract approved by the Executive Board not less than 30 (thirty) days prior to the first event of the ASC year.
- m. Will coordinate with the Fundraising Chair to schedule vendors for said event, if needed.
- n. Coordinate with Social Chair to schedule vendors for monthly events.
- o. Maintain a rolling vendor contact list.
- p. Notify potential vendors through email, flyers, phone calls, etc. in a timely manner (consistent with the vendor contract)
- q. Collect all eligible vendor applications and turn any fees collected to the Operating Treasurer within 5 days.
- r. Schedule vendor set-up times and clean-up times.
- s. Collect donations of door prizes/silent auction items according to vendor contract from vendor.
- t. Arrive at least 60 minutes prior to monthly functions and other vendor attended events to ensure vendor tables are correctly identified, assigned and to assist vendors as they arrive. Remain on sight until all vendors have left.
- u. Follow up with vendors within 72 hours of the event, thanking them for the participation and reminding them of the next event.
- v. Ensure ASC Vendor Policy is being followed.

Section 13 - The Hospitality Chair shall:

- a. Establish a committee to welcome/farewell members to ASC monthly functions.
- b. Submit a proposed budget as listed above in Article II section 1, to the Budget Committee at the beginning of the Board Year.
- c. Serve on the Fundraiser Committee as needed as hospitality coordinator. Set up a sub-committee for large fundraising events.
- d. Serve on the Budget Special Committee.
- e. Send members birthday cards.
- f. Send flowers to members if called for.
- g. Purchase or obtain all opportunity prizes for each function.
 - i. **Door prizes (i.e.: table decorations, etc...) are only eligible to current paid members of our club and may not be given to any other guest attending our functions.** Using permanent member name tags to randomly select door prize winners will help to ensure only current members are included in this drawing.
- h. Conduct sales of opportunities at all ASC events and ensure that all monies are counted and turned over to the Operating Treasurer prior to leaving the event.

Section 14 - The Mini Club Chair shall:

- a. Represents the needs of the mini-club members to the Board.
- b. Facilitates the meetings of the mini-clubs and contacts each POC of the mini clubs to stay updated with their events and shares events with the publicist.
- c. Screens mini club groups each month to make sure members in clubs are on the paid ASC member roster.
- d. Screens content of discussion to maintain a healthy atmosphere.

Section 15 - The Community Outreach Chair shall:

- a. Coordinate a yearly USAFA Cookie Drive to gather, package and distribute cookies to airmen in dorms.
- b. Coordinate with the Thrift Shop Manager the distribution and replacement of items within the Lending Closet.
- c. Coordinate with other USAFA-based community organizations to utilize the ASC Community Center space to fill USAFA community needs.

- d. Work with the ASC Thrift Shop Manager and Property Chair as needed to create and organize areas within the ASC Community Space for new outreach initiatives as needed.
- e. Maintain regular communication with the Thrift Shop Manager to understand issues within the ASC Community Center Space volunteer pool and report them to the TLC Board and ASC Governing Board.
- f. Serve on the TLC Board and the Budget Committee.

Article V - STANDING, SPECIAL, AND AD HOC COMMITTEES:

Section 1 - Standing Committees:

All Standing Committee chairpersons of the Governing Board shall form their own Committee members from the General Membership. Prior to their appointment, members of Standing Committees must be members of ASC in good standing and be approved by the President.

1. Welfare Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, Second Vice President, and one (1) advisor.
- b. Investigate Welfare requests and submit their recommendations for disbursement of Welfare funds to the Board for approval by a majority vote.
- c. Understand that the recommendations do not have to be approved en masse; line items may be singled out for declination.
- d. Give priority to projects benefiting the military community.
- e. Do not give any one entity more than a 30% share of the available Welfare funds.
- f. Maintain an accurate current description of duties for the successor.

2. Scholarship Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, Second Vice President, one (1) Governing Board Member, and one (1) general member. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.
- b. Review previous year's scholarship program if provided.
- c. Propose and review changes to the application process and to the SOP annually.
- d. Present changes to the ASC Board for approval.
- e. Determine application criteria and Selection Panel review criteria (i.e. judging standards, point system, etc.)
- f. Follow deadlines laid out in AAR.
- g. Maintain an accurate current description of duties for the successor.

3. Fundraiser Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, First Vice President, Publicity, Webmaster, Ways and Means Chair, Volunteer coordinator (appointed for Fundraising purposes only), and one (1) general member. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.
- b. Review previous year's Fundraiser.
- c. Coordinate with location to determine date and time.
- d. Coordinate publicity and all details related to the event.
- e. Maintain an accurate current description of duties for the successor.

Section 2 - Special Committees:

The President will appoint chairpersons of Special Committees as deemed necessary.

1. Nominating Committee shall:

- a. Compile a slate of elected officers for the following board year.

- b. Maintain confidentiality of all committee proceedings.
- c. Be composed of the following voting members: Parliamentarian, Advisor(s), one (1) governing Board members and one (1) ASC general member in good standing. Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee. Should any member of the Nominating Committee be nominated for an elected position, that member must be recused from the committee. The current ASC President may not sit on this committee.
- d. Be chaired by the Parliamentarian in February, who will:
 - i. Announce the slate of candidates at the March Board meeting.
 - ii. Announce the slate of candidates at the March General Membership Meeting and accept nominations from the floor.
 - iii. Provide the slated President with a list of persons interested in the appointed board.
 - iv. Serve as the Election Officer during ASC Elections.
 - v. Maintain an accurate current description of duties for the successor.

2. Constitution and Bylaw Revision Committee shall:

- a. In all ways comply with the ASC Constitution, Article XIII.
- b. Be created and meet in January of each odd numbered year and be chaired by the Parliamentarian.
- c. Be composed of the following voting members: Parliamentarian, one (1) Governing Board Member, and one (1) general member. Also, included as non-voting members are the President (who may only vote to break a tie) and the Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.
- d. The members (Governing Board and General Member) of the committee are to be nominated by the Parliamentarian and approved by the Executive Board.
- e. Consider all written and signed amendment proposals from any member of the ASC, two (2) weeks prior to the scheduled meeting. Additionally, the Committee may incorporate additional suggestions and ideas presented by its members.
- f. Review a draft of any complete amendment or amended document paragraph by paragraph.
- g. No vote shall be taken on the adoption of the separate paragraphs; however, a consensus agreement must be reached on the amended documents as a whole.
- h. The committee will present the Governing Board the revised documents and they will have no less than 3 days to review.
- i. Maintain an accurate current description of duties for the successor.

3. Budget Committee:

- a. Proposes a budget for the ASC fiscal year prior to the August or September Board meeting. The budgets will be approved by the Governing Board at the August or September board meeting and the General Membership at the first General Membership meeting.
- b. Conducts a budget review in January as necessary and reports to the Board in February the results.
- c. Is chaired by the Welfare and Operating Treasurer and consists of:
 - i. The Executive Board
 - ii. Ways and Means Chair
 - iii. Webmaster
 - iv. Publicity Chair
 - v. Membership Chair
 - vi. Scholarship Chair
 - vii. Hospitality Chair
 - viii. Fundraising Chair
 - ix. Property Chair
 - x. Community Outreach Chair
- d. The Committee shall invite the Advisor(s), Honorary President and Honorary Vice President. Should additional members be necessary, they will be appointed by the President.

- e. Maintain an accurate current description of duties for the successor.

Section 3 - Ad Hoc Committees:

- a. Shall be established by the President after conferring with the Advisor(s).
- b. Shall be chaired by a member appointed by the President after conferring with the Advisor(s).
- c. Shall consist of a committee appointed by the Chairperson, upon approval of the President.
- d. Examples can include, but are not limited to, Annual Special Event and Annual Community Event.

Article VI - ACADEMY SPOUSES' CLUB COMMUNITY CENTER SPACE

Section 1 - THRIFT SHOP

1. The purpose of the ASC Thrift Shop is to promote the common good and welfare of the Air Force Academy Community and to raise funds for use by the ASC for charitable giving.
2. All of the work in the operation of the ASC Thrift Shop is performed without compensation except for these hourly at-will employees:
 - a. Thrift Shop Manager
 - b. Thrift Shop Bookkeeper
 - c. Thrift Shop Cashier
3. Upon dissolution of the Thrift Shop or at any other time during its operation, none of the assets or monies in the ASC Thrift Shop account will be used for the general purpose of the ASC Social 501(c)7, and upon dissolution, any residual funds will be distributed through the ASC Welfare 501(c)3.

Section 2 - LENDING CLOSET AND OUTREACH INITIATIVES

1. The purpose of the ASC Lending Closet is to provide essential household items to military families PCSing into and out of USAFA and the greater Colorado Springs military community.
2. The Community Outreach Chair will run the ASC Lending Closet with assistance from the ASC Thrift Shop Manger and ASC Thrift Shop Volunteers as needed.

Section 3 - COMMUNITY ROOM

1. The purpose of the ASC Community Room is to provide a space for small groups to meet in comfort and privacy.
2. The Property Chair will run the ASC Community Room with assistance from the ASC Thrift Shop Manger and ASC Thrift Shop Volunteers as needed.
3. ASC small groups will be given priority when reserving the Community Room.
4. No fee shall be charged to any group or person for the use of the ASC Community Room.
5. The Historian/Photographer will maintain ASC's physical historical records within a defined area in the Community Room.

Section 4 - THRIFT, LENDING AND COMMUNITY (TLC) BOARD

1. The TLC Board shall ensure that the Thrift Shop, Lending Closet and Community Room Policies and Procedures are followed.
2. The TLC Board has the authority to offer a letter of intent, with the approval of the ASC Governing Board, for the following positions:
 - a. Thrift Shop Manager
 - b. Thrift Shop Bookkeeper
 - c. Thrift Shop Cashier
3. The hourly wage for the Thrift Shop Manager, Bookkeeper, and Cashier shall be recommended by the TLC Board and approved by the ASC Executive Board.

4. The Thrift Shop Manager may approve expenditures not greater than \$100.00. The TLC Board may approve expenditures not greater than \$500.00. Expenditures over \$500.00 must be approved by the ASC Governing Board. Petty cash not to exceed the budgeted line item for office supplies will be available to the Manger to purchase Thrift Shop supplies.
5. A qualified individual shall review the Thrift Shop Financial Books, annually, and any other time the President or Honorary President so requests.

Section 5: THRIFT, LENDING AND COMMUNITY (TLC) BOARD MEMBERS:

1. ASC 2nd Vice President (Presiding Officer)
2. ASC President
3. ASC Parliamentarian
4. ASC Welfare Treasurer
5. ASC Secretary
6. ASC Welfare Chair
7. ASC Scholarship Chair
8. ASC Property Chair
9. ASC Community Outreach Chair
10. One ASC General Member
11. Honorary President
12. ASC Advisor(s)
13. The Presiding Officer shall only vote in case of a tie. The ASC President, Parliamentarian, Honorary President and Advisor(s) cannot vote.
14. The Thrift Shop Manager and Thrift Shop Bookkeeper shall be minted to attend all TLC Board meetings to act as subject matter experts. They shall have no vote and leave TLC Board meetings at the discretion of the 2nd Vice President.

Section 6: THRIFT, LENDING AND COMMUNITY (TLC) BOARD DUTIES:

Duties shall be stated in job descriptions, those prescribed by the Constitution, and those specified in these By-Laws, to include:

1. Attendance at all TLC Board meetings. If unable to attend, notify the ASC 2nd Vice President immediately.
2. Create policies and craft any procedures pertinent to the daily functions of the Thrift Shop, Lending Closet, and Community Room.
3. Bi-annually or as needed review the Thrift Shop Operating Policies and Procedures and Employee job descriptions and revise as needed.
4. Bi-annually or as needed review the volunteer forms and revise as needed.
5. Bi-annually or as needed review the Lending Closet Operating Policies and Procedures and revise as needed.
6. Bi-annually or as needed review the Community Room Operating Policies and Procedures and revise as needed.
7. Review all community outreach initiatives presented by the Community Outreach Chair. Present approved outreach initiatives to the ASC Governing Board.
8. All Operating Policies and Procedures amendments will be presented to the ASC Governing Board. The Board shall approve all changes to policy.
9. Meet quarterly or as often as needed. Plan volunteer activities as needed.
10. Determine the days and hours of operation, with approval of the ASC Board.


Anyone not fulfilling the job description may be asked to vacate the position.

ARTICLE VII - APPROVAL

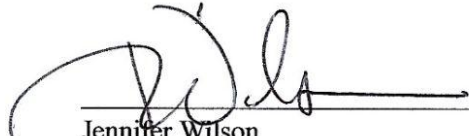
These bylaws were approved by the Governing Board of the Academy Spouses' Club on 7 August 2023.

These bylaws were approved by the General Membership on 14 August 2023.

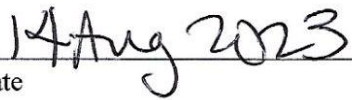
In witness thereof, the following officers affix their signature.



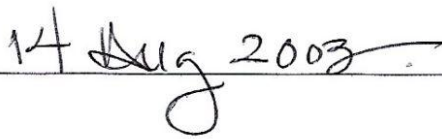
Katharine Maguire
President, ASC



Jennifer Wilson
Parliamentarian, ASC



Date



Date

10th Air Base Wing Commander

Date