

SHEPPARD SPOUSES' CLUB CONSTITUTION

2020-2022

ARTICLE I

NAME

The name of this organization shall be Sheppard Spouses' Club hereafter referred to as SSC.

ARTICLE II

PURPOSE

The purpose of this organization is to function as a social and professional volunteer organization established to enhance morale, esprit de corps, and cooperation between members. The SSC is organized for charitable and social purposes under section 501(c)(4) of the Internal Revenue Code. The purpose of the SSC shall be to develop, organize and sponsor educational, charitable and social activities. The goal is to disseminate information of interest and value to its members and to foster, protect and preserve the ideals of charity, benevolence and good fellowship in keeping with the ideals of the United States Armed Forces.

ARTICLE III

Authority and Limitations

Section 1, General. This association is organized as a private organization pursuant to authority contained in AFI 34-223. This association shall be self-sustaining and is not an instrumentality of the United States Government. No appropriated or non-appropriated funds of the United States or its instrumentalities shall be used to support this association, either directly or indirectly. No act or omission of this association or any of its officers, agents, or employees shall create a debt of liability upon appropriated or non-appropriated funds of the United States or any of its instrumentalities. It is acknowledged that this association can only exist on Sheppard AFB upon written consent of the installation commander or designated representative, whose consent may be withdrawn at any time the installation commander or designated representative determines such withdrawal of consent to be in the best interest of the Air Force. The consent of the installation commander is contingent upon, but not limited to, compliance with the conditions set forth in Section 2.

Section 2, Specific Limitations:

- a. This organization will not conduct programs that would prejudice or discredit the interests of the United States Air Force or any other agency of the Federal Government.
- b. This organization will not engage in any activity that conflicts or competes with those of any 82 FSS, NAFI, or Army and Air Force Exchange services on an installation.
- c. This organization will not engage in on or off-base fundraising activities (including bake sales, etc.) unless specific written authorization is obtained from 82 FSS/FSR.
- d. If this organization sells unit souvenirs or memorabilia to include coins, it will do so with the approval of membership in accordance with AFI 34-223.

e. This organization will not discriminate against anyone based on age, race, color, religion, disability, ethnic group, gender, or national origin.

f. This organization will comply with all local, state, federal, and foreign laws.

g. When requested by the installation commander or designated representative, this organization will cause an audit to its financial status to be conducted by such person or agencies, as the installation commander shall designate. All books and records of this organization will be made available for such audits, which will not be conducted more often than once each year unless special circumstances require an additional audit.

h. The installation commander or designated representative may enforce compliance with the above conditions, inquire into the operations of this organization, and withdraw his/her consent for its existence on the installation if he/she deems such action in the best interests of the United States Air Force.

ARTICLE IV MEMBERSHIP

Membership in the SSC is voluntary and open to:

- Spouses or adult dependents of any Armed Service Branch, Active Duty, Guard, or Reserves;
- The spouse or adult dependent of a retired Armed Forces member;
- The spouse or adult dependent of a deceased or missing Armed Forces member or adult dependents of deceased civil service or key civilian personnel that is associated with Sheppard AFB; and,

- Spouses of International Armed Forces assigned to Sheppard AFB.
- Temporary membership will be available for 5% even to individuals temporarily in the area (AiT, TDY, etc.). Temporary members will have no voting rights and cannot serve on the Executive Board.

Membership will be terminated as follows:

- Upon permanent departure from the vicinity;
- Upon written resignation to the Director of Membership;
- By the Governing Board with a quorum approval vote by the Executive Board for activities involving discreditable conduct; or,
- For failure to pay dues for three consecutive months or for two unpaid functions, after proper notification.
- Reinstatement for membership can be accomplished by applying in writing to the Director of Membership requesting reinstatement and tender payment of all accrued delinquent dues. The letter will be presented for the Governing Board's approval.
- Membership and related action based upon race, color, age, creed, sex, religion, or national origin is prohibited.
- Privileges and dues will be as defined in the Bylaws.
- Members personal contact information will be used for SSC-related correspondence only.

ARTICLE V
OFFICERS AND GOVERNING BODY

- The Governing Board, which is composed of the elected officers, chairpersons of standing committees and an advisory group, governs the SSC. The advisory group may consist of the: spouse of the 82 TRW/CC, spouse of the 80 FTW/CC, spouse of the 82 TRW/CCC, and spouse of the 80 FTW/CCC). Additional advisors may be appointed as necessary by the President:
- (82TRW/CV and 80 FTW/CV) Vice Command Spouses, to include other advisory spouses who can assist in the general order and operation of the SSC.
- The Executive Board is composed of the elected officers and the Parliamentarian.
- The elected officers are President, Operational Vice-President, Charitable Vice-President, Secretary, Operational Treasurer, and Charitable Treasurer.
- The duties of the elected officers are outlined in the Bylaws and individual job descriptions.

ARTICLE VI
MEETINGS AND ELECTIONS

- General Membership meetings shall be held as provided by the Bylaws but in no event shall there be less than one meeting in any three-month period.
- A quorum at a general membership meeting is the number of members in attendance.
- A simple majority, fifty-one percent (51%) of those present is sufficient to pass a motion.
- Board Meetings shall be held as provided by the Bylaws, but in no event shall there be less than one meeting in any three-month period.
- A simple majority is fifty-one percent (51%) of the board members. Proxies, phone votes and email votes may be used as designated by the Bylaws. Elections shall be held annually at a business meeting of the general membership as designated by the Bylaws.

ARTICLE VII
FINANCES

The SSC will maintain separate accounts for each of the Operational and Charitable budgets. An additional financial account will be maintained solely for the Thrift Shop Operational Budget managed by the Thrift Shop Board.

Operational Budget

The funds for the Operational account will come from membership dues, and net proceeds from SSC-sponsored fund-raising events. This budget shall be utilized for SSC operational expenses (such as entertainment, publications, decorations, programs, luncheons, supplies, board retreat, various member centric events not considered community outreach etc.).

Charitable Budget.

The Charitable budget will contain funds raised and spent in accordance with Section 501(c)(4) of the IRS Code. The funds for the Charitable account will come from the net proceeds of activities to include the Thrift Shop and other designated fundraisers in accordance with the tax status of this fund. This budget shall be used for scholarships/grants and to promote charitable

activities and outreaches which benefit the local community and Team Sheppard families and Airmen. Operational budget and Charitable fund-raising activities must be approved by the Governing Board, authorized by the installation commander or a designee, and permitted by Air Force Instruction and state law.

The SSC will not engage in fundraising activities unless specific written authorization is obtained from the Installation Commander or designee. The authorized Tax Code numbers shall remain on file with the Executive Board. The administration of the SSC, including its publication, shall be executed at absolutely no cost to the U.S. Government. The SSC will comply with all local, state, and federal laws. The President (or Treasurers) will appoint a certified public accountant to conduct an audit when annual gross revenues are 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. The SSC will not engage in activities that compete with those of any Services Division, NAFI, or Air Force Exchange operation on any installation, except as provided in AFI 34-223. The SSC will comply with Air Force regulations governing giving and receiving gifts. The SSC is subject to such restrictions, laws, taxes, licenses, and ordinances that may be imposed on it by local, state, and federal jurisdiction. All members, with the exception of those members of incorporated clubs, should be advised that financial liability incurred by the SSC might result in individual personal financial responsibility if the organization fails to discharge obligations.

A. The SSC Operational budget will be financed by:

- Annual member dues will be paid in advance for the term of membership. Membership dues will be prorated for individuals joining after January. Those in the area only temporarily may pay by the month at \$5/social.
- Any fundraisers submitted for approval to the 82TRW FSS Private Org monitor for operational/membership expense.
- The SSC Operational budget will use no portion of those net proceeds acquired through the Thrift Shop.

B. The SSC Charitable budget will be financed by:

- Charitable fund-raising activities.
- Net proceeds from the Sheppard Thrift Shop minus ten percent (10%) and not to exceed \$100 a month. Line itemed in budget for Thrift Shop expenditures.
- Net proceeds from Hangar Holiday (annual fundraiser).
- Monies donated by the SSC Operational fund.
- Individual donations, unless specifically specified otherwise.

C. The Thrift Shop account:

- Will be used to pay all expenses related to the Thrift Shop unless the amount needed exceeds the available balance (\$375). Transfer of money from Charitable budget may be authorized by charitable grant upon Executive Board approval.
- Will be maintained in the Thrift Shop budget.
- Signatories will be at least 3 members of the Executive board which may include the President, Operational & Charitable Vice President, Charitable Treasurer, and

Operational Treasurer.

- Will turn over a minimum of one thousand dollars (\$1,000) in the SSC financial accounts, plus any obligated funds to the incoming Executive Board each year.

D. Budget

- The Budget Committee will consist of the Executive Board and chaired by the Treasurers. Advisors will be invited to all budget meetings.
- 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.
- Upon approval by the Governing board the budgets will be emailed & posted for 28 days and presented to the general membership to be approved at the September function.
- A Budget Review meeting will be held, and revisions presented to the Governing Board no later than February.
- 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.
- 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.
- All funds will be deposited in a federally insured financial institution in a timely manner
- All expenditures will be made by check. No checks will be pre-signed.
- Incoming board may attend May's board meeting to review the budget for continuity.

ARTICLE VIII AMENDMENTS

The amendment process will consist of the following:

- Any proposed amendment will be submitted in writing by a member, to be considered by the Executive Board. The Executive Board will review the proposed amendment and present it to the Governing Board for their approval. 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 at least 28 days.
- A quorum of the General Membership present must approve the proposed amendment.
- All amendments approved by the General Membership must meet approval of the Installation Commander or designee to be adopted. After a proposed amendment has been considered and disapproved, it will not be reintroduced for a period of one year. In the event that any provision of the Constitution 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 IX – DISSOLUTION

In case of dissolution of the organization, funds in the treasury accounts at the time will be used to satisfy any outstanding debts, liabilities or obligations. The balance of the assets will be disposed of as determined by the current membership. Any assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

All club funds and property, real and personal, in excess of liabilities shall be disposed of by recommendation of the Executive Board and approval of the general membership in accordance within the meaning of the section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

All applicable Air Force Instructions:

Any such assets not so disposed shall be donated to a USAF NAFI or to the USAF as determined by the SSC executive board in accordance with AFI 34-201 or AFI 51-601. If assets are not sufficient to satisfy liabilities, the membership may be held liable for the difference thereof. The SSC will notify the 82TRW/CC or a designee of the intent to dissolve.

ARTICLE X– INSURANCE

The SSC will purchase and maintain liability insurance per AFI 34-223, or obtain an insurance waiver from the 82 TRW/CC. The SSC will obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the SSC or its members. If insurance coverage is waived for the club’s normal activities, the SSC will obtain insurance for special events commensurate with the risk involved.

SSC Members are aware that they are jointly liable for the obligations of the organization.

CERTIFICATION OF CONSTITUTION

This Constitution was approved by a majority vote of the SSC Governing Board this day 30th of August 2020.

Tiffany J. Kelley

30 August 2020

President, Sheppard Spouses’ Club

Date

Tricia Peters

04 January 2021

Parliamentarian, Sheppard Spouses’ Club

Date

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

Sheppard Spouses' Club Bylaws

2020-2022

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 published on the SSC website for review and a copy will be provided to members upon their written request. Privilege of membership extends to all members in good standing.

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.

ARTICLE IV DUES

Annual Member dues will be a set fee annually, and can be changed, modified, and/or waived by Governing Board voting rules. Dues will be paid in advance beginning in June for the term of membership year which begins June 1 and ends of May 31. Membership dues will be prorated for individuals joining after January 1. 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

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

- In the event of death of a member of Team Sheppard, member's spouse or children, the organization may provide flowers for the funeral or make a charitable donation not to exceed \$50.
- 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.
- These expenses will be paid from the Operational Account.
- Tokens of appreciation for 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.
- A token of appreciation for the President will be purchased by the Vice President(s) President on behalf of the Board according to the annual budgeted amount, not to exceed \$25.00.
- Flowers or other appropriate gifts will be presented to the incoming board members at the Installation Ceremony. Gifts will not exceed \$25/member.

- A welcome gift may 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 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 term 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 state 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.

D. 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).

E. Vacancies in Office

1. In the event of a vacancy in the office of 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 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.

F. 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. Governing board 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 V, 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 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. Present the budget prepared by the Budget Committee in August to the SSC Board in September for approval. The budget will then be presented to the General Membership at the September General Meeting (Social) and via email. The budget will be posted until the October 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.

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 will:

1. All pay dues, have the rights and privileges of a member, and attend Executive Board meetings in an advisory capacity, without voting privileges. 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 the Executive Board.
2. Appoint, with Executive Board approval, the Parliamentarian and chairperson(s) 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.
4. Be the official signatory for the SSC & may cosign Operational account checks, Charitable checks, and Thrift Shop checks with one (1) of the following: Operational Vice President, Charitable Vice President, Operational Treasurer, or Charitable Treasurer.
5. Maintain care of the SSC iPad Mini and Square to include signing it out to board members to use as deemed necessary.
6. Be an ex-officio member of all committees with the exception of the Nomination Committee.
7. Serve on the Thrift shop Committee with voting privileges as outlined in the Thrift Shop SOP.
8. May call special meetings of the Executive Board or General Membership when necessary.
9. Confer with the Advisors on all pertinent matters concerning the SSC.
10. Attend all official functions as required as an SSC representative or appointee.
11. Supervise/Oversee/Mentor the activities of the following governing board positions as needed in the absence/vacancy of either Vice President position.

D. The Operational Vice President will:

1. Perform the duties of the President in his/her absence.
2. Perform the duties of the Charitable 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.
Supervise/Oversee/Mentor the activities of the following governing board positions:

Membership Programs/Socials, Hospitality, Reservations, Publicity, Webmaster, Special Activities. Historian.

8. May cosign Operational checks and Charitable checks with one of the following: President, Charitable Vice President, Operational Treasurer, Charitable Treasurer.
9. Signatory on the SSC financial account.

E. The Charitable Vice President:

1. Will perform the duties of the Operational Vice President in her/his absence.
2. Will perform the duties of the Charitable Treasurer in her/his absence.
3. Will 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. Will supervise the activities of the Hangar Holiday Chairman and the Scholarship committee.
5. Will serve as the point of contact for all incoming requests for donations and will be responsible for dispersing charitable monies.
6. May cosign checks with one of the following: President, Charitable Vice President, Operational Treasurer, or Charitable Treasurer.
7. Will be 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. Submit the organization's Constitution and Bylaws to 82FSS/FSR for bi-annual reviews, or as changes occur.
3. Post the approved minutes of the Governing Board meetings and the monthly financial reports. Present minutes of meetings of the organization to 82 FSS/FSR at least monthly and to the Executive Committee upon request.
4. Be responsible for printing, collecting, and distributing business memoranda and mail.
5. Hold 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. 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.
3. Serve as Chair on the SSC Budget Committee.
4. Present records for review at the end of term of office or upon resignation in accordance with existing AF134-223.
5. Keep all SSC Operational financial records for seven years.
6. Be a 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 an 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 as Co-chair on the SSC Budget Committee.
 5. Present records for review at the end of term of office or upon resignation in accordance with AFI 34.223.
 6. Keep all SSC- Charitable financial records for seven years.
 7. Ensure a review of the Thrift Shop books is completed annually, and when the bookkeeper changes office.
 8. Be a 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 MSG 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, electronic comm 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 - STANDING COMMITTEES

A. Directors and Committees of the SSC will:

1. Be appointed by the President and may include Hangar Holiday, Texas Welcome, Scholarship, Thrift Shop, Cinderella's Closet, Membership, Programs/Socials, Publicity, Hospitality, Special Activities, NATO, Retiree, AIT spouse 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 directors 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 IX
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.

A. The amendment process will consist of the following:

1. Any proposed amendment will be submitted in writing by a member, to be considered by the Constitution and Bylaws Review Committee.
2. The Review Committee will review the proposed amendment and present it to the Governing Board for their approval.
3. 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 at least 28 Days.
4. A quorum of the General Membership present must approve the proposed Amendment.
5. All amendments approved by the General Membership must meet approval of the Installation Commander or designee to be adopted.
6. Once a proposed amendment has been considered and disapproved, it will not be reintroduced for a period of one year.
7. In the event that any provision of the Constitution will be deemed illegal or contrary to any Air Force directive, such portion will be deemed changed administratively to conform to the same directive.

CERTIFICATION OF BYLAWS

These Bylaws were approved by a majority of the membership at our General Membership meeting.

This the 23rd day of October, 2020

Tiffany J. Kelley 23 October 2020

Tiffany Joe Kelley
President, Sheppard Spouses' Club

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

The Sheppard Spouses' Club Constitution / By-Laws has been reviewed and complies with the provisions of AFI 34-223.

Recommend Approval Disapproval

MOUDY.PATRIC⁵ Digitally signed by
K.W.1116446835 MOUDY.PATRICK.W.111644683
Date: 2021.01.12 09:07:30 -06'00'

1/12/21

Staff Judge Advocate

Date

Recommend Approval Disapproval

NILHAS.WHITNE⁵ Digitally signed by
Y.L.1090985287 NILHAS.WHITNEY.L.1090985287
Date: 2021.01.15 11:22:02 -06'00'

1/15/21

WHITNEY L. NILHAS, CIV, USAF
Chief, Resource Management Flight, 82 FSS

Date

Recommend Approval Disapproval

SCHAELLING.COLLEEN.SUE⁵ Digitally signed by
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Date: 2021.01.25 16:24:47 -06'00'

1/25/21

COLLEEN S. SCHAELLING, Lt Col, USAF
Commander, 82d Force Support Squadron

Date

Approved Disapproved

DEMOTTS.JOSHU⁵ Digitally signed by
A.D.1099766065 DEMOTTS.JOSHUA.D.1099766065
Date: 2021.02.04 21:17:44 -06'00'

2/4/21

JOSHUA D. DEMOTTS, Colonel, USAF
Commander, 82d Mission Support Group

Date