

BEALE AIR FORCE BASE ENLISTED SPOUSES'

CLUB BYLAWS

Section 1.01 - Responsibilities

Members are responsible for informing the Membership Chairman of any change in membership status.

Section 1.02 - Active Members

- a) Spouses of enlisted active duty members assigned to Beale AFB.
- b) Spouses of enlisted active duty members deployed/remote at bases other than Beale AFB.
- c) Spouses of enlisted active reserve and guard military members.

Active members shall pay dues and receive all privileges of voting, holding elective and appointed offices, and participating in the conduct of all BESC affairs.

Active members whose military sponsor's rank is E-5 or below will pay annual dues equivalent to semi-annual membership and receive all voting, holding elective and appointive offices, and participating in the conduct of all BESC affairs. For dues structure, see Article 6, Dues and Finances

Section 1.03 - Associate Members

- a) Spouses of retired enlisted members.
- b) Spouses of decreased enlisted members.
- c) Enlisted active duty members married to enlisted active duty members.

Associate members shall pay dues and may hold elected positions or chair committees. However, associate members may not constitute more than 40 percent of the board.

Section 1.04 - Honorary Membership

Honorary membership may be extended by the President and with the approval of the Advisors and Board of Governors. Honorary members may not vote, hold elected office, or chair committees.

Section 1.05 - Other Membership

Persons not falling into these categories may petition the Executive Board in writing for membership consideration. These petitions must be approved by the Board of Governors.

Section 1.06 - Guests

Guest attendance shall be of the following:

- a) Individuals who are eligible to be members of the BESC may attend only one (1) function prior to becoming a member. (See Article 1, Sections 1.02, 1.03, 1.04, and 1.05.) Such guest shall be responsible for paying any charges associated with attending the function and any applicable surcharges.
- b) Individuals who are bona fide guests of a BESC member and not eligible for membership. (See Article 1, Section 1.2, 1.03, 1.04, and 1.05.)
- c) Guests are subject to limitations as stated in the Standing Rules

Section 2.01

All Officers shall discharge their duties responsibly, attend required meetings and activities, follow the Parliamentary Authority guidelines, and be a positive representative of the BESC. Elected members of the board are not permitted to designate a representative to vote for them in the event of their absence.

President

- a) Will preside at all general membership, executive board, and board of governors' meetings.
- b) Appoints the Parliamentarian and committee chairmen.

- c) Understands and can explain the duties of all committee chairmen.

Will provide in writing the job description to each board and committee member.

- d) Serves as the ex-officio member of all committees except the nominating committee.
- e) With advisors' approval, appoints replacements for any Board vacancies.
- f) Represents the BESC at Beale AFB events when warranted. May appoint someone to be the BESC liaison when he/she cannot be present.
- g) Has authority to countersign all BESC checks.
- h) May assign special BESC committees as needed.
- i) Keeps Vice- Presidents and Advisors informed on all aspects of BESC business.
- j) May not make a motion or amendment, or vote at board meetings unless to break a tie. In this case, the president will cast the deciding vote. The president may vote in elections.
- k) Ensures that board and committee members prepare monthly activities and/or financial reports.
- l) Prepares the board report for the position of President for Board of Governors meetings. Ensures that everyone on the board receives a copy of the report.
- m) Personally welcomes Advisors.
- n) Purchases end of year gifts for board members and advisors when funds are available and budgeted.
- o) Reviews and signs all tax forms.
- p) Is elected to serve one year, but may serve no more than 2 consecutive years.

First Vice President

- a) Assumes Presidency if at any time the President is unable to complete the full term of office. Performs duties of President in his or her absence.
- b) Prepares the board report for the position of First Vice President for Board of Governors meetings. Ensures that everyone on the board receives a copy of the report.
- c) Has authority to countersign checks.
- d) Coordinates and/or serves as ex-officio member of committees as determined by President.

- e) Serves on the Constitution Committee, the Operations Budget Committee, Welfare Budget Committee, and the Airman's Attic Advisory Council.
- f) Oversees the following positions committees: Welfare, Newsletter, Ways & Means (Operations), Special Activities, and any other committees as delegated by President.
- g) Monitors/Maintains volunteer hours to support local recognition programs.
- h) Assists manager of the Airman's Attic with operations, activities, and the recruitment of volunteers.
- i) Takes minutes at meetings in absence of secretary and provides handwritten minutes to secretary for typing and distribution.
- j) Reads new mail at board meetings.
- k) Purchases gift for outgoing President when funds are available and budgeted.
- l) Is elected to serve one year, but may serve no more than 2 consecutive years.

Second Vice President

- a) Performs the duties of the First Vice in his or her absence.
- b) Assists President and performs duties as may be delegated by the President.
- c) Prepares the board report for the position of Second Vice for Board of Governors meetings. Ensures that everyone on the board receives a copy of the report.
- d) Serves on the Constitution Committee, the Operations Budget Committee, Welfare Budget Committee, and the Airman's Attic Advisory Council.
- e) Ensures all inventories of materials and equipment are kept current and submits an updated annual report in June with the help of the Operations Treasurer.
- f) Oversees the following committees: Functions/Programs, Historian, Membership, Reservations, Hospitality, Publicity, and Member- at-Large.
- g) Is elected to serve one year, but may serve no more than 2 consecutive years.

Secretary

- a) Is custodian of permanent records of the BESC.

- b) Records the meeting minutes of all general, special, executive board, board of governors, and any other meetings as determined by the President
- c) Conducts all correspondence with members, other individuals, and agencies necessary in the conduct of all BESC business.
- d) Prepares the minutes from previous month's Board of Governors meeting and general meeting for the current month's Board of Governors meeting. Ensures that everyone on the board receives a copy of the report.
- e) Provides a copy of all approved minutes and financial reports for the entire board year and submits it no later than April 30th and *lor* when required to 9 SVS/SVF.
- f) Files approved minutes, financial reports, and other board reports in the club's permanent file.
- g) Collects, dates, reviews, prioritizes and distributes mail on a weekly basis.
- h) Mails pertinent information to members who do not have email.
- i) Serves on the following committees: Constitution, the Operations Budget, and the Welfare Budget.
- j) Assists President and performs duties as may be delegated by the President. .
- . k) Serves as the purchasing agent.
- l) Is elected to serve one year, but may serve no more than 2 consecutive years.

Operations (Ways and Means) Treasurer

- a) Accepts financial records by signing audit review from previous Operations Treasurer.
- b) Receives, records, and disburses all monies, to include membership dues, of the Operations (Ways and Means) Fund.
- c) Presents a written board report on the status of the Operations Fund at each Board of Governors meeting. Ensures that everyone on the board receives a copy of the report.
- d) Prepares a consolidated financial statement for the entire board year and submit it no later than April 30th and *lor* when required to the Secretary to be forwarded to 9 SVS/SVF. May be asked at any time to provide financial statements.
- e) Be a signatory for checks. Will have President, First Vice or Welfare Treasurer co-sign all checks.

- f) A financial review/audit of the BESC fund will be done in accordance with AFI 34-223 upon completion of the board year. In the event that the Operations Treasurer does not complete his/her term of office, the records will be reviewed/audited before being turned over to his/her successor.
 - g) Shall arrange for and obtain an annual federal and state tax return forms and ensure tax returns are filed.
 - h) Assists the Second Vice President in ensuring that all inventories of material and equipment are kept current and submits updated report to June board meeting.
 - i) Chairs the Operations Budget Committee. With the assistance of the committee, prepares the operating budget recommendations for the following board year. This should be accomplished in April of each board year, however if warranted, it may be reviewed by the committee in December. Presents recommended budget to the board of governors for their approval in May, then to the general membership at the start of the new board year.
 - j) Performs duties of Welfare Treasurer in their absence. k) Serves on the Constitution Committee.
- 1) Is elected to serve one year, but may serve no more than 2 consecutive years.
- a) Accepts financial records by signing audit/review from previous Welfare Treasurer.
 - b) Receives, records, and disburses all monies of the Welfare (Charitable) Fund.
 - c) Presents a written board report on the status of the Welfare Fund at each Board of Governors meeting. Ensures that everyone on the board receives a copy of the report.
 - d) Prepares a consolidated financial statement for the entire board year and submits it to the Secretary no later than April 30th and/or when required to the Secretary to be forwarded to 9 SVS/SVF. Maybe be asked at any time to provide financial statement.
 - e) Be a signatory for checks. Will have President, First Vice or Operations Treasurer co-sign all checks.
 - f) A financial review/audit of the BESC fund will be done in accordance with AFI 34-223 upon completion of board year. In the event that the Welfare Treasurer does not complete his/her term of office, the

records will be reviewed/audited before being turned over to his/her successor.

- g) Shall arrange for and obtain an annual federal and state tax return forms and ensure tax returns are filed.
- h) Chairs the Welfare Budget Committee. With the assistance of the committee, prepares the operating budget recommendations for the following board year. This should be accomplished in April of each board year, however if warranted, it may be reviewed by the committee in December. Presents recommended budget to the board of governors for their approval in May, then to the general membership at the start of the new board year.
- i) Performs duties of Operations Treasurer in their absence.
- j) Serves on the Constitution Committee.
- k) Is elected to serve one year, but may serve no more than 2 consecutive years.

Parliamentarian

- a) Is the custodian and official interpreter of the Constitution, Bylaws, and Standing Rules. Shall ensure that Robert's Rules of Order are being followed at all meetings. Assures revisions to Constitution and Bylaws are made in accordance with Parliamentary procedures.
- b) Serves as Chair of Nominating Committee unless seeking an elected office in which case a replacement will be appointed by Honorary President or designee.
- c) Prepares ballots in advance of an election and conducts election.
- d) Shall act with Advisors as the BESC liaison with the Base Legal Office.
- e) Serves as a non-voting member of the Executive Board and Board of Governors.
- f) Shall obtain updated job description from each board member prior to chairing nomination committee each year.

- g) Chairs the Constitution and By-laws Review Committee(s) every other year or as needed and ensures the distribution to all applicable agencies for approval.
- h) Shall be responsible for providing copies of the Constitution, Bylaws, and Standing Rules to new officers and members upon request.
- i) Presents a written board report at each Board of Governors meeting.
- j) Ensures that everyone on the board receives a copy of the report.
- k) Performs duties as may be delegated by President. k) Shall determine a quorum and oversee all voting.

1) Conducts telephone votes as directed by President.

m) Is appointed by President to serve a term of 1 year, but may serve no more than 2 consecutive years.

Section 2.03 - Termination of Board Member/Chairmen is by:

- a) Election of new officers.
- b) Resignation notification submitted in writing to President or designee.
- c) Failure to discharge duties of office.
- d) Termination of BESC membership.

The committees of the BESC shall be: standing, budget, nominating, constitution, scholarship (if funds are available and budgeted), and special. All committee members shall discharge their duties responsibly and be a positive representative of the BESC.

Section 3.01 - Standing Committees

The standing committees of the BESC shall be listed in the Standing Rules. Chairmen of Standing Committees may vote at Board of Governors' meeting. In the event of her/his absence at a Board of Governors meeting, the chair may designate a member of his/her committee to act as a representative.

Section 3.02 - Budget Committees

The budget committees consist of the Operations Budget Committee and Welfare Budget Committee.

Operations Budget Committee

- a) The Operations Treasurer chairs this committee.
- b) Members of this committee shall consist of the President, the Advisors, First Vice President, Second Vice President, Secretary, and any other persons deemed necessary by the President.
- c) In April of each board year, the committee will prepare and present recommendations for operations budget to board for their approval in May. However, if the President determines that it is necessary, it may be reviewed by the committee in December or January of the new board year.

- d) The annual operations budget will be presented to the general membership at the start of the new board year.

Welfare Budget Committee

- a) The Welfare Treasurer chairs this committee.
- b) Members of this committee shall consist of the President, the Advisors, First Vice President, Second Vice President, Secretary, and any other persons deemed necessary by the President.
- c) In April of each board year, the committee will prepare and present recommendations for operations budget to board for their approval in May. However, if the President determines that it is necessary, it may be reviewed by the committee in December or January of the new board year.
- d) The annual operations budget will be presented to the general membership at the start of new board year.

Section 3.03 - Nominating Committee

- a) The Parliamentarian chairs this committee.
- b) The members of this committee shall consist of the Parliamentarian, and no less than 4 members-at-large. With the approval of the Board of Governors, the Parliamentarian shall select a committee. The members-at-large cannot be a candidate for an elected position. The Honorary President shall serve as an advisor to the nominating committee.
- c) Should the Parliamentarian become a candidate for office, the Honorary President shall appoint a replacement to chair this committee.
- d) A Nominating Committee member must resign upon becoming candidate for office. Such member will be replaced by Nominating Committee.
- e) The chairperson of the Nominating Committee shall present the slate of candidates to the Board of Governors and then to the membership at the general membership meeting. This will occur at least one month prior to the election which will be held at April's general membership meeting. During this meeting, nominations from the floor will be asked for and accepted. At the conclusion of this meeting nominations are closed. Prior consent must be obtained from all nominees.
- ±) The chairperson shall post the list of candidates at Reece Point Club and submit the list to the Editor of the BESC's newsletter.

- g) Parliamentarian conducts election at April's general membership meeting. Newly elected officers are announced at the conclusion of this meeting.

Section 3.04 - Constitution Committee

- a) The Constitution Committee meets and reviews constitution every other year or as needed.
- b) The Constitution Committee shall consist of the President, the Advisors, First Vice President, Second Vice President, Secretary, Operations Treasurer, Welfare Treasurer, and Parliamentarian.
- c) The Parliamentarian shall chair this committee. In the Parliamentarian's absence, the President shall chair this committee.
- d) The committee reviews and recommends changes to constitution, if any, and presents any changes to the board for their approval. After board approval, the proposed changes need to be posted for at least 20 days prior to general membership vote.
- e) Parliamentarian is responsible for forwarding revised constitution to appropriate agencies.

Section 3.05 - Scholarship Committee

- a) Committee exists only if funds are available and a budget is established for scholarships.
- b) President shall appoint a chairperson.
- c) Scholarship guidelines shall be reviewed annually by the Scholarship Committee and approved by the President, the Advisors, and First Vice President.
- d) No BESC member may serve on the selection committee.
- e) The Scholarship Chair shall coordinate the selection committee.
- f) Presents a written board report on the status of the committee at each Board of Governors meeting. Ensures that everyone on the board receives a copy of the report.

Section 3.06 - Special Committees

Special Committees are formed by the President, as deemed necessary, with the approval of the board of governors. These committees cease to exist after need for committee has been fulfilled. These committees shall present a written board report at each Board of Governors meeting ensuring that everyone on board receives a copy of the report.

The President shall sign all BESC contracts. In the event the President is unable to sign a contract, they will appoint a board member to act as a signor in his/her absence.

ARTICLE 5 - NOMINATIONS, ELECTIONS AND VOTING

Section 5.01 - Nominations

- a) The chair of the Nomination Committee shall be the Parliamentarian, who shall with approval of the Board of Governors, select a committee of no less than 4 members-at-large. The members-at-large cannot be a candidate for an elected position. The Honorary President serves as an advisor to this committee.
- b) The Nominating Committee shall nominate at least two candidates, with the candidates' approval, for elective office whenever possible.
- c) The Nominating Committee shall meet in February and as needed to prepare slate of nominees for the chair to present to the Board of Governors and then to the general membership at a regular meeting in March, one month prior to elections in April. During this meeting, nominations from the floor will be asked for and accepted. At the conclusion of this meeting, nominations are closed. Prior consent must be obtained from all nominees.
- d) Candidates must be an Active Member, in good standing and current in dues.
- e) The chairperson shall post the list of candidates at Reece Point Club and submit the list to the editor of the BESC's newsletter.
- f) Nominations will accepted for the following elected positions:

President

First Vice President Second Vice President Secretary

Operations Treasurer Welfare Treasurer

Section 5.02 - Elections

- a) The election of officers shall be held at the April's general membership meeting and shall be by secret ballot unless the position

is uncontested in which case a vote by acclamation may be taken in lieu of a secret ballot.

- b) Ballots shall be prepared and distributed only to active and associate members in good standing and current in dues. The Nominating Committee shall then collect and count ballots.
- c) Absentee ballots shall be made available from the Membership Chair.
- d) The candidates receiving the majority of the votes, two thirds, shall be elected.
- e) Prior to the closing of the polls, the Honorary President shall deposit a sealed ballot in the ballot box to be used in case of a tie. The vote shall only be counted in the event of a tie.
- f) The ballots will be opened and tallied and the results announced by the Nominating Committee.
- g) The Parliamentarian or the Honorary President shall keep the ballots for a period of one month after the election. The ballots will then be destroyed.
- h) Officers shall serve for a term of one year.
- i) Officers shall be installed at the general membership meeting in May.
- j) Officers shall assume their duties at the June Board of Governors meeting.

Section 5.03 - Voting

- a) The election of officers shall be held at the April general membership meeting and shall be by secret ballot unless the position is uncontested in which case a vote by acclamation may be taken in lieu of a secret ballot.
- b) Prior to the closing of the polls, the Honorary President shall deposit a sealed ballot in the ballot box to be used in case of a tie. The vote shall only be counted in the event of a tie.
- c) In the event that a vote of the Board of Governors needs to be conducted before the next scheduled board meeting, the President will instruct the Parliamentarian to conduct a telephone vote.

Section 6.01 - Dues

Dues for Active and Associate members shall be as follows:

E-6 through E-9, Retired, and Associate members - \$10.00 for 6 months or \$20.00 for a year. A change in the amount of annual dues must be voted on by the Board of Governors and the general membership.

Operational Finances

- a) A budget prepared by the Operations Budget Committee and approved by the Board of Governors shall be presented to the general membership at the beginning of each board year. The Operations Budget Committee shall consist of the President, Advisors, First Vice President, Second Vice President, Secretary, and any other persons deemed necessary by the President.
 - b) The fiscal year of the BESC shall be June 1st through May 31st.
 - c) A minimum amount of \$500.00 should be achieved and maintained in the Operations Budget. This amount shall be reviewed annually by the Operations Budget Committee and adjusted according. The goal shall be to achieve and maintain a minimum of \$1 000.00 in the operations budget.
 - d) A financial review/audit of the BESC fund will be done in accordance with AFI 34-223 upon completion of board year. In the event that the Operations Treasurer does not complete his/her term of office, the records will be reviewed/audited before being turned over to his/her successor.
 - e) All funds shall be deposited into an account belonging to the BESC at a FDIC insured financial institution.
- ±) Annual federal and state income tax returns will be filed as a 501 (C) (7) of the Internal Revenue Service code.
- g) The President is authorized to make expenditures not to exceed \$50.00 per year without board approval.
 - h) The Board of Governors shall be authorized to approve unbudgeted expenditures not to exceed \$250.00 per month without membership approval.
 - i) Expenditures exceeding \$250.00 that are not covered by the approved budget shall be voted on at a general membership meeting.
 - j) A receipt shall be required for all expenditures. Receipts shall be retained with financial records.

- a) A budget prepared by the Welfare Budget Committee and approved by the Board of Governors shall be presented to the general membership at the beginning of each board year. The Welfare Budget Committee shall consist of the President, Advisors, First Vice President, Second Vice President, Secretary, and any other persons deemed necessary by the President.
- b) The fiscal year of the BESC shall be June 1st through May 31st.
- c) A minimum amount of \$500.00 should be achieved and maintained in the Welfare Budget. This amount shall be reviewed annually by the Welfare Budget Committee and adjusted accordingly. The goal shall be to achieve and maintain a minimum of \$1 000.00 in the operations budget.
- d) A financial review/audit of the BESC fund will be done in accordance with AFI 34-223 upon completion of board year. In the event that the Welfare Treasurer does not complete his/her term of office, the records will be reviewed/audited before being turned over to his/her successor.
- e) All funds shall be deposited into an account belonging to the BESC at a FDIC insured financial institution.
- f) Annual federal and state income tax returns will be filed as a 501(C) (3) of the Internal Revenue Service code. A 501 (C) (3) is a corporation or "any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes".
- g) The President is authorized to make expenditures not to exceed \$50.00 per year without board approval.
- h) The Board of Governors shall be authorized to approve unbudgeted expenditures not to exceed \$250.00 per month without membership approval.
- i) Expenditures exceeding \$250.00 that are not covered by the approved budget shall be voted on at a general membership meeting.
- j) A receipt shall be required for all expenditures. Receipts shall be turned in to treasurer within 14 days of even or will not be reimbursed.
- k) Monthly budgeted monies do not roll over into the next month if not spent.
- l) All expenses will be approved by the committee chair before being charged against that committee's account/budget.

- m) Expenditures over budgeted amount will not be reimbursed without board or general membership approval.

Fundraising -

All fundraising activities will be approved by the BESC board and follow installation guidelines and coordination.

ARTICLE 7 - MEETINGS AND QUORUMS

Section 7.01 - Executive Board Meetings

- a) The Executive Board will meet at the discretion of the President. An Advisor must be present.
- b) A quorum shall consist of a majority, two thirds, of the voting members being present for the transaction of business.
- c) No children over the age of 6 months and under the age of 18 shall be permitted at the Executive Board Meetings.

Section 7.02 - Board of Governors Meetings

- a) The Board of Governors will meet once a month at a time and place designated by the President. An Advisor must be present.
- b) A quorum shall consist of a majority, two thirds, of the voting members being present for the transaction of business.
- c) No children over the age of 6 months and under the age of 18 shall be permitted at the Board of Governors Meetings.

Section 7.03 - General Membership Meetings

- a) BESC membership meetings may be held monthly.
- b) A quorum shall consist of a majority, two thirds, of the voting members being present for the transaction of business.
- c) No children over the age of 6 months and under the age of 18 shall be permitted at General Membership meetings or functions.

Section 7.04 - Special Meetings

- d) The president may call a special meeting of the general membership at any time. No children over the age of 6 months and under the age of 18 shall be permitted at special meetings.

ARTICLE 8 -AIRMEN'S ATTIC

The 9th Reconnaissance Wing Command Chief Master Sergeant is responsible for program management and leadership of the Beale AFB Airman's Attic. The Command Chief Master Sergeant in conjunction with the BESC and the First Sergeants Council will provide direction and guidance for all operations and activities.

Section 9.01 - Amendments

- a) The Bylaws may be amended by a majority vote of the quorum of the Board of Governors; however, any revision directly affecting the budgeting of BESC funds must be presented to the general membership and voted on with the majority of the vote in favor of amendment.
- b) Prior to any amendment becoming effective, changes must be routed through 9 SVS/SVF, 9 RW/JA (Legal), and 9 MSG/CC (Mission Support Group Commander) and is subjected to final approval by the installation commander or their designee.
- c) Copies of changes should be given to each board member or their permanent record.

Section 9.02- Adoption

- a) The Bylaws shall be effective upon adoption by a majority vote of the active members present and voting at a meeting of the general membership.

Section 9.03- Clerical and Administrative Changes

Clerical and Administrative changes may be made at the discretion of the Executive Board.

The Parliamentary Authority of the BESC shall be the latest revised edition of Robert's Rules of Order and shall govern the BESC in all cases where they do not conflict with the Bylaws of the BESC.