

USAFA ACADEMY SPOUSES' CLUB
BY-LAWS
February 2013

ARTICLE I – MEMBERSHIP

Membership in the USAFA ASC will be voluntary and will be classified as Active, Associate, or Honorary.

1. Active Members:

- A. Active membership shall be extended to spouses of active duty military personnel in the US Armed Forces assigned to USAFA, remote areas or on unaccompanied tours.
- B. Active members shall pay dues and receive all privileges of voting, holding elective and appointive offices, and participating in the conduct of all ASC affairs.

2. Associate Members:

- A. The following are eligible for associate membership:
 - a. Spouses of retired military personnel.
 - b. Spouses of military personnel serving in the Reserves or the National Guard.
 - c. Civilian personnel who are assigned to the USAFA.
 - d. Widow/widowers of military personnel of the armed Forces.
 - e. All retired military personnel.
- B. Associate members shall pay dues, may vote, hold any board office *except* President, First Vice President, and Second Vice President and may hold the position of a Standing Committee Chairperson.

3. Honorary Members:

With the approval of the USAFA ASC Board, or Advisory Council when in Contingency Operations, the President may invite such individuals as he/she deems appropriate (to include spouses of MIAs and KIAs) to be Honorary Members. *Honorary Members shall not pay dues, have the right to vote, or hold office.* Honorary Members may be appointed to chair or co-chair a special committee.

Termination of Member and/or Employees:

- 1. Membership may be terminated by the Executive Board if the conduct of a member is such as to bring discredit upon the ASC. (Those present for the vote shall be the Executive Board and Advisory Council ONLY).
- 2. Just Cause Termination Procedure for all members, to include ASC Board Members:
 - a. Member of the ASC Board proposing such removal will notify the President and the Advisors.
 - b. Written notification will then be given to the member whose removal is proposed, with copies to the ASC Board, to include specific reasons for the proposed removal.
 - c. The member whose removal is proposed will be given seven (7) days to prepare a rebuttal and present it to the ASC Board prior to board action.
 - d. The member in question shall receive written notification of the Board's decision.
- 3. Just Cause Termination Procedure for Employees:
 - a. Just Cause Termination procedures may be initiated according to individual employment contracts.

Discrimination

Membership will not be denied to anyone because of age, race, creed, sex, color, religion, or national origin; nor will the ASC sponsor, support, or participate in any activity or with any organization which engages in such practices.

ARTICLE II- POLICES ON MEETINGS

Section A: ASC Board Meetings

1. The ASC Board shall meet monthly prior to the business meeting of the Membership-At-Large, or at the discretion of the President.
2. The ASC Board meeting shall be held on the first week of each month, or at the discretion of the President.
3. At least one Advisor should be present at the ASC Board meetings.
4. Failure to attend two (2) Board meetings, as listed in each job description, without providing an eligible proxy, could result in termination of Board position.
 - a. Eligible proxy = an ASC member who can attend the meeting and vote in your place.

Section B: Executive Board Meetings

1. The Executive Board meetings shall be called at the discretion of the President.
2. At least one Advisor should be present at the Executive Board meetings.

Section C: General Membership Meetings

1. The general business meetings shall be held on or about the third week of the month during the months of August to May except at the discretion of the President.

ARTICLE III – EXECUTIVE BOARD ELECTIONS

Section A: Nominations

1. The Parliamentarian, as Chairman of the Nominating Committee, shall preside over the elections. The Nominating Committee shall also serve as the Election Committee and Election Tellers.
 - a. Members of the Nominating Committee shall not be barred from becoming nominees for office. Such a committee member must resign the Nominating Committee position to allow selection of another committee member.
 - b. Names of two or more candidates are desirable, not mandatory, for each office and shall be presented to the Membership at the March business meeting. At this time, additional nominations may be made from the floor, with the prior consent of the nominee and the Nominating Committee Chairman.
 - c. Any elected officer may serve no more than two successive terms in the same office.

Section B: Elections

- a. Elections by secret ballot shall be held at a regular business meeting in April. If there is only one candidate for each position, a simple show of hands may be taken to elect the entire slate of officers.
- b. Voters may vote for only one candidate for each office. Absentee ballots may be used by eligible members who are unable to attend.

- c. Voters have the right to abstain from voting for any office and the rest of the ballot will be legal and counted.
- d. Election will be by a plurality of the votes cast by legal voters. Numerical count shall remain secret.
- e. The President shall mark and seal a ballot which shall be held by the Parliamentarian and opened only in case of a tie.
- f. Results of the election shall be announced at the April General Membership meeting.

Section C: Terms of Office

- a. The term of office for the newly elected officers' shall begin 1 June. A training period for these new Board Members shall begin following the joint ASC Board meeting in May.
 - i. The General Membership meeting in May shall be chaired by the outgoing President and shall be the responsibility of the outgoing ASC Board.
 - ii. The General Membership meeting in May shall be adjourned by the newly elected President. At that time, the President will introduce her newly elected officers.
- b. Results of the election will be published in the next issue of the *Aspen Leaves*.
- c. In the event of a vacancy in the office of President, the First Vice President shall assume that office. In the event of a vacancy in the office of First Vice President, the Second Vice President may assume that office. A vacancy in any other office shall be filled by an Active Member, or Associate Member where appropriate, appointed by the President, with the approval of the ASC Board or a Special Election may be held.
- d. Appointed officers and Committee Chairmen may accept reappointment to the same position, with the approval of the ASC Board, not to exceed two (2) consecutive terms, unless approved by the ASC Board.
- e. Where the By-Laws are Standing Rules are not specific concerning elections, *Robert's Rules of Order, Newly Revised*, shall govern the elections.

Article IV – DUTIES OF EXECUTIVE BOARD

Section A:

An Advisor shall pay dues, have rights and privileges of an Active Member and attend all ASC Board meetings in an Advisory capacity. They have no vote. However, as an Active Member, not holding an Advisory Position, he/she has the right to vote at all membership meetings. When in Contingency Operations, he/she has the right to vote at all Advisory Council meetings.

Section B: Specific Board Position Duties

1. The President shall preside at all regular and special meetings of the ASC and the ASC Board, with the assistance of the Vice Presidents. The President shall appoint members for the Appointed Officer positions and for the Committee Chairperson positions, in the absence of a treasurer, sign checks for expenditures, be allotted a President's fund, be an ex-officio member of all committees, except Nominating, vote in the event of a tie. The President will also be part of the Thrift Shop Advisory Board. The President may also purchase gifts for the Board members upon completion of their term.

2. The First Vice President shall assume the duties of the President in his/her absence, and be advisor to the ASC Social and Operational Appointed Officers (Community Relations, Membership, Member-At-Large, Programs, Publicity, Reservations, Socials, Special Activities (Mini Clubs, Sunshine and Academy Ladies), Retiree Liaison, Historian, Welcome, and Ways and Means). The First Vice will be responsible for taking minutes in the absence of the Secretary. The First Vice shall coordinate with the Falcon Club to complete arrangements, requirements and reservations for the Board Meetings for the entire ASC Board Year.
3. The Second Vice President shall perform the duties of the First Vice President in his/her absence, and be advisor to the Scholarship, Fund Raising, Welfare, Thrift Shop, and chair on the Thrift Shop Advisory Board.
4. The Recording Secretary shall take and maintain the minutes of the monthly General Membership and Board meetings, present the minutes to the ASC Board, be custodian of the ASC bulletin board and other public displays, have custody of all current records of the ASC and maintain electronic versions of important documents including the Constitution, By-Laws, Standing Rules and job descriptions, and serve on the Thrift Shop Advisory Board.
5. The Operational Treasurer shall be responsible for collection of membership dues, collection and disbursement of all operational funds of the ASC, will review the current insurance policies (including bonding, burglary and properties) for the ASC, shall file annual IRS (tax form 990) and State Charitable Registration (form CRI-300R), financial statements with the Resource Management Flight Chief, present a monthly and year-to-date report for review by members of the Board, present his/her books for compilation in accordance with the Constitution, maintain a petty cash fund not to exceed one-hundred dollars (\$100.00), be chairperson of the budget committee to prepare and present the new budget to the board and ASC, maintain a file of financial records for seven (7) years, and perform the duties of the Welfare Treasurer in his/her absence. Shall present an up-to-date financial report at every ASC Board meeting. Shall be insured under ASC Liability Policy.
6. The Welfare Treasurer shall manage all welfare monies (to include the Thrift Shop), serve on the Thrift Shop Advisory Board, be co-chairperson of the budget committee, maintain financial records for seven (7) years, present a monthly and year-to-date accounting of funds, present his/her financial books and year-to-date report for review by members of the board upon request, present his/her books for compilation in accordance with the Constitution, serve as advisor to the Welfare Chairperson, and perform the duties of the Operational Treasurer in his/her absence. Shall present an up-to-date financial report at every Board meeting. Shall be insured under ASC Liability Policy.
7. The Parliamentarian shall be appointed by the President and shall advise the ASC President and/or membership of parliamentary matters; be an ex-officio member of all committees pertaining to the ASC Constitution and Bylaws; be chairperson of the Review Committee and the Nominating Committee (unless he/she chooses to run for an elected office); and take telephone/electronic mail votes if necessary. Serve on the Thrift Shop Advisory Board.

ARTICLE V – STANDING COMMITTEES CHAIRS

Section A: Standing Committee Chairman

All Committees may be chaired by either an Active or Associate Member, at the discretion of the President. Only these Chairman and Elected Officers are authorized to vote at ASC Board meetings. All Chairs shall communicate with their assigned Vice President, on a regular basis (bi-monthly minimum).

- a. Committees under First Vice President
 - i. Socials Chairperson
 - ii. Publicity Chairperson
 - iii. Membership Chairperson
 - iv. Reservations Chairperson
 - v. Aspen Leaves Chairperson
 - vi. Member-At-Large Chairperson
 - vii. Web Master Chairperson
 - viii. Historian Chairperson
 - ix. Ways & Means Chairperson
 - x. Retiree Liaison Chairperson
 - xi. Sunshine
 - xii. Academy Ladies
- a. Committee under Second Vice President
 - i. Scholarship Chairperson
 - ii. Thrift Shop Chairperson
 - iii. Welfare Chairperson
 - iv. Fundraising Chairperson
 - a. Auction

Section B: Assistant Standing Committee Chairman

The Committee Chairman may appoint an Assistant Chair. The assistant Chair may vote in the absence of the Committee Chair.

Section C: Special Committee

Special Committee Chairman may be named by the President to administer special short-term ASC projects.

Section D: Job Descriptions

All Standing Committee and Special Committee Chairs shall be required to maintain an accurate, current, description of their duties for the information of their successors or substitutes.

Section E: Budgets

All Standing Committee and Special Committee Chairs shall be required to maintain an accurate and current financial record for their position. At the end of the fiscal year all Chairs shall complete an end-of-the year budget to be turned over to the Executive Board for review. A copy shall be placed in their chairperson binder for successors or substitutes.

Section E: Resignation

Resignation of the ASC Board members shall be submitted to the President in writing 14 days prior to the time of resignation.

Section F: Vacancy

The Chairmanship of a committee may be considered vacant when a Chairperson is unable to fulfill his/her obligations for a period of eight (8) weeks or more. A new chair may be appointed by the President, at his/her discretion.

ARTICLE VI – Thrift Shop

Section A: Specific Thrift Shop Positions

Positions and duties held within the Thrift Shop will be overseen by the Thrift Shop Advisory Board and adjusted based on the need of the Thrift Shop. Thrift Shop Chairs are to have on hand accurate job descriptions of each position and recommend any changes to the Advisory Board.

Job descriptions will be signed by those filling the positions, acting as a contract. Anyone not fulfilling the job description may be asked to vacate the position.

1. The Thrift Shop Co-Chair responsibilities are to maintain consignment calendar to reflect expiration dates. Ensure all consignment agreements; policies and procedures are current and properly posted at the ASC Thrift Shop. Ensure volunteers and customers are informed of current ASC Thrift Shop policies and procedures and any changes made to them. Ensure that all areas of responsibility are manned each day and will have the authority to ask any volunteer to man any area needing coverage. Assist volunteers in any area needing additional coverage. Purchase and maintain cleaning, office and retail supplies as dictated by the budget. Act as building manager i.e.; distribute keys to authorized users. Maintain accurate list in the safe containing this information. Post notices for holiday and special closing. Update outgoing message on the answering machine. Update information to the ASC web page coordinator so they can update the web page in a timely fashion. Oversee customer issues and resolve customer discrepancies/consignment problems. In coordination with the Bookkeeper, pursue customers that have checks returned to us for insufficient funds and to recover funds and charges. Ensure the shop is clean and orderly at all times. Supervise the maintenance of a volunteer registration file containing each volunteers name, address, phone number, email address and computer password and volunteer records and hours. Maintain daily balance sheets and other documents deemed important. Provide timely notification to the Building Custodian for repairs, as necessary in the ASC Thrift Shop. Ensure all ASC Thrift Shop operating equipment is maintained and in working order. The Chairs are in charge of implementing and training all volunteers on Consign Pro or designating training to another volunteer. The Chairs shall work in partnership with the ASC Thrift Shop Advisory Board in a biannual review of ASC Thrift Shop Policies and Procedures as well as Job Descriptions. Any significant changes will require approval from the ASC Board before implementation. The Manager shall work in partnership with the ASC Thrift Shop Chairperson to ensure that all changes in Job Descriptions or Policies and Procedures are made on the original copies and re-typed. Assure that copies of these are marked with an accurate date of the update and are kept on the computer and staff manuals as appropriate. The hard copies shall be made available to all ASC Board members and Thrift Shop volunteers. Attend quarterly ASC Thrift Shop Advisory Board meeting and report on the behalf of the shop.

2. The Bookkeeper responsibilities are to oversee an accurate accounting of all Academy Spouses' Club Thrift Shop assets. Have a working knowledge of the USAFA ASC, and Job Description. Attend ASC Thrift Shop Advisory Board meeting. Conduct one's self in a

professional manner as a representative of the ASC and ASC Thrift Shop. Act as a primary signer on the ASC Thrift Shop checking account. Enter into the ASC Thrift Shop computer system and reconcile each day's sales. Enter Daily Sales Report in to ASC Thrift Shop computer system as well as post daily sales. Make deposits when cashier is not available. Maintain and store records of banking activities, daily balance sheets and other documents deemed necessary. Follow guidelines set for computer operations and procedures. At the end of each month figure each consignee's sales for that month and issue a check for the correct amount. Ensure a check register is printed from the computer and placed into the notebook for consignor's to sign. File checks in appropriate within check box. Checks must be placed within box by the 10th of each month. Mail checks that have been previously requested with supplied envelope. Removed expired checks from box that are 90 days and older. Total of expired checks shall be entered into the ASC Thrift Shop financial report. Pursue customers that have checks that have been returned due to insufficient funds to recover charges. Maintain list of checks that have been returned and have it available for Cashier to review. Reconcile the checking account using the computer systems. Submit monthly reports to include: Profit/Loss Report, Actual Expense Budget vs Projected Expenses budget. Hours of paid staff-Manager and Bookkeeper. Additional items/concerns that have arisen since last ASC Thrift Shop Advisory Meeting. Prepare a monthly welfare check to be presented to the ASC Board by the ASC Thrift Shop Chairperson. Pay all monthly expenses and entered into the computer system. Retain ASC Thrift Shop financial records for three years and the current year's records for problems or additional audits that may arise. Have previous year's books ready for preparation of the statement at the end of the fiscal year for the yearly audit. (The fiscal year runs from June 1 to May 31). Assure a budget review annually (to be presented at the April ASC Board meeting). The ASC Second Vice President, ASC Thrift Shop Advisor, ASC Thrift Shop Chairman, Manager and Bookkeeper prepare the budget to be approved by the ASC Thrift Shop Advisory Board and the ASC Board. Work with contracted CPA to prepare and mail all necessary state and federal tax forms. Ensure copies of all such forms/fillings are kept on file in the ASC Thrift Shop. Bookkeeper gather all information for reviewer delivers records to reviewer and handles all questions or problems CPA may have.

- a. The Bookkeeper agrees that any information received during his/her employment which concerns the personal, financial or other affairs of the ASC Thrift Shop or its customer will be treated by the Bookkeeper in full confidence and will not be revealed to any other person, firms, or organizations.
3. The Day Managers responsibilities are collective supervision of the day to day operation of the Thrift Shop Volunteer Room, but not limited to the following:
- a. Oversee the day-to-day business operations. Ensure that the front door is open no later than 9:00 am. Open and close the ASC Thrift Shop each day of operation except under special circumstances. Maintain "Do not take" board throughout the building. Help with training new volunteer on the Thrift Shop policies and procedures. Ensure that all safety procedures are practiced. Ensure that all fire regulations and USAFA Regulation are posted. Ensure that the Thrift Shop is a smoke free environment. Ensure that the Thrift Shop is maintained in a clean and orderly fashion. Help coordinate volunteer appreciation events.
4. Cashiers
- a. Responsible for all monies exchanged during the day. Opening and closing procedures for both cash register and ConsignPro.

Section B: Job Descriptions

All Thrift Shop positions shall be required to maintain an accurate, current, description of their duties for the information of their successors or substitutes.

Section C: Resignation

Resignation of an ASC Thrift Shop members shall be submitted to the Thrift Shop Chairperson or Manager in writing 14 days prior to the time of resignation.

ARTICLE VII- DUTIES OF APPOINTED OFFICERS AND STANDING COMMITTEE
CHAIRPERSON

Section A: Appointed Officers and Committee Chairpersons Responsibilities

1. The Committee Chairmen (Parliamentarian, Aspen Leaves editor, Membership, Member-At-Large, Thrift Shop Chairman, Special Activities (Sunshine, Mini Clubs and Academy Ladies), Publicity, Welcome, Reservations, Socials, Retiree Liaison, Scholarship, Welfare, Web Master and Ways and Means), shall attend all ASC Board meetings, present a written report with an account of expenditure of budgeted monies when necessary. Submit receipts of expenditures on a monthly basis, and maintain a monthly log of individual committee-specific activities. Annually, submit an updated job description, and ASC property inventory of those items in his/her possession. Submit end-of-year report and recommendation list at the outgoing/incoming ASC Board meeting.
2. The committee chairman will appoint an Assistant Chairman, if necessary. If absent from the board meeting, submit a report to appropriate vice-president. In addition, delegate a proxy.

Section B: Duties

All ASC Board job descriptions, property lists and policy sheets shall be reviewed and revised annually, with the approval of their respective Vice President and the President and Advisor(s).

Section C: Voting Status

Each elected Officer and Committee chairman (except the President and the Parliamentarian) have a single vote in all matters brought to the board. The President votes only in the event of a tie. Advisors do not have a vote.

Section D: Term

All Board members shall serve at the discretion of the ASC Board and its Advisors. In the case of any actions unethical, inappropriate or in conflict with these Bylaws and Constitution may deem that board member subject to dismissal.

ARTICLE VIII- GUEST POLICIES

Section A: Potential Member

Any person eligible for membership in the ASC may attend one function (except a special function) as a paying guest before becoming a member. He/She may not attend subsequent functions as the guest of another member.

Section B: Guest of Member

Members may bring guests to the ASC sponsored functions for which expenses are borne by the ASC member.

Section C: Special Invitation

Special invitations will be extended on behalf of the ASC with the approval of the President.

Section D: Membership Only Meetings

Certain functions may be designated as “No Guest Day” at the discretion of the ASC Board. Advance notice shall be given to the membership.

Section E: Door Prizes

Any prize purchased by the ASC shall not be awarded to a guest of a current member who is in good standing. Such occurrences include: Gift Basket Bingo, Crystal Bingo or Bunco. Any prize that has been donated to the ASC for a function may be awarded to a guest of a current member.

ARTICLE IX – DUES AND FINANCES

Section A: Dues and Membership

- a. Members are required to renew by the following social event at the full rates to remain a member in good-standing. After the October function, members in arrears will be dropped from formal correspondence. New/renewing members joining after the December function will pay according to a pro-rate chart based on current dues.

Section B: Allocation of Funds

- a. The ASC Board shall approve allocation of funds for each special project not approved as part of the overall budget, not to exceed five-hundred dollars, \$500.00. Unbudgeted expenditures of more than five-hundred dollars, \$500.00 must be approved by the ASC Board.
- b. The allocations of funds for such monthly socials as the ASC Board deems necessary will be in accordance with the number of members participating. These funds may only be used to defray the operating and supply expenses of the recreational activity and may be used for prizes or gifts.
- c. The ASC president shall have the discretion to spend up to fifty dollars, \$50.00 without ASC Board approval.

Section C: Budget

- a. The fiscal year of the ASC shall be 1 June through 31 May.
- b. The ASC budget shall be presented to the Membership/Social Meeting at the first business meeting following the installation of officers.
- c. The board shall review annual/current financial statements of the Thrift Shop (including budget), Operational Funds, and Welfare Funds
- d. It shall be the responsibility of the ASC Board to continue to pay bills during the financial review.
- e. The Membership and Welfare Treasurers will each maintain a savings account in the amount of two-thousand dollars, \$2,000.00 in the event of dissolution.

ARTICLE X – RESERVATIONS POLICIES

Section A: Policy

Un-cancelled reservations, permanent or temporary, will be charged to the member making the reservation. This includes the Holiday and Scholarship functions. The member will receive a telephone or email contact requesting payment be mailed to the ASC post office box for the cost of the missed function. If not received, the member will be sent a written and/or e-mailed statement sent to their home and/or e-mail address reflecting the cost of the function and a request for payment to be sent to the ASC post office box. Members, who fail to pay for un-cancelled reservations, if notified as stated above, will be unable to attend any future functions until payment is received.

Section B:

Reservations and cancellations must be made in accordance with the ASC's current policy. Permanent reservations must be renewed each August.

Section C:

All ASC functions, monthly or special, must be paid by cash, check or Credit Card. This should occur when the reservation is made or at the reservation table at the function.

Section D:

Reservations received after the function reservation deadline will be put on a waiting list and if applicable, called in order received to fill available places.

ARTICLE XI- GIFT POLICIES

Section A:

Appreciation gifts not to exceed twenty dollars, \$20.00 may be presented to members of the ASC Board upon departure or at the end of the Board year.

Section B:

An appreciation gift not to exceed seventy-five dollars, \$75.00 may be presented to the ASC President upon departure or at the end of the Board year.

Section C:

The value of gifts for the Honorary President shall not exceed fifty dollars, \$50.00. All other Advisor's gifts shall not exceed twenty dollars, \$20.00 each.

Section D:

Appreciation gifts for Special Committees, not to exceed fifteen dollars, \$15.00 may be given at the discretion of the President.

Section E:

The Scholarship Committee Chair may purchase gifts at the President's discretion using monies from the scholarship line item in the Welfare Budget for members of the Scholarship Selection Committee(s), not to exceed seventy-five dollars, \$75.00 total.

Section F:

Flowers or a donation to a memorial fund, not to exceed fifty dollars, \$50.00, will be sent upon death of an ASC member or upon the death of someone in the immediate family, or at the discretion of the President.

Section G:

Each Active Member may receive a card, flowers, or baby gift when applicable.

Section H:

New members shall receive a welcoming gift from the Membership Chairperson as indicated within the approved Operations Budget.

ARTICLE XII– RECREATIONAL POLICIES

Section A: ASC Mini Clubs

Members may organize activities with other members who have a similar interest.

Section B: Funds

Mini Clubs funds from the ASC Treasury may be allotted to groups that meet the criteria established in the First Vice President’s job description. These funds may only be used to defray the operating and supply expenses of any mini club activity, and may be used to pay for prizes or gifts.

- a. Groups, funded or un-funded, must consist of ASC members only and in good standing.

Section D: Non-Compete Clause

The ASC will not sponsor classes that compete with classes offered by the USAFA Skills Center or other 10 FSS activities. Special permission may be given for classes or groups that do not charge a fee.

ARTICLE XIII– SCHOLARSHIP AND ELIGIBILITY POLICIES

Section A: Merit

Merit Scholarships are offered by the ASC. Eligibility and criteria requirements are to be decided by the Scholarship Committee and approved by the ASC Board no later than December of the current operating year

Section B: Committee Members

The following members shall serve on the Scholarship Committee:

- a. ASC President
- b. Second Vice President
- c. Scholarship Chairperson
- d. Welfare Chairperson
- e. Advisor

ARTICLE XIV – PROPERTIES

Section A:

The Second Vice President shall inventory all ASC properties annually.

Section B:

All inventories and ASC properties shall be used only by the ASC or its sponsored activities.

Section C:

All inventories of the ASC Thrift Shop shall be reviewed annually by the Thrift Shop Chairperson.

ARTICLE XV – CONTINGENCY OPERATIONS

In the event that three (3) of the six (6) Elected Executive Board positions are not, or the position of the President or First Vice President, is not filled by the new board year, the ASC will continue to operate under the supervision of the Advisory Council with the following guidelines:

- a. Social functions will be limited to Quarterly Socials, at the discretion of the Advisory Council.
- b. Dues will continue to be collected for the purpose of Quarterly Socials and paying operational costs and purchasing necessary supplies.
- c. In the event that volunteers come forward to fill three (3) of the six (6) elected Executive Board positions (to include the position of President), an election following the procedures listed in the Constitution and By-Laws shall be conducted at the appropriate Quarterly Socials.

ARTICLE XVI – AMENDMENTS, REVISIONS, AND ADOPTION

Amendments, revisions and adoptions to the By-Laws will be made in accordance with the Constitution.

ASC President

ASC Parliamentarian

10 ABW/JA

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