

# BYLAWS FOR TRAVIS SPOUSES' CLUB

## ARTICLE 1 - MEETINGS

### Section 1. General Membership

The Travis Spouses' Club (TSC) general membership meetings shall be held the second Wednesday of the month, September through May, unless rescheduled by the President and with the approval of the Executive Board. The business of the TSC shall be conducted at general or special meetings. The President may call special meetings. All members shall be given at least 48 hours notice of special meetings by publication on the web, via email, or by telephone. The President may also call for an electronic general membership meeting where a vote is needed. No meetings will be held without the President (or designee), the Vice President (or designee), and one Advisor (or designee).

### Section 2. Board of Governors

The Board of Governors shall meet monthly to be determined by the President and with the approval of the Executive Board. The President may invite any TSC member in good standing to a Board of Governors meeting to address the Board. All members shall be given at least 48 hours notice of special meetings by publication on the web via email, or by telephone. No meetings will be held without the President (or designee), the Vice President (or designee), and one Advisor (or designee).

### Section 3. Inclement Weather Policy

When Travis AFB is closed due to inclement weather, the President shall cancel any scheduled meetings or functions. The President may reschedule meetings or functions canceled due to inclement weather at her/his discretion using the guidelines provided herein.

## ARTICLE II - QUORUMS AND VOTING

### Section 1. Quorums

1. At general or special meetings of the membership, quorum to conduct business and vote on matters will be one-fourth of the active and associate members. Motions may pass with a majority vote as long as there is previous notice. Two-thirds of the valid votes cast will pass an unannounced issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote and the need for their attendance.
2. At any meeting of the Board of Governors, quorum to conduct business and vote on matters will be 51% of the total number of voting members of the Board of Governors. Members serving as Committee Co-chairs will count as one member for

determining matters of quorum in the absence of their respective Committee Chair. Unfilled positions shall not be counted when determining quorum.

3. If quorum is not met at a General Membership meeting, transacting any business including, but not limited to, debate, motions, and voting is prohibited with the exception of a motion to adjourn or call for a recess if it is believed that quorum cannot be met in a timely manner. Any nonbusiness related functions may continue as scheduled, regardless of quorum.
4. If all other options have been exhausted, proxy voting is allowed via written note with a signature or via email with an electronic signature to the Parliamentarian by 0900 the day of said voting. Proxy votes will be announced prior to in-person voting. The President may not vote by proxy.

## **Section 2. Electronic Votes**

1. Electronic motions and votes conducted via email or online voting will be kept to a minimum and will only be used when time is of the essence or to ensure quorum is met.
2. The Parliamentarian will run email votes or online voting (electronic voting) for General Membership and Board of Governors meeting, ensuring all possible efforts to receive responses before votes are published and quorum is attained.
3. General Membership: When a general membership vote on a matter or issue is necessary, the Parliamentarian will contact membership via email with the relevant information and request a vote. Voting shall be permitted for three full days following the email notice (i.e., if the notice is sent on 1 Jan at 0900, then the voting concludes on 4 Jan at 0859). Upon completion of the voting period, the Parliamentarian will inform the President whether or not the motion carries. The Parliamentarian will then send an email to the General Membership announcing the results, and the Secretary will make a note of the vote and include it in the minutes of the next regularly scheduled General Membership meeting.
4. Board of Governors: When a Board of Governors vote on a matter or issue is necessary, the Parliamentarian will contact the Board of Governors members via email with the relevant information and request a vote. Voting shall be permitted for no less than 48 hours following the email notice. Upon completion of the voting period, the Parliamentarian will inform the President whether or not the motion carries. The Parliamentarian will then send an email to the Board of Governors announcing the results, and the Secretary will make a note of the vote and include it in the minutes of the next scheduled monthly Board of Governors meeting.

## **ARTICLE III - MEMBERSHIP**

### **Section 1. Membership**

1. Membership in the TSC is voluntary and shall consist of three categories: Active, Associate, and Honorary.
2. Members must be assigned to or residing near Travis AFB.

3. The President or Advisor(s) may waive certain membership requirements.
4. Only members in good standing may attend and participate in TSC sponsored activities or functions, with exceptions of guests as defined in Section 5. Only members whose dues are paid currently and have no outstanding reservations fees shall be considered members in good standing for club participation.
5. Members may be terminated from the rolls if their dues and reservations fees are not received within thirty (30) days of receipt of Membership application or function date. Membership, once terminated due to nonpayment, shall be reinstated upon payment of accrued dues, fees, and assessments.
6. The Board of Governors, with the Advisor(s) consent, may revoke membership with just cause. Members removed for just cause may petition the Executive Board in a future board year for reinstatement to General Membership. The Executive Board may allow the person to become a member again with a two-thirds ( $\frac{2}{3}$ ) majority vote. The member may then complete the membership application and pay the annual dues. The reinstated member may not serve on future Board of Governors. The President and Parliamentarian will retain records concerning members removed for just cause for seven (7) years to allow continuity between boards.

## **Section 2. Active Members**

1. Eligibility
  - a. Spouses of Active Duty members in the United States Armed Forces assigned to or residing near Travis AFB.
  - b. Spouses of all Reserve and National Guard branches of the services assigned to or residing near Travis AFB.
2. Privileges
  - a. An Active member is eligible to vote, hold office, chair a committee, participate in all TSC sponsored activities, and win prizes.
  - b. Active members may be put on the roster and receive emails and invitations to functions.
  - c. An Active Member shall pay annual dues directly to the Treasurer in person, via the TSC website, or by mail. Membership after 1 January may be prorated to the half year rate.

## **Section 3. Associate Members**

1. Eligibility
  - a. Spouses of retirees, including retired Reserve and National Guard branch members.
  - b. Spouses of foreign military members accredited to the Department of Defense (DoD).
  - c. Widows and widowers of members of the United States Armed Forces.
  - d. Active Duty, Reserve, or National Guard Members.
  - e. Retirees.
  - f. Civilian personnel.
  - g. Spouses of civilian personnel.

- h. Divorced spouses of military members (retired or Active Duty) who hold an active military identification card and retain DoD privileges. Once those privileges are expired/revoked, said individuals will no longer be eligible for membership.
- 2. Privileges
  - a. Associate members shall have all the privileges of Active members except that of holding the elected offices of President or 1st Vice President.

#### **Section 4. Honorary Members**

- 1. Eligibility
  - a. Distinguished individuals invited by the President, with the approval of the Advisor(s), may be members for a period of one year, to be renewed annually.
  - b. Non-paying widows and widowers of active or retired members of the United States Armed Forces.
- 2. Privileges
  - a. Honorary members shall have all the privileges of Active members, except voting, holding office, and chairing a committee.
  - b. Honorary members do not pay dues.
  - c. Honorary members shall pay all other fees for functions and special activities.

#### **Section 5. Guests**

- 1. Individuals who are eligible for membership in the TSC may attend one function per board year as a guest prior to becoming a member. The Board of Governors reserves the right to limit a function to members-only.
- 2. Special guests and guest speakers may be invited by the President or the Board of Governors to attend any function

### **ARTICLE IV - GOVERNING BODIES AND OFFICERS**

#### **Section 1. Governing Bodies**

The Board of Governors shall be the governing body of the TSC and shall direct the operation of the TSC. The officers of this organization shall be the elected and/or appointed officers and the standing committee chairs. The Advisor(s) and the Parliamentarian shall be non-voting members of the Board of Governors. The President only votes in the case of a tie.

#### **Section 2. Officers**

- 1. Non-Elected Officers
  - a. Advisor(s). Spouse of the 60th Air Mobility Wing Commander (or designee) and spouse of the 60th Command Chief (or designee).

- b. Honorary Advisor(s). An individual may be asked to be an Honorary Advisor at the discretion of the President and the Advisor(s) with the approval of the Board of Governors.
- 2. Elected Officers / Executive Board
  - a. The President and Vice President must be Active Members.
  - b. The Secretary and Treasurer must be Active Members or Associate Members.
- 3. Appointed Officers and Committee Chairs
  - a. The President shall nominate a Parliamentarian and Committee Chairs. With the approval of the Executive Board, the nominees are appointed to their positions.
  - b. The President will assist any Chair in the selection of a Co-Chair, if needed. Chairs may select additional committee members as necessary and must have approval by the Executive Board.
- 4. Standing and Special Committees
  - a. The President may appoint, delete, or combine standing and special committees with the approval of the Executive Board.
  - b. Committee chairpersons that coordinate through the Vice President will be called Social Committees and may be, but are not limited to:
    - i. Associate Spouses Liaison
    - ii. Hospitality
    - iii. Membership
    - iv. Mini Clubs/Special Activities
    - v. Opportunities
    - vi. Programs
    - vii. Reservations
    - viii. Historian
    - ix. Webmaster
    - x. PR/Social Media
  - c. Committee chairpersons that coordinate through the Vice President will be called Charitable Committees and may be, but are not limited to:
    - i. Airmen and Family Appreciation
    - ii. Charitable Giving
    - iii. Community Liaison
    - iv. Fundraising
    - v. Scholarships
  - d. Special committees that coordinate through the Parliamentarian may be, but are not limited to:
    - i. Bylaws and Constitution
    - ii. Nominating
  - e. A special committee may be formed by the President for a specific function and shall cease to exist after the specific purpose is completed, i.e., large fundraisers, base-wide events, etc. Special committees may be renewed annually on an as-needed basis.
  - f. No committee member is authorized expenditures without direct approval of the Committee Chair and respective Vice President.

## **ARTICLE V - ADMINISTRATION**

### **Section 1. Guidance**

The Social and Charitable Committees shall be governed by the Board of Governors:

1. The Board of Governors, consisting of the Executive Board and the Standing Committee Chairs, shall approve all major plans and shall be responsible for the organization, direction, and operation of the Social and Charitable Committees.
2. The Board of Governors shall be governed by the Constitution, Bylaws, all applicable Private Organization Air Force instructions and regulations, and the IRS regulations guiding 501c3 and 501c7 organizations.
3. Normal operating procedures of the Social and Charitable Committees shall be provided in these Bylaws. Should there be a conflict between the Constitution, Bylaws, or any Standing Rules, the Constitution will govern.
4. The Board of Governors shall meet consistent with their positions as described in these Bylaws.
5. The Board of Governors shall authorize all expenditures in accordance with the Constitution and Bylaws.

### **Section 2. Executive Board**

1. The Executive Board of the TSC shall be the Advisor(s), President, Vice President, Secretary, Treasurer, and Parliamentarian.
2. The Executive Board, with the exception of the Parliamentarian and Advisor(s), shall be elected by the General Membership for the term of one year.
3. The Executive Board shall meet with the President to approve the nominations for standing and special committee chairs and shall attend Executive Board meetings when called at the discretion of the President.
4. The Executive Board shall be responsible for ordinary day-to-day asset accountability, liability satisfaction, and sound financial and operational management, and shall report to the Board of Governors at the monthly Board of Governors meetings.
5. Contractual agreements, other than those for monthly events, must be approved by the Executive Board before signing.

### **Section 3. General Responsibilities of Board of Governors Members**

1. Attend all Board of Governors meetings monthly. If unable to attend, notify President or Vice President of absence prior to meeting. More than two (2) unexcused absences from Board meetings may result in dismissal from board position.
2. Submit all expense vouchers on or by the first board meeting following purchase. All receipts must be submitted with the voucher. All vouchers must be processed and available for disbursement to the member requesting funds within 7 days of receipt. Any exceptions must have prior approval by the President and Treasurer.
3. Review job description annually and revise, if needed. Parliamentarian will call for revisions at a time that coincides with Bylaw review.

4. Provide an after-action report at the end of the year.
5. Maintain current year job descriptions and records for two previous years and the current year. Exceptions: the President shall maintain records for four (4) previous years and the current year. The Treasurer shall maintain financial records for seven (7) previous years and the current year. The Secretary shall maintain all minutes and the Historian shall maintain all historical records from the beginning of the TSC, Travis Officer Spouses Club (TOSC), Travis Enlisted Spouses Club (TESC), Travis Officer Wives Club (TOWC), and Travis Enlisted Wives Club (TEWC).
6. Records reflecting major changes in the operation or makeup of the organization shall be retained in perpetuity by the Parliamentarian.
7. Any member may attend a Board of Governors or Executive Board meeting by submitting a written or emailed request to the President by the Friday prior to the board meeting.

#### **Section 4. Term of Office**

1. The term for Elected Officers shall begin the month following their installation (see Article VII, Section 4). They shall serve for a period of one year or until their successors are elected or appointed.
2. Elected Officers' terms will not exceed two consecutive years in the same office.
3. Appointed Officers' and Mini Club Leaders' terms will not exceed two years in the same office without the approval of the Executive Board.
4. Termination of any Board Member's term is by Letter of Resignation to the Board of Governors.
5. Committee Chairs and Co-Chairs serve at the discretion of the President and the Executive Board.

#### **Section 5. Voting on Management Matters**

1. With the exception of the Advisor(s), President, and Parliamentarian, all members of the Board of Governors have one vote each.
2. A standing committee Co-Chair may vote in the absence of the chair. In the event a committee has a Co-Chair, only one vote is cast for the committee.
3. The President shall vote only in the case of a tie.

### **ARTICLE VI - DUTIES OF EXECUTIVE BOARD OFFICERS**

#### **Section 1. President**

1. Has the following officials report directly to her/him: Parliamentarian, Secretary, Vice President, Treasurer.
2. Presides at all General Membership, Executive Board, and Board of Governors meetings.
3. Calls special meetings of the membership, the Executive Board, and the Board of Governors, if necessary.

4. Appoints the Parliamentarian, Committee Chairs, and any vacancies in the Executive Board positions not filled by the general membership election with Executive Board approval. This excludes the position of President.
5. Appoints all vacancies on the Executive Board when vacancies occur during the year with Advisor(s) and Board of Governors' approval. This excludes the position of President.
6. Appoints all vacancies on the Board of Governors when vacancies occur during the year with approval of the Executive Board. This excludes positions on the Executive Board, which require Board of Governors' approval as outlined in paragraph 6.
7. Explains the duties of all Committee Chairs.
8. Assists in and approves the selection of all Committee Co-Chairs.
9. Is a member of the Constitution and Bylaws Committee.
10. Is a member of the Social and Charitable Budget Committees.
11. Serves as Ex-Officio member of all committees except the Nominating Committee.
12. Serves as advisor to the newsletter, Scholarship Committee, and any special and standing committees.
13. Coordinates on all protocol issues with the Advisor(s), Parliamentarian, and Vice President.
14. Purchases Board of Governors' end of year appreciation gifts, if funds are available.
15. Maintains records for four (4) previous years and the current year.
16. Maintains records for seven (7) years of members who were removed for just cause.

## **Section 2. Vice President**

1. Assists the President, assumes her/his duties in her/his absence, and assumes the office of President upon vacancy, with consent of the Advisor(s).
2. Reports, in the Treasurer's absence, Treasury motions to the President for inclusion on the agenda.
3. Reports Vice President activities monthly at Board of Governors meetings.
4. Supervises and acts as advisor to all Social and Charitable Committees.
5. Serves as Interim Chair for all unfilled positions of Social and Charitable Committees until position is filled.
6. Is a member of the Constitution and Bylaws Committee.
7. Is a member of the Social and Charitable Budget Committees.
8. Coordinates on all protocol issues with the Advisor(s), President, Parliamentarian.
9. Coordinates with the Reservations Chair and assists in greeting and seating VIPs and guests.
10. Purchases the President's end of year appreciation gift with advice from the Board of Governors, if funds are available.
11. Approves vouchers prior to payment.
12. Has signatory authority and may countersign all Social and Charitable treasury checks.



#### **Section 4. Secretary**

1. Records the minutes of all TSC meetings, to include: Board of Governors, Executive Board, any standing or special committee meetings (e.g., budget, Constitution, etc.). Records minutes and motions brought to the floor at general membership meetings.
2. Assumes the duties of the Parliamentarian in her/his absence.
3. Administers and records any electronic votes as directed by the President in the absence of the Parliamentarian.
4. Reports secretarial activities monthly at Board of Governors meetings
5. Provides email copies of the minutes, Board Reports, agendas, and after action reports to the Board of Governors.
6. Prepares roster of the TSC Board of Governors members, Committee Chairs, and Co-Chairs.
7. Is a member of the Constitution and Bylaws Committee.
8. Is a member of the Social and Charitable Budget Committees.
9. Serves as custodian of the permanent records of the TSC and maintains the following files:
  - a. Monthly board reports submitted by officers and committee chairs; hold for 7 years.
  - b. Minutes of the General Membership, the Executive Board, the Board of Governors, and standing or special committee meetings; hold for 7 years.
  - c. Treasurer reports; hold for 7 years.
10. Is responsible for securing location, floor plan (set-up), table tents for each position at Board meetings.
11. Purchases and maintains office supplies.
12. Accounts to the Treasurer for expenses incurred.
13. Picks up and distributes all TSC mail in a timely manner, unless otherwise directed.
14. Creates the agenda for Board of Governors meetings.

#### **Section 5. Treasurer**

1. Is the custodian of all TSC monies.
2. Monitors all TSC financial matters and maintains financial records which reflect receipts, disbursements, and cash on hand.
3. Is aware at all times of the overall financial position of the TSC and assures that they are inkeeping with the dictates of the IRS and State Rules and Regulations.
4. Reconciles the monthly bank statement and balances the books prior to Board meetings.
5. Prepares and presents at Board meetings a monthly report which includes a detailed financial statement for that month and a year-to-date statement.
6. All books should be closed no later than 31 May.
7. Sends all books, records, and appropriate sets of Board reports to the tax preparer. Taxes must be filed no later than 15 October. Is prepared to answer any questions or provide any information requested by the tax preparer.
8. Keeps all records for seven years in case of an IRS audit.
9. Is a member of the Constitution and Bylaws Committee.

10. Prepares the Social budget and serves as the Chair of the Social Budget Committee.
11. Oversees the mid-year budget review meeting in January and end of year budget meeting to prepare a proposed budget for the following year; provides a report for these meetings.
12. Promptly pays all TSC bills, disbursements, and keeps accurate records of all disbursements and revenues.
13. Attends TSC functions, overseeing the handling of monies involved and verifies deposits of TSC dues.
14. Provides a cash box with a starting amount of one hundred dollars (\$100) before each social to the Opportunities Chair and for check-in purposes.
15. Has the President, 1st Vice President, 2nd Vice President, or Charitable Treasurer countersign all checks.
16. Is bonded through the TSC's liability and bonding insurance.

### **Section 7. Parliamentarian**

1. Serves as a non-voting member of the Executive Board and the Board of Governors.
2. Serves as advisor to the President, the Executive Board, the Board of Governors, and the TSC on parliamentary procedure. TSC shall govern with the most current edition of Robert's Rules of Order Newly Revised.
3. Enforces the rules to the membership and Board members with the most current copy of the TSC Constitution, Bylaws, and current job descriptions, to include any policies and procedures for committees.
4. Administers and records any electronic votes as directed by the President.
5. Serves as Chair of the Constitution and Bylaws Committee.
6. Acts as custodian of the Constitution and Bylaws.
7. Prepares proposed revisions of the TSC Constitution and Bylaws.
8. Obtains necessary approval of all revisions to the TSC Constitution and Bylaws.
9. Shall be responsible for providing copies of the TSC Constitution, Bylaws, standing rules and job descriptions to all officers and members upon request. Ensures current copies of the Constitution and Bylaws are on the website.
10. Serves as Chair of the Nominating Committee.
11. Collaborates with Charitable Committees on legal matters.
12. Is responsible for all matters concerning protocol at functions and special events; coordinates on all protocol issues with the Advisor(s), President, and Vice President.
13. Acts as liaison to the Force Support Squadron Private Organization's office and Base Legal on Travis AFB to get all paperwork legalized and approved.
14. Files appropriate paperwork with the 60th Force Support Squadron Private Organization office for year-end: staff summary sheet, social and charitable treasury balance sheets, list of current officers including signatures, copy of social and charitable treasurers' acceptance statements, and the revised Constitution at least biennially (even years).
15. Accounts to the Social Treasurer for expenses incurred.
16. Maintains records for seven (7) years of members who were removed for just cause.

## **Section 8. Advisor(s)**

1. Serves on the Executive Board in an advisory capacity without vote. However, as an active member of the TSC, has all other privileges of active membership.
2. Assists the President, the Executive Board, and the Board of Governors.
3. Serves as advisor(s) for the Constitution and Bylaws Committee, Social and Charitable Budget Committees, Nominating Committee, and/or any other standing or special committees for the TSC.
4. Coordinates on all protocol issues with the Parliamentarian, President, and Vice President.
5. Presents the appreciation gift to the outgoing President.
6. May not hold an elected or appointed board position while serving in this capacity.

## **ARTICLE VII - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominating Committee**

1. The Parliamentarian, or Presidential designee in the absence of the Parliamentarian, will be the Chair of the Nominating Committee.
2. The spouses of the 60th Air Mobility Wing Commander (or Designee) and the 60th Command Chief (or Designee) shall serve as Advisors to the Nominating Committee.
3. Up to five additional committee members shall be appointed by the Parliamentarian. No more than two members shall be current members of the Board of Governors.
4. Members of the nominating committee shall not serve more than two (2) consecutive years on the committee unless their position on the Board of Governors changes, in that they become the Parliamentarian or an Advisor. The President shall make the final determination as to an individual serving additional years.

### **Section 2. Nominations**

1. The Nominating Committee will meet in January to set a timeline for the nomination process and review the application requirements.
2. The Nominating Committee will begin its search for qualified candidates for the Executive Board in January through meetings and a call for applications.
3. Incumbent office holders may apply to run again, so long as their total term in a given office is no more than two (2) consecutive years. A year term is considered 6 months or more.
4. All applicants must be Travis Spouses' Club Members in good standing. President and Vice President positions are reserved for Active Members only; Secretary and Treasurer are open to Active Members and Associate Members.
5. The Nominating Committee will announce its slate of qualified candidates and accept nominations from the floor at the March General Membership Event.
6. Those nominated from the floor have one week to turn in an application to the Nominating Committee for review.

7. The Nominating Committee will review all applicants and ensure that they are aware of the responsibilities and have the qualifications necessary to successfully hold office.
8. Candidates will provide a biography to be distributed prior to voting in accordance with the Nominating Committee deadlines.
9. All candidates must give consent prior to their names being announced for election and biographies being distributed to members.
10. Elections will be held in person or electronically at the April General Membership Event.

### **Section 3. Elections**

1. If an unopposed slate is present, a show of hands vote may be taken, and the election is completed.
2. When a multi-candidate election is taking place, secret ballot and the following procedures shall be used:
  - a. The ballots shall be prepared, distributed only to Active Members and Associate Members in good standing, collected, and counted by the Nominating Committee.
  - b. The candidates receiving the most votes within each office shall be elected.

### **Section 4. Installation of Officers**

1. Installation of the new officers will take place at the May General Membership meeting. Officers shall serve for a period of one year and shall assume their duties at the end-of-year Board of Governors meeting.
2. The end-of-year Board of Governors meeting shall be a joint meeting of the newly formed governing board and the outgoing governing board. Final business of the outgoing board will be to approve minutes and conclude old business. Then the meeting will be turned over the new President and new Board of Governors. Old Board of Governors members will turn in after action reports and binders and or access to Google drive, to the new Governing Board at the end-of-year meeting or no later than 15 June.

## **ARTICLE VIII - DISMISSAL AND/OR RESIGNATION**

### **Section 1. Dismissal**

1. If a Board of Governors member does not fulfill their respective job as outlined in the Bylaws and job description, or is persistently absent from Board and/or General Membership meetings, that individual will be asked to step down by the President with the approval of the Advisor(s) after a majority vote of the Executive Board.
2. If an Executive Board member does not fulfill their respective job as outlined in the Bylaws and job description, or is persistently absent, and declines to step down voluntarily from the request of the Advisor(s), a special Board of Governors meeting

- will be called to review the situation and render a vote regarding dismissal from board position. Dismissal will be granted with a two-thirds vote by the governing board.
3. A Board of Governors Member, an Executive Board Member, or an Advisor may choose to resign. A resignation shall be done in a letter to the Board of Governors so that their separation is documented.

## **ARTICLE IX - SCHOLARSHIPS**

### **Section 1. Governing Body**

The Scholarships Operating Policies and Procedures and its budget shall be reviewed annually by the Scholarship Committee and revised, as needed. After which it shall be presented to the Executive Board for approval.

### **Section 2. Scholarship Committees**

1. The Scholarship Committee shall consist of the Scholarship Chair, President, Vice President, Charitable Treasurer, Advisor(s) (or Designee), and up to two (2) additional advisors, if desired.
2. The Scholarship Selection Committee shall include a panel of judges of at least three (3) people independent of the TSC to judge and score applications.
3. The Scholarship Selection Committee shall determine by score the recipients (whether they are graduating high school seniors or military spouses for continuing education purposes). They shall also determine the fund amounts of each award based on the recipient's score.
4. Dissemination of scholarships will be the responsibility of the seated Scholarship Committee.
5. The Scholarship Chair shall coordinate a reception to award the scholarships.
6. The Scholarship Committee and the Scholarship Selection Committees must adhere to the Scholarship Operating Policies and Procedures.

## **ARTICLE X - CHARITABLE COMMITTEE**

### **Section 1. Governing Body**

The Charitable Giving Operating Policies and Procedures and its budget will be reviewed annually by the Charitable Giving Committee and revised, as needed. After which it shall be presented to the Executive Board for approval.

### **Section 2. Purpose**

1. The Charitable Giving Committee shall consist of the Charitable Giving Chair, President, Vice President, Advisor(s) (or Designee), Charitable Treasurer, and at least two (2) TSC members not currently serving on the TSC Board of Governors.

2. All requests must be submitted to the Charitable Giving Chair using the application provided by the TSC either in writing or online using the electronic fill-in form, outlining the amount of the request and its purpose. The point of contact must provide as much information as possible including who will benefit from the donation.
3. The Charitable Giving Committee shall research and review requests to determine if the request can be met with available funds adhering to the Charitable Operating Policies and Procedures. The Committee may choose to award less than the requested amount.
4. All Committee approved requests will be presented to the Board of Governors for approval by vote unless the request is a budgeted line item.
5. Dissemination of approved Charitable Giving requests will be the responsibility of the seated Charitable Giving Committee.

## **ARTICLE XI - FISCAL GOVERNANCE**

### **Section 1.**

This organization is completely self-sustaining, primarily through dues and various fundraising activities. Income will be derived primarily to offset operational expenses and will be used to fulfill the purposes of this organization.

### **Section 2. Social Account**

1. The Social Account shall comply with the IRS Code Section 501(c)(7) non-exempt status in regard to receiving money into the Social Account.
2. Fundraising activities designed to benefit the Social Treasury shall be in compliance with AFI 34-223 and all applicable Private Organization Air Force Instructions and Regulations, as well as the approval of the 60th Air Mobility Wing Commander (or designee).
3. Primary funding for the Social Treasury will come from social functions, vendors, and events designated as Social Treasury fundraising events.
4. The Social Account is not tax exempt from California state tax.

### **Section 3. Charitable Account (Travis Spouses 'Club Charitable Account - TSCCA)**

1. The Charitable Account shall comply with the IRS Code Section 501(c)(3) tax-exempt status in regard to receiving money into the Charitable Account.
2. Fundraising activities designed to benefit the Charitable Treasury shall be in compliance with AFI 34-223 and all applicable Private Organization Air Force Instructions and Regulations, as well as the approval of the 60th Air Mobility Wing Commander (or designee).
3. Primary funding for the Charitable Treasury will come from net profits from various fundraising activities and the Thrift Shop.
4. The Charitable Account is not tax exempt from California state tax.

## **ARTICLE XII - ACCOUNTING POLICIES**

### **Section 1. Guidelines**

1. The fiscal year of the TSC shall run concurrent with the board term and will be from 1 June to 31 May.
2. Social and Charitable books will be closed no later than 31 May. Books are to be audited/reviewed annually, per AFI 34-223, and in accordance with current Private Organization Guidelines.
3. The outgoing Board of Governors may not financially obligate the incoming Board of Governors.
4. No project to raise TSC funds may be conducted without the approval of the Board of Governors.
5. No part of any monies in the custody of the TSC shall be used to the benefit of, or be distributed to, its members or other private persons. Exceptions would be to pay reasonable compensation for services rendered when approved by a simple majority vote of the Board of Governors, receipt of a scholarship, reimbursement of TSC expenses, and member services fairs where members are asked to showcase and sell items.
6. The Board of Governors is authorized to approve un-budgeted expenditures not to exceed \$500 (five hundred dollars) for one project at one time without General Membership approval. The exception to this is for the annual scholarship distribution, as the budget amount is greatly dependent on direct donations and fundraising each spring. As stated in Article IX Section 1, the Scholarship Committee shall review the budget each year and present it to the Executive Board for approval.
7. Expenditures exceeding \$500 (five hundred dollars), not covered by the approved budgets, shall be voted on at a General Membership Meeting. The exception to this is for the annual scholarship distribution, as the budget amount is greatly dependent on direct donations and fundraising each spring. As stated in Article IX Section 1, the Scholarship Committee shall review the budget each year and present it to the Executive Board for approval. With Executive Board approval, scholarships may be distributed without requiring an additional vote by General Membership.
8. There will be a limit placed on gifts given to departing board members as outlined in the approved budget.
9. The TSC shall reimburse child care fees to those board members attending Executive and/or Governing Board meetings as the budget allows. The cost shall not exceed current Child Development Center (CDC) fees. Authorized time limits shall be both one half hour before and after the meeting.

### **Section 2. Dues & Reservations**

1. Dues for Active and Associate Members shall be established by the Board of Governors.
2. Dues are \$40.00 annually, subject to review and revision by the Board of Governors.
3. New members joining the TSC after 1 January shall pay a prorated amount of half a year, \$20.00 dues.

4. Annual dues must be paid in full when joining. Members shall pay directly to the Treasurer in person, via the TSC website, or by mail.
5. Honorary Members must be approved by the current President and fill out a new membership form annually. Honorary Members shall not be required to pay annual dues.
6. Sponsored Memberships may be available for those unable to pay for dues. If there is left-over sponsorship money, it will be put into the scholarship fund and applied toward a spouse scholarship.
7. Reservations for TSC functions not made by the deadline set by the Reservations Chair preceding the function may not be accommodated.
8. Members shall be billed for any reservations not canceled by the announced cancellation date, including reservations for guests, as per Article III, Section 5.
9. In the event of a check returned for insufficient funds, the member is responsible for all associated bank fees, in addition to the original amount due.

### **Section 3. Disbursements**

1. The Board of Governors, acting as agent for the General Membership, is authorized to receive and disburse funds.
2. The minimum carryover balance in the Social Treasury shall be \$2,500 (two thousand five hundred dollars).
3. The minimum carryover balance in the Charitable Treasury shall be \$2,500 (two thousand five hundred dollars).
1. 4. The Board of Governors may authorize disbursements of \$500 (five hundred dollars) or less on any one un-budgeted item. The General Membership will vote on un-budgeted disbursements greater than \$500 (five hundred dollars).

### **Section 4. Budget**

1. The Social Budget Committee shall be chaired by the Social Treasurer and consist of the President, Vice President, Secretary, Charitable Treasurer, Advisor(s) (or designee), and, at the request of the President, the Parliamentarian.
2. The Charitable Budget Committee shall be chaired by the Charitable Treasurer and consist of the President, Vice President, Secretary, Social Treasurer, Advisor(s) (or designee), Charitable Giving Chair, and, at the request of the President, the Parliamentarian.
3. Each standing committee chair shall prepare and submit annual budget requirements to the treasurer prior to the March board meeting.
4. An annual budget shall be prepared by the Social Budget Committee, approved by the Board of Governors, emailed at least seven days prior to the May General Membership meeting, and voted on at said meeting.
5. An annual budget shall be prepared by the Charitable Budget Committee, approved by the Board of Governors, emailed at least seven days prior to the May General Membership meeting, and voted on at said meeting.
6. The President may call a Social and/or Charitable Budget meeting at any time to review the budgets, given a minimum of 48-hour notice.



## **Section 5. Record keeping**

1. The Parliamentarian will file appropriate paperwork with the 60th Force Support Squadron Private Organization office for year-end Social and Charitable accounts: staff summary sheet, balance sheet, list of current officers including signatures, copy of treasurer acceptance statement, and the revised Constitution at least biennially (even years)
2. The Social and Charitable Treasurers will prepare an income and expense statement monthly, using either the cash or accrual method of accounting.
3. The Social and Charitable Treasurers will maintain a balance sheet of total assets at any given time.
4. The treasurers will review Form 990 (990EZ), Return for an Organization Exempt from Tax, prior to its being filed with the IRS.
5. The treasurers will review Form 1023 (1023EZ), Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, prior to its being filed with the IRS.
6. Internal Revenue Forms 990 and 1023 will be made available to the public, upon request.
7. Social and Charitable accounts are not exempt from California state tax.
8. At the end of the fiscal year (31 May) the Social Treasurer must have completed the following:
  - a. The Social Treasurer must file a 990-N (e-postcard) with the IRS prior to 15 October. The type of return is dependent on gross revenue -- a 990-N may be filed if gross receipts normally are not more than \$50,000 (fifty thousand dollars). (The 990-N final regulations took effect 23 July 2009.)
9. At the end of the fiscal year (31 May) the Charitable Treasurer must have completed the following:
  - a. The Charitable Treasurer must file a 990 or 990EZ with the IRS prior to 15 October -- form dependent on amount of gross receipts.
  - b. The Charitable Treasurer must file an AG990-IL with the Illinois Attorney General prior to 30 November.
  - c. The Charitable Treasurer must file IRS form 8734 on a five-year cycle. A letter, with instructions, will be mailed from the IRS in the fall prior to the year it is due. Forms will be due in years ending in three (3) and eight (8).
10. The President (or designee), Parliamentarian, Social Treasurer, and Charitable Treasurer will ensure the above requirements are fulfilled and copies are provided to the FSS Private Organization Office.

## **ARTICLE XIII - TSC PROPERTIES**

### **Section 1. Property**

All items bought with TSC funds shall be considered TSC property. The committee member responsible for said property shall inventory property, and the inventory list will be turned into the Vice President no later than the next TSC Board of Governors meeting or the end of the

fiscal year, whichever is sooner. Any TSC property borrowed by a TSC member must be signed in/out and shall be returned in the same condition as borrowed.

## **Section 2. Dissemination**

The President, in conjunction with the Advisor(s), at her/his discretion, may disseminate TSC property valued at no more than \$50 through appropriate means. The Board of Governors may disseminate TSC property valued over \$50 by majority vote.

## **ARTICLE XIV - COPYRIGHTS AND OBLIGATIONS**

### **Section 1. Copyrights**

1. The use of copyrights of the TSC logo shall be at the discretion of the President and the Executive Board.
2. All Intellectual Property laws must be followed in regard to copyrighted material being posted to our website, social media and printed materials.

### **Section 2. Obligations**

No individual member of the TSC may obligate use of the TSC name without approval of the Board of Governors.

## **ARTICLE XV - CONFLICT OF INTEREST**

### **Section 1. Definition of Conflict of Interest**

A Board Member of the Travis Spouses' Club has a conflict of interest if the Board Member has existing or potential business, financial or personal interest or holds an elected or appointed position that could impair or might reasonably appear to impair the exercise of independent, unbiased judgment in the discharge of his or her responsibilities to the Club. A conflict will be deemed to exist if the business, financial or personal interest or elected or appointed position is held by the Board Member or by a family member (spouse, parent, siblings, children or other close relative), or any organization in which the Board Member; or family member as defined, is an officer, director, employee, Trustee or material stockholder. If the Board Member in question disputes as to whether a conflict of interest is present, the matter shall be decided by a majority vote of the Board of Governors.

### **Section 2. Appropriate Action**

1. Every Board Member will sign a Conflict of Interest Policy at the beginning of the Board Year, or when they take on their position, that includes any potential conflicts of interest or perceived conflicts of interest. Copies of the signed documents will be kept by both the President and the Parliamentarian.

2. If a new issue arises, Board Members and others will immediately disclose to the Board of Governors any known conflicts of interest or any that may arise in the future. Such disclosure shall be included in the minutes of the current or next meeting of the Board of Governors.
3. The Board will vote on whether the Board Member disclosing a conflict of interest will or will not be allowed to be present for discussion of the issue.
4. If the Board votes to exclude the Board Member from the room during the discussion, the Board Member will be permitted to make a statement on the issue prior to leaving the room.
5. No Board Member will be permitted to vote on any specific issue in which he or she has a conflict of interest.
6. A Board Member may be removed from the Board of Directors for failure to comply with this policy.

### **ARTICLE XVI - 60TH FSS GUIDANCE**

Per 60th FSS guidance, and Travis Air Force Base Judge Advocate rules, the following AFI rules are understood and will be followed by the Travis Spouses 'Club (TSC):

1. If the TSC has a gross revenue of over \$250,000, then a Certified Public Accountant must perform an annual audit. Para 10.7.1
2. If the TSC has gross revenues over \$100,000 but less than \$250,000, then an accountant is required to perform an annual audit. Para 10.7.2
3. If the TSC has a gross revenue of less than \$100,000 but more than \$5,000 then the PO must provide an annual financial statement to FSS/FSR 20 days following the end of the PO's fiscal year. Para 10.7.3
4. The TSC may not use the seals, logos, or insignia of the DoD, or any DoD component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities. Para 10.1.1
5. The TSC must have liability insurance unless the Installation Commander waives the requirement. This will need to be reviewed annually. Para 10.15
6. TSC officers and members must report any signs of fraud or other improprieties to the FSS/CC/CL. Para 10.18
7. The TSC must furnish their own equipment, supplies, and other materials. Para 11
8. The TSC must be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessments of their members. No financial assistance will be provided from a Non-appropriated Fund Instrumentality. Para 10.5
9. The TSC will prominently display the following disclaimer on all print and electronic media mentioning the TSC name, "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS," in order to confirm that the SSC is not part of the DoD. Para 10.1.2.3
10. The TSC may not engage in "for us, by us fundraising" AFI 36-3101 Para 5.3.4

11. The TSC is not representing the installation or the Air Force. The TSC shall consult with their local Force Support POC and local installation Judge Advocate before engaging in fund raising off the installation Para 10.11
12. The TSC may not sell or serve alcoholic beverages on Air Force installations. Para 10.14
13. Installation Commander or designee must approve the fundraising event. The number of fundraising events will not exceed three per calendar quarter. Para 10.10.2
14. The TSC must use its funds to satisfy any outstanding debts, liabilities, or obligations. Para 12.1
15. Upon dissolution, the TSC will dispose of the residual balance as referenced by the TSC By-Laws. Para 12.2
16. In the event of dissolution, the TSC will notify the FSS/CC/CL of the intent to dissolve the PO and prepare a time-phased action plan to do so. Para 12.3

## **ARTICLE XVII - DISSOLUTION**

### **Section 1. Procedure**

Dissolution of this organization shall be by a two-thirds ( $\frac{2}{3}$ ) vote of the membership or by the order of the 60th Air Mobility Wing Commander or designee. The Executive Board will notify the 60<sup>th</sup> Force Support Squadron Private Organization Officer or designee in writing of its intent to dissolve and will prepare a time-phased action plan to do so.

### **Section 2. Disposition of Assets**

Upon dissolution of this organization, the assets in excess of liabilities shall be disposed of in accordance with pertinent Air Force and base instructions. Remaining charitable assets shall be donated to a charity or nonprofit organization, as detailed in the Bylaws, and approved by a majority vote of the members and the 60th Air Mobility Wing Commander or designee.

### **Section 3. Liabilities**

This article may not be amended or deleted without the approval of the 60th Air Mobility Wing Commander or designee. In the event that liabilities or obligation of the TSC shall exceed its assets, the TSC shall be obligated and shall ensure that such liabilities are discharged.

## **ARTICLE XVIII - AMENDMENTS AND ADOPTION**

### **Section 1. Amendments**

1. The Bylaws shall be reviewed annually no later than March by the Constitution and Bylaws Committee. Members of the committee shall be the Executive Board led by the Parliamentarian.

2. The Bylaws may be changed, revised, or adopted at a Board of Governors' meeting by a two thirds affirmative vote of the Board of Governors and becomes effective immediately. If passed, the Bylaws must be announced at the next General Membership meeting.
3. Bylaws and Amendments to the Bylaws must be reviewed by the Staff Judge Advocate and approved by the 60th Air Mobility Wing Commander (or designee). Bylaws will be reviewed in accordance with AFI 34-223.

**Section 2. Adoption**

Once approved and signed by the 60th Air Mobility Wing Commander (or designee), the adoption nullifies any previous Bylaws of the TSC.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Travis Spouses Club

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parliamentarian, Travis Spouses Club

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commander, 60th Air Mobility Wing Commander  
Travis Air Force Base, California (or designee)