

GRAND FORKS AIR FORCE BASE
ENLISTED SPOUSES' CLUB
BY-LAWS
JANUARY 2007

These are the official by-laws of the Enlisted Spouses' Club (ESC), enacted and ratified by the membership on _____.
These by-laws will be construed to effect and implement the guidance of AFI 34-223 and IC9 99-1 at all times.

Article I. DUTIES OF OFFICERS

Section 1.01 General Guidelines

- (a) All elected members shall be reminded that as an Executive Board member, they represent the ESC at all times.
- (b) At General Membership meetings, and other Base-level meetings, Executive Board members shall dress in a way as to represent the ESC and the position they hold.

Section 1.02 President

- (a) Presides at all General Membership, Executive Board, and special meetings of the ESC.
- (b) Appoints chairpersons of all committees consistent with the needs of the ESC.
- (c) Serves as ex-officio member of all committees except the Nominating Committee.
- (d) Shall appoint a Parliamentarian with the approval of the Executive Board.
- (e) Purchases board appreciation gifts for the Executive Board members and Standing Committee chairmen.
- (f) Makes no motions or amendments, nor votes on any questions or amendments unless the club is equally divided, in which case they shall cast the deciding vote.
- (g) Serve, or appoint a representative to serve on various installation boards and councils when invited or deemed as necessary.
- (h) Will have access to the ESC email account, but can not change the password without the consent of the Executive Board.
- (i) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.

Section 1.03 Vice President

- (a) Succeed to the office of the President should that office be vacated.
- (b) Performs the duties of the President in their absence.
- (c) Assist the President at all times and maintain a working knowledge of all ESC activities.
- (d) Coordinates and/or serves as ex-officio member of committees determined by the President.
- (e) Is a member of both Budget Committees.
- (f) Maintains control of the key to the ESC properties closet located at the Community Activities Center and is custodian of all ESC property stored at the CAC which must be inventoried yearly.
- (g) Purchases board appreciation gift for the President.
- (h) Performs the duties of the Secretary in their absence.
- (i) Will have access to the ESC email account, but can not change the password without the consent of the Executive Board.
- (j) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.

Section 1.04 Secretary

- (a) Custodian of all permanent records of the ESC.
- (b) Takes minutes of all Executive Board meetings and committee and special meetings determined by the President.
- (c) Posts a copy of the minutes of all Executive Board meetings on the bulletin board in the Community Activity Center (CAC) and the ESC website.
- (d) Maintains 1 of the 2 keys for the mailbox.
- (e) Responsible for the collection of the mail at the post office and all correspondences.
- (f) Submit monthly minutes and reports of the General and Welfare funds, to the office of the 319th Services Squadron's Private Organization Monitor as required by the AFI 34-223.
- (g) Notify the Board of any special meetings.
- (h) Submit a letter of request, at the end of the current board year, to the office of the 319th Services Squadron's Private Organization Monitor for renewal of the ESC to operate as a private organization at Grand Forks AFB under provisions of AFI 34-223.
- (i) Keeps a record of all motions that have been adopted.
- (j) Will have access to the ESC email account, but can not change the password without the consent of the Executive Board.
- (k) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.

Section 1.05 Treasurer

- (a) Responsible for and keeps an exact record of all monies received and dispersed by the ESC.
- (b) Present a written monthly financial statement to the Board and give a copy to the Secretary to submit to the office of the 319th Services Squadron's Private Organization Monitor as required by the AFI 34-223.
- (c) Keeps a record of all members and their dues paid.
- (d) Prepares a monthly financial statement to the Executive Board Meetings.
- (e) Ensures the fees are paid on the post office box by 1 August of each year.
- (f) Prepare records for audit yearly.
- (g) Presents the budgets at the August General Membership meeting to be approved at the September General Membership meeting.
- (h) Serve as Chair for the Budget Committees and present the budgets to the Board prior to the August General Membership meeting.
- (i) Maintains 1 of the 2 keys for the mailbox.
- (j) Will have access to the ESC email account, but can not change the password without the consent of the Executive Board.
- (k) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.

Section 1.06 Parliamentary

- (a) The Parliamentary will be a non-voting member appointed by the President and approved by the Executive Board.
- (b) Is versed in the rules of parliamentary procedure in order to advise the President, the Board and the Membership, on points of order and proper procedure according to the Robert's Rules of Order, Revised when not in conflict with the ESC Constitution and By-Laws.
- (c) Custodian and official interpreter of the Constitution, By-Laws, and policies of the ESC.
- (d) The official ESC liaison with the Legal Office and submits any revisions to the Constitution and By-Laws for approval bi-annually.
- (e) Serves as Chairperson of the Nominating Committee and conducts nominations at the March General meeting.
- (f) Prepares the ballots in advance of an election and conducts the election.
- (g) Is the Chair of the Constitution and By-Laws revision committee.
- (h) Shall receive, distribute, and maintain a current file of all job descriptions.
- (i) Is the Chair to the Nominating Committee and assumes responsibilities for the installation of elected officers in May
- (j) Will have access to the ESC email account, but can not change the password without the consent of the Executive Board.
- (k) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.

Article II. MEMBERSHIP

Section 2.01 Active Members

- (a) Eligibility
 - (i) Spouses of active duty enlisted members of the United States Armed Forces.
 - (ii) Spouses who have Grand Forks Air Force Base privileges and whose sponsors are enlisted, and are on a remote tour or serving elsewhere.
 - (iii) Active duty enlisted women/men married to enlisted members
- (b) Obligations – Active members have an obligation to pay dues and abide by the provisions of the ESC By-Laws and Constitution.
- (c) Privileges – Active members shall have the right to vote, hold an elected office, serve on the Executive Board and attend all Social and Board Meetings.

Section 2.02 Associate Members

- (a) Eligibility
 - (i) The following individuals who are members or whose sponsors are associate members of the Grand Forks Air Force Base:
 - 1) Spouses of retired enlisted members
 - 2) Spouses of enlisted of other nations
 - 3) Widows/Widowers of enlisted of the United States Armed Forces
 - 4) Spouses of Air National Guard and all other reserve branches of the services.
 - 5) Adult relatives, age eighteen (18) years or older, who reside with members.
- (b) Obligations – Associate members have an obligation to pay dues and abide by the provisions of the ESC By-Laws and Constitution.
- (c) Privileges – associate members shall have the right to vote and chair committees, but cannot hold an elected office.

Section 2.03 Termination of Membership

- (a) In order to terminate membership, a member is required to notify the Grand Forks ESC Treasurer
- (b) After non-payment of dues for sixty (60) days, termination of membership will be automatic.
- (c) Membership may be reinstated after full payment of monies in arrears.

Section 2.04 Guests

- (a) Spouses who are eligible for membership in the ESC may attend one (1) meeting prior to becoming a member.
- (b) The Executive Board reserves the right to limit a function to members only.

Section 2.05 Honorary Members, Honorary Presidents, and Advisors-

- (a) Distinguished persons invited by the President with the approval of the Executive Board may be an honorary member for a period of one year, with a limit of twenty (20) in any one year. Honorary members may attend regular membership meetings, special functions, and Executive Board Meetings without a vote.
- (b) The spouse of the 319th Air Refueling Wing Commander or the Wing Commander's designee shall be awarded the role of Honorary President and attend any membership meeting, special events, Executive Board meetings, and committee meetings in an advisory capacity if he/she should wish.
- (c) The spouse of the 319th Air Refueling Wing Command Chief Master Sergeant or the Command Chief's Designee shall be the Advisor of the ESC and attend regular membership and Executive Board meetings without a vote at the Executive Board Meetings but shall have the right to vote at the General Membership meetings.

Article III. NOMINATIONS AND ELECTIONS

Section 3.01 Nominating Committee

- (a) The committee shall consist of the Parliamentarian as chairperson, two (2) active members, and the advisor.
- (b) In the case that no nominations are generated from the floor during the March General Membership meeting, the nominating committee shall nominate at least one member for each elective office whenever possible.
- (c) During the months of January, February and March, the Chairperson for the Nominating Committee will solicit from the General Membership the names of members interested in running for elective office. The slate of candidates shall be presented to the board prior to the General Membership in March.
- (d) After approval of the Board, the Parliamentarian shall present the slate of candidates at the March General Membership meeting. At this time, nominations can be taken from the floor with the consent of the nominee(s). At the close of the March membership meeting, no further candidates will be accepted unless a position is open and then only for that position.
- (e) ESC members are allowed to succeed themselves in office for both elected and standing committees (as appointed by the President), except for the office of Treasurer, which will be limited to two years.
- (f) Members of the nominating committee are eligible to run for office, but must resign from the committee.

Section 3.02 Elections

- (a) The election of Executive Board Members shall be held at the April General membership meeting and shall be by secret ballot and shall be announced immediately.
- (b) There shall be no absentee or proxy voting.
- (c) To be eligible to vote in an election, a member's dues must be current.
- (d) The nominated members must have been a paid member prior to nomination and shall be elected by a majority vote.
- (e) Executive Board members shall serve for a period of one fiscal year.
- (f) Executive Board members shall assume the duties of their perspective offices at the first Executive Board meeting following the installation in May.
- (g) The joint board meeting shall be conducted by the outgoing President up to New Business on the agenda. The outgoing President shall then turn the meeting over to the incoming President and the retiring board shall stand adjourned.
- (h) If an elected official becomes an associate member through a spouse's retirement, they shall be allowed to complete their term of office.
- (i) A vacancy in office, with the exception of the President, shall be filled through appointment by the President with the approval of the Executive Board.
- (j) The following offices are elected positions of the ESC: President, Vice President, Secretary, and Treasurer.

Section 3.03 Termination of Office

- (a) Election of new officers.
- (b) Written resignation to the Executive Board.
- (c) Termination of Grand Forks ESC membership.
- (d) Termination of executive board members' terms can be made by failure to discharge duties of the office.
 - (i) Any executive board member so charged is entitled to a rebuttal hearing before the executive board.
 - (ii) Termination will be determined by vote of the executive board.

Article IV. FINANCE AND DUES

Section 4.01 Dues

- (a) Active and Associate members shall pay annual or semi annual dues as voted by the Executive Board. Dues are to be paid in six (6) or twelve (12) month increments.
- (b) To be eligible to vote or attend ESC sponsored social functions, dues must be current unless prior written approval of the Executive Board has been obtained.
- (c) Dues must be current to participate as a volunteer at the Officer's Spouses Club (OSC) Thrift Shop, and the benefits of working at said shop.

Section 4.02 Finances

- (a) A budget prepared by the Executive Board shall be presented at the first General membership meeting of the fiscal year.
- (b) A minimum of \$200 shall be left in the Operating Account and \$500 in the Welfare Account at the end of the fiscal year.
- (c) A financial review of the ESC accounts will be made in accordance with AFI 34-223 upon completion of the Treasurer's term of office. If the Treasurer resigns before the end of his/her term of office, bank reconciliation will be made of the ESC accounts.
- (d) The Fiscal Year of Grand Forks ESC is 1 June to 31 May

Section 4.03 Budget Committee

- (a) Membership shall consist of the outgoing and incoming Executive Board, Honorary President, Advisor, and any other persons the President deems necessary.
- (b) A budget will be created in June with the new board and voted on in the first general meeting in September.

Section 4.04 Budget

- (a) The ESC budget is divided in to two (2) accounts: Operating Account and Welfare/Charity Account
 - (i) The Operating Account is derived from the monthly dues, General Meeting door prize drawings, opportunity tickets, and 30 percent of any profits from Services sanctioned fundraisers.
 - (ii) The Welfare/Charity Account is derived from 100 percent of the monies from the OSC Thrift Shop and 70 percent of any profits from Services sanctioned fundraisers. Once monies are placed into the Welfare/Charity Account, it must be used for charitable purposes.
- (b) Adoption of the proposed budget requires a majority approval at the first General membership meeting of the ESC in September.
- (c) If the budget is not adopted, all ESC operations will be limited until the budget has been amended and approved.
- (d) Expenditures not to exceed \$200 for any single item, project, or function may be made until the budget is adopted.
- (e) A review of the budget will be completed in January.

Section 4.05 Expenditures and Check Authorization

- (a) The Executive Board may authorize expenditures not to exceed \$200 per request. All expenditures in excess of this amount shall be taken to the General Membership for approval.
- (b) The ESC bank signature card is to be signed by four (4) Executive Board members, to include the President and Treasurer.
- (c) All checks must be signed by any two (2) ESC Executive Board members listed on the bank signature card.

Article V. COMMITTEES

Section 5.01 Section 1. Overview of Standing Committees

- (a) Chairpersons are appointed by the President with the approval of the Executive Board
- (b) Chairperson shall be removed by the President with the approval of the Executive board.
- (c) Each chairperson may select an assistant chairperson and as many members deemed necessary for carrying out the functions of his/her committee.
- (d) Each chairperson or his/her assistant attends any executive board meetings the President deems necessary to inform on their progress.
- (e) Standing committees may be added or deleted at the discretion of the executive board.
- (f) Give to their successor, in writing, a book with a job description and a summary of all activities of the past year. This should include suggested revisions in duties as specified by the By-Laws and a statement of job-related expenditures.
- (g) All job descriptions shall be reviewed and updated annually, no later than January and submitted to the Parliamentarian. The Parliamentarian shall distribute copies appropriately.

Section 5.02 Standing Committees

- (a) Publicity:
 - (i) Submits articles and event, dates, and times to public affairs.
- (b) Ways and Means:
 - (i) All fundraising activities must be coordinated through the 319th Services Squadron.
- (c) Activities:
 - (i) ESC Sponsored activities are for paid members. Only persons eligible for membership may attend one (1) activity meeting. Visiting family members who are ineligible to become members (over age 18) may attend all activities.
- (d) Sunshine Committee:
 - (i) Send out Birthday, Anniversary, and new baby congratulation cards.
- (e) Welfare Committee:
 - (i) When organizations request funds from the ESC, it shall be submitted in writing, to the welfare committee and if approved, be voted on by the Executive Board and disbursed by the Treasurer. A donation receipt shall accompany each welfare donation.
- (f) Historian:
 - (i) Maintains the ESC Scrapbook to include photos of activities and functions, Thank You notes received, ESC Flyers, and any other item chronicling the ESC.

Section 5.03 Special Committee

- (a) These are appointed by President and cease to exist after their special functions are completed.

Article VI. INSURANCE COVERAGE

- (a) The Grand Forks ESC will carry liability insurance in accordance with the Air Force regulations.
- (b) The Base Legal Office should approve all insurance policies.

Article VII. Board Recognition

- (a) Board Recognition Gifts will be given as follows:
 - Advisors – a gift not to exceed twenty (\$20) dollars will be given to each advisor upon his/her departure from the Board.
 - (i) President – will receive a gift not to exceed twenty (\$20) dollars.
 - (ii) Executive Board Members – will receive a gift not to exceed fifteen (\$15) dollars.
 - (iii) Committee – will receive a gift not to exceed ten (\$10) dollars.
- (b) If an Executive Board member resigns due to circumstances beyond his/her control, a token of appreciation may be purchased at the discretion of the President

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