

**BYLAWS OF THE ACADEMY SPOUSES' CLUB
2021**

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ARTICLE I – PURPOSE

The purpose of the Bylaws is to establish operating procedures for the Academy Spouses' Club (ASC).

ARTICLE II – GENERAL DUTIES OF GOVERNING BOARD MEMBERS

Section 1 – Duties

The duties of the ASC Board members shall be those implied by their respective titles and those specified by these Bylaws and by the Constitution of the ASC. The duties in this Article describe the general duties of all board members and shall include but not be limited to those listed. The members of the Governing Board of the ASC shall:

- a. Be present at each Board meeting or notify the President of their absence in advance. The President will notify an Advisor of his/her absence in advance.
- b. Provide a written monthly report to the Google Drive under position held 1 days prior to the meeting. Highlights from this report will be verbally reported at the monthly board meeting if needed, otherwise “as reported” will be stated at the meeting. Additionally, in May, the report will be uploaded to Google Docs and submitted with the After Action Report (AAR).

- c. Notify the President at least two (2) days prior to the Board meeting of any agenda item other than the monthly report.
- d. Regularly attend and support general membership meetings and ASC social functions.
- e. Support revenue-producing activities through attendance and/or volunteerism.
- f. Regularly submit information to the website/publicity chair—that is relevant to their position—to be posted on Facebook or our webpage.
- g. Appoint Standing Committee members as required by their position and as per ASC Bylaws, after conference with and approval of the President.
- h. Turn in the proposed budget for the following board year at the May board meeting, include reasons for budget in AAR.
- i. Prepare and submit a proposed budget at the beginning of each Board year (in August), and if required, a revision at the January Board meeting.
- j. Maintain an updated Google Doc with the following in shared folders:
A current copy of ASC Constitution and Bylaws-
 - 1) *The current year's minutes, reports, contracts, property inventory, articles published, policies and procedures,, and other materials pertinent to the position. Members should keep beginning and ending Monthly Financial Statements. Minutes and financial statements of the preceding year may be stored and transferred electronically.*
 - 2) *After Action Reports (AARs) from the preceding two (2) to three (3) years.*
 - 3) *Updated job descriptions.*
- k. Google Docs of all Governing Board members are required to give access to the President, Honorary President, Honorary Vice President, and Advisor(s) at all times.
- l. Compile a current AAR detailing activities and responsibilities during the Board year to be completed no later than the May meeting of the Governing Board. Should there be additional information to be included in the AAR, an addendum may be added through 31 May. AAR will be shared via Google Docs to the President, Secretary and the member's successor.
- m. Pass Google Doc information on to the successor upon the departure or expiration of term of office. Should there be no successor in place at this time, the information shall be passed to the President.
- n. Submit receipts of expenditures on a monthly basis to the respective Treasurer for reimbursement.
- o. Responsible for checking and replying to respective Board Chair emails.

Section 2 – Resignation

Resignation must be submitted in writing to the President and will become effective upon written acceptance.

ARTICLE III – DUTIES OF ELECTED OFFICERS

The duties of Elected Officers shall include those described in Article II with the addition of but not limited to the following:

Section 1 – The President shall:

- a. Preside at all Meetings (with the assistance of the Vice Presidents and the Parliamentarian) of the General Membership, the Executive Board, the Governing Board and shall be an official Member of all committees except the Nominating Committee.
- b. Ensure that the Constitution and Bylaws are upheld.

- c. Appoint a Parliamentarian, Appoint Officers for each Standing Committee, and a Chairperson for any Special Committees deemed necessary, after conferring with the Advisor(s) and/or Honorary President and Honorary Vice President.
- d. Call special membership, board, executive or committee meetings, as needed.
- e. Establish board policies and procedures at the beginning of the board year.
- f. Confer with members of the Governing Board to review job descriptions and budget, NLT then August 31.
- g. Be signatory on ASC bank accounts. Sign checks for expenditures in the absence of either Treasurer.
- h. Coordinate the purchase and presentation of farewell and/or appreciation gifts for the Governing Board. The funds for these gifts will be budgeted, and paid from, the General Operating Account. (Not to exceed \$20/person)
- i. Prepare an ASC activities calendar and distribute the same to the Governing Board with appropriate updates on a timely basis.
- k. Represent or appoint a designee to represent the ASC in the USAFA Community as deemed necessary.
- l. Be admin or appoint admin on all Facebook accounts. Work closely with the Publicity chair to maintain pages and help where needed.
- m. Contribute an article for the ASC Facebook page and ASC website monthly and also for the Thrift Shop weekly Volunteer Update quarterly, or more if necessary.
- n. Prepare an agenda for the monthly Board meetings and distribute the same to the Governing Board.
- o. Invite the spouse of the USAFA Superintendent to serve as Honorary President and the spouse of the USAFA Command Chief Master Sergeant (CCM) - to serve as Honorary Vice President.
- p. Request that the Parliamentarian execute electronic votes, as needed.
- q. Act as a representative or appoint an elected board member as the designee, with the approval of Honorary President and/or Advisor(s), and work with Membership Chair, for both the Welcome and Farewell (PSC) for the spouses of the following: Spouse of the USAFA Superintendent and spouse of the USAFA Command Chief Master Sergeant (CCM). (Gift not to exceed \$75/person)
- r. Appoint a member to fill any vacancy occurring in the elected or appointed offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board.
- s. Remove any member of the General Membership, the Board or Committee for just cause with approval of the Executive Board.
- t. Ensure that validation and tax documents are prepared, filed, and maintained.
- u. Authenticate—by signature—all acts, orders, and proceedings of the association, and in general, to represent and stand for the ASC.
- v. Be entitled to vote when the vote is by ballot and in the event of a tie.
- w. Serve on the Budget, Fundraiser, Scholarship, Constitution and Bylaws Committees.
- x. Submit, not later than the end of the fiscal year (May 31), all the required documentations to the 10th FSS offices in order to keep the Club in good standing as a private organization operating on base (to include the most updated Board Roster).
- y. Sign ASC Thrift Shop Manager and Bookkeeper contract.
- z. Be listed as ASC Thrift Shop “owner” when necessary.
- aa. Participate in ASC Thrift Shop hiring and firing decisions of Manager and Bookkeeper.
- bb. Volunteer, as schedule allows, at the ASC TS.
- cc. Fill in for 2nd Vice President at Thrift Store Advisory (TSA) board meetings in his/her absence.
- dd. E-mail Bookkeeper and the Welfare and Operating Treasurers monthly bank statement before monthly Board Meeting.

Section 2 – The First Vice President (Operations) shall:

- a. Assume the duties of the office of President during a temporary absence or should the aPresident be unable to complete the term of office. In the event this is necessary; the First Vice President shall appoint a successor to the First Vice President’s position; the successor must have the approval of the Governing Board through a majority vote.
- b. Be responsible for the organization and coordination of the ASC Super Sign Up Day.
 - 1. Meet with the President and form a committee with Socials Chair, Vendor Coordinator, Membership Chair, Publicity and Website Chair to establish criteria for selecting vendors and activities to be offered at Super Sign Up Day.
 - 2. Schedule the use of an appropriate social facility.
- d. Coordinate location for the Board Meetings for the entire ASC Board year.
- e. Responsible for taking minutes in the absence of the Secretary.
- f. Responsible for procuring the President’s appreciation gift, which will be budgeted for and paid from the General Operating Account. (Not to exceed \$75)
- g. Discuss opportunity to do an outreach program during the year (ie. Soup kitchen, food bank, etc...) and if the program goes forward, chair a committee to plan and execute.
- h. Assume duties of Property Chair in the event the position is vacant.
- i. Serve on Budget, Fundraiser and Special Committees.
- j. Serve on Fundraiser Committees.
- k. Advisor to the ASC Social and Operational appointed chairpersons.
- l. Inventory all ASC property annually. (with Operational Treasurer)

Section 3 – The Second Vice President (Welfare) shall:

- a. Assume all duties of the First Vice-President in his/her temporary absence.
- b. In the case of simultaneous vacancies in the office of the President and First Vice President, the Second Vice President will assume the office of President.
- c. Serve on the Budget, Scholarship, Welfare, TSA Board and Special Committees.
- d. Oversee, assist and support the goals of the ASC Thrift Shop (TS).
- e. Ensure the ASC TS Manager is carrying out their responsibilities, as described in the ASC TS Manager job description.
- f. Possess keys to the ASC TS and have access to the PO Box and ASC TS combination safe.
- g. Preside over the TSA Board meetings to be held quarterly, or more as deemed necessary.
- h. Prepare the TSA Board agenda after asking TSA Board members for input.
- i. Prepare contract for Manager and Bookkeeper at time of hire.
- j. Sign all ASC TS employee contracts.
- k. Ensure Bookkeeper completes yearly Financial Review/Audit and follow up ensuring all recommendations from reviewer are completed.
- l. Participate in all hiring and firing decisions of ASC TS Manager and Bookkeeper.
- m. Volunteer, as schedule allows, at the ASC TS.
- n. Along with ASC TS Manager, conduct yearly evaluations in January of the salaried employees and make the results and recommendations known to the TSA Board and the ASC Board.
- o. Along with the ASC TS Manager, inform the Employee of the TSA Board decision to release said Employee for cause or when their service is no longer required.
- p. Be an authorized signer on the ASC TS Bank Accounts.
- q. See duties listed under TSA Board Members. (Article VII. Sec. 3)
- r. Advisor to the Welfare Appointed Chairpersons.
- s. Assume duties of Welfare Chairperson in the event the position is vacant.

Section 4 – The Secretary shall:

- a. Be the recording officer for all meetings of the Governing Board, Executive Board, Thrift Shop Advisory (TSA) Board and General Membership Meetings (whenever business is conducted) of the ASC and their proceedings. Minutes of all Governing Board meetings will include the names of any member not in attendance at each session.
- b. Set a deadline to collect monthly board reports as appropriate (NLT 1 day before Board Meeting) and send out to the Board for review before monthly Board Meeting.
- c. The previous month's minutes will be distributed to the Governing Board no less than one (1) week prior to the next board meeting.
- d. Properly enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes to be read at the next scheduled Board meeting.
- e. Maintain the ASC historical file as stated in Article X, Section 1 of the Constitution.
- f. Familiarize his/her successor with all records and files of the association.
- g. Collect and deliver all ASC postal mail. PO Box key is kept at the ASC TS. There is also an ASC container located in the ASC TS with mail to be picked up.
- h. Check ASC email account a minimum of 2 times per week. Forward emails that come in to the ASC email account to the respective Chairperson. Emails should only be answered by the Chairperson the email was intended for and by no other board member.
- i. Prepare and distribute to the Governing Board the Board roster to include names, addresses, phone numbers, and e-mail addresses, with respect for their privacy considerations.
- j. Be responsible for collecting one (1) copy of the AAR from each ASC Officer, both elected and appointed, for the ASC permanent file no later than 31 May or by last board meeting.
- k. Be responsible for the storage of Google Docs and hard copies and eventual destruction of ASC files, as per Article X, Section 1, ASC Constitution.
- l. Serve on the Budget Special Committee.
- m. See duties of the TSA Board. (Article VII. Sec 3)

Section 5 – The Operating Treasurer shall:

- a. Coordinate and submit the records for the annual audit or financial review of the accounts (as per the constitution) no later than two (2) weeks following the end of the ASC fiscal year, May 31.
 1. Should there be a mid-term vacancy in the position of Treasurer, a financial review (according to the Private Org. Financial review checklist if available, or an Accountant) will also be performed.
- b. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
- c. Receive all membership dues and monies, maintain a General Operating account, per the annual budget, and disburse any checks for the ASC as covered by the approved ASC annual budget.
- d. Be an authorized signer on the Operational account.
- e. All checks are to be co-signed by two account signatories for amounts over \$500.00.
- f. Collect all accounts receivable and maintain them in an accredited financial institution.
- g. Submit copies of reconciled monthly bank statements for all accounts.
- h. Deposit all funds within 72 hours of receipt.
- i. Pay legitimate bills and reimbursements in a timely manner. Reimbursement vouchers to be submitted no later than 60 (sixty) days after expense is incurred.
- j. Use a proper record keeping system to maintain the account records.
- k. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- l. Retain a copy of all property inventories for insurance purposes.
- m. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- n. Chair Budget Committee meeting, along with Welfare Treasurer, prior to September meeting of Governing Board to include the Executive Board, Ways and Means Chair, Webmaster, Publicity

Chair, Membership Chair, Scholarship Chair, Hospitality and Fundraiser Chair (Adviso(s) and Honorary President(s) should be invited) to prepare an annual budget to be approved by the Governing Board in September and presented to the General Membership for final approval at the first General Membership Meeting. Once approved, submit to the President for submission to the 10th FSS Offices, no later than 1 February.

- o. Review, along with the President and Advisor(s), the budget in January and recommend adjustments if necessary, for approval by the Governing Board in February.
- q. Comply with current IRS requirements. (Work with ASC TS Bookkeeper to file yearly taxes)
- r. Ensure non-profit tax status is in force.
- s. Be present at all fundraising and social events to facilitate financial transactions.
- t. Review and amend, if necessary, all insurance and bonding agreements for the ASC and the ASC TS (communicate with ASC TS Bookkeeper regarding payments).
- u. Insured under the ASC Liability Policy.
- v. Maintain financial records for seven (7) years.
- w. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.
- x. Inventory all ASC property annually. (With 1st Vice President)
- y. Perform duties of Welfare Treasurer in their absence or vacancy.

Section 6 – Welfare Treasurer shall:

- a. Coordinate and submit the records for the annual audit or financial review of the accounts (as per the constitution) no later than two (2) weeks following the end of the ASC fiscal year, May 31.
 1. Should there be a mid-term vacancy in the position of Treasurer, a financial review (according to the Private Org. Financial review checklist if one is available, or an Accountant) will also be performed.
- b. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
- c. Receive all monies (to include the ASC TS), maintain a Welfare /Scholarship Account, per the annual budget, and disburse any checks for the ASC as covered by the approved ASC annual budget.
- d. Be an authorized signer on the Welfare account.
- e. All checks are to be co-signed by two account signatories for amounts over \$500.00.
- f. Collect all accounts receivable and maintain them in an accredited financial institution.
- g. Submit copies of reconciled monthly bank statements for all accounts.
- h. Deposit all funds within 72 hours of receipt.
- i. Distribute approved Welfare grants to the 2nd Vice President in a timely manner. Upon receipt of the list of all approved scholarship applicants, send checks directly to the institution of higher learning. Pay legitimate bills and reimbursements in a timely manner. Reimbursement vouchers to be submitted no later than 60 (sixty)days after expense is incurred.
- j. Use a proper record keeping system to maintain the account records.
- k. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- l. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- m. Chair Budget Committee meeting, along with Operating Treasurer, prior to September meeting of Governing Board to include the Executive Board, Ways and Means Chair, Webmaster, Publicity Chair, Membership Chair, Scholarship Chair, Hospitality and Fundraiser Chair (Adviso(s) and Honorary President(s) should be invited) to prepare an annual budget to be approved by the Governing Board in September and presented to the General Membership for final approval at the

first General Membership Meeting. Once approved, submit to the President for submission to the 10th FSS Offices, no later than 1 February.

- n. Review, along with the President and Advisor(s), the budget in January and recommend adjustments if necessary, for approval by the Governing Board in February.
- p. Comply with current IRS requirements. (Work with ASC TS Bookkeeper to file yearly taxes)
- q. Be present at all fundraising and social events to facilitate financial transactions.
- r. Insured under the ASC Liability Policy.
- s. Serve on Scholarship, Fundraiser and Welfare Committees and the TSA Board.
- t. See duties of TSA Board Members. (Article VII. Sec.3)
- u. Maintain financial records for seven (7) years.
- v. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.
- w. Perform duties of Operational Treasurer in their absence or vacancy.

Article IV – APPOINTED OFFICERS

The duties of each non-elected (appointed) officer shall include those as noted in Article II – General Duties of Board Members as well as, but not limited to, the following as noted and implied by their respective titles. All appointed officers shall communicate with their assigned Vice President on a regular-basis. In the event the Committee Chair appoints a Co-Chair, the Co-Chair may vote in the absence of the Committee Chair.

Section 1 – The Welfare Chair shall:

- a. Establish a Welfare guideline at the beginning of the board year and present it to the Governing Board for approval. The guideline must include:
 - 1. Open and close date for Welfare solicitation
 - 2. Eligibility criteria for those wishing assistance
 - 3. Disbursement formula for available funds
 - 4. Distribution plan
- b. Request emergency Welfare fund disbursements from the Governing Board not to exceed \$1000. Emergency Welfare disbursements must be voted on and approved by the ASC Governing Board.
- c. Preside over the Welfare Committee, made up of the Welfare Chair, 2nd Vice President, Welfare Treasurer and an Advisor, to assist with review and consideration of welfare requests and disbursements. The Welfare Committee will be governed by ASC Bylaws, Article V, Section 1.
- d. Provide information regarding availability of funds and procedures to request funds to both the Webmaster and the Publicity Chair for timely advertisement.
- e. Present recommendations of the Welfare Committee to the Governing Board for approval at the monthly Board meetings.
- f. Present to the General Membership the approved Welfare disbursements from the fiscal year at the May General Membership meeting.
- g. Coordinate with the Welfare Treasurer the issuance of checks for all approved Welfare disbursements.
- i. Serve on the Budget Special Committee.

Section 2 – The Scholarship Chair shall:

- a. Establish a scholarship awards guideline at the beginning of the board year and present to the Governing Board for approval. The guideline must include:
 - 1. Open and close date for Scholarship awards solicitation
 - 2. Eligibility criteria for those wishing scholarship awards.
 - 3. Proposed disbursement formula for available funds.

4. Distribution plan.
- b. Appoint and preside over the Scholarship Committee (Welfare Treasurer, 2nd VP, 1 general board member, 1 governing board member, President and Advisors. The Honorary President(s) should be invited) and Selection Panel.
- c. Assist with review and consideration of scholarship awards and disbursements. The Scholarship Committee will be governed by ASC Bylaws, Article VI, Section 1.
- d. Provide information regarding availability of funds and application process to both the Webmaster and the Publicity Chair for timely advertisement.
- e. Coordinate with the Welfare Treasurer the issuance of checks for all approved scholarship award disbursements to the institutions of higher learning that the awardees attend or will attend.
- f. May purchase gifts for Judges and Speaker at the Scholarship Ceremony, not to exceed \$20/person. Must be itemized in budget.
- g. Serve on the Budget Special Committee.
- h. Maintain ASC Scholarship email account and Google Docs.
- i. Follow AAR/SOP in previous year Scholarship Binder. (Information also available on ASC Scholarship Google Docs page)

Section 3 – The Historian/Photographer shall:

- a. Maintain the official ASC photobook and make it available to reproduce by the close of membership year.
- b. Be responsible for the photography at all ASC functions.
- c. Submit digital copies of photos from ASC functions to the Publicity Chair and Webmaster for their use.
- d. Arrange for an official photograph of the ASC Governing Board.
- e. Request pictures from mini club events.
- f. Copy of the photo book will be presented to the President at the end of the year and another copy will be kept for historical purposes.

Section 4 – The Membership Chair shall:

- a. Verify eligibility and enroll all members; maintain the membership forms and database roster.
 1. The ASC General Membership roster is the sole property of the ASC, and will not be sold or loaned. All personal membership information will be maintained with the strictest confidentiality.
 2. For Revalidation give members the following options on membership application:
SPOUSE OF: active duty military personnel, reservist or national guard, Mil to Mil, retired military personnel, fallen heroes, international service members or widow or widower of active duty or retired military personnel. As well as spouses of government employed civilians,
- b. Collect membership dues and submit funds to the Operational Treasurer within five (5) business days of receipt.
- c. Provide Reservations Chair access to Google Doc of a listing of names from the membership roster no later than the reservations deadline for the month.
- d. Provide a year-end file on Google docs along with a print copy of the membership list to the Secretary for the permanent file.
- e. Assist President with Hail and Farewell for Honorary President/Vice President.
- f. Represent the ASC at the Newcomers Briefing.
- e. Serve on the Budget Special Committee.
- f. Serve on the Super Sign Up Committee.
- g. Relay all requests for volunteers and advertisement for fundraising activities via email blasts.

- h. Promote and publicize all ASC activities approved by the Governing Board via email blasts and Facebook posts to membership and others as requested by the Governing Board.

Section 5– The Parliamentarian, a non-voting member, shall:

- a. Ensure that Board Meetings are conducted according to the proper procedures as outlined in the ASC Constitution and Bylaws, all applicable AF Instructions relevant to private organizations, and Robert’s Rules of Order (revised).
- b. Advise the President, and/or membership, as needed, and aid in ensuring the ASC Constitution and Bylaws are followed.
- c. Ensure that each board member has a printed and/or electronic copy of the most current ASC Constitution and Bylaws.
- d. Every odd year, preside over the Constitution and Bylaw Revision Committee, per Article XIII, ASC Constitution and Article VI, Section 2, ASC Bylaws.
(1 governing board member, 1 general member, President and Advisor(s). The Honorary President(s) should be invited.)
- e. Submit a copy of the revised Constitution and Bylaws to 10 ABWFSS/FSR (Private Org.) for approval, by the end of the fiscal year (May 31) of odd numbered years, after appropriate ASC approval has been achieved.
- f. Submit a revalidation request for a Private Organization Operating Permit to 10 ABW FSS/FSR (Private Org) by the end of the fiscal year (May 31) of odd numbered years.
- g. At the request of the President, administer electronic votes, and relay the results to the Secretary and President.
- h. Chair a Nominating Committee (1 governing board member, 1 general member and Advisors. The Honorary President(s) should be invited), providing each member with a packet containing an active membership roster, elected officer job descriptions, and current Board roster.
- i. Serve as Election Officer: prepare and dispense the ballots, oversee the election process, count the ballots with an impartial Club member in attendance, and announce the results to the General Membership.
- j. Install the incoming elected officers at the May General Membership Meeting.
- k. Serve on the TSA Board and Budget Committee.
- l. See duties of the TSA Board Members. (Article VII. Sec.3)

Section 6– The Property Chair shall:

- a. Establish usage policies for the ASC property.
- b. Maintain an updated property inventory on Google Docs, to include property held by each board member.
- c. A physical inventory shall be done at the beginning and end of the ASC year.
- d. Maintain, organize, and supervise storage of property at the ASC Thrift Shop.
- e. Coordinate with the Social Chairperson regarding function decorations.
- f. Maintain accountability of all property items when they are loaned.
- g. Conduct a thorough inspection and cleaning of the space at least once annually.
- h. Serve on the Budget Special Committee.

Section 7 – The Publicity Chair shall:

- a. Establish policies and procedures in a timely manner to cover events of the ASC board year.
- b. Promote and publicize all ASC activities approved by the Governing Board.
- c. Serve as Publicist for fundraising activities for the year and advertise.
 - 1. Facebook
 - 2. Contact other local organizations to spread the word (VFW, Veteran’s Home, etc...)

- d. Serve as Publicist for the Welfare and Scholarship Committees, and advertise the application deadlines in all available media.
- e. Responsible for the day to day administration and social media posting to the ASC Facebook pages.
- f. Coordinate with the President regarding the maintenance of the ASC Facebook pages.
- g. Serve on the Budget and Fundraiser Committee.
- h. Serve on Super Sign Up and Fundraiser Committees.

Section 8 – The Webmaster shall:

- a. Establish policies and procedures in a timely manner to cover events of the ASC board year.
- b. Work with Social, Fundraiser, Welfare and Scholarship Chairs to make and maintain graphics for events.
- c. Serve on the Budget and Fundraiser Committee.
- d. Responsible for:
 - 1. Maintenance of the ASC website
 - 2. Obtaining content information from other board members.
 - 3. Utilization of the website to inform the general public about ASC business and appropriate non-ASC activities.
 - 4. Will be Google Doc admin and maintain all email and email passwords.
- e. Serve on Super Sign Up and Fundraiser Committees.

Section 9 – The Reservations Chair shall:

- a. Establish a Reservation Policy (means to make and cancel reservations, payment methods accepted (and how they can be paid), uncanceled reservations, waiting list after reservation deadline policy, etc...) and present it to the Governing Board for approval in August.
- b. Accept reservations and collect money for ASC functions.
- c. Create appropriate name tags for members and guests at social functions.
- d. Provide reservations information to both the Publicity Chair and Webmaster. The Reservations Policy must appear on the invitation, ASC website and FB member page.
- e. Submit all funds collected at social functions to the Operational Treasurer or President at the end of that function.
- f. Submit all funds collected through the mail or after an event to the Operational Treasurer within five (5) business days of receipt.
- g. Report reservations total to the Social Chairperson on the reservation deadline date.

Section 10 - Socials Chair shall:

- a. Be responsible for proposing and organizing programs for the board year and present proposed programs to the Governing Board in August.
- b. Act as the liaison with the social facility or other avenues to provide equipment/table set up and other logistical needs for the ASC monthly functions,
- c. Book dates with the social facility for all ASC monthly functions.
- d. Arrange for appropriate honoring or gifts for those persons presenting programs, when applicable.
- e. Will be the ASC authority over functions and will be responsible for the final selection of caterer, menus, theme and decorations.
- f. Sign any necessary contracts as a representative of the ASC.
- g. Coordinate with the Reservations Chair in finalizing reservations for ASC monthly functions.
- h. Coordinate with both the Publicity and Webmaster Chair for optimal coverage of monthly functions.
- i. Coordinate with the Ways and Means Chair regarding Vendors to ensure proper setup is achieved for Vendor and member tables at venue.

Section 11 – Fundraiser Chair shall:

- a. Propose no less than one (1) fundraising event for approval to the ASC Governing Board at the beginning of the Board year, and subsequently acquire approval from the 10 ABW/CC for the same. (Request letter goes to 10 FSS/FSP at the MPS building/333-4628)
- b. Organize and conduct the event(s) as approved by the ASC Governing Board and the 10 ABW/CC.
- c. Appoint a committee (1st VP, Welfare Treasurer, Publicity, Webmaster, Ways and Means, Volunteer Coordinator, 1 general member, President and Advisors. The Honorary President(s) should be invited) to plan and execute the approved fundraiser. Hold regular, committee meetings.
- d. Coordinate closely with the Publicity and Webmaster Chair to advertise the event information.
- e. Serve on the Budget Committee.

Section 12 – The Ways and Means Chair shall:

- a. Propose, organize, and conduct all continuing revenue producing projects for the ASC.
- b. Follow proper inventory and accounting procedures.
- c. Maintain stock and inventory.
- d. Coordinate with the Operating Treasurer the payment for purchases or orders.
- e. Operate a sales table at ASC functions.
- f. Complete sales reports and provide the Operating Treasurer with money to be deposited and any other receipts within five (5) business days.
- g. Serve on the Budget and Fundraiser Committee.
- h. Update inventory listing after each sale event.
- i. Prepare physical inventory reports in the beginning and end of year.
- j. Prepare bi-annual physical inventory reports and year-end Cost of Goods report for the Operating Treasurer for financial review purposes.
- k. Advertise merchandise and/or sales events on the ASC web site, FB page and other media outlets.
- l. Be knowledgeable of the vendor contract and update as needed. Have the vendor contract approved by the Executive Board not less than 30 (thirty) days prior to the first event of the ASC year.
- m. Will coordinate with the Fundraising Chair to schedule vendors for said event, if needed.
- n. Coordinate with Social Chair to schedule vendors for monthly events.
- o. Maintain a rolling vendor contact list.
- p. Notify potential vendors through email, flyers, phone calls, etc. in a timely manner (consistent with the vendor contract)
- q. Collect all eligible vendor applications and turn any fees collected to the Operating Treasurer within 5 days.
- r. Schedule vendor set-up times and clean-up times.
- s. Collect donations of door prizes/silent auction items according to vendor contract from vendor.
- t. Arrive at least 60 minutes prior to monthly functions and other vendor attended events to ensure vendor tables are correctly identified, assigned and to assist vendors as they arrive. Remain on sight until all vendors have left.
- u. Follow up with vendors within 72 hours of the event, thanking them for their participation and reminding them of the next event.
- v. Ensure ASC Vendor Policy is being followed.

Section 13 – The Hospitality Chair shall:

- a. Establish a committee to welcome/farewell members to ASC monthly functions.
- b. Submit a proposed budget as listed above in Article II section 1, to the Budget Committee at the beginning of the Board Year.

- c. Serve on the Fundraiser Committee as needed as hospitality coordinator. Set up a sub-committee for large fundraising events.
- d. Serve on the Budget Special Committee.
- e. Send members birthday cards.
- f. Send flowers to members if called for.
- g. Purchase or obtain all opportunity prizes for each function.

Door prizes (ie: table decorations, etc..) are only eligible to current paid members of our club and may not be given to any other guest attending our functions. Using permanent member name tags to randomly select door prize winners will help to ensure only current members are included in this drawing.

- h. Conduct sales of opportunities at all ASC events and ensure that all monies are counted and turned over to the Operating Treasurer prior to leaving the event.

Section 14 – The Mini Club Chair shall:

- a. Represents the needs of the mini-club members to the Board.
- b. Facilitates the meetings of the mini-clubs and contacts each POC of the mini clubs to stay updated with their events and shares events with the publicist.
- c. Screens mini club groups each month to make sure members in clubs are on the paid ASC member roster.
- d. Screens content of discussion to maintain a healthy atmosphere.

Section 15 – The Thrift Shop Liaison Chair shall:

- a. Represent the ASC TS at Board Meetings.
- b. Submit the ASC TS Manager Board Report.
- c. Submit the ASC TS Bookkeeper Financial Reports.
- d. Maintain regular communication with the TS Manager to understand issues being reported at the Board meeting.
- e. Volunteer at the Thrift Shop as schedule allows. 3 hours per week is preferred.

Article V – STANDING, SPECIAL, AND AD HOC COMMITTEES:

Section 1 – Standing Committees:

All Standing Committee chairpersons of the Governing Board shall form their own Committee members from the General Membership. Prior to their appointment, members of Standing Committees must be members of ASC in good standing and be approved by the President.

Welfare Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, Second Vice President, and one (1) advisor.
- b. Investigate Welfare requests and submit their recommendations for disbursement of Welfare funds to the Board for approval by a majority vote.
- c. Understand that the recommendations do not have to be approved en masse; line items may be singled out for declination.
- d. Give priority to projects benefiting the military community.
- e. Do not give any one entity more than a 30% share of the available Welfare funds.
- f. Maintain an accurate current description of duties for the successor.

Scholarship Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, Second Vice President, one (1) Governing Board Member, and one (1) general member. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.
- b. Review previous year's scholarship program if provided.
- c. Propose and review changes to the application process and to the SOP annually.
- d. Present changes to the ASC Board for approval.
- e. Determine application criteria and Selection Panel review criteria (i.e. judging standards, point system, etc.).
- f. Follow deadlines layed out in AAR.
- g. Maintain an accurate current description of duties for the successor.

Fundraiser Committee shall:

- a. Be composed of the following voting members: Chairperson, Welfare Treasurer, First Vice President, Publicity, Webmaster, Ways and Means Chair, Volunteer coordinator (appointed for Fundraising purposes only), and one (1) general members. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.
- b. Review previous year's Fundraiser.
- c. Coordinate with location to determine date and time.
- d. Coordinate publicity and all details related to the event.
- e. Maintain an accurate current description of duties for the successor.

Section 2 – Special Committees:

The President will appoint chairpersons of Special Committees as deemed necessary.

Nominating Committee shall:

- a. Compile a slate of elected officers for the following board year.
- b. Maintain confidentiality of all committee proceedings.
- c. Be composed of the following voting members: Parliamentarian, Advisor(s), one (1) Governing Board members and one (1) ASC general member in good standing. Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee. Should any member of the Nominating Committee be nominated for an elected position, that member must be recused from the committee. The current ASC President may not sit on this committee.
- d. Be chaired by the Parliamentarian in February, who will:
 1. Announce the slate of candidates at the March Board meeting.
 2. Announce the slate of candidates at the March General Membership Meeting and accept nominations from the floor.
 3. Provide the slated President with a list of persons interested in the appointed board.
 4. Serve as the Election Officer during ASC Elections.
- e. Maintain an accurate current description of duties for the successor.

Constitution and Bylaw Revision Committee shall:

- a. In all ways comply with the ASC Constitution, Article XIII.
- b. Be created and meet in January of each odd numbered year and be chaired by the Parliamentarian.
- c. Be composed of the following voting members: Parliamentarian, one (1) Governing Board Member, and one (1) general member. Also, included as non-voting members are the President (who may only vote to break a tie) and the Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve on this committee.

- d. The members (Governing Board and General Member) of the committee are to be nominated by the Parliamentarian and approved by the Executive Board.
- e. Consider all written and signed amendment proposals from any member of the ASC, two (2) weeks prior to the scheduled meeting. Additionally, the Committee may incorporate additional suggestions and ideas presented by its members.
- f. Review a draft of any complete amendment or amended document paragraph by paragraph.
- g. No vote shall be taken on the adoption of the separate paragraphs; however, a consensus agreement must be reached on the amended documents as a whole.
- h. The committee will present the Governing Board the revised documents and they will have no less than 3 days to review.
- i. Maintain an accurate current description of duties for the successor.

Budget Committee:

- a. Proposes a budget for the ASC fiscal year prior to the August or September Board meeting. The budgets will be approved by the Governing Board at the August or September board meeting and the General Membership at the first General Membership meeting.
- b. Conducts a budget review in January as necessary and reports to the Board in February the results.
- c. Is chaired by the Welfare and Operating Treasurer and consists of:
 - 1. The Executive Board
 - 2. Ways and Means Chair
 - 3. Webmaster
 - 4. Publicity Chair
 - 5. Membership Chair
 - 6. Scholarship Chair
 - 7. Hospitality Chair
 - 8. Fundraising Chair
- d. The Committee shall invite the Advisor(s). Honorary President and Honorary Vice President. Should additional members be necessary, they will be appointed by the President.
- e. Maintain an accurate current description of duties for the successor.

Section 3 – Ad Hoc Committees:

- a. Shall be established by the President after conferring with the Advisor(s).
- b. Shall be chaired by a member appointed by the President after conferring with the Advisor(s).
- c. Shall consist of a committee appointed by the Chairperson, upon approval of the President.
- d. Examples can include, but are not limited to, Annual Special Event and Annual Community Event.

Article VI – SPECIAL VOTING PROCEDURES

Section 1 – Voting when the Governing Board is not in session:

When an immediate decision is required, precluding a scheduled meeting of the Governing Board, the President is authorized to make a request for an electronic vote. The following guidelines apply and must be utilized when voting is required outside of the scheduled meeting of the Governing Board.

- a. The President will authorize the Parliamentarian to implement electronic voting.
- b. The Parliamentarian will provide each member of the Governing Board with the details of the issue to be voted on and will execute a vote, electronically.
- c. All members of the Governing Board must be contacted and given the opportunity to submit their vote and a quorum of the members must be polled.

- d. The members of the Governing Board must be informed it is a voting procedure; must be read or emailed the full motion, along with the name of the individual who made the motion and the name of the second; and must be asked for their vote.
- e. The polling must be conducted expeditiously. A simple majority vote is necessary to approve the motion.
- f. The President or Parliamentarian will inform the Honorary President, Honorary Vice President and the Advisor(s) of the vote and enter such action and its result in an addendum to the minutes to be read at the next meeting of the ASC Governing Board.
- g. The minutes will include the exact words of the motion, names of the members who either could not be reached for polling or did not respond to such polling before the deadline, and the exact accounting of the vote.

Section 2 – Proxy Voting:

There shall be no proxy voting in writing, by phone, or electronically.

Article VII - THRIFT SHOP

Section 1: Thrift Shop Positions

Positions and duties held within the Thrift Shop will be overseen by the Thrift Shop Advisory Board, hereinafter referred to as the TSA Board. Thrift Shop Manager is to have on hand accurate job descriptions of each position and recommend any changes to the TSA 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.

Section 2: TSA BOARD MEMBERS

- 1. ASC Second Vice-President (Presiding Officer)
- 2. ASC Parliamentarian
- 3. ASC Welfare Treasurer
- 4. ASC Secretary
- 5. ASC Thrift Shop Bookkeeper
- 6. ASC Thrift Shop Manager
- 7. ASC Honorary President(s)
- 8. ASC Advisor(s)

DUTIES OF THRIFT SHOP PERSONNEL

Section 3: TSA BOARD MEMBER: Duties shall be stated in job descriptions, those prescribed by the Constitution, and those specified in these By-Laws, to include:

- a. Attendance at all Thrift Shop Advisory (TSA) Board meetings. If unable to attend, notify the ASC 2nd Vice President immediately.
- b. Familiarization with the operation of the ASC Thrift Shop and volunteering as schedule allows.
- c. Oversee issues, policies and any other information pertinent to the daily functions of the Thrift Shop.
- d. Review the Thrift Shop Operating Policies and Procedures and Employee Contracts and revise as needed.
- e. Review the volunteer forms and revise as needed.

- f. The Operating Policies and Procedures and annual thrift shop budget will receive acceptance by the ASC Board.
- g. Prepare an annual operating budget to be presented at the August Board of Governors Meeting.
- h. Release employees for cause or when their services are no longer required with the approval of the ASC Executive Board.
- i. Determine the days and hours of operation, with approval of ASC Board.
- j. Authorize operational expenditures.
- k. Meet quarterly or as often as needed.
- l. Plan volunteer activities as needed.

Section 4: ASC THRIFT SHOP MANAGER: Primary duty is to ensure the mission of the ASC Thrift Shop is achieved and to run the daily operations of the shop, as well as, but not limited to, the following:

- a. Responsible for managing and executing all day to day ASC Thrift Shop business in accordance with the Constitution and By-Laws of the ASC and the Thrift Shop Operating Policies and Procedures for efficient operation of the ASC Thrift Shop. The Manager or TSA Board may appoint a representative to perform management duties until he or she can return.
- b. Open and close the ASC Thrift Shop each day of operation.
- c. As the immediate supervisor, be familiar with and ensure job description positions are performed of Bookkeeper, cashiers and all volunteers.
- d. Ensure all consignment contracts and policies and procedures are current and properly posted at the ASC Thrift shop. Additionally he or she shall be responsible for keeping volunteers and customers informed of current ASC Thrift Shop Policies and Procedures and any changes to them.
- e. Possess keys to the thrift shop, the post office box, and the combination to the safe.
- f. Authority to assign keys at his/her discretion.
- g. Attend ASC Thrift Shop Advisory Board Meetings quarterly and ASC Board Meetings.
- h. Maintain cleaning, office and retail supplies as dictated by the budget.
- i. Works in partnership with the TSA Board in an annual review of the ASC Thrift Shop Policies and Procedures and job descriptions. Any significant changes require approval from the TSA Board before implementation. Upon approval, ensure the updated Policies and Procedures and job descriptions are marked with the revision date and provided to the ASC 2nd Vice President. Copies will be maintained on the computer with hard copies filed as appropriate. The hard copies shall be available to all ASC Board members and volunteers,
- j. Provide monthly board reports as required by the ASC Secretary.
- k. Address questions or concerns of volunteers to the TSA Board.
- l. Authorize payment of all Thrift Shop expenses.
- m. Print daily reports.
- n. Ensure that all safety procedures are practiced.
- o. Ensure that all fire regulations and USAFA Regulations are posted.
- p. Notify Security Forces when security problems arise.
- q. Arrange all Civil Engineering work with the Building Manager. Notify the TSA Board of any problems or delays.

- r. Oversee Consignment room and all consignors. Help ensure reasonable prices are maintained (too high or too low?). Enforce all rules for consignments, including items not taken.
- s. Will, if needed, ban individuals from consigning. Email TSA Board immediately if this action needs to be taken.
- t. Notify the TSA Board when an employee or volunteer is not following the Policies and Procedures as outlined in their positions. Log this in a file.
- u. Ensure that the Thrift Shop is maintained in a clean and orderly fashion. Schedule extra workdays to clean (coordinate with TSA Board, volunteers, employees & ASC Board). Schedule carpet cleaning at least yearly.
- v. Send weekly updates to volunteers and consignors via email. Post the consignor updates on Facebook.
- w. Determine when sales will be held.
- x. 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.
- y. Maintain consignment calendar, and limit the number of items consigned if the shop becomes overstocked. Manager has the authority to accept more than 24 items from outgoing PCS personnel or other extenuating circumstances as space and workload permits at their discretion.
- z. Verify and approve volunteers' childcare vouchers.
- aa. Ensure all ASC Thrift Shop operating equipment is maintained and in working order.
- bb. Update outgoing message on the answering machine and answer any messages left.
- cc. Post notices for holiday and special closings.
- dd. Maintain a "Do Not Take" board in the building.
- ee. Oversee customer issues and resolve customer discrepancies/consignment problems.
- ff. Maintain office records, other than financial, to include private organization files, tax exempt information, volunteer hours and childcare information.
- gg. Maintain a current continuity binder containing all Thrift Shop operational documents: standard operating procedures, opening and closing procedures and all other paperwork as advised by the TSA Board.
- hh. Ability to sign checks for budgeted items and assist bookkeeper with financial problems.
- ii. Authority to expend funds necessary for the operation of the Thrift Shop.
- jj. Checks over \$500 require a 2nd signature.
- kk. Unbudgeted purchases over \$500 must be approved by the TSA Board.
- ll. In conjunction with the TSA Board, ensures that the bookkeeper completes the year end financial reports and taxes.
- mm. Ensure Bookkeeper prepares annual financial review or audit of the ASC Thrift Shop. Present the review/audit to the TSA Board and the 10ABW /CC for their approval. (Deliver to 10 ABW FSS/FSR (Private Org)). Ensure that all suggestions in the review/audit are carried out as approved.
- nn. Hire cashiers.
- oo. Conduct periodic evaluations as set forth by contracts of salaried employees, along with 2nd Vice President.
- pp. Has volunteer privileges.

- qq. Foster good customer, consignor, volunteer and employee relations.
- rr. Fulfill Volunteer Coordinator duties in the event of the position being vacant.
- ss. See duties of TSA Board Members. (Article VII. Sec 3)

DISCLOSURE OF INFORMATION:

The Manager agrees that any information received during his or her employment which concerns the personal, financial, or other affairs of the Thrift Shop, its volunteers or its customers will be treated by the Manager in full confidence and will not be revealed to any other persons, firms or organizations except the 2nd Vice President or TSA Board.

COMPENSATION:

- a. The Manager of the ASC Thrift Shop will receive a monthly salary. The amount shall be determined and approved by the TSA Board. The Manager will work a minimum of 26 hours a week. Hours worked are from 8:30am to 3:00pm (or until daily work is complete), Tuesday - Friday
- b. In the event of the absence of the Bookkeeper or the Cashier for more than a week the Manager will do their duties with monetary compensation.
- c. The Manager will receive 3 sick days per year and 10 vacation days per year. Unplanned absences should be reported to the ASC 2nd Vice President.

Section 5: ASC THRIFT SHOP BOOKKEEPER: Responsibilities are to oversee an accurate accounting of all ASC Thrift Shop assets, but are not limited to the following:

- a. Have a working knowledge of the ASC and Bookkeeper Job Description.
- b. Attend TSA Board meeting.
- c. Act as a primary signer on the ASC Thrift Shop checking account and savings account.
- d. Enter Daily Sales Report into ASC Thrift Shop Quickbooks program as well as post daily sales. Any discrepancies on these reports will be resolved by contacting ConsignPro or Open Edge.
- e. Make deposits when the manager/cashier is not available.
- f. Maintain and store records of banking activities, daily balance sheets and other documents deemed necessary.
- g. At the end of each month figure each consignee's sales for that month and issue a check for the correct amount.
- h. Ensure a check register is printed from the computer and placed into the notebook for consignor's to sign.
- i. File checks in checkbox. Checks must be placed within the box by the 10th of each month.
- j. Mail checks that have been previously requested by consignor, with supplied envelope which has been stamped with a Forever Stamp.
- k. Remove expired checks from the box that are 90 days and older. Total of expired checks shall be entered into the ASC Thrift Shop financial report.
- l. Pursue customers that have checks that have been returned due to insufficient funds to recover charges.
- m. Maintain a list of checks that have been returned and have it available for the Cashier to review.
- n. Reconcile the checking account using Quickbooks.
- o. Submit monthly reports to include: Actual Expense Budget vs Projected Expenses budget, Hours of hourly paid employees (Cashiers/Bookkeeper) Additional items/concerns that have arisen since last TSA Board meeting.

- p. Transfer monthly welfare money to the ASC Welfare Bank Account.
- q. Pay all monthly expenses and enter into Quickbooks.
- r. All checks issued by the ASC Thrift Shop will be signed by the ASC Thrift Shop Bookkeeper. In the absence of the Bookkeeper the ASC President, 2nd Vice-President, Welfare Treasurer or TS Manager can sign checks. Checks over \$500 will have two(2) signatures or, if paid electronically, the Manager will approve the invoice.
- s. Unbudgeted purchases over \$500 must be approved by the TSA Board.
- t. Retain the current year's ASC Thrift Shop financial records plus 7 previous years 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 audit or financial review, as determined by the Constitution. (The fiscal year runs from June 1 to May 31).
- u. The ASC Second Vice President, ASC Welfare Chairperson, ASC Thrift Shop Manager and Bookkeeper will prepare the budget to be approved by the TSA Board and the ASC Board.
- v. 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 (With the assistance of the ASC President, ASC Welfare Treasurer and ASC Operating Treasurer: file taxes for the ASC).
- w. Gather all information for the reviewer, deliver records to the reviewer and handle all questions or problems CPA may have.
- x. Order and Receive supplies, as per manager's request.
- y. Possess keys to the Thrift Shop, Post Office box and the combination to the safe.
- z. See duties of TSA Board Members. (Article VII. Sec 3)

DISCLOSURE OF INFORMATION

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 customers will be treated by the Bookkeeper in full confidence and will not be revealed to any other person, firms, or organization, except the Thrift Manager or TSA Board.

Section 6: CASHIERS will perform daily activities at the direction of the Manager to include, but are not limited to, the following:

Hours are 30 minutes prior to opening until end of day responsibilities are complete.
Balance drawer at beginning and end of day.

Ring all customer sales.

Maintain a clean and orderly work station.

Help to keep the sales floor neat and organized.

Complete any duties as prescribed by the Manager.

Make an end of day deposit at the bank.

Be familiar with and follow all rules and procedures in Standard Operating Procedures for Cashiers.

Possess keys to the Thrift Shop and combination to the safe.

Paid hourly

Section 4: DONATIONS SPECIALIST/COORDINATOR: will perform daily activities concerning donations at the direction of the Manager to include, but are not limited to, the following:

Hours are 24 hours a month, preferably working 2 days per week.

Take in, sort, price and distribute donations to volunteers to tag/size and put out.

Price all out of season/holiday items before putting in back for storage.

Check out of season items are priced with correct donation tag color. All Holiday, Military, Maternity and Scrubs will be tagged with a white tag.

Be familiar with our tagging placement/procedures for donations.

Authority over pricing, unless manager brings up concerns.

May not price items for themselves or for volunteers/cashiers. Manager must price these items.

Maintain a clean and orderly work area (when possible!).

Help to keep the sales floor neat and organized.

Complete any duties as prescribed by the Manager.

Does not run consignments.

Be familiar with and follow all rules and procedures in Standard Operating Procedures for Donation Specialist.

Keep donation tag boxes stocked.

Look up all items that need to be researched for fair pricing.

Be familiar with our Mission and price accordingly.

RESIGNATION

Resignation of an ASC Thrift Shop Employee shall be submitted to the Thrift Shop Manager in writing 14 days prior to the time of resignation. The Manager will then submit the resignation to the ASC 2nd Vice President and ASC President.

Section 7: THRIFT SHOP VOLUNTEER COORDINATOR: Primary responsibility is to organize and represent the volunteers to the ASC TS Manager and TSA Board, as well as:

- a. Be knowledgeable of all Thrift Shop procedures.
- b. Be polite, patient and flexible with volunteers.
- c. Ensure volunteers are maintaining a business-like atmosphere.
- d. Resolve volunteer issues/complaints with Manager assistance if needed.
- e. Schedule periodic meetings with the volunteers as needed.
- f. Email volunteers regularly regarding needs/opportunities.
- g. Be able to give directions and train volunteers through the volunteer process. Be sure that volunteers read Operating Policies and Procedures and sign that they have read it.
- h. Inform volunteers of changes in policy and procedures. Volunteers must read and initial changes.
- i. Help Manager monitor volunteers.
- j. Coordinate volunteer appreciation events and monthly birthdays.

- k. Maintain a volunteer file containing each volunteer's name, address, phone number, email address and computer password.
- l. Post current volunteer roster.
- m. Help to recruit and schedule volunteers.
- n. Make sure volunteers understand the procedure of going to the Manager, if necessary, for any questions or concerns that you can not resolve.
- o. Maintain volunteer sign-in binder, keep monthly sign in sheets current and total volunteer hours monthly.
- p. Relay information regarding volunteers and Thrift Shop as a whole to the Thrift Shop Manager.
- q. Volunteer at least 3 hours a week.

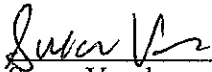
Article VIII – APPROVAL

These Bylaws were approved by the Governing Board of the Academy Spouses' Club on _____.

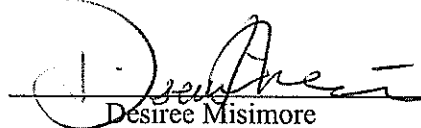
These bylaws were approved by the General Membership on _____.

MAY 5 '21 13:25

In witness whereof, the following officers affix their signature.



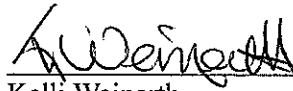
Susan Vaughn
President, ASC



Desiree Misimore
First Vice-President, ASC

23 APR 21

23 APR 21 _____ Date
Date



Kelli Weinerth
Parliamentarian, ASC

10th Air Base Wing Commander

23 Apr 21
_____ Date

Article IX- ADDENDUM OF ORGANIZATIONAL FLOW CHART

The President shall be advised and assisted by the Honorary President, Honorary Vice President, and Parliamentarian.

1. **President**
 - a. Treasurer(s)
Operational
Welfare
 - b. Secretary
 - c. Special Committees
Community events
 - d. Webmaster

2. **1st Vice President (Operations)**
 - a. Historian/Photographer
 - b. Hospitality
 - c. Membership
 - d. Mini Clubs
 - e. Publicity
 - f. Reservations
 - g. Socials
 - h. Ways and Means

3. **2nd Vice President (Welfare)**
 - a. Fundraiser
 - b. Property
 - c. Scholarship
 - d. Thrift Shop
 - e. Welfare
 - f. Thrift Shop Liaison