

Davis-Monthan Spouses' Club By-Laws

March 2020

TABLE OF CONTENTS

TABLE OF CONTENTS	1-2
ARTICLE I PURPOSE	3
ARTICLE II MEMBERSHIP	3
REGULAR MEMBERS	3
ASSOCIATE MEMBERS	3
HONORARY MEMBERS	3-4
GUESTS'	4
ARTICLE III FINANCES AND TAXES	4
DUES	4
BUDGET	4-5
BANKING	5
INSURANCE AND BONDING	5
AUDITS	5
FINANCIAL GUIDELINES	5
ARTICLE IV MEETINGS, QUORUMS AND VOTING	6
MEETINGS	6
VOTING	6
GENERAL MEMBERSHIP	6
EXECUTIVE AND GOVERNING BOARD	6
ARTICLE V ELECTION OF OFFICERS	6
NOMINATING COMMITTEE	6
VOTING AND TERMS OF OFFICE	6-7
ARTICLE VI GOVERNING BOARD GENERAL RESPONSIBILITIES	7
RESPONSIBILITY OF THE GOVERNING BOARD	7
AGENDA AND SPECIAL REPORTS	7-8
JOB DESCRIPTIONS	8
VACANCIES	8
EXECUTIVE BOARD	8-10
STANDING COMMITTEE CHAIRS	10
ARTICLE VII FUNDRAISERS	11
FUNDRAISERS	11
ARTICLE VIII SCHOLARSHIPS	11
SCHOLARSHIPS GUIDELINES	11
SCHOLARSHIP MONIES	11-12

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Davis-Monthan Spouses' Club By-Laws

March 2020

ARTICLE IX DOCUMENT MANAGEMENT	12
BINDERS	12
GOOGLE DRIVE	12-13
FINANCIAL RECORDS	13
END OF YEAR	13
ARTICLE X PROTOCOL AND CUSTOMS	13
PROTOCOL	13
BOARD APPRECIATION GIFTS	13
CUSTOMS	13-14
ARTICLE XI AMENDMENTS	14
ARTICLE XII REVIEWS	14
SIGNATURE PAGE	14
APPENDIXES	15
JOB DESCRIPTIONS	15
PRESIDENT	15-17
VICE PRESIDENT	18-20
SECRETARY	20-23
TREASURER	23-26
PARLIAMENTARIAN	26-28
MEMBERSHIP	29-30
PROGRAMS	30-32
RESERVATIONS	32-34
MARKETING & ADMINISTRATION	34-36
RETIRED SPOUSES	36-37
THRIFT SHOP	37-38
SCHOLARSHIPS	39-43
WAYS & MEANS	43-45
CHARITABLE	45-48
FINANCIAL GUIDELINES	49
FUNDS	49
BANK ACCOUNTS	49-50
FINANCIAL RESPONSIBILITY	50
TAX FILING	50
INSURANCE	50-51
EXPENSE VOUCHERS	51
CHECK WRITING	51-52
DEPOSITS	52-53
CHARITABLE DONATIONS	53

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

Davis-Monthan Spouses' Club By-Laws

March 2020

Article I: Purpose

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

Article II: Membership

A. Regular Members

1. Eligibility

- a. Spouses of active duty members, Reserve or Guard members, and equivalent in Civil Service or contract personnel assigned to Davis-Monthan AFB or residing in the Tucson/Pima County area.
 - b. Spouses of retirees.
 - c. Un-married widows or widowers.
2. Regular members shall have the right to attend socials and events, vote, hold office and serve on the governing board with the exception of the offices of President and Vice President who must be active duty spouses.
 3. Members who make a reservation for a meal but fail to show (or cancel by the deadline) are required to reimburse the DMSC for their meal.

B. Associate Members

1. Eligibility

- a. Spouses of military members of other nations.
 - b. Former spouses of military members who have been granted military ID cards under the Former Spouses Protection Act, Public Law 97-252 (Title 10 U.S. Code, sec. 1404, seq., "the 20/20 former spouse").
 - c. Adult dependents of military members.
 - d. Any active duty member, Reserve or Guard members.
 - e. A spouse of an equivalent retired from the civil service residing in the Tucson/Pima County area.
2. Associate members shall have the right to vote and chair committees, but they may not hold an elected office.
 3. Associate members who make a reservation for a meal but fail to show (or cancel by the deadline) are required to reimburse the DMSC for their meal.

C. Honorary Members

1. Eligibility

- a. The President and Advisors, with the approval of the governing board, may extend each year invitations to potential honorary members. These may include spouses of civilians in the Tucson/Pima County who show exemplary support of the DMAFB community.
 - b. Spouses whose sponsors are on Temporary Duty at DMAFB, but who are active Spouse Club members at another base.
 - c. Spouses, widows, and widowers who are spouse club members elsewhere.
2. Honorary members may attend all social functions and are welcome to attend governing board meetings with the advance permission of the President, but shall not vote, chair committees or hold elected office.
 3. An Honorary membership will be for one electoral year.

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

Davis-Monthan Spouses' Club By-Laws

March 2020

4. Honorary members who make a reservation for a meal but fail to show (or cancel by the deadline) are required to reimburse the DMSC for their meal.

D. Guests

1. DMSC members shall have first priority on reservations for all functions and activities.
2. Guest privileges shall not be extended to persons eligible for DMSC membership, with the exception of their first attendance.
3. The guest fees shall be the responsibility of the DMSC member who makes the reservation, in the event the guest who RSVP's does not show.
4. The President, Advisors, and honorary members may invite guests on behalf of the DMSC. The guests' fees can be paid out of the Social account, Guest Lunches, if funds are available.
5. Guests shall not be allowed to participate in any DMSC "members only" sponsored function.

Article III: Finances

A. Dues

1. Regular and Associate members shall pay annual dues as follows:
E1-E4: Free
E5-E6, O1-O2: \$30 (\$15 prorated amount half year)
E7+, O3+, Civil Service & Retiree Spouses: \$50 (\$25 prorated amount half year)
2. Honorary members are not required to pay annual dues. Honorary members are eligible to win prizes.

B. Budget

1. The budget committee will consist of: the executive board, one member at large and at least one Advisor. Additional members may be appointed by the President.
2. Budget Committee
 - a. The President or designated representative is the chair of the budget committee.
 - b. All chairs of standing committees and subcommittees needing additional funds consult and advise the Treasurer prior to the budget meetings.
 - c. The Budgeting Committee will meet in November to determine any revisions to the current board year budget. Any revisions will be submitted at the November Governing Board meeting for majority approval after which the revised budget will be posted on the website. The proposed revised budget will be presented for approval of the membership at the December General Membership meeting.
 - d. The Budgeting Committee will meet in April to estimate expenditures for the next board year. The proposed annual budget will be submitted at the April Governing Board meeting for majority approval after which the proposed budget will be posted on the website. The proposed annual budget will be presented for approval of the membership at the May General Membership meeting.
3. The governing board may authorize any non-budgeted expenditure or budget overage not to exceed three hundred dollars (\$300) from the Social account or one thousand dollars (\$1,000) from the charitable account.
4. Un-budgeted expenditures or budget overages of over three hundred dollars (\$300) from the Social account or one thousand dollars (\$1,000) from the charitable account require majority approval of the membership present at a general membership meeting.

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Davis-Monthan Spouses' Club By-Laws

March 2020

5. The President is authorized to spend no more than yearly budgeted amount of Contingency monies from the social fund with the contingency that the governing board be informed of the expenditure.
 6. An amount of not less than five hundred dollars (\$500) will be retained in the social fund and not less than one thousand dollars (\$1,000) in the charitable fund to cover obligated expenditures for the incoming governing board.
 7. The charitable fund will reserve for scholarships awarded in the previous board year to be paid in the current board year and one thousand dollars (\$1,000) for fundraising expenses.
 8. The social and charitable funds will each have a dissolution fund of one thousand dollars (\$1,000) held in separate money marketing accounts.
 9. Monies donated to, or honorariums received by, any special activity group or person shall be deposited into the charitable account.
 10. The Statement of Cash Position presented to the Board each month shows the cash balances available less any restricted, reserved, and obligated funds (scholarships to be paid).
 11. Must keep Social Monies separate at all times from the Charitable monies. If an excess in the Social budget occurs, monies may be transferred from the Social account to the Charitable account. This may only be done with a majority approval of the board. ***IMPORTANT: Money from the Charitable side can NEVER be transferred to the Social side. This will violate the 501 C (3) status!**
- C. Banking
1. All funds belonging to the DMSC will be kept on deposit in a financial institution which has subscribed to the Federal Deposit Insurance Act, or its equivalent, to the credit of this organization. A debit card to the financial institution holding accounts may be issued on operational accounts.
- D. Insurance and Bonding
1. The DMSC will carry liability insurance, unless a waiver is received by the 355th Mission Support Group Commander.
 2. The DMSC President, Vice President, and Treasurer shall be bonded. Other board members may be added to the Bond as deemed necessary by the Governing Board, with the President's approval.
 3. At least one bonded member will be responsible for funds collected at all social and fundraising events.
- E. Audits
1. Audits will be conducted as required by AFI 34-233. Per AFI 34-233, private organizations that have gross annual revenues of less than \$100,000, but more than \$5,000 are not required to conduct an independent audit or financial review. The DMSC gross receipts normally meet these criteria.
 2. The Board may also approve audits or reviews as deemed necessary.
 3. The Board should take into consideration the cost of an audit or reviews prior to calling for one.
- F. Financial Guidelines see Appendix 2.

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Davis-Monthan Spouses' Club By-Laws

March 2020

Article IV: Meetings and Voting

- A. Meetings
 - 1. The general Membership meetings will be held on the third Thursday of the month, unless otherwise designated.
- B. Voting
 - 1. General Membership
 - a. An issue brought for a vote at the general membership meeting requires majority (1/2 +1) approval of the members present.
 - b. Email: Vote via email to the general membership requires majority approval of the members who respond.
 - c. Email voting should only occur when absolutely necessary and the item requiring a vote cannot wait until the next general membership meeting.
 - 2. Executive and Governing Board
 - a. The Governing Board members or their representatives vote at the Board meetings, with the exception of the President, Advisors, Parliamentarian, and subcommittee chairs.
 - b. An issue brought to the Executive Board or to the Governing Board at an executive board meeting or governing board meeting or by email requires majority (1/2 +1) approval of the members present.
 - c. Email: Vote via email to the Executive and/or Governing Board requires majority approval of the members who respond.
 - d. Email voting should only occur when absolutely necessary and the item requiring a vote can not wait until the next Executive or Governing board meeting.

Article V: Election of Officers

- A. Nominating Committee
 - 1. Will be chaired by the Parliamentarian.
 - 2. The Nominating committee will consist of at least one Advisor or designee, and at least two DMSC members, appointed by the President, representing the different organizations stationed at Davis-Monthan AFB.
 - 3. Will nominate candidates for each elected office: President, Vice President, Secretary, and Treasurer.
 - 4. Will introduce the candidates nominated by the committee to the membership at a general membership meeting.
 - 5. Will accept nominations from the floor at a general membership meeting preceding the election.
 - 6. Will collect, tabulate the ballots, (if necessary) and the Parliamentarian announce the results.
- B. Voting and Terms of Office
 - 1. Provisions for absentee balloting will be made upon the request of any DMSC member in good standing to the Parliamentarian.
 - 2. The Executive Board of this organization will be elected by secret ballot by majority (1/2 + 1) of the voting members on the day of a general membership meeting.

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

Davis-Monthan Spouses' Club By-Laws

March 2020

- a. In the event that there is only one candidate for each office when nominations are closed at the general membership meeting, a motion to accept the proposed slate of officers by acclamation may be proposed.
- b. If there are any dissenting votes, then a vote by ballot must be taken at the general membership meeting.
3. Newly elected officers will assume the responsibilities of office beginning the June board meeting of elected year.
4. Members who serve on the executive board may not hold the same position for more than two years, but may extend one extra year with approval of executive board.
5. Members who serve on the Governing Board may hold only one voting position at a time.
6. Board members may not succeed themselves in the same position for a period of one year without approval of a majority of the Governing Board.

Article VI: Governing Board General Responsibilities

A. Responsibilities of the Governing Board

1. The governing board will meet once a month (with exception of July), at such a time and place designated by the President, to formulate plans and purposes and set forth procedures of this organization.
2. All actions of the governing board will be within the authority conferred by the Constitution and By-Laws of this organization, AFI 34-223, and 501 (c)(3) Internal Review Code.
3. All Governing Board members are encouraged to support all DMSC fundraising and social events.
4. All Governing Board members are expected to attend all Board meetings, including the June joint board meeting. If a Board member cannot attend the Board meeting, the member must notify the President or Vice President of the absence prior to the Board meeting.
 - a. The President may, with a majority approval of the Executive Board, relieve any member from a position on the Governing Board for missing three board meetings or for failure to fulfill their responsibilities.
5. All Board positions must submit a monthly board report that includes activities accomplished last month, future activities, volunteer hours, and monies spent if applicable. In the event that no monies have been spent and there has been no activity to report, he/she may submit a "No Report" board report.
6. All board positions must submit their board reports to the Secretary or acting Secretary by the Sunday prior to the board meeting.
7. All board positions must read IRS publication "Compliance Guide for 501(c)(3) Public Charities.
8. A Committee Chairperson may appoint an assistant chair and committee, as needed, with the approval of the President.
9. Any DMSC member, upon advance notice to the President, may attend any Governing Board meeting as a non-voting guest, and may address the Governing Board on matters approved in advance by the President.

B. Agenda and Special Reports

1. The President is to be notified of any unfinished business, new business, and announcements at least 3 days prior to the Board meeting for inclusion on the agenda.

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

Davis-Monthan Spouses' Club By-Laws

March 2020

2. All new business requests must be corresponded to the President, Parliamentarian, and the Secretary via email. Except in emergency situations, all new business must be agenda items to be voted upon.
 3. Minutes and treasurers' reports will be sent electronically to all Governing Board members before the board meeting.
 4. Special Project Reports should be completed no later than 6 weeks after the project for presentation at the next Board meeting and should contain all pertinent information relating to the Special Project. Copies are to be provided for the President, Vice President, Secretary, Parliamentarian, and Advisor position notebooks or google drive.
 5. End-of-Year Reports will be written by all Board members and submitted at the May board meeting except for the Treasurers Financial Report. The Treasurer's Year End Financial Report will be submitted BEFORE June 20. Copies of all years-end reports are to be provided for: President, Vice President, Parliamentarian, Secretary, Advisors and position notebooks and google drive.
- C. Job Descriptions
1. The Job descriptions will be reviewed and updated upon President's request. Updates must be given to the Parliamentarian.
 2. The Advisors may, at their option, review the job descriptions and forward them together with their comments and recommendations to the Parliamentarian. The Job descriptions will become effective immediately upon approval of the President. The Parliamentarian will retain a copy of the job descriptions for each office and will forward copies to the Advisors, President, Vice President, Secretary and the person holding that office.
 3. Job descriptions will also be provided by the Parliamentarian at the Nominating Committee meeting.
- D. Vacancies
1. In the event of a vacancy in the office of President, said office will be filled by appointment of the governing board.
 2. A vacancy in any other elected office will be filled by appointment of the President with the approval of the governing board.
 3. Vacancies in appointed committee chairs will be filled by appointment of the President. Said officers and chairs will be presented at the next general membership meeting and will hold office until the next general election.
- E. Executive Board
1. President
 - a. All Elected Officers and the Parliamentarian report directly to the President.
 - b. Reviews and co-signs all minutes.
 - c. Coordinates yearly calendar with the Programs/Reservations and Ways and Means Chairs.
 - d. Is ex-officio member of all Standing Committees.
 - e. Casts the deciding vote, should not be equally divided.
 - f. Informs the Advisors of all important matters pertaining to the DMSC.
 - g. Oversees all insurance and bonding policies and reviews them annually.
 - h. Enforces the observance of the AFI 34-223, constitution and by-laws.
 - i. Has possession of the keys to the DMSC Storage Cabinet.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- j. Serves as the DMSC representative on base-wide committees or designee.
- k. Purchases appreciation gifts for Board members if funds are available.
- l. Is an authorized signor on all DMSC bank accounts and is bonded.
- m. See appendix A for job description.

2. Vice President

- a. All committee chairs report directly to the Vice President.
- b. Maintains a current inventory of DMSC property in storage cabinet.
- c. Notifies all reporting Chairs of any special meeting of the Governing Board.
- d. With help from the Advisor, purchases President's gift.
- e. Supports all fund-raising charitable activities.
- f. Will fill in for and/or assume duties of the President when he/she is unable to.
- g. Reviews all DMSC Financial Records for compliance with constitution and by-laws.
- h. Is an authorized signature on the DMSC bank accounts and is bonded.
- i. See appendix B for job description.

3. Secretary

- a. Signs an official copy of DMSC monthly minutes.
- b. Has an official copy of DMSC monthly minutes reviewed and co-signed by the President and posted on the DMSC website.
- c. Sets dates in January for the next board year meetings with Chapel for use of meeting room.
- d. Is responsible for the DMSC post office box.
- e. Is responsible for the distribution of all mail to the proper Board members.
- f. Logs all incoming and outgoing mail.
- g. Is purchasing agent for office supplies and postage when needed.
- h. See appendix C for job description.

4. Treasurer

- a. Will attend all fundraising activities unless excused by the President.
- b. Collects and deposits any DMSC monies.
- c. Maintains and updates a monthly financial report presented at each Board meeting.
- d. Writes all checks for the social and charitable accounts; makes all deposits into said accounts.
- e. Maintains any cash boxes.
- f. May not be the chair of any sub-committee.
- g. Is an authorized signor on all DMSC bank accounts and is bonded.
- h. See appendix D for job description.

5. Parliamentarian

- a. Oversees all legal aspects for the DMSC.
- b. Upholds Constitutions, By-Laws and any other legal documents.
- c. Responsible for obtaining all insurance necessary for the DMSC.

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

Davis-Monthan Spouses' Club By-Laws

March 2020

- d. Is a non-voting member of the governing board appointed by the President to give opinions on parliamentary procedures.
 - e. Serves as chair of the nominating committee, unless running for an elected position (at which time a representative will be appointed to act on her/his behalf).
 - f. Responsible for verifying tax filings have been made by August 15th.
 - g. See appendix E for job description.
- F. Standing Committee Chairs (see individual notebooks or Google Drive for more information on job responsibilities).
- 1. Membership—maintains a current directory of all DMSC members and publishes an annual membership roster. Welcomes newcomers and farewells departing members. See appendix F for job description.
 - 2. Programs— Arranges appropriate programs, decorations, and door prizes for all general membership meetings and Scholarship awards social; Plans menus; Must coordinate the yearly calendar with the President and Vice President. See appendix G for job description.
 - 3. Reservations—Coordinate reservations for all general membership meetings, ensure payment for events are made in conjunction with the Treasurer, and collect all unpaid reservations and turn into Treasurer. See appendix H for job description.
 - 4. Marketing & Administration—Coordinates all aspects of the DMSC web-site www.DMSC.org, G suite admin., and social media. Handles all DMSC publicity. See appendix I for job description.
 - 5. Retired Spouses—Serves as the representative of the DMSC to the Retired Spouses' Club. See appendix J for job description.
 - 6. Thrift Shop—coordinates with the paid manager on the efficient and cost-effective management of the Thrift Shop. Ensures Thrift Shop operates in accordance with AFI 34-223 and IRS codes. See appendix K for job description.
 - 7. Scholarship—Chair of the Scholarship Committee, oversees all aspects of the scholarship process for application, review, arranging judges to the awarding of scholarships. See appendix L for job description.
 - 8. Ways & Means—Coordinates and oversees all DMSC fundraising. See appendix M for job description.
 - 9. Charitable—Screens, researches and evaluates all charitable requests to DMSC. Presents charitable requests to the Executive Board and if approved presents to the Governing Board. Ensures responsible use of the DMSC charitable funds. See appendix N for job description.

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Davis-Monthan Spouses' Club By-Laws

March 2020

Article VII: Fundraisers

A. Fundraisers

1. Policies and procedures for any DMSC fundraisers not specifically addressed in this document are to be established in order to:
 - a. Provide oversight by more than one individual,
 - b. Establish adequate reporting and documentation of the monies collected, and
 - c. Provide control of assets, especially cash.

Article VIII: Scholarships

A. Scholarships Guidelines

1. Scholarships are offered to graduating high school students who are dependents of active duty, Guardsmen, Reservists, retired, or deceased members of the U.S. Armed Forces for their freshman year at an accredited institution of higher learning.
2. The DMSC offers Scholarships to the spouses of active duty, Guardsmen, Reservists, retired, or deceased members of the U.S. Armed Forces for one year of undergraduate or graduate study.
3. Scholarship applicant must reside in Tucson/Pima County, and the sponsor must be assigned to Davis-Monthan AFB or a tenant unit. Exception made if the sponsor is deceased.
4. Applicants must apply in accordance with the procedures set forth by the scholarship committee.
5. Unique circumstances will be handled on a case by case basis.
6. Scholarship winners may only accept one spouse club scholarship. If they are awarded a scholarship from another spouse club, they must choose which scholarship award they will accept.

B. Scholarships Monies

1. Monies provided by the DM Thrift Shop and other donations to be awarded to Scholarships. The individual scholarship amounts to be awarded will be determined by the Scholarship Committee. The Committee develops the scholarship application package, solicits for applications and arranges for evaluations of the applications. Scholarships are awarded in May.
2. The deadline for scholarship winners to submit the required information to the DMSC is November 1. After November 1, any unclaimed scholarship funds revert back to the DMSC Charitable fund.
3. Scholarships are to be paid only to the college or university the student is attending. Scholarships are never paid directly to the student. Scholarships payments will be sent to the college or university once the applicant has provided the DMSC with the following information:
 - a. Proof of enrollment - The students must provide a copy of their class schedule with student ID number or a letter for proof of enrollment provided by the university.
 - b. Student ID number – This will help ensure the scholarship is credited to the correct account.
 - c. Address of the Scholarship Office, Financial Aid Office, Bursar's Office, or Cashier's Office. The proper Place to send the scholarship will differ from university

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

Davis-Monthan Spouses' Club By-Laws

March 2020

- to university.
4. The scholarship chairperson should verify the scholarship is being mailed to the proper office via the university website or by calling the university directly.
 5. Once the above information is received the scholarship chairperson will forward via email an award letter on DMSC letterhead addressed to the school with the necessary information to the Treasurer and Secretary. This information will include the above information and the scholarship amount.
 6. The Treasurer will:
 - a. Write the check.
 - b. Give the check to the secretary for mailing.
 - c. Notify the Scholarship Chair the check was sent to the Secretary including the check number.
 7. The Scholarship Chairperson will:
 - a. Prepare the letter to accompany the check when mailed to the University.
 - b. Send the letter to the DMSC Secretary for matching to check and mailing.
 8. The Secretary will:
 - a. Verify the address the check is to be mailed to.
 - b. Receive the Scholarship check from Treasurer.
 - c. Receive the Scholarship letter from Scholarship Chair.
 - d. Match the Check to the letter and mail.
 - e. Notify the Scholarship Chair and Treasurer the check has been mailed and date sent.
 9. Scholarship checks and corresponding documentation will be mailed after June 1st within 14 days of receipt of all the proper documentation from the student. With exception of July due to board not meeting during that month.

Article IX: Document Management

A. Binders

1. Executive Board members are required to have the following documents in their binders.
 - a. Copy of job description
 - b. Copy of DMSC Constitution
 - c. Copy of DMSC By-Laws
 - d. Copy of DMSC Budget
2. Governing Board members are required to have the following documents in their binders.
 - a. Copy of job description
 - b. Copy of DMSC Budget
 - c. Any other documentation pertinent to their job.

B. Google Drive

1. Folder for each chair position Governing Documents
 - a. DMSC Constitution
 - b. DMSC By-Laws
 - c. DMSC Budgets
 - d. DMSC Current year Roster
2. Folder for each board year

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

Davis-Monthan Spouses' Club By-Laws

March 2020

- a. Sub folder with Board Reports
- b. Sub folder with Expense Reports
- c. Sub folder with Minutes from board meetings
- d. Sub folder with any documents for each board year for specific chair position

C. Financial Records

1. Financial records include: bank statements, financial reports, and income and expense voucher forms with supporting documents and receipts, and tax filings. Original hard copy records are stored in the DMSC storage closet clearly marked by board year.
2. Financial records are to be kept a minimum of three (3) years in hard copy form, and seven (7) years electronically.
3. All financial records will be scanned electronically to computer files as back up.

D. End of Year

1. In order to prepare the end of year financial reports:
 - a. All requests for reimbursements must be presented to the Treasurer no later than the Monday following the May social.
 - b. All deposits must be made by May 31.
2. Financial Reports as of May 31 are to be presented at the June Board meeting.
3. The Treasurer is to review the tax filing requirements and determine which tax filing is required by July 1.
4. The following items are to be filed with the FSS/FRS no later than 20 days following the end of the fiscal year, May 31, by the Parliamentarian. For the DMSC these items are due June 20:
 - a. Copies of all Financial Reports for the Board year.
 - b. Copies of all minutes.

Article X: Protocol and Customs

A. Protocol

1. Advisors

- a. The Advisors will be recognized with a small gift at a DMSC general membership meeting. Funds to purchase the small gift will come from the Social account, Protocol, if funds are available.
- b. Farewell gifts may be given. Funds to purchase these gifts will come from the Social Fund, Board Gifts, if funds are available.

B. Board Appreciation Gifts

1. The President may receive the following as a token of appreciation at the end of his/her term:
 - a. A farewell gift which is to be paid out of the Social account, Board Gifts, if funds are available.
2. Board appreciation gifts are given to all the outgoing elected and appointed Board members, to be paid out of the Social account, Board Gifts, if funds are available.

C. Customs

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Davis-Monthan Spouses' Club By-Laws

March 2020

1. Lap babies under the age of one year are allowed at DMSC functions unless otherwise noted.
2. Membership Bingo
 - a. Only DMSC members may win prizes at this function.
 - b. Any issue that might arise at any Bingo event will be decided by the President or designee.
3. Door prizes may be won by any DMSC member during all general membership meetings.
4. Reservations for DMSC meetings or other events requiring reservations:
 - a. Reservations may be taken until noon on the Friday before the event to the Reservation Chair or the website unless otherwise noted.
 - b. Cancellations are to be made no later than noon on the Tuesday before the event unless otherwise noted.
 - c. A "No Show" is billed to be paid by next social.
 - d. All attendees must purchase a meal at the functions.

Article XI: Amendments

- A. Amendments of the By-Laws require majority vote of the governing board, which is (1/2 + 1).
- B. Changes must be posted on the DMSC website after approval of Governing Board and before next general meeting.
- C. The By-Laws will become effective upon a majority vote of members at a general membership meeting.
- D. Administration changes (ex: Air Force Regulations) may be made as necessary without amendment of the By-Laws.
- E. Amendments to the Appendix can be made separately from the By-Laws.

Article XII: Review

The DMSC Constitution and By-Laws must be reviewed bi-annually.

These By-Laws have been reviewed and approved.

President: _____ Date: _____

April Golden

Secretary: _____ Date: _____

Amy Marsh

Parliamentarian: _____ Date: _____

Jackie Green

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Davis-Monthan Spouses' Club By-Laws

March 2020

Appendixes

1. Job Descriptions

A. President Job Description

General Description:

Presides over the DMSC General Board and Executive Board. Works closely with Advisors. Sets general direction of the DMSC. Will vote only in case of a tie. Attends all board meetings and functions. Is bonded and signs on all DMSC bank accounts. Ensures DMSC compliance with AFI 34- 223, Constitution, and By-laws. Recruits and appoints board members. Ensures annually that the DMSC has audits and files appropriate forms with IRS. Signs all important DMSC documents. All elected officers and the Parliamentarian report directly to the President.

SPECIFIC TASKS:

1. Presides over and establishes an agenda for all DMSC Executive Board Meetings, General Board Meetings, Scholarship Meetings, and General Membership Meetings.
 - a. Will put to vote all questions and motions and will decide all questions of order.
 - b. Will vote in case of a tie.
 - c. Will not make a motion or amendment.
 - d. Reviews and co-signs all meeting minutes.
 - e. Have complete knowledge and oversee compliance of the Constitution and By-laws, and enforces, at all times, the observance of these documents.
 - f. Shall appoint Parliamentarian, Chairpersons of all Standing Committees, any special Chairpersons, and any co-chairman as deemed necessary.
 - g. May also call special meetings of membership, Executive Committee, and the General Board.
 - h. Shall be an ex-officio member of all committees except Nominating Committee.
 - i. Will sit on the Thrift Shop Advisory Board.

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Davis-Monthan Spouses' Club By-Laws

March 2020

2. Shall oversee, with help of the Advisors and DMSC Board, the dissolution of DMSC and their funds as per the DMSC Constitution if it becomes necessary.

3. Will ensure the Constitution and By-laws are updated every two years.

4. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31. Official changeover may happen as late as the board changeover meeting in June.

a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Monthly Calendar Duties/Timeline, Job Description, DMSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all current Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), all Board positions Job Descriptions, Parliamentary Procedures and Motions, Blank Motion Sheets, Constitution, and By-Laws.

b. The President Google Drive holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Minutes, all board position After Action Reports (unless the Board reports are copied into the Minutes word for word), Budget Proposals (including revised budgets), Constitution, By- Laws, and any other pertinent information for future Presidents.

5. Submits a monthly written Board report each month. The Board Report must include activities accomplished during the previous month, and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.

6. Submits a monthly written report and board agenda to the Secretary on the appointed date prior to the board meeting. This can be done via email or shared google doc.

7. Submits the estimated expenditures for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.

8. Submits, with the help of the Treasurer and Executive Board, a proposed budget at year end for the incoming board.

9. Is an authorized signature on all DMSC bank accounts and is bonded by the DMSC Bonding Insurance.

10. If any expenses are incurred, President submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated

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Davis-Monthan Spouses' Club By-Laws

March 2020

above in #3.

11. For historical data and continuity of information, President also submits a separate “After Action Report” with the monthly report to only the Parliamentarian and Advisors. This report details everything that worked and/or didn’t work, and suggestions for the following year.
12. Shall keep Advisors informed and up to date with all information this includes:
 - a. Discussing head table seating arrangements, introductions, and any other protocol for meetings.
 - b. Clearing all dates and invitations with Advisors for DMSC events.
 - c. Checks with Advisors as to any special welcomes, farewells, or protocol that needs to be done.
 - d. Invites others as deemed necessary to be Honorary Members without payment of dues.
13. Shall ensure DMSC compliance by:
 - a. Making sure DMSC files yearly with IRS and signs those documents.
 - b. Reviewing and updating if needed DMSC Bonding Insurance.
 - c. Shall oversee yearly waiver of Liability Insurance from 355th Wing Mission Support Group Commander. If waiver is denied, must purchase Liability Insurance to operate as a PO on the installation.
 - d. Making sure annual review of Treasurer’s books is completed as per AFI 34-223 and By-Laws.
 - e. Having the Secretary submit a signed copy of minutes, Treasurer’s Report to DM Private Organization Coordinator at Services.
14. Shall maintain a working relationship with base leadership, Airmen and Family Readiness Center, Heartlink, and Retired Spouses’ Club.
15. Provides leadership and direction for the DMSC.
 - a. Shall meet with Vice President, Programs/Reservations in May or June to establish the DMSC social calendar for the year.
 - b. Shall submit a president’s welcome for the website.
 - c. Shall submit a welcome letter to the Airmen & Family Readiness Center for welcome packets and to Heartlink for Heartlink folders.
 - d. Shall submit a roster to the Airmen & Family Readiness Center for contact information.
 - e. Purchase all appreciation gifts for outgoing board members and all farewell gifts for Advisors (may choose to delegate this to Vice President).
16. Will establish a yearly DMSC Calendar to include all charitable and social fund-raisers, social events, Scholarships, CFC Campaign, etc.
17. Will ensure all appropriate paperwork gets submitted by Parliamentarian and is approved by 355th Wing for Liability Waiver, fund-raiser approvals, and recognition as a Private Organization each year.

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Davis-Monthan Spouses' Club By-Laws

March 2020

B. Vice President Job Description

General Description:

Serves as an assistant to the President and fills in when necessary. Oversees the Standing Committees. Is a member of the Executive Board. Has voting privileges. Attends all Board meetings and functions. Is Bonded and signs on all DMSC bank accounts. Conducts review of DMSC financial transactions.

SPECIFIC TASKS:

1. Performs the duties of the President in her absence. If a vacancy occurs in the President's position, the Vice President may assume the office of President, if so desired.
2. Assists the President at all times and maintains a working knowledge of all DMSC activities.
3. Is an authorized signature on all DMSC bank accounts and is bonded under the DMSC Dishonesty Bond Insurance.
4. Attends all Board meetings and all other regular and/or special meetings of the DMSC. Attends the Budget Committee meetings.
5. Prepares agenda for monthly board meetings and emails it to the President and Secretary.
6. Reviews all financial documents for both the operating and charitable accounts, at least once per quarter. Verifies transactions based on bank statements. Reconcile receipts and checks. Reports any discrepancies or non-compliance with DMSC financial procedures to the Board.(See addendum for details of financial guidelines in By-Laws)
7. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board/Luncheon Dates, DMSC Board Roster, Monthly Calendar Duties, Job Description, DMSC Organizational Chart, IRS Determination Letter (copies can be made of this letter when needed), all Social Committee Job Descriptions, Parliamentary Procedures and Motions, Blank Motion Sheets, Constitution, and By-Laws..
 - b. The Board Google Drive holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Minutes, Committee After Action Reports, Monthly Board Reports (unless copied word for word into the Minutes), Budget Proposals (including revised budgets), Social Committees' Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays – anything that is useful to future chairpersons).
8. Submits a monthly written board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must

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Davis-Monthan Spouses' Club By-Laws

March 2020

include any finance, expense, or motion items. The Board report is due to the Secretary by the appointed date prior to the Board meeting.

9. Serves as, or designates, the DMSC Property Custodian. The Vice President is responsible for the DMSC closet, containing the DMSC property, located at the U-Haul 6722 E. Golf Links Rd, Tucson Unit #59. The Vice President has an inventory of all DMSC property.
10. Before July, the newly elected Vice-President and Treasurer shall accompany the previous Vice-President to the UHaul Company at 6301 E Golf Links Rd to become the first and second contacts, respectively, on the rental agreement and renew the storage rental for one year.
11. Submits receipts, along with a detailed DMSC Expense Voucher explaining the reason for the purchase, to the Treasurer, if any expenses are incurred. All income and expenses for that month must be included in the Monthly Board Report.
12. Assumes or appoints duties when committee chairpersons are absent/vacant positions. Supports all fundraising charitable activities. Verifies all programs with Programs Chair and proofs all Evite and fliers for any social or event. Vice President works with the following committees to organize social events, both formal and informal, for the DMSC:
 - a. Membership
 - b. Reservations
 - c. Retired Spouses
 - d. Programs Chair
13. Acts as liaison between the President and these committees. Responsible for keeping the President informed of any problems.
14. Coordinates with the Membership, Programs. Reservations to plan for the arrival and departure of Honorary Officers and Distinguished Visitors for any social functions that arises during the year. This includes purchasing a Gift and/or flowers for the Advisor(s) upon arrival at DM.
15. Coordinates with Programs, Reservations, the President, and Advisor(s) for each function in welcoming Distinguished Guest or Guest Speakers.
16. Is responsible for assembling a scrapbook/journal for the Outgoing President and Advisors, if necessary. This includes taking pictures throughout the year for the scrapbook.
17. Reviews and revises job description if necessary in December. Submits revised job description to the Parliamentarian at the January Board meeting. Please note on your job description the year it was reviewed or revised.
18. Contacts the chairperson filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.

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Davis-Monthan Spouses' Club By-Laws

March 2020

19. Assists with a smooth transition between Board years. Help ensure all notebooks, email addresses and passwords have been transferred to incoming Board members. Strongly encourage incoming and outgoing members to attend June's Combined Board Meeting.

Addendum: Details for Financial Review

The Vice President must conduct a financial review at least once a quarter. The Treasurer will give you a binder with the information for both the operating fund and the charitable fund, including income and expense vouchers, receipts, deposit receipts, and bank statements.

1. Check all the income and expense vouchers. Verify that deposits add up. Verify that the totals match the bank deposit slip. Verify that receipts are included with expense vouchers and that they match. Verify amounts on Treasurer's check register. Check the math. Pay close attention to any cash transactions.
2. Review the bank statements. Sign and date the first page of each statement and initial each page after that. Make sure there are copies of the checks that have been written. Look for 2 signatures on all checks over \$100. Compare the bank statements with the Treasurer's report, verifying deposits, withdrawals, and balances.
3. Check the dissolution funds. There must be 2 separate accounts, one each for the operating fund and the charitable fund, and there must be a minimum of \$1000 in each.
4. Look at the checkbook periodically. Make sure no checks have been written out of order. Verify that the last check written matches the Treasurer's record.
5. Write down any questions or discrepancies in the binder for the Treasurer to provide further explanations. Any transactions that do not follow DMSC's financial procedures must be reported to the board.

C. Secretary Job Description

General Description:

Records and distributes minutes at DMSC meetings. Copies and distributes board reports. Maintains records of motions submitted. Maintains 3 years of historical minutes, motions, and board reports. Executes all DMSC correspondence. Voting Member of Executive Board. Attends all board meetings and functions.

SPECIFIC TASKS:

1. The Secretary attends all Board meetings and all other regular or special meetings of the DMSC and takes minutes at all meetings (including monthly luncheons when membership votes are taken).

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Davis-Monthan Spouses' Club By-Laws

March 2020

2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Standing Committee Monthly Reports (including agendas, minutes, regular board reports and after action reports), Parliamentarian Procedures and Motions, Blank Motion Sheets, Constitution, and By-Laws.
 - b. The Secretary Google Drive holds the following information for Historical needs: Secretary After Action Reports, Board Report (Minutes), Budget Proposals (including revised budgets), Social Committees' Historical Data (attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays), Constitution, By-Laws, and any other pertinent information that would be useful for future Secretaries.
3. Submits a monthly written board report each month if needed. (Usually your report is the minutes). The board report should include an itemized mail distribution by board position and any correspondence that has been sent. The board report must include your yearly budget, any monies spent during the month, and your remaining budget.
4. Types minutes, sign, and secure President's signature for all DMSC Board Meetings, general membership meetings, and Executive Board Meetings. (All minutes need to be signed by President and Secretary at the end of the minutes. An electronic signature is fine with President's approval). Keep the originals for your file. Make and distribute copies as follows:
 - a. One copy to DMSC Board meeting minutes for each member of the DMSC Board.
 - b. One copy of general membership meeting minutes and Executive Board meeting minutes for each member of the Executive Board.
 - c. One copy of DMSC Board meeting minutes, general membership meeting minutes, and executive board meeting minutes should be posted along with a copy of the Treasurer's reports.
 - d. One copy of DMSC Board meeting minutes, general membership meeting minutes, executive board meeting minutes, social and charitable treasurer's reports, and Thrift Shop reports MUST be sent to the Private Organization Coordinator at the 355th Services Squadron.
5. Collects the monthly written reports from all DMSC board members the Sunday prior to the board meeting. This can be done via email or shared google doc. **YOU ARE NOT RESPONSIBLE FOR TRACKING DOWN ALL BOARD MEMBERS' REPORTS.** It is their job to get it to you for documentation purposes.
6. Arrives to the board meeting early to set up the board position name plates and to distribute the board report to each board position. You are not responsible for making copies on the day of the board meeting for those who have not submitted a board report.

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Davis-Monthan Spouses' Club By-Laws

March 2020

7. Creates and maintains board position name plates for each board member. This is usually done on Microsoft publisher on an 8 ½ by 11 piece of paper or card stock and then folded length wise.
8. Keeps an accurate board member attendance at each board meeting. This can be done by sending around a sign in sheet at the board meetings.
9. Assists the Parliamentarian in recording accurate motions and votes. This may include helping the Parliamentarian count votes at luncheons or board meetings.
10. Keeps an accurate filing system of all board reports, minutes, motions for the board year. This is the DMSC Historical notebook and will be filed away in case future boards need to refer to the minutes.
11. The Secretary is responsible for all DMSC correspondence including Thank You notes, Get Well cards, and any other correspondence as the President assigns. This includes purchasing cards, stationary and stamps.
12. Is responsible for the DMSC permanent files in the DMSC Storage Closet. This includes shredding files that are older than 3 years and adding the new files from the most current board year.
13. Submits the estimated expenditures for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
14. If a co-chair Secretary is present, duties can be split between Recording and Corresponding.
15. Will establish bi-weekly mail checks at DM Post Office and distribute mail into appropriate board members folders. Will maintain one DMSC mail key at the DM Post Office (PO Box 15280) and the President or Vice President will maintain the other key. *NOTE: During periods of heavy correspondence such as Scholarships, the Secretary may be required to check the mail daily.
16. Will not open any mail that is specifically addressed to a board member or board position. This is to protect the Secretary in case of alleged fraud or missing mail. You may open mail that is addressed to the DMSC to determine who it goes to.
17. Will notify board members (especially Treasurer, President and Thrift Shop) when important mail is available, especially important time sensitive materials such as bank statements, bills, IRS, or 355th Wing correspondence.
18. Works closely with the Treasurer, Charitable chairperson, and Scholarship chairperson mailing checks and award/denial letters.
19. If any expenses are incurred, the Secretary submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must

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Davis-Monthan Spouses' Club By-Laws

March 2020

include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.

20. For historical data and continuity of information, the Secretary will also submit a separate End of Year Report with the monthly report to only the President and Parliamentarian. This report is basically a summary of the year with suggestions for next year.
21. Reviews and revises job description as needed and submits revised job description to the Parliamentarian when requested. Please note on your job description the year it was reviewed or revised.
22. Contacts the new person filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.

D. Treasurer Job Description

General Description: Is elected by the General Membership to the Executive Board. Acts as custodian of the Social and Charitable Funds accounts of the DMSC and as a liaison to the President and Vice President regarding the budget. Reports directly to the President and keeps her/him informed of any problems that might arise. Prepares a monthly balance sheet, gives a financial report at each Governing Board meeting, and keeps accurate records. Is an authorized signer on all DMSC bank accounts and may be bonded. Attends all General Membership, Budget, and Governing Board meetings.

SPECIFIC TASKS:

1. Read IRS publication "Compliance Guide for 501(c)(3) Public Charities."
 - a. The Treasurer is responsible for knowing the IRS regulations and requirements and advising the Board regarding the DMSC tax status.
 - b. The Treasurer is to review the tax filing requirements and determine which tax filing is required by the June Board Meeting.
 - c. The Treasurer provides the President with information necessary for filing by July 1.
2. In June, the newly elected President, Vice-President, and Treasurer shall sign new signature cards at the financial institution of record as designated by said institution.
 - a. The bank requires the Treasurer bring a copy of signed minutes stating the newly elected board members.
 - b. No ATM or debit cards are allowed on any account.
 - c. No electronic transfers between bank accounts are permitted.
 - d. Board approval is required for opening of new accounts and closing of any bank accounts.
 - e. The Treasurer is to make every effort to avoid Bank fees and charges.
3. Before July, the newly elected Vice-President and Treasurer shall accompany the previous Vice-President to the U-Haul Company at 6301 E Golf Links Rd to become the first and second contacts, respectively, on the rental agreement and renew the storage rental for one year.
4. Maintain any cash boxes

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Davis-Monthan Spouses' Club By-Laws

March 2020

- a. Luncheon Cash for luncheons and memberships is not to exceed \$200. The check for "Cash" should be written just prior to the first social of the Board Year and will be re-deposited into Social Checking at the close of the Board Year. There will be a separate deposit noted a Luncheon Cash Deposit. The deposit should be \$200.
 - b. All checks for cash are to be signed by two authorized signors. The DMSC Voucher form will have the signatures of one additional board member other than the Treasurer, President, and Vice President.
5. Make all deposits in Social and Charitable accounts.
- a. Collect and deposit DMSC dues
 - b. Deposits are made within 5 business days of an event. Money received in May must be deposited by May 31.
 - c. Deposits are submitted with a DMSC Income Voucher and related supporting reports, if applicable.
 - d. All Income Vouchers must be scanned and kept electronically in addition to the hard copy.
6. Write all checks for Social and Charitable accounts.
- a. Both the Social and Charitable funds will be jointly responsible for the payment of all administrative expenses to include but not limited to auditor and tax preparation fees, post office box fees, publicity costs, office supplies, liability insurance, and dishonesty bond insurance. A separate check is written from each fund for half of the expense.
 - b. A DMSC Voucher Form must be prepared for each check with supporting documents attached (receipts/invoices).
 - c. All checks require signatures from two of the three authorized signors.
 - d. Authorized signors on the bank accounts may not write checks to themselves.
 - e. Checks will be written for all donations, scholarships, and expenses. No expenses will be paid out of petty cash or with DMSC cash.
 - f. Voided checks will be attached to a DMSC voucher form.
 - g. All checks for the Board Year ending May 31 must be written by May 31.
 - h. Payment of all charitable donations is subject to available income and are never made to individuals.
7. Make reimbursements only with a complete Voucher Package which includes: completed DMSC voucher form, copies of original receipts, scanned copies of DMSC Voucher Form and related receipts emailed to the Treasurer.
- a. Voucher packages must be submitted within 30 days of the purchase or sooner if the May deadline applies.
 - b. Purchases for DMSC expenses are to be made separately from personal purchases.
 - c. DMSC expense Vouchers Packages must be turned in by the Monday following the May luncheon to allow for close out of the financials by May 31.
8. Prepare bank reconciliations and financial reports monthly.
- a. Bank reconciliations will be reviewed by the Vice President quarterly, at a minimum.
9. Submit a monthly board report that includes activities accomplished last month, future activities, yearly budget, volunteer hours, monies spent, and budget remaining. In the event that no monies have been spent and there has been no activity to report he/she may submit a "no report" board report.
- a. Maintain and update a monthly financial report presented at each Board meeting.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- b. Submit board reports to the Secretary or acting Secretary by the Sunday prior to the board meeting.
 - c. Present the Statement of Cash Position to the board each month showing the cash balances available less any restricted, reserved, and obligated funds (scholarships to be paid).
10. Keep an accurate and organized notebooks and google drive with current and past Board year records. Financial records are maintained according to the Board Year, June 1 to May 31.
- a. The Current Board Year Notebook contains: Minutes from May of previous board year, all minutes for the current year, bank statements, financial reports, income and expense voucher forms with supporting documents and receipts, and tax filings.
 - b. The Working Notebook contains: Current job description, any documents pertinent to that position including at least three years of end of year reports, current copies of the Constitution, Bylaws, & Organizational Chart and any historical information on taxes, insurance, and banking which may provide value for the current Treasurer.
 - c. The Treasurer Google Drive contains the following information for Historical needs: Constitution, Bylaws, Agendas, Board Reports, Minutes, Budgets, Financials, Tax filing, Bond Insurance, End of Year Report, Audit, Vouchers, Bank Statements, and all forms required for interfacing with your position.
11. Act as a member of the Budget Committee.
- a. All Chairs of Standing Committees and Subcommittees needing additional funds consult and advise the Treasurer prior to the Budget meetings.
 - b. Meet with the Budget Committee in November to determine any revisions to the current board year budget. Any revisions will be submitted at the November Governing Board meeting for majority approval after which the revised budget will be posted on the website. The proposed revised budget will be presented for approval of the membership at the December General Membership meeting.
 - c. Meet with the Budget Committee in April to estimate expenditures for the next board year. The proposed annual budget will be submitted at the April Governing Board meeting for majority approval after which the proposed budget will be posted on the website. The proposed annual budget will be presented for approval of the membership at the May General Membership meeting.
 - d. Take note of all governing document reserves and carryovers in the Bylaws when making proposals to the budget. Use the sections on Protocol and Board Appreciation gifts for the Social budget.
 - e. Must keep Social Monies separate at all times from the Charitable monies. If an excess in the Social budget occurs, monies may be transferred from the Social account to the Charitable account. This may only be done with a majority approval of the board. ***IMPORTANT: Money from the charitable side can NEVER be transferred to the social side. This will violate the 501 C (3) status!**
12. Prepare the Treasurer's Year End Financial Report to be submitted by June 20. Suggested content includes solutions or recommendations for an event or situation plus suggestions for the following year.
13. Keep financial records for a minimum of three (3) years in hard copy form and seven (7) years electronically.
- a. Original hard copy records are stored in the DMSC storage closet clearly marked by Board Year.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- b. All financial records will be scanned electronically to computer files on the Treasurer thumbdrive as backup.
 - c. Upload all electronic files to the Google Drive each year.
14. Review and update job description as necessary. Updates must be given to the Parliamentarian.
15. Contact the new treasurer joining next year's Board before the June Board meeting.
- a. Explain the procedures of the job thoroughly and turn over all books and paperwork.
 - b. Attend June's Board Meeting where both incoming and outgoing Board members are present.
 - c. If the membership approved funds for an audit, assist the new treasurer with any questions for the auditor.
16. Audits will be conducted as required by the AFI 34-233.
- a. Per AFI 34-233, private organizations that has gross annual revenues of less than \$100,000, but more than \$5,000 are not required to conduct an independent audit or financial review.
 - b. The Board may also approve audits or reviews as deemed necessary.

E. Parliamentarian Job Description

General Description:

Upholds the DMSC Constitution and By-Laws. Is familiar with AFI 34-223, Roberts Rules of Order and IRS Instruction for non-profits. Is a member of the Executive Board. Does NOT have voting privileges. Attends all board meetings and functions. Is appointed by the President.

SPECIFIC TASKS:

1. Parliamentarian attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Monthly Calendar Duties/Timeline, Job Description, DMSC Organizational Chart, IRS Determination Letter, all current Meeting Minutes (which should include all monthly reports, and agendas), all Board Job Descriptions, Parliamentarian Procedures and Motions, Blank Motion Sheets, Constitution and By-Laws.
 - b. The Parliamentarian Google Drive holds the following information for Historical needs: Folders with all previous Board year's information: DMSC Constitution and By-Laws, Minutes, Parliamentarian End of Year Reports, Monthly Board Reports, Budgets/Financials, all Board Job Descriptions, Forms, any other pertinent information for future Parliamentarians.
3. Submits a monthly written board report each month to the Secretary and President the Sunday prior to the board meeting. This can be done via email or shared google doc. The Board Report must include activities accomplished during the previous month and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget.

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Davis-Monthan Spouses' Club By-Laws

March 2020

4. Parliamentarian reports directly to the President and keeps her/him informed of any problems that might arise.
5. Submits the estimated expenditures for the year in November (revised budget) and March (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. If any expenses are incurred, Parliamentarian submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
7. Submit at beginning of Board Year (August) to the 355th Wing Private Organizations Coordinator (see Parliamentarian end of year report for the current person's name and contact info) the ***Request for Recognition as a Private Organization*** as per the AFI 34-223 and the ***Liability Insurance Waiver Request*** as per Constitution and AFI 34-223. The letters must be signed by the President and must include (1) a copy of the Constitution, (2) a copy of the By-Laws, and (3) a copy of the signed legal review of those documents. Also at the beginning of the Board Year (September) contact Western Surety Company on the Bond (dishonesty bond currently covers the President, Vice President, and Treasurer- may be evaluated yearly).
8. Submits yearly to 355th Wing Private Organizations Coordinator all Fundraiser Requests.
9. Must update and submit Constitution and By-Laws every 2 years for review through Legal. This is done by submitting it through the 355th Private Organization Coordinator. First however, it must go through the DMSC for approval. Is liaison between DMSC and 355th Wing Legal Office.
10. At Monthly Meetings:
 - a. Make sure meetings are run in accordance with Robert's Rule of Order; instruct the board on matters of Parliamentary procedure.
 - b. Make sure a quorum is present for voting purposes.
 - c. Will remain neutral and have no vote on motions.
 - d. Have in your possession copies of the DMSC Constitution, By-Laws, and AFI 34-223.
 - e. Ensure all money requests are in compliance to DMSC Constitution and By-Laws.
 - f. Records all motions from board meetings and submits the record to Secretary for the minutes.
 - g. Conduct phone/email voting only when absolutely necessary.
11. Supervises the revision of all Board Job Descriptions as needed and keeps current copies in Notebook and Google Drive; ensure all board members submit End of Year/End of Action Reports; ensure all board members maintain an accurate DMSC Notebook and Google Drive; ensure all DMSC permanent records are kept by the Secretary in the DMSC Storage Cabinet and must be kept for 7 years. All tax related paperwork must be kept indefinitely.
12. Is responsible for helping the President keep the business/document end of DMSC running smoothly; ensure Treasurer's books are audited when required; ensures taxes are completed and signed by the President- they must be in the mail by August 15. You must keep up to date on IRS code 501C3 (see the IRS website www.irs.gov/charities).

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Davis-Monthan Spouses' Club By-Laws

March 2020

13. Establish and chair the Nominating Committee; in January/February, submits job descriptions of the Executive Board to the website to be published to request nominations for next year's board.
14. Hold a Nominating Committee meeting and with help of Advisors, seek DMSC members for office and provide any information they request; prepare a slate of nominations to be announced in March/April.
15. At election time, is responsible for:
 - a. Accepting nominations from the floor.
 - b. Seeing that each elected office is filled by at least one candidate.
 - c. Prepares ballot and ballot box and supply pencils for Election Day, if needed.
 - d. Submits a ballot and instructions for absentee voting to the website by April.
16. At night of election, is responsible for:
 - a. Sitting at voting table and making sure each person voting is a DMSC member. Nominating Committee will help to count the votes.
 - b. Declares the election closed.
 - c. Announces winners.
17. In the event of an uncontested slate, the Parliamentarian will call for a Vote of Acclamation to accept the new Executive Board.
18. At the Installation Ceremony in September, the Parliamentarian will:
 - a. Organize the installation ceremony.
 - b. Buy any gifts or supplies (flowers/gavel).
 - c. Will work closely with Advisors.
19. For historical data and continuity of information, the Parliamentarian will submit a separate End of Year Report in May with the monthly report to the President, Vice President, and possibly Advisors. This report is basically a summary of the year and suggestions for the following year.
20. The following items are to be filed with the FSS/FRS no later than 20 days following the end of the fiscal year, May 31, by the Parliamentarian. For the DMSC these items are due June 20: Copies of all Financial Reports for the board year, and Copies of all Minutes.
21. Contacts the new Parliamentarian filling the job for next year's board. You must set up a time to meet before the June board crossover meeting. Explain the procedures of your job thoroughly and turn over all books, paperwork, and passwords to email and google docs/drives. Attend June's combined Board Meeting where both incoming and outgoing board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.

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Davis-Monthan Spouses' Club By-Laws

March 2020

F. Membership Job Description

General Description:

Keeps accurate data on the DMSC membership. Must create an DMSC Roster and help recruit DMSC members. Makes DMSC applications available to potential new members. Welcomes all newcomers, and is the DMSC Goodwill Ambassador. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Membership Chairperson attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Membership Monthly Reports (including agendas, minutes, regular board reports and after action reports),and blank DMSC Expense Vouchers.
 - b. The Membership Google Drive holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Membership monthly Board Reports, Minutes, all Membership After Action/End of Year Reports, Budget Proposals (including revised budgets), Constitution, By-Laws, and any other pertinent information that is useful to future chairs.
3. Submits a monthly written board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.
4. Submits a monthly written report to the Vice President and Secretary the Sunday prior to the board meeting. This can be done via email or shared google doc.
5. Submits the estimated expenditures for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. Keeps an accurate Data Spreadsheet on the DMSC membership. This includes name, address, spouses' rank, email, status (AD, Ret. Widowed etc), hometown and birthday.
7. If any expenses are incurred, Membership Chairperson submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.

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Davis-Monthan Spouses' Club By-Laws

March 2020

8. For historical data and continuity of information, Membership Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisor. This report is basically a summary of the year and suggestions for next year.
9. Membership Chairperson reports directly to the Vice President and informs her/him of any problems that might arise.
10. Contacts the Vice President and Secretary the Sunday before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance.
11. Membership Chairperson will work with the Vice President and President to make any changes to the membership application in May and will submit that membership form to the Marketing & Administration Chairperson in May, June, August, September and October to be published.
12. Will ensure that application forms are available on the website and anywhere else as directed by the DMSC.
13. Will work with President and Vice President over the summer to help with the August Welcome function. This may include special gifts for new members or just ensuring that you have enough help to take applications.
14. After DMSC Roster is emailed out to the membership, will submit changes, additions or deletions to the Marketing & Admin chairperson every month for the website.
15. Ensure that all newcomers are greeted each month with a welcome gift, introducing them at monthly functions; will purchase and maintain an inventory of welcome gifts.
16. Contacts the new chairperson filling the job for next year's board. You must set up a time to meet before the June board meeting. Explain the procedures of your job thoroughly and turn over all books and passwords.

G. Programs Job Description

General Description:

Coordinates and organizes the monthly socials. Planning includes but not limited to: securing venue, purchasing door prizes, decorating if needed, planning the menu, coordinating catering to be delivered or picked up, working with chosen venue to reserve rooms and finalize details. Working with Membership/RSVP and Marketing & Administration Chair to coordinate Evite and flyer. Maintains all documents on Google Drive for Programs Chair. Is a member of the General Board. Has voting privileges. Attends all Board meetings and functions.

SPECIFIC TASKS:

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Davis-Monthan Spouses' Club By-Laws

March 2020

1. Programs Chairperson attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board/Luncheon Dates, DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Program Monthly Reports (including agendas, minutes, regular board reports and after action reports), and blank DMSC Expense Vouchers.
 - b. The Programs Google Drive holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Programs monthly Board Reports (unless copied word for word into the Minutes), Minutes, all Programs After Action/End of Year Reports, Budget Proposals (including revised budgets), Programs Historical Data (i.e. attendance records for events, list of regular contacts for reoccurring events or services, samples of forms or contracts, pictures of decorations or displays – anything that is useful to future chairpersons). Constitution, By-Laws, and any other pertinent information that is useful to future chairpersons.
3. Submits a monthly written Board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month and information on upcoming monthly social.. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.
4. Submits the monthly written report to the Secretary and Vice President on the date requested prior to the Board meeting. This can be done via email or shared Google Doc.
5. Submits the estimated expenditures for the year in October (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. If any expenses are incurred, Programs Chairperson submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
7. For historical data and continuity of information, Programs Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisor. This report details circumstances with your DMSC business.
8. Programs Chairperson reports directly to the Vice President and keeps the President informed on any problems that might arise.
9. Programs Chairperson will work with the Vice President and President to plan the DMSC functions in the summer. Together, you should reserve for each monthly event for the coming DMSC year.

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Davis-Monthan Spouses' Club By-Laws

March 2020

10. The Programs Chair is not responsible for the Scholarship Awards Dinner. The Programs Chair shall assist the Scholarship Chair with Awards Dinner if needed.
11. Will submit dates, program, reservation guidelines and any other information to the Membership/RSVP Chair and Marketing & Admin Chairperson each month.
12. Will maintain phone numbers, emails, and addresses of all program participants for possible future use and will ensure to inform the Secretary of thank-you cards that are needed.
13. Will coordinate with the Vice President and Reservations Chairperson each month to see how many head tables are needed and will notify when any distinguished guests, honorary DMSC members, or any other VIP is attending a DMSC event; *also notifying the Vice President and Membership chairperson of any newcomers attending a DMSC event.
14. Contacts the new chairperson filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June Board meeting.

H. Reservations Job Description

General Job Description:

Take all DMSC reservations for monthly and special functions. Ensures payment for events are made in conjunction with Treasurer. Collects all unpaid reservations and turns in to Treasurer. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Reservations Chairperson attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Program Monthly Reports (including agendas, minutes, regular board reports and after action reports), blank DMSC Expense Vouchers.
 - b. The Reservations Google Drive holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Reservations monthly Board Reports, Minutes, all Reservations After Action/End of Year Reports, Budget Proposals(including revised budgets), Constitution, By- Laws, and any other pertinent information that is useful to future chairpersons.

3. Submits a monthly written board report each month. The Board Report must include activities

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Davis-Monthan Spouses' Club By-Laws

March 2020

accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include income as well.

4. Submits a monthly written report to the Vice President and Secretary the Sunday prior to the board meeting. This can be done via email or shared google doc.
5. Reservations Chairperson reports directly to the Vice President and keeps the her/him informed of any problems that might arise.
6. Submits the estimated expenditures for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
7. If any expenses are incurred, Reservations Chairperson submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated in #3.
8. For historical data and continuity of information, Reservations Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisors. This report is basically a summary of the year and suggestions for next year.
9. Reservations Chair is not responsible for the Scholarship Awards Dinner in April.
10. Will submit dates, reservation guidelines and any other information to the Marketing & Admin Chairperson each month.
11. Will coordinate with the Vice President and Programs Chairperson each month to see how many head tables are needed and will notify when any distinguished guests, honorary DMSC members, or any other VIP is attending a DMSC event; *also notifying Vice President and Membership chairperson of any newcomers attending a DMSC event.
12. Will take all DMSC reservations to include permanent reservations.
13. Will attend every function and take payment for all reservations, including contacting and charging all no-shows for their reservations. *(If unable to attend an event, will provide someone to take payments for event). Provide name tags for all guests.
14. Will advise Programs chairperson of final head count.
15. Reviews and revises job description as needed and submits revised job description to the Parliamentarian upon request. Please note on your job description the year it was reviewed or revised.
16. Contacts the chairperson filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

Davis-Monthan Spouses' Club By-Laws

March 2020

books and passwords. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present.

I. Marketing & Administration Job Description

General Description:

Maintains the www.DMSC.org website and Facebook pages. Designs social event fliers and other publicity materials as requested. Is the administrator of the G-Suite for DMSC.org. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Marketing & Administration Chairperson attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records and designed materials. Board year begins June 1 and ends the following year on May 31.
 - A. The Board Notebook holds the following information for the current Board year's activities and duties: Board/Luncheon Dates, DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Board Monthly Reports (including agendas, minutes, regular board reports and after-action reports), and blank DMSC Expense Vouchers.
 - B. The Marketing & Administration Google Drive holds the following information for Historical needs: Folders with at least three (3) previous Board year's information for the following: Marketing & Administration monthly Board Reports, any advertising contracts/information, Minutes, all Marketing & Administration After Action/End of Year Reports, Budget Proposals (including revised budgets), DMSC Constitution and By-Laws, and any other pertinent information that is useful for future chairpersons.
3. Marketing & Administration Chairperson submits a board report each month to the Vice President and Secretary the Sunday prior to the board meeting. This will be done via email or shared google doc. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget. You must include advertising income as well.
4. Submits the estimated expenditures and income for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.

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Davis-Monthan Spouses' Club By-Laws

March 2020

5. If any expenses are incurred, submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Receipts and Vouchers must be submitted both with electronic copies and the original paper receipts also. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.

6. For historical data and continuity of information, Marketing & Administration Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly Advisors. This report details everything that worked and/or didn't work in your position, and suggestions for the following year.

7. Marketing & Administration Chairperson reports directly to the Vice President and keeps both the President and Vice President informed on any problems that might arise.

8. Informs the Secretary the week before the Board meeting for any motions, agenda items (i.e. old and/or new business) and attendance. Also contacts the President with these additions and information as well.

9. Works closely with all board members to ensure that the website has timely and current information for the membership.

- a) At least once a month (August-June), the website needs to be updated. Updates include (at a minimum): function information, menu, cost of function, reservation information, board member roster, President's article, special events, Thrift Shop information, and Retired Spouses information.
- b) Website updates must also be made, as needed, for emergency issues.
- c) Website can, but is not required to, contain photos taken by members or Marketing & Administration Chairperson at events.
- d) DMSC website domain name and yearly fees for hosting and the SSL must also be maintained.

10. Works closely with all board members to ensure that the Facebook Pages have timely and current information for the membership. There are two pages - one public page and one private page for members only.

- a) Facebook page shall include, but is not limited to, updated event information, timely calls to action and pertinent requests.
- b) Facebook page can, but is not required to, contain photos taken by members or Marketing & Administration Chairperson at events.
- c) Monitors Facebook Page for inappropriate content to include posts from members advertising services and businesses not related to official DMSC business.

11. Is the administrator for the G-suite of products for the DMSC. Holds passwords and able to help troubleshoot g-suite issues.

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Davis-Monthan Spouses' Club By-Laws

March 2020

12. With assistance from the Vice President and/or the Membership Chairperson, Marketing & Administration Chairperson handles all DMSC publicity—which may include: information printed in base newspaper, fliers and/or posters, any other publicity deemed necessary.

13. Reviews and revises job description as needed and submits revisions to the Parliamentarian upon request. Please note on your job description the year it was reviewed or revised.

14. Contacts the new chairperson filling the job for next year's Board before the June Board meeting. Explains the procedures of your job thoroughly and turn over all books and passwords. Attends June's combined Board Meeting where both incoming and outgoing board members are present.

Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.

J. Retired Spouses Job Description

General Description:

Is the liaison between the Retired Spouses' Club and the DMSC. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Retired Spouses Chairperson attends all Board meetings and may attend special meetings at the request of the President.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Board Monthly Reports (including agendas, minutes, regular board reports and after action reports).
 - b. The Retired Spouse Google Drive holds the following information for Historical needs: It holds three (3) previous Board year's information for the following: Retired Spouses monthly Board Reports, Minutes, all Programs After Action/End of Year Reports, Budget Proposals (including revised budgets), Constitution, By-Laws, and any other pertinent information for future chairpersons.
3. Submits a monthly written board report to the Secretary the Sunday prior to the board meeting. This can be done via email or shared google drive.
4. The Board Report should contain any information specific to the RSC position including budget and expenses, if any.

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Davis-Monthan Spouses' Club By-Laws

March 2020

5. For historical data and continuity of information, Retired Spouses Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisors. This report is basically a summary of the year and suggestions for what you would do for the next year.
6. Retired Spouses Chairperson reports directly to the Vice President, and keeps her/him informed of any problems that might arise.
7. Contacts the Vice President and Secretary the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance.
8. Will keep the DMSC informed on the Retired Spouses' Club meetings and activities.
9. Will keep the Retired Spouses informed on all DMSC activities and be the point of contact for DMSC board members to relay sign-ups, request donations, or pass information to the Retired Spouses' Club.
10. Submits information about the monthly Retired Spouses meetings to the Marketing & Administration chairperson for publication on the website to the membership.
11. RSC members are to receive invitations to all charitable and scholarship events.
12. Contacts the new chairperson filling the job for next year's board. Set up a time to meet before the combined June board meeting. Explain the procedures of your job thoroughly and turn over notebook and passwords.

K. Thrift Shop Job Description

General Description:

Coordinates with the paid manager on the efficient and cost-effective management of the Thrift Shop. Ensures Thrift Shop operates within the AFI 34-223 and IRS codes. Is a member of the General Board. Is a member of the Thrift Shop Council. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

1. Thrift Shop Chairperson attends all Board meetings, and other special meetings of the DMSC at the request of the President.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Board Monthly Reports (including agendas, minutes, regular board reports and after action reports).

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Davis-Monthan Spouses' Club By-Laws

March 2020

- b. The Thrift Shop Google Drive holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Thrift Shop monthly Board Reports, Minutes, all Thrift Shop After Action/End of Year Reports, Budget Proposals (including revised budgets), Constitution, By-Laws, and any other pertinent information for future chairpersons.
3. Submits a monthly written board report to the Secretary the Sunday prior to the board meeting. This can be done via email or shared google drive.
 4. The Board Report should contain any and all information related to the Thrift Shop chair position and the DMSC.
 5. Submits the estimated income/distributions from the Thrift Shop for the year in November (revised budget) and March (next year's budget) to the Treasurer before the Executive Board Budget meeting.
 6. For historical data and continuity of information, Thrift Shop Chairperson also submits a separate End of Year Report in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisors. This report includes results and solutions or recommendations for the Thrift Shop, plus a year end accounting summary of the Thrift Shop activities.
 7. Thrift Shop Chairperson reports directly to the Vice President, and keeps her/him informed of any problems that might arise.
 8. Contacts the Vice President and Secretary the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance.
 9. Thrift Shop chairperson will volunteer at the Thrift Shop on a regular basis.
 10. Will sit on the Thrift Shop council and work closely with the Thrift Shop Manager.
 11. Will ensure that the Thrift Shop is abiding by all rules and regulations to include: 355th Wing Base Private Organization rules, AFI 34-223, IRS codes and any Arizona State Tax codes that may apply.
 12. Will report the monthly Thrift Shop DMSC volunteer hours.
 13. Will notify the Thrift Shop Council President and Advisors of any serious issues or improprieties that arise at the Thrift Shop.
 14. Ensures that volunteer staff and management are to receive invitations to charitable events and scholarship receptions held annually.
 15. Contacts the new chairperson filling the job for next year's board. Set up a time to meet before the combined June board meeting. Explain the procedures of your job thoroughly and turn over notebook and passwords.

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Davis-Monthan Spouses' Club By-Laws

March 2020

L. Scholarship Job Description

General Description

Oversees all aspects of the scholarship process- the applications, scoring, judging, and awarding of scholarships. Members of the scholarship committee and their families are ineligible for scholarships while serving in the position. Chair of the scholarship committee is a member of the General Board and has voting privileges. Attends all board meetings and functions.

Specific Tasks

1. Scholarship Chairperson attends all Board Meetings and all other regular or special meetings of the DMSC. Board meetings are held on the 2nd Tuesday of the month at 9:30am at a location on Davis-Monthan AFB.
2. Keeps accurate and organized notebooks, flash drive, and Google Drive with current and past Board year records.
- a. The Board Notebook holds the following information for the current Board year's activities and duties: All pertinent scholarship documents and board reports must be archived on the scholarships flash drive and on the Google Drive. The flash drive is kept in the Scholarships binder. The Board Notebook holds hard copies of the following information and electronic copy will also be located on the Google Drive.
 - o Minutes from May of the previous board year.
 - o Current job description.
 - o Scholarship board reports for 1 year.
 - o End of year reports for 3 years.
 - o Current copy of the Constitution, By-Laws, and the Organizational Chart.
 - o Scholarship Historical Data- includes lists of previous years scholarship award recipients to cross-check and prevent duplicate awards.
- b. The Scholarship Chair Google Drive holds the following information for Historical needs:
 - a. Contact information for High School Counselors in Pima County.
 - b. Application Packages.
 - c. Publicity letters and flyers.
 - d. Essay judges instructions, scoring rubrics, and scoring documents.
 - e. Current ACT/SAT national percentile rankings.
 - f. Sample letters- Congratulations, Regret, etc.
 - g. Sample certificates.
 - h. Historic Scholarship Awards Reception Programs.
3. Scholarship Chairperson reports directly to the Vice President.
4. Notifies the Vice President and keeps the Vice President informed about any problems that may arise in the scholarship selection process or administration of Scholarship awards.

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Davis-Monthan Spouses' Club By-Laws

March 2020

5. Contacts the President a week before the Board Meeting with confirmation of attendance and any motions, agenda items (old or new business) to add to the Board Meeting agenda. CCs the Vice President and Secretary.
6. Scholarship Chairperson submits a written board report each month (September to May).
7. Submits the report as a Google Doc to the DMSC Drive and shares with the President, Vice President, and Secretary the Sunday prior to the board meeting.
8. The Board Report must include activities accomplished during the previous month. It includes names and contact information of individuals who assisted with the Scholarship selection and awards process during the month, and records hours for on-base and off-base volunteer activities. The report also includes upcoming goals and activities as well as documented expenses for the month, and agenda items that need to be discussed with the Board of Directors.
9. Scholarship Chairperson monitors the official email inbox at scholarships@DMSC.org.
10. Uses this email address for all electronic correspondence.
11. Replies to all messages in a timely manner.
12. Organizes correspondence for future chairpersons.
13. Works with the DMSC President to procure funds for the DMSC Scholarship Program.
14. Assist President with coordination with Ventana Canyon Golf and Racquet Club Military Appreciation Day Committee regarding Ventana Scholar Award.
15. Volunteers at DMSC Charitable fundraising events and the Thrift Shop as time permits.
16. Ensures Scholarship Budget is not exceeded.
17. Coordinates with Treasurer and submits estimated expenses to set Scholarship Expense Budget and Scholarship Publicity Budget. Gives inputs to set Scholarship Awards Budget.
 - a. Attends Executive Board Meetings in December (revised budget) and April (next year's budget).
18. When expenses are incurred, Scholarship Chairperson submits original receipts along with a detailed DMSC Expense voucher explaining the reason for the purchase to the treasurer.
 - a. Sends an electronic copy to the Treasurer and keeps an electronic copy on the Google Drive.
 - b. Follows DMSC By-Laws for submitting expense vouchers.
19. Ensures payout of previous board year's scholarships.
20. Only scholarship award recipients from the previous board year who submitted their Acceptance of Award, Verification of Enrollment, and payout instructions by the established deadlines will receive Scholarship funds.
 - a. Keeps accurate records of Scholarship Award recipients documentation.
21. Scholarship award recipients who fail to submit documentation and forms by established deadlines forfeit their awards and the funds revert to the DMSC Scholarship fund.
22. Scholarship Chairperson submits the following documents to the DMSC Treasurer (Hard copies and electronic copies).
 - a. DMSC Expense Voucher with payout instructions (Recipient name and student ID, University address).
 - b. Scholarship instruction letter to the university or college.
 - c. Verification of Enrollment.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- d. Acceptance of Award.
- 23. The DMSC Treasurer will submit the instruction letter and signed check to the DMSC Secretary for mailing.
 - a. Instruction letter includes instructions to return the funds to DMSC charitable fund if students dis-enrolled or if the funds are not used by March 1st.
 - b. Checks are only submitted to the university or college directly and never given directly to the individual recipient.
- 24. Scholarship Chairperson organizes and leads the Scholarship Committee.
- 25. The scholarship committee assists with the revision of applications, publicity of the scholarship program, the scoring of applications, and recruitment of essay judges as needed.
- 26. Scholarship committee members and their family members are not eligible to receive scholarships.
- 27. The scholarship committee consists of DMSC general members and board members, plus one advisor.
- 28. Responsible for all aspects of the scholarship applications.
- 29. The DMSC historically offers scholarships to military dependents, (graduating high school seniors and spouses) living in Pima County. (Refer to the DMSC By-Laws for all criteria.)
- 30. Must revise, print, distribute, publicize, collect, and organize scholarship applications.
- 31. Applications are posted in PDF format on DMSC website. Applications are also emailed, mailed, and/or hand delivered to local high schools, placed at the AFRC and Thrift Shop.
- 32. Marketing & Admin Chair will help publicize availability of scholarship application. Facebook and other social media platforms will be utilized for advertising purposes. Flyers and posters should be posted at the Commissary, BX, Thrift Shop, Youth Center, AFRC with coordination from those locations. PA will advertise on base marquee with submission of application. (Found in Drive.)
- 33. Establishes criteria for scoring of applications and judging of essays.
- 34. DMSC scholarship is a merit-based scholarship. Financial need is not considered.
- 35. Scholarship applicants are objectively evaluated on the basis on their academic record, test scores, demonstrated leadership and participation in school and community activities, statement of goals and aspirations, essay, and an outside appraisal.
- 36. Objective application scoring sheets and essay scoring rubrics can be found in the working binder and Google Drive.
- 37. Designates a representative to prepare scholarship applications for the scoring process.
- 38. Receives submitted applications from the Secretary and verifies eligibility of applicants by ensuring Part 7 Eligibility Form is completed and notarized.
- 39. Verifies application is complete and all personal information is redacted for scoring purposes.
- 40. Assigns an identification number to all application packages and essays. SSNs are not used for identification nor requested from applicants.
- 41. Sorts applications based on application category- High School Senior pursuing 4-year degree, High School Senior pursuing 2-year or technical degree, Spouse.
- 42. Attaches scoring rubric and scoring sheet to each essay and application.

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Davis-Monthan Spouses' Club By-Laws

March 2020

43. Inputs applicant information into Excel spreadsheet to collate scores and data. Information containing personal information is not shared with the scholarship chairperson until after the awards have been designated.
44. Finds independent Judges for scoring of scholarship essays.
45. Essay judges are historically not members of the DMSC.
46. The number of judges depends on the number of applications received. 10 essays should be the maximum number per judge. Each essay is read by 3 separate judges.
47. The School Liaison Officer or Chief of Force Development may assist in finding essay judges. AFRC and local university offices on base have also been helpful in recruiting judges.
48. Scholarship Chair provides instructions for scoring, copies of essays and scoring rubrics to each judge.
49. Scholarship Chair records Essay Judges cumulative score in DMSC Scholarship Scoring Sheet (Excel or Google Sheets).
50. Ensures Essay judges are invited to attend the scholarship awards reception and are recognized in the program.
51. Given two discretionary points to deduct from application as deemed necessary for application errors.
52. Scores applications with the assistance of Scholarship Committee.
53. Plans and publicizes dates and location for the scholarship committee to meet and score applications.
54. Provides copies and of scoring sheet, criteria explanations, SAT and ACT percentile ranks, and instructions to scorers. Advanced preparation is key to efficient scoring.
55. Each application is scored by at least two people and a consensus score is reached. All disagreements are brought to the committee for discussion and vote.
56. After scoring, Scholarship Chairperson records scores in the DMSC scholarship scoring sheet which is used to sort and determine application rank.
57. Gives information to the Treasurer and committee member to determine scholarship award amounts.
58. The amount of scholarship funds available is dependent on income from the Davis-Monthan Thrift Store, gifts from private donors and organizations, and other DMSC fundraising efforts. The funds are based on the prior board year's charitable income.
59. The excel scoring template will be used to objectively determine the award amounts.
60. Notifies all applications of either selection or non-selection for a scholarship.
61. Sends every applicant either an award or regret letter on DMSC letterhead.
62. Award letters include an invitation to the scholarship awards reception and an RSVP form.
63. Letters are mailed by DMSC Secretary.
64. Assists in planning the Scholarship Awards Reception.
65. Coordinates with other board members in planning all aspects of the Scholarship Awards Reception, Usually held in late April or early May depending on availability at the Community Center.

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Davis-Monthan Spouses' Club By-Laws

March 2020

66. Budgets to cover the cost of event, ticket costs for guests of the DMSC, decorations, printed programs, award certificates and holders, copies, name tags, place cards, and other expenses. The DMSC historically pays for the recipients and two guests, DV's, and Thrift Shop volunteers.
67. Coordinates with Programs Chair regarding location, menu, invitations, venue set-up, and decorations. The Community Center has all the equipment needed for the event.
68. Recruit a volunteer photographer for the event.
69. Mails invitations to all DV's including Ventana Canyon Golf and Racquet Club Military Appreciation Committee, essay judges, base leadership, and other financial supporters.
70. Coordinates with membership chair regarding reservations of award recipients and families. Membership Chair handles all RSVPs and check in table at the event.
71. Prepares slideshow of recipients with assistance from Marketing & Admin Chair.
72. Prepares printed program with assistance from Marketing & Admin Chair or designee.
73. Prepares photo release form to be signed by award recipients or parents.
74. Prepares award certificates and presentation folders.
75. Prepares script for the presentation of awards.
76. Shares talking points with keynote speaker if requested.
77. Prepares Acceptance of Award forms for each recipient to be distributed, signed, and collected at scholarship reception.
78. Prepares Acceptance of Award forms to be given at Scholarship Awards Reception. (Found in Drive).
79. Provides a contract with terms and conditions of the DMSC Scholarship.
80. Scholarship Award Recipients must accept or decline award and agree to the conditions by signing Acceptance of Award.
81. Recipients must return Acceptance of Award by July 1st. Verification of Enrollment, student id numbers, an address of where to send scholarship must be received by October 1st.
82. Awards not claimed by October 1st will be forfeited and funds will be returned to the DMSC Charitable account.
83. Scholarship Chair will send monthly email reminders until the due date. Extensions may be granted at the discretion of the scholarship chair and the Treasurer.
84. Scholarship Chair tracks receipt of Acceptance of Awards forms and other documents.
85. Contacts the new Scholarship Chairperson filling the position for the next year's board.
86. If possible, meet in person to hand over notebooks and flash drive, and passwords.
87. Explains the procedures of Scholarship Chairperson job.

M. Ways & Means Job Description

General Description:

Plans and organizes smaller DMSC fundraising events throughout the board year. Is a member of the General Board. Has voting privileges. Attends all board meetings and functions.

SPECIFIC TASKS:

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Davis-Monthan Spouses' Club By-Laws

March 2020

1. Ways & Means Chairperson attends all Board meetings and all other regular or special meetings of the DMSC.
2. Keeps an accurate and organized notebook and google drive with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: DMSC Board Roster, Job Description, DMSC Organizational Chart, all current Board Monthly Reports (including agendas, minutes, regular board reports and after action reports), and blank DMSC Expense Vouchers.
 - b. The Ways & Means Google Drive holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Way-n- Means monthly Board Reports, Minutes, all Ways & Means After Action/End of Year Reports, Budget Proposals (including revised budgets), Constitution, By-Laws, and any other pertinent information that is useful to future chairpersons.
3. Submits a monthly written board report each month. The Board Report must include activities accomplished during the previous month (with contact information of anyone that helped you set up anything during the month) and activities to be accomplished in the coming month. The report must include your yearly budget (if any) for your position, money spent during the month, and remaining budget.
4. Submits a monthly written report to the Vice President and Secretary the Sunday prior to the board meeting. This can be done via email or shared google doc.
5. Submits the estimated expenditures for the year in November (revised budget) and April (next year's budget) to the Treasurer before the Executive Board Budget meeting.
6. If any expenses are incurred, Ways & Means Chairperson submits cashier receipts along with a detailed DMSC Expense Voucher explaining the reason for the purchase to the Treasurer. Must include a list of all income and expenses for that month in the monthly report along with yearly budget and remaining budget as stated above in #3.
7. For historical data and continuity of information, Ways & Means Chairperson also submits a separate *End of Year Report* in May with the monthly report to the President, Vice President, Parliamentarian and possibly the Advisors. This report is basically a summary of the year and suggestions for next year. Plus an itemized description of items purchased or received.
8. Ways & Means Chairperson reports directly to the Vice President and keeps her/him informed of any problems that might arise.
9. Contacts the Vice President and Secretary the week before the Board meeting for any motions, agenda items (i.e. old and/or new business), and attendance.
10. Plans and organizes various small fundraising events throughout the board year.

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Davis-Monthan Spouses' Club By-Laws

March 2020

11. *IMPORTANT! Ensure that ALL fundraising events are legal: give Parliamentarian plenty of notice before each event, so that he/she may send in the fundraising requests to Services and the legal office. Please fill out requests in advance.
12. At the end of the board year, contact the new chairperson filling the job for next year's board. You must set up a time to meet before the combined June board meeting. Explain the procedures of your job thoroughly and turn over all books and passwords.

N. Charitable Job Description

General Description:

Screens, researches and responds to all charitable requests to the DMSC. Documents all charitable requests in Charitable Chair Board report. Presents all non-budgeted charitable requests to the Executive Board, then Governing Board for vote. Archives all charitable requests and charitable worksheets in case of IRS audit. Is a member of the General Board. Has voting privileges. Attends all Board Meetings and functions.

SPECIFIC TASKS:

1. Meetings:

- a. DMSC Board year begins June 1 and ends the following year on May 31.
- b. The Charitable Chairperson attends all monthly Board meetings and all other regular or special meetings of the DMSC. Contacts the Vice President, Treasurer and Secretary the Sunday before the Board meeting regarding any motions, agenda items (i.e. old and/or new business), and attendance.
- c. Attends the Budget meetings in November and April.

2. Documentation:

- a. Keeps an accurate and organized notebook and google drive with current and past Board year records.
 1. Charitable Notebook Current: DMSC Board Meeting/Luncheon dates, DMSC Organizational Chart, DMSC Board Roster, Charitable Chair Job Description, all current Charitable Chair monthly Board Reports, all current DMSC Board minutes, current Budget, blank DMSC Expense Vouchers, blank DMSC Charitable worksheets, blank DMSC Charitable request forms.
 2. Charitable Historical Google Drive: Charitable monthly Board Reports, a minimum of 7 years of the DMSC Charitable Summary (Excel spreadsheet), Charitable End of Year Reports, historical Budgets, and any other pertinent information for future chairpersons.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- b. Charitable Historical File: Keeps accurate file system of all requests, Charitable Worksheets, response letters, and thank you notes. The requests are filed by name of Charitable Organization. This is IMPORTANT in case the IRS audits the DMSC.
 - c. Electronic Files: Keeps electronic copies of all charitable requests, charitable worksheets, response letters, blank Charitable Request Forms, letterhead, logo, archived Board Reports and financials, and any other pertinent files. These are kept on a thumb drive and passed along with the Charitable notebook to the incoming Charitable Chair.
3. Reports:
- a. Board Report: Submits a monthly written Board Report and updated Charitable Summary (Excel spreadsheet) each month, September through May. The Board Report and Charitable Summary is submitted to the Vice President, Treasurer and Secretary the Sunday prior to the Board meeting as an email attachment. The Board Report must include activities accomplished during the previous month, activities to be accomplished in the coming month, charitable requests- both line item requests (if using) and unbudgeted (miscellaneous) requests. The report must also include any expenses incurred for your position.
 - b. End of Year Report: Submits a separate End of Year Report and an End of Year Charitable Summary in May to the President, Vice President, Treasurer, Parliamentarian and the Senior Advisor for continuity of information for the incoming Board.
 - c. Budget Report: Submits the estimated Charitable donations for the revised Budget (in November) and for next year's Budget (in April) to the Treasurer before the Budget meeting. Proposes either increases or no changes to both line item donations and general donations, based on current charitable requests and funds available.
4. Charitable Process:
- a. All requests must be in writing and include a signed DMSC Charitable Request form. Form is available on DMSC website and in the notebook/e-files.
 - b. The DMSC has two different classifications of requests: Budgeted Line Items and Unbudgeted (Miscellaneous) Requests (some years the Board may vote to eliminate Budgeted line items, check to see if current board has them or not). Budgeted Line Items are for organizations that the DMSC historically supports and are a part of the Charitable Budget. Budgeted Line Items are approved when the Charitable Budget is voted on by the membership. They do not need to be presented to the Board (except when recommending an amount over budgeted amount). Unbudgeted (Miscellaneous) Charitable Requests are not line items. The monies requested cannot be used for childcare, labor, salaries, nor food/beverages. The funds cannot exceed \$1,000 without an approval vote by DMSC General Membership. The Unbudgeted (Miscellaneous) requests under \$1,000 must be presented to the Board for vote.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- c. The Charitable Chairperson checks both email and mail for Charitable requests. Coordinates with the Secretary for Charitable requests that are mailed to the P.O. Box. Checks the Charitable Gmail account: charitable@DMSC.org for requests that are emailed.
 - d. Creates a Charitable Worksheet for each request. This includes the name of the organization, the date request was received, the amount requested, whether it's a Budgeted or Unbudgeted (Miscellaneous) request, the date of the Board meeting, and notes. Form is available in the notebook/e-files.
 - e. Researches charitable request. Uses information from the Charitable Request form, Charity Watchdog and Charity Navigator, organization's website and archived Charitable Request Forms. Includes information on Charitable Worksheet and in Monthly Board report.
 - f. Presents charitable requests to the Executive Board first and if approved, presents to the Governing Board. Makes recommendation to Board for approval/denial based on research and budget. Includes in monthly Board Report. If the request is Budgeted and the organization is not requesting more than budgeted, the Board does not need to vote on the request.
 - g. Copies Charitable Worksheet. Gives copy to Treasurer at Board Meeting after the Board vote, so Treasurer can write a check if needed.
 - h. Writes an award letter to the receiving organization for approved donation and gives a signed original to the Secretary. The Treasurer will write the check to the requesting organization and give the check to the Secretary, usually at the Board Meeting. The Secretary will mail both the letter and the check to the address provided by the Charitable Chair. This provides checks and balances for the money in our Charitable fund.
 - i. Writes a denial letter to requesting organization with reason for denial of funds, if applicable. Gives signed original to Secretary. The Secretary will mail letter to the address provided by the Charitable Chair.
 - j. Provides the Treasurer with the original request (copy and scanned) and Charitable Worksheet.
 - k. Archives all copies of Charitable Request Forms, award/denial letters, Charitable Worksheets and thank you notes from organizations. This is for DMSC records and in case of IRS audit.
 - l. Updates Charitable Summary (Excel Spreadsheet) with new information.
 - m. Writes letters to Budgeted Charitable organizations that have not made Charitable requests in February(only if Board is currently using Budgeted Line items). Secretary mails letters along with DMSC Charitable Request Form.
5. Charitable Publicity:
- a. DMSC is a social and charitable organization. It is important to publicize our charitable activities.

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Davis-Monthan Spouses' Club By-Laws

March 2020

- b. Works with Marketing & Admin chairperson to include Charitable giving on DMSC website. Ensures Charitable Request form is current and available for download on DMSC website.
- c. Provides Charitable updates (such as providing canned food for Airmen Thanksgiving bags) for DMSC Facebook page and at monthly meetings.

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Davis-Monthan Spouses Club By-Laws

August 2019

2. Financial Guidelines

A. These financial policies and procedures are established to provide adequate segregation of duties and internal controls. Adequate segregation of duties and internal controls help guard against undetected and/or uncorrected errors, misappropriation of funds, loss of assets, fraud, and embezzlement.

B. Accounting Year and Basis

1. The DMSC Accounting Year is the same as the Board Year and runs from June 1 to May 31.
2. The DMSC records financial transactions on a cash basis. Once the checks are written the expense is considered incurred and the expense should be recorded in the month the check was written, not when the check clears.

C. Funds

1. The DMSC maintains two accounting funds.
 - a. The Charitable Fund accounts for the Scholarship and Charitable activities of the DMSC including certain administrative expenses.
 - b. The Social Fund accounts for the membership activities including collecting dues, Ways and Means Activities, program expenses, luncheons, and certain administrative expenses.

D. Bank Accounts

1. In June, the newly elected President, Vice-President, and Treasurer shall sign new signature cards at the financial institution of record as designated by said institution.
2. No electronic transfers between bank accounts are permitted.
3. Board Approval is required for opening of new accounts and closing of any bank accounts.
4. The Treasurer is to make every effort to avoid bank fees and charges.
5. The DMSC maintains the following bank accounts:
 - a. Charitable Money Market Dissolution Fund – This account is required in the By-Laws and is to be maintained at least \$1,000. The only purpose for this fund is paying expenses upon dissolution of the DMSC. No transfers may be made from this account except upon dissolution. If the DMSC were to dissolve, these funds may be transferred to the Charitable Checking Account to pay expenses related to dissolution or final disbursements to charity. This account is to be used for dissolution only. No other funds except monthly interest may be deposited into this account.
 - b. Charitable Checking-This account is used for check writing purposes of the Charitable Fund to include charitable fund related expenses, charitable donations, and scholarships as budgeted and/or approved by the DMSC Board or General Membership.
 - c. Social Money Market Dissolution Fund- This account is required in the By-Laws and is to be maintained at least \$1,000. The only purpose for this fund is paying expenses upon dissolution of the DMSC. No transfers may be made from this account except upon dissolution. If the DMSC were to dissolve, these funds

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Davis-Monthan Spouses Club By-Laws

August 2019

may be transferred to the Social Checking Account to pay expenses related to dissolution or final disbursements to charity. This account is to be used for dissolution only. No other funds except monthly interest may be deposited into this account.

- d. Social Checking- This account is used for check writing purposes of the Social Fund to include social fund related expenses as budgeted and/or approved by the DMSC Board or General Membership.

E. Financial Responsibility

1. Both the Social and Charitable funds will be jointly responsible for the payment of all administrative expenses to include but not limited to auditor and tax preparation fees, post office box fees, publicity costs, office supplies, liability insurance, and dishonesty bond insurance.

F. Tax Filing

1. The DMSC is a 501(c)(3) tax exempt organization. There are annual filing requirements depending on the level of gross receipts. Please refer to IRS Publication "Compliance Guide for 501(c)(3) Public Charities" for these requirement levels. In general, if the DMSC average gross receipts are less than or equal to \$50,000 it is only required to file a 990-N (e-post card). This informational filing must be made through the IRS website by August 15th following the end of the Board Year. IRS regulations change regularly. Please keep up to date on the requirements.
2. The Treasurer is responsible for knowing the IRS regulations and requirements and advising the Board regarding the DMSC tax status.
3. The Treasurer is to review the tax filing requirements and determine which tax filing is required by the July 1.
4. The Parliamentarian is responsible for ensuring the annual filing requirements have been fulfilled.
5. The Treasurer provides the President with the information necessary for completing the filing.
6. The actual filing is done by President. A copy of the filing is given to the Parliamentarian and Treasurer.
7. Failure to file the return on time will result in the IRS assessing a penalty for late filing. Failure to file a return for three consecutive years will result in loss of 501(c)(3) status.

G. Insurance

1. Dishonesty Bond Insurance

- a. In September, the Parliamentarian contacts the insurance company to order a renewal of the Dishonesty Bond.
- b. Upon receipt of the bond and invoice, the invoice along with a completed voucher package, printed and digital, is presented to the Treasurer for payment.
- c. The Treasurer writes the check. The check is given to the secretary to mail to the

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Davis-Monthan Spouses Club By-Laws

August 2019

insurance company.

- d. The Parliamentarian verifies with the insurance company the payment for the bond has been received and the new bond is in effect at least 14 days prior to the expiration of the previous bond.
- e. Once the new bond is in effect, copies of the bond are given to the President, Vice President, and Treasurer. The Parliamentarian keeps the original bond.

2. Liability Insurance

- a. If the DMSC does not receive a liability waiver from the 355th Mission Support Group Commander, the DMSC must obtain liability insurance.
- b. The Parliamentarian is responsible for obtaining the insurance.
- c. Upon receipt of the insurance invoice, along with a completed voucher package, printed and digital, is presented to the Treasurer for payment.
- d. The Treasurer writes the check. The check is given to the secretary to mail to the insurance company.
- e. Copies of the insurance policy are given to the President, Vice-President, and Treasurer.

H. Expense Vouchers

1. All DMSC Expense Vouchers Packages must be turned in by the Monday following the May Luncheon for reimbursement to allow for close out of the financials by May 31.
2. Committee Members must file the Expense Voucher Package with the Chair of the Event, i.e. Scholarship Banquet, etc.
 - a. The event Chair will collect all Expense Vouchers and submit them to the Treasurer.
 - b. The Chair monitors the total expenses for each project/event in order to keep within budget.
3. Purchases for DMSC expenses are to be made separately from personal purchases.
4. Reimbursements will not be made without a complete Voucher Package which includes:
 - c. Completed DMSC Voucher Form.
 - d. Original receipts. No exception.
 - e. Scanned copies of the DMSC Voucher Form and related receipts emailed to the Treasurer.
5. Voucher Packages must be submitted within 30 days of the purchase or sooner if the May deadline applies.

I. Check Writing

1. A DMSC Voucher Form must be prepared for each check with supporting

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Davis-Monthan Spouses Club By-Laws

August 2019

documents attached (receipts/invoices).

2. All checks require signatures from two of the three authorized signors. The authorized check signors are the President, Vice-President, and Treasurer.
3. Authorized signors on the bank accounts may not write checks to themselves.
 - a. If an authorized signor needs to be reimbursed for expenses, another authorized signor must prepare the check after reviewing the supporting documentation.
 - b. The second signature on the check may not be the payee.
4. Checks will be written for all donations, scholarships and expenses. No expenses will be paid out of Petty Cash or with DMSC cash.
5. There are some administrative expenses which are split between the Charitable and Social Funds. A separate check is written from each fund for half of the expense.
6. Voided checks will be attached to a DMSC Voucher Form.
7. All checks for the Board Year Ending May 31 must be written by May 31.
8. Cash -All checks for "Cash" are to be signed by two authorized and bonded Board Members. The DMSC Voucher form will have the signatures of one additional Board Member other than the Treasurer, President, and Vice-President. The Board Member approving the voucher is to sign, date, and write their position title. Checks may be written for "Cash" only for:
 - a. Luncheon Cash for luncheons and memberships is not to exceed \$200. The check for "Cash" should be written just prior to the first social of the Board Year and will be re- deposited in to Social Checking at the close of the Board Year. This will be a separate deposit noted as Luncheon Cash Deposit. The deposit should be the same amount originally withdrawn as cash.
 - b. Ways and Means check out cash is not to exceed \$200. The check for "Cash" should be written only on as needed basis and will be re-deposited within 5 business days of the event. This should be a separate deposit noted as "Ways and Means Check Out Cash" with the name of the event noted. The deposit should be the same amount originally withdrawn as cash.
 - c. Scholarship check out cash is not to exceed \$1,000. The check for "Cash" should be written just prior to the event. The cash is to be re-deposited into the Charitable Checking Account within 5 business days of the event. This should be a separate deposit noted as "Scholarship Check Out Cash". The deposit should be the same amount originally withdrawn as cash. *Check with bank when making large cash withdrawals to avoid banking fees.

J. Deposits

1. Deposits are to be made within 5 business days of an event. Money received during May must be deposited by May 31. *Check with the bank when making large cash deposits to avoid banking fees.
2. Deposits are submitted with a DMSOC Income Voucher and related supporting

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Davis-Monthan Spouses Club By-Laws

August 2019

reports, if applicable.

3. Deposits should be made to easily trace to an event or receipt of income.
4. All Income Vouchers must be scanned and kept electronically in addition to the hard copy original.

K. Charitable Donations- There are two categories of charitable donations for the DMSC, budgeted donations and general donations. Some years the Budgeting Committee may decide against having budgeted donations, and subsequently all would be considered General Donations. Refer to the DMSC Charitable Guidelines for further guidance.

1. All requests for charitable funds must be made in writing to the Charitable Chair.
2. Budgeted Donations Pending Requests: These are requests the DMSC expects to receive based on previous requests and are included in the annual budget. The formal request must still be received from the organizations in writing and go through the Charitable Chairperson for review. If no request is received from the organization, no funds are disbursed to the organization. The Charitable Chairperson includes requests for Budgeted Donations in their monthly board report. A vote to approve a budgeted donation request is not required. However, if the Charitable Chairperson presents a reason to the Governing Board to increase the donation amount over the amount budgeted, the additional request must be voted on and approved by a majority vote.
3. General Donations: These are requests which were not expected or planned and were not individually included in the budget. The DMSC Charitable budget includes a budgeted total amount available for these types of donations. General Donation requests are presented to the Governing Board by the Charitable Chair and must be approved by a majority vote.
4. Charitable donations made by the DMSC should be for the benefit of the Davis-Monthan Air Force Base community, the local Tucson community and the Air Force community.
5. The Charitable Chair should include all donations requests in their report, presenting only those which meet the above qualifications to the Board for vote.
6. Payment of all charitable donations is subject to available income.
7. Donations are never made to individuals, but they can be made to organizations regardless of EIN status.
8. The Charitable Chair will write an award letter to the receiving organization and give a signed original to the Secretary.
9. The Treasurer will write the check to the receiving organization and give the check to the Secretary. The Secretary will mail both the letter and the check to the address provided by the Charitable Chair.
10. The Charitable Chair will provide the Treasurer with a printed copy of the written request and charitable worksheet, along with an electronic copy of both documents.

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