

LANGLEY SPOUSES' CLUB BY-LAWS

2018

Article I: Membership

A. Members

1. Membership in the LSC is a requirement for participation in all LSC regularly scheduled activities and any special activities.

2. Eligibility for Membership is extended to the following:

- a. Any Spouse who is entered in or eligible for DEERS.
- b. Partner Nation spouses' whose sponsor is assigned to Joint Base Langley Eustis.
- c. Any active duty or retired former spouse who is an ID cardholder under the "20-20 Rule", under 10 US Code Section 1072(2)(f).
- d. Adult relatives (18 years and over), residing in the household of a member.
- e. The Executive Board shall consider all categories of membership eligibility not covered by these By-Laws on a case-by-case basis.

3. Termination of Membership

a. Membership in the LSC is terminated as follows:

- i. Upon written resignation to the Membership Chairperson.
- ii. For activities involving unacceptable behavior, to be determined by the Executive Board.
- ii. For failure to pay dues.
- iv. Members refusing to pay any financial commitment owed to the LSC.

b. With approval from the Executive Board, the Secretary shall notify any member terminated from the LSC, in writing.

4. Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to the LSC, after approval by the Executive Board.

B. Guests

1. Guest privileges shall *only* be extended to persons eligible for LSC membership upon their first attendance to any LSC sponsored activity.

2. The guest's fees shall be the responsibility of the LSC member who makes the reservation.

3. Bona fide houseguests of members may attend LSC functions. Bona fide houseguests are those visiting temporarily.

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4. The President and Advisors may invite guests to the function on behalf of the LSC. The guest's fees shall be paid from the President's budget.
5. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.
6. Guest privileges shall not be extended to persons prohibited from using the Langley Club.
7. Guests shall not be allowed to attend any LSC sponsored "Members Only" function.
8. Members only will be awarded door prizes.

Article II: Methods of Finance

A. Dues and Fees

1. Members shall pay membership dues including a nonrefundable administrative fees totaling \$25, in full, at the beginning of the LSC social calendar year. Any changes in the dues require approval of the General Membership.
2. Any member not affiliated with the Langley Club shall pay the Langley Club surcharge, a non-member fee, on all food and beverages.

B. Finances

1. LSC's fiscal year is June 1st through May 31st.
2. All LSC funds shall be deposited into the LSC accounts at an institution subscribing to the Federal Deposit Insurance Corporation(FDIC).
3. The LSC shall provide a Bond covering the President, Administrative Vice President, Charitable Vice President, Administrative and Charitable Treasurers, and any other Committee Chairpersons the Executive Board recommends.
4. The President, Administrative Vice President, Charitable Vice President, and the Administrative and Charitable Treasurers are authorized to sign checks. Two (2) signatures are required on all checks.
5. The Governing Board is solely responsible for asset accountability, liability satisfaction, and sound financial and operational management.
6. The LSC shall obtain liability insurance coverage for general aggregate of \$2,000,000. Also covered items will include against personal injury in the amount of \$1,000,000.00 and property damage claims in the amount of \$100,000 that may arise from the activities of the LSC or its members. If insurance coverage is waived for the LSC's normal activities, the LSC shall obtain insurance for any high-risk events, unless waived by the Installation Commander, or designee.
7. Administrative Account
 - a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Administrative Account shall have a minimum balance of \$1000.

- b. The LSC shall operate on an Administrative Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.
- c. The Administrative Account is composed of membership dues, sales, and net proceeds from LSC non-charitable fundraising activities. This money shall be utilized for operational expenses.
- d. The Administrative Budget shall be reviewed and presented at the February Governing Board meeting for approval.
- e. Only the Administrative Treasurer, Charitable Treasurer, President and Administrative Vice President shall be the authorized signatures.

8. Charitable Account

- a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Charitable Account shall have \$1700, of which \$500 shall be available for fund raising capital, \$200 for emergency use, and \$1000 retained as a minimum balance.
- b. The LSC shall operate on a Charitable Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.
- c. The Charitable Account is comprised of the net proceeds from all special LSC sponsored Charitable Account fundraising events. This account shall be used for scholarships, community requests and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the LSC Administrative Account.
- d. Monetary donations and/or honorariums shall be deposited into the Charitable Account.
- e. The Charitable Budget shall be reviewed and presented at the February Governing Board meeting for approval.
- f. Only the Administrative Treasurer, Charitable Treasurer, President and Charitable Vice President shall be the authorized signatures.

9. Unbudgeted Expenditures

- a. Any expenditure exceeding \$1,000 not covered by the approved budget shall be voted upon at a regular General Membership meeting following Governing Board approval.
- b. Any unbudgeted expenditure not exceeding \$1,000 can be approved by a majority vote of the Governing Board.
- c. The President shall be permitted to incur an expenditure up to \$200 without Board approval in an emergency.

C. Budget Committee

The Administrative and Charitable Accounts Budget Committee shall consist of at least one Advisor or their designee, Executive Board and one general LSC member in good standing.

Article III: Officers and Chairpersons

A. Duties of Advisors and Officers

1. Advisors

- a. Honorary Advisors are not required to pay membership fees and have non-voting privileges.
- b. Advisors shall be ex-officio committee members with non-voting privileges.
- c. At least one (1) Advisor or designee shall be present at all Executive Board, Governing Board, committee, and General Membership meetings where voting is taking place.

2. Elected Officers

- a. Officers shall carry out the responsibilities and duties of their office as stated in the Constitution, By-Laws, Policies, and Job Descriptions as well as perform such duties as may be designated by the President.
- b. They shall attend all designated business meetings of the LSC and all meetings of the Executive and Governing Boards.
- c. President
 - i. Shall preside at all meetings of LSC Executive and Governing Boards and the General Membership.
 - ii. Shall be an ex-officio member of all committees except the Nominating Committee.
 - iii. Shall appoint:
 - 1) Parliamentarian
 - 2) Chairpersons of all Committees
 - 3) Special Committee Chairpersons
 - 4) Co-Chairpersons as deemed necessary
 - iv. Reporting Officers and Committee Chairpersons
 - 1) Officers: Administrative Vice President, Charitable Vice President, Secretary, Administrative and Charitable Treasurers and Parliamentarian.
 - 2) Committee Chairpersons: Member-At-Large, Publicity, TOSA Liaison, and Webmaster.
 - 3) Special Committee Chairpersons
 - v. Shall vote in case of a tie.
 - vi. May call special meetings of the Executive and Governing Boards as necessary.
 - vii. Submits annual Private Organization review package to 633rd FSS with the assistance of Parliamentarian.
- d. Administrative Vice President

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- i. Shall perform the duties of the President and/or Charitable Vice President when absent.
- ii. Oversees Administrative Committee Chairpersons: Retiree Liaison, Hospitality, Membership, Programs, Reservations, Ways and Means, Historian, and Special Activities.

e. Charitable Vice President

- i. Shall perform the duties of the President and/or Administrative Vice President when absent.
- ii. Oversees Charitable Committee Chairpersons: Scholarships, Charitable Liaison, and Fundraising.
- iii. All fundraising activities sponsored by the LSC shall be submitted in writing to the Force Support Commander (FSS/CC) for approval according to Air Force directives.

iv. Scholarships

- 1) The Scholarship Committee shall update the scholarship guidelines yearly. Copies of these guidelines shall be presented to the LSC Governing Board for approval by December 1st of each year.
- 2) Committee Members
 - a) Shall consist of Scholarship Chairperson(s), Charitable Vice President, Charitable Treasurer, an Advisor, and a minimum of two (2) general LSC members in good standing.
 - b) Scholarship Committee members shall not be related in any capacity to applicants.
- 3) Judging Committee Members
 - a) The Scholarship Committee shall appoint an independent Judging Committee, to judge all scholarship applications.
 - b) Judges and their relatives are not eligible to apply for scholarships.

v. Charitable Liaison

- 1) Charitable Liaison Committee shall consist of Charitable Liaison, Charitable Vice President, Charitable Treasurer, an advisor or their designee, and a minimum of two (2) general LSC members in good standing.
- 2) Committee shall meet monthly and review all charitable requests presented to the LSC. Any request more than \$500 must be presented at the next Governing Board meeting for approval.

f. Secretary

i. Executive Board Meeting

- 1) Shall record the minutes.

2) Shall email the minutes to the Governing Board members within 10 days of the meeting.

ii.. General Membership, Governing Board and Budget Committee

1) Shall record the minutes.

2) Shall make the minutes available to members upon request.

3) Shall email the minutes to the Governing Board members and the Force Support Squadron Commander (FSS/CC).

iii. Shall serve as custodian for permanent records and official correspondence, which shall be kept for seven (7) years.

iv. Shall be responsible for all correspondence, as directed by the President.

v. Shall be responsible for boardroom scheduling and configuration. vu. Shall be responsible for checking the LSC Post Office Box weekly. vi. The Secretary shall take telephone and/or email votes of the executive board and/or governing Board when the Parliamentarian is unavailable.

g. Administrative and Charitable Treasurer

i. Shall be responsible for all financial affairs of the LSC.

ii. Shall submit yearly, all federal and state income tax forms by deadline.

iii. Shall be responsible for obtaining bonds (or waiver) for designated positions.

iv. Shall designate two (2) separate accounts, one (1) for the Administrative Account and one (1) for the Charitable Account, and maintain separate corresponding books.

v. Administrative Account

1) Shall keep an accurate account of all dues, receipts and expenditures.

2) Shall balance the Administrative Account on a monthly basis.

3) Shall prepare a monthly financial statement for the Governing Board.

4) Shall serve as the Chairperson of the Administrative Budget Committee.

5) Shall receive and distribute all administrative funds.

vi. Charitable Account

1) Shall keep an accurate account of charitable receipts and expenditures.

2) Shall balance the Charitable Account on a monthly basis.

3) Shall prepare a monthly financial statement for the Governing Board.

4) Shall serve as the Chairperson of the Charitable Budget Committee.

5) Shall receive and distribute all charitable funds. Shall keep all financial records for seven (7) years.

6) Shall monitor expenditures ensuring conformity with the fiscal year budget.

7) Shall present all records immediately upon resignation or at the completion of term of office for financial review, in accordance with Air Force directives.

h. Parliamentarian

i. Shall advise the Executive and Governing Boards and General membership on points of order and proper procedure in accordance with the Constitution, By-Laws, and Policies of the LSC and Robert's Rules of Order as needed.

ii. Shall serve as Chairperson of the Nominating Committee and Constitution and By-Laws Review Committee.

iii. Shall conduct telephone and/or email votes of the Executive Board and/or Governing Board when necessary.

iv. Shall act as LSC liaison to the 633rd ABW Legal Office (633ABW/JA) and 633rd ABW Force Support Squadron (633ABW/FSS).

v. Shall collect and keep on file updated job descriptions for all Governing Board positions.

Article IV: Elections

A. Nominating Committee

1. The Parliamentarian shall chair the Nominating Committee.

2. The Nominating Committee shall consist of an Advisor or a designee, the Membership Chairperson, and three (3) non-board members.

3. The Nominating Committee shall meet yearly in January to prepare a slate of candidates, in good standing, for each elected office.

4. A Nominating Committee member must resign upon becoming a candidate for an elected office.

5. The Nominating Committee shall announce a slate of candidates in March.

6. Any person nominated from the floor must be present to accept. If nominee cannot be present a written acceptance must be given to the Parliamentarian one week prior to the slate being presented.

7. The Nominating Committee shall prepare, distribute, collect and count the ballots when applicable.

B. Elections

1. The election of officers shall be held at the April General Membership meeting.

a. Members shall vote by secret ballot. Ties shall be resolved by the President's sealed vote, which shall be given to the Parliamentarian prior to the counting of the votes.

b. In the event there is only one (1) nominee for each office, a voice vote must be taken on the entire slate.

2. The Parliamentarian shall hold the ballots for 30 days following the election, if applicable.

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3. Absentee ballots shall be available through the Parliamentarian, and/or website.
4. If a candidate must resign from the respective office prior to installation, the candidate receiving the second highest number of votes for that office shall be permitted to accept that office.

C. Terms of Office

1. The June Governing Board meeting shall be attended by elected Officers and appointed Committee Chairpersons, both Incoming and Outgoing.
2. Installation of new Officers shall be held at the May General Membership meeting.
3. Newly elected Officers and appointed Committee Chairpersons shall assume their duties effective on July 1st.
4. The Governing Board shall serve for a period of one (1) year.
5. Governing Board positions shall be limited to two (2) consecutive years or may be extended at the discretion of the Executive Board. The position of Chairperson and Co-Chairperson shall be deemed the same position for term limits.
6. The following positions must be filled by an active duty spouse: President, Administrative Vice President and Charitable Vice President, unless waived by majority vote of the current Governing Board for the upcoming board year only.

D. Vacancies

1. President

- a. The Administrative or Charitable Vice President, may, with the consent of the Advisors, immediately assume the office.
- b. The Advisors with the approval of the Executive Board shall appoint a replacement President.

2. Other Officers

- a. Vacancy must be presented to General Membership.
- b. The President with the approval of the Executive Board shall appoint a replacement, unless 2 or more express interest in the position. See Article IV Elections.
- c. The President may appoint a *pro tern* officer during a temporary vacancy.

3. Resignation from either an Executive Board or a Governing Board position shall be submitted in writing to the President and shall be effective immediately.

E. Removal from Governing Board Positions

1. A Governing Board member shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or unexcused absence from two (2) monthly board meetings.
2. Removal of any Governing Board member shall require a two-thirds (2/3) majority vote of the Governing Board.
3. The 633ABW Commander will be notified in writing of the removal of anyone in key positions, in accordance with AFI-34-223.

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Article V: Constitution and By-Laws Review Committee


The Constitution and By-Laws Review Committee shall consist of an Advisor or designee, President, Parliamentarian, and at least two (2) members of the LSC executive or governing board and one general LSC member in good standing.

Article VI: Adoption

A. Changes to the Constitution and/or By-Laws, after a majority vote of the Governing Board, must be posted for 30 days.

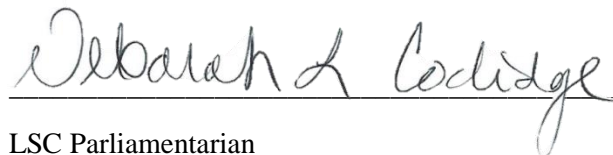
B. These By-Laws shall become effective upon a majority vote of members at a general membership meeting.

I certify that these By-Laws have been approved by the membership as indicated in Article XI of the LSC Constitution.



LSC President

Date



LSC Parliamentarian

Date

LSC Advisor

Date

ADDENDUM

LANGLEY THRIFT SHOP

Article I - Financial Purpose and Profit Distribution

- A. The Purpose of the Langley Thrift Shop is to generate charitable funds for the Langley Spouses' Club Charitable Account.
- B. Seventy percent (70%) of all profits POST monthly store expenses and consignor payout goes towards the LSC Scholarship and Charitable Fund.
- C. The remaining thirty percent (30%) of profit POST store expenses and consignor payout goes into a savings account for store expenses and liabilities.
- D. The Thrift Shop Advisory Board may decide within the first year of business to hold all profits from being distributed to the charitable account until all store needs are fulfilled.

Article II: Consignors and Donations

- A. Consignors will be paid a seventy percent (70%) profit for each item consigned and sold by the Langley Thrift Shop. The Langley Thrift Shop will earn thirty percent (30%) profit from every consignor item sold.
- B. All Consignors must sign a consignment contract acknowledging the Langley Thrift Shop's policies, procedures, and financial rules.
- C. Consignors will be allowed to consign items that are deemed resalable. The Thrift Shop Manager can refuse to allow a consignor to consign an item that is broken, not sellable, not resalable in accordance with State law, or is unneeded in the store at the specific time due to store inventory or season.
- D. Consignors will not be allowed to consign items that cannot be resold for under the value of \$3.
- E. Cut-off dates for receiving seasoned merchandise in the Langley Thrift Shop will be set by the Langley Thrift Store Manager.
- F. Merchandise on consignment will be held for sixty (60) days. Items on consignment past 60 days become Langley Thrift Shop Property. It is the consignor's responsibility to know when items are at the sixty (60) day consignment mark. They will NOT be notified when their items are nearing the sixty (60) day mark or when that time period has past.
- G. Items removed by the consignor from the Langley Thrift Shop prior to sale shall be subject to a twenty-five cent (\$.25) withdrawal fee. An item may be reentered for sale only once and may not be re-consigned until after sixty (60) days.
- H. All items will be sold "as is". The Langley Thrift Shop will make no guarantees, warranties, or statements regarding the working condition of any item. The Langley Thrift Shop will only accept returns of consigned items that are not working. The Consignor will be notified by the Thrift Shop Manager to return for their property. Any broken property not picked up by a consignor within sixty (60) days becomes Langley Thrift Shop property and will be thrown away.

I. All Consigners will have a forty-five (45) item limit on consignments per month, fifteen (15) items per three (3) visit to the stores.

J. Donations become Langley Thrift Shop property upon the time of donation.

K. Donations are not tax deductible. It is up to the judgment of the Thrift Shop Manager what items can and will be accepted for donation due to store inventory needs. Donations accepted by the Langley Thrift Shop that are not needed or cannot be used will be passed on to the Airmen's Attic if the donations are in good condition. Donations that are left at the Langley Thrift Shop door that cannot be resold due to safety concerns or State law will be thrown away.

L. Neither the U.S. Government, the Langley Spouses' Club, the Langley Thrift Shop or it's employee's/volunteers shall be liable for the loss or damage of any article resulting from any cause whatsoever, including but not limited to, fire, theft, insects, water, and any and all storage or display of an article.

Article III - Management Policies and Operating Procedures

A. The Langley Thrift Shop policies and operating procedures are established and maintained by the Langley Thrift Shop Advisory Board from the Langley Spouses' Club Board. Members are as follows:

1. The Chairman of the Board – The Thrift Shop Manager (non-voting)
2. LSC President, Board Member (voting)
3. LSC Charitable Vice President, Board Member (voting)
4. LSC Scholarship Liaison, Board Member (voting)
5. LSC Charitable Treasurer, Board Member (voting)

B. These members are appointed from the LSC, and their length of term will coincide with their board term for the Spouses' Club.

C. The Chairman of the Board will be the Thrift Shop Manager. It is the responsibility of this Chairman of the Board to ensure the Thrift Shop at Langley is adhering to guidelines set by the installation and by this constitution for consistent, safe and legal operation.

D. Additional optional members may be:

1. Volunteer-at-large (voting)
2. Retired military customer-at-large (voting)
3. The appointed and additional optional members are all voting members of the Langley Thrift Shop Advisory Board.

E. The non-voting members of the Board shall be:

1. The spouse of the 633rd Commander or her/his designated representative as Thrift Shop Board Advisor
2. Other LSC Advisors that wish to participate on the board
3. The Langley Thrift Shop Bookkeeper

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4. The Langley Thrift Shop Assistant Manager, if applicable

5. LSC Parliamentarian

E. A current copy of the constitution and by-laws will be kept on file at the Langley Thrift Shop, posted on the entry way bulletin board at the Langley Thrift Shop, and posted on the LSC website. It is the Thrift Store Manager's responsibility to keep current copies of these documents in place.

F. The Thrift Shop will accept funds through cash and personal check with proper identification.

G. Receiving and tagging merchandise:

1. Each consignor must be explained the contract and terms upon signing a contract.

2. Each consignor must sign a contract in duplicate. The original will be kept in the Langley Thrift Shop on duplicate. The duplicate will be given to the consignor.

3. Each item will be marked with a tag. The tag will contain a description, item number, date and price. Copies of the tag sheet will be kept in a binder at the Thrift Shop.

H. All volunteers at the Langley Thrift Shop will be trained and supervised by the Thrift Shop Manager.

I. Volunteers working in the Langley Thrift Shop have the right to:

1. Refuse to accept any damaged, soiled, unsanitary, hazardous, or unsellable articles.

2. Accept from the consignor only the number of items currently set by the contract depending on the scale available.

J. The Langley Thrift Shop will operate Tuesday, Wednesday, and Thursday of every week from 10:00 a.m. through 2:00 p.m. and on Guard Saturday from 9:00 a.m. till Noon.

K. The Langley Thrift Shop will be closed:

1. The week of Spring Break in accordance with Hampton/Yorktown Schools

2. The week of Thanksgiving Break

3. The last two weeks of December and the first two weeks of January

4. Any day weather prohibits access to base

L. Expenditures:

1. The Langley Thrift Shop Manager will be given a seventy-five dollar (\$75) monthly budget to spend for store supplies. Any funds not used from this allotment roll back into shop profits.

2. Larger items may be purchased for the Langley Thrift Shop from the Thrift Shop savings account if voted on and approved by the Langley Thrift Shop Advisory Board.

M. Payment to the Langley Thrift Shop Manager and Bookkeeper will be completed at the end of each month. The Langley Thrift Shop Manager will be paid a salary of \$650 per month. The Langley Thrift Store Manager will not be paid for time not worked or at scheduled times when the store is closed.

N. The Langley Thrift Shop Bookkeeper will be paid a salary of fifty dollars (\$50) per month.

O. The Langley Bookkeeper will be responsible for signing all payment checks. Checks will either be secondary signed by the Thrift Shop Manager, LSC Vice President, or LSC President.

P. A petty cash box of one hundred dollars (\$100) for daily financials will be held at the Langley Thrift Shop in the safe.

Q. Access to the safe is limited to the LSC President, LSC Charitable Vice-President, Langley Thrift Shop Manager, and Langley Thrift Shop Bookkeeper.

R. Weekly deposits to the bank will be made by the Langley Thrift Shop Manager on Thursdays.

S. The safe will stay closed and locked during business hours.

T. Building/store keys will be signed out to the Langley Thrift Store Manager, LSC President, LSC Charitable Vice President.

U. A debit card will be secured for the Langley Thrift Shop Manager's use to order store materials online. The debit card will stay in the safe at all times unless being used by the Langley Thrift Store Manager, LSC Charitable Vice-President, or LSC President to secure materials locally. The above parties will return the debit card to the safe immediately after usage.

Article IV - Langley Thrift Shop Manager Responsibilities

A. The Langley Thrift Shop Manager will be responsible for the following duties:

1. The Langley Thrift Shop Manager shall be knowledgeable of and execute all policies and procedures.

2. Briefing volunteers on policies and procedures. Training volunteers. Fostering good relationships with volunteers. Recruiting Volunteers.

3. The Langley Thrift Shop Manager will be responsible for opening and closing the store. The Thrift Store Manager will immediately notify the LSC Charitable Vice President if he/she cannot open the store due to illness or emergency and report all closings on Langley Thrift Shop Social Media.

4. The Langley Thrift Shop Manager will be responsible for managing all store social media accounts.

5. The Langley Thrift Shop Manager will designate an experienced cashier or run all sales transactions for the day.

6. The Langley Thrift Shop Manager will ensure all consignments are put away daily. Donations will be processed and put away as time allows and as volunteers are available for processing.

7. The Langley Thrift Shop Manager will make a written report of the store's needs and business on-goings for submission to the LSC Secretary for monthly board meetings.

8. The monthly board reports will be used during the Langley Thrift Shop Advisory Board meetings which must meet at least quarterly (more often if required).

9. The Langley Thrift Shop Manager will make a written report for the Parliamentarian to submit to the 633rd Force Support Squadron when members of the Langley Thrift Shop Advisory Board change.

10. The Langley Thrift Shop Manager will be responsible for operations to include social media publicity, receiving donations, receiving consignments, tagging items, taking out trash daily, managing contracts,

managing the ticketing system, and various cleaning tasks. The Langley Thrift Shop Manager will not change policies without the approval of the Thrift Shop Advisory Board.

11. The Langley Thrift Shop Manager will not make purchases over seventy-five dollars (\$75) for store materials. All purchase receipts will be submitted to the Langley Thrift Shop Bookkeeper for documentation.

Article V - Langley Thrift Shop Bookkeeper Responsibilities

A: The Langley Thrift Shop Bookkeeper will be responsible for the following duties:

1. The Langley Thrift Shop Bookkeeper will issue checks for the sale of consigned merchandise before the 7th of the month.
2. The Langley Thrift Store Bookkeeper will issue all checks for contracted personnel of the Langley Thrift Shop.
3. Submitting a monthly report to the members of the Langley Thrift Shop Advisory Board of financials to include consignor profit, donation profit, funds distributed to the charitable account and operating costs.
4. Handling all bookkeeping for the Langley Thrift Shop in accordance with standard financial operating procedures to include document retention.
5. Submit Financials to the LSC CPA in June for a yearly review. The Langley Thrift Shop Bookkeeper will then submit copies of the yearly review to the 633rd FSS squadron.
6. Submit form 1099 for the Thrift Shop Manager
7. The Langley Thrift Shop Bookkeeper will execute all work during operating hours of the Thrift Shop. Keys will not be issued to the Langley Thrift Shop Bookkeeper to execute business outside operating hours.

Article VI - Langley Thrift Store Advisory Board Roles

A. The LSC Thrift Shop Advisory Board will:

1. Act in the absence of the Langley Thrift Store Manager
2. Recruit volunteers.
3. Establish a volunteer appreciation system


B. The LSC Charitable Vice-President, LSC President, and one LSC Advisor will be responsible for hiring a Thrift Shop Manager and Bookkeeper. The LSC Advisor will only advise in the case of non-agreement between the first two parties.

C. The Parliamentarian will take notes at all Langley Thrift Shop Advisory meetings and send copies of approved minutes at the end of the year to the 633rd FSS office.

D. The Thrift Shop Advisory Board will be responsible for reviewing the by-laws and constitution as needed or every two years as required by JBLE and the 633rd Force Support Squadron. Copies of updated documents will be submitted to the 633rd FSS office by the Parliamentarian.

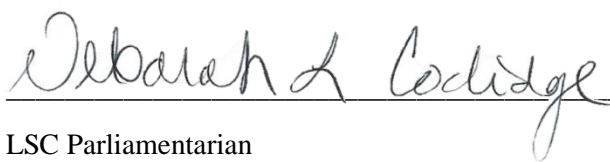
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I certify that this Addendum to the LSC By-Laws regarding the Langley Thrift Shop has been approved by the membership as indicated in Article XI of the LSC Constitution.



LSC President

Date



LSC Parliamentarian

Date

LSC Advisor

Date