

Vance Spouses' Club Constitution

Vance AFB, Enid, Oklahoma

Revised February 2023

ARTICLE I NAME AND PURPOSE

SECTION A: The name of this organization shall be "Vance Spouses' Club" and the organization hereinafter will only be referred to as "VSC".

SECTION B: The purpose is to promote charitable, social, and educational activities; to extend welfare support for military members and their families as well as the local community at large; and to provide opportunities for giving back to our military community and promoting the abilities of our spouses and significant others.

SECTION C: VSC shall operate two separate branches:

1. Vance Spouses' Club Charity and Scholarship Association

- a. The Vance Spouses' Club Charity and Scholarship Association is a private non-profit organization operated in accordance with Section 501(c)(3) of the Internal Revenue Code as a tax-exempt charitable organization.
- b. Its purpose is to fundraise and organize charitable activities to support scholarships and other persons or groups in furtherance of charitable purposes and educational purposes.
- c. The organization has EIN 73-1160946.
- d. This organization will hereinafter be referred to as the "Welfare" branch of the VSC.

2. Vance Spouses' Club

- a. The Vance Spouses' Club is a private, non-profit organization operated in accordance with Section 501(c)(7) of the Internal Revenue Code as a tax-exempt social welfare organization.
- b. Its purpose is to promote social, recreational, and other similar non-profit activities for members.
- c. The organization has EIN 23-7441583.
- d. This organization will hereinafter be referred to as the "Operational" branch of the VSC.

SECTION D: The VSC does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, age, national origin (ancestry), disability, pregnancy, or sexual orientation in any of its activities or operations. These activities include, but are not limited to, the election of board members, the acceptance of club members, and the distribution of charitable funds. We are committed to providing an inclusive and welcoming environment for all members of our organization.

**ARTICLE II
GOVERNING AUTHORITY**

SECTION A: VSC operates on Vance Air Force Base only with consent of the Installation Commander.

SECTION B: It shall be a private organization as defined by Air Force Instruction (“AFI”) 34-223 and each branch shall be organized in compliance with all requirements of the AFI, but no part of VSC shall have an official status in relation to the Air Force and thus it shall not be entitled to sovereign immunities. Operation and continuance is contingent upon compliance with the AFIs and Air Force Regulations.

SECTION C: It shall be subject to all local, state, and federal regulations, including the above listed sections of the Internal Revenue Code, and any current or future corresponding provisions of the Internal Revenue Code.

**ARTICLE III
BOARD MEMBERSHIP AND POWERS**

SECTION A: ORGANIZATION OF BOARD LEADERSHIP

1. The organization shall be governed by an Executive Board and a General Board.
2. Administration and management powers shall be vested in the Executive Board.
3. A President shall direct and manage the Executive Board.
4. Vacancies on the Executive Board and the General Board shall be filled as designated herein and as designated in VSC’s Bylaws.

SECTION B: EXECUTIVE BOARD

1. Structure of the Executive Board

- a. The Executive Board shall consist of the following Officers: President, Operational Vice President, Welfare Vice President, Secretary, Operational Treasurer, Welfare Treasurer, Parliamentarian, and Honorary Advisors.
- b. The Executive Board shall consist of a mixture of Enlisted spouses and significant others and Officer spouses and significant others. If this requirement cannot be met, the 71st Mission Support Group Commander must approve of an exception for that current board’s term only.
- c. There must be a minimum of one Officer spouse/significant other and one Enlisted spouse/significant other in the top three (3) Offices: President, Operational Vice President, and Welfare Vice President. If this requirement cannot be met, the 71st Mission Support Group Commander must approve of an exception for that current board’s term only.

2. Qualifications to serve on the Executive Board

- a. The following Executive Board Offices shall be chosen through the election process described herein: President, Operational Vice President, Welfare Vice President, Secretary, Operational Treasurer, and Welfare Treasurer.
- b. The President, Operational Vice President, Welfare Vice President, Welfare Treasurer, and Operational Treasurer shall consist of individuals who will be available for the full term.

- c. Acceptance of a position on the Executive Board indicates willingness to participate in scheduled VSC activities, to include Board meetings and special functions unless prevented by illness, leave, or emergency.

3. Powers of Executive Board Officers

- a. Their term of office shall run from 1 June to 31 May.
- b. The Executive Board has the authority to hire salaried assistance upon approval of a majority vote of the Executive Board.
- c. The Executive Board shall approve applications for Community Honorary Membership as stated in the Bylaws.
- d. The President shall fill vacancies in Offices and shall appoint all Standing Committee Chairpersons, with a majority vote of the Executive Board.
- e. Further duties and powers shall be as provided in this organization's Bylaws.

4. Parliamentarian

- a. The President shall appoint a Parliamentarian to serve on the Executive Board.
- b. The Parliamentarian shall have no voting privileges.
- c. The Parliamentarian shall conduct all voting.
- d. The Parliamentarian shall serve as a resource to the President and assist the President in conducting meetings by unobtrusively providing guidance and support.
- e. The Parliamentarian shall be the official interpreter of the rules and parliamentary authority.

5. Removal of Executive Board Officers

- a. Members of the Executive Board may be removed from their elected or appointed office by majority vote of the Executive Board at a regular or special meeting.
- b. Any Executive Board member may propose such removal. Written notification, with specific reasons for the proposed removal, must be given to the member in question within seventy-two (72) hours of an Executive Board meeting. The said member must have at least twenty-four (24) hours prior to Board action to prepare and present a response to the Executive Board. The member in question shall receive written notification of the Executive Board's decision.
- c. Members of the Executive Board who miss three (3) meetings of the Executive Board may be considered to have vacated the position and may be replaced, as provided for in the Bylaws.
- d. Any Executive Board Officer unable to fulfill their duties may request a leave of absence in writing. During said leave of absence a temporary replacement is appointed by the President with concurrence from the Operational Vice President.

SECTION C: GENERAL BOARD

1. Structure of the General Board

- a. The General Board shall consist of all members of the Executive Board and the Standing Committees Chairs.
- b. The President shall determine what Standing Committees are required per year and such committees shall be created upon approval by a majority vote of the Executive Board.

2. **Qualifications of General Board Membership**

- a. All Executive Board Officers are qualified to serve on the General Board.
- b. Standing Committee Chairs shall be appointed the President, with a majority vote of the Executive Board.
- c. Acceptance of a position on the General Board indicates willingness to participate in scheduled VSC activities, to include board meetings and special functions unless prevented by illness, leave, or emergency.
- d. Rules governing the President's and Executive Board's Powers over the General Board shall be provided for in the Bylaws.

SECTION D: HONORARY ADVISORS

1. Honorary Advisors shall attend all Executive Board meetings but may only serve as an advisor and do not have voting powers.
2. Honorary Advisors pay dues and have regular member rights and privileges except the ability to chair a committee.
3. Honorary Advisors will be determined as follows:
 - a. The spouse/significant other of the Wing Commander, with consent, is an Honorary Advisor. In the event the Wing Commander is single or their spouse/significant other declines the opportunity to serve as an Honorary Advisor, a replacement shall be selected from the Vice Wing Commander spouse/significant other or Group Commanders' spouses/significant others in that order.
 - b. The spouse/significant other of the Command Chief Master Sergeant, with consent, is an Honorary Advisor. In the event the Command Chief Master Sergeant is unmarried or their spouse/significant other declines the opportunity to serve as Honorary Advisor, a replacement shall be selected from the Group Senior Enlisted Leaders' spouses/significant others.

SECTION E: BOARD VOTING POWERS

1. The voting members of the Executive Board are the following: Operational Vice President, Welfare Vice President, Secretary, Operational Treasurer, and Welfare Treasurer.
2. The voting members of the General Board are all voting members of the Executive Board and all Standing Committee Chairs.
3. In order for voting to take place a quorum must be present. Written proxies are not allowed and shall not be considered to fulfill a quorum for any Board votes.
4. A quorum of the Executive Board consists of ½ of its voting members.
5. A quorum of the General Board requires ½ of its voting members.
6. Board members attending meetings virtually have voting powers and count towards quorum.
7. The Parliamentarian shall certify whether or not a quorum is present. In the event of his/her absence, the Secretary shall certify.
8. Any powers, duties, or other items herein this instrument not specifically requiring approval by a majority vote of the Executive Board shall require approval by a majority vote of the General Board.

**ARTICLE IV
ELECTION OF THE BOARD**

SECTION A: ELECTION FORMAT

1. Elections will be held annually as described in the Bylaws.
2. The slate of the Officers running for election will be announced and posted seven (7) days prior to annual elections.
3. The annual elections shall be held one (1) month prior to the closing of the current board year at a General Membership Business Meeting.
4. Voting shall be held at a regularly scheduled General Membership Business Meeting. In the event of a multicandidate race, voting shall be conducted by secret ballot. If a slate runs unopposed, a voice vote or a show of hands will suffice. Electronic voting is permitted.
5. Each Office shall be filled by a majority vote of the total dues-paying membership, to include at least five General Board members. Proxy votes must be received before the date of the meeting to be included.

SECTION B: Robert's Rules of Order Newly Revised shall be the Parliamentary law in all matters not specifically depicted in the Constitution or Bylaws.

**ARTICLE V
GENERAL MEMBERSHIP**

SECTION A: MEMBERSHIP REQUIREMENTS

1. Membership in the VSC shall be voluntary.
2. Membership shall be for one year periods at a time (1 June through 31 May).

SECTION B: MEMBERSHIP TYPES

1. Active Members

a. Eligibility to be an Active Member

- i. Spouses and significant others of all Active US military members of all ranks who are on active duty assigned to Vance AFB.
- ii. Spouses and significant others of all Guard and Reserve US military stationed at or living in the vicinity of Vance AFB.
- iii. Spouses and significant others living in the vicinity whose spouses/significant others are active duty elsewhere.
- iv. Spouses and significant others of Vance AFB government employees.
- v. Spouses and significant others of all retired US Military who reside in the vicinity.

b. Privileges of Active Members

- i. Active members shall pay dues, have the privilege to vote, and to hold elected or appointed office.
- ii. Active membership is effective upon registration and payment of current dues.

- iii. Active members, with prior approval of the VSC President, may attend Board meetings but shall not vote.
- iv. VSC members will automatically be dropped from VSC membership if their fees are 30 days past due.
- v. Members dropped for nonpayment of VSC dues or meals are ineligible to attend or participate in VSC activities as members or guests until said fees are paid.

2. **Honorary Members**

a. **Eligibility to be an Honorary Member**

- i. Upon approval of a majority vote of the VSC Executive Board, the Honorary Advisors may invite up to five persons to participate in the VSC as community Honorary Members for a period of one board year.
- ii. If you are eligible to be a member, you cannot be an Honorary Member.

b. **Privileges of an Honorary Member**

- i. Honorary Members are entitled to attend functions and general meetings but are excluded from holding an elected office, appointed office, or Standing Committee Chair and have no voting powers.
- ii. Honorary Members do not pay dues.
- iii. Honorary Members may attend board meetings with prior approval of the President, but shall not vote.

4. **Eligible Guests**

- a. Guests may attend only one club-member-only function as a guest.
- b. A member may bring the same visitor (one not eligible for membership) only one time during the year. Exceptions may be granted by approval of the Executive Board.
- c. Members shall be financially responsible for their guest or visitor and shall make reservations for them.

SECTION C: RESIGNATION OF MEMBERSHIP

- 1. Voluntary resignations of members shall be by letter to the Membership Chair; no refund of membership dues will be issued.
- 2. Members who have resigned are ineligible to attend or participate in VSC activities as members or guests unless approved by the President and/or Executive Board.

SECTION D: REINSTATEMENT OF MEMBERSHIP If, for any reason, a member has his/her membership canceled, he/she may apply in writing to the President for reinstatement. This letter shall be presented to the Executive Board for approval.

**ARTICLE VI
CONDUCT OF AFFAIRS**

SECTION A: BUSINESS AFFAIRS

1. The Executive Board shall manage and govern all business of the VSC.
2. The General Board will meet monthly and may also convene when necessary at the direction of the Executive Board.
3. There shall be a General Membership Business Meeting at least once per month with the exception of summer months (June, July, and August), when this meeting is optional.

SECTION B: FUNDRAISING

1. Any fundraising must have pre-approval of the Executive Board.
2. Fundraisers must be authorized by the 71st Mission Support Group Commander and permitted by Air Force Instructions and Directives.
3. Fundraising shall consist of any function or act authorized by the Executive Board and the 71st Mission Support Group Commander.
4. AFI 34-223 and AFI 36-3101 shall be consulted and followed for all fundraisers.
5. Any total accrued expenses for fundraising events over the amount of \$200 must be approved by the Executive Board.

**ARTICLE VII
FINANCES**

SECTION A: The revenue necessary to pursue the objectives described in the VSC Constitution and VSC Bylaws shall be derived from dues paid by the Active and Associate members, donations from individuals, other private associations, and foundations, and revenue-producing activities entered into by VSC when required, approved, and conducted under the guidance and supervision of the Executive Board and authorized by the AFI and Air Force Directives. All revenue-producing activities not confined to the VSC membership shall have prior approval of the 71st Mission Support Group Commander.

1. **Operational Fund:** The VSC will comply with the IRS Code Section 501(c)(7) in regard to receiving money into and distributing money from the Operational Treasury. Primary funding for VSC operational activities will come from the membership dues, projects, general donations, and fundraising activities in compliance with the terms listed in Article VII, Section A.
2. **Welfare Fund:** The VSC will comply with the IRS Code Section 501 (c)(3) in regard to receiving money into and distributing money from the Welfare fund. Primary funding will be from designated fundraisers and general donations.

SECTION B: The dues of the VSC may be determined annually by majority vote of the members of the Executive Board. No dues shall be refunded upon departure or reassignment of any member. Prorated dues shall be offered at the discretion of the Executive Board. Dues are to be paid at the beginning of the club year for all returning members; anyone paying partial dues for the previous year will be considered a returning member the following year and will be responsible for the full year's dues. Monthly payments will not be allowed.

SECTION C: ACCOUNTING

1. Financial operations of the VSC will be conducted in accordance with generally accepted accounting principles.
2. Both the Operational and the Welfare Fund Treasurers' records shall be subject to audit in accordance with the AFI. Audits shall be performed at each change of Treasurer and at the end of the VSC fiscal year and must be submitted no later than 1 June to the designated auditor.
3. A committee of three general members may execute internal audits. Additional audits may be performed at the direction of the Executive Board.

SECTION D: The Board shall not commit to any financial obligations that extend beyond its term of office, with the exception of pre-financed, ongoing fundraisers.

SECTION E: The VSC shall file a yearly 501 (c)(3) and/or (7), as applicable, exempt organization tax return (Form 990) with the Internal Revenue Service no later than 15 June of that year.

SECTION F: BUDGET

1. The Executive Board must approve the Operational Fund and Welfare Fund, balanced operating budgets and unbudgeted expenditures.
2. The proposed budget shall be approved by a majority of voting members present (including proxy) at a General Membership Business Meeting, upon seven (7) days' notice of the vote. The budget shall be adopted no later than the September General Membership Business Meeting.
3. The General Membership must approve all unbudgeted expenditures over \$500.00.

SECTION G: OTHER FUND DISTRIBUTION

1. No part of the VSC's members are allowed to benefit from VSC earnings and no VSC earnings shall be distributed to its members, officers, or any person having a personal or private interest in the activities of the club except for in the following two methods:
 - a. Members may apply for VSC-funded scholarships.
 - b. In an emergency, if voted on and approved by a majority of the General Board, funds may be distributed to a member.
2. All other forms of benefit will be addressed on a case-by-case basis.
3. The VSC shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in accordance with the purposes set forth in Article I.

ARTICLE VIII LIABILITY INSURANCE

SECTION A: The VSC will obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the Club or its members. If insurance is required, the 71st Flying Training Wing Commander recommends limits of liability and types of insurance coverage commensurate with the risks involved.

SECTION B: The 71st Flying Training Wing Commander may waive the requirement for liability insurance. If insurance coverage is waived for the VSC's normal activities, the VSC will not schedule special events with increased risk unless first obtaining insurance commensurate with the risk or after a waiver of insurance from the 71st Flying Training Wing Commander or their designee.

SECTION C: Current insurance coverage and policy information shall be kept in the President and the Secretary's binders.

ARTICLE IX LIABILITY OF THE CLUB AND ITS MEMBERS

SECTION A: If an individual member obligates the VSC, the obligation should be for the sole use and benefit of the VSC and have the approval of the Executive Board. If such an obligation is solely for the benefit of the individual member or if it is an unauthorized use of VSC resources, that member will be held personally liable.

SECTION B: VSC members are jointly and severally liable for all outstanding liabilities and obligations of the private organization if the VSC does not have sufficient assets to cover its liabilities. Neither the installation nor the Government will have any liability for the VSC's actions or debts.

SECTION C: The VSC members are liable under the laws of the State of Oklahoma and the United States for the VSC debts in the event its assets are insufficient to discharge its liabilities. All members are hereby informed that financial obligations incurred by the VSC may ultimately result in individual personal financial liability or responsibility if the members of the VSC are involved in negligent acts while performing VSC duties or acting under the direction of the VSC, even if the VSC may have meanwhile dissolved or the members have withdrawn or resigned. Each VSC member will receive a copy of this constitution and the VSC Bylaws and will sign a statement indicating they have received said documents and have been notified of their potential liability as indicated in this instrument.

ARTICLE X CONTINGENCY PLAN

SECTION A: In the event that three (4) of the (7) Executive Board positions and/or the position of the President is not filled by the start of the new board year, the VSC will operate under the supervision of the Advisory Council according to the rules established in the Bylaws, Article IX.

ARTICLE XI RECORD MAINTENANCE AND PRESERVATION

SECTION A: FILES TO BE MAINTAINED

1. A historical file consisting of the following permanent records will be maintained by the Secretary for the required number of years as set forth in the bylaws:
 - a. Constitution, amendments, and bylaws with all current revisions
 - b. Financial statements and/or ledgers with supporting documentation
 - c. Audit reports
 - d. Copy of inventory of all fixed assets

- e. All minutes of the current VSC year
 - f. Copies of all insurance policies
 - g. Copies of contracts
 - h. All documentation necessary for proper function of the VSC
 - i. Copies of committee after action reports
2. For all other records, each Officer and Standing or Special Committee Chair shall be responsible for maintaining their respective records as set forth in the Bylaws.

ARTICLE XII AMENDMENTS TO THIS CONSTITUTION

SECTION A: The Constitution must be reviewed every two years by the Executive Board in accordance with AFI 34-223. Amendments may add to, modify, or delete provisions of the VSC Constitution.

SECTION B: This Constitution may only be amended through the following procedures in the order set forth; failure to comply shall void the proposed amendment and the process must start over:

1. Proposal of amendment to the Executive Board
2. Approval by a two-thirds vote of the Executive Board
3. Approval by the 71 FTW/JA Legal Office
4. Approval by the 71 FSS/CC / 71 FSS/CL Force Support Squadron Commander/Director
5. Approval by the 71 FTW/CC Wing Commander
6. Approval with majority vote by the General Membership at a General Membership Business Meeting, upon seven (7) days' notice of the vote, and subject to final approval by the Installation Commander. Proxy votes must be received before the date of the meeting to be included.

ARTICLE XIII DISSOLUTION

SECTION A: The VSC may only be dissolved upon approval of the majority of all dues-paying voting VSC members OR at the direction of the 71st Mission Support Group Commander.

SECTION B: FUND DISTRIBUTION UPON DISSOLUTION OF THE ORGANIZATION

1. Any funds contained in the Vance Spouses' Club treasury at dissolution shall first satisfy any of the Vance Spouses' Club outstanding debts, liabilities, and obligations, after which any remaining funds will be disposed of as determined by the membership but may not benefit any member of the Club unless provided herein.
2. Any funds contained in the Vance Spouses' Club Charity & Scholarship Association's treasury at dissolution shall not be used to pay off debts of the overall organization and may only be used to pay off debts of the Vance Spouses' Club Charity & Scholarship Association.
3. Any disposition of funds must comply with the requirements for any special tax status held by the applicable 501(c) organization.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

SECTION A: The current edition of Robert's Rules of Order Newly Revised shall govern in all matters of procedure not specifically provided for in the Constitution and Bylaws.

SECTION B: The Parliamentarian shall be the official interpreter of Parliamentary Authority.

SECTION C: The Welfare Vice President shall assume this responsibility of Parliamentarian when the Parliamentarian is not present. The Welfare Vice President shall not have voting power when functioning as the Parliamentarian.

**ARTICLE XV
BYLAWS**

SECTION A: This organization requires Bylaws and it shall further be directed and governed by those Bylaws.

SECTION B: Bylaws must be reviewed by the Executive Board every two (2) years.

SECTION C: Bylaws may be adopted, amended, and rescinded by a majority vote of voting members at any regular General Membership Business Meeting upon seven (7) days' notice. Proxy votes must be received before the date of the meeting to be included.

Vance Spouses' Club Bylaws

ARTICLE I PURPOSE

The purpose of these Bylaws is to establish a standard operating procedure for the Vance Spouses' Club (VSC).

ARTICLE II MEMBERSHIP, DUES, AND FEES

SECTION A: Membership in this organization is voluntary, for one year (1 June through 31 May) and is open to all persons who are authorized to be an Active, Honorary Member as described in the VSC Constitution. To be considered a member of VSC, one must read the VSC Constitution and Bylaws and sign a membership form. The membership form will include the following statement: "I acknowledge that I have read the Constitution and Bylaws, and that, as a member of the VSC, I am jointly and severally liable for this organization's debts."

SECTION B: Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The Executive Board and an Advisor will make the determination of whether a member should be removed from the organization. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Board. Members who need more time to respond may request additional time from the Executive Board. The President of the Executive Board, or a Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, determine how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Board about any questionable member activity.

SECTION C: Spouses and significant others who accompany their Active Duty member on TDY to Vance AFB shall pay dues to the VSC on the same basis as Active members. The Executive Board may elect to prorate dues based on the duration of the TDY.

SECTION D: Dues are to be paid yearly by cash, check, or credit card. The Executive Board may elect to prorate dues in the event that a member joins after 1 January.

SECTION E: Membership dues are tiered according to rank or position. Retirees pay the associated rank rate at retirement.

1. Officer spouse/significant other membership fees will be based upon the member's associated rank as follows:
 - a. O1 and O2: \$30 per year.
 - b. O3 and O4: \$45 per year.
 - c. O5 and above: \$60 per year.

2. Enlisted spouse/significant other membership fees will be based upon the member's associated rank as follows:
 - a. E1 through E4: \$15 per year.
 - b. E5 through E6: \$25 per year.
 - c. E7 through E9: \$35 per year.
3. Government employee spouse/significant other membership fee will be based as follows:
 - a. GS 1-4: \$15 per year.
 - b. GS 5-8: \$30 per year.
 - c. GS 9-11: \$40 per year.
 - d. GS 12 and above: \$60 per year.

ARTICLE III FINANCES

SECTION A: Monies belonging to the VSC shall be kept in two separate funds: Operational Fund and Welfare Fund. The financial year of the VSC will be from 1 June to 31 May.

1. Operational Fund

- a. The Operational Fund Budget Committee shall consist of the Executive Board and at least one Advisor. The Operational Treasurer shall act as the Operational Fund Budget Committee Chair.
- b. Income for this fund shall come from dues, contributions, service charges, fees, or special assessments of our members.
- c. The Operational Fund shall be used for operation and maintenance expenses of the VSC, including social activities. This shall include liability insurance according to the rules in Constitution, Article VIII.
- d. The Operational Fund shall procure and maintain a Square account attached to this fund for processing credit cards.

2. Welfare Fund

- a. The Welfare Fund Budget Committee shall consist of the Executive Board, Scholarship Committee Chairperson, and Thrift Shop Manager. The Welfare Treasurer shall act as the Welfare Fund Budget Committee Chair.
- b. Income for this fund shall be generated from fundraisers and the Thrift Shop. Liability insurance for the Thrift Shop, Holiday Marketplace, and Auction will be paid by Welfare Funds.
- c. The Welfare Fund shall be used for benevolent and community service projects of the VSC.
- d. Non-profit or private organizations, both local and national, are eligible for VSC Welfare monies.
- e. The Welfare Fund shall procure and maintain a Square account attached to this fund for processing credit cards.
- f. The Thrift Shop will be funded from Thrift Shop earnings not to exceed twenty percent of budgeted income.

- g. The funds in the Thrift Shop Fund will be used at the discretion of the Thrift Shop Manager with approval from the President.
- h. The Welfare Treasurer and Thrift Shop manager will be responsible for Thrift Shop accounting.

SECTION B: BUDGET

1. The Executive Board must approve the Operational and Welfare balanced budgets and unbudgeted expenditures.
2. **President's Contingency Fund**
 - a. The President shall be authorized a contingency fund, the amount of which shall be determined in the budget for the coming year and may not exceed \$175.00 per year.
 - b. The President's Fund shall be funded from the Operational Fund.
 - c. The use of these funds will be at the discretion of the VSC President, with approval of one Executive Board member, who will provide the Operational Treasurer with original receipt for proof of use of funds.
3. The proposed budget shall be approved by a majority of voting members present at a General Membership Business Meeting, upon seven (7) days' notice of the vote. The budget shall be adopted no later than the September General Membership Business Meeting. Proxy votes must be received before the date of the meeting to be included.
4. The Executive Board will provide a carryover balance of at least \$500.00 but not more than \$1000 in all VSC Bank Accounts to cover the expenses until a new budget is approved by the VSC membership.
5. To be permitted, unbudgeted expenditures, not to exceed \$500.00, must be approved by a majority of the Executive Board. Upon recommendation of the VSC Executive Board, unbudgeted expenditures over \$500.00 will be presented to the General Membership for approval by a majority vote.
6. Requests for monthly monetary allocations shall be submitted to the applicable Treasurer by all Officers and Committee Chairpersons.
7. Monies from the Operational Fund which are not spent by the end of the fiscal year may be donated to the Welfare Fund with the approval of the Executive Board.
8. The proposed budget is presented to the General Membership via e-mail and posted for membership viewing seven (7) days' prior to approval. The proposed budget must be approved by a majority of voting members present at a General Membership Business Meeting as long as quorum has been met for voting to take place. Proxy votes must be received before the date of the meeting to be included.
9. The Operational Fund Budget may be reviewed and/or revised in December as deemed necessary by a majority of the Executive Board. In the event that the budget is revised, the amended budget must be approved by a majority of the Executive Board.

SECTION C: PECUNIARY LIABILITY

1. **Indebtedness:** If an individual member obligates the organization, the obligation may only be for the sole use and benefit of the organization. Should any member obligate the organization without proper authority to do so, the member shall be liable to the organization.
2. **Solvency:** Should assets be insufficient to discharge all liabilities, it shall be the responsibility of the members to make payment for all liabilities of the organization.

3. Members do not have proprietary rights in the VSC's assets and income, and VSC's assets and income will not accrue to individuals except through wages or salaries of employees or contractors of the VSC.
4. **VSC Members' Liability:** Members are jointly and individually liable for unsatisfied obligations of VSC. This may include any civil suit that results in liability of the organization.

SECTION D: BANKING

1. VSC shall maintain the following bank accounts: Operational Fund Checking and Savings, Welfare Fund Checking and Savings. No other accounts are to be opened in the name of the VSC organization without two-thirds Executive Board approval and approval by the appropriate Legal Office.
2. The President, Operational Vice President, Welfare Vice President, Operational Treasurer, and Welfare Treasurer are authorized to sign checks and will be bonded at the expense of the VSC. All checks over \$500.00 require two signatures, i.e. some combination of the appropriate Treasurer, the appropriate Vice President and the President. No member of the Executive Board authorized to sign checks will sign a check to him or herself.
3. All checking accounts held by the VSC must be included with every VSC audit.

SECTION E: AUDITS

1. The accounts of the Treasurer shall be audited prior to the new Treasurer assuming office or at the end of the fiscal year and are to be submitted no later than 15 June to the designated auditor.
2. Audits: An audit of the funds (including, but not limited to, the Operational and Welfare Accounts) of the organization shall be accomplished yearly no later than 15 June, in accordance with the current financial reporting and auditing requirements specified in Air Force Instructions. In addition, a review by an accountant or an internal committee made up of not less than three VSC members, appointed by the VSC President and with approval by an Advisor, will be required annually.

SECTION F: MISCELLANEOUS

1. VSC Operational Fund account monies will not be used to finance or partially finance food, beverages, parties, or gifts for any activity or individual that does not benefit the entire membership, with the exception of budgeted items (to include an annual board appreciation event and/or gifts).
2. The President or designee may sign any contractual agreement on behalf of the VSC upon majority approval of the Executive Board and approval from the appropriate Legal Office.
3. President, Operational Vice President, Welfare Vice President, Operational Treasurer, Welfare Treasurer and Thrift Shop Manager shall be bonded.
4. All positions in the VSC are strictly unpaid volunteer positions and must be filled by VSC members in good standing.
5. The VSC must ensure that its earnings do not insure to the benefit of any private shareholder or individual with the exception of scholarships. Scholarship checks shall be written to the institution and not the individual.

**ARTICLE IV
CLUB OPERATIONS**

SECTION A: BOARD MEMBERS AND COMMITTEE RESPONSIBILITIES

1. Duties shall be outlined in a job description.
2. Treasurer's reports shall be kept for seven (7) years. Committee reports shall be kept for two (2) years. Special events reports may be retained for a longer period if desired.

SECTION B: THRIFT SHOP The VSC operates the Thrift Shop on base. The Thrift Shop Manager shall be appointed as a Standing Committee Chairperson.

SECTION C: FUNCTIONS

1. No special activities or VSC-sponsored activities (excluding the Thrift Shop) will meet during the hours of any official VSC function or large base event.
2. If the event requires prepayment, no refund will be given.
3. Babes in arms may attend VSC functions, unless otherwise noted in the program, agenda, or social invitation.
4. The President may hire babysitters for the functions, which may be paid from the Operational Fund or by members who use the service.

**ARTICLE V
MEETINGS AND QUORUM**

SECTION A: QUORUM A quorum is the minimum number of members that must be present to take a valid vote. A quorum shall consist of one-third of eligible voting members at a General Membership Meeting and one-half of eligible voting members at other meetings. Board members attending virtually can vote and count towards quorum.

Vote of Quorum Required				
Convening Body	Quorum*	Pass Budgets and Business	Amend Constitution	Amend Bylaws
General Membership	1/3 of eligible voting members	Majority+	Majority+	Majority+
All other meetings	½ of eligible voting members	Majority+	2/3	2/3
*A quorum is the minimum number of members that must be present to take a valid vote +A majority is defined as more than half				

SECTION B: EXECUTIVE BOARD

1. The Executive Board shall meet at the discretion of the President.
2. A quorum for the Executive Board will be one half of the voting members. The Parliamentarian shall certify whether or not a quorum is present. In the event of his/her absence, the Secretary shall certify. Board members attending virtually can vote and count towards quorum.

3. Board members absent from the Executive Board Meetings must read and acknowledge receipt of the appropriate minutes for the missed meeting. The Secretary shall keep records of all who are in attendance and those who have read the appropriate minutes. An Executive Board member has one (1) month from the meeting date to read and acknowledge receipt of said minutes.
4. The President is authorized to call a virtual vote of the Executive Board, if a decision of such urgency is required as to preclude a called meeting. The Parliamentarian shall conduct the vote. This process is outlined in Article V, Section F.
5. When extenuating circumstances make assembly impractical, the President may call for a virtual meeting of the Executive Board. Virtual meeting standards are outlined in Article V, Section G.

SECTION C: GENERAL BOARD

1. The General Board shall meet monthly at a regularly scheduled time, unless rescheduled by the President with the approval of the Executive Board.
2. A quorum for the General Board will be one-half of the voting members. The Parliamentarian shall certify whether or not a quorum is present. In the event of the Parliamentarian's absence, the Secretary shall certify whether a quorum is present. Board members attending virtually can vote and count towards quorum.
3. Board Members absent from the General Board Meetings must read and acknowledge receipt of the appropriate minutes for the meeting missed. The Secretary shall keep records of all who are in attendance and those who have read the appropriate minutes. A General Board member has one (1) month from the meeting date to read and acknowledge receipt of said minutes.
4. The President is authorized to call a virtual vote of the General Board, if a decision of such urgency is required as to preclude a called meeting. The Parliamentarian shall conduct the vote. This process is outlined in Article V, Section F.
5. When extenuating circumstances make assembly impractical, the President may call for a virtual meeting of the General Board. Virtual meeting standards are outlined in Article V, Section G.

SECTION D: GENERAL MEMBERSHIP BUSINESS MEETING

1. VSC business will be conducted at General Membership Business Meetings and/or at Special Membership Meetings as needed. These meetings shall be in conjunction with a coffee, brunch, luncheon, dinner, evening social, etc., unless otherwise designated by the Executive Board.
2. A majority vote of a quorum is necessary to resolve any motion. In order for a General Membership vote to take place, one-third of the General Membership must be present. The Parliamentarian shall certify whether or not a quorum is present. In the event of his/her absence, the Secretary shall certify.
3. Proxy votes must be received before the date of the meeting to be included.
4. All VSC business being presented at the General Membership Business Meeting must be available to the General Membership one (1) week prior to the meeting (via email, social media, etc.), with the exception of elections and budget approval, which requires seven(7) days' notice. If a VSC member is unable to attend, he/she may electronically submit a vote/opinion within 48 hours of the beginning of the General Membership Business Meeting.

SECTION E: ATTENDANCE BY CHILDREN Babes in arms may attend VSC socials and meetings, unless otherwise noted in the program, agenda, or social invitation.

SECTION F: VIRTUAL VOTING When extenuating circumstances make assembly impractical, the President may call for an electronic vote of any governing body. The Parliamentarian will conduct the vote, report the results to the President, notify the voting body of the outcome, and ensure that the Secretary records the vote in the minutes.

1. Quorum of the whole is required (i.e. all of the body's voting members must be counted as per the roster.)
2. The window for discussion shall be no less than 12 hours.
3. The voting window shall be no more than 48 hours or until majority vote is reached.
4. General Membership votes require no minimum response. Members who choose not to respond within the voting window defer to the original recommendation and are considered a "yes" vote.

SECTION G: VIRTUAL MEETINGS When extenuating circumstances make assembly impractical, the President may call for a virtual meeting of any governing body.

1. Virtual meetings shall be conducted on a video conferencing platform.
2. Board Members attending virtual meetings will be marked "present" and are able to vote.
3. All Board Meeting standards outlined in Article V, Section A and Article V, Section B of the VSC Bylaws apply to virtual Board Meetings.
4. Robert's Rules of Order will be followed at all virtual Board Meetings.
5. Board Members attending virtual Board Meetings shall conference in from a private location (i.e. a home office) and actively participate in the meeting."
6. Board members may join in-person meetings virtually for extenuating circumstances. Board members attending virtually can vote and count towards quorum.

ARTICLE VI ELECTION AND TERMS

SECTION A: BOARD ELECTIONS Elections shall be conducted each April, with the newly elected officers taking office no later than 1 June.

SECTION B: NOMINATING COMMITTEE

1. The Nominating Committee shall be chaired by the Parliamentarian and shall consist of a minimum of five members, including the Honorary Advisors, to be determined by the Parliamentarian, none of whom may be running for elected office at that time.
2. The Nominating Committee will serve as the Election Committee and Election Tellers.
3. In the event one of the specified spouses/significant others is running for an elected office or is otherwise unavailable to serve, a replacement will be appointed by the Parliamentarian.
4. Nominating Committee meetings cannot be attended by the General Membership.
5. The Nominating Committee should be established eight weeks prior to voting.

SECTION C: VOTING Voting shall be conducted at a regularly scheduled General Membership Business Meeting. Multicandidate races shall be conducted by secret ballot in accordance with Article IV, Section A of the VSC Constitution. If a slate runs unopposed, a voice vote or a show of hands will suffice. Proxy votes must be received before the date of the meeting to be included.

SECTION D: CANDIDATES

1. Candidate names will be submitted by the Nominating Committee seven (7) days' prior to the April elections, at the March General Membership Business Meeting.
2. There should be at least two candidates for each office, when possible. If a candidate drops out of the election after nominations are closed, the remaining candidate runs unopposed.
3. A candidate's name may be removed from the ballot only with the approval of the Nominating Committee.
4. Write-in candidates are allowed at the time of the secret ballot elections. In the event that a write-in candidate is elected, the Parliamentarian shall notify him/her prior to announcing the vote to secure his/her consent to assume the office.
5. Except in cases of write-in candidates, prior consent of all candidates must be obtained before elections.
6. Election procedures will comply with Robert's Rules of Order Newly Revised.

SECTION E: BALLOTING

1. In multicandidate races the election of all officers shall be by secret ballot, and the numerical count of the vote shall remain private. If a slate runs unopposed, a voice vote or a show of hands will suffice.
2. Any regular member in good standing may cast an absentee ballot under procedures established by the Nominating Committee.
3. The President will place his/her ballot indicating first and second choice, if necessary, in a sealed envelope to be held by the Nominating Committee Chair. This ballot will be opened and counted only in the case of a tie and only the vote affecting the tie shall be counted.
4. All ballots shall be counted and certified by the Nominating Committee.

SECTION F: TERMS

1. The outgoing Executive Board acts in an advisory capacity to the newly elected Executive Board as needed.
2. All members of the Executive Board, who have budgets associated with their respective office, will prepare and submit an end-of-VSC-fiscal-year report.
3. All unfinished business must be completed before the new Executive Board assumes office.
4. All Executive Board members will follow the Constitution and the duties for their office. The duty descriptions for each Board position will contain a complete job description and job guidelines for that position. They shall be revised as needed and approved by the President.
5. All Officers and Board members shall serve one year, starting no later than 1 June.
6. The outgoing board may not financially obligate the incoming board.
7. Each outgoing board member must submit a proposed budget to the appropriate Treasurer no later than the April board meeting.

ARTICLE VII RESIGNATIONS

Resignation of the President shall be submitted in writing to the Honorary President. Resignation of any other elected officer, chairperson, or the Parliamentarian shall be submitted in writing to the President.

**ARTICLE VIII
SUCCESSIONS AND VACANCIES**

SECTION A: A vacancy in the office of President shall be filled by the Operational Vice President.

SECTION B: All vacancies in elected offices, excluding the President, shall be filled by a regular member appointed by the President with approval of the Executive Board.

SECTION C: Successors shall hold office until the completion of the current term.

**ARTICLE IX
CONTINGENCY OPERATIONS**

In the event that the President position or three (3) of the seven (6) elected Executive Board positions are not filled by the start of the new Board year, the VSC shall operate under the supervision of the Honorary Officers and Advisors with the following guidelines:

1. Socials will be held quarterly.
2. Annual fundraisers will be subject to cancellation.
3. While every effort will be made to honor charitable commitments, charitable donations may be reduced relative to available funds.
4. Board positions will be combined as necessary to continue with Board operations. These include, but are not limited to, the Operational and Welfare Vice President positions and the Operational and Welfare Treasurer positions.
5. In the event that volunteers come forward to fill vacant Executive Board positions, an election following the procedures outlined in Article IV, Section A of the Constitution shall be conducted.

**ARTICLE X
COMMITTEES**

SECTION A: STANDING COMMITTEES AND CHAIRPERSONS

1. The newly elected President shall appoint the chairpersons of the Standing Committees from the General Membership, with a majority affirmative vote of the Executive Board.
2. Standing Committee Chairpersons vote on all General Board motions.

SECTION B: SPECIAL COMMITTEES AND CHAIRPERSONS At the President's discretion, she/he may appoint Special Committee Chairpersons with a majority approval of the Executive Board. Special Committee Chairpersons do not vote on General Board motions.

**ARTICLE XI
DUTIES OF OFFICERS**

SECTION A: ELECTED OFFICERS

1. President

a. Board Requirements

- i. Presides over and supervises the conduct of the Executive and General Boards, and General Membership meetings and activities.
- ii. Responsible for informing Advisors of all pertinent VSC activities.
- iii. Attends all Executive and General Board meetings and all VSC social functions.
- iv. Has prior spouse club board experience.
- v. Serves as an ex-officio member of all committees except Nominations and Elections.
- vi. Fulfills the duties of the Operational Treasurer if both the Operational Treasurer and Operational Vice President are absent.
- vii. Fulfills the duties of the Welfare Treasurer if both the Welfare Treasurer and the Welfare Vice President are absent.

b. Position Requirements

- i. Appoints a Parliamentarian and General Board Standing Committee Chairs, with a majority affirmative vote of the Executive Board.
- ii. Appoints Special Committees and those chairpersons, as needed, with at least majority affirmative vote of the Executive Board.
- iii. Ensures taxes are completed by Treasurers and filed no later than 15 June.
- iv. Keeps Advisors informed and ensures that at least one Advisor is present for all General and Executive Board meetings, with the help of the Secretary.
- v. Manages a President's Contingency Fund, which will be included as a line item in the Operational Fund Budget. Submits a year-end Contingency Fund budget review to the Operational Treasurer at the end of the term.
- vi. Has signatory authority for the disbursement of funds with the Treasurers and Vice Presidents.
- vii. Fills all vacancies that occur on the General Board by appointment, except where other provisions are made in the Constitution and Bylaws.
- viii. Represents the VSC at Vance AFB events when required, or designates an alternate representative to attend.

2. Operational Vice President

a. Board Requirements

- i. Attends all Executive and General Board meetings and all VSC social functions.
- ii. Serves as protocol advisor, purchasing agent for special gifts, and supervisor of special functions of the VSC.

- iii. Preferably has prior spouse club board experience.
- iv. Serves as custodian of VSC properties, including maintaining a running inventory.
- v. Assists the President and assumes duties in the President's absence.
- vi. Works with the Socials Chairperson to purchase prizes for functions.

b. Position Requirements

- i. Supervises Operational Standing Committees assigned by the President with approval of the Executive Board.
- ii. Supervises Operational Fund fundraising projects and all VSC social committees.

3. Welfare Vice President

a. Board Requirements

- i. Attends all Executive and General Board meetings and all VSC social functions.
- ii. Preferably has prior spouse club board experience.
- iii. Performs the duties of the Operational Vice-President in her/his absence.
- iv. Performs the duties of the President in the absence of the President and Operational Vice President.
- v. Performs the duties of the Parliamentarian in his/her absence. When acting in this capacity, he/she will not vote.

b. Position Requirements

- i. Supervises Welfare Standing Committees assigned by the President with the approval of the Executive Board.
- ii. Supervises special activities. Monitors and attends all Scholarship and Welfare activities by the VSC to ensure compliance with necessary regulations, procedures, and Bylaws; and to ensure successful operation of the Welfare Program as a whole.

4. Secretary

a. Board Requirements

- i. Attends all Executive and General Board meetings and all VSC social functions.

b. Position Requirements

- i. Types recorded minutes and shall submit them to the President for approval and signature.
- ii. Prepares and signs minutes of regular and special meetings of the VSC.
- iii. Determines if a quorum is present at Executive Board meetings, General Board Meetings and General Membership Business Meetings and the Parliamentarian certifies the quorum.

- iv. Jointly responsible with the Parliamentarian for maintenance of current copies of the Constitution, Bylaws, Policies and Guidelines. Provides all Board members with copies as necessary.
- v. Has custody of, and assists the President in, maintaining all permanent records of the VSC.
- vi. Receives and disburses all correspondence of the organization.
- vii. Makes arrangements for and summons all Board members to regular and special meetings.
- viii. Manages all required VSC correspondence, to include picking up, distributing, and logging incoming mail.
- ix. Provides a copy of the minutes of all regular and special VSC meetings to the VSC General
- x. Membership via email and by posting at the next General Membership Business Meeting.
- xi. Delivers an electronic or paper copy of annual audits to the Executive Board upon receipt from both Treasurers.
- xii. Maintains a record of all minutes for seven (7) years.
- xiii. At the end of the fiscal year, provides copies of the following information to the Private Organizations representative:
 - All monthly Board meeting minutes
 - End-of-year Operational and Welfare Treasurers' reports
 - Current copy of insurance coverage (top page is sufficient)
 - List of current Executive and General Board Members and their contact information.

6. Operational Treasurer

a. Board Requirements

- i. Attends all Executive and General Board meetings and all VSC social functions.
- ii. Chairs Operational Fund Budget Committee.
- iii. Acts as Welfare Treasurer in the event of absence or incapacity of the Welfare Treasurer.
- iv. Coordinates all necessary Federal and State tax reports.
- v. Chairs an Operational Fund Budget review session with the President and an Advisor prior to the second scheduled General Board meeting. Presents the proposed budget to the General Board for approval. The proposed new budget is then presented to the General Membership for approval.
- vi. Chairs an Operational Fund mid-year Budget review with the President and an Advisor.

b. Position Requirements

- i. Receives all dues from Active and Associate members.
- ii. Receives and disburses monies belonging to the Operational Fund and keeps records in accordance with State and Federal Law, and with Air Force Instructions.
- iii. Pays all Operational Fund bills upon receipt of itemized statements.

- iv. Works with the Social Chairperson to facilitate the receipt and payment of the bills for all social functions.
- v. Obtains two signatures for any check over \$500.00 and one signature for any check of \$500.00 or less.
- vi. Reconciles bank account statements monthly.
- vii. Presents an itemized account of all expenditures, collections, and cash balances at General Board Meetings and, if required, at the General Membership Business Meeting.
- viii. Assists Operational Vice President in maintaining a complete inventory of group assets by providing a list of items purchased each month.
- ix. Seeks General Membership approval on amendments to the approved Operational Fund Budget that exceed \$500.00.
- x. Responsible for ensuring the annual renewal of General Liability Insurance Policies. Insurance will include, if required by the 71st Flying Training Wing Commander or Air Force Instructions, public liability and property damage insurance for an amount not less than twenty-five thousand dollars (\$25,000.00).
- xi. Prepares all necessary Federal and State tax reports, and then obtains VSC President's approval for submission. Files said tax reports with the appropriate agencies.
- xii. Presents all records to 71 FSS/COR, including any checking accounts, needed for audit at time of resignation, expiration of term, or at such time as an audit is requested by the 71st Mission Support Group Commander or Air Force Instructions.
- xiii. At the end of his/her term, presents an income and expense statement and balance sheet showing use of treasury funds for the term and itemized statement of all unpaid commitments to the newly elected President.

7. Welfare Treasurer

a. Board Requirements

- i. Attends all Executive and General Board meetings and all VSC social functions.
- ii. Chairs Welfare Fund Budget Committee.
- iii. Act as Operational Treasurer in the event of absence or incapacity of the Operational Treasurer.
- iv. Coordinates all necessary Federal and State tax reports.
- v. Chairs a Welfare Fund Budget review session with the President and an Advisor prior to the second scheduled General Board meeting. Presents the proposed budget to the General Board for approval. The proposed new budget is then presented to the General Membership for approval.
- vi. Chairs a Welfare Fund mid-year Budget review with the President and an Advisor.

b. Position Requirements

- i. Receives and disburses monies belonging to the Welfare Fund and keeps records in accordance with State and Federal Law, and with Air Force Instructions.

- ii. Pays all budgeted Welfare requests upon receipt of itemized statements.
- iii. Makes all welfare disbursements as approved by the Welfare Committee and the General Board. General Membership approval must be sought for amounts in excess of \$500.00.
- iv. Obtains two signatures for any check over \$500.00 and one signature for any check of \$500.00 or less.
- v. Reconciles bank account statements monthly.
- vi. Presents an itemized account of all expenditures, collections, and cash balances at General Board Meetings and, if required, at the General Membership Business Meeting
- vii. Seeks General Membership approval on amendments to the approved Welfare Fund Budget that exceed \$500.00.
- viii. Presents all records including any checking accounts needed for audit at time of resignation, expiration of term, or at such time as an audit is requested by the 71st Mission Support Group Commander or Air Force directives.
- ix. Prepares all necessary Federal and State tax reports, and then obtains VSC President's approval for submission. Files said tax reports with the appropriate agencies.
- x. Presents all records to 71 FSS/COR, including any checking accounts, needed for audit at time of resignation, expiration of term, or at such time as an audit is requested by the 71st Mission Support Group Commander or Air Force Instructions.
- xi. At the end of his/her term, presents an income and expense statement and balance sheet showing use of treasury funds for the term and itemized statement of all unpaid commitments to the newly elected President.

SECTION B: APPOINTED OFFICERS AND ADVISORS

1. Parliamentarian

- a. Is appointed by the President.
- b. Attends all Executive and General Board meetings and all VSC social functions.
- c. Assists and advises the President, other officers, and committee chairpersons on matters pertaining to Parliamentary Procedures.
- d. Conducts all voting.
- e. Chairs the Nominating Committee.
- f. Is an ex-officio member of all committees pertaining to the Constitution, Bylaws, and Policies.
- g. Receives all absentee ballots before elections.
- h. After elections, hold all ballots in a sealed container until the next regular General Membership Business Meeting and, unless the results are disputed, destroy ballots at such time.
- i. May not vote, make motions, or preside on the Executive Board or any Standing Committee.
- j. Certifies when a quorum is reached for voting purposes.

2. **Advisors**

- a. Make recommendations directly to the President or appropriate Committee Chair involved.
- b. Serve in a support capacity only. May not vote, make motions, or preside over the Board or any Standing Committee.
- c. Apprise the Executive Board of base-level activities and other pertinent information in order to benefit the decision-making process of the VSC and its officers.
- d. Should be available to attend all appropriate meetings when possible.

3. **Standing Committee Chairpersons**

- a. Positions are as follows: Publicity Chairperson, Membership Chairperson, Thrift Shop Manager, Historian, Socials/Programs Chairperson, Scholarship Chairperson, Community Outreach Chairperson, Silent Auction Chair, and Holiday Marketplace Chair. Positions are appointed by the President, with a majority affirmative vote of the Executive Board. The Executive Board will appoint any other Standing Committee Chairpersons as deemed necessary.
- b. Serve on the General Board and attend all meetings and VSC social functions.
- c. Shall be a General Board voting member.
- d. May select committee members, with the President's approval.
- e. Submit a written monthly report to the appropriate Vice President, to include monthly expenses.
- f. Submit an after-action report and timeline of duties performed to the President and Parliamentarian one month prior to the end of the Board year or one month prior to the conclusion of term.
- g. Submit a current job description to the President for approval prior to turning over their position to the newly appointed Chairperson at the end of the term.
- h. The President may appoint new Standing Committee Chairperson positions for the period of one board year on a trial basis with a majority affirmative vote of the Executive Board and a majority vote of the General Board. The position will be non-voting until the Bylaws have changed accordingly.

SECTION C: RESIGNATION OF ELECTED OFFICERS OR CHAIRPERSONS Resignations will be submitted in writing to the President. Resignation of the President will be submitted in writing to the Advisor(s).

SECTION D: REMOVAL OF ELECTED OFFICERS In the event that substantial misuse of funds, significant misconduct, illegal conduct, dereliction of duty, or repeated failure to meet outlined responsibilities is discovered concerning an elected Officer or Standing Committee Chairperson, that Officer or Chair will be removed from office by a majority affirmative vote of the Executive Board with consultation of the Advisors.

SECTION E: GENERAL BOARD VACANCY

1. Should the office of President become vacant, the Operational Vice President will automatically become President.
2. The President shall appoint new Officers to any vacancies in all other offices, after consulting with the Advisors and subject to approval by a majority affirmative vote of the Executive Board.

3. If the spouse/significant other of any Board Member receives orders to another duty station and the member remains in the area, the Board Member may retain the position through the end of that board year.
4. Any Executive Board Member, with the exception of the Advisors, may retain the board position through the end of that board year in the event the member becomes a widow or widower.

ARTICLE XII AWARDS AND GIFTS

SECTION A: At all VSC General Membership meetings, the Membership Chairperson may present a token gift (no greater than \$10 value) to new members, departing members, and new babies of VSC members. The Executive Board must first approve the gifts to be given.

SECTION B: The President shall purchase Board Members' departing gifts. The Operational Vice President shall purchase the President's departing gift. Monies for these gifts shall be allocated in the Operational Budget and should not exceed \$25 value per person.

ARTICLE XIII CONSTITUTION AND BYLAWS CHANGES

SECTION A: CONSTITUTION AND BYLAWS REVIEW The Constitution and Bylaws Committee shall review the Constitution and Bylaws at least annually. This Committee shall consist of the President, Vice Presidents, Parliamentarian, Operational Treasurer, Welfare Treasurer, Secretary. The Parliamentarian shall serve as the Chairperson of the Constitution and Bylaw Committee. Advisors should participate in this Committee.

SECTION B: CHANGES TO THE CONSTITUTION Any changes to the Constitution and Bylaws, approved by the Executive Board, will be presented to the General Membership, upon seven (7) days' notice, prior to being voted upon. Changes must be approved by a majority vote at a General or Special meeting.

SECTION C: APPROVAL The Constitution and Bylaws will be submitted to the 71 FSS/CC / 71 FSS/CL for appropriate staffing and approval by the 71 FTW/CC.

**ARTICLE XIV
BIENNIAL REVIEW**

SECTION A: Per Air Force Instruction, the VSC Constitution and Bylaws must be reviewed and updated, if necessary, every two years by the Constitution and Bylaws Committee.

SECTION B: Bylaws may be adopted, amended, and/or rescinded by a majority vote of voting members at any regular General Membership Business Meeting, upon seven (7) days' notice. I certify that the attached Bylaws have been approved by the Executive Board, General Board, and General Membership.


Samantha Breen
President, Vance Spouses' Club

Concur as written

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Director, 71st Force Support Squadron
Approved as Written

Concur as written

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71st Legal Office
Approved as Written

Concur as written

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Commander, 71st Mission Support Group
Approved as Written