

Sheppard Spouses' Club Bylaws

2022-2024

ARTICLE I - GENERAL

The Sheppard Spouses' Club (SSC) operates on Sheppard AFB, Texas pursuant to AFI 34-223. Once approved and signed by the 82nd Mission Support Group Commander (or designee), the adoption nullifies any previous By-Laws of the SSC. The Bylaws and rules governing this organization are published for the information and guidance of all concerned. Members and guests are enjoined to observe the spirit and intent of the Bylaws and rules at all times. Copies of the most current Constitution and Bylaws will be published on the SSC website for review and a copy will be provided to members upon their written request.

ARTICLE II - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Membership in the SSC is voluntary. Only members in good standing may attend and participate in SSC sponsored activities or functions, with exceptions of guests as defined in Section 4. The Board of Governors, with the consent of at least one member of the Advisory Group, may revoke membership with just cause, as noted in Article III Section 5. The President or an Advisor may waive certain membership requirements. Only members whose dues are paid currently shall be considered members in good standing for club participation. Membership may be terminated for non-payment of debts such as dues, social fees, or special activity fees. Membership once terminated shall be reinstated upon payment of accrued dues and assessments.

Section 1. Members:

1. Eligibility

- a. Spouses of active military members of the United States Armed Forces assigned or attached to Sheppard AFB or residing in the greater Wichita Falls, TX area.
- b. Spouses of military members of the United States Armed Forces on active duty who are not in the geographical area of Sheppard AFB, TX.
- c. Spouses of retired or deceased United States Armed Force members, residing in the greater Wichita Falls, TX area.
- d. Spouses of Guard and Reserve members of the United States Armed Forces assigned or attached to Sheppard AFB or residing in the greater Wichita Falls, TX area.
- e. Spouses of International Armed Force members assigned to Sheppard AFB or the greater Wichita Falls, TX area.
- f. Spouses of Department of Defense (DOD) employees, active or retired.
- g. Spouses of Veteran United States Armed Force members.
- h. Adult dependants in the households of the specified categories above.

2. Privileges

- a. An Active Member is eligible to vote, serve on the Board of Governors, chair a committee, and participate in all SSC sponsored activities.
- b. An Active Member shall pay annual dues, in advance or at the time of joining the SSC, directly to the Membership Chair or Operational Treasurer.
- c. No individual member of the SSC may obligate or use the SSC name without the approval of the Board of Governors.

Section 2. Guests:

1. Individuals who are eligible for membership in the SSC may attend two functions as a guest prior to becoming a member. The Board of Governors reserves the right to limit a function to members only.

2. Special guests and guest speakers may be invited by the President to attend any function.
3. A member may bring the same guest (one not eligible for membership) two times during the year, except for houseguests (defined as persons residing with a member), who may attend 2 functions. Houseguests of any member may attend social functions with approval from the Social Coordinator. Members shall be financially responsible for their guests and shall make reservations for them.
4. Guests are allowed to participate in social events but are ineligible to win prizes with the exception of Texas Welcome.

Section 3. Termination of Membership.

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

1. Non-payment of dues for thirty (30) days without a Treasurer approved payment plan. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their dues in full at the time of reinstatement.
2. Non-payment of fees for SSC sponsored activities such as social functions. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their fees in full at the time of reinstatement.
3. Inappropriate behaviors towards the SSC Board of Governors and/or the SSC Membership such as slander, intimidation, acts of retaliation, or committing an action or behavior that compromises the integrity of the club, showing there is just cause, determined by consideration and a majority vote of the Board of Governors.
4. Termination of a member, either by the board of governors or by the member themselves will not result in the reimbursement of any membership dues.

ARTICLE III - MEETINGS

The business of the SSC shall be conducted at regularly scheduled meetings of the Executive Board, Board of Governors, and/or general or special meetings. The President may call special meetings. All members shall be given reasonable notice of special meetings.

1. The SSC Executive Board shall be comprised of the persons outlined in Article VIII, Section 1. The Executive Board will meet as deemed necessary by the President.
2. The SSC Governing Board shall be comprised of the persons outlined in Article VIII, Section 2. The Governing Board will meet once a month with the exception of June and July unless deemed necessary by the President.
3. Special and standing committees shall be comprised of members in good standing appointed to each committee by the President. These will meet as deemed necessary by the committee coordinator.
4. General Membership meetings will be held once a month with the exception of June and July.
5. At least one member of the Advisory Group, as outlined in Article VIII, Section 3, should make an effort to attend meetings of the Executive Board, Board of Governors, standing committees, and general membership in an advisory capacity.

ARTICLE IV - DUES

Annual membership dues will be set at the beginning of each board year by the executive board. Dues will be paid in advance beginning in June for the term of the membership year which begins June 1 and

ends of May 31. Membership dues will be prorated for individuals joining after January 1.

ARTICLE V - AWARDS AND GIFTS

The SSC will comply with Air Force regulations governing the giving and receiving of gifts.

1. Gifts and tokens will not exceed \$25 per person, per event and will be purchased from the Operational Account.
2. In the event of death of a member of Team Sheppard, member's spouse or children, the SSC may provide a token of sympathy.
3. Tokens of appreciation for members of the SSC Board may be purchased by the President according to the annual budgeted amount.
4. Advisors and Board Members who depart prior to the end of the board year may receive an appropriate gift at the discretion of the President.
5. A token of appreciation for the President will be purchased by the Operational Vice President on behalf of the Board.
6. Flowers or other appropriate gifts will be presented to the incoming board members at the Installation Ceremony.
7. A welcome gift may be presented to each new member attending his or her first SSC function.

ARTICLE VI – QUORUMS AND ELECTRONIC VOTING

Section 1. Quorums:

At any meeting of the Executive Board, a quorum to conduct business and vote on matters will be the total number of members present, a simple majority (51%) of valid votes cast by those present will pass an issue or matter. The President only votes in the case of a tie. The Parliamentarian and any member(s) of the Advisory Group present are not entitled to a vote.

At any meeting of the Board of Governors, a quorum to conduct business and vote on matters will be the total number of members present, a simple majority (51%) of valid votes cast by those present will pass an issue or matter. Positions serving as co-coordinators will count as one member in determining matters of quota. Unfilled positions shall not be counted when determining quota. Members serving in more than one chair will be entitled to only one vote. In this case, the different chairs shall count as one member when determining the quota. The President only votes in the case of a tie. The Parliamentarian and any member(s) of the Advisory Group present are not entitled to a vote.

At general or special meetings of the membership, a quorum to conduct business and vote on matters will be the total number of members present, of which the majority (51%) of valid votes cast by those present will pass an issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote. All members in good standing are entitled to a vote at general membership meetings.

Section 2. Executive and Governing Boards Electronic Votes:

The Parliamentarian will conduct all electronic voting for any matter of the Executive Board that must be voted on prior to the next scheduled Executive Board or Governing Board meeting. Once the information is presented to the Executive Board, no less than twenty-four (24) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible and capable to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the remaining members of the Executive Board. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled Executive Board meeting.

The Parliamentarian will conduct all electronic voting for any matter of the Board of Governors that must be voted on prior to the next scheduled Governing Board meeting. Once the information is presented to the Governing Board, no less than forty-eight (48) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible and capable to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the remaining members of the Governing Board. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled monthly Board of Governors meeting.

Section 3. Absentee Votes:

Absentee voting for General Membership is restricted to elections unless deemed necessary by the President. The Parliamentarian will conduct all absentee voting for any General Membership vote. Once the information is presented to the General Membership, no less than forty-eight (48) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the General Membership. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled monthly General Membership meeting.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee:

1. The Parliamentarian, or presidential designee in the absence of the Parliamentarian, will be the chair of the Nominating Committee.
2. The Nominating Committee consists of the Parliamentarian, at least one member of the Advisory Group, and at least one General Member.
3. The Chair of the Nominating Committee will preside over all elections.

Section 2. Nominations:

1. Incumbent office holders who wish to run again may do so as long as they are not in violation of terms limits.
2. Nominees must be considered members in good standing.
3. All executive board positions are eligible for nomination with the exception of the Parliamentarian who is appointed by the sole discretion of the newly elected President at the Installation Ceremony.
4. Members of the Nominating Committee are eligible to become nominees for office. If a member of this committee accepts a nomination, that person will immediately resign from the committee. The Parliamentarian shall appoint a replacement.
5. Nominations must be submitted by the end of the March General Membership Meeting. Nominations from the floor will be allowed as long as the nominee is present to accept the nomination.
6. Elections will be held and completed with votes tallied by the April General Membership Meeting.
7. If a position remains vacant after nominations, the position will remain vacant until after the elections. At that time, the newly elected Executive Board can appoint an officer to serve pro tem until the vacancy can be filled.

Section 3. 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. All general members in good standing will be eligible to vote.
3. Absentee ballots will be issued by request 24 hours prior to the vote, as deemed appropriate by the Nominating Committee. Absentee ballots must be received before the end of the April General Membership Meeting.
4. The candidates receiving the majority (51%) of the votes within each office shall be elected.
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 at least two (2) members of the Nominating Committee.
7. The Parliamentarian will hold the ballots for thirty days following the election.

Section 4. Term of Office:

1. Installation of newly elected officers, as well as the Parliamentarian who is appointed by the sole discretion of the newly elected President, will be held at the May General Membership Meeting
2. Officers will assume their duties effective June 1st and will serve for one year.
3. Executive Board members will not serve in the same position for more than two (2) consecutive years. However, in the event that no volunteers present for nomination to a vacant elected office, the previously elected officer may choose to serve an additional term (for a total of three (3) consecutive elected terms in the same position).

Section 5. Vacancies in Office:

1. In the event of a vacancy in the office of the President, the Operational Vice President, with her/his consent, will immediately assume the office. In the event she/he chooses not to assume the office; the Charitable 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 the 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.

Section 6. Removal from Office:

1. Elected officers may be removed by a two-thirds ($\frac{2}{3}$) majority vote of the active members present at the General Membership Meeting, providing a termination was submitted to the officer thirty days in advance.
2. Governing board and other appointees may be removed at the discretion of the Executive Board.

ARTICLE VIII - OFFICERS AND GOVERNING BODY

The SSC is governed by the Executive and Governing Boards. At least one member of the Advisory Group should make an effort to attend meetings of the Board of Governors in an advisory capacity. A list of duties for each position of the Governing Board can be found in the SSC Handbook.

Section 1. Executive Board:

1. The Executive Board is composed of the elected officers and the Parliamentarian who is appointed by the sole discretion of the President.
2. The elected officers are the President, Operational Vice President, Charitable Vice President, Secretary, Operational Treasurer, and Charitable Treasurer.
3. The duties of the elected officers are outlined in the SSC Handbook.
4. As a whole, the Executive Board duties include:
 - a. Completing a term of office from 1 June to 31 May.
 - b. Authorizing all expenditures consistent with the SSC Constitution and Bylaws.
 - c. Approving 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 approval from the Governing Board.
 - d. Establish the policies of the SSC. The general management, direction, and control of SSC affairs, funds, and property are established in the Executive and Governing Boards.
 - e. Attend all Executive and Governing Board meetings.
 - f. Hold no more than one elected position in the SSC at a time. An elected officer can also hold an appointed position, with the exception of the Parliamentarian, upon approval from the President.
 - g. The duties of each Executive Board member are outlined in the SSC Handbook.

Section 2. Governing Board:

1. The SSC Governing Board shall be comprised of the Executive Board and standing committee coordinators.
2. Standing committee coordinators are appointed by the President.
3. The duties of the Governing Board are outlined in the SSC Handbook.
4. As a whole, the Governing Board duties include:
 - a. Completing a term of office from 1 June to 31 May. The Hangar Holiday Director will have a term of office from 1 January to 31 December.
 - b. Authorizing all expenditures consistent with the SSC Constitution and Bylaws.
 - c. Approving allocation of funds for each special project not approved as part of the overall budget, over the amount of one thousand dollars (\$1,000) per project.
 - d. Establish the policies of the SSC. The general management, direction, and control of SSC affairs, funds, and property are vested in the Executive and Governing Board.
 - e. Attend all Governing Board meetings.
 - f. An elected officer can also hold an appointed position upon approval from the President.

Section 3. Advisory Group:

1. Invitations to the Advisory Group may be extended from the President, following discussion with the Executive Board, to the spouses of all Wing and Group level Commanders, Vice Commanders, and Chief Master Sergeants attached to Sheppard Air Force Base. Additional advisors may be appointed as necessary by the Executive Board.
2. The position of the Honorary President shall first be offered to the spouse of the 82nd Wing Commander. If they are unable or unwilling to assume this position then it may be offered to the spouse of the 80th Wing Commander. If neither spouse is able nor willing to assume this position it shall remain vacant.

3. Members of the Advisory Group pay dues and have the rights and privileges of a general member.
4. The duties of the Advisory Group are outlined in the SSC Handbook.
5. As a whole, the Advisory Group duties include:
 - a. Attending meetings of the Executive Board, Board of Governors, standing committees, and general membership in an advisory capacity.
 - b. Assisting in coordinating matters of protocol.
 - c. Provides additional support as needed to the President, Executive Board, and Governing Boards.

ARTICLE IX - FINANCIAL GOVERNANCE

The SSC will abide by the financial governance set forth in the SSC Constitution. This governance shall be used in matters of the Operational, Charitable, Hangar Holiday and Thrift Shop accounts. The Executive Board is responsible for maintaining the financial integrity of the SSC.

The Budget Committee is responsible for creating the operational and charitable budgets for each board year and is comprised of the Executive Board and chaired by the Treasurers. At least one member of the Advisory Group will be invited to all budget meetings. A proposed budget for the following board year for each fund will be prepared by the Budget Committee and incoming Executive Board in April, following Executive Board elections, and approved by the Executive Board to be presented to the Governing board members in May. Upon approval by the Governing board, the budgets will be emailed and posted for a minimum 72 hours and presented to the general membership to be approved at the May General Membership Meeting in person. A Budget Review meeting will be held and revisions presented to the Governing Board as early as June but no later than February. Upon approval by the Governing board, the budgets will be emailed and posted for a minimum 72 hours and presented to the general membership to be approved at the next scheduled General Membership Meeting in person. If deemed necessary by the Budget Committee, multiple budget review meetings may be held in a board year.

ARTICLE -X - AMENDMENTS

The Bylaws will be reviewed each board year no later than August 30th. Proposed amendments to the Bylaws may be submitted by any member in good standing. To be adopted, the amendment must obtain a majority (51%) vote of the members present and approval of the 82 MSG/CC through the 82 FSS/FSR prior to adoption.

1. The amendment process will consist of the following:
 - a. Any proposed amendment will be submitted in writing by a member, to be considered by the Constitution and Bylaws Review Committee.
 - b. The Review Committee will review the proposed amendment and present it to the Governing Board for their approval.
 - c. If the proposed amendment is passed by a majority vote of the Governing Board, it will be presented at the next regularly scheduled General Membership meeting. The written amendment will be posted for a minimum of 72 hours.
 - d. A quorum of the General Membership present must approve the proposed Amendment.
 - e. All amendments approved by the General Membership must meet the approval of the Installation Commander or designee to be adopted.
 - f. Once a proposed amendment has been considered and disapproved, it can not be reintroduced for a period of one year.
 - g. In the event that any provision of the Bylaws will be deemed illegal or contrary to any

Air Force directive, such portion will be deemed changed administratively to conform to the same directive.

ARTICLE XI - ADOPTION

These Bylaws shall become effective upon adoption by a vote of a simple majority (51%) of the voting members present at a General Membership Meeting, subject to the approval of the Installation Commander, or appropriate authority.

CERTIFICATION OF BYLAWS

These Bylaws were approved by a majority vote of the SSC Governing Board and General Membership.

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Tiffany Baker, President, Sheppard Spouses' Club Date

DocuSigned by:

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Lori Larsen, Parliamentarian, Sheppard Spouses' Club Date

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