**FAIRCHILD SPOUSES’ CLUB (FSC)**

**BYLAWS**

**2018-2019**

**ARTICLE I – MEETINGS**

**Section 1. General Membership**

The Fairchild Spouses’ Club, FSC, meetings shall be held monthly, September through May unless rescheduled by the President and with the approval of the Executive Board. The business of the FSC shall be conducted at general or special meetings. The President may call special meetings. All members shall be given at least 48 hours’ notice of special meetings by publication on the website, via email, and/or by telephone. The President may also call for an email General Membership meeting where a vote is needed by the General Membership. No meetings will be held without the President (or designee), and/or the First or Second Vice (or designee), and one Advisor (or designee).

**Section 2. Board of Governors**

The Board of Governors shall meet monthly as scheduled by the President and with the approval of the Executive Board. The President may invite any FSC member in good-standing to a Board of Governors meeting to address the Board. All members shall be given at least 48 hours’ notice of special meetings by publication in the newsletter*,* email, and/or by telephone. No meetings will be held without the President (or designee), and/or the First or Second Vice (or designee), and one Advisor (or designee).

Section 3. Inclement Weather Policy.

 When Fairchild AFB is closed due to inclement weather, the President shall cancel any scheduled meetings and membership functions.

**ARTICLE II – QUORUMS & ELECTRONIC VOTING**

**Section 1. Quorums**

At general or special meetings of the membership, quorum to conduct business and vote on matters will be those active members present. Per Roberts’ Rules, motions may pass with a majority vote as long as there is previous notice. Two-thirds of the valid votes cast by those present in person or in proxy will pass an unannounced issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote and the need for their attendance.

At any meeting of the Board of Governors, quorum to conduct business and vote on matters will be 51% of the total number of voting members of the Board of Governors. Members serving as co-chairs will count as one member in determining matters of quorum. Unfilled positions shall not be counted when determining quorum.

**Section 2. Electronic Votes**

1. General Membership: The Parliamentarian will run email votes or online voting (electronic voting) for general membership meetings. Electronic voting for general membership issues shall only be used when time is of the essence and no other means is available. When a general membership vote on a matter or issue is necessary, membership will be contacted via email with the relevant information and the vote will be requested. Voting will be permitted for 24 hours following the email notice (i.e., if the notice is sent on 1 Jan at 9 am, then the vote concludes at 8:59am on 2 Jan). After the vote is taken, the Parliamentarian will inform the President whether or not the vote passes with a majority of voting members, after which the Parliamentarian will send an electronic message to the Board of Governors. The Secretary will then make a note of the vote and include in the minutes of the general membership meeting.
2. Board of Governors: The Parliamentarian will run all electronic voting for any Board of Governors vote, ensuring all possible efforts to receive responses before votes are published and quorum is attained. After the vote is taken, the Parliamentarian will inform the President, after which the Parliamentarian will send an electronic message to the Board of Governors. The Secretary will then make a note of the vote and review in the minutes at the next scheduled monthly Board of Governors meeting. No less than 48 hours will be given for deadlines on Board of Governors email votes.
3. Other: Email/electronic motions and votes will be kept to a minimum and will only be used when time is of the essence or to ensure quorum is met.

**ARTICLE III – MEMBERSHIP**

Membership in the FSC is voluntary and shall consist of three categories: Active, Associate, and Honorary members. Members must be assigned to or residing near Fairchild AFB.

Only members in good standing may attend and participate in FSC sponsored activities or functions, with exceptions of guests as defined in Section 4. The Board of Governors, with the Advisor(s)’ consent, may revoke membership with just cause. The President or an Advisor may waive certain membership requirements. Only members whose dues are paid currently shall be considered members in good standing for club participation. Members may be terminated from the rolls if their dues are not received in a timely manner. Membership, once terminated, shall be reinstated upon payment of accrued dues and any assessments.

**Section 1. Active members**

1. Eligibility
2. Spouses of active duty in the United States Armed Forces assigned to or residing near Fairchild AFB.
3. Spouses of all National Guard and Reserve branches of the services.
4. Privileges.
	* + 1. An Active member is eligible to vote, hold office, chair a committee, participate in all FSC sponsored activities, and win prizes.
			2. An Active member shall pay annual dues, in advance, directly to the Membership Reservations Hospitality Chair or Treasurer. Membership after January 1st may be prorated to the half year rate.

**Section 2. Associate members**

1. Eligibility
2. Spouses of retirees, including retired National Guard and Reserve branch members.
3. Spouses of foreign military members accredited to the Department of Defense.
4. Widows and widowers of members of the United States Armed Forces.
5. Active Duty Military Members.
6. Civilian Personnel.
7. Retirees.
8. Spouses of civilian personnel.
9. Divorced spouses of military members who hold an active military identification card and retain DoD (Department of Defense) privileges. Once those privileges are expired/revoked, said individuals will no longer be eligible for membership.
10. Privileges
	* + 1. Associate members shall have all the privileges of Active members except that of holding the elected offices of President, First Vice President, and Second Vice President.
			2. An Associate member shall pay annual dues, in advance directly to the Membership Reservations Hospitality Chairperson or Treasurer. Membership after January 1st may be prorated to the half year rate.

**Section 3. Honorary members**

1. Eligibility
2. Distinguished individuals may be invited by the President, with the approval of the Advisor(s), to be members for a period of one year.
3. Non-paying widow/widowers of active or retired members of the United States Armed Forces.
4. Privileges
	* + 1. Honorary members do not pay dues and are not eligible to vote or hold office.
			2. Honorary members may be put on the roster and receive emails and invitations to programs.
			3. Honorary membership shall be reviewed yearly.
			4. Honorary members shall pay all other fees for functions and special activities.

**Section 4. Guests**

1. Individuals who are eligible for membership in the FSC may attend one function as a guest prior to becoming a member. The Board of Governors reserves the right to limit a function to members only.
2. Special guests and guest speakers may be invited by the President or the Board of Governors to attend any function.
3. Bona-fide houseguests of any member may attend social functions after checking with the Membership and Reservations Chairperson.
4. A member may bring the same guest (one not eligible for membership) to functions 2 times total during the year, with the exception of houseguests, whose participation is unlimited. Members shall be financially responsible for their guest and shall make reservations for them.
5. Children 6 months of age and below may attend the FSC meetings. Children 7 months – 17 years of age may not attend FSC meetings unless approved by the President.

**ARTICLE IV – GOVERNING BODIES & OFFICERS**

**Section 1. Governing Bodies**

The Board of Governors shall be the governing body of the FSC and shall direct the operation of the FSC. The officers of this organization shall be elected and appointed officers, and standing committee chairpersons. The Advisor(s) and the Parliamentarian shall be non-voting members of the Board of Governors. The President only votes in the case of a tie.

**Section 2. Officers**

1. Honorary Officers
2. Advisor(s). The spouse of the 92d Air Refueling Wing Commander and Vice Wing Commander or designee and spouse of the 92d Command Chief or designee.
3. Honorary Advisor(s).  An individual may be asked to be an Honorary Advisor at the discretion of the President and the Advisor(s) with the approval of the Board of Governors.
4. Elected Officers / Executive Board
5. The President and First Vice President must be Active members and a spouse of an Active Duty Air Force member.
6. The Second Vice President, Secretary, and Treasurer must be Active members.
7. Appointed Officers and Committee Chairs
8. The President and Advisor(s) shall appoint a Parliamentarian and Committee Chairpersons with the approval of the Executive Board.
9. The President will assist any Chairperson in the selection of a co-chairperson, if needed. Chairpersons may select additional committee members as necessary and must be approved by the Executive Board.
10. Standing and Special Committees.
11. The President may appoint, delete, or combine standing and special committees with the approval of the Executive Board.
12. Standing committees that coordinate through the First Vice President, will be called Social Committees and may be, but are not limited to:
13. Associate (Retired) Spouses Liaison
14. Historian
15. Membership Reservations Hospitality
16. Publicity/Webmaster
17. Social
18. Special Activities/Mini Clubs
19. Standing committees that coordinate through the Second Vice President, will be called Charitable Committees and may be, but are not limited to:
20. Airmen and Community Liaison
21. Charitable Committee
22. Fundraising Committee
23. Scholarship Committee
24. Thrift Shop
25. A special committee may be formed by the President for a specific function and shall cease to exist after its specific purpose is completed, i.e., large fundraisers, base-wide events, etc.
26. Special committee chairpersons shall be appointed by the President with the following exceptions: the Nominating Committee and the Charitable Committee.
27. No committee member is authorized expenditures without direct approval of the Committee Chairman.

**ARTICLE V – ADMINISTRATION**

**Section 1. Guidance**

The FSC Committees shall be governed by the Board of Governors:

1. The Board of Governors, consisting of the Executive Board and the standing committee chairpersons, shall approve all major plans and shall be responsible for the organization, direction, and operation of the FSC.
2. The Board of Governors shall be governed by the Constitution, Bylaws, and all applicable Private Organization Air Force Instructions and regulations.
3. Normal operating procedures of the FSC shall be provided in these Bylaws. Should there be a conflict between the Constitution, Bylaws, or any standing rules, the Constitution will govern.
4. The Board of Governors shall meet consistent with their positions as described in these Bylaws.
5. The Board of Governors shall authorize all expenditures in accordance with the Constitution and Bylaws.

**Section 2. Executive Board**

1. The Executive Board of the FSC shall be the Advisor(s), President, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.
2. The Executive Board, with the exception of the Parliamentarian and Advisor(s), shall be elected by the General Membership for the term of one year.
3. The Executive Board shall meet with the President to approve the appointments of standing and special committee chairmen and shall attend Executive Board meetings when called at the discretion of the President.
4. The Executive Board shall be responsible for ordinary day-to-day asset accountability, liability satisfaction, and sound financial and operational management, and shall report to the Board of Governors at the monthly Board of Governors meetings.
5. The Executive Board shall approve all contractual agreements, other than those for monthly events, before signing.

**Section 3. General Responsibilities of Board of Governor Participants**

1. The Board of Governor participants will attend all monthly meetings. If unable to attend, notify the President or appropriate Vice President of absence prior to meeting.
2. The Board of Governor participants will submit monthly Board reports listing all activities and financial obligations for the previous month.
3. The Board of Governor participants will submit all reimbursement/expense vouchers within 30 days.

(1) All receipts must be submitted with the voucher to the appropriate Vice President for verification prior to submitting to the respective treasurer for reimbursement within 7 days of receipt.

1. The Board of Governor participants will review job descriptions annually and revise as necessary in March, submit to the Parliamentarian in April and provide an after-action report (AAR) in May.
2. The Board of Governor participants will maintain current year job descriptions and records for the previous year and the current year.

(1) The President will maintain records for four (4) previous years and current year.

(2) The Treasurer will maintain financial records for the seven (7) previous years and the current year. (3) The Secretary will maintain historical records from the FSC, OSCF, and FESC.

(4) The Parliamentarian will maintain in perpetuity any records reflecting major changes in the operation or makeup of the organization.

1. Any member may attend a Board of Governors meeting by submitting a request to the President prior to the board meeting.

**Section 4. Term of Office**

1. The term of office for Elected Officers is for a period of one year. It shall begin the month following their installation and end when their successors are elected or appointed. (Article VII, Section 4).
2. The term of office may be extended for Elected Officers for a period not to exceed two (2) consecutive years in the same office.
3. The term of office for Committee Chairpersons and Co-chairpersons is for a period of one year. It begins and ends at the discretion of the President and the Executive Board.
4. The term of office may be extended for Committee Chairperson and Co-Chairpersons for a period not to exceed two (2) consecutive years in the same office without at the approval of the Executive Board.
5. Termination of any Board member’s term is by letter of resignation to the Board of Governors.

**Section 5. Voting on Management Matters**

1. Elected Officers have one vote each, with the exception of the Advisor(s), President, and Parliamentarian who do not vote.

(1) The President will vote only in the case of a tie.

1. Standing Committee Chairpersons have one vote, with the exception of the Co-Chairpersons who may vote in the absence of the chairperson. Only one vote is cast for the committee.

**Section 6. Protocol**

1. The FSC shall acknowledge the incoming & outgoing spouses of the 92d Air Refueling Wing Commander, Vice Wing Commander and Command Chief.

**ARTICLE VI – DUTIES OF EXECUTIVE BOARD OFFICERS**

**Section 1. President**

1. Presides at all Membership, Executive Board, and Board of Governors’ meetings.
2. Appoints the Parliamentarian, Committee Chairpersons and any vacancies in elected positions.
3. Assists in and approves the selection of all Co-Chairpersons.
4. Explains the duties of all Committee Chairpersons.
5. Serves as Ex-Officio member of all committees except the Nominating Committee.
6. Serves as Advisor to the website*,* Scholarship, and any special and standing committees.
7. Is a member of the Budget Committee.
8. Is a member of the Constitution and Bylaws Committee.
9. Buys Board of Governors’ end of year appreciation gifts if funds available.
10. Calls special meetings of the membership, the Executive Board, and the Board of Governors, if necessary.
11. All vacancies in the Executive Board, excluding the President, shall be filled by Presidential appointment with Advisor(s) and Board of Governors’ approval.
12. Makes appointments to the standing committees when vacancies occur during the year, with consent of the Advisor(s).
13. Has the following officials report directly to her/him: Parliamentarian and members of the Executive Board.
14. In the case of an emergency, may authorize the expenditure of no more than $100/month with the approval and notification of the Treasurer and notification of the Advisor(s).
15. Approves contracts not requiring a vote of the general membership.
16. Has the ability to be bonded.
17. Has signature approval on signing checks

**Section 2. First Vice President**

1. Assists the President, assumes her/his duties in her/his absence, and assumes the office of President upon vacancy, with consent of the Advisor(s).
2. Serves as Advisor to all social committees.
3. Approves vouchers prior to payment.
4. Has signatory authority and may countersign all General Fund Treasury checks.
5. Has the ability to be bonded.
6. Is a member of the Budget Committee.
7. Is a member of the Constitution and Bylaws Committee.
8. Supervises and/or acts as Interim Chair for social committees.
9. Reports, in the Treasurer’s absence, General Treasury motions to the President for inclusion on the agenda.
10. Reports First Vice President activities monthly at Board of Governors meetings.
11. Buys the President’s end of year appreciation gift. Purchases gifts for the Advisor(s) as needed.
12. Coordinates with the Membership and Reservations Chairperson and assists in greeting VIPs and guests.
13. Is responsible for all matters concerning Protocol.

**Section 3. Second Vice President**

1. Assists the President, assumes the duties of First Vice President in her/his absence, and assumes the office of First Vice President upon vacancy, with consent of the Advisor(s).
2. Serves as Advisor to all charitable committees.
3. Approves vouchers prior to payment.
4. Has signatory authority and may countersign all Charitable Fund Treasury checks.
5. Has the ability to be bonded.
6. Is a member of the Budget Committee.
7. Is a member of the Constitution and Bylaws Committee.
8. Supervises and/or acts as Interim Chair for charitable committees.
9. Reports, in the Treasurer’s absence, Charitable Treasury motions to the President for inclusion on the agenda.
10. Reports Second Vice President activities monthly at Board of Governors meetings.
11. Performs Secretary duties in their absence.

**Section 4. Secretary**

1. Takes the minutes of all meetings of the FSC, the Board of Governors, and the Executive Board.
2. Records minutes of any special meetings (e.g., budget, Constitution, etc.). Records minutes and motions brought to the floor at general membership meetings.
3. Provides email copies of the Board reports to/for the President and Advisor(s).
4. Provides email copies of the minutes, board reports, agendas, and AARs to the Board of Governors.
5. Emails the agenda, minutes, General Treasurer report, and Charitable Treasurer report to the Fairchild AFB Private Organization quarterly.
6. Reports Secretarial activities monthly at Board of Governors meetings.
7. Prepares roster of FSC Board members and chairs.
8. Is a member of the Budget Committee.
9. Is a member of the Constitution and Bylaws Committee.
10. Is responsible for securing location, floor plan (set–up), table tents for each position at Board meetings.
11. Administers and records any phone/email votes as directed by the President in the absence of the Parliamentarian.
12. Assumes the duties of the Parliamentarian, in her/his absence.
13. Serves as Custodian of the permanent records of the FSC; that is, the Monthly Board of Governors and General Membership Minutes and Treasurer Reports.
14. Maintains the following files:
15. Monthly reports submitted by officers and committee chairs; hold for 7 years.
16. Minutes of committees and general membership meetings; hold for 7 years.
17. Purchases and maintains office supplies.
18. Accounts to the Treasurer for expenses incurred.
19. Handles all correspondence of the FSC, to include all Welcome and Thank you notes, etc.
20. Picks up and distributes mail in a timely manner. PO Box 1118, Fairchild AFB IL 62269.

 **Section 5. Treasurer**

1. Prepares the General, Charitable and Scholarship budgets and serves as the Chairman of the Budget Committee.
2. Promptly pays all FSC bills and commitments approved by the Board of Governors and/or General Membership.
3. Receives and disburses available funds
4. Maintains and keeps accurate records of all disbursements and revenues.
5. Has the First Vice President, Second Vice President, and/or President countersign all checks.
6. Is the custodian of all FSC monies.
7. Is aware at all times of the overall financial position of the FSC.
8. Reconciles the monthly bank statement and balances the books prior to Board meetings.
9. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month and a year-to-date statement.
10. Attends all FSC special activities overseeing the handling of monies involved and verifies deposits of FSC dues.
11. Is a member of the Charitable and Scholarship Committees.
12. Oversees the mid-year budget review meeting in January and end of year budget meeting to prepare a proposed budget for the following year; provides a report for these meetings.
13. Monitors all FSC financial matters and assures that they are at all times in keeping with the dictates of the IRS and Washington State Rules and Regulations for Tax-Exempt Organizations.
14. All books should be closed no later than June 1.
15. Files taxes no later than October 15.
16. Sends all books, records, and appropriate sets of Board reports to the tax preparer if necessary.
17. Keeps all records for seven years in case of an IRS audit.
18. Is a member of the Constitution and Bylaws Committee.
19. Has the ability to be bonded.

**Section 7. Parliamentarian**

1. Serves as a non-voting member of the Executive Board and the Board of Governors.
2. Serves as advisor to the President, the Executive Board, the Board of Governors, and the FSC on parliamentary procedure. FSC shall govern with the *Robert’s Rules of Order Newly Revised*.
3. Coordinates on all protocol issues with First Vice President and Advisor(s).
4. Shall be responsible for providing copies of the FSC Constitution**,** Bylaws, standing rules and job descriptions to all officers and members upon request. Ensures current copies of Constitution and Bylaws are on the website.
5. Liaison to the Force Support Squadron Private Organization’s office and Base Legal on Scott AFB to get all paperwork legalized and approved.
6. Prepares proposed revisions of the FSC Constitution and Bylaws.
7. Obtains necessary approval of all revisions to the FSC Constitutionand Bylaws.
8. Serves as Chairman of the Nominating Committee.
9. Administers and records any phone/electronic votes as directed by the President.
10. Serves as Chair of the Constitution and Bylaws Review Committee.
11. Acts as custodian of the Constitution and Bylaws.
12. Enforces the rules to the membership and Board Members with the most current copy of the FSC Constitution, Bylaws, and current job descriptions, to include any policies and procedures for committees.
13. Attends Charitable Fundraising Committee meetings.

**Section 8. Advisor(s)**

1. The Advisor(s) shall serve on the Executive Board and the Board of Governors in an advisory capacity without vote. However, as an active member of this organization the Advisor(s) have all other privileges of active membership.
2. Serves as Advisor(s) for Constitution and Bylaws Committee, Budget Committee, and Nominating Committee and/or any other standing or special committees for the FSC.
3. Presents the appreciation gift to the outgoing President.
4. Coordinates on all protocol issues with First Vice President and Parliamentarian.
5. Assists the President, the Executive Board, and the Board of Governors.

**ARTICLE VII – NOMINATIONS AND ELECTIONS**

**Section 1. Nominating Committee**

1. The Nominating Committee will be chaired by the Parliamentarian, or presidential designee in the absence of the Parliamentarian.
2. The spouses of the 92d Air Refueling Wing Commander (or designee) and 92d Command Chief or (designee) shall serve as Advisor(s) to the Nominating Committee.
3. Five committee members shall be appointed by the Parliamentarian. No more than two members shall be current members of the Board of Governors.

**Section 2. Nominations**

1. There shall be a minimum of two (2) candidates nominated for each office, whenever possible.
2. Incumbent office holders who wish to run again may do so, but their total term in a given office is to be no more than two consecutive years.
3. Nominees holding active membership may run for any office.
4. Nominees holding active membership may run for elected office. Nominees for President and First Vice President must be spouses of Active Duty Air Force members.
5. Executive Board members must be Active members.
6. Honorary members may not hold elected positions or serve as standing committee chairman.
7. Members of the Nominating Committee are eligible to become nominees for office. If a member of this committee accepts a nomination, that person will immediately resign from the committee. The Parliamentarian shall appoint a replacement.
8. All nominees must give prior consent before their names are announced at the March membership meeting. Nominees will complete a Nomination Application to be displayed on the web site prior to voting and at the April function for the membership.
9. Nominations may be taken from the floor at the February membership meeting.
10. Elections will be held at the April membership meeting.

**Section 3. Elections**

1. If an unopposed slate is presented, a voice vote may be taken and the election is completed.
2. If a multi-candidate election is taking place, secret ballot and the following procedures shall be used:

1) The ballots shall be prepared, distributed to Active/Associate members only, collected, and counted by the Nominating Committee.

2) The candidates receiving the majority of votes within each office shall be elected.

**Section 4. Installation of Officers**

1. Installation of the new officers will take place at the May business meeting. Officers shall serve for a period of one year and shall assume their duties at the end-of-year board meeting.
2. The end-of-year Governing Board meeting shall be a joint meeting of the newly formed governing board and the outgoing governing board. Final business of the outgoing board will be to approve minutes, conclude old business and disperse any funds as needed. Then the meeting will be turned over to the new President and new Governing Board. Old Governing Board members will turn in after action reports and notebooks to the new Governing Board at the meeting or no later than June 15.

**Section 5. Dismissal**

* 1. If a Governing Board member does not fulfill their respective job as outlined in the Bylaws and job description, or persistent absence from board and/or general membership meetings, that individual will be asked to step down by the President with the approval of the Advisor(s) after a majority vote of the Executive Board.
	2. If an Executive Board member does not fulfill their respective job as outlined in the Bylaws and job description and declines to step down voluntarily from the request of the Advisor(s), a special membership meeting will be called to review the situation and render a vote regarding termination. Termination will be granted with a two-thirds vote by the membership present.

**ARTICLE VIII – SCHOLARSHIPS**

**Section 1. Governing Body**

The Scholarships Operating Policies and Procedures and its budget will be reviewed annually and revised, as needed, and presented for approval by the Executive Board.

**Section 2. The Scholarship Committee**

* 1. The committee shall consist of the FSC Scholarship Chairperson, Second Vice President, Treasurer, Advisor(s), and others deemed appropriate.
	2. The committee shall select a panel of judges of at least three (3) people independent of the FSC to judge/score applications as to mirror each other.
	3. The committee will determine by score, the recipients, whether they are graduating high school seniors and/or a military spouse(s) for continuing education purposes, and the fund amounts of each award.
	4. The Scholarship Chairperson will coordinate a reception to award the Scholarships.
	5. Dissemination of Scholarships will be the responsibility of the Treasurer and or the Scholarship Chairperson.

**ARTICLE IX—CHARITABLE COMMITTEE**

**Section 1. Governing Body**

 The Charitable Operating Policies and Procedures and its budget will be reviewed annually and revised, as needed, and presented for approval by the Executive Board.

**Section 2. Purpose**

1. The Charitable Committee shall consist of the Charitable Chairperson, Second Vice President, Advisor,
2. Treasurer, Parliamentarian, and others as deemed appropriate.
3. All requests must be submitted to the Charitable Chairperson using the Charitable Request Form, outlining the amount of the request and its purpose as well as who will benefit from the donation.
4. Requests will be researched and reviewed by the Charitable Committee and determined if the request can be met within the policies and procedures of the committee and available funds.
5. All Committee approved requests will be presented to the Board of Governors for approval by vote unless the request is a budgeted line item.
6. Dissemination of Charitable Awards will be the responsibility of the Treasurer.

**ARTICLE X – FISCAL GOVERNANCE**

**Section 1.** This organization is completely self-sustaining, primarily through dues and various fundraising activities. Income will be derived primarily to offset operational expenses and will be used to fulfill the purposes of this organization.

**Section 2. General Account**

1. The General Account will comply with the IRS Code Section 501(c)(4) in regard to receiving money into the General Account.
2. Fundraising activities designed to benefit the General Account will be in compliance with AFI 34-223 and all applicable Private Organization Air Force Instructions and Regulations, as well as the approval of the 92d Air Refueling Wing Commander or designee.
3. Funding for the General Account will come from monthly dues in addition to various designated General fundraising events.
4. The General Account is not tax exempt from WA state tax.

**Section 3. Charitable Account**

1. The Charitable Account will comply with the IRS Code section 501(c)(4) in regard to receiving money into the Charitable Account.
2. Fundraising activities designed to benefit Charitable Account will be in compliance with AFI 34-223 and all applicable Private Organization Air Force Instructions and Regulations, as well as the approval of the 92d Air Refueling Wing Commander or designee.
3. Funding for the Charitable Account will come from 25% of the net profits from the Thrift Shop in addition to various designated Charitable fundraising activities.
4. The Charitable Account is not tax exempt from WA state tax.

**ARTICLE XI – ACCOUNTING POLICIES**

**Section 1. Guidelines**

1. The fiscal year of the FSC shall run concurrent with the Board term and will be from 1 June to 31 May.
2. The General and Charitable books should be closed no later than June 1st. Books are to be audited/reviewed, per AFI 34-223, and in accordance with current Private Organization Guidelines.
3. The outgoing Board of Governors may not financially obligate the incoming Board of Governors.
4. No project to raise FSC funds may be conducted without the approval from the Board of Governors.
5. No part of any monies in the custody of the FSC shall be used to the benefit of, or be distributed to its members or other private persons. Exceptions would be to pay reasonable compensations for services rendered when approved by a simple majority of the Board of Governors, receipt of a Scholarship, reimbursement of FSC expenses, and member services fairs where members are asked to showcase and sell items.
6. The Board of Governors is authorized to approve unbudgeted expenditures not to exceed $250 (Two Hundred Fifty Dollars) for one project at one time without general membership approval.
7. Expenditures exceeding $250 (Two Hundred Fifty Dollars), not covered by the approved budgets, shall be voted on at a business meeting of the general membership.
8. There will be a limit placed on gifts given to departing Board members as outlined in the approved budget. The outgoing President and Advisor(s) will also receive a scrapbook of her/his tenure, compiled by the Historian, PR, and web site chairs.

**Section 2. Dues & Reservations**

1. Dues for active and associate members shall be established by the Board of Governors.
2. Dues are $20 annually, subject to review and revision by the Board of Governors.
3. Annual dues must be paid in full when joining. Members shall pay directly to the Membership and Reservations Chairperson or the Treasurer.
4. New members joining the FSC after 1 January shall pay a prorated amount of half-a-year, $10 dues.
5. Renewal membership must be paid before 1 October. Membership is considered inactive if not paid in full by 1 October.
6. Honorary members shall not be required to pay dues. However, every year they will be required to fill out a new membership form.
7. Prize winners for members-only events must be FSC members in good standing.

**Section 3. Disbursements**

1. The Board of Governors, acting as agent for the General Membership, is authorized to receive and disburse funds and dispose of excess property belonging to the FSC.

(1) The Board of Governors may authorize disbursements of $250.00 or less on any one unbudgeted item.

(2) The General Membership will vote on disbursements of $500.00 or greater on any unbudgeted items.

1. The minimum carryover balance in the General Budget shall be $500.00.
2. The minimum carryover balance in the Charitable Budget shall be $100.00.
3. The Treasurer must account for all monies issued by a written receipt or letter of acknowledgment (to include name of organization, date of receipt, and amount received).

**Section 4. Budget**

1. The Budget Committee shall be chaired by the Treasurer and consist of the Executive Board.
2. Each Elected Officer and Standing Committee Chairperson will prepare and submit annual budget requirements to the Treasurer prior to the March Board meeting.
3. The General, Charitable, and Scholarship Budget shall be prepared by the Budget Committee and approved by the Board of Governors. They will be posted on the website and/or emailed 7 days prior to the May business meeting, and voted on at said meeting.
4. The President may call a Budget meeting to review the budgets as needed.

**Section 5. Recordkeeping**

1. The Treasurer will prepare an income and expense statement monthly, using either the cash or accrual method of accounting.
2. The Treasurer will maintain a balance sheet of total assets at any given time.
3. The Treasurer will review Form 990, *Return for an Organization Exempt from Tax*, prior to its being filed with the IRS.
4. At the end of the fiscal year (May 31) the following **must** be done:

3) The Treasurer must file a 990-N (e-postcard) with the IRS prior to Oct 15.

a) A 990-N (e- postcard) may be filed if gross receipts normally are not more than $25,000.  (This 990-N requirement took effect with fiscal years beginning after Dec 31, 2006.)

4) The President, Parliamentarian, and Treasurer must each file the appropriate paperwork with the 92d Force Support Squadron Private Organization office for year-end that includes Point of Contact List, Income Statements, Insurance Waiver Request, Certification of Member Liability & Active Member Acknowledgement, and Constitution & Bylaws Review at least biennially.

**ARTICLE XII – FSC PROPERTIES**

**Section 1. Property**

All items bought with FSC funds shall be considered FSC property. The committee member responsible for said property shall inventory property, and the inventory list will be turned into the appropriate Vice President no later than May. Any FSC property borrowed by a FSC member shall be returned in the same condition as borrowed. The FSC items are stored at the Fairchild Thrift Shop.

**Section 2. Dissemination**

The President, in conjunction with the Advisor(s), at her/his discretion, may disseminate FSC property, valued at no more than $50 through appropriate means. The Board of Governors may disseminate FSC property valued over $50 by majority vote.

**ARTICLE XIII– COPYRIGHTS AND OBLIGATIONS**

**Section 1. Copyrights**

The use of copyrights of the FSC logo shall be at the discretion of the President and the Executive Board.

**Section 2. Obligations**

No individual member of the FSC may obligate or use the FSC name without approval of the Board of Governors.

**ARTICLE XIV – DISSOLUTION**

**Section 1. Procedure**

Dissolution of this organization shall be by a majority vote of the membership or by the order of the 92d Air Refueling Wing Commander or designee. The Executive Board will notify the 92d Force Support Squadron Private Organization Officer or designee in writing of its intent to dissolve and will prepare a time-phased action plan to do so.

 **Section 2. Disposition of Assets**

Upon dissolution of this organization, the assets in excess of liabilities shall be disposed of in accordance with pertinent Air Force and base instructions. Remaining Charitable assets shall be donated to a charity or non-profit organization, as detailed in the Bylaws, and approved by a majority of the members and the 92d Air Refueling Wing Commander or designee.

**Section 3. Liabilities**

This article may not be amended or deleted without the approval of the 92d Air Refueling Wing Commander or designee. In the event that liabilities or obligation of the FSC shall exceed its assets, the FSC shall be obligated and shall ensure that such liabilities are discharged.

**ARTICLE XV– AMENDMENTS AND ADOPTION**

**Section 1. Amendments**

1. The Bylaws shall be reviewed annually no later than March by the Constitution and Bylaws Review Committee which consists of the Executive Board and led by the Parliamentarian.
2. The Bylaws may be changed, revised, or adopted at a Board of Governors’ meeting by a two-thirds (2/3) affirmative vote of the Board of Governors and becomes effective immediately. If passed, the Bylaws must be announced to the general membership at the next membership meeting.
3. Bylaws and Amendments to the Bylaws must be reviewed by the Staff Judge Advocate and approved by the 92d Air Refueling Wing Commander or designee. Bylaws will be reviewed in accordance with AFI 34-223.

**Section 2. Adoption**

Once approved and signed by the 92d Air Refueling Wing Commander or designee, the adoption nullifies any previous Bylaws of the FSC.

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Date President, FSC

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Date Parliamentarian, FSC

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Date Commander, 92d Air Refueling Wing Commander

Fairchild AFB WA or designee