

## BARKSDALE SPOUSE CLUB OPERATIONAL AND CHARITABLE BY-LAWS

### ARTICLE I - DUTIES OF OFFICERS

The specific duties of the Governing Board, which consists of those, aforementioned in the BSC Constitution, Article III, 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 BSC 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 (\$1000) per project. Those over one thousand dollars (\$1000) require General Membership approval.
4. Present a budget for the fiscal year to the voting Membership for its adoption at the April General Membership meeting and present a review of the budget for adoption when necessary.
5. Review and vote on acceptance of current financial statements of the Treasurer(s).
6. Formulate and supervise projects and programs.
7. Formulate plans and establish the policies of the BSC. The general management, direction, and control of BSC affairs, funds and property are vested in the Governing Board.
8. Attend all regular and special General Membership meetings and Governing Board meetings.
9. Vote on the BSC Constitution, Bylaws, and amendments in accordance with Constitution Article VIII.
  10. Submit recommendations for allocation of funds for all board positions to the President and Treasurer(s).
11. Hold no more than one elected position in the BSC. Board Members may hold more than one position but only have one vote.
12. Govern guest privileges following guidelines and further limitations or exceptions when such action is necessary.

B. The Honorary President, Advisor(s) and their designees, will 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 BSC Governing Board and Executive Board.
2. Appoint, with Executive Board approval, the Parliamentarian and Chairs of all standing and special board positions necessary to conduct the business of the BSC.
3. Appoint a member to fill a vacancy of any elected officer, in accordance with the Constitution and the approval of the Executive Board and the honorary officers.
4. Be an ex-officio member of all committees with the exception of the

Nomination Committee.

5. Vote in case of a tie.
6. Be authorized to spend a sum not to exceed three hundred dollars (\$300) per year for appropriate BSC expenditures.
7. Coordinate with and assist each member of the Executive Board at all times.
8. Supervise the duties of the Community Representative.
9. Be the official signatory for the BSC.
10. May cosign Operational and Charitable checks.
11. The President or designee may sign any contractual agreement on behalf of the BSC upon two-thirds approval of the Executive Board.

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 Parliamentarian in his/her absence.
4. Assist the President at all times and maintain a working knowledge of all club activities.
5. 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.
6. Supervise the activities of the following: Social Coordinator, Membership Coordinator, Hail & Farewell, Reservations, Ways and Means, Property Manager, Historian and Childcare.
7. May cosign Operational and Charitable checks.

E. The Second Vice President will:

1. Perform the duties of the First Vice President in her/his absence.
2. 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 governing board Members.
3. Supervise the activities of the Volunteer Coordinator, Charitable Coordinator, Newsletter, Webmaster, Community Representative, Scholarship Coordinator, Associate Representative, BSC Store Manager, Fundraising Chair, and Publicity and Public Relations Chair.
4. Serves on the BSC store committee as a voting member and attends all scheduled meetings or provides a designee.
5. May cosign Operational and Charitable checks.

F. The Secretary will:

1. Record and review the minutes of all regular and special meetings of the General Membership, Governing Board, Executive Board and Budget meetings.
2. Be custodian of permanent records of the BSC, to include a copy of the insurance policy, which will be kept for seven years.
3. Record the attendance at each Governing Board meeting.
4. Be responsible for all correspondence of the BSC, including notifying Members of the Governing Board of special meetings.
5. Post minutes and board reports to a designated location and maintain a current list/organizational chart of the Governing Board Members and their phone numbers.

6. Post the approved minutes of the Governing Board meetings and the monthly financial reports.
7. Be responsible for printing, collecting, and distributing business memoranda and mail.
8. Be purchasing agent for procurement of office supplies for the BSC.

G. The Operational Treasurer will:

1. Maintain the BSC checking/savings accounts and financial records.
2. Verify current financial requirements in accordance with AFI 34-223 and the Private Organization Guide.
3. Keep an exact record of all money received and disbursed from the BSC Operational account.
4. Prepare a monthly Income and Expense financial statement.
5. Provide signed monthly minutes, monthly bank statement, budget reports, and any additional financial reports to the Private Organizations Office.
6. Be the custodian of BSC insurance policies and tax records.
7. Chair of the Budget and Finance Committees.
8. Give the contracted accountant records of all receipts, disbursements, financial reports and bank statements for review at the close of the fiscal year, upon resignation, and/or as needed.
9. Signer on the BSC bank account.
10. Check the BSC mailbox weekly and distribute mail and correspondence accordingly.
11. Will coordinate with the Minot Spouses' Club to ensure proper transfer of funds for FTU Spouses' who PCS during the board year.

H. The Charitable Treasurer will:

**Record Keeping Duties:**

- a. Maintains the BSC charitable checking account and accurate financial records.
- b. Deposits money in charitable bank account upon receipt.
- c. Retains deposit transaction receipts from bank for verification on monthly operational statements.
- d. Pays bills, such as Barksdale Club for function, upon receipt.
- e. Writes checks for reimbursement within a week of receipt.
- f. Records deposits and expenses on a transaction log.
- g. Reconciles bank statement with the checkbook monthly.
- h. Prepares and presents monthly and year-end reports to include an income/expense statement.
- i. Maintains a log of checks written and deposited.
- j. Maintains a current amount spent in the budget.
- k. Presents operational budget recommendations from the Budget Committee to the Board of Governors for Annual Budget, for approval no later than May.
- l. After board approval, submits Annual budget to the general membership for approval.
- m. Presents charitable budget recommendations from the Budget Committee to the Board of Governors for Mid-Year Budget, for approval no later than January
- n. After board approval, submits revised budgets to the general membership for approval if any changes exceed five hundred dollars (\$500).
- o. Prepares yearly budget for upcoming fiscal year, June 1 to May 31 in conjunction with the in-coming Budget committee.
- p. Passes the checkbook to the President or other checking account signer if unavailable for an extended period of time.

**Reporting Duties:**

- a. Verifies current financial requirements against AFI 34-223, the Private Organization Guide.
- b. Prepares and presents monthly and annual financial reports.
- c. Provides a copy of each month's approved board minutes, bank statements and all financial reports to the Secretary for submission to the Private Organizations Office.
- d. Gives the contracted accountant records of all receipts, disbursements, financial reports and bank statements for review at the close of the fiscal year, upon resignation, and as needed.
- e. Prepares, reviews and signs yearly tax return.
- f. Gives Private Organization Office annual financial documents by June 20<sup>th</sup>, at the fiscal year end.

**Insurance, Tax & Compliance Duties:**

- a. Annually bonds the President, 1st Vice President, 2nd Vice President, Operational Treasurer, Charitable Treasurer, Member Services, Reservations, and Ways & Means.
- b. Keeps originals of BSC tax records/correspondence.

**Additional Duties:**

- a. Coordinate with charitable board members as needed to process all monies received.
- b. Coordinate with Spring Fundraising Chair(s) to process all donations
- c. Coordinate with the Charitable Chair(s) to disperse all approved funds.
- d. Coordinate with the Scholarship Chair(s) to disperse all approved funds to the scholarship recipients.

**Committee Member as follows:**

a. Co-Leads Budget Review with the Operational Treasurer:

- Members are the Board of Governors and any advisors.
- Prepares and recommends to the board Annual and Mid-Year Budgets.

b. Committees assigned to by the BSC President.

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 BSC Constitution, Bylaws, and Robert's Rules of Order, Newly Revised Edition.
2. Serve as Chair on the BSC 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 liability insurance coverage against personal injury and property damage claims that may arise from the activities of the BSC or its Members per AFI 34-223, or obtain an insurance waiver from the installation commander or designee. This waiver with completed signature blocks must be attached and should be updated annually.
6. Be the BSC's primary contact with the Private Org Monitor in matters that pertain to the BSC.
7. Take a vote on the Governing Board by telephone or email, when necessary, as directed by the President or designated representative.
8. Advise President if a quorum is present at all meetings.
9. Keeps written account of all who are assigned keys and thumb drives/binders.

10. Serves on the Executive Board without a vote.
11. Verifies the votes placed during motions and elections.

## ARTICLE II – EXECUTIVE BOARD MEMBER REQUIREMENTS

- A. The President and/or Parliamentarian will be responsible for ensuring the BSC Constitution and authorization are reviewed every other year (even numbered years) and are consistent with Air Force policies as amended.
- B. The President and/or Treasurer(s) 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 proprietary rights in the club's assets, and income will not accrue to individuals except through wages or salaries of independent contractors.
- D. The President will ensure that all Members are aware that financial liability incurred by the BSC may ultimately result in individual's personal financial responsibility if the BSC fails to meet its obligations, even though the fund may have been re-designed or dissolved.
- E. Attend all board meetings or make the appropriate arrangement in the event of absence.
- F. Board member must be a member in good standing of the BSC.

## ARTICLE III - STANDING COMMITTEES

- A. Standing Committee Chairs of the BSC will:
  1. Be appointed by the President upon approval of the Executive Board and may include: Social Coordinator, Membership Coordinator, Hail & Farewell, Reservations, Ways and Means, Property Manager, Historian, Childcare, Volunteer Coordinator, Charitable Coordinator, Newsletter, Webmaster, Community Representative, Scholarship Coordinator, Associate Representative, Fundraising Chair, and Publicity and Public Relations Chair.
  2. Be voting Members of the Governing Board and attend all meetings.
  3. Appoint Co-Chairs with prior approval from the President, as needed, who may vote only in the absence of the chairperson upon notification of the President and Parliamentarian prior to the next board meeting.
  4. Be required to maintain accurate and detailed current job descriptions to provide information to their successors or substitutes. This will include all notebooks and files.
  5. Submit written recommendations for allocation of funds for their committee to the Budget Committee by February.
- B. The Fundraiser Chair will:
  1. Be appointed by the President upon approval of the Executive Board and be supervised by the Second Vice President.
  2. Have a term of office that runs from 1 June to 31 May.
  3. Keep accurate account of all income and expenditures related to the Fundraiser

Chair on a monthly basis and prepare and submit a quarterly financial statement to the Treasurer(s) and Governing Board.

4. Present a reconciliation of the Fundraiser Chair income/expense vouchers and receipts to the Treasurer(s) and Board of Governors upon completion of the fundraising event.

C. Special Committee Chairs will:

1. Be appointed for any Special Committee designated by the President, First Vice President, and/or Second Vice President.
2. Cease to function after completion of their work and presentation of their final report.

#### ARTICLE IV – FINANCES

A. The BSC - Social & Operational fund will be financed by:

1. Annual member dues.
2. Ways and Means sales.
3. Fundraising designated specifically for Social & Operational use.

B. The BSC- Scholarship & Charitable fund will be financed by:

1. Charitable fundraising activities
2. Monies donated by the BSC-Social & Operational fund
3. Individual donations

C. Funds

1. A minimum of one thousand five hundred dollars (\$1,500) in each fund, plus any obligated funds will be turned over to the incoming Executive Board each year. Funds in excess of the minimum in Social and Operational Account may be given to the Scholarship & Charitable fund for disbursement, with approval of the board of governors.

2. Fundraising funds:

- a. Will be maintained in a federally insured financial institution with signatures to include the Charitable Chair, Charitable Co-Chair and the Treasurer(s).
- b. Will maintain a minimum balance of one thousand five hundred dollars (\$1,500) to be carried over to the incoming Charitable or Fundraising Chair to be used for those expenses incurred before the receipt of expenses.
- c. Will be used to pay all expenses related to the fundraising.
- d. In excess of the minimum balance, after all obligations have been met, will be reverted into the BSC Scholarship and Charitable treasury.

3. Dues:

- a. Dues are set annually by the Executive Board at the budget meeting and must be approved by the General Membership if changing from the previous year.
- b. Dues are paid by cash, check, credit or debit card, or online payment upon joining the BSC and renewed annually.
- c. Members must pay dues in order to remain a member in good standing.
- d. Dues are non-refundable.
- e. Dues are pro-rated in January.

4. Fees:

- a. All bank fees such as BSC overdraft charges or returned check charges are passed onto the member whose check was returned.
- b. Late fees are charged to the officer or Chair responsible for making sure the bill was paid.
- c. Members have the following options of payment for social events depending on the location of the event: cash, check, online payment or credit card. Credit cards may be kept on file by the BSC.
- d. Members who RSVP for social events and do not cancel by the deadline are responsible for the amount the BSC paid on their behalf.
- e. In order to fulfill the BSC financial obligation to the Barksdale Club and other venues, the payment policy is as follows:
  1. The member will be notified the first day following the BSC event with the amount owed. The member will make arrangements with the Reservations Chair to settle payment to the BSC.
  2. If the bill has not been paid within 20 business days, an online invoice will be billed and a reminder will be sent once weekly until payment is received.
  3. In order to stay in good standing and participate in any future BSC events, the outstanding amount must be received by or at the next BSC social.
  4. If a member has to cancel after the RSVP deadline and is able to find a replacement whom has not RSVP-d by the deadline, the reservation may be shifted to the replacement. Both parties must confirm arrangement with the Reservations Chair.
  5. Exceptions: In the event of extenuating circumstances, the President has the authority to waive the cancellation fee.

D. Budget

1. The Budget Review Committee will consist of the Executive Board, Honorary President, Charitable Chair, and will be chaired by the Treasurer(s).
2. The annual budget meeting is held prior to the May Board of Governors meeting to prepare the budget for the next board.
3. The mid-year budget review meeting is to be held no later than January 31<sup>st</sup>, and the revised budget is approved by Membership no later than the February general meeting.
4. The annual budget for the following board year is approved by the Board of Governors and presented to the Membership for approval no later than the May monthly General Membership meeting.
5. A financial review of the BSC-Social & Operational and BSC-Scholarship & 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.
6. Requests for funds in excess of one thousand dollars (\$1000) 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. A financial review will be conducted annually to prepare the annual tax return. Gross annual revenues of \$250,000 or more will have an audit

performed by an independent Certified Public Accountant paid with BSC Scholarship and Charitable funds.

9. The fiscal year of the BSC will be June 1<sup>st</sup> through May 31<sup>st</sup>.

## ARTICLE V-MEETINGS

### A. General Membership

#### 1. Annual meeting

An annual meeting of the Members will be held in May. The day and time shall be set by the Board of Governors provided, however, shall not be held on a legal holiday. At the annual meeting the Members shall elect the executive board, vote on the budget and determine the direction of the BSC for the coming year.

#### 2. Special Meetings

Special meetings of the Members may be called at any time by the President and the Board of Governors. Only business within the purpose or purposes described in the written notice of the meeting may be conducted at the special meeting of the Members.

#### 3. Notice of Meetings

Written notice of each meeting of the Members shall be given by email or BSC Newsletter. Such notice will specify the place, day and hour of the meeting. Such notice shall be given at least seven (7) days before. Annual meeting and special meetings, and the purpose of such meeting notice shall be given at least twenty five (25) days before such meeting.

### B. Board of Governors

#### 1. Executive

- a. The Board of Governors meets monthly from June through May at a time and place designated by the President.
- b. The Executive Board may meet at other times as deemed necessary by the President.
- c. The President, with approval of the Executive Board, may call special meetings of the Board of Governors at any time.
- d. All meetings of the Board of Governors and Executive Board are open to the General Membership, unless otherwise specified by the Executive Board.

#### 2. Business

- a. At a minimum, the General Membership will meet regularly from August through May and conduct business during the social meeting, unless otherwise designated by the President.
- b. The President, with the approval of the Executive Board, may call a special business meeting.

#### 3. Quorum

- a. Quorum refers to the number of eligible voting Members who must be present to conduct business.
- b. A quorum for a monthly General Membership meeting shall be the Members present at any scheduled meeting.
- c. A quorum for the Board of Governors meeting is a majority of voting board Members, counted by standing committee. Each standing

committee has one vote.

- d. A quorum for Executive Board meetings is a majority of voting board Members.
- e. The Honorary Officers, President, and Parliamentarian do not vote during board meetings. They still maintain their right to vote during General Membership votes.
- f. The President will vote in the case of a tie at any meeting.

#### 4. Parliamentary Procedure

The rules contained in *Robert's Rules of Order, Newly Revised Edition* shall guide the BSC in all cases where they do not conflict with the Constitution and Bylaws of BSC, including AFI 34-223.

#### 5. Emergency Action

Nothing in these Bylaws shall prohibit or bar the Board of Governors from meeting in an emergency session. Such an emergency meeting may be held by the Board if, in the opinion of five Members of the Board, an emergency exists which requires Board action. The Board may also take action in such an emergency situation by an affirmative vote through any communication method desired from five Members of the Board, subject to ratification and confirmation at the next regular meeting of the Board.

#### 6. Proxy Voting

Proxy voting is permitted.

### ARTICLE VI-MEMBER PRIVILEGES

- A. Active and Associate Members, in good standing, have the right to vote, to hold elective office, and to serve on the Board of Governors, and to Chair committees.
- B. Social and Honorary Members may participate in all BSC functions. They cannot vote, hold elected office, or serve on the Board of Governors.
- C. Guests are not Members and have no privileges. The Board of Governors reserves the right to limit a function to Members only.
- D. BSC does not discriminate in membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.

### ARTICLE VII - NOMINATIONS AND ELECTIONS

#### A. Nominating Committee

- 1. The Parliamentarian will stand up a Nominating Committee with approval of the President and Honorary President by January 31<sup>st</sup>.
- 2. The Nominating Committee nominates candidates for each elective office whenever possible.
- 3. The Nominating Committee is responsible for the administering of the elections.
- 4. Members of the Nominating Committee must remove themselves from the committee if nominated for an elected position.

#### B. Slate

1. Nominating committee must present the candidate slate at the April social.
2. Nominees must give prior consent before their name is placed on the candidate slate.
3. Nominations are accepted from the floor during the presentation of the slate before voting.

#### C. Election

1. The election of officers is held no later than the May monthly General Membership meeting.
2. Secret ballots are used when there is more than one candidate running for the same office. If there is only one candidate running for an office, a show of hands is a sufficient voting procedure.
3. Absentee ballots shall be made available if more than one candidate is running for the same office.
4. The President's vote shall be sealed and used only in the case of a tie vote.
5. The candidates shall be elected by a simple majority vote of those in attendance and absentee ballots, if used.
6. The Parliamentarian seals, tallies, and delivers election ballots to the Secretary to hold for 30 days.

#### D. Term of Office

1. Newly elected officers are recognized and sworn in at the May monthly General Membership meeting.
2. Officers assume their duties at the June transition meeting and shall serve until the June transition meeting of the following year.
3. All elected officers have a maximum tenure of two years in the same elected position during a tour at Barksdale AFB.

#### E. 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.
2. All other officer vacancies are filled by Presidential appointment, with approval of the Executive Board.
3. The President appoints replacements for vacant appointed officer positions, with approval of the Executive Board.
4. All officers will hold office until the next general election.
5. Submit resignations to the President and Secretary, to include the date of resignation, the reason for the resignation, two weeks' notice when able, and the person's signature.

### ARTICLE VIII – SCHOLARSHIPS

- A. Scholarships will be awarded yearly from the BSC-Scholarship & Charitable Fund.

- B. The Scholarship Committee will consist of the Scholarship Chair, who will chair the committee, the President, Second Vice President, one BSC member, and an advisor. A board member applicant or a parent of an applicant must recuse him/herself from participation in the Scholarship Committee.
- C. The Scholarship Committee will set forth the criteria for applicants for the awards in accordance with the BSC Constitution, the BSC Scholarship & Charitable Bylaws and applicable federal regulations.
- D. Scholarship Coordinator is responsible for:
1. Serving as BSC representative between the base school liaison and all area schools and will post information concerning the application process for consideration in the BSC scholarship pool.
  2. Finding and being the point of contact for scholarship judges.
  3. Assembling packets filled with requirements to apply for a BSC scholarship.

#### ARTICLE IX – GIFTS

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

##### A. Gifts

1. The Honorary Officers are presented a small welcome gift upon acceptance of position, to be purchased by the 1<sup>st</sup> VP.
2. New Members are entitled to a welcome gift upon attending their first BSC function.
3. Those Members whose sponsors are going to PCS or retire are entitled to a farewell gift.
4. Each Member of the Board of Governors is entitled to a gift after serving the term of office or upon transfer of a spouse, provided she/he has served six months.
5. The President is presented an engraved gavel at the beginning of the term, to be purchased by the 1<sup>st</sup> VP.
6. A BSC charm and/or gift may be presented at the discretion of the President to visiting honored guests or speakers.

#### ARTICLE X – AMENDMENTS

##### A. Constitution

1. Amendments are proposed in writing and presented at a regular or special meeting of the Board of Governors for its approval.
  - a. Amendments coming from a Constitution committee, appointed by the President, are presented directly to the Board of Governors.
  - b. Amendments coming from General Membership must have ten (10) signatures before being presented to the Board of Governors.
2. The Membership is given prior notification of a proposed amendment once the Board of Governors has approved it.
3. Subject to final approval of the Installation Commander, or a designee, an

amendment to the Constitution is made by a two-thirds vote of the eligible Members present and voting at a duly constituted meeting of the BSC.

B. Bylaws

Subject to final approval of the Installation Commander, or a designee, an amendment to the Bylaws is made by a simple majority vote of the Board of Governors.

APPROVED:

Jocelyn Cadiz  
Jocelyn Cadiz  
BSC President, 2019

Angie Jarreau  
Angie Jarreau  
BSC Parliamentarian, 2018-19

These Bylaws have been reviewed and found to be in accordance with the provisions of AFI 34-223.

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Randal E. Rodgers, GS-12, USAF  
Chief, Resource Management Flight

