

TINKER OFFICERS' SPOUSES' CLUB BY-LAWS

ARTICLE I - DUTIES OF OFFICERS

Officers serve for a term of one year beginning with New Business at the June Board of Governors' Meeting, except the Treasurers who may assume their duties after the books are returned from audit. The OSC fiscal year is 1 June through 31 May.

Section A. President

1. Presides at all Executive Board, Board of Governors and conducts general membership meetings.
2. Appoints the Parliamentarian.
3. Appoints all chairpersons of Committees and Subcommittees, except the Nominating Committee, with the approval of the Elected Officers.
4. Is an ex-officio member of Committees and Subcommittees, except the Nominating Committee.
5. The President may appoint vacancies in any office except the Presidency.
6. Is bonded.

Section B. First Vice-President

1. Performs the duties of the President in his/her absence and may succeed to the Presidency if, at any time, the President is unable to complete the full term of office.
2. Performs such duties as may be designated by the President.
3. In the event the First Vice-President is unable to succeed to the Presidency, the Parliamentarian will call a special meeting of the General Membership to elect a new President.
4. Is bonded.

Section C. Second Vice-President

1. Acts as custodian of the OSC silver and non-cash properties.
2. Performs the duties of the First Vice-President in his/her absence and succeeds to the First Vice-Presidency, if the First Vice-President is unable to complete the full term of office.
3. In the event the Second Vice-President is unable to succeed to the First Vice-Presidency, the President will fill the vacancy with the approval of the Elected Officers.
4. Performs such duties as may be designated by the President.
5. Is bonded.

Section D. Recording Secretary

1. Records the minutes of all meetings of the OSC and the Board of Governors.
2. Is custodian of the permanent records of the OSC.
3. Performs duties of the Corresponding Secretary in his/her absence.
4. Performs any additional duties designated by the President.

Section E. Corresponding Secretary

1. Is responsible for correspondence of the OSC as directed by the President.
2. Performs the duties of the Recording Secretary in his/her absence.
3. Performs any other duties designated by the President.

Section F. Administrative Treasurer

1. Is custodian of and accountable for all Administrative financial records and funds of the OSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor. A copy of the audit will be posted for the membership to read.
2. Is custodian of, and accountable for, the Administrative Funds Reserve Account and reports of the OSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor. A copy of the audit will be posted for the membership to read.
3. The Treasurer may spend certain unbudgeted funds of:
 - a. Up to \$100.00 with Presidential authorization.
 - b. Up to \$1000.00 with Board of Governors' authorization.
 - c. Over \$1000.00 with authorization of the General Membership.
4. The Treasurer may spend budgeted funds, which have previously been presented and approved by the General Membership.
5. Submits a financial statement at each meeting of the Board of Governors. This statement will be included in the minutes of the Secretary and posted at the Tinker Club.
6. Assumes the duties of the Welfare Treasurer in his/her absence.
7. The Treasurer (or Welfare Treasurer in absence of the Treasurer) will co-sign all checks with any of the following: President, First Vice-President, or Second Vice-President.
8. All money should be deposited within 72 hours of receipt.
9. A monthly review of the OSC Administration financial statement will be made by the President and Advisors.
10. Is bonded.

Section G. Welfare Treasurer

1. Is custodian of and accountable for General Welfare records and funds of the OSC. He/she will submit financial records in his/her custody annually (end of May), or more frequently, for audit or other examination in accordance with AFI 34-223. In the event the Welfare Treasurer cannot finish his/her term of office, the books shall be audited before they are turned over to his/her successor. A copy of the audit will be posted for the membership to read.
2. The Welfare Treasurer may spend certain unbudgeted funds of:

- a. Up to \$100.00 with Presidential authorization.
 - b. Up to \$1000.00 with Board of Governors' authorization.
 - c. Over \$1000.00 with authorization of the General Membership.
3. The Treasurer may spend budgeted funds, which have previously been presented and approved by the General Membership.
 4. Submits a financial statement at each meeting of the Board of Governors. This statement will be included in the minutes of the Secretary and posted at the Tinker Club.
 5. Assumes the duties of the Administrative Treasurer in his/her absence.
 6. The Welfare Treasurer (or Treasurer in the absence of the Welfare Treasurer) will co-sign all checks with any of the following: President, First Vice-President, or Second Vice-President.
 7. All money should be deposited within 72 hours of receipt.
 8. A monthly review of the Welfare financial statement will be made by the President and Advisors.
 9. Is bonded.

Section H. Parliamentarian (appointed)

1. Parliamentarian serves a term of one year, beginning with the final committee reports of the preceding year at the June Board of Governors Meeting, and is limited to two successive terms or parts thereof. The Parliamentarian may not hold a paid position connected with OSC (i.e. Thrift Shop Manager, Thrift Shop bookkeeper or Thrift Shop janitor). Shall oversee all board and general membership voting and determine whether a quorum is present.
2. Shall oversee all board and general membership meetings using the Robert's Rules of Order to conduct the meetings.
3. Shall oversee all board and general membership voting and determine whether a quorum is present.
4. Is custodian of the Constitution, By-Laws, Board of Governors Policies, and job descriptions assuring that revisions are made in accordance with parliamentary procedure.
5. Is chairperson of the Nominating Committee.

Section I. Officers and Board of Governors

1. The Board of Governors shall be responsible for formulating the policies and directing the operations and organization of the OSC.
2. The board shall meet monthly at a time and place designated by the President.
3. A majority vote of the quorum shall constitute Board approval. A quorum shall be fifty-one percent of the voting members of the filled Board of Governors positions present.

ARTICLE II - ELECTION AND VOTING

Section A. Nominating Committee

1. The nominating committee shall be composed of the Parliamentarian as Chairperson and any regular OSC member in good standing.
2. The Honorary President and/or the advisors shall serve as advisors to the Nominating Committee.
3. Should a member of the Nominating Committee become a candidate for office, the Parliamentarian shall appoint a replacement.
4. Should the Parliamentarian become a candidate for office, the President shall appoint a replacement.
5. This committee shall present the slate of nominees to the General Membership at the March and April functions. Nominations may be made from the floor at the March function with the prior consent of the nominee.

Section B. Election

1. The Parliamentarian/Chairperson shall preside during the election.
2. A plurality vote from active members present and voting is required for election. Votes will be cast by secret ballot. If all officers are running unopposed, a vote will be made by acclamation.
3. The election of officers will be held at the April function. The newly elected offices will assume their duties beginning 1 June. The Treasurers will assume their check writing duties when their respective books are returned from the audit in June.
4. Any voting member may vote by absentee ballot if unable to vote in person, with the approval of the Chairperson of the Nominating Committee.
5. The President will vote only in the case of a tie.

ARTICLE III - DUES OR FEES

Section A. Dues

1. New members who join the OSC between June 1 and November 30 shall pay the full annual membership dues. New members who join after November 30 shall pay half the annual membership dues. Renewing members must pay the full annual membership dues regardless of the date of renewal. Honorary Members will not be assessed dues.
2. Dues may be changed only by majority vote of the General Members present at a previously announced meeting of the General Membership.

Section B. Administrative Fund

This fund is composed of membership dues, assessments and fees for services restricted to the membership. This money will be used for operational expenses of the Officers' Spouses' Club (entertainment, decorations, etc.). The Board of Governors is authorized to transfer all money, which is in excess to the operational expenses of the OSC, from the Administrative Fund to the General Welfare Fund. In so acting, the Board of Governors will assure that a minimum

of \$1,500.00 shall remain in the Administrative Fund Reserve Account for the use of the next Board.

Section C. General Welfare Fund

This fund is composed mainly of accumulated funds from all fundraising activities. This money will be used for projects covered under Section 501(c)(4) of the Internal Revenue Code.

1. Section 501(c)(4) projects will be finally determined by a majority vote of the Board of Governors.
2. A Base Thrift Shop for the purpose of providing funds to support Section 501(c)(4) projects shall be sponsored by the OSC.
3. Income to the OSC from the Thrift Shop will be placed in a sub-account of the General Welfare Fund and used for the OSC Scholastic Achievement Award Program and other projects covered under Section 501(c)(4).
4. The Board of Governors will assure that a minimum of \$1,500.00 will remain in the General Welfare Fund Reserve Account for Section 501(c)(4) projects to be determined by the next Board of Governors.

ARTICLE IV - STANDING COMMITTEES

Section A. Chairpersons of Standing Committees

1. Chairpersons of Standing Committees serve for a term of one year beginning 1 June. They are limited to two successive terms, or parts thereof, in the same office (except for the Thrift Shop Manager).
2. Chairpersons of Standing Committees may not hold a paid position connected with the OSC (i.e. Thrift Shop Manager, Thrift Shop Bookkeeper or Thrift Shop Janitor) unless approved by the Executive Board. Chairpersons may be removed from office on the recommendation of the President with the concurrence of a majority of the Elected Officers.

Section B. Committee Appointments

Committee chairpersons are appointed by the President and are voting members of the Board of Governors. Committees may be added or deleted as necessary by a vote of the Board of Governors. Standing Committees and their reporting officials are as follows:

1. **President:**
 - a. Retired Officers' Wives Group
 - b. Navy Liaison
 - c. Member at Large
2. **1st Vice President:**
 - a. Scholarship
 - b. Thrift Shop Manager
 - c. Ways and Means
 - d. Welfare
3. **2nd Vice President:**
 - a. Hearts and Hands

- b. Hospitality
- c. Membership
- d. Photographer/Historian
- e. Programs/Social
- f. Publicity
- g. Reservations
- h. Smoke Signal Editor
- i. Special Activities

Section C. Welfare Committee

Welfare Chairperson will have a welfare committee consisting of one Advisor, the First Vice-President, the Welfare Treasurer, and the Welfare Committee Chairperson. Welfare projects will be submitted to the Board of Governors for review and approval.

ARTICLE V - FINANCES AND TAXES

Section A. The Board of Governors is responsible for reviewing and approving the annual Administrative and General Welfare Budgets, and presenting them to the General Membership for their approval.

Section B. The Board of Governors is responsible for adjusting and expending funds within the approved annual budget.

ARTICLE VI - INSURANCE COVERAGE

Due to its low risk activities, the Officers' Spouses' Club insurance requirements are waived. However, the organization will acquire insurance, liability, and other types when activities of a high-risk nature are planned.

ARTICLE VII - Awards/Gifts

Section A. Scholarship Awards

Scholarship Awards shall be given to persons who meet the requirements as stated in the Scholarship Awards Committee Guidelines.

Section B. Gifts

Tokens of appreciation, welcome, farewell, etc, will be given according to OSC Policies to the following:

- 1. OSC Members
- 2. Manager and Staff of Tinker Club
- 3. OSC Program Presenters

ARTICLE VIII - PARLIAMENTARY PROCEDURE

In all cases not governed by the Constitution and By-Laws of this club, Robert's Rules of Order shall apply.

ARTICLE IX - AMENDMENT

Amendments to these By-laws will be proposed in writing by the review committee to the Board of Governors. The proposed amendments will be presented at the next General Membership meeting and voted upon at that time. The changes will become effective upon adoption by a majority vote of the voting members present. The amendments will be subject to final approval by the 72d Air Base Wing Commander. However, the Board of Governors may amend this Constitution whenever necessary to achieve compliance with any changes in Air Force regulations or directives; notification will be given to the membership within 28 days of any such amendments.

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Ratified by Membership Date: _____
Approved by 72nd Air Base Wing Commander Date: _____