

Saber Community Spouses Club Bylaws

ARTICLE I: MEMBERSHIP, DUES, AND FEES

Section 1. Membership– The following categories are eligible for membership:

- Spouses of Active Duty US Military Members
- Spouses of Retired US Military Members
- Spouses of US Civilian Employees
- Spouses of US Contractors
- DODDs & DODDEA employees
- Active Duty US Military Members
- Any other active duty military member who qualifies in one of the categories listed in Section 1.
- Any other civilian employee of the 52nd Fighter Wing, geographically separated units, or its tenant units.

All members shall pay dues annually; any other monetary obligations must be paid on the day of the function to include late or no notice fees. Members are entitled to vote, hold office, and chair committees. SCSC will make exceptions to the above criteria on a case by case basis.

Section 2. Advisors – Advisors members will include the spouse of the 52d Fighter Wing Commander (52 FW/CC), the spouse of the 52d Fighter Wing Vice Commander (52 FW/ CV), and the spouse of the 52d Fighter Wing Command Chief Master Sergeant. The President, with the approval of the Board, may appoint other adults to be Honorary Members and act as Advisors for a period of up to one year. Advisors members shall not vote, hold an elected office, or serve on the Board with the exception of serving as Advisors. Advisors may pay dues at their discretion.

Section 3. Guests – Members shall be responsible for their guests or visitors, and shall make a reservation for them.

- A. Guest eligible for membership may attend one function without becoming a member.
- B. Guest not eligible to become members and accompanied by an active member may attend two (2) SCSC functions per year.

Section 4. Termination of Membership – Membership will be terminated upon transfer from Spangdahlem Air Base. The departing member must contact the Membership and Hospitality Chairs as a formal termination letter is not required.

Section 5. Membership Policy – Each active member has the responsibility of ensuring that he/she remains in good standing by payment of current dues and assessments.

- A. Dues will be set by the Executive Board at the first meeting of the year. Dues cannot exceed \$20 (E4 and below) or \$40 (E5 and above) annually.
- B. Dues will be prorated based on PCS dates and month the member joins.
- C. A member may not hold a board position that is a direct, personal or professional conflict of interest.

ARTICLE II: FINANCIAL POLICIES

Section 1. After November elections, the incoming Executive Board Members will meet to prepare a budget for 1 January to 31 December in accordance with AFI 34-223, paragraphs 10.6 and 10.7. The outgoing President and Treasurers will also attend as ex-officio members. The proposed budget shall be presented at the last General Membership meeting for approval.

Section 2. The fiscal year of the SCSC will be 1 January to 31 December.

Section 3. Checks written on the SCSC Outreach account require two (2) signature. Checks written on SCSC General and Thrift Store accounts require two (2) signatures. Checks written on the Bazaar account require two (2) signatures. Checks may be signed by the General Treasurer, Community Outreach Treasurer, President, First Vice or Second Vice. All vouchers will be reviewed and co-signed monthly by the General Treasurer, Community Outreach Treasurer, President, or 1st Vice President. Recipients may not endorse their own checks.

Section 4. Monetary assets of a minimum of \$1,000.00 in the unallocated General Fund and unallocated Community Outreach Funds shall be turned over to the incoming Board. Monetary assets of a minimum of \$8,000.00 will remain in the Bazaar account in contingency for emergent cancellation of the bazaar.

Section 5. Any person or group receiving approved community outreach funds is subject to all of the following:

- A. Written requests for unallocated funds must be received before a disbursement will be made.
- B. All Community Outreach funds disbursed must be used for the purpose stated.
- C. The Community Outreach Treasurer must be provided with receipts for proof of use, with the exception of Operation Warm Heart.
- D. A request may be made for a different use of any unused funds. If no request is made, or the request is not approved, all unused funds must be returned to the SCSC.

Section 6. The primary source of operating funds is from membership dues. In addition, Ways and Means may generate funds. Written permission is required from the 52 Force Support Squadron Commander (52 FSS/CC) prior to engaging in any fund raising

activities, is limited to no more than two (2) per quarter as per the current AFI 34-223 section 10.9.1. Ways and Means can be conducted using “bulk” sales method as approved in AFI 34-223 section 10.9.1.

Section 7. The SCSC shall provide a bond covering the General Treasurer and Community Outreach Treasurer, all signatory and Penny Lane Thrift Store (PLTS) employees.

Section 8. If a member of the Board exceeds his/her budget by the lesser of \$50.00 or 10% without prior approval of the Board, the member could be held financially responsible.

Section 9. Penny Lane Thrift Store Account.

- A. The revenue from this fund shall consist of income from sales at the Penny Lane Thrift Store (PLTS).
- B. PLTS contractors are paid an hourly salary from this account. Consignors will be paid monthly. These will be written the first week of the month.
- C. PLTS operating expenses are paid or reimbursed from this account.
- D. The Executive Board and PLTS contractors operate the PLTS utilizing PLTS business plan and PTLT contract. See addendum.
- E. PTLT will abide by the following in regards to volunteers and hiring contractors/employees:
 - a. Volunteers 14-15 years old can volunteer under supervision of a private organization (ex. Girl Scouts/Boy Scouts/RC/Civil Air Patrol/JROTC)
 - b. Volunteers 16-17 years old can volunteer unsupervised (supervised by Thrift Store employees).
 - c. Employees must be 18+ and have independent base access; the PLTS will not provide base access.
 - d. In addition, minors of any age can volunteer under the supervision of a parent or guardian.
- F. PTLT fiscal year begins 1 January and ends December 31.
- G. This fund shall maintain a \$3,000 contingency fund.

Article III: INSURANCE

Section 1. SCSC will secure and maintain adequate insurance for protection against bodily injury and property damage claims or other legal actions that may arise as a result of activities of this organization or its members, if and when notified by the 52 MSG/CC or his/her delegate that such insurance coverage is needed. The coverage obtained will be at least the minimum amount recommended.

Section 2. SCSC members must be aware that, generally, members are jointly and severally liable for the obligations of the SCSC organization.

Section 3. No member shall obligate the SCSC in any manner whatsoever unless specifically authorized to do so by these bylaws or by the Board. If an unauthorized obligation is made, the member will be held liable for the obligation.

ARTICLE IV: MEETINGS AND QUORUM

Section 1. The Executive Board will meet monthly prior to the General Board meeting and as necessary at the direction of the President, or a majority vote of the Executive Board; with a 48-hour notice of meeting time and date. The General Board will meet monthly, excluding June and July, and may also convene when necessary at the direction of the Executive Board. There shall be a membership social at least once a month with the exception of summer months (June and July), and bazaar month when membership social is optional. SCSC shall operate in compliance with the current edition of Robert's Rules of Order, Newly Revised, except where otherwise stated in the organization's governing documents.

Section 2. When a motion is on the floor, the President shall not express a personal opinion or vote at Board or business meetings, except in the case of a tie. Should the occasion arise when the President feels he/she must take part in a debate, the President must relinquish the floor to the 1st Vice President until the motion has been voted on. The President may vote in elections; however, his/her vote shall be sealed and opened only in case of a tie.

Section 3. Voting privileges at General Board meeting shall be limited to the Elected Officers of the Executive Board, and the Standing Committee Chairs. The Co-Chair of a Standing Committee may vote only in the absence of the Committee Chair.

Section 4. A quorum during meetings of the General Board shall consist of 51% of the voting members present.

Section 5. Email or telephone votes may be conducted by the General Board and Standing Committees on a case-by-case basis. Since email votes limit the opportunity for discussion, they should be the exception and not the rule. The Parliamentarian should obtain approval from the President prior to conducting an email vote of the Any Board or Committee. Email votes still require two-thirds for majority.

Section 6. Unallocated Community Outreach requests not exceeding a total value of \$1000.00 per request may be approved by the Executive Board. Unallocated community outreach requests in excess of \$1000.00, but not exceeding a total of \$2,000.00 per request, or unallocated SCSC operating expenditures not exceeding \$1000.00, can be approved by a majority vote of the General Board. Unallocated expenditures in excess of these amounts may not be paid without approval of two-thirds (2/3) of the General Membership present and voting. New members that have not paid dues are ineligible to vote.

Section 7: Infants up to 1 year may attend meetings with member. Tagalong care will be provided at all meetings and socials when needed and actable. Tagalong request must be made 10 days in advance.

ARTICLE V: ELECTIONS AND VOTING

Section 1. If available, the slate of Officers will be announced and posted 30 days prior to annual elections. The annual elections shall be in November at the General Membership meeting held during the November social of the current Board. The installation of Officers will take place in December at the General Membership Social. Their term of office shall run from 1 January, through the swearing in of new officers at the December social. Actual turnover takes place December 31st.

Section 2. The Nominating Committee shall consist of the Parliamentarian (who shall serve as Chair), an advisor, the current SCSC President, the Membership Chair, and 1st Vice President.

- A. If a Nominating Committee member accepts a candidacy, that person shall immediately withdraw from the Committee and a replacement shall be obtained.
- B. Nominations of active members from the floor can also be made at the time the slate is presented and are permissible as long as the person nominated consents.
- C. Nominations of active members from the floor can be made at the time of the election with the exception of President or Treasurers.

Section 3. Voting - In the event there is more than one person running for an elected position, voting will be by secret ballot. In the event that only one person is running for an elected position, the vote can be a show of hands. All members in good standing shall be eligible to vote during the General Membership social.

Section 4. Resignation of Elected Officers – submitted in writing to the President. Resignation of the President will be submitted in writing to the Secretary and/or Parliamentarian or designee.

Section 5. Removal of Executive and General Board Member – 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 Executive or General Board Member, that member will be removed from office by a two-thirds vote by the Executive Board with consultation of the Advisor(s) or designee.

Section 6. Filling a Board Vacancy

- A. Elected Officers – A special election will be at the next General membership meeting or by email vote.
- B. Appointed Officers – Upon vacancy of an appointed board position, the President should appoint a new chairperson as needed with at least two-thirds affirmative vote of the Executive Board.

ARTICLE VI: DUTIES OF BOARD MEMBERS

Section 1. Governing Body – The Governing Body of the SCSC shall be consist of the following members:

A. The Executive Board shall consist of the following officers:

1. President – voting only in the case of a tie
2. Parliamentarian – non-voting
3. Secretary – voting
4. General and Community Outreach Treasurers – voting
5. 1st and 2nd Vice – voting
6. Standing Chair – non-voting, as invited by the President

B. The General Board shall consist of the Executive Board and the following Standing Committee Chairs, which are appointed by the President:

- a. Publicity
- b. Scholarship
- c. Outreach Activities/Volunteer Coordinator
- d. Hospitality
- e. Membership
- f. Tag-a-Long/Reservations
- g. Social
- h. Ways and Means
- i. Thrift Store

C. Duties

The duties of the Governing Board and Executive Board are as follows:

1. Attend respective monthly Executive Board and/or Governing Board meeting.
2. Attend monthly Membership Socials to the best of their ability.
3. Shall request and/or recruit a Co-Chair if deemed necessary.
4. Shall submit a monthly board report including expenditures to the Secretary by set deadline.
5. Shall request Tag-a-long needs for meeting when submitting board report.
6. Shall submit any receipts or requests for money in writing to the General Treasurer.
7. Shall abide by the Constitution, Bylaws and general policies of the SCSC.
8. Shall turn in a revised job description, updated continuity binder, an after-action report, and a budget review at the conclusion of the term of office to the President or Parliamentarian.
9. Board members with more than three (3) unexcused absences (absent without a replacement and a report): The President may call a meeting with the Advisor(s) and the overseeing Vice President to determine if the Board member should be replaced.
10. All Executive board members serve as voting members of the Penny Lane Thrift Store, with the exception of the President, Parliamentarian, and Advisor(s), who advise on Penny Lane Thrift Store matters without voting privileges.

Section 2. Elected Officers

A. President

1. Shall preside at all meetings of the SCSC as a non-voting member unless there is a tie.
2. Shall work with the Secretary to set the agenda for board meetings.
3. Shall appoint the Parliamentarian, the Bazaar Chair, and assist in filling other chair positions.
4. Shall assist the Bazaar Chair in the appointment of a Bazaar Co-Chair and Bazaar Treasurer. These appointments will be subject to Executive Board approval.
5. Shall help to fill any vacancies on the General Board by appointment, subject to Executive Board approval.
6. Shall be an ex-officio member of all committees.
7. Shall sign checks in the absence of the General Treasurer, Community Outreach Treasurer, Bazaar Chair/Co-Chair, or Bazaar Treasurer.
8. Shall exercise supervision of all affairs of the SCSC. This includes but is not limited to the Bazaar committee meetings.
9. Shall maintain a binder containing a job description of all Board members and Committee Chairs, all Board members' reports, Treasurers' financial statements, Board and General Membership meeting minutes, the Constitution, Bylaws, general policies, and any other information pertinent to the SCSC. This information shall be kept for a period of two (2) years.
10. Shall review the job descriptions of all Board members and Committee Chairs with the Parliamentarian before elections.
11. Shall attend all Americans Working Across the Globe (AWAG) meetings, if possible.
12. Shall try to attend various base functions as an SCSC representative or a representative in their place.
13. Shall maintain records for any additional meetings attended as an SCSC representative.

B. First Vice President

1. Shall succeed to the office of President in the event of a vacancy in that office.
2. Shall coordinate with the President in appointing the following chairs and shall oversee these positions, and complete essential tasks during periods when they are unfilled:
 - a. Publicity
 - b. Scholarship
 - c. Outreach Activities/Volunteer Coordinator
3. Shall coordinate and serve as an ex-officio member of the committees stated above.
4. Shall attend all socials to assist the President in making announcements.
5. Shall organize all special welcome and farewell activities for Advisors in coordination with the Second Vice.

C. Second Vice President

1. Shall succeed to the office of First Vice President in their absence and assumes the position should it become vacant.
2. Shall coordinate with the President in appointing the following chairs and shall oversee these positions, and complete essential tasks during periods when they are unfilled:
 - a. Hospitality
 - b. Membership
 - c. Tag-a-Long
 - d. Socials
 - e. Ways and Means
 - f. Thrift Store
3. Shall coordinate and serve as an ex-officio member of the committees stated

D. General Treasurer

1. Shall be the custodian of all funds in the General and Penny Lane Thrift Store Account.
2. Shall present records for audit upon resignation, end of term, as requested by the 52MSG/CC) or the Board, or as Air Force regulations require. Shall submit a consolidated financial report in accordance with the Private Organization Guide.
3. Shall serve as the chair of the Budget Committee for the elected Board year and shall serve as an ex-officio advisor for the upcoming Board year budget meeting following the November elections.
4. Shall be responsible for acquiring and maintaining adequate insurance coverage of SCSC properties and activities in accordance with the requirements of Air Force regulations.
5. Shall keep an exact record of all general funds received into the SCSC and all disbursements from the general account.
6. Shall be responsible for acquiring and maintaining adequate bonding based on current bank account balances.
7. Shall be responsible for payment of all commitments approved by the Board and/or the General Membership dealing with the general account.
8. Shall sign checks for authorized expenditures.
9. Shall submit a current itemized statement of all financial transactions to all board members and advisors at the monthly Board meeting.
10. Shall oversee and assist the Bazaar Treasurer and shall review the monthly bazaar reports and supporting documents as necessary.
11. Shall assist the Community Outreach Treasurer as needed.

E. Community Outreach Treasurer

1. Shall accept and research all requests for community outreach funds and present them to the Board.
2. Shall keep an exact record of all community outreach funds received into the SCSC and all disbursements from the Community Outreach Account.
3. Shall submit to all Board members and advisors at the monthly Board
4. Shall submit a current itemized report of all community outreach allocated and unallocated donations in monthly budget report to the General Board.
5. Shall assist the Bazaar Treasurer as needed.

6. Shall prepare and present the Community Outreach budget for Board approval no later than the date set by the General Treasurer.
7. Shall notify allocated account custodians of the requesting process.
8. Shall sign checks for authorized expenditures.
9. Shall submit monthly financial reports and supporting documents to the General Treasurer as needed.
10. Shall serve as the Co-Chair of the Budget Committee for the elected Board year and shall serve as an ex-officio advisor for the upcoming budget meeting after the November elections.

F. Secretary

1. Shall record the minutes of all meetings Executive, General and Membership meetings.
2. Shall schedule all Executive and General Board meetings and shall determine location.
3. Shall send board meeting invites and Board report reminders.
4. Shall combine all Board reports into one document and email out to all Board members.
5. Shall keep a file of all Board reports.
6. Shall submit a copy via email of Board minutes to the 52 FSS/FSR by following all meetings once approved.
7. Shall have a copy of Board minutes available upon request for viewing by the General Membership.
8. Shall maintain records of all official correspondence and documents for two (2) years preceding current Board year.
9. Shall compose a variety of correspondence and documents in draft and final format (i.e. thank you cards, letters, etc.), as deemed necessary by the Board. All Bazaar correspondence is handled by the Bazaar Chair.
10. Shall handle mail distribution. Shall pick up mail monthly from the 52 FSS and distribute it appropriately. Shall maintain a log and control the issue of keys to the boardroom.
11. Shall maintain an inventory and serve as custodian of the SCSC boardroom office supplies including fax machine/copier machine and stationary supplies.
12. Shall coordinate any and all cleaning of the boardroom.
13. Shall maintain a General Board roster of contact information for distribution to the General Board.

G. Parliamentarian

1. Shall assure that all meetings are conducted in accordance with Robert's Rules of Order, Newly Revised, as long as said procedures do not conflict with the SCSC Constitution and Bylaws.
2. Shall act as the official interpreter of the SCSC Constitution, Bylaws and general policies.
3. Shall chair the Constitution, Bylaws and general policies Revision Committee meetings yearly, as needed, or as requested by the President, assuring that all revisions are made in accordance with Robert's Rules of Order, Newly Revised.

4. Shall be responsible for updating job descriptions with the assistance of the appropriate Board officer or Committee Chair before the first meeting of the Nominating Committee.
5. Shall act as the Chair of the Nominating Committee.
6. Shall announce the slate of candidates at the appropriate General Membership meeting.
7. Shall count the votes following the election along with the Advisors. Then announce the newly elected SCSC officers.
8. Shall be in charge of the installation ceremonies for the newly elected Board.
9. Shall insure that the new board signs their job agreements.
10. Shall act as the Protocol Officer of the SCSC when necessary.
11. Shall appoint a Co-Parliamentarian (to be approved by the Board) to assist the Parliamentarian and attend meetings in the event the Parliamentarian is absent.
12. It is suggested that the Parliamentarian or Co-Parliamentarian attend all Bazaar Committee meetings to assure that Robert's Rules of Order, Newly Revised are followed as long as they do not conflict with the SCSC Constitution, Bylaws, or general policies.
13. Shall ensure all Executive and Governing Board members sign a document stating that they have read and understand the Constitution and Bylaws.

Section 3. General Board

A. Bazaar Chair

1. Shall coordinate all Bazaar activities, keeping the General and Executive Boards informed at all times.
2. Shall act as the liaison between the SCSC and Bazaar vendors, and between the SCSC, 52FW/CC, and other base organizations for Bazaar matters.
3. Shall choose the date of the Bazaar and submit a letter to be signed by 52 FSS/FSR, Staff Judge Advocate, and the 52MSG/CC for approval.
4. Shall have oversight of the appointing of Bazaar Committee Chairs.
5. Shall write thank you notes relating to Bazaar business.
6. Shall ensure monthly meeting minutes and monthly treasurer reports are submitted to the SCSC Secretary and then to the SCSC General Board.
7. Shall be responsible to the SCSC Executive Board.
8. Shall ensure that the financial books are submitted to the auditor when the General and Community Outreach treasury books are submitted.
9. Shall submit the Bazaar budget to the SCSC Executive Board for approval.
10. Shall have use of the facilities for the duration of their term for access to all event binders, equipment, and records.
11. The SCSC President and SCSC Advisor(s) shall be present at all Bazaar meetings.
12. Shall ensure that spouses do not serve as a Chair and Co-Chair of the same position.

B. Publicity

1. Shall attend the AFN radio show as needed to inform the community of SCSC items of interest, announce upcoming events, and promote SCSC membership.

2. Shall act as the official SCSC social media administrator to include updating the SCSC social media page on a regular basis and advertising SCSC events.
3. Shall be responsible for obtaining a variety of photos of all SCSC functions.
4. Shall maintain a permanent archive of pictures and documents for SCSC historical files.
5. Shall develop or maintain SCSC promotion materials, logos, etc.
6. Shall be responsible for updating the SCSC website as needed, with approval from the President.
7. Shall check the general email account on a weekly basis and forward emails to the appropriate Board member.
8. Shall be responsible for maintaining access information to all SCSC board email addresses.
9. Shall assist in attending Newcomer's Briefing.

C. Scholarship

1. The Scholarship Chair normally serves for two (2) years with approval of the Executive Board; the first year as Co-Chair and the following year as Chair.
2. Shall form a Scholarship Committee, this shall consist of at least one Advisor and 3 Members at large.
3. Shall be responsible for the administration of SCSC scholarships.
4. Shall be responsible for administration of any other board approved scholarships.
5. Shall chair all meetings of the Scholarship Committee; and present donation requests in writing to the Community Outreach Treasurer. These requests are due to the Community Outreach Treasurer no later than one week before the monthly Board meeting, and/or in time for the yearly Budget Committee meeting in December. If unable to attend any of the assigned meetings, shall arrange for another SCSC representative to attend.
6. Shall attend Spouse Tuition Assistance Program meetings at the base Education Center as the SCSC representative and disseminate pertinent information to the Spouse Scholarship Committee and the SCSC Board.

C. Spouses' Dining In (SDI)

1. Chair and Co-Chair shall be appointed by the Executive Board and approved by Advisors. This is a non-voting board position.
2. Co-Chair is liaison to the Eifel Club, collecting food allergy submissions from all attendees.
3. Chair shall coordinate with Advisors and Executive board in appointing and approving the following committee positions:
 - a. Secretary- ensure awards collection and return for reuse, take meeting minutes at SDI meetings and give them as a report the SCSC Secretary.
 - b. Entertainment Chair and Co-chair
 - c. Decorations Chair and Co-chair
 - d. Ticket Sales
 - e. Treasurer
 - f. Publicity
 - g. Grog-in charge of drink submissions, blind taste test for head table, be sure provide an ingredient list with specific measurements.
 - h. Emcee Chair and Co-chair

4. The Chair shall be put in place no less than 6 months prior to the event taking place.
5. 4 weeks after Chair is appointed, SDI committee needs to be in place.
6. 4 months Squadron POCs need to be in place.
7. 2 Weeks after Squadron POCs is appointed, a theme needs to be in place.
 - a. Theme voting shall be executed as follows:
8. Theme ideas shall be collected from all participant POCs within the time frame stated above.
9. Once the deadline has passed, the SDI committee will vote to install the theme. (The SDI committee choosing the theme eliminates the possibility of any one squadron or group swinging the vote to the theme of their choosing.)
10. Chair shall organize assignment of table themes.
 - a. POCs shall submit their top 3 choices via email at a designated time.
 - d. Chair shall then assign table themes in order of receipt-based time stamp of email.
11. Would recommend making submission deadline an accessible time of day for most POCs, for example 6:00pm after people are home from work. The specific time will be left up to the SDI Chair.
12. Participation in another club board position does not disqualify you from participation on the SDI committee.
13. Chair shall meet with Advisors to coordinate timeline for meetings, secure meeting locations.
14. Chair shall coordinate event date with the 52d FW Secretary.
15. Chair shall disseminate information regularly to all committee members and participants.
16. Chair shall execute voting as necessary. Following Robert's Rules of Order and the following guidelines:
17. SDI Chair and Co-chair shall sit and participate with the head table.
18. Shall execute all tasks set forth in the SDI Chair binder in close coordination with advisors and Executive board. Shall maintain continuity binder and provide an after action report.
19. All active duty spouses are eligible to attend and spouse club membership is not required. All spouses must participate with their assigned squadron.
20. Any spouses of civilians or contractors who are specifically assigned to a squadron may participate with their assigned squadron.
21. The goal of the Spouses' Dining In is to build camaraderie among military, civilian, and contractor spouses; and to celebrate the accomplishments, service, and sacrifice of spouses. As key supporters of military spouses, the SDI welcomes members of the Saber Community Spouses' Club to participate in the event as well.

E. Outreach Actives/Volunteer Coordinator

1. Find co-chair to help with volunteer coordination and other activities.
2. Shall coordinate a Dorm Outreach in the second and fourth quarter of the year, should be coordinated this with the Dorm Council.
3. Shall coordinate with the School Liaison Officer (SLO) to aid in the welcome back to school event for Teachers.

4. Shall coordinate a monthly “SCSC Gives Back”.
5. Shall coordinate with Airman and Family Readiness Center (AFRC) to host at one (1) least deployed family dinner.
6. Shall proactively seek community outreach opportunities.
7. Shall communicate volunteer needs and responsibilities at events where volunteers are needed to the General Membership.
8. Shall work with Publicity Chair to communicate with Membership volunteer need.
9. Shall track all members volunteer hours as reported to them.
10. Shall write awards packages for volunteers as needed, coordinating with the SCSC President and Advisors at needed. Quarterly and yearly award packages are submitted through the AFRC.

F. Hospitality

1. Shall count the number of newcomers, farewells, and guests at each social, and make this information available in a monthly board report.
2. Shall purchase welcome and farewell gifts and present them at socials in accordance with SCSC Bylaws for all members.
3. Shall have name tags available at all events.
4. Shall be responsible for purchasing and distributing baby gifts, sending plants to hospitalized SCSC Members, and sending cards to members who have had a death or accident in their family in accordance with SCSC Bylaws.

G. Membership

1. Shall attend all SCSC socials or send have a representative.
2. Shall keep a record of all current SCSC member.
3. Shall update new membership information monthly and email SCSC Secretary, President, and Social Chair for distribution.
4. Shall maintain any SCSC membership email lists and act as moderator for SCSC Community Facebook Group to ensure only active members are on the group page.
5. Shall work closely with the Hospitality Chair to keep a monthly updated database of all members.
6. Shall collect and keep track of members’ payments of dues in coordination with the PLTS.
7. Shall collect memberships at the start of the new year on January 1. Shall prorate out all members who join after January or PCS before December 31st of the current year. Refunds are not given.
8. Shall follow up with new members to collect SCSC dues if only application was received.
9. Shall submit to the General Treasurer a monthly financial statement of names and money collected.

H. Tag-a-Long

1. Shall coordinate a child care provider for all board meetings and socials.
2. Shall check the Evite system to see how many children need Tag-a-Long.
3. Shall communicate with the socials chair each month to ensure space is available for Tag-a-Long.
4. Shall maintain a list of available childcare providers.

5. Shall have a copy of Tag-a-Long Policies available at socials.
6. Shall be responsible for collecting the suggest tip amount of \$5 per child with a set max of \$20 per family for Tag-a-longs at Social Events.
7. Shall coordinate the donation to the volunteer for Tag-a-longs at official meetings not connected to a social event. The donation will be set at \$10 for the first 5 children and \$2 for each additional child with a max of \$24 for the meeting.
8. Shall be responsible for cleaning the toys and breaking down the room.
9. Shall meet with the Second Vice President to update and revise the Tag-a-Long Policies before the end of the term of office and as needed.
10. The Tag-a-Long Program is available for healthy children who are six months to ten years old.
11. Reservations are required to use the Tag-a-Long Program. Walk-ins are not allowed. The SCSC member must make a reservation for his/her child(ren) no later than 10 days before the social by contacting the Tag-a-Long Chair or as requested by the social Evite.
12. The SCSC member must notify the Tag-a-Long Chair if he/she needs to cancel a reservation. Failure to cancel a reservation more than three (3) times will result in the member's dismissal from the Tag-a-Long Program.
13. The SCSC member may not leave the premises during the function.
14. The childcare providers are not employees of the SCSC, Club Eifel, or the 52FSS. They are volunteer providers who work solely for tips. No-shows will be charged according to the current Tag-a-Long prices.
15. Shall maintain a sign-in/sign-out log for each event.

I. Socials

1. Shall plan one social per month with exception of June, July and bazaar month.
2. Shall select themes for each social. Programs and guest speakers are optional. November social needs to be planned to accommodate elections being held at the social.
3. Shall submit a preliminary list of dates and themes to the Board at the first General Board meeting.
4. Shall coordinate all social dates. These dates should be set the same week of the month but should vary day and time, taking into consideration military exercise schedules, the school calendar, the Bazaar, and German holidays.
5. Shall reserve appropriate venue for socials.
6. Shall plan menu selections and decorating arrangements for each social, staying within budget guidelines.
7. Shall be at venue to coordinate all aspects of function or send designated person in their place.
8. Shall purchase prizes. Shall maintain specific records and receipts for reimbursement by the General Treasurer. Only members in good standing may win prizes.
9. Shall present prizes at each social, as well as a drawing for a birthday and anniversary present. Door prizes will only be awarded to members who are present at the time of the drawing.
10. Shall create and send an announcement for each social to all members and advisors. This should be done via email and social media. This will be done at least two (2) weeks prior to the event.

11. Shall contact the Publicity Chair with information to advertise each social prior to the Evite and other social media communications being sent. This should be done four (4) weeks before the event.
12. Shall work closely with the Tag-A-Long and Hospitality Chairs to ensure they are informed of all pertinent information pertaining to the social. This should happen four (4) weeks out from the event date.
13. Shall keep a file of all social information, menus, reports, and attendance.

J. Ways and Means

1. Shall generate all monies, except membership dues necessary to fund the SCSC operating budget. These monies may be generated through such activities as the sale of items at the Ways and Means table at all socials, the sale of items at the Ways and Means table at the 52FSS Bazaar, or any project which the Chairperson suggests to the Board and General Membership.
2. Shall fundraise in accordance with all guidelines set forth in the Private Organization Guide and AFI34-223.
3. Responsible for to the Ways and Means cash box.
4. Shall be responsible with Co-Chair to work the Ways and Means table at the 52FSS Bazaar.
5. Shall donate one (1) gift, from the Ways and Means table to the Bazaar Vendor Gifts Chair at the 52 FSS Bazaar. This gift must be a non-craft item purchased for Ways and Means.
6. Shall keep a record of any items sold at any function.
7. Shall keep a record of incoming/outgoing expenses.

ARTICLE VII: AWARDS AND GIFTS

Section 1. Gift price guidelines are to be decided by the General Board. These guidelines may fluctuate with the value of the dollar, but may not exceed \$25.00. All guidelines are subject to current year's budget.

- a. **New SCSC Members \$10.00**
- b. **Departing SCSC Members \$10.00**
- c. **Baby gifts \$15.00**
- d. **Hospital gifts (flowers or plant) \$15.00**
- e. **General Board appreciation gifts \$20.00**

Section 2. Memorial donation guidelines are as follows:

- A. A one-time donation of \$400 will be made upon request to a surviving family member of the 52 FW members or dependent (or current tenant units) for loss of life. The donation will be coordinated with the First Sergeant Group, Operation Warm Heart, or the Airman and Family Readiness Center.
- B. A one-time donation of \$400 may be requested for a surviving family member of Spangdahlem Air Base community and not covered in the above paragraph A. such as Department of Defense Education Activity (DoDEA), Army and Air Force Exchange Service (AAFES), or Defense Commissary Agency (DeCA) for loss of life, which must be brought before the Board for approval.
- C. In the event of simultaneous multiple losses of lives, paragraph A. is null and void. The SCSC will vote on an amount to be donated to the survivors. The

donation details will be coordinated with the Family Liaison Officer or appropriate agency.

- D. When the current Board's budgeted amount is exceeded, all requests are subject to funds available.

Section 3. Humanitarian donation guidelines are as follows:

- A. A one-time donation of up to \$300 will be made to a member of the 52 FW Community (including but not limited to current tenant units, DoDEA, AAFES, DeCA) in a time of crisis, such as flood, fire, or serious accident after Red Cross coordination. A request must be made to the Community Outreach Treasurer to be brought before the Executive Board. In the event of a crisis affecting many, the SCSC may vote on an amount to be made to any affected members who apply for aid.
- B. When the current Board's budgeted amount is exceeded, all requests are subject to funds available.

ARTICLE VIII: COMMITTEES

Bazaar Board

Section 1. The Bazaar Chair will have final authority over vendor selection up until 24 hours prior to Bazaar opening. After that, the SCSC Honorary Advisors need to be consulted.

Section 2. Childcare

- a. Childcare rates will be determined by the Bazaar Board each year.
- b. During the year, childcare will be provided for the board at each meeting. will be made directly to the babysitter.
- c. During the Bazaar weekend, childcare reimbursement will be provided for the Bazaar Committee members (reimbursed at a rate of \$7 per hour per family with a max of \$35 per day) and registered volunteers during the hours that they volunteer (at a rate of \$5 per hour per family with a max of \$25 per day).
- d. Childcare reimbursement will be provided for the Bazaar Chair and Co-Chair for all meetings other than Bazaar Committee meetings that they are required to attend.

Section 3. A vendor space fee will be charged for each vendor space with the exception of those spaces given to the SCSC. No commission will be taken from the SCSC. At the discretion of the Executive Board of SCSC, other organizations on the base may have their vendor space fees waived.

Community Outreach

Section 1: The Community Outreach Committee (COC) shall consist of at least 5 members, the Community Outreach Treasurer acts as the chair as well as, at least two (2) General Members and two (2) Board Members.

Section 2: The COC members will not vote on a request form a group or program in which they or their immediate family member are involved, or from which they will directly benefit from the proceeds.

Section 3: Chair presents community outreach request in the form of a motion at the monthly scheduled General Board meeting.

Section 4: The COC shell draft guidelines under which they will operate, with the approval by two-thirds affirmation vote by the Executive Board no later than February Executive Board meeting.

Section 5: The COC can approve unallocated Community Outreach funds up to \$500.00.

Section 6. The Community Outreach Committee will submit a monthly report to the SCSC Secretary at the same time as board reports are due for chairs.

ARTICLE VIII: AMENDMENTS

Section 1. These Bylaws will be reviewed biannually and revised as needed. The Bylaws can only be amended by a two-thirds affirmative vote of the General Board. Once approved by the Governing Board and the SCSC members, the amendments must be submitted to the FSS Private Org office within 10 working days.

Section 2. Amendments must be posted to the SCSC membership via email prior to the next General Membership meeting. At the meeting, the amendments to the Bylaws will be voted on by the General Membership.

Section 3: The Bylaws shall be automatically amended to conform to all directives from higher headquarters to include changes in applicable Air Force Instructions without submission to the General Membership and Governing Board.

ARTICLE IX: REVIEW AND ADOPTION

Section 1: The Bylaws shall become effective upon a majority vote of the voting members present at the General Membership meeting and subsequent approval by the 52 FSS/CC or designated representative.

Section 2: These Bylaws have been reviewed in accordance with AFI 34-223.

I certify that the Executive Board and the General Board have approved the attached Bylaws.

SCSC President, 2020

SCSC Parliamentarian, 2020

SCSC Senior Advisor, 2020

MEMORANDUM from Staff Judge Advocate
Reviewed and found Legally Sufficient/Not Legally Sufficient

Staff Judge Advocate Date

MEMORANDUM from 52 FSS/CC
Approved/Disapproved per Requirements

52 FSS/CC Date
MEMORANDUM from 52 MSG/CC
Approved/Disapproved

52 MSG/CC Date