

HILL SPOUSES' CLUB (HSC)

BY-LAWS

The following will be followed to the best of the ability of the Board of Governors (BOG) and HSC, with unforeseeable conditions as voted by the BOG for any changes necessary to the schedule/guidelines.

PURPOSE

The purpose of this organization is to organize, develop, and sponsor social, cultural, and welfare activities while fostering the traditions of the United States Air Force. The organization is organized exclusively for philanthropic and social purposes under 501(C)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code. Individual members will not have any proprietary interest in the HSC but will derive benefits from participation in functions presented by this organization.

ARTICLE I – MEMBERSHIP

Request for membership will be made through the Membership Chairperson of the Hill Spouses' Club (HSC). All members are jointly and severally liable for the obligations of the HSC.

Membership in this organization is dependent upon paying dues and holding a valid military/DOD identification card classified as follows:

SECTION 1: Active:

a. Eligibility:

1. Spouses of active duty members of the Armed Services.
2. Spouses of members of the Military Reserve.

b. Status: Active members are entitled to all the privileges and benefits of full membership, including the right to vote and hold office.

SECTION 2: Associate:

a. Eligibility:

1. Spouses of Air National Guard, international military personnel, and DoD civilian members and retired military members
2. Armed Services members' widows or widowers who reside in the vicinity of Hill Air Force Base.

b. Status: Associate members are entitled to all the privileges and benefits of membership. They may hold any position with the exception of President or First Vice President.

SECTION 3: Honorary:

a. Eligibility:

1. Widows and widowers whose spouses were on active duty at the time of death may become honorary members for a period of up to one year. After the one-year period, they have the option to become an associate member.
2. The HSC President or Honorary Advisor may, with the approval of the Board of Governors, invite distinguished persons to be honorary members for a one-year period.

3. Any retired General Officer's spouse who resides in the area is extended an honorary membership.
4. Members of the Armed Services, providing they do not qualify for active membership in the HSC as decided by the BOG.

b. Status: Honorary members will be assessed no dues for one year. After the one-year period, they may have the option to become an associate member. They may not vote or hold office.

SECTION 4: Termination of membership will occur automatically upon:

- a. Permanent departure of the member from this area.
- b. Written letter of resignation or email to the HSC BOG.
- c. Membership eligibility no longer exists.
- d. Failure to renew.
- e. Denial or withdrawal of membership under conditions prescribed by and voted upon by the BOG.

SECTION 5: Guests:

- a. All newcomers eligible for membership may attend one social function and one special activity before joining the HSC. If the newcomer declines membership then he/she may not participate in any subsequent HSC-sponsored general membership meeting or special activities until joining the club.
- b. The President or Honorary Advisor may invite guests on behalf of the HSC.
- c. Adult guests not eligible for HSC membership may attend two HSC functions excluding those designated for "members only." Visiting relatives of HSC members and those who reside temporarily with a member may attend all functions as guests. Members are responsible for ensuring payment of their guests' financial obligations. The Executive Board may limit the number of guests as deemed necessary.
- d. The membership has first priority for reservations. Therefore, the BOG may limit guests during those activities that may be over-booked.

ARTICLE II –NOMINATION AND ELECTION OF OFFICERS

SECTION 1: Nominating Committee: This committee is charged with identifying qualified nominees for the positions of elected officers to include the President, First Vice President, Second Vice President, Executive Secretary, General Treasurer, and Welfare Treasurer.

- a. The Nominating Committee will include one or more Honorary Advisors and the Parliamentarian. It may also include any other HSC member who wants to be a part of the committee as long as the committee does not exceed ten (10) members. The Parliamentarian will chair the committee.
- b. Members of the Nominating Committee may become nominees for any office. However, they must resign from the committee once they accept a nomination.
- c. The Nominating Committee will present a slate of candidates to the general membership at the April general membership meeting.
- d. At the April general membership meeting, nominations may be made from the floor, with prior consent of the nominee(s).

SECTION 2: Elections:

- a. The election of officers will be held by secret ballot at the May general membership meeting. If the positions are uncontested, the election will proceed by acclamation.
- b. If ballots are required, they will be prepared and distributed to the active and associate members only. Absentee ballots will be made available prior to the May general membership meeting.
- c. If there are three (3) or more nominees for a given office, a plurality of the general membership will elect said candidate rather than a majority. (As an example three (or more) nominees, the nominee with the most votes (a plurality), but not necessarily a majority will win the election)
- d. The Nominating Committee will count the ballots. Ballots and tabulation sheets will be destroyed not sooner than 48 hours after the election. The count of ballots will not be divulged.
- e. The President's ballot will be used in case of a tie vote.

SECTION 3: Term of Office:

- a. Term of office is 30 June to 15 June.
- b. If an officer of the board resigns, the President, with approval from the Executive Board, may appoint a replacement.
- c. Office terms are limited to two (2) consecutive years within the same position unless approved by the Executive Board.

ARTICLE III – DUTIES OF OFFICERS

SECTION 1: Honorary Advisors and Advisors:

- a. Honorary Advisors and Advisors may vote at general membership meetings and in general elections. However, they may request motions or actions during board proceedings.
- b. Honorary Advisors: The Spouse of the Commander of the 75th ABW serves as the primary advisor to the BOG of the HSC concerning plans and policies and, in all matters, affecting the welfare of the membership.
- c. Another advisor may assist the primary advisor, she/he may assume the duties of the primary advisor in her/his absence.
- d. The Honorary Advisors, or their designated representatives, may be an ex officio member of all committees.

SECTION 2: Elected Officers:

- a. The President will:
 1. Preside at all meetings of the HSC and BOG and perform all duties pertaining to the office.
 2. Appoint a Parliamentarian.
 3. Appoint all chairpersons of standing committees, special committees, and representatives with the majority approval of the Executive Board.
 4. Serve as an ex officio member of all committees except the Nominating Committee.
 5. Co-sign checks for expenditures of the HSC with any of the following Vice Presidents, General Treasurer, Welfare Treasurer, secretary or socials/programs as necessary.
 6. Review and sign all audit reports and attend audit meetings as necessary.
 7. Serve as a voting member of the Thrift Shop Board or appoint a representative.

b. The First Vice President will:

1. Assist the President; assume his/her duties in his/her absence. Succeed to the office of HSC President in the event of his/her disability or resignation.
2. Perform additional duties as may be delegated by the President.
3. Assume the duties of the Parliamentarian in his/her absence.
4. Assume the duties of Second Vice President in his/her absence.
5. Oversee the committee chairpersons listed in the First Vice President's job description as well as have emails and passwords for committee's club emails.
6. Co-sign checks for expenditures of the HSC with any of the following President, General Treasurer, or Welfare Treasurer, Secretary and Socials/Programs as necessary.

c. The Second Vice-President will:

1. Assume the duties of the First Vice President in his/her absence. If the First Vice President is disabled or resigns, the Second Vice President may choose to assume that office upon approval of the President and the Executive Board. He/she may also choose to remain as Second Vice President.
2. Receive and Present Welfare Requests
3. Perform such additional duties as may be delegated by the President.
4. Coordinate and assume responsibility for all welfare fundraising projects, Oversee committee chairperson listed in job description as well as have emails and passwords for committee's club email.
5. Become familiar with AF fundraising policies regarding Private Organizations as outlined in AFI 34-223.
6. Co-sign checks for expenditures of the HSC with any of the following President and Welfare Treasurer as necessary.

d. The Executive Secretary will:

1. Record and present the minutes of all regular, special, and Executive Board meetings of the BOG.
2. Have custody of, and assist the President in maintaining, all administrative records of the club.
3. Distribute monthly board meeting minutes via email and/or posting on board in The Landing, the Hill AFB Club. Provide a copy to Base Services.
4. Perform such additional duties as may be delegated by the President.
5. Co-sign checks for expenditures of the HSC with any of the following President, General Treasurer, or Welfare Treasurer, Secretary and Socials/Programs as necessary.

e. The General Treasurer will:

1. Assume responsibility of the general account. Receive and disburse all general funds belonging to the HSC, keeping records in accordance with good accounting practices.
2. Maintain a seven (7)-year back file of all HSC general financial records.
3. Co-sign checks with any of the following First Vice President, President, secretary, socials/programs.
4. Present a monthly financial statement at the monthly BOG meeting. Provide copies for the BOG and the Services Operation Officer at the end of the fiscal year August 1 to July 31.

5. Provide monthly financial statements to the general membership via email and/or publishing to the website and the club.
6. Present the books for review to a qualified volunteer designated by the BOG at the following times: expiration of Treasurers' term of office, resignation of Treasurer, request of the 75th Air Base Wing Mission Support Group Commander or the HSC President.
7. Act as chair of the General Budget Committee.
8. Perform the duties of the Welfare Treasurer in his/her absence with the exception of co-signing checks from the welfare account.
9. File IRS Tax information no later than November every year.
10. Pay the HSC Insurance by December 15 for a January renewal in conjunction with the Welfare Treasure.
11. Perform such additional duties as may be delegated by the President.

f. The Welfare Treasurer will:

1. Assume responsibility of the welfare account. Receive and disburse all welfare funds belonging to the HSC, keeping records in accordance with good accounting practices.
2. Maintain a seven (7)-year back file of all HSC welfare financial records.
3. Co-sign checks with the Second Vice President or the President.
4. Present a monthly financial statement at the monthly BOG meeting. Provide copies for the BOG and the Services Operation Officer.
5. Provide monthly financial statements to the general membership via email and/or publishing to the website and the club.
6. Present the books for review to a qualified volunteer designated by the BOG at the following times: expiration of Treasurer's term of office, resignation of Treasurer, request of the 75th Air Base Wing Mission Support Group Commander or the HSC President.
7. Perform the duties of the General Treasurer in his/her absence with the exception of co-signing checks from the general account.
8. Assume the office of General Treasurer in the event of his/her disability or resignation.
9. Pay the HSC Insurance by December 15 for a January renewal in conjunction with the General Treasure.
10. Perform such additional duties as may be delegated by the President.

SECTION 3: Appointed:

a. The Parliamentarian will:

1. Advise the President, BOG, and members on points of order and proper procedure according to the Constitution, By-Laws, and the latest edition of Robert's Rules of Order. Be familiar with and advise on requirements of AFI 34-223 and AFI 36-3103.
2. Attend and moderate Budget and Bazaar Meetings.
3. Chair a review of the Constitution and By-Laws biannually as required by AFI 34-223, when the purpose of the HSC changes, or upon the direction of the BOG. Keep current copies of both and provide to board members.
4. Serve as a non-voting member of the Executive Board and the BOG.
5. Count votes with the help of the President at all HSC meetings.
6. Conduct telephone or e-mail votes at the direction of the President.

7. Serve as chairperson of the Nominating Committee.
8. Install the elected officers of the Executive Board.
9. Serve as the coordinator of protocol for the HSC.
10. Keep current copies of the HSC job descriptions. Request annual updates from board members and revise descriptions accordingly.

ARTICLE IV – DUTIES OF THE BOARD OF GOVERNORS (BOG)
(See appendix E Duties of the BOG)

SECTION 1: The BOG will be responsible for the organization, direction, and operation of the club.

SECTION 2: The BOG will meet at a time and place designated by the President.

SECTION 3: BOG decisions require approval by a simple majority of the board members eligible to vote. Two-thirds (2/3) of the voting members must be present to transact business.

SECTION 4: Resignations must be submitted in writing to the President.

SECTION 5:

- a. Members of the BOG who miss three board meetings without notification or sending a designee will be considered as having vacated that position.
- b. Are expected to be an involved active member of the club such as attending socials and special activities (to the best of their abilities)

SECTION 6: Every BOG member must maintain accurate and current records pertaining to their office as well as a description of their duties. At the end of the board year, or before they leave office, they will pass this information on to their successor(s) or the Parliamentarian.

SECTION 7: The BOG may issue Standing Rules to govern the day-to-day operation of the Hill Spouses' Club, provided they are consistent with the Constitution and By-Laws.

ARTICLE V – COMMITTEES AND REPRESENTATIVES

SECTION 1: Standing Committees: With the approval of the elected officers, the President may appoint chairpersons for the Standing Committees as needed to run the club. The President may also establish additional or eliminate existing Standing Committees as deemed necessary by the BOG. Committees may be co-chaired. Each Standing Committee has one vote.

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| a. International Spouses | f. Scholarships | k. Marketing |
| b. Membership | g. Bazaar Director | l. Social Media |
| c. Member at Large | h. Special Activities | m. Photographer/Historian |
| d. Fundraising Chair | i. Ways & Means | |
| e. Socials/Programs | j. Welcome/Hail and Farewell | |

**Refer to appendix C Flow Chart and appendix D Job Descriptions

SECTION 2: Budget Committee:

- a. The Budget Committee will consist of the following officers: President, General Treasurer, Welfare Treasurer, Executive Secretary, the Advisory board or its representative, the Parliamentarian, Bazaar Director, and Programs Chair. The General Treasurer will chair the committee. The Vice Presidents as well as Marketing or other committees may attend depending on the year.
- b. Standing Committee chairpersons will submit recommendations regarding allocation of funds for their committees during the new board year to the current General Treasurer by the Changeover Board meeting.
- c. The Budget Committee will meet as soon as possible after the Changeover Board meeting to develop a proposed budget for the new board year. They will present the budget to the entire board at the earliest possible regular monthly board meeting.
- d. After board approval, the proposed budget will be presented to the general membership, posted for not fewer than twenty-five (25) days, and voted upon by the membership at the next designated general membership meeting.

SECTION 3: Nominating Committee: The HSC will form a committee to identify qualified nominees to hold elected office. See Article II, Nomination and Election of Officers, for more detail.

SECTION 4: Welfare Committee:

- a. The Welfare Committee will consist of the President, Second Vice President (Welfare), Welfare Treasurer, Executive Secretary, the Advisory Board or its representative, and the Parliamentarian. The Welfare Treasurer will chair the committee.
- b. The Welfare Committee will annually review the HSC criteria concerning charitable donations and make any recommendations for revisions to the BOG.

SECTION 5: Scholarships Committee:

- a. Scholarship applications shall be reviewed and judged within 1 month of receiving by an outside source with a minimum of 3 Judges Overseen by the Scholarship Chair/committee and the Vice President of Welfare. At least 1 active duty member.
- b. Confirmation must be mailed/Emailed upon receipt of the application.
- c. Individual who serve as scholarship chair or committee cannot apply during the year they hold the position nor may their dependents.
- d. Judging will be finalized by the May social.
- e. Winners will be awarded in May.
- f. Checks paid to school by August

ARTICLE VI – MEETINGS

SECTION 1: Meetings:

- a. The President will designate a time for the BOG to meet.
- b. Business and general membership meetings shall be held monthly or as needed.
- c. The President may call special meetings.
- d. Two-thirds (2/3) of the members of the BOG must be present to conduct business at a board meeting.

e. Four (4) members of the Executive Board must be present to conduct business at an Executive Board meeting.

ARTICLE VII – DUES AND FINANCES SECTION

SECTION 1: Dues:

- a. Dues of active and associate members will be assessed at the beginning of each year by the Budget Committee. Any recommended changes will be brought to the BOG for approval. They are then voted on by the membership at a regular or special general membership meeting. The new dues will take effect immediately when a majority of the BOG vote to approve.
- b. In the event of delinquent dues/outstanding debts, membership privileges will be suspended until dues are paid and/or all debts are cleared.

SECTION 2: General Treasury:

- a. The General Fund of the HSC will be used for club expenses, programs, and service activities. The monies will be collected from advertising fees, dues, Fundraisers and Ways & Means activities. Ways & Means activities include sales of merchandise and drawings of chance (With Approval).
- b. Unbudgeted expenditures up to \$500 shall be approved by the BOG. Upon recommendation by the BOG, unbudgeted expenditures over \$500 shall be presented to the general membership for approval.
- c. The HSC will carry over to the next board year no less than \$1,500 for the General Fund.

SECTION 3: Welfare Treasury:

- a. The Welfare Fund of the HSC will be used to distribute scholarships to worthy candidates and/or to make charitable donations to eligible organizations. The monies will be generated from donations and fund-raising functions approved by the BOG.
- b. Unbudgeted expenditures up to \$500 shall be approved by the BOG. Upon recommendation by the BOG, unbudgeted expenditures over \$500 shall be presented to the general membership for approval.
- c. The HSC will carry over to the next board year no less than \$1350 for the Welfare Fund.

SECTION 4: Fiscal Year: The fiscal year will begin 1 August and end 31 July.

ARTICLE VIII – AMENDMENTS

Proposed amendments to the By-Laws will be presented in writing, signed by five active or associate members, to the BOG for approval. Upon approval by the BOG and the 75th Air Base Wing Commander or the 75th Mission Support Group CC (for compliance with Air Force directives including AFI 34-223, AFI 36-3101, Private Organization Program), such proposed amendments will be posted for no fewer than twenty-five (25) days prior to a vote by the membership. The By-Laws may be amended or revised at any regular or special general membership meeting by a two-thirds (2/3) vote of the membership present.

Sarah Mummert
President 2020-2021
Hill Spouses' Club

Ashley Claude
Parliamentarian 2020-2021
Hill Spouses' Club