

**SHEPPARD SPOUSES' CLUB**  
**BYLAWS**  
**2018-2020**

*ARTICLE I – GENERAL*

The Bylaws and rules governing this organization are published for the information and guidance of all concerned. Members, their families and guests are enjoined to observe the spirit and intent of the Bylaws and rules at all times.

*ARTICLE II – RIGHTS AND PRIVILEGES OF MEMBERSHIP*

Copies of this Constitution and Bylaws will be retained by the Secretary and will be made available for inspection by any member at any time. A copy of the Constitution and Bylaws will be furnished to a member upon request.

*ARTICLE III – GUESTS*

The privilege of inviting guests is extended to all active members. On special occasions requiring a limitation of the number of guests that can be accommodated, the Executive Board will specify the number of guests that may be invited by each member. Guests will be required to pay fees applicable to non-members when utilizing facilities of this organization. Dependents of active members are not considered guests and will be accorded all privileges of this organization upon proper identification, such as the age limitations outlined in rules of operation of club facilities.

*ARTICLE IV – DUES*

Annual member dues. Dues will be \$30 per year. Dues will be paid in advance beginning in August for the term of membership year. Membership dues will be prorated for individuals joining after August. Those in the area only temporarily may pay by the month at \$5/social. Contributions to the organization will be permitted and accepted.

*ARTICLE V – AWARDS AND GIFTS*

- A. The SSC will comply with Air Force regulations governing giving and receiving of gifts.
- B. The SSC will send a card or suitable gift to any member or members' dependent who is in the hospital.

*This is a private organization. It is not part of the Department of Defense or any of its components and has no governmental status.*

- C. In the event of death of a member of Team Sheppard, member's spouse or children, the organization may provide flowers for the funeral.
- D. Tokens of appreciation for members of the SSC Board will be purchased by the President according to the annual budgeted amount. Gifts will not exceed \$25.
- E. Tokens of appreciation for Advisors and Board Members who depart prior to the end of the board year will receive an appropriate gift at the discretion of the President. Gifts for Board Members will not to exceed \$25.00.
- F. A token of appreciation for the President will be purchased by the First Vice President on behalf of the Board according to the annual budgeted amount, not to exceed \$25.00.
- G. Flowers or other appropriate gifts will be presented to the incoming board members at the Installation Ceremony. Gifts will not exceed \$25/member.
- H. A welcome gift will be presented to each new member attending his or her first SSC function. Gifts will not exceed \$25/member.

**ARTICLE VI – NOMINATIONS AND ELECTIONS**

- A. Nominating Committee
  - 1. The Nominating Committee may consist of the chair who will be the SSC Parliamentarian, Advisor(s) and at least 2 SSC general members, in good standing, if needed.
  - 2. The Chair of the Nominating Committee will preside over all elections.
  - 3. The Committee will begin in January of each year to consider a slate of Executive Board nominees for presentation to the General Membership no later than March.
- B. Nominations
  - 1. Any member intending to nominate a candidate for office from the floor must so state her/his intent to the Parliamentarian prior to the slate being presented to the General Membership. The candidate must be present to give consent when the nomination is made from the floor.
  - 2. The nominees will be presented at a General Membership meeting, at which time floor nominees will be accepted. Upon approval by membership, the slate will be closed. Nominees must meet active member status to be eligible.
  - 3. If a vacancy occurs after the nominations are closed, that office will remain open until after the elections. At that time, the newly elected Executive Board will select an officer pro-term to serve until the vacancy can be filled.
- C. Elections

1. Elections will be held at the April SSC General Membership meeting and will be by secret ballot. Write-in votes will be invalid.
2. In the event of an unopposed slate of candidates, the method of voting will be by a show of hands, at the close of the presentation of candidates to the membership.
3. All general members in good standing will be eligible to vote.
4. Absentee ballots will be issued by request prior to the vote, as deemed appropriate by the Nominating Committee. Absentee ballots must be received 24 hours prior to the vote.
5. Any tie will be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of the votes.
6. Ballots will be prepared, distributed, collected and counted by the Nominating Committee.
7. The Parliamentarian will hold the ballots for thirty days following the election.

E. Term of Office

1. Installation of newly elected officers will be held at the May membership meeting.
2. Officers will assume their duties effective at the June Board meeting and will serve for one year.
3. Executive Board members will not serve in the same position for more than two consecutive years. However, in the event that no volunteers present for nomination to a vacant elected office, the previous elected officer may choose to serve an additional term (to total three consecutive elected terms in the same position).

F. Vacancies in Office

1. In the event of a vacancy in the office of President, the First Vice President, with her/his consent, will immediately assume the office. In the event she/he chooses not to assume the office; the Second Vice President, with her/his consent, will immediately assume the office. In the event she/he chooses not to assume the office; the Executive Board with the approval of the Governing Board will appoint a replacement. A vacancy in any other office will be filled by appointment by the President with approval of the Executive Board. Said officers will hold office until the next general election.
2. Resignation from an Executive Board position will be submitted in writing to the President and will be effective immediately.

G. Removal from Office

1. Elected officers may be removed by a two-thirds majority vote of the active membership present at the General Membership Meeting, providing a termination was submitted to the officer thirty days in advance.
2. Chairpersons and other appointees may be removed at the discretion of the Executive Board.

## **ARTICLE VII - DUTIES OF OFFICERS**

It shall be the duty of all officers to ensure the organization and its members comply with AFI 34-223 and all other directives affecting the operation of the organization. The Executive Board is composed of all duly elected officers of the organization. The specific duties of the Governing Board, which consist of those aforementioned in the SSC Constitution, Article IV, are as follows.

A. The Governing Board will:

1. Have a term of office from 1 June to 31 May.
2. Authorize all expenditures consistent with the SSC Constitution and its Bylaws.
3. Approve allocation of funds for each special project not approved as part of the overall budget, not to exceed one thousand dollars (\$1,000) per project. Those over one thousand (\$1,000) require membership approval.
4. A budget will be prepared by the Budget Committee in June/July and presented to the SSC Bard in August for approval. The budget will then be presented to the General Membership at the August Social and via email. The budget will be posted until the September General Membership function at which time it will then be voted on.
5. Review and vote on acceptance of current financial statements of the social and welfare treasurers, committees, and reports of the auditors/CPA.
6. Formulate and supervise projects and programs and approve the monthly entertainment.
7. Formulate plans and establish the policies of the SSC. The general management, direction, and control of SSC affairs, funds and property are vested in the Governing Board.
8. Attend all regular and special General Membership meetings and Governing Board meetings, or send an SSC member in good standing to attend as your representative.
9. Vote on the SSC Constitution, Bylaws, and amendments in accordance with Constitution Article VI.
10. Hold no more than one elected position in the SSC at a time with the exception of liaison appointments. An elected position can also hold an appointed position upon approval from the President.

B. The Advisory Group pay dues, have the rights and privileges of a member, and attend Executive Board meetings in an advisory capacity, without vote. However, as members, they have the right to vote at General Membership meetings.

C. The President will:

1. Preside at all regular and special meetings of the SSC Governing Board and Executive Board.

2. Appoint, with Executive Board approval, the Parliamentarian and chairs of all standing and special committees necessary to conduct the business of the SSC. These members must meet active membership status eligibility.
3. Appoint a member to fill a vacancy caused by the resignation or incapacitation of any elected officer, in accordance with the Constitution and the approval of the Executive Board and the honorary officers.
4. Be the official signatory for the SSC.
5. May cosign social & recreational checks, Scholarship & Charitable checks, and Thrift Shop checks with one (1) of the following: First Vice President, Second Vice President, Social & Recreational Treasurer, or Scholarship & Charitable Treasurer.
6. Maintain care of the SSC iPad Mini and Square to include signing it out to board members to use as deemed necessary.
7. Be an ex-officio member of all committees with the exception of the Nomination Committee.
8. Serve on the Thrift shop Committee.
9. May call special meetings of the Executive Board and/or General Membership when necessary.
10. Confer with the Advisors on all pertinent matters concerning the SSC.
11. Attend all official functions as required as an SSC representative or appointee.

D. The First Vice President will:

1. Perform the duties of the President in his/her absence.
2. Perform the duties of the Second Vice President in his/her absence.
3. Perform the duties of the Operational Treasurer in his/her absence.
4. Perform the duties of the Parliamentarian in his/her absence.
5. Perform the duties of the Secretary in his/her absence.
6. Assist the President at all times and maintain a working knowledge of all club activities.
7. Serve as Special Project Officer for all non-charitable fund-raisers and, as such, organize and supervise any activities justified by the interest and support of the members and approved by the honorary and governing board members.
8. Supervise the activities of the following chairs: Membership, Programs/Socials, Hospitality, Reservations, Publicity, Webmaster, Special Activities, Historian, and NATO Liaison. May cosign Operational checks and Scholarship & Charitable checks with one of the following: President, Second Vice President, Operational Treasurer, and Charitable Treasurer.
9. Signatory on the SSC financial account.

E. The Second Vice President will:

1. Perform the duties of the First Vice President in her/his absence.

2. Perform the duties of the Charitable Treasurer in her/his absence.
3. Serve as Special Projects Officer for all charitable fund-raisers and, as such, organize and supervise any activities justified by the interest and support of the members and approved by the honorary and governing board members.
4. Supervise the activities of the Hangar Holiday Chairman, Scholarship committee.
5. Serves as the point of contact for all incoming requests for donations and is responsible for dispersing charitable monies.
6. May cosign checks with one of the following: President, First Vice President, Operational Treasurer, or Charitable Treasurer
7. Signatory on the SSC financial account and Thrift Shop financial account.

F. The Secretary will:

1. Record the minutes of all membership and Executive and General Board meetings, prepare required correspondence, notify all members of General Membership and Special Meetings as required.
2. Have custody of all permanent records of the SSC, to include insurance policy, which will be kept in hardcopy format for two years and in electronic format for three years.
3. He/she shall submit the organization's Constitution and Bylaws to 82 FSS/FSR for bi-annual reviews, or as changes occur.
4. Be the administrator of web based document archive, and as such, post current notices in an official location, maintain a current list of the Governing Board members and their phone numbers, and send information to Publicity to post to website/Facebook.
5. Post the approved minutes of the Governing Board meetings and the monthly financial reports.
6. Present minutes of meetings of the organization to 82 FSS/FSR at least monthly and to the Executive Committee upon request.
7. Be responsible for printing, collecting, and distributing business memoranda and mail.
8. Be purchasing agent for procurement of office supplies for the SSC.
9. Record the attendance at each Governing Board meeting.
10. Holds a key to the SSC post office box.

G. The Operational Treasurer will:

1. Receive and disburse all funds belonging to the SSC financial accounts, maintaining good accounting practices.
2. File tax forms 990-N properly and timely.
3. Keep an accurate account of all dues, incomes, receipts and expenditures, balancing the SSC Operational budget on a monthly basis and preparing and submitting a monthly financial statement for the Governing Board.
4. Serve as Chair on the SSC Budget Committee.

5. Work with Charitable Treasurer in obtaining bonding for the President, First Vice President, Second Vice President, Charitable Treasurer, and any other designated positions.
6. Present records for review at the end of term of office or upon resignation in accordance with existing AFI34-223.
7. Keep all SSC Operational financial records for seven years.
8. The President (or treasurers) will appoint a certified public accountant to conduct an audit when annual gross revenues equal or exceed \$250,000; or an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000. The SSC pays for this service to the CPA. (IAW AFI 34-223,10.7.3 If gross annual revenues are less than \$100,000, but more than \$5,000, an independent audit or financial review is not required. However, such Private Organizations (POs) must provide an annual financial statement to FSS/FSR NLT 20 days following the end of the PO's fiscal year.)
9. May cosign SSC checks with one of the following President, First Vice President, Second Vice President, or Charitable Treasurer.
10. Signatory on the SSC financial account.

H. The Charitable Treasurer will:

1. Receive and disburse all charitable funds belonging to the SSC- Charitable accounts, maintaining good accounting practices.
2. Provide accountant with all SSC- Charitable financial records so tax forms can be properly and timely filed.
3. Keep an accurate account of all income, receipts, and expenditures; balancing the SSC- Charitable budget on a monthly basis and preparing and submitting a monthly financial statement for the Governing Board.
4. Serve a Co-chair on the SSC Budget Committee.
5. Work with Operational Treasurer in obtaining bonding for the President, 1st and 2nd Vice President, Charitable Treasurer, Operational Treasurer, Hangar Holiday, Thrift Shop, and any other designated positions.
6. Present records for review at the end of term of office or upon resignation in accordance with AFI 34-223.
7. Keep all SSC- Charitable financial records for seven years.
8. President (or treasurers) will appoint a certified public accountant to conduct an audit when annual gross revenues equal or exceed \$250,000; or an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000. The SSC pays for this service to the CPA. (IAW AFI 34-223,10.7.3 If gross annual revenues are less than \$100,000, but more than \$5,000, an independent audit or financial review is not required. However, such POs must provide an annual financial statement to FSS/FSR NLT 20 days following the end of the PO's fiscal year.)
9. Ensure a review of the Thrift Shop books is completed annually, and when the bookkeeper changes office.

10. May cosign SSC checks with one of the following: President, First Vice President, Second Vice President, or Operational Treasurer.
11. May cosign Thrift Shop checks.
12. Signatory on both the SSC financial account and Thrift Shop financial account.

I. The Parliamentarian will:

1. Be versed in the rules of parliamentary procedure in order to advise the President, the Executive Board, and Governing Board members on points of order and proper procedure, according to the SSC Constitution, Bylaws, and *Robert's Rules of Order, Newly Revised Edition*.
2. Serve as Chair on the SSC Nominating Committee.
3. Serve as Chair on the Constitution and Bylaws Review Committee.
4. Perform such duties as may be delegated by the President.
5. Ensure adequate insurance is obtained, unless the 82nd Support Group Commander grants a waiver.
6. Be the SSC's primary contact with the legal office in matters that pertain to the SSC.
7. Take a vote on the Governing Board by telephone or email, when necessary, as directed by the President or designated representative.
8. Ensure job descriptions are updated every April by the Executive Board.

#### ***ARTICLE VIII – EXECUTIVE BOARD/MEMBER REQUIREMENTS***

- A. The President and/or Parliamentarian will be responsible to ensure that the club's Constitution, Bylaws and Private Org authorization are reviewed at least every two years and are consistent with Air Force policies as amended.
- B. The President and Treasurers will establish a system for the protection of club assets and ensure that the liabilities do not exceed its income.
- C. Members do not have propriety rights in the club's assets, and income will not accrue to individuals except through wages or salaries for employees of the SSC.
- D. The President will ensure that all members have access to all documents, to include the SSC social and welfare budgets, and the SSC Constitution and Bylaws.

#### ***ARTICLE IX – FINANCES***

- A. The SSC Operational budget will be financed by:
  1. Annual member dues. Dues will be \$30 per year for spouses. Dues will be paid in advance for the term of membership. Membership dues will be



prorated for individuals joining after August. Those in the area only temporarily may pay by the month at \$5/social.

2. Forty percent (40%) of any in house club fundraisers.

B. The SSC Charitable budget will be financed by:

1. Charitable fund-raising activities.
2. Net proceeds, minus ten percent (10%) and not to exceed \$100 a month, from the Sheppard Thrift Shop.

The SSC Operational budget will use no portion of those net proceeds acquired through the Thrift Shop.

- a. Thrift Shop account will be used to pay all expenses related to the Thrift Shop unless the amount needed exceeds available balance. Transfer of money from Charitable budget may be transferred upon Executive Board approval.
  - b. Will be maintained in the Thrift Shop budget. Signatories will include the President, Second Vice President, Charitable Treasurer, and Thrift Shop Manager.
3. Net proceeds from Hangar Holiday.
    - a. Charitable budget will be used to pay all expenses related to Hangar Holiday.
    - b. Will be maintained in the Charitable budget. Signatories will include the President, First Vice President, Second Vice President, Charitable Treasurer, and Operational Treasurer
  4. Monies donated by the SSC Operational fund
  5. Individual donations, unless specifically specified otherwise.

C. Funds

1. A minimum of one thousand dollars (\$1,000) in the SSC financial account, plus any obligated funds will be turned over to the incoming Executive Board each year.
2. A minimum of \$375 should be maintained in the Thrift Shop financial account and \$200 in petty cash.

D. Budget

1. The Budget Committee will consist of the Executive Board and be co-chaired by the Treasurers. Advisors will be invited to all budget meetings.
2. A proposed budget for each fund will be prepared by the Budget Committee and approved by the Executive Board to be presented to the Governing board members at the August board meeting.
3. Once the Governing board approves the budgets they will be emailed and posted for 28 days and presented to the general membership to be approved at the September function.
4. Budget Review meeting will be held and revisions presented to the Governing Board no later than February.
5. A financial review of the SSC Operational and Charitable funds will be made in accordance with AFI 34-223 upon completion of the Treasurer's

term of office or upon her/his resignation. If the Treasurer's term extends beyond two years, an annual audit will be performed during his/her tenure.

6. Requests for funds in excess of one thousand dollars (\$1,000) will be presented to the Governing Board for review prior to presentation to the General Membership for a vote.
7. All funds will be deposited in a federally insured financial institution in a timely manner.
8. All expenditures will be made by check. No checks will be pre-signed.
9. Incoming board will attend May's board meeting to review budget for continuity.

### ***ARTICLE X – THRIFT SHOP***

The purpose of the Thrift Shop is to provide a medium where SAFB Civil Service employees, active duty, retired, and their dependents may dispose of used articles no longer needed and where used articles may be purchased at a reasonable price. The Thrift Shop proceeds provide scholarships and grants.

- A. The SSC representatives to the Thrift Shop Committee will be the President, Second Vice President, Charitable Treasurer, Thrift Shop Chair, and Advisors.
- B. The SSC President will chair the Thrift Shop Committee. The 2<sup>nd</sup> VP will record minutes for Thrift Shop meetings.
- C. The Executive Board of the SSC will require a review of the Thrift Shop budget and expenses annually and whenever there is a turnover in the Thrift Shop Manger position. The Charitable Treasurer will submit the findings to the SSC Board.
- D. Specific guidelines for the operation for the Thrift Store will be provided in its own Constitution and Bylaws.

### ***ARTICLE XI – CINDERELLA'S CLOSET***

Many base functions (such as the Air Force Ball, Annual Awards Banquets and Airman Leadership School Graduations) require semi-formal or formal attire. The purpose of Cinderella's Closet is to ensure that military spouses and dependents have access to a variety of elegant dresses while supporting their military member. It is also to minimize the financial burden by providing attire options for every occasion.

- A. Cinderella's Closet is be located inside the Thrift Shop and is an extension of the Thrift Shop services.

- B. The SSC representatives to Cinderella's Closet will be the Cinderella's Closet Chair.
- C. Any SSC member or anyone with a military ID (any exceptions must have Executive Board approval) will be allowed to check out items at no cost. However, items must be dry cleaned upon return. Proof of dry cleaning service is also required.
- D. Items are available for to borrow anytime the Thrift Shop is open. Appointments may be made after hours, depending on the availability of SSC Chair or Board members.
- E. Items may not be sold unless they are no longer deemed appropriate for Cinderella's Closet. Any profits will go back into the budget for maintenance, upkeep of inventory, etc.

### ***ARTICLE XII – INSURANCE COVERAGE***

The SSC conducts only low risk activities, (fundraisers, and parties) and will request an insurance waiver from the 82 TRW Commander or obtain insurance coverage. If a waiver is obtained, the SSC will purchase insurance for any one-time, high-risk event/activity.

### ***ARTICLE XIII – CHAIRS & COMMITTEES***

- A. Chairs and Committees of the SSC will:
  1. Be appointed by the President and may include Hangar Holiday, Texas Welcome, MSAD, Scholarship, Thrift Shop, Cinderella's Closet, Membership, Programs/Socials, Publicity, Hospitality, Special Activities, NATO Liaison, Nominating, and Installation.
  2. Be voting members of the Governing Board and attend all meetings, or send an SSC member in good standing to attend as your representative.
  3. Be required to maintain accurate and detailed current job descriptions to provide information to their successors or substitutes. This will include updating all electronic files relevant to the position.
  4. Appoint assistant chairs as needed, with prior approval from the President.
  5. Submit written recommendations for allocation of funds for their committee to the Budget Committee by February.

### ***ARTICLE XIV – AMENDMENTS***

Amendments to the bylaws may be submitted by any member in good standing. At the earliest possible date, the proposed amendment will be presented to the general

membership meeting. To be adopted, the amendment must obtain a majority vote of the members present and approval of the 82 MSG/CC through the 82 FSS/FSR prior to adoption.

***CERTIFICATION OF BYLAWS***

These Bylaws were reviewed and approved by a majority of the SSC Board.

ON FILE

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President, Sheppard Spouses' Club

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Date

ON FILE

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Parliamentarian, Sheppard Spouses' Club

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Staff Judge Advocate

\_\_\_\_\_  
Date

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Resource Manager, 82d Force Support Squadron

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Date

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Commander, 82d Force Support Squadron

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Date

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Commander, 82d Mission Support Group

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Date