

Davis-Monthan Spouses' Club Bylaws

April 2022

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Article I: Purpose

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

Article II: General 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. Unmarried widows or widowers.
2. Regular members shall have the right to attend socials and events, vote, hold office (see exceptions in Article V) and serve on the Governing Board

B. Associate Members

1. Eligibility
 - a. Spouses of service members of other nations.
 - b. Former spouses of service 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. Other adult dependents of service members.
 - d. Any service member, including Reserve and Guard members, whether active duty or retired.
 - e. A spouse of an equivalent retiree from the civil service residing in the Tucson/Pima County area.
2. Associate members shall have the right to attend socials and events, vote and chair committees; they may not hold an elected office.

C. Honorary Members

1. Eligibility
 - a. The President and Advisors, with the approval of the governing board, may extend invitations to potential honorary members for a period of one board year.
 - b. Spouses of civilians in the Tucson/Pima County area who show exemplary support of the DMAFB community.
 - c. Spouses, widows, and widowers who are spouse club members elsewhere.
2. Honorary members shall have the right to attend socials and events.

D. Guests

1. General membership may invite guests to socials and events.
2. Guest privileges shall not be extended to persons eligible for membership, with the exception of their first attendance.
3. Guest fees shall be the responsibility of the DMSC member who makes the reservation in the event the guest who RSVPs does not show.

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4. The President and Advisors may invite distinguished guests on behalf of the DMSC. These 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 "members only" socials and events.
 6. General membership shall have first priority on reservations for all socials and events.
- E. Socials and Events
1. Socials will be held on the third Thursday of the month, unless otherwise designated.
 2. Socials and events requiring reservations:
 - a. Reservations may be taken until close of business five days prior to the event by the Reservation Chair or the website, unless otherwise noted.
 - b. Cancellations are to be made by close of business three days prior to the event, unless otherwise noted.
 - c. A "No Show" is billed to be paid by next social, if a cost was incurred.
 3. Lap babies under the age of one year are allowed at socials and events, unless otherwise noted.
 4. Door prizes may be won by regular and associate members during any social, unless otherwise approved by the Executive Board.
 5. Prizes may be won by all general membership at the Bunco and Bingo Socials, unless otherwise approved by the Executive Board.
- F. Voting
1. An issue brought for a vote at a social or event requires majority ($\frac{1}{2}+1$) approval of the members present.
 2. Email voting may occur when the item requiring a vote demands a decision prior to the next social or event.
 3. Vote via email to the general membership requires majority approval of the members who respond.

Article III: Finances

- A. Dues
1. Regular and Associate members shall pay annual dues as follows:
E1-E4: Free
E5, O1-O2: \$30 (\$15 prorated January - May)
E6+, O3+, Civil Service & Retiree Spouses: \$50 (\$25 prorated January - May)
 2. Honorary members are not required to pay annual dues.
- B. Budgets
1. The Budget Committee will consist of the Executive Board, one general membership participant and at least one Advisor.
 - a. The President or designated representative is the chair of the Budget Committee.
 - b. Additional members may be appointed by the Executive Board.
 2. Budget Meetings
 - a. The Budget Committee will meet in November for a Midyear Review to determine any revisions to the current board year budget.
 - b. The Budget Committee will meet in April for an Annual Budget Meeting to estimate expenditures for the next board year.

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3. The Governing Board may vote on 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. Any larger amount requires majority approval by the General Membership.
- C. Board Gifts
 1. The Advisors may be welcomed and 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.
 2. Board appreciation gifts are given to all the Governing Board members and advisors, to be paid out of the Social account, Board Gifts, not to exceed \$20 each, if funds are available.
- D. Audits
 1. The DMSC and DMTS accounts shall be audited by an outside accountant following the end of the board year.
 2. The DMSC Social account will be responsible for paying for the time required to audit the Social account books.
 3. The DMTS Community Business Checking account will be responsible for paying the time required to audit the Charitable account and DMTS account books.
- E. Social monies must be kept 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 account can NEVER be transferred to the Social account. This will violate the 501(c)(3) status!** For additional financial guidelines, see Appendix.

Article IV: Insurance

- A. Club Activities
 1. The DMSC will obtain liability insurance coverage against all personal injury and property damage claims that may arise from activities of the DMSC or its members, if required, and unless waived by the 355 MSG/CC or their designee.
 - a. The Parliamentarian shall submit the Liability Insurance Waiver Request to the 355 FSS/FSR Private Organizations Office annually, to be signed by the president.
 - b. If the DMSC does not receive a liability waiver, then the Parliamentarian is responsible for obtaining a liability policy.
 2. The DMSC shall maintain bond insurance to cover the President, Administrative Vice President and Treasurer. Other board members may be added to the bond as deemed necessary by the Governing Board, with the Executive Board approval.
 - a. The Parliamentarian shall ensure the bond insurance is renewed each September.
 - b. At least one bonded member shall be responsible for funds collected at all socials and events.
 3. The costs of insurance covering club activities shall be paid jointly from the Social and Charitable accounts.
- B. Thrift Shop Operations
 1. The DMTS will maintain business liability insurance to cover business inventory, general liability and any building replacement value as required by the Real Property office per the

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- signed tenant agreement and any waivers acquired from the 355 WG CC.
- a. The Thrift Shop Operations Coordinator shall ensure the business liability policy is updated each October and/or when a change occurs to the tenant agreement.
 - b. The Thrift Shop Operations Coordinator will make the Charitable Board aware of any changes to the business liability insurance prior to each year's renewal.
2. The DMTS shall maintain bond insurance to cover the Charitable Vice President, the Thrift Shop Operations Coordinator, the DMTS Management and the DMTS independent contractors in a policy separate from the DMSC bond.
 - a. The Thrift Shop Operations Coordinator shall ensure the bond insurance is maintained and updated, as needed.
 - b. The Thrift Shop Operations Coordinator will make the Charitable Board aware of any changes to the bond insurance prior to each year's renewal.
 3. The DMTS will maintain Workers' Compensation insurance to cover the DMTS employees and independent contractors.
 - a. The Thrift Shop Operations Coordinator shall ensure the Worker's Compensation insurance is maintained and updated, as needed.
 - b. The Thrift Shop Operations Coordinator will make the Charitable Board aware of any changes to the Worker's Compensation insurance prior to each year's renewal.
 4. The costs of insurance covering Thrift Shop operations shall be paid by the DMTS Community Business Checking account.

Article V: Governing Board

A. Eligibility and Term Limits

1. All regular members may hold office with the exception of the offices of President and Administrative Vice President who must be active duty spouses or active duty guard/reserve spouses.
 - a. If by June 1, the offices of President and/or Administrative Vice President have not been filled by an active duty spouse or active duty guard/reserve spouse, the positions may be filled by a spouse of a retiree.
2. Members who serve on the Governing Board may hold only one voting position at a time.
3. 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 the Governing Board.
4. Members who serve on the Governing Board may not succeed themselves in the same position for a period of more than one year without approval of the Governing Board.
5. Newly elected officers and appointed positions will assume the responsibilities of office beginning June 1.
6. Governing Board members are expected to support all DMSC fundraising and social events and shall become familiar with IRS publication "Compliance Guide for 501(c)(3) Public Charities."

B. Elections and Appointments

1. Nominating Committee
 - a. Will be chaired by the Parliamentarian.

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- b. Will consist of at least one Advisor or designee and at least two general members appointed by the President.
 - c. Will nominate candidates for each elected office: President, Administrative Vice President, Charitable Vice President, Secretary and Treasurer.
 - d. Will introduce the candidates nominated by the committee to the membership at a general membership meeting and/or by posting to social media and website.
 - e. Will accept nominations from the floor at a general membership meeting preceding the election.
 - f. Will collect, tabulate the ballots, (if necessary) for the Parliamentarian to announce the results.
2. Election Process
- a. The Executive Board of this organization will be elected by secret ballot by majority ($\frac{1}{2}+1$) of the voting members on the day of a social or event.
 - i. In the event that there is only one candidate for each office when nominations are closed at the social or event, a motion to accept the proposed slate of officers by acclamation may be proposed.
 - ii. If there are any dissenting votes, then a vote by ballot must be taken at the social or event.
 - b. Provisions for absentee balloting will be made upon the request of any general member in good standing to the Parliamentarian.
3. Appointments
- a. The incoming President will appoint a general member to the office of Parliamentarian.
 - b. The incoming President, with the approval of the Executive Board, will appoint the Standing Committee Chairs.
- C. Executive Board
- 1. The Executive Board is comprised of five elected officers to include the President, Administrative Vice President, Charitable Vice President, Secretary and Treasurer. The latter four members, the Parliamentarian and the Advisors serve as an advisory group to the President. (See Job Descriptions for more details.)
 - 2. President - Presides over the Governing Board. Works closely with Advisors to ensure DMSC compliance with the club's Constitution and Bylaws as well as compliance with 355 FSS/FSR Private Organizations Office. Recruits and appoints Parliamentarian and Standing Committee Chairs.
 - 3. Administrative Vice President - Serves as an assistant to the President and fills in when they are absent. Oversees all Social standing committees and special activity groups.
 - 4. Charitable Vice President - Serves as an assistant to the President. Oversees the Charitable Board and all Charitable standing committees.
 - 5. Secretary - Records and distributes all DMSC meeting minutes and reports. Executes all DMSC correspondence. Maintains historical documents.
 - 6. Treasurer - Custodian of Social and Charitable accounts. Prepares monthly financial reports, proposed budgets and books for audit.
 - 7. Parliamentarian - Oversees all legal aspects for the DMSC. Ensures compliance with DMSC Constitutions, Bylaws and any other legal documents. Responsible for obtaining all insurance necessary for the DMSC.

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D. Standing Committee Chairs

1. Standing Committee Chairs comprise the general members who have been appointed to the Governing Board to support the social and charitable programs of the organization. A Committee Chairperson may appoint an assistant chair and committee, as needed, with the approval of the President. (See Job Descriptions for more details.)
2. Charitable - Screens, researches and evaluates all charitable requests to DMSC. Presents charitable requests to the Charitable Board and, if approved, presents to the Governing Board.
3. Cookie Crunch - Oversees and organizes the annual Cookie Crunch event in December.
4. Hospitality - Serves as the DMSC Goodwill Ambassador. Welcomes all newcomers and farewells outgoing general members.
5. Marketing & Administration - Coordinates all aspects of the DMSC website www.DavisMonthanSC.org, G suite, and social media. Handles all DMSC publicity.
6. Membership - Maintains a current directory of all DMSC members in collaboration with other Governing Board members.
7. Programs - Arranges activities, decorations, and door prizes for socials and events. Creates and coordinates the yearly social calendar with the approval of the Executive Board.
8. Reservations - Coordinates reservations for all socials and events, ensures payment for events are made in conjunction with the Treasurer, and seeks collection for all unpaid reservations.
9. Retiree Liaison - Serves as the representative of the DMSC to the retiree spouse population of Tucson/Pima County.
10. Scholarship - Oversees all aspects of the scholarship process: application process, arranging of judges and reception planning. Coordinates with the Treasurer for payout of scholarship awards.
11. Special Activities - Oversees and organizes Special Activity functions. Establishes and oversees DMSC subclubs.
12. Thrift Shop Operations Coordinator - Acts as a liaison between the Charitable and Governing Boards regarding Thrift Shop operations and updates. Ensures Thrift Shop administrative operations are completed in accordance with AFI 34-223 and IRS codes.

E. Advisors

1. The spouse of the 355th Wing Commander, or the 12th Air Force Commander, or another officer spouse designee, shall be an Advisor. The Advisor may attend Governing Board meetings at her/his discretion and shall receive minutes of all such meetings on request.
2. The spouse of the 355th Wing Command Chief, or 12th Air Force Command Chief, or another enlisted significant other or spouse designee, shall be an Advisor. The Advisor may attend Governing Board meetings at her/his discretion and shall receive minutes of all such meetings on request.
3. A third Advisor position may be filled by the 12th Air Force Commander spouse and/or the 12th Air Force Command Chief spouse, if desired. The Advisor may attend Governing Board meetings at her/his discretion and shall receive minutes of all such meetings on request.
4. An advisor must be present at any meeting, social or event where official business will be conducted.

F. Meetings and Board Reports

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1. The Governing Board will meet once a month (with the possible 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 Governing Board members are expected to attend all board meetings.
 - a. If a Board member cannot attend a board meeting in person, virtually or by phone, the member must notify the President or Administrative Vice President of the absence prior to the board meeting.
 - b. Should a voting member NOT be in attendance (or not relay that there is an extenuating circumstance for the absence) for three (3) board meetings, the President may, with the 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 the responsibilities.
 3. The President and Secretary are 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.
 4. 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.
 5. All Board positions must submit a monthly board report that includes activities accomplished last month, future activities, DMSC volunteer hours, and monies spent if applicable. In the event that no monies have been spent and there has been no activity to report, they 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. The agenda, previous month's minutes, board reports and Treasurer's financials will be sent electronically to all Governing Board members before the board meeting.
 8. After Action and End-of-Year Reports will be written by all Board members and submitted by the May board meeting except for the Treasurer's Financial Report. The Treasurer's Year End Financial Report will be submitted BEFORE the end of June. Copies of all year-end reports are to be provided for: President, Administrative Vice President, Charitable Vice President, Parliamentarian, Secretary, Advisors and Google Drive.
- G. Voting
1. The Governing Board members or their representatives vote at the board meetings, with the exception of the President, Advisors and Parliamentarian.
 2. If a Standing Committee Chair has a co-chair, only one vote may be counted between them.
 3. Google Meets or equivalent may be used for attendance of Executive and Governing Board meetings to assist with quorum.
 4. An issue brought to the Executive Board or to the Governing Board, at their respective meetings, requires majority ($\frac{1}{2}+1$) approval of the members present.
 5. Email voting may occur when the item requiring a vote demands a decision prior to the next social or event.
 6. Vote via email for the Executive or Governing Boards requires majority approval of the members who respond.
- H. Vacancies
1. In the event of a vacancy in the office of President, the Administrative Vice President will assume the duties as interim President.

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- a. If the interim President elects to stay in that office, then the Executive Board will appoint a new Administrative Vice President.
- b. If the Interim President does not wish to stay in that office, then the Executive Board will appoint a new President, and the Interim President will resume their office of Administrative Vice President upon appointment of new President.
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 Standing Committee Chairs will be filled by appointment of the President with the approval of the Governing Board.
4. Said officers and chairs will be presented at the next social or event and will hold office until the end of the board year.
- I. Job Descriptions
 1. Job descriptions will be reviewed annually and updated upon the President's request. Updates must be given to the Parliamentarian.
 2. Job descriptions will become effective immediately upon approval of the President and Vice President who oversees the position. The Parliamentarian will retain a copy of the job descriptions and will forward copies to the Advisors, President, Vice Presidents, Secretary and the person holding that position.
 3. Job descriptions will also be provided by the Parliamentarian at the Nominating Committee meeting.

Article VI: Charitable Board

- A. The Charitable Board is comprised of appointed general members and DMTS volunteers to conduct DMTS business, vet charitable requests, and provide guidance on all other charitable endeavors of the club.
- B. Eligibility and Term Limits
 1. All voting members of the Charitable Board shall be active duty or retired members of the military, including Guard and Reserve, or the spouses and other adult dependents of these members.
 2. All voting members are expected to volunteer at least five (5) operational hours per month at DMTS.
 3. Members who serve on the Charitable Board may hold only one voting position at a time.
 4. Members who serve on the Charitable Board may not succeed themselves in the same position for a period of more than one year without approval of the Executive Board.
 5. Newly appointed positions will assume the responsibilities of office beginning June 1.
- C. Voting Members (See DMSC Job Descriptions for details)
 1. Charitable Vice President - only votes in case of a tie
 2. Charitable Chair
 3. Scholarship Chair
 4. Thrift Shop Operations Coordinator
 5. Thrift Shop Donations Coordinator – Is appointed upon Charitable Vice President and DMTS Management agreement and is not required to be a member of DMSC. Acts as a liaison between Thrift Shop Management, volunteers that sort/contract items, and agencies that

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bring/take Thrift Shop refused items.

6. Thrift Shop Publicity Coordinator – Is appointed upon Charitable Vice President and DMTS Management agreement and is not required to be a member of DMSC. Acts as a liaison between Thrift Shop Management and agencies that publicize the Thrift Shop.
7. Thrift Shop Volunteer Coordinator – Is appointed upon Charitable Vice President and DMTS Management agreement and is not required to be a member of DMSC. Acts as a liaison between Thrift Shop Management and volunteers of the Thrift Shop.

D. Non-voting Members

1. Treasurer
2. Parliamentarian
3. Secretary
4. DMTS Management
5. DMTS Independent Contractors
6. Advisor(s)

E. Meetings and Board Reports

1. The Charitable Board will meet monthly at such a time and place designated by the Charitable Vice President.
2. All Charitable Board members are expected to attend all board meetings.
 - a. If a board member cannot attend a board meeting in person, virtually or by phone, the member must notify the Charitable Vice President of the absence prior to the board meeting.
 - b. Should a voting member NOT be in attendance (or not relay that there is an extenuating circumstance for the absence) for three (3) board meetings, the Charitable Vice President may, with the approval of the respective party (President or DMTS Management), relieve any member from a position on the Charitable Board for missing three board meetings or for failure to fulfill the responsibilities.
3. The Charitable Vice President and Secretary are 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.
4. Any DMSC member or Thrift Shop volunteer, upon advance notice to the Charitable Vice President, may attend any Charitable Board meeting as a non-voting guest, and may address the Charitable Board on matters approved in advance by the Charitable Vice President.
5. All board positions must submit a monthly board report that includes activities accomplished last month, future activities and monies spent if applicable. In the event that no monies have been spent and there has been no activity to report, they 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. The agenda, previous month’s minutes, board reports and Thrift Shop financials will be sent electronically to all board members before the board meeting.
8. After Action and End-of-Year Reports will be written by all board members and submitted by the May board meeting, except for the Thrift Shop End of Year Financial Report which will be submitted BEFORE the end of June. Copies of all year-end reports are to be provided for: Charitable Vice President, Parliamentarian, Secretary, Advisors and Google Drive.

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F. Voting

1. Quorum
 - a. In order to conduct business at board meetings, $\frac{1}{2} + 1$ voting members must be in attendance to meet quorum.
 - b. Attendance virtually or by phone is acceptable to meet quorum.
2. A voting member may designate a proxy in their absence.
3. An issue brought for a vote at board meetings requires majority approval of the voting members present including those represented by proxy.
4. Holding a vote by email is acceptable, when appropriate, and requires majority approval of all voting members of the Board.

G. Vacancies

1. In the event of a vacancy in the office of Charitable Vice President, the Thrift Shop Operations Coordinator will assume the duties as interim Charitable Vice President.
 - a. If the interim Charitable Vice President elects to stay in that office, then the DMSC Executive Board will appoint a new Thrift Shop Operations Coordinator in agreement with the DMTS Management.
 - b. If the Interim Charitable Vice President does not wish to stay in that office, then the DMSC Executive Board will appoint a new Charitable Vice President, and the Interim Charitable Vice President will resume their position as Thrift Shop Operations Coordinator upon appointment of new Charitable Vice President.
2. Should a vacancy occur in the positions of Scholarships or Charitable Chairs, the Charitable Vice President will assume the duties of the positions until an appointment can be made by the DMSC President to refill the vacant position.
3. Should a vacancy occur in the positions of TS Publicity, TS Volunteers, or TS Donations Coordinators, the Charitable Vice President will assume the duties of the positions in partnership with the DMTS Management until an appointment can be made by agreement of the Charitable Vice President and DMTS Management.

H. Fundraisers

1. Policies and procedures for all other fundraisers not specifically addressed in this document are to be established by the Charitable Board. All fundraisers must have oversight by more than one individual, adequate reporting and documentation of the monies collected, and control of assets, especially cash.

Article VII: Document Management

- A. Governing and Charitable Board members shall have access to the following documents in the shared Google Drive:
 1. Position job description
 2. DMSC Constitution
 3. DMSC Bylaws
 4. DMSC Budget
 5. Current roster
 6. Minutes from each board meeting
 7. Income and Expense Vouchers

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8. DMTS Policies and Procedures
- B. Governing and Charitable Board members should maintain the following sub folders, for continuity of the Board position and to the benefit of subsequent chairholders, in their position's Google Drive:
 1. Board Reports
 2. Income and Expense Reports
 3. Documents specific to their chair position for each Board year, to include current and historical information.
 4. End of Year Report at end of term for the next chairperson
- C. Binders
 1. The Treasurer shall create a fiscal year binder for audit submission at the end of the board year and keep a working binder to include Income and Expense sheets for board members, historical budgets, etc. (See Appendix: Financial Guidelines for details).
 2. The Parliamentarian may keep a binder to include governing documents, insurance, AFI, and IRC 501(c)(3) for reference.
 3. Any other chairs may keep a binder for continuity of their positions, but are not required to do so. Any binder contents must be uploaded to Google Drive at the end of the board year.
- D. 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 in the DMSC storage at the Thrift Shop 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 Google Drive as backup.
- E. 355 FSS/FSR Private Organizations Office Requirements
 1. Request for Recognition as a Private Organization and the Liability Insurance Waiver Request must be submitted at the beginning of Board Year (August) to the 355 FSS/FSR Private Organizations office. Point of Contact will be named in the Parliamentarian's End-of-Year Report.
 2. All Fundraising Requests must be submitted to the 355 FSS/FSR Private Organizations office via the Parliamentarian at least two months prior to the fundraising event.
 3. The following items are to be filed with the 355 FSS/FSR Private Organizations office no later than 20 days following the end of the fiscal year, May 31, by the Parliamentarian.
 - a. Copies of all Financial Reports for the Board year.
 - b. Copies of all minutes.

Article VIII: Review and Amendments

- A. In the event that any provision of the Bylaws shall be deemed illegal or contrary to any Air Force directive, such portions shall be changed administratively to conform.
- B. These Bylaws shall be reviewed every other year or when there is a change in the purpose, function, or membership eligibility of the private organization, whichever comes first.
- C. Amendment Process

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1. Amendments or revisions require approval of the Governing Board by majority vote, which is ($\frac{1}{2}+1$).
 2. Proposed amendments or revisions shall be posted to the DMSC website after approval of the Governing Board and before the next general membership meeting.
 3. Amendments or revisions shall become effective upon the affirmative vote of a majority of the members present at a general membership meeting.
 4. Amended or revised Bylaws shall be signed by the President, Secretary, and the Parliamentarian.
 5. The Bylaws with any amendments shall be submitted annually by the Parliamentarian to the 355 FSS/FSR Private Organizations Office for approval.
 6. Changes to the Appendices can be made separately from the Bylaws.
- D. Adoption of these Bylaws shall abolish any and all prior Bylaws of this organization.

These Bylaws were reviewed and approved by the DMSC General Membership on this,

the _____ day of _____, _____.

President: _____ Date: _____

April Golden

Secretary: _____ Date: _____

McKel Wahlstrom

Parliamentarian: _____ Date: _____

Tara McKinney

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Appendix I: 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 Accounting Year for DMSC and its nonprofit business, DMTS, is the same as the Board Year and runs from June 1 to May 31.
 - 2. The DMSC and DMTS record 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. Bank Accounts
 - 1. All funds belonging to the DMSC and DMTS 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.
 - 2. The DMSC maintains four accounts.
 - a. 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.
 - i. An amount of not less than one thousand dollars (\$1,000) will be retained in the Charitable Checking account to cover obligated expenditures for the incoming Governing Board.
 - ii. The Charitable Fund will reserve for scholarships awarded in the previous board year to be paid in the current board year.
 - iii. Monies donated to, or honorariums received by, any special activity group or person shall be deposited into the Charitable Checking account.
 - b. Charitable Money Market Dissolution Fund – This account is required in the Bylaws and is to be maintained at least \$1,000. The only purpose for this fund is paying expenses upon dissolution of the DMSC. 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. No other funds except monthly interest may be deposited into this account.
 - c. 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.
 - i. An amount of not less than one thousand dollars (\$1,000) will be retained in the Social Checking account to cover obligated expenditures for the incoming Governing Board.
 - d. Social Money Market Dissolution Fund- This account is required in the Bylaws and is to be maintained at least \$1,000. The only purpose for this fund is paying expenses upon dissolution of the DMSC. If the DMSC were to dissolve, these funds may be transferred to the Social Checking Account to pay expenses related to dissolution or final disbursements to charity. No other funds except monthly interest

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may be deposited into this account.

- e. Financial Responsibility - Both the Social and Charitable Checking accounts will be jointly responsible for the payment of all administrative expenses to include but not limited to post office box fees, publicity costs, office supplies, liability insurance, and dishonesty bond insurance. A separate check is written from each account for half of the expense, except for bond insurance that is split proportionally based on account balances.
- 3. The DMTS maintains two accounts
 - a. Community Business Checking - This account is used for check writing purposes of the DMTS to include business expenses, insurance, wages, consignment payments, and DMSC Charitable Fund distributions as approved by the Charitable Board.
 - i. The Community Business Checking account will reserve \$4,000 for business expenses and wages that occur in July while the store is closed.
 - ii. The Community Business Checking account may reserve an amount for a Business Improvement Fund decided upon by the Charitable Board.
 - b. Business Regular Share Savings - This account is required in the DMTS Policies & Procedures and is to be maintained at least \$4,500. The only purpose for this fund is paying expenses upon dissolution of the DMTS. If the DMTS were to dissolve, these funds may be transferred to the Business Community Checking account to pay expenses related to dissolution or final disbursements to charity. No other funds except monthly interest may be deposited into this account.
- 4. No electronic transfers between bank accounts are permitted.
- 5. Board Approval is required for opening of new accounts and closing of any bank accounts.
- D. DMSC Expense Vouchers
 - 1. DMSC Expense Vouchers apply to the DMSC Social and Charitable accounts only.
 - 2. All DMSC Expense Voucher Packages must be turned in within 30 days, but prior to May 31, to allow for close out of the fiscal year.
 - 3. Reimbursements will not be made without a complete Voucher Package which includes:
 - a. Completed DMSC Voucher Form
 - b. Original receipts (No exceptions)
 - c. Scanned copies of the DMSC Voucher Form and related receipts emailed to the Treasurer
 - 4. Reimbursements of DMSC expenses will not be honored if receipts include personal purchases.
 - 5. Any chair that oversees a committee is responsible for the total expenses for each project/event in order to keep within budget.
- E. Check Writing
 - 1. All checks require signatures from two of the three authorized signers.
 - a. The authorized check signers for the DMSC accounts are the President, Administrative Vice President, and Treasurer. In the event one of the said offices is vacant, the Executive board may nominate a board member to become the third signer on accounts with majority approval of the Governing board.
 - b. The authorized check signers for the DMTS accounts are the Charitable Vice

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President, the Thrift Shop Operations Coordinator, DMTS Management, and DMTS Bookkeeper, if applicable.

2. Authorized signers on the bank accounts may not write checks to themselves.
 - a. If an authorized signer needs to be reimbursed for expenses, another authorized signer must prepare the check after reviewing the supporting documentation.
 - b. The second signature on the check may not be the payee.
 3. Checks will be written for all donations, scholarships and expenses (with exception).
 - a. No expense will be paid out of Luncheon Cash or collected cash at events for the DMSC.
 - b. No expense will be paid out of the cash drawer, change, or Consignment Money box for the DMTS.
 - c. Recurring bills of the DMTS shall be set up to be paid electronically, if possible.
 4. Voided checks
 - a. DMSC voided checks will be attached to a DMSC Voucher Form.
 - b. DMTS voided checks will be documented in QuickBooks and filed by month in the current year fiscal records.
 5. All checks for the Board Year Ending May 31 must be written by May 31.
 6. 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. This will be a separate deposit noted as Luncheon Cash Deposit. The deposit should be the same amount originally withdrawn as cash.
- F. Deposits
1. DMSC
 - a. Deposits are to be made within 5 business days of an event. Money received during May must be deposited by May 31.
 - b. Deposits are submitted with a DMSC Income Voucher and related supporting reports, if applicable, to easily trace to an event or receipt of income.
 2. DMTS
 - a. Deposits for Daily Sales are made each operating day.
 - b. Deposits for Daily Sales on a Saturday are made the following business day.
 - c. Deposits are entered in QuickBooks and filed by month in fiscal records.
- G. Tax Filing
1. The DMSC and DMTS are 501(c)(3) tax exempt organizations.
 2. Annual Tax Filing
 - a. 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.
 - b. 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.
 - i. The Treasurer is responsible for knowing the IRS regulations and requirements and advising the Board regarding the DMSC tax status.
 - ii. The Treasurer is to review the tax filing requirements and determine which tax filing

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is required by July 1.

iii. The President is responsible for filing the 990 N for the DMSC.

- c. The DMTS Accountant prepares and files Federal Income Tax Form 990 in June for the previous fiscal year.
- 3. 1099 Filing
 - a. For the DMSC accounts, the Treasurer will file a 1099 NEC electronically each January to any company (i.e. for audits) which the DMSC makes a payment over six hundred dollars (\$600).
 - b. For the DMTS accounts, the Thrift Shop Operations Coordinator will file 1099 NEC and 1099 MISC electronically each January to any company or consignors, respectively, which the DMTS makes a payment over six hundred dollars (\$600).
- 4. Payroll Tax
 - a. The DMTS pays both state and federal payroll taxes on a quarterly basis via an online payroll company.

Appendix II: 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 candidates must reside in Tucson/Pima County at the time of application.
- 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 Awards

- 1. Scholarships awarded will be funded by monies provided by DMTS and other donations.
- 2. 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 each spring.
- 3. Scholarships are to be paid only to the college or university the student is attending, never directly to the student. Scholarship 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

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- Office. The proper place to send the scholarship will differ from university to university.
4. Scholarship checks and corresponding documentation will be mailed after June 1st within 14 days of receipt, or as soon as possible, of all the proper documentation from the student.
 5. 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.

Appendix III: Charitable Grants

- A. Requests
 1. All requests for charitable funds must be made in writing to the Charitable Chair.
 2. Charitable Request Forms can be found on the davismonthansc.org website.
- B. The Charitable Board will vet all requests prior to Governing Board meetings each month.
- C. Beneficiaries
 1. 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.
 2. Charitable donations are never made to individuals, but they can be made to organizations regardless of EIN status.
- D. Payments
 1. Payment of all charitable donations is subject to available income.
 2. Payments of all charitable donations awarded in the board year shall be made by May 31.