



Bylaws of the Lackland Spouses' Club

Article 1 **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 the appointed and elected officers of the organization as stated by Article 3 of the Constitution.

1. President

- i. The President shall preside at all meetings of the membership and the Executive Board as necessary, appoint the chairperson of each special committee established by the Board and perform such general functions as may be necessary.
- ii. The President shall be responsible to ensure the organization's constitution and authorization is reviewed annually and is consistent with Air Force policies as amended. The constitution and by-laws must be updated every two years or when there is a change in the purpose of this organization.
- iii. The President will ensure that all members document in writing that they are aware that financial liability incurred by the organization may ultimately result in individual's personal financial responsibility if the organization fails to discharge its obligations even though the organization may have been re-designated or dissolved.
- iv. The President shall establish and maintain a system for the protection of organization assets and ensure the liabilities do not exceed its income.
- v. The President shall be a voting member of the Lackland Thrift Shop Committee.

2. First Vice President - Social & Administrative (S&A)

- i. The First Vice President shall assist the President, serve as an advisor for the various S&A committee chairpersons and assume the duties and responsibilities of the various social and administrative committees in the absence of a chairperson. The First Vice President shall assume the duties of the President in his or her absence.

3. Second Vice President - Scholarship & Charitable (S&C)

- i. The Second Vice President shall assist the President, serve as an advisor for the various S&C committee chairpersons and assume the duties and responsibilities of the various scholarship and charitable committees in the absence of a chairperson. The Second Vice President shall also have primary responsibility for oversight of operations of the Lackland Thrift Shop. The Second Vice President shall assume the duties of the President in the combined absence of both the President and First Vice President.
- ii. The Second Vice President shall be a voting member of the Lackland Thrift Shop Committee.

4. Secretary

- i. The Secretary shall record the minutes of all membership, Board of Governors, Executive Board, and Lackland Thrift Shop Committee meetings prepare required correspondence, notify all members of General Membership and Special Meetings as required and have custody of all organization records.
- ii. The Secretary is required to present the meeting minutes of the organization to 502 FSS/FSR as detailed in the handbook and to the Executive Board upon request.
- iii. The Secretary shall be a voting member of the Lackland Thrift Shop Committee.

5. Social & Administrative (S&A) Treasurer

- i. The S&A Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the officers and governing board for review.
- ii. The S&A Treasurer will prepare a monthly financial statement and submit it to the Executive Board for review. The Executive Board may appoint an outside party to review the organization's financial records upon change of S&A Treasurer.
- iii. The books of the S&A Treasurer may be reviewed at least 2 weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. A copy of the new treasurer's acceptance will be forwarded to 502 FSS/FSR within 30 days of transfer of office. Year-end financial statements covering 1 January through 31 December of the previous year will be forwarded to 502 FSS/FSR by COB 31 January of each year. The cost of all financial reviews/audits is the responsibility of this organization.

6. Scholarship and Charitable (S&C) Treasurer

- i. The S&C Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the officers and governing board for review.
- ii. The S&C Treasurer will prepare a monthly financial statement and submit it to the Executive Board for review. The Executive Board will appoint an outside party to review the organization's financial records upon change of S&C Treasurer.
- iii. The books of the S&C Treasurer will be reviewed at least 2 weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. A copy of the new treasurer's acceptance will be forwarded to 502 FSS/FSR within 30 days of transfer of office. Year-end financial statements covering 1 January through 31 December of the previous year will be forwarded to 502 FSS/FSR by COB 31 January of each year. The cost of all financial reviews/audits is the responsibility of this organization.
- iv. The S&C Treasurer shall be a voting member of the Lackland Thrift Shop Committee.

7. Parliamentarian

- i. The Parliamentarian shall be versed in the rules of parliamentary procedure in order to advise the President, Advisor(s), serve as Chair of the committee to review the Constitution and Bylaws, serve as Chair of the Nomination Committee and preside over the election of officers. The President shall assume all Parliamentarian duties if no Parliamentarian is appointed.

Article 2
Election and Voting

1. The officers shall be elected at a General Meeting or a Special Meeting called for that purpose by an affirmative vote of a majority of the Active Membership.
2. Nominations for the organization's first slate of officers will be made from the floor at the first General Membership Meeting. For future elections, nominations for officers shall be made by a Nomination Committee of three active members appointed by the Board. Additional nominations may be made from the floor at the election. The notice of meeting will be posted at least 14 calendar days prior to the election and will provide the time, date and place of the election.
3. Each term of office shall be for 1 year.
 - i. Officers' terms may be terminated for the following reasons:
 - a) Permanent change of station.
 - b) Resignation.
 - ii. The term of office will begin 1 June.
 - a) All members of the Executive Board shall be elected at the April general membership meeting from a slate submitted by a nominating committee. Nominations may be made from the floor. Elections require a majority vote of the votes cast; and in case a majority is not received by a candidate, then a run-off vote shall be held for the top two candidates. Votes may be cast by secret ballot. Proxy votes will not be permitted.
 - b) A majority vote of the members present shall be needed before any proposed action becomes valid. A majority shall be half plus one of the members present. The president shall vote only in case of a tie.
 - iii. No one shall serve in the same Executive Board Position for more than two consecutive terms.
4. Vacancies
 - i. Vacancies occurring in the Executive Board shall be filled by special election. The President may temporarily appoint an executive board officer until an election may be held.
 - ii. Other vacancies occurring from the board of governors shall be filled by appointment by the President to fulfill the completion of the term.

Article 3
Dues and Fees

Membership dues amounts are at the discretion of the LSC Executive Board, payable to the S&A Treasurer from the 1st day of June until the 31st day of December. Membership dues shall be prorated from this date until the close of the membership year.

Article 4
Standing Committees

1. S&A standing committees will be at the discretion of the President.
2. There shall be the following S&C standing committees: Scholarships, Charitable, and Lackland Thrift Shop.
3. All committees shall consist of a chairperson and not less than two members.
4. There shall be special committees as determined by the President.

Article 5
Finances and Taxes

1. LSC-S&A:
 - i. The balance of the treasury shall not fall below \$1000.00 without Executive Board approval.
 - ii. A majority of organization members will appoint an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000; a Certified Public Accountant (CPA) will be appointed if annual gross revenues are equal to or exceed \$250,000. LSC-S&A pays for this service to the CPA.
 - iii. All funds will be deposited in the Air Force Federal Credit Union and a financial statement will be reported and recorded in the official minutes of meetings on a timely basis.
 - iv. Except for petty cash expenditures up to \$75.00, all funds will be disbursed by check. All checks must be countersigned by the President or a Vice President and a Treasurer.
 - v. The LSC-S&A will comply with all applicable local, state and federal laws governing like civilian activities.
2. LSC-S&C:
 - i. The balance of the treasury shall not fall below \$1000.00 without Executive Board approval.
 - ii. A majority of organization members will appoint an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000; a Certified Public Accountant (CPA) will be appointed if annual gross revenues are equal to or exceed \$250,000. LSC-S&C pays for this service to the CPA.
 - iii. All funds will be deposited in the Air Force Federal Credit Union and a financial statement will be reported and recorded in the official minutes of meetings on a timely basis.
 - iv. Except for petty cash expenditures up to \$75.00, all funds will be disbursed by check. Checks written for scholarships may be signed by the Scholarship and Charitable Treasurer and checks for all other charitable contributions and reimbursements must be countersigned by the President or a Vice President.
 - v. The LSC-S&C will comply with all applicable local, state and federal laws governing like civilian activities.

Article 6
Insurance Coverage

Due to low or minimal risk of injury or property damage in the ordinary course of operations of this organization, upon approval by the Installation Commander or his designee, the requirement for insurance may be waived. Liability insurance, commensurate with the risk involved, shall be obtained when appropriate. The U.S Government is not liable for the actions of or damage caused by this organization.

Article 7
Awards/Gifts

1. The LSC will comply with Air Force regulations governing giving and receiving gifts.

Certification of Bylaws

I certify these by-laws were approved by a majority vote of the membership at our General Membership Meeting held on Dec 13, 2016.

Synthis Mickelle Marsiglia
President

Angie Kneeland
2nd Vice President