

CONSTITUTION AND BYLAWS

of

ROBINS SPOUSES' CLUB

ARTICLE I NAME

The name of this organization shall be "Robins Spouses' Club Association," hereafter referred to as "RSC". Herein RSC shall be used to include both the social and philanthropic components, unless otherwise specified.

ARTICLE II PURPOSE AND FUNCTION

1. The purpose of the RSC is to provide Robins spouses opportunities for service, charity, social, and recreational activities.
2. The purpose of this organization shall be to provide support to all spouses of service members through service, outreach, and social events. This private organization will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group, or gender. Robins Spouses' Club is a non-profit organization. Individual members will not have a proprietary interest in the organization, but will derive benefits exclusively through participation in, or patronage of, the activities for which the organization is established on Robins Air Force Base. This organization is operated for enjoyment, recreation, and other non-profit purposes and no part of its earnings shall benefit any individual member.
3. **Mission.** Providing Robins' spouses an outlet where they can grow in friendships, give back in charity and service, and learn to thrive for a healthier tomorrow.
4. **Vision.** Uniting Robins' spouses for a stronger and healthier tomorrow.

ARTICLE III OBJECTIVES

The objectives of the RSC are to:

1. Reach and support as many spouses and families as possible.
2. Create a positive impact through community and outreach.

3. Serve the base and surrounding communities through volunteer service.
4. Enhance the welfare and overall quality of life of all members and families.
5. Establish effective communication between members to exchange ideas to support the club's mission.
6. Award scholarships to military and DoD family members and spouses.
7. Support the Robins community through the operation of the Blue Boutique and the Thrift Shop.
8. Conduct fundraising activities to meet the objectives listed above.

ARTICLE IV

GENERAL PROVISIONS

1. **Authority.** This is a private organization operating on Robins Air Force Base pursuant to the provisions of AFI 34-223, *Private Organizations (PO) Program*.
2. **Non-Federal Entity Status.**
 - a. As a private organization, this is a self-sustaining special interest group set up and operated by people acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government.
 - b. The Organization is not a Federal entity nor shall it be treated as such.
 - c. The Organization is not a NAF instrumentality (NAFI), nor shall it be treated as such.
 - d. The Organization is not entitled to the sovereign immunities and privileges given to NAFIs or the Air Force.
 - e. No appropriated funds or federal non-appropriated funds will be used to benefit the Organization.
3. **Approval to Operate.** The RSC operates on Robins Air Force Base only with the written consent of the 78th Air Base Wing Commander or his/her designee. Operation is contingent upon compliance with the requirements of all applicable federal regulations, including AFI 34-223, *Private Organizations (PO) Program*, as well as all Robins Air Force Base policies in effect which govern private organizations, non-Federal entities, and Robins Air Force Base employees.
4. The RSC social component (hereinafter referred to as the Administrative Side) is a private, non-profit organization, which is organized in accordance with Internal Revenue Codes as a 501(c) (4) organization, however, not registered as such on the IRS website due to thresholds.
5. The RSC philanthropic component, the "Robins Spouses Club Philanthropic Association" (hereinafter referred to as the Philanthropic Side) is a private, non-profit organization,

which is organized in accordance with Internal Revenue Codes as a 501(c) (3) organization.

6. The RSC may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group or gender.
7. The current edition of Robert's Rules of Order Newly Revised shall be parliamentary law in all matters not specified in the RSC Constitution and Bylaws.
8. In accordance with AFI 34-223, paragraph 10.1.3, any use of the name or abbreviation of a DoD component, organizational unit, or installation must not mislead members of the public to assume a PO is an organizational unit of DoD. Consequently, Robins Spouses Club will prominently display the following disclaimer on all print and electronic media with the PO's name:

“ROBINS SPOUSES' CLUB IS A PRIVATE NON-PROFIT ORGANIZATION. ROBINS SPOUSES' CLUB IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS. ROBINS SPOUSES' CLUB HOLDS NO GOVERNMENT STATUS”

9. The mailing address of RSC is as follows: PO Box 6844, Warner Robins, GA 31095-6844

ARTICLE V MEMBERSHIP

1. Qualifications.

- a. Membership in the Organization is voluntary and open to all spouses with base access of any military member, Active Duty, Retired, Reserves, National Guard or any GS employee, assigned to Robins Air Force Base.
- b. Membership shall be without regard to age, race, religion, color, national origin, disability, ethnic group, or gender.
- c. Spouses residing at Robins Air Force Base apart from their military member because of TDY, remote assignment, or deployment are eligible.
- d. Adult relatives (18 years or older) residing in a household of a member are eligible.
- e. Partner Nation spouses whose spouse is assigned to Robins Air Force Base are eligible.
- f. The Executive Board will vote to determine categories of membership eligibility not covered by these Bylaws on a case-by-case basis.

2. **Types of Membership.** Membership is classified as General or Honorary.

- a. General Members shall have the right to vote (with some exceptions outlined in Article XIV), hold office, and participate in the management activities of the RSC.
- b. Honorary Members may be invited as non-paying members with the approval of the Executive Board. They shall have all the privileges and benefits of a general member, except the right to vote and hold elective office.
- c. An invitation for the position of Key Advisor will be extended by the President to the Spouses of the 78th Air Base Wing (Installation) Commander and Command Chief Master Sergeant, or designees. Additional invitations for the role of Advisor may be extended to the spouses of other command elements of major Robins mission partners by the President in consultation with the Key Advisors. Advisors are non-paying members and have all the privileges and benefits of a general member, except the right to vote and hold elective office.

3. Guests

- a. Bona fide houseguests of members may attend RSC functions. Bona fide houseguests are those visiting temporarily.
- b. Those eligible for membership may not be considered guests after attending their first RSC function, unless otherwise specified by the President.
- c. Guests not eligible for membership may accompany RSC members to functions not designated as members-only, unless otherwise specified by the President.
- d. The guest's fees shall be the responsibility of the RSC member who makes the reservation.
- e. Only members will be awarded door prizes.

4. Membership Requirements

- a. To be considered a member, applicants must read the RSC Constitution and Bylaws, complete a membership application, and pay dues.
 - i. In the event of a paper application, per AFI34-223 10.15, the following statement must be included prior to the signature line:

"By signing this membership application, I acknowledge that I have read the constitution and bylaws and that as a member of Robins Spouses' Club I am jointly and severally liable for this organization's debts in the event that the RSC's assets are insufficient to discharge liabilities."
 - ii. In the event of digital application, per AFI34-223 10.15, the following statement must be included prior to the submit button:

"By signing this membership application, I acknowledge that I have read the constitution and bylaws and that as a member of Robins Spouses' Club I am jointly and severally liable for this

organization's debts in the event that the RSC's assets are insufficient to discharge liabilities."

- b. Honorary Members and Advisors will not be jointly and severally liable for the RSC's debts.
 - c. The RSC membership roster shall only be shared with the Executive Board and the information therein shall not be used for personal reasons.
5. **Renewal.** Active Members in good standing may renew their membership starting May 1st of each club calendar year by paying the RSC Administrative Financial Officer at any time or pay online.
6. **Hazing, Harassment, and Misconduct.**
- a. Hazing and harassment, either mental or physical, are specifically prohibited as part of any initiation right.
 - b. Members who do not conduct themselves in a professional manner when acting as a representative of the RSC, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The Executive Board will make the determination of whether a member should be removed from the organization. Before this determination is finalized, the member shall be notified of the charges against him or her in writing and shall have five (5) business days to respond to the Executive Board. Members who need more time to respond may request additional time from the Executive Board. The President of the Board, or Administrative Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal.
 - c. All members are strongly encouraged to notify the Board about any questionable member activity.
7. **Termination of Membership**
- a. Members may voluntarily leave the organization by submitting their resignation in writing. This written notice must be given to a member of the Executive Board or delivered to the organization during a meeting.
 - b. Termination for cause involving discreditable conduct will be accomplished by a majority vote from the Executive Board and the outcome will not be subject to appeal.
 - c. Members will be automatically removed from the organization membership, rosters and social media groups upon Permanent Change of Station (PCS) away from Robins AFB.

- d. Non-payment of dues within 30 days of submitting a membership application will result in termination of a member. Membership is activated with the payment of dues.

ARTICLE VI DUES

1. Any eligible members must pay a yearly due in the amount of \$40.
2. Dues will be required for each member within 30 days of submitting a membership application. Dues are non-refundable. Payment of dues must be made in one (1) full payment of cash, personal check or by card. Dues paid via debit/credit card are subject to a processing fee.
3. Starting January 1st of each year, membership dues will be prorated to \$20 covering membership from January 1 to May 1.
4. Payment of dues covers membership during the current active club year and will not extend into the next club calendar year. Active members wishing to renew their membership may do so starting May 1st of the club calendar year.
5. Dues cover RSC operating costs and offsetting the cost of social activities.
6. An Angel Fund may be available to supplement the cost of membership dues. If the cost of dues presents a hardship, eligible members should contact the RSC President or Administrative Financial Officer for accommodations to be made.

ARTICLE VII SOURCES OF INCOME

1. **Income.** The Organization shall be self-sustaining.
 - a. The Administrative Side shall be financed through membership dues, fundraising events, service charges, and any excess monies resulting from operational fees.
 - b. The Philanthropic Side shall be financed through the Blue Boutique, the Gnoming Project, Thrift Shop, fundraising events, the Angel Fund.
2. **Fundraising.** Written permission is required from the 78th Force Support Squadron (FSS) prior to engaging in any fundraising activities. Fundraising activities will be conducted in accordance with appropriate guidance at all levels (Base level through DoD). These activities will be in direct support of the RSC objectives listed in this Constitution and Bylaws. The appropriate approval for PO fundraising activities is the 78th FSS and 78th Air Base Wing Commander. Fundraising during CFC or AFAF must be coordinated through the 78th FSS, and then the 78th Air Base Wing Commander. This

organization shall not engage in any activities without specific written authorization from the 78th FSS or designee.

3. **Monetary and Item Donations.** A tax receipt will be provided for donations received by the RSC Philanthropic Association upon request in accordance with 501(c)(3) guidelines.

ARTICLE VIII

FINANCES, ACCOUNTING, TAXES

1. Finances.

- a. Responsibility for the financial accounting shall be with the Administrative and Philanthropic Financial Officers.
- b. The Administrative Financial Officer will be responsible for collection, disbursement, and custody of all RSC administrative fund monies. The President, Administrative Vice President and Administrative Financial Officer are authorized to sign checks. The Administrative Financial Officer may not sign a check made out to themselves.
- c. The Philanthropic Financial Officer will be responsible for collection, disbursement, and custody of all RSC philanthropic fund monies. The President, Philanthropic Vice President, and Philanthropic Financial Officer are authorized to sign checks. The Philanthropic Financial Officer may not sign a check made out to themselves.
- d. There shall be an Administrative Fund checking account maintained at a local bank. Disbursements from these accounts shall be made by checks bearing authorized signatures from either the Financial Officer, President, or Administrative Vice President. The Administrative Financial Officer is permitted to make budgeted expenditures or make deposits using the Administrative account debit card with prior approval (for expenditures) by the respective Vice President or President using the proper funds request form.
- e. There shall be a Philanthropic Fund checking account maintained at a local bank. Disbursements from these accounts shall be made by checks bearing authorized signatures from either the Financial Officer, President, or Philanthropic Vice President. The Philanthropic Financial Officer is permitted to make budgeted expenditures or make deposits using the Philanthropic account debit card with prior approval (for expenditures) by the respective Vice President or President using the proper funds request form.
- f. There shall be an Angel Fund on the Administrative side financed through donations to supplement the cost of membership dues. Angel Fund balance in excess of \$100 will be disbursed to the Philanthropic account for philanthropic expenditures except Thrift Shop, Scholarships, Blue Boutique, Gnoming and Grants.

- g. Money collected on the Administrative Side will be used for operation of the RSC, social meetings, other events, and Angel Fund. Money collected on the Philanthropic Side will be used for philanthropic donations, scholarships, and service projects.
- h. Monetary or item donations collected on the Philanthropic side must go through the Philanthropic Financial Officer. The Financial Officer will deposit the donation into the appropriate account before the donation is expended and provide all the required paperwork needed to be kept in any binders.
- i. Appreciation gifts: As a token of appreciation, a gift is authorized for all outgoing Executive Board members, a departing senior Advisor, and Special Events chairpersons. Other gifts are authorized as deemed appropriate. The cost for such gifts shall not exceed \$25 per person.
- j. The Financial Officers shall receive deposits, maintain a record, account for all funds of RSC, and prepare a monthly statement on the financial status of the organization.
- k. The RSC fiscal year will begin on June 1st and end on May 31st of the following year.
- l. The Administrative Financial Officer (or designee) is responsible for collecting any fees for monthly functions.
 - i. Members must pay for activities and functions at the time of the activity or function.
 - ii. Members must have reservations to the activities and functions prior to the event submitted by reservation deadline. If an absence is incurred, the member must pay the balance for the meal and/or activity to the RSC prior to attending another activity or function. If the balance is not paid, the member may have their membership to the RSC revoked and will only be able to rejoin the RSC once the balance is paid in full.

2. Unbudgeted Expenditures:

- a. Unbudgeted expenditures not exceeding \$50 may be approved by the President in consultation with the Financial Officers.
- b. Unbudgeted expenditures exceeding \$50 and below \$400 may be approved by the Executive Board.
- c. Unbudgeted expenditures exceeding \$400 and approved by the Executive Board will be brought to the next General Assembly meeting for approval by the General Membership.
- d. Funds Request. Requests for funds to cover unbudgeted expenditures must be made 72 hours in advance in writing using the proper funds request form and in person to the Vice President under which the requestor's committee falls (see Article XII).

- i. The request will be approved in accordance with the limits defined in 2.a. through c. above.
- e. Board members are not permitted to make funds requests for other organizations.

3. Budget.

- a. The Budget Committees shall prepare budgets and may be called upon to review them during the year.
- b. The Administrative and Philanthropic Financial Officers shall be the chairperson of their respective Budget Committees.
- c. The Budget Committees shall consist of the Executive Board members, Committee Chairs, and any other General RSC member in good standing.
- d. The Administrative and Philanthropic Budget Committees shall meet in March to prepare an annual administrative and philanthropic budget for the next year. The proposed annual budget shall be presented to the Board during the April Board meeting for approval. After being sent out for general membership review for a time period no less than 7 days, the annual budget shall be approved at the May General Assembly meeting.
 - i. All committees through their Chairs submit proposals/recommendations for consideration to the Budget Committee before the March Budget Committee meetings to aid in preparing the budgets.
 - ii. The approved budget will then constitute authorization of expenditures as itemized. Advance funds and reimbursement requests within budget shall be submitted to the Financial Officers using the proper request and reimbursement forms.
- e. An interim budget shall be prepared by the Budget committees in December and presented for approval at the January Executive Board meeting and January General Assembly meeting.

4. Carryover. The outgoing Executive Board shall provide a carryover balance in the Administrative Fund of at least \$1,500. The carryover balance in the Philanthropic Fund shall be \$1,500.

5. Accounting.

- a. The Financial Officers will render a full and complete monthly financial statement, electronically, at the request of any member for Executive Board and General Assembly monthly meetings.
- b. RSC will conduct an annual audit by an accountant (a CPA is not required but is encouraged) not affiliated with the RSC. Costs of all audits will be the responsibility of the organization.
 - i. The books of the RSC shall be reviewed and audited in accordance with AFI 34-223, Section 10.7.

- ii. The audit results shall be made available at the Thrift Shop by the Financial Officers for review.
 - c. The outgoing Executive Board shall submit an Annual Financial Report to the 78th FSS Resources Flight Chief no later than June 30th of each club calendar year.
 - d. The 78th Air Base Wing Commander or designee or as directed by higher Headquarters may request a full financial report at any time.
- 6. Taxes.** The Financial Officers will be responsible for compliance with all applicable federal, state, and local tax laws. The Financial Officers are responsible for filing the appropriate forms with the appropriate authority if the organization qualifies for tax exemption.
- a. Under IRS Code 501 (c) (3) the RSC Philanthropic side is tax exempt.
 - b. The Administrative Financial Officer and Philanthropic Financial Officer are responsible for all IRS correspondence, the timely filing of all requisite IRS tax forms, and all other required filings.
 - i. The RSC retains a tax advisor for this purpose.
 - ii. A copy of all filings will be maintained in a locked cabinet at Thrift Shop and also scanned electronically onto an appropriate drive. Filings will be made available upon request.

ARTICLE IX INSURANCE

1. Insurance Coverage Requirements.

- a. The Organization shall maintain adequate liability insurance unless the 78th Air Base Wing Commander waives the requirement.
- b. The RSC shall maintain property damage insurance for the Thrift Shop and the Blue Boutique, renewed annually.

2. Insurance Waivers.

- a. The 78th Air Base Wing Commander or his/her designee, upon written request, may waive the insurance coverage requirement if the RSC's risk of liability is negligible.
- b. Even if an insurance waiver has been approved, the Organization shall re-submit the insurance waiver for reevaluation on an annual basis.
- c. Even if an insurance waiver has been approved, special events involving the Organization may arise which involve a greater risk of injury or damage. For such events, the 78th Air Base Wing Commander or his/her designee may require liability insurance.

ARTICLE X
LIABILITY OF MEMBERS

1. **Member Understanding of Liability.** The members are jointly and severally liable for organizational debts in the event that the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented. The organization will maintain liability insurance unless waived by the 78th Air Base Wing Commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.
2. **Certification to FSS/FSR.** The President shall provide certification to 78 FSS/FSR that all members of the Organization have been notified and understand their personal financial liability for obligations of the Organization.
3. **Agreement to Background Check.** All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand childcare or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events.

ARTICLE XI
OFFICERS AND GOVERNING BODY

1. The RSC is governed by the Executive Board and the Standing Committee Chairpersons. The timeframe in which these positions are elected and appointed is discussed in Article XIII.
2. **Structure.**
 - a. **Parliamentary Authority.** Parliamentary Authority shall be the Constitution, Bylaws, and Policies and Procedures of the Robins Spouses' Club. If there are any matters not specified in the previously mentioned documents, the Parliamentarian will refer to the most current version of *Robert's Rules of Order, Newly Revised*.
 - b. **Governing Body.**
 - i. **Executive Board.** The RSC will be governed by an Executive Board consisting of the Elected Officers, their appointed Key Advisors, and Parliamentarian.
 - ii. **Standing Committees.** The activities of the RSC are governed by Standing Committees, led by the appointed Committee Chair and committee members. The President may appoint, delete, or combine standing committees with the approval of the Executive Board.

- c. **Elected Officers.** The following RSC officers are elected annually: President, Administrative Vice President, Philanthropic Vice President, Administrative Assistant, Administrative Financial Officer, and Philanthropic Financial Officer.
 - i. **Midterm Elections.** If an officer cannot complete the whole elected term, the RSC may hold a midterm election to fill the office in accordance with normal election procedure. Serving the rest of the term will be considered a full term, and the office will be up for re-election in the Spring with the other offices.
 - ii. Only RSC members in good standing may be Elected Officers or Committee Chairpersons.
- d. **Term.** Officers serve for one year and are elected annually. They may not serve in the same position nor another elected position for more than two consecutive years. The Parliamentarian, an appointed position, also may not serve for more than two consecutive years.
- e. **Appointed.**
 - i. **Advisors.** Advisors shall be appointed by the President and approved by a majority vote of the Executive Board.
 - 1. An invitation for the position of Key Advisor will be extended by the President to the Spouses of the 78th Air Base Wing Commander and Command Chief Master Sergeant. Additional invitations for the role of Advisor may be extended to the spouses of other command elements of major Robins mission partners by the President in consultation with the Key Advisors.
 - 2. At least one Advisor should attend all meetings of the Executive Board, Budget Committees, Thrift Shop Committee, Blue Boutique Committee and any are welcome to attend any other meetings. Committee Chairs may request an advisor attend a committee meeting.
 - ii. **Committee Chairs.** Committee Chairs will be appointed by the President with the approval by a majority vote of the Executive Board. Applications for Committee Chairs will be opened in conjunction with Executive Board nominations. The President may initiate Committee Chair appointments with the Executive Board at the beginning of the new board year.
 - iii. **Parliamentarian.** Parliamentarian shall be an appointed officer, who is selected by the President, with a majority vote from the Executive Board. An outgoing President may be appointed as a Parliamentarian.
 - 1. Parliamentarians shall attend all meetings of the Executive Board, General Assembly meetings, and Committee meetings.

2. The Parliamentarian updates the Executive Board nomination forms, accepts nominations, develops ballots and facilitates RSC elections.
3. Parliamentarian shall be the custodian of the RSC Constitution and Bylaws.
4. Serves as the Administrator for the RSC Google Workplace (formerly GSuite) account, including resetting account passwords and assisting with the use of Google Drive, Docs, Sheets and other Google applications associated with RSC Executive Board, Advisor, and Committee Chair accounts.
5. Maintain RSC Parliamentarian email.
6. Submits board reports each month from the Parliamentarian email account to the Administrative Assistant four (4) days prior to Executive Board meetings.
7. The Parliamentarian will act as a liaison with the Legal Office and 78th FSS/FSR Financial Management Office to maintain private organization files and submit fundraiser requests.
8. Maintains a continuity binder and saves files to the Google Drive as appropriate to hand off to incoming Parliamentarians.

3. Succession of Officers.

- a. Should the office of President become vacant, the Administrative Vice President serves as acting President until an out-of-cycle election can be held.
- b. Should the office of Administrative Vice President become vacant, the Philanthropic Vice President serves as acting Administrative Vice President until an out-of-cycle election can be held.
- c. Should vacancies occur in the offices of Philanthropic Vice President, Administrative Assistant, or either Financial Officer, the President, with the approval of the Board will appoint an RSC member to fill the vacancy until an out-of-cycle election can be held.
- d. Should a vacancy occur in the office of Parliamentarian, the Administrative Assistant serves as the interim Parliamentarian until one can be appointed.

4. Duties of Officers.

- a. **General.** In addition to the specific responsibilities assigned to each officer below, the officers are individually and collectively responsible for asset accountability, liability satisfaction, and sound financial and operational management on behalf of the RSC.

- i. **Records.** Records are made of business conducted at Board, general, and special membership meetings.
 - ii. **Absences.**
 - 1. Board members may have two Executive Board absences during one year. Committee members may have two Committee Meeting absences during one year.
 - 2. Board or committee members with more than two absences may be asked to relinquish their position.
- b. **Responsibilities.** Detailed Elected Officer, Parliamentarian and Committee Chair responsibilities are listed in separate Job Description Documents. By February of the current board year, each Chair or Executive Board member submits an updated Job Description to the Parliamentarian to be reviewed and approved by the President. Acceptance of a Board position indicates a commitment to:
- i. Attend RSC Executive Board Meetings and Committee Meetings for which the position is required.
 - ii. Inform the President or Vice President if unable to attend an Executive Board Meeting.
 - iii. Prepare a written report monthly summarizing what happened during the month, including monthly expenses.
 - iv. Maintain a continuity binder and save files in the Google Drive as appropriate.
- c. **Duties of the President.** The President shall have the following duties and obligations:
- i. Presides at all Executive Board meetings, business meetings, and General Assembly meetings.
 - ii. Establishes the schedule of Executive Board and General Assembly meetings for the year and the deadlines for reports and agendas.
 - iii. Appoints a Parliamentarian. Appoints Standing Committee Chairs with the approval of the Executive Board.
 - iv. May appoint Chairs to special committees.
 - v. Can spend money, not in excess of \$50, without following other procedures outlined in Article VIII.
 - vi. Reviews and signs monthly, quarterly, and annual financial reports.
 - vii. Shall review the Administrative and Philanthropic books twice annually in conjunction with budget preparation (interim and end of year), unless otherwise requested.

- viii. Shall be subject to a hard credit check upon being added to the RSC bank accounts.
- ix. Responsible for the RSC calendar and for the agenda at all Executive Board and General Assembly meetings.
- x. Authorizes an RSC signature on contracts when terms are legal and acceptable.
- xi. Maintains a continuity binder and saves files to the Google Drive as appropriate to hand off to the incoming President.
- xii. Must inform Advisors of all pertinent matters and actions before making a decision that could affect the RSC and any entity the organization represents.
- xiii. Provide final approval for RSC publicity.
- xiv. Shall ensure that all necessary RSC insurance is maintained, or proper waivers are signed and approved by the 78th ABW commander.
- xv. Signs a Memorandum of Understanding with the 78th Air Base Wing Commander, accepting responsibility for the use of Thrift Shop facilities. This must be executed every three years.
- xvi. Maintains the President email account.
- xvii. Submits board reports each month from the President email account to the Administrative Assistant four (4) days prior to Executive Board meetings

d. Duties of the Administrative Vice President. The Administrative Vice President shall have the following duties and obligations:

- i. Assumes the Presidency when the President is unable to complete the term of office.
- ii. Serve as the direct contact between these committees and the President: Administrative Budget Committee, Events Committee, Membership Committee, and Administrative Fundraising Committee.
- iii. Shall keep a continuity binder and save files in the Google Drive as appropriate to hand off to the incoming Administrative Vice President.
- iv. In the event that any Committee Chairpersons supervised by the Administrative Vice President are vacant, the Administrative Vice President will work to get those positions filled and act as Interim Chair.
- v. Take all minutes in the absence of the Administrative Assistant.
- vi. Speak with each Administrative Committee Chair at the beginning of the year, to review job descriptions and responsibilities, and serve as an advisor to them throughout the year.

- vii. Attend the Professional Organization summit in order to hear about opportunities.
 - viii. Review job descriptions with their respective chairs in January.
 - ix. Is knowledgeable about the organization's mission, services, policies and programs and promotes RSC membership.
 - x. Is responsible for all matters concerning protocol.
 - xi. Perform all other duties as assigned by the President.
 - xii. Maintains the Administrative Vice President email account.
 - xiii. Submits board reports each month from the Administrative Vice President email account to the Administrative Assistant four (4) days prior to Executive Board meetings
 - xiv. Oversees the coordination of RSC mini clubs.
- e. Duties of the Philanthropic Vice President:** The Philanthropic Vice President shall have the following duties and obligations:
- i. Serve as the direct contact between these committees and the President: The Blue Boutique Committee, The Thrift Shop Committee, The Philanthropic Budget Committee, The Scholarship, and The Grant Committee.
 - ii. If any Committee Chairpersons supervised by the Philanthropic Vice President are vacant, the Philanthropic Vice President will work to get those positions filled and act as Interim Chair.
 - iii. Maintains and manages the RSC assets/inventory.
 - iv. Speak with each Philanthropic Committee Chair at the beginning of the year, to review job descriptions and responsibilities, and serve as an advisor to them throughout the year.
 - v. Is knowledgeable about the organization's mission, services, policies and programs and promotes RSC philanthropy.
 - vi. Organize the Thrift Shop and Blue Boutique Volunteer Appreciation event along with Advisors.
 - vii. Review job descriptions with their respective chairs in January.
 - viii. Shall keep a continuity binder and save files in the Google Drive as appropriate to hand off to the incoming Philanthropic Vice President.
 - ix. Maintains the Philanthropic Vice President email account.
 - x. Submits board reports each month from the Philanthropic Vice President email account to the Administrative Assistant four (4) days prior to Executive Board meetings

f. Duties of the Administrative Assistant. The Administrative Assistant shall have the following duties and obligations:

- i. Records minutes of all regular, special, Administrative, and Philanthropic, Executive Board meetings as well as General Assembly meetings. Include in the meeting minutes: attendance, time called to order, time adjourned, all motions and seconds, and the actual vote count on the motions, names of those making motions, a summary of all board member reports, summary of any discussion, new business, and old business.
- ii. Shall be responsible for the records and processing of all RSC correspondence.
- iii. Shall be responsible for maintaining all RSC marketing, to include flyers, brochures, and business cards. The Administrative Assistant will update and distribute these as needed throughout various base locations.
- iv. Shall be responsible for all group text reminders to club members.
- v. Will be the custodian of the RSC permanent records with the exception of records pertaining to finance. Minutes shall be maintained for 7 years.
- vi. Brings printed copies of documents, as needed, (e.g., agendas) for all Board members for each meeting.
- vii. Must have copies of each of the following at every General Assembly meeting: sign in sheet, roster, previous month's meeting minutes, and previous agendas.
- viii. Will ensure meeting minutes are posted on the RSC Website.
- ix. Coordinate with Administrative Financial Officer for purchase of ink cartridges, paper, etc. as needed by the Administrative Assistant.
- x. Maintains roster of RSC Executive Board.
- xi. Keeps an external hard drive with all RSC documents.
- xii. Shall keep a continuity binder and save files in the Google Drive as appropriate to hand off to the incoming Administrative Assistant.
- xiii. Maintain copies of the Constitution, Board Member Roster, & Job Descriptions of Board Members.
- xiv. Maintains the Administrative Assistant email account.
- xv. Submits board reports each month from the Administrative Assistant email account four (4) days prior to Executive Board meetings

g. Duties of the Administrative Financial Officer. The Financial Officer shall have the following duties and obligations:

- i. Shall chair the Administrative Budget Committee.

- ii. Shall be responsible for having filed an annual income tax return and maintain the Federal Tax ID Numbers for the RSC in conjunction with the Philanthropic Financial Officer.
- iii. Shall be subject to a hard credit check upon being added to the Philanthropic bank account.
- iv. Shall have the books reviewed by the President twice annually in conjunction with budget preparation (interim and end of year), unless otherwise requested.
- v. Ensures proper procedures for funds and reimbursement requests using the proper forms on the Administrative side are reviewed, updated as necessary and are followed.
- vi. Ensures checks for approved funds requests are disbursed within five days after approval.
- vii. Will make deposits of cash/checks in a timely manner; and shall maintain a receipt book, providing and keeping copies of receipts for money collected for deposit into the Administrative account.
- viii. Must keep a continuity binder and save files in the Google Drive as appropriate to hand off to incoming Administrative Financial Officer. Continuity binder shall include, at a minimum, copies of the Administrative Budget; records of checks written; minutes from Administrative Budget Committee meetings; a copy of each month's financial report and board report; and all IRS/tax paperwork.
- ix. Ensure the annual IRS returns coordinate with the account in June to ensure that financial records are audited and that annual IRS returns are filed as required by law. Attach a copy of current Constitution and Bylaws, if changed since last filing.
- x. Coordinates with other members of the Board as to proper handling procedures.
- xi. Ensures administrative financial records are in order and presents monthly financial statements at monthly Board meetings.
- xii. Responsible for RSC Administrative checks and the Administrative Account debit card. Authorized checking signatures will be one of the following: President, Administrative Vice President, or Administrative Financial Officer.
- xiii. Holds Administrative Budget Committee meetings in order to prepare budgets in accordance with Article VIII.3.
- xiv. Will be the custodian of the RSC Administrative permanent financial records, which shall be maintained for 7 years.

- xv. Maintains the Administrative Financial Officer email account.
- xvi. Submits board reports each month from the Administrative Financial Officer email account to the Administrative Assistant four (4) days prior to Executive Board meetings

h. Duties of the Philanthropic Financial Officer. The Financial Officer shall have the following duties and obligations:

- i. Shall chair the Philanthropic Budget Committee.
- ii. Ensures philanthropic financial records are in order and presents monthly financial statements at monthly Board meetings.
- iii. Shall be subject to a hard credit check upon being added to the Administrative bank account.
- iv. Shall have the books reviewed by the President twice annually in conjunction with budget preparation (interim and end of year), unless otherwise requested.
- v. Shall be responsible for collection, disbursement and custody of all RSC Philanthropic Fund monies.
- vi. Ensures proper procedures for funds and reimbursement requests using the proper forms on the Philanthropic side are reviewed, updated as necessary and are followed.
- vii. Ensures the Thrift Shop and Blue Boutique have receipt books to record money disbursed for deposit into the Philanthropic Account.
- viii. Shall sign deposit receipts from the Blue Boutique and Thrift Shop for money collected for deposit into the Philanthropic Account.
- ix. Mails checks along with a letter to philanthropic check recipients (e.g., Grants, Scholarships). Keeps a copy of the letter along with check number and mailing information in the Philanthropic Chair Binder.
- x. Provides Interim budget report showing how excess funds are to be spent at the January Board meeting to be voted upon and an annual report at the May Board meeting.
- xi. Responsible for RSC Philanthropic Checks and the Philanthropic account debit card.
- xii. Holds Philanthropic Budget Committee meetings in order to prepare budgets in accordance with Article VIII.3.
- xiii. Will be the custodian of the RSC Philanthropic permanent financial records, which shall be maintained for 7 years.

- xiv. Must keep a continuity binder and save files in the Google Drive as appropriate to hand off to the incoming Philanthropic Financial Officer. Continuity binder shall include, at a minimum, copies of the Philanthropic and Thrift Shop Budgets; records of checks written to philanthropic recipients (e.g., Grants, Scholarships), accompanying letters, and mailing information; minutes from Philanthropic Budget Committee meetings; a copy of each month's financial report, board report and Thrift Shop monthly financial statements; and all IRS/tax paperwork.
- xv. Maintains the Philanthropic Financial Officer email account.
- xvi. Submits board reports each month from the Philanthropic Financial Officer email account to the Administrative Assistant four (4) days prior to Executive Board meetings.

5. General Duties of Committee Chairs.

- a. Standing Committee Chairs shall hold meetings monthly at least 5 days prior to the Executive Board meetings to conduct business, unless otherwise indicated in Article XIV. Minutes from committee meetings shall be recorded and submitted to their respective Vice President.
- b. Committee membership is defined in Article XII of the Constitution and Bylaws.
- c. Committee Chairs shall request through their Vice President to attend the Executive Board meeting if a decision needs to be made or proposal presented. Otherwise, attendance to Executive Board meeting is optional.
- d. Unless otherwise stated herein, committee business cannot take place unless the Chair and the respective Vice President are in attendance.
- e. Committee Chairs must keep a continuity binder and save files in the Google Drive as appropriate to hand off to incoming Committee Chairs.

**ARTICLE XII
COMMITTEES**

1. Standing Committees. Standing Committees are made up of the Committee Chairperson (Chair), designated Executive Board members, and RSC General Members who volunteer to serve on the committee. Standing Committee Chairs are directly responsible to their respective Executive Board Officers and will operate within the framework of the committee description described herein and of an approved job description. Committee Chairs shall submit a list of committee members to their respective Vice President before the second executive board meeting of the club year. The President is an ex officio member of all committees.

- a. In the case where a committee has insufficient membership, committee-related motions may be brought to the General Assembly for a vote.

- b. Standing Committees that coordinate through the Administrative Vice President are:
 - i. Administrative Fundraising Committee
 - ii. Administrative Budget Committee
 - iii. Membership Committee
 - iv. Events Committee
- c. Standing Committees that coordinate through the Philanthropic Vice President are:
 - i. The Blue Boutique Committee
 - ii. Thrift Shop Committee
 - iii. Philanthropic Budget Committee
 - iv. Grant Committee
 - v. Scholarship Committee
- d. Positions that fall under the President are:
 - i. Marketing Coordinator
 - ii. Historian
- e. **Administrative Fundraising Committee**
 - i. The Administrative Fundraising Committee consists of the Chair, the Administrative Vice President, the Administrative Financial Officer and any RSC volunteers.
 - ii. Business of this committee includes fundraising activities which serve to generate funds for the RSC Administrative Side. Additionally, the Administrative Fundraising Committee coordinates Property Inventory and Rentals as well as RSC merchandise sales.
 - iii. Administrative Fundraising committee meetings must include the Parliamentarian in case a Memorandum for Record is required.
 - iv.
 - v. In support of the Administrative Fundraising committee, the Administrative Vice President or designee shall attend the Robins Professional Organization Summit in order to hear about opportunities.
 - vi. Fundraising Committee inventory shall be stored in the Thrift Shop.
 - vii. At the conclusion of each year, the Administrative Fundraising Committee Chair shall include in the continuity binder an up-to-date RSC property inventory and provide a copy to the Philanthropic Vice-President.

f. Administrative Budget Committee

- i. This committee is chaired by the Administrative Financial Officer.
- ii. The Administrative Budget Committee consists of the committee chairs on the Administrative Side, the Executive Board, an Advisor and any General member as requested.
- iii. This committee shall meet to prepare the annual and interim Administrative budgets in accordance with Article VIII.3.

g. Membership Committee

- i. The Membership Committee consists of the Chair, the Administrative Vice President, the Administrative Financial Officer and any RSC volunteers.
- ii. This committee shall review the membership form annually and make any updates as necessary before new membership and renewal are accepted beginning on May 1.
- iii. This committee accepts membership applications and keeps the RSC membership roster up to date as new members join or members leave.
- iv. The membership committee Chair is relied upon to verify membership for such RSC activities as members-only socials or meetings and voting.
- v. The membership committee shall also handle hospitality duties for the RSC.
- vi. This committee shall also set up members in the mini-club groups on Facebook and handle correspondence.

h. Events Committee

- i. The Events Committee consists of the Chair, the Administrative Vice President, the Administrative Financial Officer and any RSC volunteers.
- ii. At the beginning of each board year, the Events Committee shall plan and prepare a list of events for the year to be approved by the Executive Board.
- iii. This committee is responsible for making all venue, food, decor, and pricing arrangements for the RSC monthly socials.
- iv. This committee is responsible for communicating event details with the Marketing Coordinator as well as arranging for and taking reservations.
- v. Events Committee inventory shall be stored in the Thrift Shop.
- vi. At the conclusion of each year, the Event Coordinator shall include in the continuity binder an up-to-date RSC event property inventory and provide a copy to the Philanthropic Vice-President.

i. The Blue Boutique Committee

- i. The Blue Boutique Committee consists of the Chair, the Philanthropic Vice President, the Philanthropic Financial Officer, an Advisor and any RSC volunteers.
- ii. The Chair and committee members oversee the operation of The Blue Boutique, ensuring adequate processes, budget, and volunteers are in place.
- iii. This committee shall operate in accordance with Article XV.
- iv. At the conclusion of each year, the Blue Boutique Chair shall include in the continuity binder an up-to-date RSC Blue Boutique property inventory and provide a copy to the Philanthropic Vice-President.

j. Thrift Shop Committee

- i. The Thrift Shop Committee consists of the Thrift Shop Committee Chair, an Advisor, President, Philanthropic Vice President, Parliamentarian, the Thrift Shop General Manager, Bookkeeper and any other positions as requested.
- ii. The Thrift Shop committee shall operate in accordance with Article XVI.

k. Philanthropic Budget Committee

- i. This committee is chaired by the Philanthropic Financial Officer.
- ii. The Philanthropic Budget Committee consists of the committee chairs on the Philanthropic side, Executive Board, an Advisor and any General member as requested.
- iii. This committee shall meet to prepare the annual and interim philanthropic budgets in accordance with Article VIII.3.

l. Grant Committee

- i. The Grant Committee consists of the Grant Committee Chair, Philanthropic Vice President, Philanthropic Financial Officer, Parliamentarian, and at least three non-Board RSC volunteers when available.
- ii. At the beginning of each board year, the Grant Committee shall review the RSC Grant Request Application and make any updates as necessary. The RSC Grant Application shall be made available electronically via the RSC website.
- iii. All grant requests must be submitted to the Grant Committee Chair in writing or online using the current year's form and corresponding instructions and guidelines.

- iv. The Grant Committee shall meet monthly to review all philanthropic request applications and make allocation decisions. Any request more than \$500 must be presented at the next Executive Board meeting for approval.
- v. Dissemination of grants will be the responsibility of the Grant Committee Chair.

m. Scholarship Committee

- i. The Scholarship Committee consists of the Chair, the Philanthropic Vice President, the Philanthropic Financial Officer, and any RSC volunteers.
- ii. Scholarships will be given each year. The specific criteria will be determined by the Scholarship Committee and presented to the Executive Board for approval.
- iii. In addition to the Scholarship Committee members, the Scholarship Selection Committee shall include a panel of judges of at least three (3) people independent of the RSC to judge and score applications.
- iv. Scholarship Committee members shall not be related in any capacity to applicants.
- v. Dissemination of scholarships will be the responsibility of the Scholarship Committee.
- vi. The Scholarship Committee Chair shall coordinate a reception to award the scholarships.
- vii. Any Scholarship property inventory shall be kept at the Thrift Shop.
- viii. At the conclusion of each year, the Scholarship Committee Chair shall include in the continuity binder an up-to-date RSC Scholarship property inventory and provide a copy to the Philanthropic Vice-President.

n. Marketing Coordinator

- i. The Marketing Coordinator keeps the RSC website, calendar and social media up-to-date with announcements about any activities and other information.

o. Historian

- i. Take pictures at all events, develop photo albums. Photos taken will be passed to the marketing coordinator.
- ii. Any Historian property inventory shall be kept at the Thrift Shop.
- iii. At the conclusion of each year, the Historian shall include in the continuity binder an up-to-date RSC Historian property inventory and provide a copy to the Philanthropic Vice-President.

2. Special Committees

- a. A special committee may be formed by the President as deemed necessary for a specific function (e.g., Constitution and Bylaws, cookie drive, base-wide events, etc.).
- b. Special Committee Chair is a temporary position appointed by the President.
- c. At the conclusion of the committee's work a final written report is prepared and presented to the Board.
- d. Special Committees shall cease to function after the completion of its work.
- e. The Gnoming Committee is a Special Committee which coordinates the Gnoming Project activities as described in Article XVII. The Gnoming Committee falls under the Philanthropic Vice President.
- f. The Constitution and Bylaws Committee, chaired by the Parliamentarian, is a Special Committee which meets as necessary to coordinate reviews, amendments and updates to this document as described in Article XVIII.

ARTICLE XIII

NOMINATIONS, ELECTIONS, AND INSTALLATIONS

1. Nominations for Officers.

- a. The Parliamentarian will update the nomination form in January and begin advertising for and accepting Elected Officer nominations. Nominations will be closed out by a date as determined by the Executive Board.
- b. Nominations will be announced at the General Assembly Meetings one month prior to the election, at which time nominations can be taken from the floor.
 - i. Nominees from the floor must still fill out a nomination form.
- c. Members wishing to run for elected office must be nominated within the designated timeframe as stated above.
- d. Members must be in good standing to make or accept a nomination.

2. Elections.

- a. Elections shall be made by secret ballot, annually, at the April General Assembly Meeting.
 - i. In the event that the General Assembly is unable to meet together, in person, due to unforeseen circumstances (e.g., a disaster, pandemic, etc.), accommodations may be made to conduct the election within the timelines established in this Article.
- b. All General members in good standing may vote in secret ballot elections.

- i. Advisors do not vote.
 - c. A valid election requires that a quorum of members in good standing are present to cast ballots.
 - d. Should there be only one accepted nomination per office, a two-thirds confirmation vote of the General Assembly present is required.
 - e. General voting for elected offices requires a majority vote of the General Assembly present.
 - f. Results will be announced electronically within 24 hours of the election.
 - g. If a candidate must resign from the respective office prior to installation, the candidate receiving the second highest number of votes for that office shall be permitted to accept that office. A special election must be held for an uncontested position that becomes vacant before installation.
- 3. Ballots.** On Election Day the Membership Chair verifies membership before a ballot is given to a member.
- 4. Transitional Meetings for Outgoing/Incoming Executive Board:**
- a. Board Transition.**
 - i. The last Board meeting of the year will be a Joint Board Meeting, held in May, with the incoming and outgoing Board members' participation. With the exception of the Financial Officers, all Board members will be required to attend and give all paperwork, upload documents to Google Drive, continuity binders and any additional materials to their successors at this meeting. Financial Officers will provide continuity paperwork once the books are closed out in June.
 - ii. The May Executive Board meeting is to be attended by both incoming and outgoing elected Officers and the Appointed Board (Advisors and Parliamentarian). The outgoing President will conduct the meeting for the purpose of approving the minutes from the previous meeting, hearing the Financial Officer's reports, and old business. The outgoing Board members shall provide continuity binders and will be adjourned. At this time, the new Board may meet at the discretion of the new President.
 - 1. Meeting minutes from the Joint Board meeting shall be duly recorded to be used for the transition of bank accounts to new Officers.
 - iii. Outgoing Officers may allow for job shadowing following the election, and at a minimum should hold an informational meeting with their successor prior to May 31st to ensure a smooth transition.

- iv. All unfinished business must be completed by the Executive Board before June 1st except for pending amendments or changes to Bylaws and any outstanding budgeted debts for that fiscal year.
- v. The outgoing Executive Board and Committee Chairs may not financially obligate the RSC or commit to any activity taking place after May 31st. These decisions must be made by the newly elected Executive Board.
- b. Committee Chairs shall provide continuity binders to their respective Vice President before May 31st. Financial Officers shall provide a copy of their continuity binders upon closing out the books in June.
- c. Installation of new officers shall be completed at the May General Assembly Meeting. The newly elected Officers will take the oath of acceptance into office during this time.
- d. Newly elected officers and appointed positions shall assume their duties effective June 1st.
- e. RSC Bank Accounts shall be turned over to the incoming Financial Officers by June 10.

ARTICLE XIV MEETINGS AND QUORUM

1. General Assembly Meetings

- a. There shall be an RSC General Assembly Meeting once a month, unless otherwise designated by the Executive Board. The Executive Board shall establish the General Assembly meeting schedule (for August through May) at the beginning of each board year. The President may schedule or cancel meetings as deemed necessary.
 - i. Any RSC business, such as voting or providing pertinent information, shall be conducted prior to the social activities, if held on the same day.
- b. Members wishing to address the RSC General Membership must contact the President no later than 72 hours before the Executive Board meeting to be placed on the agenda.
- c. The President may call special meetings of the General Membership at any time, with the approval of the Executive Board.
- d. Members will be notified of special meetings by the President via email with a minimum notification time of 72 hours.
- g. Members may bring guests to those meetings and events not designated "closed" by the Executive Board.

2. Executive Board Meetings

- a. The Executive Board shall meet monthly prior to the monthly General Assembly Meeting. An agenda will be followed. If a member requests to be placed on the agenda, the member must let the President know 72 hours prior to the meeting. The President may invite the Committee Chairs and put their reporting on the Executive Board Meeting agenda.
- b. Board members not present at a meeting, may not vote by proxy. However, an Officer may send discussion points to be brought up during the meeting.
- c. Except for the Chair of the meeting being conducted, members may attend via electronic means of video or phone conferencing as long as there is a clear connection and all members present can fully understand discussion from the member physically absent and the member absent can hear and understand discussion from all those present.
- d. Reports must be submitted no later than five (5) days before all Board meetings via Google Docs or email to the Administrative Assistant and President.
 - i. The Vice President Board Reports must include the committee activities under their purview.
 - ii. The President will establish the meeting agenda based on the motions presented in the Board Report.
- e. All reports shall be distributed via email or consolidated and uploaded to Google Docs at least one (1) day prior to any Board meeting.

3. Special Executive Board Meetings

- a. The President or Executive Board by majority vote may call special meetings as deemed necessary.

4. Committee Meetings

- a. Committee meetings shall be held monthly at least 5 days prior to the executive board meeting of each month. The Administrative and Philanthropic Budget committees meet as needed, but at least twice a year to prepare annual and interim budgets in accordance with Article VIII.3.
- b. Minutes should be taken at every committee meeting by the Chair or designee and committee meetings must be conducted with proper parliamentary procedure as defined in Article XI. 2. a. of the Constitution and Bylaws.
- c. Reports of committee transactions in the form of meeting minutes shall be submitted to the Executive Board via the respective Vice President by uploading them to Google Drive no later than three (3) days after the committee meeting takes place.
- d. Committee business conducted shall be relative to the function and purpose of the RSC Committees and shall follow parliamentary procedure.

5. Quorum

- a. Quorum is defined as active members in good standing present at the meeting.
- b. For any business to occur at any General Assembly meeting, the following must be in attendance:
 - i. President and / or Administrative or Philanthropic Vice President,
 - ii. Parliamentarian
 - iii. Administrative Assistant
 - iv. One Advisor

6. Voting on Motions

- a. A majority vote of the members present will be sufficient to approve any action or decide an issue.
 - b. All RSC members may vote except for the President, Parliamentarian, and Advisors.
 - c. The President shall vote only in the case of a tie.
 - d.
 - e. Electronic voting on Motions
 - i. As an exception, and at the discretion of the President or Committee Chair and Parliamentarian, votes may be conducted electronically.
 - ii. The Parliamentarian or Chair will facilitate all electronic voting, making instructions clear, setting the timeline for responses and ensuring all possible efforts to receive responses before votes are published and quorum is attained.
 - iii. After the vote is taken, the Parliamentarian or Chair will inform the voting members of the results electronically.
 - iv. The Administrative Assistant will then record the results of the vote in the minutes for review at the next scheduled monthly Executive Board or Committee meeting.
7. **Electronic Meetings.** If members cannot be physically present together in one location for committee meetings, some or all members may communicate through electronic means via audio or teleconference or video conference (e.g., via Google Meet). Electronic meetings must, at a minimum, provide conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area, which is essential to the deliberative character of the meeting. (*Robert's Rules 11th ed.*, pp 97-99).

ARTICLE XV
THE BLUE BOUTIQUE

1. The Blue Boutique is a wholly owned and operated joint venture of RSC. It is run in accordance with the Constitution and Bylaws and is a continuous service offered under the Thrift Shop umbrella.
2. **Purpose.** The purpose of The Blue Boutique is:
 - a. To allow the rental of dresses to those who hold a valid military I.D.
 - b. To provide free business attire to those who hold a valid military I.D.
 - c. To allow the rental of a carpet cleaner to those who hold a valid military I.D.
3. **Operation and Management:**
 - a. The Blue Boutique is operated by the Blue Boutique Committee and RSC volunteers.
 - b. The Blue Boutique follows the Houston County school calendar for operating days. No rentals may be made during the times the Blue Boutique is closed unless permitted by the RSC Executive Board.
 - c. The Blue Boutique Chair will ensure that all price lists are reviewed annually and updated, if needed. They are also responsible for ensuring all rental contracts are up to date with any changes as passed by the Blue Boutique Committee.
 - d. The Blue Boutique Chair will serve as the liaison with the Building Manager.
 - e. Annually, the Blue Boutique Committee will update a sufficient inventory of items to the Philanthropic Vice President. A copy should be kept in the Blue Boutique Chair's binder and/or Google Drive.
4. **Fiscal Responsibility:**
 - a. The fiscal year for the Blue Boutique runs in conjunction with the RSC fiscal year: 1 June to 31 May.
 - b. Distribution of Net Earnings. Net earnings will be distributed to the RSC Philanthropic Financial Officer to be deposited into the Philanthropic bank account each month to continue the club's support of the base and the surrounding community.
 - c. The Philanthropic Financial Officer and the Blue Boutique Chair work together to maintain the Blue Boutique budget within the RSC Philanthropic Budget.
 - d. The Blue Boutique Committee is responsible for determining the cost of rentals for the carpet cleaner and dresses.
5. **Rental Process:**
 - a. The Blue Boutique Committee will set a rental price for dresses and carpet cleaner (including deposit amounts and fees) at the beginning of each fiscal year,

no later than August 1st. The Blue Boutique Committee Chair will ensure contracts and price lists reflect these prices accordingly. Renters must sign a contract agreeing to the terms of the rental.

- i. Dress Rental. A deposit in the amount determined by the Blue Boutique Committee is required to rent a gown, a portion of which will be non-refundable and is dispersed to the Philanthropic Financial Officer. The remaining amount will be refunded when the dress is returned with the dry-cleaning tag attached. If the item is returned without dry cleaning, the Blue Boutique retains the entire deposit.
- ii. Carpet Cleaner Rental. A deposit in the amount determined by the Blue Boutique Committee is required to rent the carpet cleaner, a portion of which will be non-refundable and is dispersed to the Philanthropic Financial Officer. The remaining amount will be refunded with the carpet cleaner is returned clean and operational. If the carpet cleaner is returned damaged or missing parts, the Blue Boutique retains the entire deposit. If the carpet cleaner is returned past the agreed upon date of return, a late fee will be charged each day.
- iii. Business Attire. Business attire is provided to anyone who possesses a valid military I.D. free of charge.

ARTICLE XVI THRIFT SHOP

1. The RSC is the sole operator of the Base Thrift Shop and operates it with the permission of the 78 ABW Commander. The purpose of the RSC Thrift Shop is to operate exclusively as a philanthropic organization for the benefit of military, DoD communities, and for the support of the RSC Philanthropic Fund. The Thrift Shop is governed by the RSC Constitution and Bylaws.
2. **Purpose.** The purpose of the Thrift Shop is threefold:
 - a. To provide the Robins AFB community a source of personal property at low, reasonable prices;
 - b. To provide eligible personnel the opportunity to sell personal property on a commission (or consignment) basis; and
 - c. To provide funds for the exclusive use of the RSC Philanthropic account. These funds will be used for charitable and educational purposes only. Earnings from the Thrift Shop will never be used to benefit individual officers, members or volunteers.
3. Members of the Thrift Shop Committee, volunteers, temporary volunteers, and Thrift Shop contractors agree to the covenant they agree not to sue any of the Thrift Shop

Committee members, volunteers, temporary volunteers, contractors, the United States Government and/or the United States Air Force for any action in contract or tort which may arise out of operation and/or activities of the Thrift Shop. Membership on the Thrift Shop Committee, regular volunteers, temporary volunteers, and contractors is offered free of discrimination and provided with equal opportunity without regard to race, creed, color, religion, sex, or national origin.

4. **Governing Body.** The governing body of the Thrift Shop will be the Thrift Shop Committee. The Thrift Shop Committee members will serve from 1 June to 31 May of each year. A maximum of two consecutive terms may be served. The Thrift Shop Chairperson may serve no more than two consecutive terms. A quorum will consist of voting committee members in attendance. Voting members are the Philanthropic Vice President, Thrift Shop Committee Chair, the Thrift Shop General Manager, and the Philanthropic Financial Officer. An appointed member of the Thrift Shop Committee will take minutes. The minutes along with financial reports, if applicable, will be prepared for each committee member for review and approval. After approval, the minutes will be uploaded to Google Drive and posted on the Thrift Shop bulletin board. The Thrift Shop Committee will include the following members:
 - a. RSC Advisor
 - iv. Advisor as defined in the RSC Constitution Article XI
 - v. Non-voting member of the Thrift Shop Committee
 - vi. Co-chairs the Volunteer Appreciation Event with the Philanthropic Vice President
 - b. RSC President
 - i. Elected RSC President, or designated representative
 - ii. Serves in a non-voting capacity except to break a tie.
 - c. RSC Philanthropic Vice President
 - i. Elected RSC Philanthropic Vice President, or designated representative
 - ii. Voting member of the Thrift Shop Committee
 - iii. Serves as a liaison between the concerns of the philanthropic needs of the RSC and the Thrift Shop Committee
 - iv. Chairs, with the Advisors, the Volunteer Appreciation Event
 - d. Philanthropic Financial Officer
 - i. Elected RSC Philanthropic Financial Officer, or designated representative
 - ii. Voting member of the Thrift Shop Committee
 - iii. Serves as a liaison between the concerns of the RSC philanthropic account and the Thrift Shop Committee

- e. Thrift Shop Chairperson
 - i. Appointed by the RSC President with the approval of the Executive Board.
 - ii. Presides over Thrift Shop committee meetings.
 - iii. Voting committee member
 - iv. Ensures the policies and procedures are followed as established by the Thrift Shop Committee
 - v. Serves as liaison between the RSC Executive Board and the Thrift Shop to provide reports and other correspondence.
 - vi. If there is no volunteer for this position, the Thrift Shop General Manager will serve as the Thrift Shop Chair
 - vii. In the event the term cannot be filled, a letter of resignation will be submitted to the RSC President 30 days prior to vacating the position, except in the case of an emergency.
- f. Thrift Shop General Manager
 - i. Selected by a hiring committee as outlined in 6.d.ii. of this Article
 - ii. A paid contract employee of the Thrift Shop
 - iii. Voting member of the committee
 - iv. In the event a General Manager cannot be hired, the President, Philanthropic Vice President and Thrift Shop Chair will appoint Day Manager to manage the operation of the Thrift Shop.
 - v. In the event the term cannot be fulfilled, a letter of resignation will be submitted to the RSC President 30 days prior to vacating the position, except in the case of an emergency.
- g. Bookkeeper
 - i. Selected by a hiring committee as outlined in 6.d.ii. of this Article
 - ii. A paid contract employee of the Thrift Shop
 - iii. Closes books monthly within five (5) days after the end of month.
 - iv. Distributes a check for net earnings each month to the Philanthropic Financial Officer no later than seven (7) days after the end of month.
 - v. Responds to any financial questions or concerns after first discussing them with the Thrift Shop Chairperson
 - vi. A voting member of the Thrift Shop Committee

- vii. In the event the term cannot be fulfilled, a letter of resignation will be submitted to the RSC President 30 days prior to vacating the position, except in the case of an emergency.
- h. RSC Parliamentarian
 - i. Ensures compliance with Robert's Rules of Order at each Committee meeting.
 - ii. Non-voting member of the Thrift Shop Committee

5. Meetings.

- a. The Thrift Shop Committee as outlined in bylaws Article XII meets monthly starting in August of the new RSC board year to review financial reports, bank statements, and consignment records of the Thrift Shop as well as discuss operational issues. The Thrift Shop Chair arranges this meeting.
 - i. The Thrift Shop Chairperson will prepare and distribute an agenda for the meeting.
 - ii. The Thrift Shop Chairperson will ensure the agenda is followed at the meeting.
 - iii.
- b. Special Committee Meetings
 - i. Any Committee member may request a special meeting to deal with issues that need to be addressed immediately.
 - ii. The meeting will be coordinated with an Advisor, Philanthropic Vice President, Thrift Shop General Manager, and Thrift Shop Chairperson.
 - iii. An agenda for the meeting will be presented to each member at least one week prior to the meeting.
 - iv. The meeting will not be conducted unless an Advisor and Philanthropic Vice President (or representative) is present.
 - v. RSC Advisors may attend any meeting at his/her discretion as a non-voting participant.

6. Management and Operation.

- a. Policy and Procedures: The Thrift Shop Committee will establish the policies and procedures for the Thrift Shop. Recommendations for the policies and procedures submitted in writing by the volunteers prior to the meeting will be considered by the committee.
- b. Chairperson: The Thrift Shop Chairperson will act in an administrative capacity and ensure the service contracts, policies and operating procedures established are followed by the contractors and volunteers. The Chairperson will present the fiscal year operating expense budget at the first committee meeting.

- c. Thrift Shop General Manager: The Thrift Shop General Manager will assist the Chairperson with all aspects of the Thrift Shop operations. The General Manager will assume responsibility for all Thrift Shop operations in the absence of the Chairperson and assist the Philanthropic Vice President and Bookkeeper in preparing the operating expense budget.
- d. Contractors: The RSC may contract for the services necessary to effectively run the Thrift Shop. Contract prices and terms will be considered and approved by the committee.
 - i. Contractors will be independent, and the Thrift Shop Committee will make no withholdings on behalf of any state or federal agency taxing authority.
 - ii. The RSC President, Philanthropic Vice President, Thrift Shop Chair, and an Advisor will form a hiring committee to accept resumes for vacant contracted positions. This hiring committee will review resumes and interview applicants. The final selections will be approved by a majority of the members of the committee.
 - iii. Contracts will be reviewed in the month they are due to expire.
- e. Regular Volunteers: Volunteers will not receive any payment for their services. Volunteers must be RSC members in good standing. Abuse of any policies and procedures will be brought to the committee for review. The committee reserves the right to determine the future status of anyone that abuses policies and procedures, to include removal as a volunteer and/or consignment privileges revoked.
- f. Temporary Volunteers: Temporary volunteers can be any visiting relative, dependent, or visitor of a regular volunteer. The Thrift Shop Chairperson and/or General Manager will authorize any special considerations offered to temporary volunteers.
- g. The Thrift Shop follows the Houston County school calendar for operating days. No sales may be made during the times the Thrift Shop is closed unless permitted by the RSC Executive Board.

7. Financial Responsibility.

- a. Fiscal Year: The fiscal year for the Thrift Shop runs in conjunction with the RSC fiscal year: 1 June to 31 May.
- b. Auditor: The RSC Executive Board shall select a qualified auditor. The auditor shall not hold membership in the RSC or be a volunteer of the Thrift Shop. The accounts of the Thrift Shop shall be audited at the end of the fiscal year and upon personnel changes of the bookkeeper. The accounts shall be available for additional audit at other times as deemed necessary. A copy of the auditor's report

shall be given to the Thrift Shop Committee, and to the 78th Mission Support Group Commander upon request. The report will also be posted in the Thrift Shop to be made available for RSC members to review.

- c. The Bookkeeper prepares the operating expense budget and submits it to the General Manager, who then submits it to the RSC Board via the Thrift Shop Committee Chair.
 - d. Preparation and an annual review of the Thrift Shop budget will be conducted in March of each year to be reviewed and voted upon by the RSC Membership in May.
 - e. The Thrift Shop will maintain a bank account with a balance sufficient to cover accounts payable, outstanding checks, one (1) month's expenses and a \$500 contingency fund. The Thrift Shop Bookkeeper shall present a check monthly for additional monies to the Philanthropic Financial Officer to deposit into the RSC Philanthropic account.
 - f. Unbudgeted Expenditures: The General Manager and/or Bookkeeper is authorized to approve operating expenses for the daily operation. Committee Members and RSC President will approve operating expenses in excess of \$100.
 - g. Distribution of Net Earnings: Net earnings will be distributed to the RSC Philanthropic Financial Officer to be deposited into the Philanthropic Account each month no later than seven (7) days after books are closed for that month.
 - h. Taxes: The Philanthropic Financial Officer will be responsible for tax required tax filings.
 - i. Liability of Debts or Loss: The Thrift Shop and the RSC will not be liable for damage or loss of consignment items including, but not limited to fire, water, theft, breakage, clerical error, or any act of God.
 - j. Contract Positions:
 - i. Bookkeeper: salary varies, see contract
 - ii. Thrift Shop General Manager: salary varies, see contract.
8. The Thrift Shop Bookkeeper, the Philanthropic Vice President, and the Philanthropic Financial Officer are authorized to sign checks from the Thrift Shop account. The Philanthropic Financial Officer or Philanthropic Vice President signs the check for the General Manager and Bookkeeper's monthly contract.
9. The Thrift Shop General Manager, after being properly trained, may have access to the account to make deposits only. The Thrift Shop General Manager is not authorized to make withdrawals from the account; however, they are permitted to make budgeted purchases using the Thrift Shop account debit card.

10. The Thrift Shop Chair or, in their absence, the General Manager submits a monthly financial statement and an annual statement to the Philanthropic Vice President. These statements are prepared by the Thrift Shop bookkeeper.
 - a. The Thrift Shop Chair or General Manager should be trained as back up bookkeeper in the event that the Thrift Shop does not have an acting/contracted bookkeeper.
 - b. In the case of transition, the bookkeeper and new hire will both be paid \$45.00 as a one-time training compensation.
11. Annually, at the conclusion of each year, the Thrift Shop Committee shall update a sufficient inventory of Thrift Shop fixtures, estimated retail inventory, and consignment items to the Philanthropic Vice President.
12. Property damage insurance is maintained in compliance with Air Force instructions.

ARTICLE XVII THE GNOMING PROJECT

The intent of the Gnoming Project is to increase community morale through Base housing and offices with prior approval of office management. Patrons may purchase the “gnoming” service for an amount set by the Gnoming Committee. Gnomes and pinwheels along with the sign, “You’ve been gnomed,” will be placed in an unknowing Robins AFB family’s front yard or office during the night. The decorations will remain in the family’s yard for 48 hours. Once the 48 hours have expired, members of the Gnoming Committee will pick up the gnomes, pinwheels, and sign. The funds gained through this morale and community boosting venture will be used for the Philanthropic Fund. Gnoming property inventory shall be kept at the Blue Boutique. At the conclusion of each year, the Gnoming Committee shall include in the continuity binder an up-to-date RSC Gnoming property inventory and provide a copy to the Philanthropic Vice-President. The Gnoming Project is a continuous service offered under the Thrift Shop umbrella.

ARTICLE XVIII AMENDMENTS

This Constitution may be amended or revised at any General Assembly Meeting by two-thirds affirmative vote of the quorum present and upon approval of the 78th Air Base Wing Commander or delegated authority. The proposed revisions or the article(s) proposed for amendment must be submitted to the Parliamentarians in writing, or via e-mail, prior to the Executive Board meeting before being presented at the General Assembly Meeting for voting.

1. The Constitution and Bylaws must be updated every two years or when there is a change in the purpose, function, or membership eligibility of the organization, whichever comes first.

2. A Special Committee chaired by the Parliamentarian and made up of the Executive Board and at least one Advisor shall be formed to conduct the bi-annual review and update of the RSC Constitution and Bylaws.
3. All changes to the Constitution or Bylaws will be made available for review at least 7 days prior to being voted upon by the Executive Board and subsequently by the General Membership.
4. Any proposed amendments out of the two-year cycle will be reviewed by the Executive Board for action.
5. Voting will be conducted at a general or special membership meeting. The Constitution and Bylaws shall require approval by a two-thirds of the membership in attendance.
6. Approved amendments are subject to final review by the 78th ABW Commander or designee.

ARTICLE XIX DISSOLUTION

1. **Procedure.** Dissolution shall be approved by a majority vote of the Active members present at a General Assembly meeting.
2. **Notice of Dissolution.** In the event that the RSC decides to be dissolved or shut down, the Organization shall first notify 78 FSS/FSR of its intent to dissolve and prepare a time-phased action plan to do so.
3. **Payment of Debts.** In case of complete dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. The remaining funds will be donated to the Robins Wellston Fund. None of the remaining funds will be distributed or accrued to the benefit of any member.
4. **Disposition of Residual Assets.**
 - a. In the event of dissolution, after payment of debts, liabilities, and/or obligations, the RSC shall dispose of the residual balance, if any, in the form of donation to the Robins Wellston Fund. Any inventory from the Thrift Shop to shall be donated to the Airman's Attic. Historical items shall be provided to the Museum of Aviation for disposition.
 - b. None of the remaining funds will be distributed or accrued to the benefit of any member.
 - c. The RSC understands that it may only dispose of its assets in the manner outlined in the Constitution and Bylaws.

ARTICLE XX

ADOPTION

Subject to the final approval of the 78th Air Base Wing Commander or his/her designee, the Constitution and Bylaws were approved by the membership of the Robins Spouses' Club on this 17th day of May 2021 and submitted for final approval by the 78th Air Base Wing Commander or his/her designee.

Kathy Jordan, Col, USAF

Commander, 78th Mission Support Group

Teresa Faison

RSC President

Suzanne Hunt

RSC Philanthropic VP

Version History Table

Date Updated	Version	Revision Author(s)	Summary of Major Changes Made
27 August 2019	2.0	Nicole Bean	Approved RSC Constitution and Bylaws by RSC Board vote, submitted to Robins AFB Private Organization Office
12 September 2019	3.0	Nicole Bean	<p>Article VI.3. updated to say "...membership dues will be pro rated to \$20 covering membership from January 1 to May 1." based on legal review feedback</p> <p>Article XVII added the statement, "The Gnoming project is a continuous service offered under the Thrift Shop umbrella." based on legal review feedback</p> <p>Article XV added the statement, "The Blue Boutique is a continuous service offered under the Thrift Shop umbrella." based on legal review feedback</p> <p>Article XII.1.k.i revised to say, "...and at least three non-Board RSC volunteers." as to not imply membership dues/payment required to sit on Grants committee/501 (c) (3)</p> <p>Submitted for legal approval and MSG/CC signature</p>
4 October 2019	4.0	Nicole Bean	Article V.2.c. updated to add "Key" to Advisor to the spouses of the 78 th Airbase Wing Commander and Command Chief. Also, amended the statement about Advisor invitations to say, "Additional invitations for the role of Advisor may be extended to the spouses of other command elements of major Robins mission partners by the President(s) in consultation with the Key Advisors."
13 October 2019	5.0	Nicole Bean	Article XI. 2.b.i. and 2.c.i.1. added "Key" to Advisor for consistency with previous change.
26 March 2020	5.1	RSC Constitution & Bylaws Committee	<ul style="list-style-type: none"> ● Allowed for membership renewal starting in May ● Added stewardship of debit cards to Administrative and Philanthropic Financial Officer duties in Article VIII ● Added provision for the Angel Fund in Article VIII ● Global change to replace "First Vice President" with "Administrative Vice President" ● Global change to replace "Ways and Means" with "Administrative Fundraising" ● Global change to replace "socials" with "events" committee ● Global change to replace "Second Vice President" with "Philanthropic Vice President" ● Global change to replace "Secretary" with "Administrative Assistant" ● Global change to replace "Administrative Treasurer" with "Administrative Financial Officer" ● Global change to replace "Philanthropic Treasurer" with "Philanthropic Financial Officer" ● Updated position descriptions as required in Articles XI and XII ● Updated that committees with property must maintain an inventory list and provide that list to the Philanthropic Vice President

			<ul style="list-style-type: none"> • Added a provision that accommodations for elections must be made in the event of a disaster in Article XIII.2 • Clarified the manner in which amendments to the Constitution and Bylaws may be made in Article XVIII
16 April 2020	6.0	RSC General Assembly	New RSC Constitution and Bylaws version approved by the RSC General Assembly
20 August 2020	6.1	RSC General Assembly	<p>Incorporated the following amendments approved at the August General Assembly Meeting.</p> <ul style="list-style-type: none"> • Remove specific prices from Article XV to account for increasing costs, allowing the Blue Boutique Committee to set a documented price each year. Edit from amendment of current text will be, "A deposit in the amount determined by the Blue Boutique Committee is required to rent a gown, a portion of which will be non-refundable to offset the cost of The Blue Boutique. The remaining amount will be refunded when the dress is returned with the dry-cleaning tag attached. A portion of each rental in the amount determined by the Blue Boutique Committee will be transferred into the club's Philanthropic Account to continue the club's support of the base and the surrounding community." "Additionally, the Blue Boutique allows the rental of a carpet cleaner." • Remove "TS Meetings" and "Blue Boutique Meetings" from Article XI.4.c.i from the duties of the President. • Change Thrift Shop Committee meetings from quarterly to monthly in Article XVI.5.a.
15 May 2021	7.0	RSC Constitution & Bylaws Committee, Approved by the RSC General Assembly	<p>Summary of notable revisions (see Parliamentarian for full list of changes):</p> <ul style="list-style-type: none"> • Clarified that the RSC Administrative side is a 501(c)(4), but not registered on the IRS website as such • Added a section in Article VIII providing guidance on a process for donations to the RSC • Added language to clarify that the Financial Officers may not make checks out to themselves • Clarified that the Angel Fund is maintained on the Administrative side in Article VII • Updated job descriptions, especially the Financial Officers in Article XI • Made the membership of each committee clearer. • Imposed a 2-year term limit on the Parliamentarian position consistent with the other Executive Board positions • Updated the Succession of Officers in Article XI to include that if the Parliamentarian position is vacant, then the Administrative Assistant serves in that role. • Specified that the Parliamentarian will start advertising for and accepting nominations for Executive Board in January

			<ul style="list-style-type: none"> • Allowed for all dues-paying members to vote in secret ballot elections (except Advisors) in Article XIII • Added flexibility for the Executive Board to establish the General Assembly meeting schedule at the beginning of each board year in Article XIV • Added the allowance for Committee Chairs to be invited to attend the Executive Board meetings upon invitation from the President in Article XIV • Updated the Blue Boutique Article XV to be more consistent with the outline and language as in the rest of the document.
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