

# **By-laws of the Davis-Monthan Officers' Spouses' Club**

## Article I: Purpose

The purpose of these By-laws is to establish governing principles and rules for the operation and conduct of the activities and affairs of the Davis-Monthan Officers' Spouses' Club (DMOSC), Tucson, AZ.

## Article II: Membership

### A. Regular Members

1. Eligibility
  - a. Spouses of active duty officers, Reserve and Guard officers, Warrant officers, officer-equivalent in Civil Service or contract personnel assigned to Davis-Monthan AFB or residing in the Tucson/Pima County area.
  - b. Spouses of retired Officers and Warrant Officers.
  - c. Un-remarried widows or widowers of Officers or Warrant Officers.
2. Privileges--Regular members shall have the right to attend socials and events, vote, hold office and serve on the Governing Board.

### B. Associate Members

1. Eligibility—The following may become Associate members:
  - a. Spouse of officers of other nations.
  - b. Former spouses of military officers who have been granted military ID cards under the Former Spouses Protection Act, Public Law 97-252 (Title 10 U.S. Code, sec. 1404, seq., “the 20/20 former spouse”).
  - c. Adult dependents of officers or warrant officers.
  - d. Any active duty officer, Reserve or Guard officers, or warrant officer.
  - e. A spouse of an officer-equivalent retired from the civil service residing in the Tucson/Pima County area.
2. Privileges—Associate members shall have the right to vote and chair committees, but they may not hold an elected office.

### C. Honorary Members

1. Eligibility
  - a. The President, Honorary President and Senior Advisor with the approval of the Governing Board, may extend each year invitations to potential Honorary Members. These may include spouses of civilians in the Tucson community who show exemplary support of the DM AFB community.
  - b. Spouses whose sponsors are on Temporary Duty at DMAFB, but who are active OSC members at another base.
  - c. Spouses, widows, and widowers who are OSC members elsewhere.
2. Privileges: Honorary Members may attend all social functions and are welcome to attend

**This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.**

Governing Board meetings with the advance permission of the President.

3. An Honorary membership will be for one electoral year.

#### D. Guests

1. DMOSC members shall have first priority on reservations for all functions and activities.
2. Guest privileges shall not be extended to persons eligible for DMOSC membership, with the exception of their first attendance.
3. The guest fees shall be the responsibility of the DMOSC member who makes the reservation.
4. The President, Advisors, and Honorary Officers may invite guests on behalf of the DMOSC. The guests' fees can be paid out of the guests' lunch fund.
5. Guests shall not be allowed to participate in any DMOSC "Members Only" sponsored function.

### Article III: Finances

#### A. Dues

1. Regular and Associate members shall pay annual dues as stated in the DMOSC Policies and Procedures. Dues may be pro-rated, if applicable.
2. Honorary members are not required to pay annual dues and cannot vote. Honorary members are eligible to win prizes.
3. Any DMOSC member not affiliated with the Air Force Officers' Club shall pay the Mirage Officers' Club surcharge, a non-member fee, on all food and beverages.

#### B. Budget

1. The Budget Committee will consist of: President, Vice President, Treasurer, Parliamentarian, the Charitable and Scholarship Committee Chairpersons, at least one General Membership representative, and at least one Advisor. The outgoing treasurer will attend the meeting for the proposed annual budget. Additional members may be appointed by the President.
  - a. The President or designated representative is the Chair of the Budget Committee.
  - b. All Chairs of Standing Committees and Subcommittees needing additional funds consult and advise the Treasurer prior to the Budget meetings.
  - c. The proposed annual budget will be submitted at the April Governing Board meeting for majority approval after which the proposed budget will be presented for approval of the membership at the next General Membership meeting. An email vote to approve the proposed budget is permitted, if necessary.
  - d. The Budget Committee will meet in November to review the budget and determine the proposed amount to be awarded in Scholarships in May for the following board year's budget. The proposed scholarship amount and any other revisions to the current board year budget will be submitted at the December Governing Board meeting for majority approval after which the revised budget will be posted on the website.
  - e. The proposed revised budget will be presented for approval of the membership at the January General Membership meeting. An email vote to approve the revised budget is permitted, if necessary.

2. The Governing Board may authorize any unbudgeted expenditure or budget overage not to exceed three hundred dollars (\$300) from the Social account, or one thousand dollars (\$1000) from the Charitable account.
3. Un-budgeted expenditures or budget overages of over three hundred dollars (\$300) from the Social account or one thousand (\$1000) dollars from the Charitable account require majority approval of the membership present at a General Membership meeting.
4. The President is authorized to spend no more than fifty dollars (\$50) per month of unbudgeted monies with the contingency that the Governing Board be informed of the expenditure.
5. A reserve operating fund of not less than five hundred dollars (\$500) will be retained in the Social Fund and not less than one thousand dollars (\$1,000) in the Charitable Fund to cover obligated expenditures for the incoming Governing Board.
6. The Charitable Fund will reserve for Scholarships awarded in the previous board year to be paid in the current board year and \$3,000 for Auction Expenses.
7. The Social and Charitable accounts will each have a reserve of one thousand dollars (\$1,000) as a dissolution fund held in a money market account.
8. Monies donated to, or honorariums received by, any special activity group or person shall be deposited into the Charitable account.

#### C. Salaries

1. Income will not accrue to individuals except through wages and/or salaries for services rendered.
2. Instructors of DMOSC- sponsored classes may not be paid salaries from DMOSC funds. If a salary is desired, it may be pro-rated among participants in the class only.

- D. Banking—all funds belonging to the DMOSC will be kept on deposit in a financial institution which has subscribed to the Federal Deposit Insurance Act, or its equivalent, to the credit of this organization.

### Article IV: Meetings and Quorum and Voting

- A. Meetings—the General Membership meetings will be held on the third Thursday of the month, unless otherwise designated.

#### B. Quorum

1. A quorum for General membership meetings shall be all the voting members present at any scheduled General Membership meeting.
2. A quorum for email voting by members shall be all of the members with an email address registered with the DMOSC.
3. A quorum for the Governing Board meeting shall be a majority (half plus one) of the voting members.

#### C. Voting

1. General Membership
  - a. An issue brought for a vote at the General Membership meeting requires majority (half plus one) approval of the members present.

- b. Email: Two-thirds (2/3) of the paid voting members must vote by email for the vote to be official and requires majority approval of the members to pass.
2. Governing Board
    - a. An issue brought for a vote at a Governing Board meeting or by email requires majority (half plus one) approval of the members present.

#### Article V: Election of Officers

- A. Nominating Committee
  1. Will be chaired by the Parliamentarian.
  2. The Nominating committee will consist of at least one Honorary Officer, Advisor or designee, and at least two DMOSC members, appointed by the President, representing the different organizations stationed at Davis-Monthan AFB
  3. Will nominate candidates for each elected office: President, Vice President, Secretary, and Treasurer.
  - 4 Will introduce the candidates nominated by the committee to the membership at a General Membership meeting 28 days prior to the election, when feasible.
  5. Will accept nominations from the floor at a General Membership meeting preceding the election.
  6. Will collect, tabulate the ballots, (if necessary) and the Parliamentarian announce the results.
- B. Voting and Terms of Office
  1. Provisions for absentee balloting will be made upon the request of any DMOSC member in good standing to the Parliamentarian.
  2. The Elected Officers of this organization will be elected by secret ballot by plurality of the voting members on the day of a General Membership meeting.
    - a. In the event that there is only one candidate for each office when nominations are closed at the General Membership meeting, a motion to accept the proposed slate of officers by acclamation may be proposed.
    - b. If there are any dissenting votes, then a vote by ballot must be taken at the General Membership meeting.
    - c. In the event there is no candidate for a vacating elected officer, the General Board may elect said officer when candidate is available, according to vacancies (section K, below).
  3. Newly elected officers will assume the responsibilities of office beginning on June 1.
  4. Members who serve on the Executive Board may not hold the same position for more than two years.

#### Article VI: Duties of the Governing Board

- A. President
  1. Is elected by the General Membership.
  2. Calls all meetings to order and presides at all Governing Board, General Membership, and any other meetings for which a chair has not been appointed.
  3. Puts to a vote all questions that are regularly moved or necessarily arise, and decides the

order of questions.

4. Refrains from making a motion or an amendment.
5. Casts the deciding vote, should the vote be equally divided.
6. Appoints all Standing Committee and Subcommittee Chairs and the Parliamentarian.
7. Informs DMOSC Advisor(s) of all DMOSC activities and issues.
8. Enforces the observance of the AFI 34-223, Constitution, By-laws and Policies and Procedures.
9. Ensures the protection of the DMOSC 501 (c) 3 status and makes the required tax filings.
10. Is an authorized signor on all DMOSC bank accounts and may be bonded.
11. Oversees all aspects of the DMOSC Social and Charitable sides.
12. Maintains a key for the DMOSC Post Office Box and OSC/ESA Storage Closet at the Thrift Shop.
13. May have additional duties as specified in Policies and Procedures and Job Description.

#### B. Vice President

1. Is elected by the General Membership.
2. Assumes the presidency if the President is unable to complete the full term of office.
3. Performs the duties of the President in her/his absence.
4. Acts as assistant to the President and performs such duties as the President may delegate (See Policies and Procedures.).
5. Attends all General Membership and Governing Board meetings.
6. Reviews all DMOSC Financial Records for compliance with By-laws and Policies and Procedures.
9. Is responsible for all matters of protocol.
10. Is an authorized signature on the DMOSC bank accounts and may be bonded.
11. 11. May have additional duties as specified in Policies and Procedures and Job Description

#### C. Secretary

1. Is elected by the General Membership.
2. Handles all correspondence of the DMOSC as directed by the President or the Governing Board.
3. Is custodian of permanent records of the DMOSC and maintains all permanent records in the DMOSC closet.
4. Takes minutes of all General Membership and special meetings of the DMOSC, the Executive Committee, and the Governing Board.
5. Posts a copy of the minutes on the DMOSC website or at General Membership meetings.
6. Maintains a key to the DMOSC post office box.
7. Attends all General Membership and Governing Board meetings.
8. Keeps a record of all correspondence both incoming and outgoing.
9. May have additional duties as specified in Policies and Procedures and Job Description.

#### D. Treasurer

1. Is elected by the General Membership.
2. Acts as custodian of the Social and Charitable Funds accounts of the DMOSC.
3. Prepares a monthly balance sheet, gives a financial report at each Governing Board

meeting, and keeps accurate records.

4. Arranges a quarterly review of the financial records by the Vice-President.
5. Is an authorized signor on all DMOSC bank accounts and may be bonded.
7. Attends all General Membership, Budget, and Governing Board meetings.
8. May have additional duties as specified in Policies and Procedures and Job Description.

#### H. Parliamentarian

1. Is a non-voting member of the Governing Board appointed by the President to give opinions on parliamentary procedure.
2. Serves as chair of the Nominating Committee, unless running for an elected position (at which time a representative will be appointed to act on her/his behalf).
3. Serves as Chair of any Committee to revise the Constitution or By-laws as requested by the President, and presents proposed amendments to these documents to the General membership.
4. Is the DMOSC liaison with the 355th Legal Office and 355<sup>th</sup> Private Organization Coordinator.
5. Submits all fund-raising, Private Organization approvals and Liability Waivers to the proper office
6. Responsible for verifying tax filings have been made by August 15th.
7. Responsible for obtaining all liability and dishonesty bond insurance for the DMOSC.
8. Attends all General Membership and Governing Board meetings.
9. May have additional duties as specified in Policies and Procedures and Job Description.

#### I. Standing Committee and Subcommittee Chairs

1. Will be appointed by the President and perform those duties as defined in the Policies and Procedures.
2. Attends all General Membership and Governing Board meetings.

#### J. Resignations—all resignations must be made in writing and given to the President, Parliamentarian, and Secretary.

#### K. Vacancies

1. In the event of a vacancy in the office of President, said offices will be filled by appointment of the Governing Board.
2. A vacancy in any other Elected Office will be filled by appointment of the President with the approval of the Governing Board.
3. Vacancies in appointed Committee Chairs will be filled by appointment of the President.
4. Said officers and Chairs will be presented at the next General Membership meeting for installation and will hold office until the next general election.

### Article VII: Governing Board

- A. The Governing Board will meet once a month (with the exception of July), at such a time and place designated by the President, to formulate plans and purposes and set forth procedures of this organization.

