

**DYESS SPOUSES' CLUB  
BY-LAWS  
(2023)**

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# **DYESS SPOUSES' CLUB BY-LAWS**

*Created Summer 2023*

## **ARTICLE I: PURPOSE**

The purpose of these by-laws is to establish instructions for the operation and conduct of the activities and affairs of the Dyess Spouses' Club (DSC), to include Dyess Spouses' Philanthropic Association (DSPA) and Dyess Spouses' Club Thrift Shop (TS), operating on Dyess Air Force Base, Texas.

## **ARTICLE II: MEMBERSHIP**

### **SECTION A: TYPES OF MEMBERSHIP, ELIGIBILITY, AND PARTICIPATION**

#### **1. ACTIVE MEMBERS**

- 1.1. Eligible members are spouses of any active duty service member of the U.S. Armed Forces, or U.S. National Guard or Reserves.
- 1.2. Spouses of active duty foreign military members assigned to Dyess AFB.
- 1.3. Are eligible to vote, hold office and participate in all DSC-sponsored activities.

#### **2. ASSOCIATE MEMBERS**

- 2.1. Eligible members are spouses of any retired service member of the U.S. Armed Forces, U.S. Reserve or National Guard, or spouses of active or retired civil service employees.
- 2.2. Widowed spouses of any service member of the U.S. Armed Forces, U.S. Reserve, National Guard, or civil service employees.
- 2.3. Spouses of any service member declared Missing In Action or a Prisoner Of War.
- 2.4. Gold Star Family members
- 2.5. Active Duty Military
- 2.6. Any active duty or retired service member's former spouse with ID card and privileges granted under The Former Spouses Protection Act 97-252 (Title 10 US Code, Sec. 1408).
- 2.7. Adult relatives who are in permanent residence with the family of any active duty service member of the U.S. Armed Forces as long as the active duty service member's spouse is a member of the DSC.
- 2.8. Are eligible to vote, hold office and participate in all DSC-sponsored activities.

#### **3. HONORARY MEMBERS**

- 3.1. Candidates for honorary membership must be presented to and approved by the Executive Board.
- 3.2. Honorary members are not eligible to hold any DSC Board of Governors positions or vote except as specified in Article II, Section A, Line 3.5.
- 3.3. Honorary membership shall be renewable with the majority approval of the Executive Board for a period of one (1) year.
- 3.4. Honorary members are not required to pay dues; however, upon paying they will be granted voting privileges at General Membership meetings.

#### **4. GUESTS**

- 4.1. To include persons eligible for DSC membership upon their first attendance at a DSC function and they will be responsible for all fees associated with function.
- 4.2. Bona fide house-guests of members are considered to be those visiting temporarily. The guests may attend functions with the DSC member.
- 4.3. Any guest fees shall be the responsibility of the DSC member.
- 4.4. May attend only one (1) event as a guest before becoming a member.
- 4.5. A bona fide guest will be permitted to attend and participate in annual Bunco or Bingo events. However, they will not be eligible to receive prizes.

- 4.5. The President and Honorary Advisors may invite guests to functions on behalf of the DSC.
- 4.6. The Board of Governors reserves the right to limit a function to members only, with advanced notice given to the membership.
- 4.7. The Executive Board shall consider all categories of guest eligibility not covered in these By-Laws on a case-by-case basis.

## **SECTION B: TERMINATION AND REINSTATEMENT**

### **5. TERMINATION**

- 5.1. Voluntary termination of membership shall be by written notification to the Membership Chair.
- 5.2. Membership in the DSC shall be terminated upon departure of the member from the Dyess AFB area pursuant to Permanent Change of Station (PCS) Orders.
- 5.3. Members who have resigned, have not renewed their membership or have delinquent fees are ineligible to attend or participate in DSC activities as a member.
- 5.4. Membership may be terminated by the Board of Governors if the conduct of a member is such as to bring discredit upon the DSC.
  - 5.4.1. A two-thirds (2/3) vote approval by the Board of Governors is required.
  - 5.4.2. Affected member may appeal decision at the next General Membership meeting.
  - 5.4.3. The ruling is sustained by a vote of the General Membership.
- 5.5. Former members who have been terminated by the Board of Governors may not attend or participate in any DSC activities, even as a guest, to include participation in DSC special activities (i.e. bunco, bowling, bingo, etc.).
- 5.6. Members who are terminated shall be notified in writing by the Membership Chair or designated representative.

### **6. REINSTATEMENT**

- 6.1. Members who voluntarily terminate their membership for reasons other than a PCS are ineligible to rejoin the DSC for a period of six (6) months.
- 6.2. Members terminated for failure to meet financial obligations will be reinstated when all financial obligations to the DSC are paid.
- 6.3. Members wishing to be reinstated must submit a written request for reinstatement to the Board of Governors for majority approval.

## **SECTION C: DUES**

### **7. ACTIVE AND ASSOCIATE MEMBERS**

- 7.1. All active and associate members of the DSC are required to pay dues.
- 7.2. Dues are charged per fiscal year running 31 May-1 June for active, associate, and social members and may be paid by cash, check, or electronic link.
- 7.3. Annual dues will be paid either for a full year starting at the August membership sign-up or a partial year starting in January. Partial dues will not be pro-rated, but will instead be equivalent to ½ of a full year's dues.

- 7.4. Monthly functions and/or special functions may incur charges. Members will pay for such charges for themselves and their guests.
- 7.5. Billing options
  - 7.5.1. Dues may be paid in cash, electronic link, or by check (made out to Dyess Spouses' Club).
  - 7.5.2. The Membership Chair is responsible for maintaining a record of all members and the means of payment.
  - 7.5.3. All payments will be given to the Operational Treasurer, in a timely manner, to ensure deposit into the DSC Operational Account.
- 7.6. The budget committee reviews the cost of dues during the initial budget review and subsequent budget revision meetings. The committee brings recommendations before the Board of Governors for approval. Upon approval, recommendations will be brought before the General Membership for approval.

**8. REIMBURSEMENT**

- 8.1. Dues will not be refunded in the event of a Permanent Change of Station (PCS).
- 8.2. Dues will not be reimbursed to members voluntarily resigning from the DSC or those whose memberships have been terminated.
- 8.3. The President, with the approval of the Executive Board, has the discretion to waive this policy on a case-by-case basis.

## **ARTICLE III: OFFICERS AND GOVERNING BODY**

### **SECTION A: GOVERNING BODY**

The DSC is governed by the DSC Executive Board and the Board of Governors. All officers will maintain and submit up-to-date continuity binders (electronic and/or hard copy) at the change-over board meeting in May.

**EXECUTIVE BOARD** – The Executive Board consists of elected officers: President, First Vice President, Second Vice President, Secretary, Operational Treasurer, and Welfare Financial Officer. The Parliamentarian, appointed by the President, is part of the Executive Board. Honorary Advisors are included as members of the Executive Board.

**BOARD OF GOVERNORS** – The Board of Governors consists of the Executive Board and all appointed positions. The members of the Board of Governors must be in good standing before filling the position.

### **SECTION B: ELECTED OFFICERS AND DUTIES**

All elected officers are voting members of the Board of Governors, with the exception of the Parliamentarian. The President only votes in case of a tie. There are no co-chairs for elected positions. Elected officers work within the budget approved by the General Membership. They are responsible for a monthly report for the Board of Governors meetings and maintain a continuity folder for their position. All elected officers are required to submit a detailed End of Year Budget Report and recommended budget requirements to the President by May 31st. They will attend all board meetings, regular and special General Membership meetings, and DSC special events and functions. Excessive absences may be cause for termination from the elected position. They will also perform other duties as deemed necessary by the President.

#### **1. PRESIDENT**

- 1.1. Presides at all Board of Governors and Executive Board meetings, and all regular and special meetings of the DSC.
- 1.2. Appoints all chairpersons of standing committees, consistent with the needs of the DSC, with Executive Board approval.
  - 1.2.1. The chairpersons can then choose their co-chair as deemed necessary.
  - 1.2.2. Both may attend all board meetings; however, only the chairperson will have voting privileges. The co-chair will have voting privileges in the absence of the chairperson.
- 1.3. Is bonded.
- 1.4. Authorized signer or co-signer on all checks.
- 1.5. Casts vote in case of a tie.
- 1.6. Countersigns and attests to all minutes of the DSC.
- 1.7. Reviews and approves information that the DSC proposes to disseminate to the public outside the military community.
- 1.8. Attends all Thrift Shop Advisory council meetings.

- 1.8.1. Reviews thrift shop financial records monthly.
- 1.9. Oversees the operations of the following chairs/committees: Marketing Coordinator and Retiree Liaison.
- 1.10. Ensures the DSC does not engage in activities that compete with any services, NAFI or AAFES services, except as provided by AFI 34-223, private organizations program.
- 1.11. Ensures club taxes and financial reviews are filed by the Operational and Welfare Financial Officers.
- 1.12. Presents all matters in an unbiased manner and conducts proceedings in accordance with accepted parliamentary procedures.
- 1.13. Serves as an official member of all committees.
- 1.14. Extends a personal welcome and invitation to all incoming spouses filling Honorary Advisor positions.
- 1.15. Coordinates a Board of Governors appreciation function.
- 1.16. Informs the Honorary Advisors of matters concerning all DSC activities. 2.2.17. Acts as liaison to Honorary Advisors.
- 1.17. Checks and processes comments and messages submitted through the DSC Facebook page.
- 1.18. Distributes and collects all keys related to post office box, TS, and properties warehouse at the beginning and ending of the board year.
- 1.19. Represents the DSC at the following: Right Start, Heart Link, private organization meeting, Base Advisory Council (BAC), key spouse continuing education, or any meeting deemed necessary or of spousal interests.
- 1.20. President oversees bank account changeover for incoming Executive Board, to take place at the Board of Governors meeting in May and should be included in the meeting minutes.
- 1.21. The President oversees and may sign any contractual agreement on behalf of the DSC. The President may also direct any bonded Executive Board member to sign contractual agreements.
- 1.22. Reports issues and concerns to the appropriate base agencies and reports to the Board of Governors and/or General Membership.

## **2. FIRST VICE PRESIDENT**

- 2.1. Assumes the presidency if the President is unable to complete the full term of office.
- 2.2. Performs the duty of the President in his/her absence.
- 2.3. Is bonded.
- 2.4. Attends all committee meetings that report to First Vice President.
- 2.5. Attends base meetings in the event that there is no member-at-large.
- 2.6. Oversees the operations of the following chairs/committees: Operational Treasurer, Budget Committee, Membership, Reservations, Social, Mini Activities, Sunshine/Newsletter, Ways & Means, and member-at-large.
- 2.7. Will present prepared report, in the event of an absence of an above chairperson.
- 2.8. Assumes the duties of Secretary in his/her absence.

- 2.9. Assists the President and maintains a working knowledge of DSC activities.
- 2.10. Authorized signer or co-signer on operational account checks.
- 2.11. Checks and processes comments submitted through the DSC Facebook page.
- 2.12. Ensures all DSC special activities fall within the parameters set forth in all Air Force Instructions and base policies.
- 2.13. Reports and brings motions in the Operational Treasurer's absence.
- 2.14. Organizes childcare for designated DSC functions.
- 2.15. Oversees the location/room space for all board meetings.
- 2.16. Oversees the purchase of President's end of year appreciation gift.
- 2.17. Responsible for scheduling and recruiting volunteers for initial inventory and quarterly property warehouse cleanups.
- 2.18. Maintains a record of all properties owned by DSC, documenting condition and year of purchase.
- 2.19. Ensures that all current members, in conjunction with Marketing Coordinator, are aware these supplies are available for checkout.
- 2.20. Establishes and follows a secure checkout and check-in procedure for all items. Must accompany member to warehouse (or arrange for a substitution), document condition of items, as they are checked out and checked back in. A deposit of thirty dollars (\$30) in check form shall be collected and held until items are returned in same condition.
- 2.21. Submits all fundraising requests to the 7<sup>th</sup> FSS.

### **3. SECOND VICE PRESIDENT**

- 3.1. Assumes the First Vice President position if the First Vice President is unable to complete the full term of office.
- 3.2. Is bonded.
- 3.3. Assumes the duties of the First Vice President in his/her absence.
- 3.4. Assumes the duties of the Parliamentarian in his/her absence.
- 3.5. Oversees the operations of the following chairs/committees: Welfare Financial Officer, Thrift Shop Advisory Committee, Scholarship, Welfare, Auction, and Volunteer.
- 3.6. Will present prepared report, in the event of an absence of an above chairperson(s).
- 3.7. Attends all committee meetings that report to Second Vice President.
- 3.8. Authorized signer/co-signer on welfare and thrift shop account checks.
- 3.9. Reviews thrift shop financial records monthly as submitted in board reports.
- 3.10. Responsible for signing all paid employee checks, per employment contract.
- 3.11. Acts as the DSC representative to the Air Force Village or may appoint a representative with the approval of the Executive Board.
- 3.12. Reports and brings motions in the Welfare Financial Officer's absence.
- 3.13. Works in conjunction with volunteer chairperson and A&FRC to track volunteer hours.
- 3.14. Organizes, in conjunction with the Volunteer Chairperson, a volunteer appreciation event.

- 3.15. Works with the Secretary to track and maintain all volunteer hours within the members of the DSC.
- 3.16. Submits a report of hours to A&FRC (using form DD 2793) and to the Board of Governors.
- 3.17. Checks and processes comments submitted through the DSC Facebook page.
- 3.18. Updates Board of Governors/General Membership regarding area education and A&FRC concerns.

#### **4. SECRETARY**

- 4.1. Serves as custodian of the DSC permanent records and maintains the records, documents and special reports for two (2) years, preceding the current fiscal year.
- 4.2. Prepares roster of DSC board members and committee chairs emailing to the Board of Governors and newsletter chair.
- 4.3. Receives and files all written reports from committees and chairs.
- 4.4. Records the minutes of all Board of Governors and Executive Board meetings, and all regular and special meetings of the DSC. Highlights all motions that have been adopted and submits minutes to the President for signature.
- 4.5. Provides copies of all minutes and board reports to/for the Board of Governors to be used as the board meeting agenda.
- 4.6. Provides a copy of the Board of Governors, Executive Board and General Membership approved meeting minutes to the Executive Board and the newsletter chair.
- 4.7. Provides a copy of the members of the Board of Governors, Executive Board and General Membership to the 7th FSS private organization representative.
- 4.8. Provides a copy of the final report at may change over.
- 4.9. Retains a file of the permanent inventory list of all DSC property as provided by the 1<sup>st</sup> Vice President.
- 4.10. Submits end of year reports, membership roster, and liability statements to all appropriate base and federal agencies as requested or required.
- 4.11. Handles all correspondence (not covered by sunshine) concerning the DSC including, but not limited to: letters, invitations, and thank you cards.
- 4.12. Maintains a complete file of all correspondence.
- 4.13. Reads all appropriate correspondence at the General Membership meetings and provides information to publicity and newsletter chairs for dissemination to the General Membership.
- 4.14. Maintains DSC post office box and updates the postal collection authorization, ensuring the President, Secretary, and Welfare Financial Officer are authorized to collect DSC mail.
- 4.15. Collects all mail from the Dyess AFB post office, reviews and distributes the mail to the appropriate persons.
- 4.16. Responsible for DSC office supplies and equipment.
- 4.17. In accordance with AFI 34-223, within 30 days of new board elections, writes a memorandum to the 7<sup>th</sup> FSS private organization representative to announce newly elected board members.

- 4.18. Administers and records any phone/email votes, as directed by the President, in the absence of the Parliamentarian.
- 4.19. Will maintain meeting minutes from each Executive and Board of Governors meeting on the drive for seven (7) years.

**5. OPERATIONAL FINANCIAL OFFICER**

- 5.1. Responsible for the operational fund account of the DSC.
- 5.2. Ensures the dishonesty bonding certificate is maintained for all DSC members that handle funds or property, as written in DSC insurance policy.
- 5.3. Is bonded.
- 5.4. Meets with the Executive Board in June and as needed over the summer, to review and prepare carry-over operational and welfare budgets.
- 5.5. Responsible for presenting the proposed operational fund budget to the Board of Governors at the August board meeting for approval. Brings Board of Governors approved operational fund budget before the General Membership for approval at the first new term General Membership meeting.
- 5.6. Monitors and verifies that all operational expenditures fall within budget guidelines, in keeping with the IRS and state rules and regulations for tax exempt social organizations.
- 5.7. Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt excluding Saturday, Sunday and bank holidays.
- 5.8. Keeps an exact record of all operational fund monies received and disbursed by the DSC.
- 5.9. Signs or co-signs all operational fund checks. The Welfare Financial Officer, President or 1<sup>st</sup> Vice President may sign in place of or in addition to.
- 5.10. Responsible for payment of all DSC commitments approved by the Board of Governors and/or General Membership within specified timeframe in compliance with their required policies.
- 5.11. Ensures federal and state tax returns for the operational account are filed accurately and submitted on time.
- 5.12. Attends all DSC operational fundraising activities, oversees the handling of monies involved and verifies deposits into DSC operational account.
- 5.13. Chairs the mid-year budget review due in January.
- 5.14. Chairs an end-of-year budget meeting in May, in order to propose a carry-over budget for the incoming treasurers for the upcoming year and provides a report for these meetings.
- 5.15. All books should be closed and reconciled by 31 May, but no later than 30 June.
- 5.16. Prepares and presents at Board of Governors meetings a detailed monthly financial statement to include the date, all deposits and disbursements, account beginning and ending balances, a year-to-date statement, and future expected expenses, as part of his/her board report.
- 5.17. Responsible for maintaining all operational fund financial records from the last seven (7) years are kept as stipulated by IRS regulation; files are kept in the

- properties warehouse.
- 5.18. Presents records for audit or review at the end of their term as requested by the Board of Governors, official base agency, or as stipulated in any base, state or federal regulation.
  - 5.19. Serves as chairperson of the budget committees.
  - 5.20. Sits on the ways and means committee.
  - 5.21. Coordinates with Membership Chair the collection of dues at each function and keeps an accurate account of money collected and deposited.
  - 5.22. Coordinates with Social Chair to handle any financial commitments that result from DSC functions.
  - 5.23. Assumes the duties of Welfare Financial Officer in the event of his/her absence or vacancy.
  - 5.24. In June, along with the new Operational Treasurer, prepares a proposed budget for the incoming board.
  - 5.25. Coordinates with Secretary, Newsletter and Publicity to publish and disseminate information relating to DSC budgets for review at least seven (7) days prior to vote for approval.
  - 5.26. Mid-year budget revisions will be ready to present for discussion and vote at the January Board of Governors meeting.
  - 5.27. Coordinates with the Secretary, Newsletter, and Marketing Coordinator to publish and disseminate information relating to DSC budgets for review, at least seven (7) days prior to budgets being brought before the General Membership for approval.
  - 5.28. Every check from the operational account requires two (2) signatures.

## **6. WELFARE FINANCIAL OFFICER**

- 6.1. Responsible for the welfare fund account of the DSC.
- 6.2. Is bonded.
- 6.3. Responsible for presenting the proposed welfare fund budget to the Board of Governors at the August board meeting for approval.
- 6.4. Brings Board of Governors-approved budget before the General Membership for approval at the first new term General Membership meeting.
- 6.5. Coordinates at least seven (7) days prior with Welfare Financial Officer or 2<sup>nd</sup> Vice President to determine availability of funds.
- 6.6. Verifies that all welfare expenditures fall within budget guidelines, in keeping with the IRS and state regulations for tax-exempt social organizations. Will confer with CPA for expert guidance prior to disbursement of funds.
- 6.7. Ensures all funds are deposited in a credible banking establishment designated by the Board of Governors within forty-eight (48) hours of receipt, excluding Saturday, Sunday and bank holidays.
- 6.8. Keeps an exact record of all welfare account monies received and disbursed by the DSC.
- 6.9. Attends all DSC welfare fundraising activities and verifies deposits to the DSC welfare account monthly. The 2<sup>nd</sup> Vice President will attend in the event the Welfare Financial Officer is unable to attend.

- 6.10. Serves on the Budget Committee to address the mid-year budget review meeting in January.
- 6.11. Serves on the Budget Committee to address the end-of-year budget meeting in May, and assists with carry-over budget for the incoming treasurer for the upcoming year.
- 6.12. All books should be closed and reconciled by 01 June.
- 6.13. Signs or co-signs all welfare fund checks. The President, 2nd Vice President or Operational Financial Officer may sign in place of or in addition to.
- 6.14. Reconciles the monthly bank statement and balances the books prior to the Board of Governors meetings.
- 6.15. Prepares and presents at board meetings a detailed monthly financial statement to include the date, all deposits and disbursements, account beginning and ending balances, a year-to-date statement, and future projected expenses.
- 6.16. Submits federal and state tax documents for the welfare account to the Operational Financial Officer by the end of June. A written document of proof shall be presented at the next Board of Governors meeting and saved in the properties warehouse.
- 6.17. Responsible for maintaining all welfare fund financial records from the last seven (7) years as stipulated by IRS regulation; files are kept in the properties warehouse.
- 6.18. Presents records for an audit or review at the end of his/her term, as requested by the Board of Governors or official base agency, or as stipulated in any base, state or federal regulation.
- 6.19. Assumes the responsibilities of the Operational Financial Officer in the event of his/her absence or vacancy.
- 6.20. Assists Operational Treasurer with the budget committee.
- 6.21. Responsible for welfare financial obligations of the DSC approved by the Board of Governors and/or General Membership.
- 6.22. Attends and prepares current year and prior year documents to the Scholarship, Auction, and Thrift Shop Advisory Committees, and provides financial information as required.
- 6.23. Prepares with the incoming Welfare Financial Officer, a proposed budget in May for the incoming board.
- 6.24. Obtain two (2) signatures for every check.

### **SECTION C: APPOINTED POSITIONS AND DUTIES**

All other positions are appointed by the President with approval from the Executive Board. With the exception of the Parliamentarian, all appointed positions are voting members of the Board of Governors.

- These positions work within the budget approved by the General Membership and are required to submit a detailed end-of-year budget report, as well as recommended budget requirements to their Executive Board representative by 1 June.
- All appointed positions are required to attend or give 24- hour advance notice (if

possible) of their absence for Board of Governors meetings, regular and special meetings, General Membership meetings, and DSC special events and functions. Excessive absences may be cause for termination from office.

- They may perform other duties as requested by the President or Executive Board. 3.4. Appointed positions are responsible for maintaining a continuity book (electronic and/or hard copy) for their position.
- Chairpersons may appoint a co-chair, although the co-chair may not vote except in the absence of the chairperson.
- Committee chairpersons will take minutes of all committee meetings and submit them to the Secretary and their Vice President.
- Takes pictures at all DSC events to include mini activities or designates a person in situations when the chair may be absent.
- Sends pictures to Marketing and Marketing Coordinator for social media and Outreach Coordinator for the newsletter.
- Submits any funding requests to the Board of Governors for approval.

## **7. PARLIAMENTARIAN**

- 7.1. Custodian and official interpreter of the Constitution and By-Laws; acts as chairperson of the Constitution and By-Laws Committee.
- 7.2. Advises the Executive Board, Board of Governors and General Membership on points of order and proper procedure in accordance with the Constitution, By Laws of the DSC and Robert's Rules of Order.
- 7.3. Serves as non-voting member of the Executive Board and the Board of Governors but may vote in General Membership motions.
- 7.4. Installs newly elected officers of the Executive Board.
- 7.5. Acts as a liaison between the DSC and 7th BW FSS private organization representative.
- 7.6. Collaborates with the Executive Board and leads nominations process for upcoming year elections; collects nominations and coordinates election process.
- 7.7. Elections are held by ballot except when there is only one candidate, then elections may be held by majority vote after nominations are closed.
- 7.8. Provisions may be made if extenuating circumstances preclude a member from voting at the election; eligibility to vote in this manner is determined by the Parliamentarian.
- 7.9. Prepares and submits the Board of Governors-approved Constitution and By Laws for review and approval to the 7<sup>th</sup> FSS private org office, 7<sup>th</sup> JA, and 7<sup>th</sup> BW/CC.
- 7.10. Serves as protocol officer for all DSC functions.
- 7.11. Oversees the election process.
- 7.12. Responsible for providing copies of the Constitution and By-Laws to new officers and members, upon request.
- 7.13. Determines a quorum and oversees all voting.
- 7.14. Conducts telephone or email votes as directed by the President or Executive Board.
- 7.15. Coordinates with Membership Chair to ensure member is in good standing, in

order to be eligible for any board positions.

- 7.16. Coordinates with Publicity and Newsletter Chairs to post candidate list and a brief introduction of each candidate on the DSC closed Facebook page, within seven (7) days following the March General Membership meeting.

## **8. MARKETING COORDINATOR**

- 8.1. Makes and posts information/flyers on the DSC Facebook pages, DSC website, Instagram, in the newsletter, at the thrift shop, Dyess Inn lobby, pharmacy lobby, and/or any other place deemed appropriate with information for individuals seeking DSC membership. Utilizes base marquee twice a year to promote both membership drive and auction.
- 8.2. Handles all publicity for the DSC, including advertising posted at the thrift shop, in the base newspaper, in the housing office newsletter, at the base Right Start briefings, Heart Link table, or anywhere deemed appropriate.
- 8.3. Provides publicity for monthly socials and special events including, but not limited to: membership drives, the DSC auction, scholarship program, volunteer opportunities, and base and community opportunities, a minimum of two (2) weeks in advance.
- 8.4. Responsible for all aspects of the DSC social media sites, including processing comments submitted through Facebook.
- 8.5. Maintains the DSC website. The website will have a copy of the DSC membership application, a current calendar of events, DSC Board of Governors contact information, a copy of the Constitution and By-Laws, approved minutes from the DSC board meetings and a copy of the scholarship application.
- 8.6. Coordinates with President and Socials and Mini Activities Chairs to provide accurate information in regards to all DSC activities and functions.
- 8.7. Handles community publicity for annual scholarship auction, scholarship presentation ceremony or other community-wide events (local newspaper, *Abilene Scene* magazine, *Wylie Growl* magazine, chamber of commerce and local TV, DSC Facebook page).
- 8.8. Ensures no personal information is posted on public domains.
- 8.9. Will share approved pictures from the historian.
- 8.10. Will share an electronic version of the newsletter.
- 8.11. Acts as a liaison between the Board of Governors and the General Membership.

## **9. RETIREE LIAISON**

- 9.1. Acts as the liaison between the Board of Governors and DSC retired spouses.
- 9.2. Helps to recruit retirees from within the local community for DSC membership.
- 9.3. Works to build relationships with retiree organizations within the community (e.g., VFW, American Legion, etc.).
- 9.4. Coordinates with the Board of Governors to support the Dyess AFB retirement appreciation day.
- 9.5. Promotes the DSC to civic leaders, Honorary Commanders, and community organizations such as the chamber's Military Affairs Committee and Community

Foundation.

## **10. MEMBERSHIP CHAIR**

- 10.1. Responsible for maintaining an accurate and up-to-date roster of current DSC members containing all addresses, phone numbers, e-mail addresses, and liability statements.
- 10.2. Is bonded.
- 10.3. Coordinates with publicity to communicate membership criteria.
- 10.4. Organizes and hosts a minimum of two (2) membership drives per year. Communicates that dues are half price in January.
- 10.5. Must attend all General Membership meetings or provide a designated, bonded board member to assume membership duties in the event of an absence.
- 10.6. Keeps copies of membership applications and termination forms to be stored in the properties warehouse for three (3) years.
- 10.7. Arrives early and provides name tags for members and guests at DSC functions.
- 10.8. Continuously provides a list of membership names to mini activities and newsletter/Outreach Coordinators.
- 10.9. Registers new members, collects all dues and delivers funds to the Operational Treasurer.
- 10.10. Helps new members and guests feel welcome by introducing them to other DSC members during social time.
- 10.11. Introduces guests and verbally “hails” all new DSC members and “farewells” outgoing members at DSC General Membership meetings and functions, providing a small gift (such as sticker, ornament, etc.) to new members, if budget allows.
- 10.12. Works with newsletter/Outreach Coordinator to recognize members for birthdays, anniversaries and new babies.
- 10.13. Coordinates with mini-activities chair to ensure member is in good standing.
- 10.14. Add/removes members from social media accounts. Including upon PCS, resignation from membership, or termination.

## **11. EVENT COORDINATOR**

- 11.1. Responsible for planning the programs for monthly DSC functions to include: locating/coordinating venue and caterers, planning the menus, decorating, room arrangements, special needs for functions, and/or coordinates with designated Squadron or Group event planners.
- 11.2. If desired, responsible for choosing a co-chair and committee members.
- 11.3. Submits all socials and estimated budget to the Board of Governors in board report at least one month prior for needed approval.
- 11.4. Maintains budget and submits receipts and reimbursement form to Operational Treasurer on a monthly basis or more frequently, if necessary.
- 11.5. Purchases supplies for events and/or door prizes and is responsible for preparation, set-up, and tear down.
- 11.6. Builds a timeline for the overall social event that may include: the General Membership meeting, invocation, ways and means, hails and farewells, and

possible service opportunities.

- 11.7. Coordinates with the Parliamentarian and reservations chair in regards to protocol for General Membership meetings and special guests.
- 11.8. Serves as chairperson of the holiday/special occasion decorating committee.
- 11.9. Coordinates with the Hangar Center manager, no later than October, dates for decorating and removal of holiday decorations.
- 11.10. Assesses previous year's decorations to determine if any additional or replacement decorations are needed.
- 11.11. Solicits volunteers from the DSC General Membership to assist with decorating and removal of decorations at the Hangar Center.
- 11.12. Maintains a picture notebook of each decorated room of the Hangar Center, with pictures documenting how each room/tree is decorated.
- 11.13. Ensures proper storage of decorations at the properties warehouse.

## **12. THRIFT SHOP (TS) CHAIR**

- 12.1. Attends all meetings of the thrift shop advisory committee (TSAC).
- 12.2. Acts as a liaison between the DSC thrift shop and Board of Governors/General Membership.
- 12.3. Is bonded.
- 12.4. Understands all aspects of and enforces the DSC thrift shop governing policies and procedures.
- 12.5. Secures, from the Secretary, the TS bank statement and takes it to the thrift shop for TS bookkeeper to pick up.
- 12.6. Secures, from TS management, a monthly profit or loss statement, Airman's credit report, volunteer hours, and in-kind donations. Submits this information as part of their monthly board report.
- 12.7. Serves as TS Facebook moderator by posting advertisements and responding to any Facebook messages/comments, coordinates with Thrift Shop Manager and/or asst. manager (e.g., posts or hour changes).
- 12.8. Works with Marketing Coordinator to educate the general base population about the thrift shop, and airman's credit program at events such as: key spouse events, Right Start, 1<sup>st</sup> Sergeants Council, top 3, the 56 Council, the dorms, TLF, Balfour Beatty, Quail Hollow, Heart Link and A&FRC.
- 12.9. Manages information in regards to store openings/closings, activities, sales, policy changes, etc.
- 12.10. Recruits volunteers from the General Membership to work at the thrift shop.
- 12.11. Assists the Thrift Shop Manager in training volunteers in accordance with the thrift shop governing policies and procedures.
- 12.12. Works with volunteer committee, TS management, the Executive Board, and Honorary Advisors to plan a volunteer appreciation event.
- 12.13. Thrift shop paid employees may not subsequently hold Executive Board positions.

**13. FUND DEVELOPMENT MANAGER**

- 13.1. Oversees Ways & Means Committee.
- 13.2. Responsible for fundraising activities for operational and welfare for the DSC.
- 13.3. Responsible for all fundraising activities that might include, but not limited to the following: air show, bake and/or food sales, fun runs and community fundraisers and at socials: make it bake it grow it table, opportunity ticket sales, t-shirt sales, ornament sale, and all other fundraising activities for the DSC.
- 13.4. Is bonded.
- 13.5. Coordinates with Social and Membership Chairs for applicable functions.
- 13.6. Submits to Board of Governors all proposed fundraisers for approval.
- 13.7. Submits “request to raise funds” to Vice President, and all necessary channels, in a timely manner and when appropriate. Responsible for collecting signatures for the fundraising forms, and submitting to their Vice President. Request must be submitted to proper channels in time for the request to be granted four (4) weeks prior to scheduled events.
- 13.8. Responsible for ensuring revenues from fundraisers are delivered to respective treasurers the day of the event.
- 13.9. Maintains cash box and equipment to facilitate operations of fundraising activities.
- 13.10. Coordinates with designated facility/venue for date and needs for functions.
- 13.11. Coordinates with the Marketing Coordinator to publicize and disseminate information about the fundraising event to the DSC, military community, and local community as appropriate.
- 13.12. Responsible for completing and sending invitations to all guests and thank you notes to donors of the event.

**14. SCHOLARSHIP CHAIR**

- 14.1. Scholarship chair presides over the Scholarship Committee.
- 14.2. Committee shall begin meeting in September to determine guidelines for current year’s scholarship program, with the advice of the President, Honorary President or designated representative, and 2nd Vice President. Submits guidelines to the Board of Governors.
- 14.3. Organizes scholarship award applications in coordination with the School Liaison Officer (SLO) and submits them to area high schools, base education office, A&FRC, local colleges, and any other locations deemed appropriate.
- 14.4. Secures at least four (4) independent judges (non-DSC members) to review packets and score applications and/or essays.
- 14.5. Organizes submission packets and submits copies of packets to independent judging panel for review and grading.
- 14.6. Coordinates with Auction Chair the list of addresses of all major donors.
- 14.7. Ensures invitations to scholarship presentation ceremony are prepared and sent by Scholarship Committee to recipients and their families, major auction donors, base leadership, DSC General Membership, and Honorary Commanders.
- 14.8. Responsible for coordinating with Security Forces so that those without base

- privileges can gain access to base for the scholarship presentation ceremony.
- 14.9. Coordinates and manages scholarship presentation ceremony to include location, food, and guest speaker.
  - 14.10. Maintains a record of scholarship recipients to include: name, contact information, and school attending. This information is recorded in electronic documents.
  - 14.11. Notifies area high school guidance counselors of recipients and amounts received.
  - 14.12. Submits article and photo to publicity and newsletter chairs after ceremony.
  - 14.13. Coordinates with Welfare Financial Officer to ensure proper payment sent to correct schools.

## **15. OUTREACH COORDINATOR**

- 15.1. Maintains and publishes the club newsletter and performs other duties as assigned by the President or Board.
- 15.2. Consolidates member inputs of information for the monthly newsletter.
- 15.3. Formats the newsletter and designs layouts.
- 15.4. Plans, organizes, edits and writes parts of the content for each month's newsletter, to include important dates and upcoming events on base and in the local communities.
- 15.5. Gathers and chooses possible photos and images for the newsletter.
- 15.6. Emails for proofreading to President. Once newsletter has been approved and edited, it can then be distributed.
- 15.7. Newsletter must be ready and released by the 1st day of the month.
- 15.8. Provides the newsletter files to the Publicity Chair.
- 15.9. Responsible for sending cards in times of celebration or bereavement.
- 15.10. In the event of a death of a DSC member or an immediate DSC family member, arranges for a donation to a memorial fund of the family's choosing.

## **16. MINI ACTIVITY CHAIR**

- 16.1. Provides sign-in sheet at each event and turns sign-in sheet to Membership Chair, who will verify all attendees are in good standing.
  - 16.1.1. Mini activity groups of the DSC will not use any operational or welfare funds for their events.
  - 16.1.2. Each mini activity will determine their own times and place of meeting, but must avoid any conflict with DSC scheduled events.
- 16.2. Verifies with Membership Chair that all members are in good standing prior to inclusion on any evite list/mini activity group.
- 16.3. Sends instructions to sub-group POCs for creating their own evites. Note: mini POCs and committee chairs will plan their own events and send their own evite to their sub-groups.
- 16.4. Notifies current POC when members, new or existing, are added to a sub group throughout the year.
- 16.5. Ensures each mini activity POC is familiar with DSC by laws, regarding DSC mini activities including membership requirements and money handling.

**17. WELFARE CHAIR**

- 17.1. Chairs the monthly Welfare Committee meetings to review and vet requests.  
3.20.2. Receives all welfare requests from the base, local, and national communities. 3.20.3. Presents welfare requests to Board of Governors for approval.
- 17.2. Notifies all persons/groups requesting welfare assistance of their request's approval, denial, or need for more information.
- 17.3. Follows up with requesting points of contact to ask any questions or concerns that the Board of Governors may have.
- 17.4. Works closely with the Welfare Financial Officer to assure all approved requests are disbursed in a timely manner.
- 17.5. Responsible for contacting any line item designator, in the welfare budget, at the beginning of April, to remind them to request funds if it has not already been paid out for the year.
- 17.6. If an item to be voted on requires a change right before the vote, a motion to change the details of the welfare request must be approved by the voting members, and meeting minutes must reflect the verbal change.

**18. AUCTION CHAIR**

- 18.1. Coordinates event date with President, Honorary Vice President, as well as 7<sup>th</sup> BW and 317<sup>th</sup> AW/CC Secretaries.
- 18.2. Secures venue and reserves the date.
- 18.3. Maintains current and past sponsor/donor list to be shared with President, Second Vice President, Social, Publicity, and Fund Development Managers, in order to avoid duplicating solicitations for other events.
- 18.4. Submits fundraising request to the 2<sup>nd</sup> Vice President.
- 18.5. Chairs committee to plan, prepare, and execute annual auction.
- 18.6. Oversees process for soliciting donations for the auction from local community and others, as allowed by AFI 34-223.
- 18.7. Coordinates with Marketing Coordinator to publicize and disseminate information about the DSC auction to the DSC General Membership and base and local communities.
- 18.8. Coordinates with wing protocol offices and Military Affairs Council (MAC) for all base and community leadership addresses.
- 18.9. Ensures that all invitations are sent in a timely manner.
- 18.10. Ensures thank you notes are sent in a timely manner, to all major donors.
- 18.11. Ensures addresses of major donors are shared with Scholarship Chair for invitation to scholarship presentation ceremony.
- 18.12. Responsible for coordinating with Security Forces so those without privileges can gain access to base, if DSC auction held on base.
- 18.13. With approval of President, 2<sup>nd</sup> Vice President, and Welfare Treasurer, secures venue/catering for following year auction. Subsequent changes must be under the approved budget.

**SECTION D: HONORARY ADVISORS**

They serve as advisors concerning plans and policies of the DSC and in all matters that affect the welfare of the members. Honorary Advisors are non-voting members of the Executive Board and the Board of Governors. They will not hold any elected position while serving in this capacity. Additional Honorary Advisors may be appointed by the President. Honorary Advisors are not obligated to accept this invitation.

**19. HONORARY PRESIDENT**

- 19.1. With his/her consent, the Honorary President of the Board of Governors may be: the spouse of the 7th BW/CC.
- 19.2. This individual will serve as advisor to the Board of Governors, the Executive Board and all committees.
- 19.3. If he/she is unable, does not desire, or if there is not a spouse to serve in this capacity, the 317<sup>th</sup> Airlift Wing Command Spouse will assume Honorary President role. If he/she is unable, does not desire, or if there is not a spouse to serve in this capacity, 7th Bomb Wing Vice Command Spouse will assume the role.
- 19.4. The Honorary President acts as liaison to assist the President in the appointment of Honorary Advisors to DSC committees.

**20. HONORARY VICE PRESIDENT**

- 20.1. With his/her consent, the Honorary Vice President of the Board of Governors may be: the spouse of the 317<sup>th</sup> Airlift Wing Commander.
- 20.2. This individual will serve as advisor to the Board of Governors, the Executive Board and all committees.
- 20.3. If he/she is unable, does not desire, or if there is not a spouse to serve in this capacity, 7th Bomb Wing Vice Command Spouse will assume Honorary President role. If he/she is unable, does not desire, or if there is not a spouse to serve in this capacity, 317<sup>th</sup> Airlift Wing Vice Command Spouse will assume the role.

**21. HONORARY SENIOR ADVISORS**

- 21.1. The spouses of the 7th BW/CV and 317<sup>th</sup> AW/CV, respectively.
- 21.2. The spouses of the 7th BW/CCC and 317<sup>th</sup> AW/CCC, respectively.

**22. OTHER HONORARY ADVISORS**

They shall be appointed by the DSC President or Honorary President, as needed, to serve in an advisory capacity concerning the plans and policies of the DSC. Duties are to be determined by the Executive Board. Other Honorary Advisors are non-voting members of the Board of Governors and the Executive Board. They may not hold any board position while serving in this capacity.

**SECTION E: ADDITIONAL BOARD OF GOVERNORS RESPONSIBILITIES AND STIPULATIONS**

- All Board of Governors members are to discharge their duties and responsibilities, follow the Parliamentary Authority/Robert's Rules of Order guidelines and be a positive representative of the DSC.
- All members are responsible for the organization, direction and operation of the DSC. 7. If a chairperson is unable to attend a board meeting, they must submit their board report

and notify the Secretary and their respective Vice President.

- Board of Governors members holding more than one voting position will only have one vote.
- The Board of Governors shall have the authority to hire salaried assistance when necessary for audits, taxes, legal advice, or for any other situation as deemed necessary.
- Board members retain the option to serve on more than one committee within the same fiscal year with the provision that a conflict of interest on the part of the member will result in that member's abstention when a vote is called. The terms of all elected officers will be for one (1) full year and will begin on 1 June.
- When an elected office becomes vacant for any reason, the rules of succession in the by-laws will be followed. For vacancies more than 30 days prior to the annual election, the parliamentarian will send a call for nominees within 5 days of Executive Board notification of vacancy to the membership. An election will be held at the next general membership meeting to complete the remainder of the term of that office.
- All board members must give a copy of their monthly report to the President, Secretary and their respective Vice President, five (5) days prior to the scheduled board meeting. If there is no report, it will be noted in the minutes.
- Notify the President of any items for the agenda 24 hours prior to the board meeting.
- Executive Board members will use the DSC email accounts to conduct business.

## **SECTION F: TERMINATION OR REMOVAL OF BOARD MEMBERS**

### **TERMINATION**

- Termination occurs when newly elected officers or appointed chairpersons take office.
- Members wishing to resign must submit their resignation in writing to become effective on the date of acceptance by the Board of Governors.
- Upon termination of their DSC membership.

### **REMOVAL**

- Board of Governors members may be removed from office or position due to, but not limited to, the following:
  - Failure to discharge duties of office.
  - Misuse of DSC funds.
  - Conduct of illegal activity.
- Missing two (2) consecutive, or continued unexcused absence from monthly Board of Governors or other required meetings.
- Removal of any Board of Governors member shall require a 2/3-majority vote of the Board of Governors.

## **ARTICLE IV: COMMITTEES**

### **SECTION A: STANDING COMMITTEES**

- The Executive Board may prescribe additional standing committees, their function, and composition, as they deem necessary.
- Following the election of officers, the President, with approval from The Executive Board, shall appoint standing committee chairpersons.
- Standing committee chairs are voting members of the Board of Governors and act as such. They attend Board of Governors meetings, General Membership meetings, and DSC special events and functions.
- Standing committee chairs shall review and submit recommended updates to the policies governing their committees on a yearly basis, or as needed.
  - Copies of these guidelines shall be presented to the By-Laws Committee.
- Standing committee chairs will submit detailed reports of all committee activities to the Board of Governors.
- Standing committee chairs are required to maintain an up-to-date continuity binder for their committee.
  - Annual reports and recommendations will be submitted by each standing committee chair in May and will be a part of the DSC permanent records.
  - All standing committee chairs are required to submit detailed after-action reports and recommended budget requirements to their Executive Board representative and their respective Vice President.
- All chairpersons are responsible for ensuring that their committee works within the budget approved by the General Membership.
- All standing committee chairs will perform additional duties related to their committee as deemed necessary by the President or Executive Board.

#### **1. SCHOLARSHIP COMMITTEE.**

- 1.1. The purpose of this committee is to oversee all aspects of the DSC Scholarship Program, which provides scholarships to the Dyess Air Force Base community.
- 1.2. Along with the appointed chairperson, the committee will consist of the 2nd Vice President, Welfare Financial Officer, Auction Chair and Honorary Advisor, if available, and a minimum of three (3) members of the General Membership.
- 1.3. Committee will meet as needed.
- 1.4. Responsible for all aspects of the DSC scholarship program including, but not limited to: determining the number and amount of scholarships to be awarded, determining the eligibility criteria, advertising and distribution of applications, selecting a panel of judges to select applicants from outside the DSC, and reviewing judging criteria.
- 1.5. Ensures that the selection committee ranks the applicants within each group (student and spouse) and addresses extenuating circumstances, problems and any changes to the scholarship selection criterion.
- 1.6. Responsible for distribution of scholarship applications to local high schools, base education office, base library, A&FRC, and any other appropriate agencies.
- 1.7. Coordinates with Marketing Coordinator, website chair, and newsletter chair to publicize and disseminate information about the DSC scholarship program to the DSC General Membership, military community, high schools, and local community.

- 1.8. Responsible for setting up the scholarship presentation ceremony and working with the Welfare Financial Officer to pay for the reception.
- 1.9. Coordinates with the Welfare Financial Officer to make sure that scholarships are validated and the funds are sent to the recipient's school.
- 1.10. Responsible for coordinating with base security so those without base access can get on base to attend the DSC scholarship presentation ceremony.
- 1.11. Ensures all applicants are notified of their selection status and invitations to the DSC scholarship presentation ceremony are sent to the recipients, their families, major auction donors, as well as base and community leadership.
- 1.12. Notifies local school counselors of the scholarship recipients at their school and advises them which DSC representative will present the award at the school's honors night.
- 1.13. If a DSC member or DSC member's dependent applies for a scholarship, this nullifies that DSC member's ability to sit on the Scholarship Committee.

## **2. AUCTION COMMITTEE**

- 2.1. The purpose of this committee is to oversee all aspects of the DSC Auction. Along with the appointed chairpersons, the committee will consist of the President, 2nd Vice President, Honorary Advisor if available, Welfare Treasurer, and appointed General Membership members, as needed. The committee will meet as needed. Auction Chairpersons are responsible for supporting the 2nd Vice President in the planning and execution of the DSC Auction. Committee operations include set-up, bid registration forms, collection of bids and payment. Chairpersons are also responsible for soliciting donations for the Auction from the local community and other donors, as allowed by AFI 34-223, which governs solicitations by private organizations, and for itemizing and storing incoming donations. Committee members must coordinate with the Leadership Liaison to ensure thank you notes are sent in a timely manner to all major donors. All Chairpersons will have equal voting rights with the 2nd Vice President to cast vote in case of a tie. Decisions of the Auction committee are final (including, but not limited to, venue, caterer, date, seating chart, etc).
- 2.2. **2nd VICE PRESIDENT**
  - 2.2.1. Appoints all chairpersons to the Auction Committee.
  - 2.2.2. Responsible for setting committee meeting dates as needed.
  - 2.2.3. Oversees shared solicitation spreadsheet and prepares annual Auction timeline.
  - 2.2.4. Provides a secure location for storage of donation items, gift certificates, baskets, etc.
- 2.3. **AUCTION EVENT COORDINATOR**
  - 2.3.1. Secures Venue and reserves date.
  - 2.3.2. Secures Catering and Bar.
  - 2.3.3. Responsible for coordinating with Security Forces so those without privileges can gain base access, if held on base.
  - 2.3.4. Submits fundraising request to 7th FSS.
  - 2.3.5. Coordinates with Publicity Chair to publicize and disseminate information about DSC Auction to general membership, base and local community.
  - 2.3.6. Secures theme related décor and performers.
  - 2.3.7. Ensures that "all sales final" is communicated to donors and buyers of the auction items.

**2.4. ABILENE REQUISITIONS**

- 2.4.1. Oversees process of soliciting donations for the Auction from local community and others.
- 2.4.2. If desired, responsible for choosing and overseeing a co-chair and solicitation members.
- 2.4.3. Maintains current and past Sponsor/Donor list to be shared with the President, 2nd Vice President, Publicity, Social Chair, Ways and Means in order to avoid duplication for other events.
- 2.4.4. Responsible for securing a cashbox for use in silent auction. responsible for soliciting donations for the auction from the local community and other donors, as allowed by AFI 34- 223, which governs solicitations by private organizations; and for itemizing and storing incoming donations.

**2.5. LEADERSHIP LIAISON**

- 2.5.1. Coordinates event date with President, Honorary Advisors, 7th Bomb Wing and 317th AW/CC secretaries
- 2.5.2. Ensures that all invitations are sent in a timely manner.
- 2.5.3. Coordinates with all Auction committee members to ensure that thank you notes are sent in a timely manner to major donors.
- 2.5.4. Coordinates with Wing Protocol offices and Military Affairs Council (MAC) for all base and community leadership addresses.

**2.6. CORPORATE ENDORSEMENTS**

- 2.6.1. Oversees process for soliciting corporate donations for the Auction from local and national businesses.
- 2.6.2. Oversees process for soliciting cake donations.
- 2.6.3. If desired, responsible for choosing and overseeing a co-chair and solicitation members.
- 2.6.4. Ensures addresses of major donors are shared with Scholarship Chair for invitation to Scholarship presentation ceremony.
- 2.6.5. Ensures each cake receives one complimentary cake slicer.

**3. VOLUNTEER COMMITTEE.**

- 3.1. The purpose of this committee is to find volunteer opportunities for the DSC.
- 3.2. Organizes all DSC group volunteer service projects, such as, but not limited to: Bunco for Breast Cancer, Feast of Sharing, Relay for Life, and the Air Show.
- 3.3. Writes and coordinates all award packet submissions with appropriate organizations.
- 3.4. With the 2<sup>nd</sup> Vice President, organizes a volunteer appreciation event.

**4. WELFARE DISBURSEMENT COMMITTEE**

- 4.1. The purpose of this committee is to review all donation solicitations made to the DSC welfare account and determine which requests to pass on to the Board of Governors for further review and approval.
- 4.2. The Welfare Coordinator will chair the welfare disbursement committee.
- 4.3. The committee shall consist of the Welfare Coordinator, 2nd Vice President, Thrift Store Chair and Welfare Financial Officer. The Welfare Coordinator, at his/her discretion, shall designate additional members, who are in good standing and do not have a vested interest, to assist the committee.

**SECTION B: SPECIAL COMMITTEES**

Special committees must be chaired by a member of the Board of Governors and submit reports. Other special committees may be appointed by the President or the Executive Board for a specific purpose and will cease to function upon completion of their purpose, and upon presentation of their final report to the Board of Governors.

**5. BUDGET COMMITTEE**

- 5.1. The purpose of this committee is to develop the operational and welfare budgets for the DSC and DSCA by the end of July and submit a mid-year review before the end of January.
- 5.2. The budget committee is chaired by the Operational Treasurer. Committee members include the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Welfare Financial Officer, Welfare Coordinator, Thrift Shop Chair, Fund Development Manager, Event Coordinator, Thrift Shop Advisor, if available, honorary President or his/her designated representative, if available, and an Honorary Advisor, if available. Additionally, the Operational Treasurer, at his/her discretion, shall designate additional members in good standing and do not have a vested interest, to assist the committee and up to two (2) members from General Membership.
- 5.3. The committee will begin meeting in July/at the beginning of the new board year.
- 5.4. Committee is responsible for developing budgets for the operational and welfare accounts for the current fiscal DSC year.
- 5.5. Operational Treasurer is responsible for presenting the proposed operational fund budget to the Board of Governors at the august Board of Governors meeting. Additionally, ensure the budget will be ready to share at the September General Membership meeting for approval.
- 5.6. Welfare Financial Officer is responsible for presenting the proposed welfare budget to the Board of Governors at the august Board of Governors meeting. Additionally, ensure the budget will be ready to share at the September General Membership meeting for approval.
- 5.7. Brings the proposed and Board of Governors approved operational and welfare fund budgets before the General Membership for approval at the first new term General Membership meeting.
- 5.8. Coordinates with the Secretary, newsletter, and Marketing Coordinator to publish and disseminate information relating to DSC budgets for review, at least seven (7) days prior to budgets being brought before the General Membership for approval.
- 5.9. The committee members will reconvene and submit a mid-year review of the budgets in January of the current board year.
- 5.10. Meetings of the Welfare Committee will be called by the Welfare Financial Officer and held prior to the General Membership meeting, when necessary.
- 5.11. Discuss board appreciation gifts, as a part of the duties of the budget committee.

**6. CONSTITUTION AND BY-LAWS COMMITTEE.**

- 6.1. The purpose of this committee is to review and amend, as necessary, DSC and DSCA governing documents.
- 6.2. Parliamentarian is the chairperson of this committee. Other committee members include the President, an Honorary Advisor, up to two (2) members of the Board

- of Governors, and up to two (2) representative(s) of the General Membership.
- 6.3. Committee shall meet as needed.
  - 6.4. Reviews the DSC and DSCA constitutions as needed, but no less than every two years.
  - 6.5. Prepares and submits constitution for approval to the 7<sup>th</sup> FSS, 7<sup>th</sup> JA, and 7<sup>th</sup> BW/CC.
  - 6.6. Reviews the DSC by-laws as needed, but no less than every two years.
  - 6.7. Coordinates with website chair and Secretary to publish and disseminate information relating to the DSC and DSCA constitution and by-laws.

**7. THRIFT SHOP ADVISORY COMMITTEE (TSAC)**

- 7.1. The purpose of the Thrift Shop Advisory committee is to oversee the management of the thrift shop, its volunteers, and needs.
- 7.2. The Thrift Shop Chair is the chairperson of this committee. The thrift shop committee shall consist of the Thrift Shop Chair, as the chairperson, the President, 2<sup>nd</sup> Vice President, Welfare Financial Officer, TS manager and/or bookkeeper, an Honorary Advisor, if available, and up to one (1) TS volunteer.
- 7.3. Needs and issues raised in the TSAC meetings will be brought to the Board of Governors through the Thrift Shop Chair or manager's monthly board report.
- 7.4. Thrift shop governing articles and operational procedures will be referenced for questions and direction. All revisions of these documents must be approved by the Executive Board.

## **ARTICLE V: MEETINGS**

### **1. CANCELLATION POLICY**

- 1.1. The President and/or honorary President will, at their discretion, make the decision to cancel meetings in the event of inclement weather, base closure, or other special circumstances. Membership will be notified via phone calls, e-mail, DSC website, and/or any other means available. DSC meetings and activities may be re-scheduled or called off by a simple majority decision of the Executive Board.

### **2. TRANSITIONAL MEETINGS FOR OUTGOING/INCOMING BOARD OF GOVERNORS**

- 2.1. There shall be a transitional workshop prior to the joint May transitional Board of Governors meeting. The workshop will be conducted by the outgoing Parliamentarian or designee. The purpose of the workshop is to discuss information relating to constitution and by-laws, parliamentary procedures, continuity notebooks, and job descriptions.
- 2.2. Newly elected officers and appointed chairpersons shall meet at the joint May transitional Board of Governors meeting, to assume their duties effective 1 June.
- 2.3. The outgoing President will conduct the meeting for the purpose of approving minutes of the previous meeting, hearing the Treasurers' reports and old business. The outgoing members shall pass over continuity notebooks and electronic flash drives, then are adjourned. At this time, the new board may meet at the discretion of the new President.
- 2.4. Any unfinished business will be completed by the Board of Governors before the end of their term. The incoming board will manage any outstanding budgeted debts for that fiscal year.

### **3. EXECUTIVE BOARD**

- 3.1. The Executive Board meets upon the call of the President, an Honorary Advisor, or at the request of a simple majority of the members of the Executive Board.
- 3.2. The President or designee sets the agenda for the meetings and minutes shall be taken.

### **4. BOARD OF GOVERNORS**

- 4.1. The Board of Governors, which includes the Executive Board and special committee chairs, will meet monthly through the current DSC operating year, June-May. June and July meetings are "as needed".
- 4.2. A special meeting of the Board of Governors may be called at the President's request, or at the request of a simple majority of the members of the Board of Governors.
- 4.3. The President or designee sets the agenda for the meetings and minutes shall be taken.
- 4.4. Any DSC member wishing to address the Board of Governors shall notify the President no less than 24 hours prior to the meeting, in order to be placed on the agenda.

### **5. GENERAL MEMBERSHIP**

- 5.1. General Membership meetings shall be held monthly or bi-monthly at the discretion of the President, August thru May, or the President may schedule or cancel meetings as deemed necessary.

- 5.2. The President may call special meetings of the General Membership at any time with the approval of the Board of Governors, or upon written request of thirty percent (30%) of the active membership.
- 5.3. Any DSC member can attend a Board of Governors meeting. A member wishing to address the DSC General Membership must contact the President 24 hours prior to the meeting.

## **ARTICLE VI: ELECTIONS AND VOTING**

### **1. NOMINATIONS OF ELECTED OFFICERS**

- 1.1. Nominations for elected positions are taken by the Parliamentarian from January until the March General Membership meeting.
- 1.2. All nominees must consent to their nomination in writing or in-person at the March General Membership meeting.
- 1.3. All nominees must provide a brief statement listing experience and general biographical information.
- 1.4. All nominees must be members in good standing of the DSC.
- 1.5. Floor nominations at General Membership meetings may only be made for positions with no nominees.

### **2. ELECTION OF OFFICERS**

- 2.1. Election of Executive Board officers shall be held at the April General Membership meeting unless otherwise approved by the Board of Governors.
- 2.2. At the beginning of April, a proposed slate of candidates, along with a brief statement detailing experience and general biographical information for each candidate will be made available to the DSC General Membership via the DSC closed Facebook page, newsletter and/or any other means deemed appropriate.
- 2.3. Parliamentarian verifies with the Membership Chair the eligibility of all members prior to member receiving a ballot.
- 2.4. The Parliamentarian will provide a ballot at the April General Membership meeting for members to vote.
- 2.5. Ballots are kept by the Parliamentarian for 72 hours after voting, then destroyed.
- 2.6. New members joining the month of the elections are not eligible to vote in the election of officers; however, exceptions can be made with President's approval.
- 2.7. In the event of a single candidate for each position, a secret ballot is not required. A "confidence vote", which consists of a voice vote of "yay" or "nay" for the entire slate of candidates, is sufficient.
- 2.8. The Parliamentarian and two (2) members of the Executive Board, who are selected by the Parliamentarian, will count the ballots.
- 2.9. Candidates receiving the largest number of votes for office are declared elected.
- 2.10. If a quorum (15%) is not present for the election, an email vote will be conducted by the Parliamentarian.

### **3. GENERAL MEMBERSHIP AND SPECIAL MEETING VOTING**

- 3.1. All new members are eligible to vote on issues brought before the General Membership from the point dues are paid with the exception of election of officers.
- 3.2. The Parliamentarian oversees voting during General Membership meetings and will establish the voting results as a show of hands for "yay", "nay", or "abstain". The response receiving the most votes will be declared the winner.
- 3.3. The Parliamentarian and the President decide which voting issues need to be conducted by secret ballot, and oversee the counting of those ballots.
- 3.4. In the case of an email vote, the Parliamentarian initiates and oversees the vote and coordinates with the Secretary to ensure an appropriate recording is maintained.
- 3.5. For decisions voted upon at special meetings to be binding upon the General Membership, or otherwise valid, at least seventy-five percent (75%) of the General Membership must be personally notified at least five (5) days prior to the meeting

through normal venues of publication, such as DSC website, Facebook, telephone, email, etc.

#### **4. QUORUMS**

- 4.1. A quorum at General Membership meetings or special meetings of the General Membership is fifteen percent (15%) of the current DSC membership. A simple fifty-one percent (51%) of those members present is sufficient to pass a motion.
- 4.2. A quorum at any board meeting is fifty (50%) percent of the voting board members, fifty one percent (51%) of those members present is sufficient to pass a motion.

#### **5. TERMS OF OFFICE AND TERM LIMITS**

- 5.1. Officers shall be elected annually to serve for a one (1) year term and no more than two (2) consecutive terms in the same elected position.
- 5.2. Officers' term commences at the may Board of Governors meeting and ends at the following may Board of Governors meeting or when their successors are elected or appointed.
- 5.3. Parliamentarian/chairpersons are appointed annually to serve for a one (1) year term and no more than two (2) consecutive terms on the same committee. The Executive Board can waive this term limit.
- 5.4. Chairpersons' term commences at the may Board of Governors meeting and ends at the following may Board of Governors meeting or when their successor is appointed.
5. President is elected annually to serve a one (1) year term and no more than two (2) consecutive terms. Following the completion of the term, the President may not serve as an Executive Board member for at least one (1) year. The Executive Board can waive this term limit in the event of limited participants.

#### **6. ELIGIBILITY OF OFFICERS AND APPOINTED POSITIONS**

- 6.1. All candidates for elected office and appointed chairperson positions must be DSC members in good standing.

#### **7. VACANCIES**

- 7.1. Should a vacancy occur in the position of President, the first Vice President assumes the office.
- 7.2. Should a vacancy occur in the position of first Vice President, the second Vice President assumes the office.
- 7.3. Should a vacancy occur in any other elected positions, the President, with Executive Board approval, shall appoint another member to fill the vacancy for the remainder of the term.
- 7.4. Vacant Honorary Advisor positions may be filled at the discretion of the President and/or honorary President.
- 7.5. The President may fill a vacant chairperson position with the approval of the Executive Board; current committee members receive first consideration.
- 7.6. The President may appoint an interim officer to fill a position in the event of a temporary vacancy.

#### **8. VOTES AT EXECUTIVE BOARD AND BOARD OF GOVERNORS MEETINGS**

- 8.1. A simple majority or fifty-one percent (51%) of a quorum present at an Executive Board or Board of Governors meeting is sufficient to decide an issue.
- 8.2. Unless otherwise stated, Executive Board officers are allowed to designate a

- representative to proxy vote in the event of their absence.
- 8.3. In special circumstances, the Executive Board may approve the Board of Governors to vote by phone vote or e-mail vote.
  - 8.4. Telephone/email votes may be taken by the Parliamentarian.
  - 8.5. A quorum for a phone/email vote is the same as a regular board meeting vote.

## **ARTICLE VII: FINANCES**

### **1. OPERATIONAL FUND EXPENSES**

- 1.1. The operational fund account is comprised of membership dues, sales and net proceeds from DSC fund-raising activities designated for the operational fund account, donations and any specified memorials or honorariums.
- 1.2. Money deposited in the operational fund account may be transferred to the welfare fund account.
- 1.3. No operational account funds may be used for the personal benefit of any DSC member.

### **2. WELFARE FUND EXPENSES**

- 2.1. The welfare fund account is comprised of the net proceeds from all thrift shop proceeds, DSC-sponsored welfare fundraising events, donations, any honorariums or memorials by any special activity group.
- 2.2. Money deposited into the welfare fund account may not be transferred to the operational fund account in keeping with IRS regulations.
- 2.3. No welfare account funds may be used for the personal benefit of any DSC member (For example: no gifts, lunches, etc. to board members, honorary members, etc.).
- 2.4. Welfare account funds may be used for welfare and educational contributions as deemed appropriate by the President, Scholarship Committee, or payment for services rendered, as reviewed by the Executive Board.
- 2.5. Proceeds from the DSC welfare fundraising activities may be utilized for operational expenses associated with that particular fundraiser (e.g., advertising, supplies, entertainment, publications, decorations, programs, luncheons, etc.). Meals and comparable expenses may be paid for entertainers, judges, etc. Only welfare fundraisers that incur expenses will fall into this category.

### **3. BUDGETED EXPENSES**

- 3.1. All requests for reimbursement of budgeted expenditures must be submitted on the reimbursement voucher form and submitted to either the operational or Welfare Financial Officer for approval and payment.
- 3.2. All expenditures must be validated by a receipt; lack of documentation is not acceptable.

### **4. NON-BUDGETED EXPENSES**

- 4.1. Expenditures for any non-budgeted item must be approved prior to purchase.
- 4.2. All requests for approval and reimbursement of non-budgeted expenditures must be submitted on the reimbursement voucher form. Once approved and item is purchased, the form will be submitted along with receipt, to the operational or Welfare Financial Officer for payment.
- 4.3. Non-budgeted expenses up to one hundred fifty dollars (\$150) per single item may be approved by the Executive Board.
- 4.4. Non-budgeted expenses exceeding one hundred fifty dollars (\$150) per single item must be brought before the Board of Governors for approval.
- 4.5. In the event of an emergency, the President shall be permitted to incur a non-budgeted expenditure up to one hundred fifty dollars (\$150) without board of governor approval.
- 4.6. Any non-budgeted expense to exceed one thousand dollars (\$1000) must be voted on

by the General Membership, with it being posted on social media and/or email at least five (5) days prior for review.

## **5. FUNDRAISING**

- 5.1. The DSC will abide by AFI 34-223, private organizations program, and any base, federal, state, or local statutes governing fundraising activities.
- 5.2. The DSC will not sponsor any fundraising event where profit benefits an individual member.
- 5.3. The DSC may accept gifts and donations freely given without solicitation.
- 5.4. Off-base solicitations must clearly indicate that they are for DSC and not for any official base agency or organization.
- 5.5. Fundraisers must clearly identify whether they are designated welfare or operational.
- 5.6. The DSC may hold fundraising events benefitting DSC and DSCA as long as designations for both are made.
- 5.7. The DSC and DSCA are limited to two (2) fundraisers per quarter.
- 5.8. All fundraising taking place on-base and/or off-base must be approved by 7th MSG Commander, 7th FSS Commander, or designee.
- 5.9. On-base fundraisers must not be conducted during base-wide fundraising campaigns, to include Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF).

## **6. AUDITS**

- 6.1. Operational and Welfare Financial Officers will present records for audit or review at the end of their term, as requested by the Executive Board or official base agency, as stipulated in AFI 34- 223, or as required by any base, federal, state or local regulation or resignation of either treasurer or Thrift Shop Bookkeeper.

## **7. BONDING**

- 7.1. The following board members will be bonded: President, 1st Vice President, 2nd Vice President, Welfare Financial Officer, Operational Treasurer, Thrift Shop Chair, Thrift Shop Bookkeeper, Thrift Shop Manager, Thrift Shop Assistant Manager, Membership Chair, Fund Development, and any other DSC member who handles cash.
- 7.2. The DSC President will ensure that all appropriate Board of Governors members and DSC thrift shop personnel are bonded.
- 7.3. Bonding fee will be budgeted and paid for by the DSC and TS.

## **8. INSURANCE**

- 8.1. In accordance with AFI 34-223, the DSC must have liability insurance unless waived by the Installation Commander or his/her designee. The Installation Commander may waive the liability insurance for routine DSC functions but reserves the right to require the DSC to obtain insurance for high-risk events.
- 8.2. Insurance fee will be budgeted and paid for by the DSC.

## **9. DISSOLUTION**

- 9.1. Prior to dissolution, the 7th FSS, 7<sup>th</sup> BW/CC and the FSS PO will be notified and consulted in order to prepare a time-phased action plan to dissolve the DSC and DSCA per AFI 34-233 and the DSC by-laws.
- 9.2. Prior to dissolution, the 7th FSS will be consulted regarding the DSC thrift shop and its continued operation or closing.
- 9.3. The Executive Board will bring the recommendation to dissolve the DSC before the

- General Membership for a vote.
- 9.4. Upon approval, the Executive Board will ensure that funds contained in the operational fund account are used to satisfy any outstanding debts, liabilities or obligations of the DSC.
  - 9.5. If assets are not sufficient to satisfy the liabilities, the DSC General Membership may be held liable for the difference thereof.
  - 9.6. Any remaining DSC assets including, but not limited to: money, silver, china, decorations, or office supplies shall be disposed of by three (3) DSC members, to include one (1) Executive Officer, in accordance with the IRS code and all applicable Air Force instructions.
  - 9.7. Any remaining funds in the DSCA fund will be donated to 501(c) (3) welfare organization(s) recommended by the Executive Board, and voted on and approved by the General Membership.
  - 9.8. No member of the DSC is to benefit from the dissolution of the DSC.
  - 9.9. DSC historical documents and/or scrapbooks shall be given to the 7th BW historian.
  - 9.10. The Air Force or Dyess Air Force base cannot, and will not, provide any financial assistance to the DSC to settle its obligations.
  - 9.11. In the event that the DSC votes to have one final official function, either formal or informal, no funds marked for welfare purposes will be used.
  - 9.12. The membership is liable under the laws of the state of Texas for organizational debts in the event the organization's assets are insufficient to discharge liabilities. The members of the DSC are advised that said organizations are not a government instrumentality but are non-profit organizations, that the united states government will not be liable for payment of any liabilities of the DSC, and that the unsatisfied liabilities of the DSC may result in the personal liability of all active and associate members, even though the organizations may be dissolved. Assets abandoned by the DSC after dissolution may be acquired by Dyess Air Force base under the terms of existing policy on these matters and consistent with the laws applicable to Dyess Air Force Base. Any funds remaining in the treasury after satisfaction of all outstanding debts, liabilities, and obligations may be used to support any non- profit fund, foundation or corporation which is organized and operated exclusively for charitable, education, religious or scientific purposes that reflect favorably on the DSC and the Air Force, or may be redistributed to spouses' clubs or clubs (functional equivalent) of any other base within global strike command. A majority of the voting members present at the last General Membership meeting must approve the disbursement of funds.

## **ARTICLE VIII: THRIFT SHOP**

### **1. PURPOSE**

- 1.1. The purpose of the Dyess Spouses' Club Thrift Shop is to provide eligible personnel the opportunity to buy and sell used property at low, reasonable prices. Proceeds from sales go towards the DSC welfare fund account after expenses have been paid. The thrift shop is organized under 501(c) (3) of the IRS revenue code (or corresponding section of any future federal tax code).

### **2. GENERAL PROVISIONS**

- 2.1. The primary governing document of the DSC thrift shop is the DSC constitution and by laws. The secondary document is the DSC Thrift Shop Governing Articles. The DSC Board of Governors must vote to approve the operating procedures and any edits/revisions.
- 2.2. Administration of the DSC thrift shop is under the supervision of the Thrift Shop Advisory Committee (TSAC), made up of the President, 2nd Vice President, Welfare Financial Officer, Thrift Shop Honorary Advisor, Thrift Shop Chairperson, Thrift Shop Manager, Thrift Shop Assistant Manager, and Thrift Shop Bookkeeper.
- 2.3. The TSAC may propose amendments or revisions to the by-laws. The amendments or revisions become effective upon approval of a vote of the DSC Executive Board.
- 2.4. Thrift Shop may consist of three (3) paid positions: manager, assistant manager, and bookkeeper. These positions shall not be filled by the same individual.
- 2.5. The TSAC will meet quarterly, or as needed, with meeting minutes and financial statements for each quarter provided to the DSC Board of Governors by the Thrift Shop Bookkeeper, for each quarter provided to the DSC Board of Governors by the Thrift Shop Chair.
- 2.6. Children ages 13-18 may volunteer without parental supervision with parent permission. Both parent and child must sign the waiver of liability and hold harmless agreement parent permission form. Child volunteers will not receive payment for their services.

### **3. FINANCES**

- 3.1. The thrift shop fiscal year runs 1 June to 31 May. The manager, assistant manager, and bookkeeper shall comply with all financial requirements as stated in AFI 34-223.
2. The Thrift Shop Bookkeeper will submit a copy of all statements of cash to the DSC Welfare Financial Officer by the end of June.

## **ARTICLE IX: STANDING RULES**

### **1. RESERVATION POLICY**

- 1.1. Reservations guidelines will be set by the reservations chair and approved by the DSC Board of Governors for the new board year. The reservation information will be sent via electronic means: evite, Facebook, website, newsletter, and/or any other means deemed appropriate for each event.
- 1.2. Members attending a function requiring a reservation and not having one, will be considered only after those with reservations have signed in.
- 1.3. All members with reservations are required to cancel the reservation for a function by the deadline for cancellations. Failure to do so will result in the member being held responsible for that outstanding debt accrued.
- 1.4. An evite will be sent to all members. RSVPs will be accepted through the electronic invitation.
- 1.5. Any member who RSVPs in the affirmative but does not attend the function will be liable and charged for the function.
- 1.6. A member who owes money or dues is considered to be not in good standing. In order to attend certain socials events, as determined by the board, the member must remit any money that is past due and thereby bring their account into good standing.

### **2. PROPERTY AND PROPERTY STORAGE WAREHOUSE**

- 2.1. All DSC inventory and property are stored in a designated section of the 7<sup>th</sup> LRS warehouse, currently located at 426 3rd street, building 7008.
- 2.2. The 1<sup>st</sup> Vice President, in conjunction with the Secretary, shall maintain an inventory of all DSC property, records, and archives, in their designated storage area.
- 2.3. Documents requiring long-term storage are to be stored in the 7<sup>th</sup> FSS warehouse.
- 2.4. The 1<sup>st</sup> Vice President will maintain a property sign-out book, which will be used to record loaning of DSC property.
- 2.5. Use of DSC property is generally limited to DSC functions and members. Use of DSC property for other purposes must go through normal check out procedures with the 1<sup>st</sup> Vice President.
- 2.6. If approved, a thirty-dollar (\$30) refundable deposit will be required for personal use of DSC property. If there is no damage, the full deposit will be returned. If damages to DSC property total less than thirty dollars (\$30), a refund of the balance will be made. If damages total more than thirty dollars (\$30), the deposit will be kept and the remaining amount will be billed to the member. The 1<sup>st</sup> Vice President is responsible for damage assessment to DSC property. All items should be cleaned prior to return or the deposit will be forfeited.
- 2.7. In May, the outgoing chairs are required to inventory all DSC property with their replacements. In the event that a position/ becomes vacant prior to the end of his/her term, their respective 1st or 2nd Vice President and the incoming 1st Vice President will conduct an inventory review.

### **3. MINI ACTIVITIES**

- 3.1. Participants in DSC mini activities must be DSC members or a guest of a DSC member. Only one (1) event may be attended as a guest.
- 3.2. Each mini activity group will determine their own times and place of meeting but

must coordinate with activities chair to avoid conflict.

- 3.3. Points of contact will have a sign-in sheet at each event and turn it in monthly to Membership Chair to assure all attendees are members in good standing or attending as a guest (once per year).
- 3.4. An updated, detailed description of the groups' activities shall be prepared by each group chairperson for his/her successor and also be given to the 2<sup>nd</sup> Vice President and activities chairperson. If any funds are involved, they must be included in the monthly board report and any balance at the end of the year, turned over to the Operational Treasurer.
- 3.5. Any legal question pertaining to a DSC group or mini activity must be presented to the activities chairperson, who will then take it to the Parliamentarian.

#### **4. COMMUNICATION: SOCIAL MEDIA/WEBSITE**

- 4.1. The DSC website and all social media outlets will be managed by the Marketing Coordinator and/or website chair.
- 4.2. The DSC webpage, Facebook page, and Instagram (or similar social media outlets) are intended to be used as external methods of communication for the DSC members and those individuals seeking information about Dyess AFB and the surrounding community. The DSC Facebook closed group and newsletter are intended to be internal methods of communication for members in good standing.
- 4.3. The DSC website will post, at a minimum, the following: a current calendar of events, the DSC Board of Governors contact information, and a copy of the constitution and by-laws.
- 4.4. The DSC website will have a copy of the DSC member registration form with membership liability clause and will be used for any other purposes deemed appropriate by the Board of Governors.
- 4.5. The newsletter shall be the official publication of the DSC and is managed by the newsletter chairperson.
- 4.6. The Marketing Coordinator and the newsletter chairperson will be mindful of securing the private information of DSC members and regulations regarding OPSEC.

#### **5. PROTOCOL**

- 5.1. Incoming honorary President and honorary senior advisors will be welcomed and introduced at their first General Membership meeting in accordance with accepted social customs.
  - 5.1.1. Other Honorary Advisors will be welcomed as appropriate.
- 5.2. Honored guests will be recognized at General Membership meetings.
- 5.3. The Parliamentarian will consult with the 7th Bomb Wing Protocol Officer on all protocol matters.
- 5.4. The DSC membership roster and e-mail list may only be used for official DSC approved purposes. No individual will sell or distribute the DSC roster or e-mail information to any individual or business. No individual may disseminate information using the DSC roster or email list unless approved by the President. All information collected will abide by all privacy act guidelines.

#### **6. CHILDCARE**

- 6.1. DSC functions
  - 6.1.1. Only infants who are not walking are allowed at DSC General Membership and/or special meetings. Please discuss any special needs and/or

- circumstances with the Executive Board prior to the meeting.
- 6.1.2. DSC functions designated as family friendly events are the exception.
- 6.2. Executive Board and Board of Governors meetings
  - 6.2.1. Childcare reimbursement for mandatory Executive Board and Board of Governors meetings will be at the rate of the Dyess CDC/FCC per child at the CDC or another FCC provider or a non-FCC provider. Reimbursement will be paid from the operational fund account.
  - 6.2.2. Childcare payment will begin fifteen (15) minutes prior to and end fifteen (15) minutes after board meetings adjourn.
- 6.3. Anyone abusing the childcare privilege will lose the right to use this service.

## **7. VOLUNTEERS**

- 7.1. All DSC volunteer hours must be submitted to the President and 2<sup>nd</sup> Vice President, no later than the 5<sup>th</sup> day of the month for hours accrued the previous month.
- 7.2. DSC members volunteering in any capacity on behalf of the DSC, both on base and off base, shall be held to the strictest standards of conduct.

## **8. CONTINUITY REPORT BINDERS AND REPORTS**

- 8.1. All board members will maintain an up-to-date continuity binder and/or flash drive detailing the following:
  - 8.1.1. Duties for their positions and/or committee
  - 8.1.2. The most current DSC constitution and DSC by-laws
  - 8.1.3. All budgets and yearly budget requests
  - 8.1.4. Board of Governors report for each month of the current and preceding operating year
  - 8.1.5. All minutes from any meeting during the year
  - 8.1.6. The Executive Board may stipulate any other items to be included at their discretion
  - 8.1.7. Committee reports must remain on file for three (3) years
  - 8.1.8. All Board Of Governor members will maintain a current copy of AFI 34-223 private organizations programs
  - 8.1.9. Most current Board Of Governors roster

## ARTICLE X: AMENDMENTS AND ADOPTIONS

### 1. AMENDMENTS OR CHANGES

- 1.1. The DSC constitution and by-laws shall be reviewed by the DSC constitution and by-laws committee as needed but no less than every two (2) years.
- 1.2. Any DSC member in good standing may submit recommended amendments and/or revisions to the constitution or by-laws in writing to the President, Secretary and/or Parliamentarian.
- 1.3. Any proposed amendment or change to the DSC constitution and/or by-laws will be submitted by the constitution and by-laws committee chair to the Board of Governors in writing and subsequently submitted at the General Membership meeting.
- 1.4. Any proposed amendments and/or changes will be posted and made available on the DSC website, DSC Facebook and/or email, and be made available for examination by the General Membership for a minimum of seven (7) days.

### 2. ADOPTIONS

- 2.1. Amendments and changes may be adopted at this time by a majority vote of the voting members present at a General Membership meeting, and will become part of the DSC constitution and by-laws and DSCA by-laws, pending approval by the 7th BW Commander or his/her designee.

**APPROVED / ~~DISAPPROVED~~ BY THE DYESS SPOUSES' CLUB GENERAL MEMBERSHIP**

DSC PRESIDENT 2020-2021

DSC PARLIAMENTARIAN 2020-2021

DATE