

Langley Officers' Spouses' Club
By-Laws
2007-2008

ARTICLE I: Membership

A. Members

1. Membership in the LOSC is a requirement for participation in all LOSC regularly scheduled activities and any special activities.
2. Eligibility for Membership
 - a. Active Members
 - i. Spouses whose sponsors are active duty officers in the U.S. Armed Forces
 - ii. Active members are eligible to vote, hold office, and participate in all LOSC sponsored activities.
 - iii. Members whose spouses are not members of a U.S.A.F. Officers' Club must abide by any and all LAFBOC regulations regarding food and beverage charges.
 - b. Associate Members
 - i. Spouses of retired officers.
 - ii. Spouses of civil service employees who are eligible for LAFB Officers' Club membership, active service or retired.
 - iii. Widowed spouses of U.S. Armed Forces officers or civil service employees who are eligible for LAFB Officers' Club membership, as long as their marital status remains unchanged.
 - iv. U.S. Armed Forces officers or civil service employees who are eligible for LAFB Officers' Club membership, active duty and retired.
 - v. Any active duty or retired officer's former spouse who is an ID cardholder under the "20-20 Rule."

- vi. Adult relatives (18 years and over), including spouse, residing in the household of a member of any Air Force Officer's Club.
- vii. Associate members are eligible to vote and may participate in all LOSC sponsored events and may be on the governing board.
- viii. Members whose spouses are not members of a USAF Officers' Club must abide by any and all LAFBOC regulations regarding food and beverage charges.

c. Courtesy Members

- i. A candidate for Courtesy membership shall be submitted to the Executive Board. If approved by a majority of the Executive Board the candidate's name shall be presented to the Governing Board.
- ii. The Governing Board, by a majority vote, may extend a Courtesy membership for a period of one (1) year.
- iii. Courtesy members shall pay the cost, including LAFBOC surcharge, for any LOSC function attended and are not eligible to vote or hold any LOSC Governing Board position.

3. Termination of Membership

a. Membership in the LOSC is terminated as follows:

- i. Upon written resignation to the Membership Chairperson.
- ii. For activities involving unacceptable behavior, to be determined by the Executive Board.
- ii. For failure to pay dues.
- iv. Members refusing to pay for one (1) unpaid function and/or childcare fee.

b. With approval from the Executive Board, the Secretary shall notify any member terminated from the LOSC, in writing.

4. Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to the LOSC, after approval by the Executive Board.

B. Guests

1. LOSC members have first priority on reservations for all functions.
2. Guest privileges shall *only* be extended to persons eligible for LOSC membership upon their first attendance.
3. The guest's fees shall be the responsibility of the LOSC member who makes the reservation.
4. Bona fide houseguests of members may attend LOSC functions. Bona fide houseguests are considered to be those visiting temporarily from a distance of more than 50 miles.
5. The President and Honorary Officers may invite guests to the function on behalf of the LOSC. The guest's fees shall be paid from the President's budget.
6. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.
7. Guest privileges shall not be extended to persons prohibited from using the LAFBOC.
8. Guests shall not be allowed to participate at any LOSC sponsored "Members Only" function. (i.e., bingo).

ARTICLE II: Methods of Finance

A. Dues and Fees

1. Active and Associate members shall pay membership dues, plus nonrefundable administrative fees, in full, at the beginning of the LOSC social calendar year. Any changes in the dues require approval of the General Membership.
2. Courtesy members shall not be assessed dues.
3. Any member not affiliated with an Air Force Officers' Club shall pay the LAFBOC surcharge, a non-member fee, on all food and beverages.

B. Finances

1. All LOSC funds shall be deposited into the LOSC accounts at an institution subscribing to the Federal Deposit Insurance Corporation (FDIC).
2. The LOSC shall provide a Bond covering the President, First Vice President, Second Vice President Administrative/Charitable Treasurer, and any other Committee Chairpersons the Executive Board recommends.
3. The President, First Vice President, Second Vice President, and Administrative/Charitable Treasurer are authorized to sign checks. Two (2) signatures are required on all checks.
4. The Governing Board is solely responsible for asset accountability, liability satisfaction, and sound financial and operational management.
5. The LOSC shall obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the LOSC or its members. If insurance coverage is waived for the LOSC's normal activities, the LOSC shall obtain insurance for any high-risk events, unless waived by the Installation Commander (1FW/CC), or designee.
6. Administrative Account
 - a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Administrative Account shall have a minimum balance equivalent to one (1) month's dues, using the January membership figures as a basis.
 - b. The LOSC shall operate on an Administrative Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.
 - c. The Administrative Account is composed of membership dues, sales, and net proceeds from LOSC non-charitable fundraising activities, and up to 20% net proceeds from LOSC Charitable Fund raising activities. This money shall be utilized for operational expenses (entertainment, publications, decorations, programs, luncheons, etc.).
 - d. The Administrative Budget shall be reviewed and presented at the February Governing Board meeting for approval.

7. Charitable Account

- a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Charitable Account shall have \$1700, of which \$1000 shall be available for fund raising capital, \$200 for emergency use, and \$500 retained as a minimum balance.
- b. The LOSC shall operate on a Charitable Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.
- c. The Charitable Account is comprised of the net proceeds from all special LOSC sponsored Charitable Account fundraising events. This account shall be used for scholarships, community requests and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the LOSC Administrative Account.
- d. Monies donated to, or honorariums received by, any Special Activity group, shall be deposited into the Charitable Account.
- e. The Charitable Budget shall be reviewed and presented at the February Governing Board meeting for approval.

8. Unbudgeted Expenditures

- a. Any expenditure exceeding \$500 not covered by the approved budget shall be voted upon at a regular General Membership meeting following Governing Board approval.
- b. Any unbudgeted expenditure not exceeding \$500 can be approved by a majority vote of the Governing Board.
- c. The President shall be permitted to incur an expenditure up to \$200 without Board approval in an emergency.

C. Budget Committee

The Administrative and Charitable Accounts Budget Committee shall consist of at least one Honorary Officer, the elected officers and/or governing board members and a general membership representative.

ARTICLE III: Officers and Chairpersons

A. Duties of Officers

1. Honorary Officers

- a. The Honorary Officers shall be ex-officio committee members with non-voting privileges.
- b. At least one (1) Honorary Officer or designee shall be present at all Executive Board, Governing Board and General Membership meetings where voting is taking place.

2. Elected Officers

- a. Officers shall carry out the responsibilities and duties of their office as stated in the Constitution, By-Laws, Policies, and Job Descriptions as well as perform such duties as may be designated by the President.
- b. They shall attend all designated business meetings of the LOSC and all meetings of the Executive and Governing Boards.

c. President

- i. Shall preside at all meetings of LOSC Executive and Governing Boards and General Membership.
- ii. Shall be an ex-officio member of all committees except the Nominating Committee.
- iii. Shall appoint:
 1. Parliamentarian
 2. Chairpersons of all Standing Committees.
 3. Special Committee Chairpersons
 4. Co-Chairpersons as deemed necessary.
- iv. Reporting Officers and Standing Committee Chairpersons
 1. Officers: First Vice President, Second Vice President, Secretary, Treasurer and Parliamentarian.

2. Standing Committee Chairpersons: Member-At-Large.

3. Special Committee Chairpersons: Joint Services Luncheon (when applicable)

v. Shall vote in case of a tie.

vi. May call Special meetings of the Executive and Governing Boards as necessary.

d. First Vice President

i. Shall perform the duties of the President when absent.

ii. Reporting Offices

Standing Committee Chairpersons: ACCents/Webpage, Associate Liaison, Hospitality, Membership, Programs, Publicity, Reservations, Ways and Means, Historian, and Special Activities.

e. Second Vice President

i. Shall perform the duties of the First Vice President when absent.

ii. Reporting Offices

1. Standing Committee Chairpersons: Scholarships and VA Hospital

2. Special Committee Chairpersons: Airmen's Cookie Drive, Fundraisers (i.e., Golf Tournament, Jewelry Shows and Rug Sales, etc.) etc.

iii. All fundraising activities sponsored by the LOSC shall be submitted in writing to the Services Commander (SVS/CC) for approval, according to Air Force directives.

iv. Scholarships

1. The Scholarship Committee shall update the scholarship guidelines yearly. Copies of these guidelines shall be presented to the LOSC President, Honorary Officers and Parliamentarian.

2. Committee Members

- a. Shall consist of Scholarship Chairperson, Scholarship Co-Chairperson, and Charitable Advisor. The Scholarship Chairperson(s) may select a minimum of two (2) additional committee members with the approval of the President and the Charitable Advisor.
- b. Scholarship Committee members shall not be related in any capacity to applicants.

3. Selection Committee Members

- a. The Scholarship Committee shall appoint an independent Judging Committee, to judge all scholarship applications.
- b. Judges and their relatives are not eligible to apply for scholarships.

v. Charitable Committee

1. Will convene as necessary prior to monthly Board meetings to review and recommend requests to be funded to the board for discussion and approval.
2. Members of the Charitable committee are the President, 2nd Vice President, Charitable advisor, Treasurer and two LOSC members from the general membership (active or associate).

f. Secretary

- i. Executive Board Meeting
 1. Shall record the minutes.
 2. Shall provide copies of the minutes to the Executive Board members.
- ii. General Membership, Governing Board and Budget Committee
 1. Shall record the minutes.
 2. Shall post the minutes on the LOSC Bulletin Board.

3. Shall provide copies of the minutes to the Governing Board members and the Services Squadron Commander (SVS/CC).
- iii. Shall serve as custodian for permanent records and official correspondence, which shall be kept for seven (7) years.
- iv. Shall be responsible for all correspondence, as directed by the President.
- v. Shall be responsible for boardroom scheduling and configuration.
- vii. Shall be responsible for checking the LOSC Post Office Box weekly.
- viii. The Secretary shall take telephone and/or email votes of the executive board and/or governing Board when the Parliamentarian is unavailable.

g. Administrative/Charitable Treasurer

- i. Shall be responsible for all financial affairs of the LOSC.
- ii. Shall submit yearly, all federal and state income tax forms by deadline.
- iii. Shall be responsible for obtaining bonds (optional) for designated positions.
- iv. Shall designate two (2) separate accounts, one (1) for the Administrative Account and one (1) for the Charitable Account, and maintain separate corresponding books.
- v. Administrative Account
 1. Shall keep an accurate account of all dues, receipts and expenditures.
 2. Shall balance the Administrative Account on a monthly basis.
 3. Shall prepare a monthly financial statement for the Governing Board.
 4. Shall serve as the Chairperson for the Administrative Budget Committee.

- vi. Charitable Account
 - 1. Shall keep an accurate account charitable receipts and expenditures.
 - 2. Shall balance the Charitable Account on a monthly basis.
 - 3. Shall prepare a monthly financial statement for the Governing Board.
 - 4. Shall serve as the Chairperson of the Charitable Budget Committee.
 - 5. Shall receive and distribute all charitable funds.
- vii. Shall keep all financial records for seven (7) years.
- viii. Shall monitor expenditures ensuring conformity with the fiscal year budget.
- ix. Shall present all records immediately upon resignation or at the completion of term of office for audit, in accordance with Air Force directives.

h. Parliamentarian

- i. Shall advise the Executive and Governing Boards and General Membership on points of order and proper procedure in accordance with the Constitution, By-Laws, and Policies of the LOSC and Robert's Rules of Order as needed.
- ii. Shall serve as Chairperson of the Nominating Committee and Constitutional and By-Laws Review Committee.
- iii. Shall conduct telephone and/or email votes of the executive board and/or governing board when necessary.
- iv. Shall act as LOSC liaison to the 1st Fighter Wing Legal Office (1FW/JA).
- v. Shall collect and keep on file updated job descriptions for all Governing Board positions.

B. Committees

The LOSC may have Standing and Special Committees as needed. The President may add or remove Standing Committees with the approval of the Executive Board. Special Committees appointed by the President shall cease to function upon completion of their purpose and presentation of their final report.

ARTICLE IV: Elections

A. Nominating Committee

1. The Parliamentarian shall chair the Nominating Committee.
2. The Nominating Committee shall consist of an Honorary Officer or a designee, the Membership Chairperson, two active LOSC members from ACC, two active LOSC members from the 1st FW, and two members from the general membership (non-board).
3. The Nominating Committee shall meet yearly in January to prepare a slate of candidates, in good standing, for each elected office.
4. A Nominating Committee member must resign upon becoming a candidate for an elected office.
5. The Nominating Committee shall submit a slate of candidates at the March General Membership meeting.
6. Any person nominated from the floor must be present to accept. If nominee cannot be present a written acceptance must be given to the Parliamentarian one week prior to the slate being presented.
7. The Nominating Committee shall prepare, distribute, collect and count the ballots when applicable.

B. Elections

1. The election of officers shall be held at the April General Membership meeting.
 - a. Active members shall vote by secret ballot. Ties shall be resolved by the President's sealed vote, which shall be given to the Parliamentarian prior to the counting of the votes.
 - b. In the event there is only (1) nominee for each office, a voice vote may be taken on the entire slate.

2. The Parliamentarian shall hold the ballots for 30 days following the election.
3. Absentee ballots shall be available through the Parliamentarian and/or ACCents newsletter and/or website.
4. 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.
5. Members shall be informed of the election hours at least two (2) weeks in advance of the election day. Election polls shall be open at least two (2) hours. Election hours may be extended at the request of the Nominating Committee and with approval of the Honorary Officers.

C. Terms of Office

1. The June Governing Board meeting shall be attended by elected Officers and appointed Standing Committee Chairpersons, both Incoming and Outgoing.
2. Installation of new Officers shall be held at the May General Membership meeting.
3. Newly elected Officers and appointed Standing Committee Chairpersons shall assume their duties effective on June 1st.
4. The Governing Board shall serve for a period of one (1) year.
5. Members who have served for an entire year may not succeed themselves in the same Governing Board position, without the approval of a majority of the Executive Board. Governing Board positions shall be limited to two (2) consecutive years or may be extended at the discretion of the President. The position of Chairperson and Co-Chairperson shall be deemed the same position for the purpose of term limits.

D. Vacancies

1. President
 - a. The First Vice President, may, with the consent of the Honorary Advisors, immediately assume the office.
 - b. The Honorary Advisors with the approval of the Executive Board shall appoint a replacement President.

2. Other Officers

- a. The President with the approval of the Executive Board shall appoint a replacement.
- b. The President may appoint a pro temp officer during a temporary vacancy.

3. Resignation from a Governing Board position shall be submitted in writing to the President and shall be effective immediately.

E. Removal from Governing Board Positions

- 1. A Governing Board member shall be removed from office or position for any of the following; misuse of funds, misconduct, illegal activity or unexcused absence from two (2) monthly board meetings.
- 2. Removal of any Governing Board member shall require a two-thirds (2/3) majority vote of the Governing Board.
- 3. The 1st Fighter Wing, Services Commander will be notified in writing of the removal of anyone in key positions, in accordance with AFI-34-223.

ARTICLE V: Constitution and By-Laws Review Committee

The Constitution and By-Laws Review Committee shall consist of an Honorary Officer or designee, President, Parliamentarian, and at least two (2) members of the LOSC executive or governing board and a representative from the general membership.

ARTICLE VI: Adoption

- A. Changes to the Constitution and/or By-Laws, after a majority vote of the Governing Board, must be posted for 30 days.
- B. These By-Laws shall become effective upon a majority vote of members at a general membership meeting.

LOSC Honorary Officer

LOSC President

1FW/CC (or designee)

Date Approved