

**ACADEMY SPOUSES' CLUB**  
**BY-LAWS**

**ARTICLE I – MEMBERSHIP**

**Section A: Membership in the ASC will be voluntary and will be classified as Active or Honorary.**

1. Active Members:
  - a. Active membership shall be extended to spouses of active duty military personnel in the United States Armed Forces assigned to the Pikes Peak Region, remote areas or on unaccompanied tours.
  - b. Spouses of retired military personnel.
  - c. Spouses of military personnel serving in the Reserves or National Guard. Civilian personnel and spouses who are assigned to the USAFA.
  - d. Widow/widowers of military personnel of the armed Forces.
  - e. All retired military personnel.
  - f. Active members shall pay dues and receive all privileges of voting, holding elective and appointive offices, and participating in all ASC affairs.
2. Honorary Members:
  - a. With the approval of the 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.
  - b. 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.

**Section B: Termination of Member and/or Employees:**

1. Membership will not be denied to anyone because of age, race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity and sexual orientation), nor will the ASC sponsor, support, or participate in any activity or with any organization which engages in such practices.
2. 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).
3. 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.
4. Just Cause Termination procedures may be initiated according to individual employment contracts.

## **ARTICLE II- POLICIES ON MEETINGS**

### **Section A: Meetings of Members Open to Public**

All General Membership Meetings of the ASC shall be open, in their entirety, to the public.

### **Section B: Executive Board Meetings**

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

### **Section C: ASC Board Meetings**

1. The ASC Board shall hold regular meetings as determined by officers of the board, the frequency of these meetings shall be no less than quarterly.
2. An Advisor, should be present at the ASC Board meetings. 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. An eligible proxy is an ASC Board member who can attend the meeting and vote in your place.

### **Section D: ASC Committee Meetings**

1. ASC Committee Meetings shall occur monthly or at the discretion of the assigned vice president and prior to the board meetings.
2. Advisors are not required, but may attend, the ASC committee meetings.

### **Section E. General Membership Meetings**

The General Membership 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.
2. 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.
3. Names of two or more candidates are desirable, not mandatory, for each office and shall be presented to the Membership at the March General Membership Meeting. At this time, additional nominations may be made from the floor, with the prior consent of the nominee and the Nominating Committee Chairman.
4. Any elected officer may serve no more than two successive terms in the same office, unless approved by the ASC Board.
5. All Executive Board Members must meet the eligibility requirements for membership and be a member in good standing of the ASC.

**Section B: Elections**

1. Elections by secret ballot shall be held at a regular General Membership 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.
2. Voters may vote for only one candidate for each office. Absentee ballots may be used by eligible members who are unable to attend.
3. Voters have the right to abstain from voting for any office and the rest of the ballot will be legal and counted.
4. Election will be by a plurality of the votes cast by legal voters. Numerical count shall remain secret.
5. The President shall mark and seal a ballot which shall be held by the Parliamentarian and opened only in case of a tie.
6. Results of the election shall be announced at the April General Membership meeting.

**Section C: Terms of Office**

1. There will be a joint ASC Board meeting in May with the old and new board present. The term of office for the newly elected officers' shall begin 1 June, after the transition is complete.
2. The ASC Board meeting in May shall be chaired by the outgoing President and shall be the responsibility of the outgoing ASC Board.
3. The ASC Board meeting in May shall be adjourned by the newly elected President. At that time, the President will introduce his/her newly elected officers.
4. 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 appointed by the President, with the approval of the ASC Board or a Special Election may be held.
5. 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.
6. Where the By-Laws or 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: Advisors**

**1. ADVISORS**

- a. Pays dues
- b. Has rights and privileges of an Active Member
- c. Attend all ASC Board meetings in an Advisory capacity
- d. Encouraged to attend Executive and TSA Board meetings
- e. May attend Committee meetings
- f. Has no vote at Board and Committee meetings
- g. As an Active Member, not holding an Advisory Position, he/she has the right to vote at all General Membership Meetings
- h. When in Contingency Operations, he/she has the right to vote at all Advisory Council meetings.

## **Section B: Specific Board Position Duties**

### **1. PRESIDENT**

- a. Preside at all regular and special meetings of the ASC and the ASC Board, with the assistance of the Vice Presidents
- b. May hold Executive Board Meetings
- c. Appoint Parliamentarian and Committee Chairperson positions
- d. In the absence of a treasurer, sign checks for expenditures
- e. Be allotted a President's fund
- f. Be an ex-officio member of all committees, except Nominating
- g. Vote in the event of a tie
- h. May also purchase gifts, from the President's' fund, for the Board members upon completion of their term
- i. The President shall submit, no later than 15 February, all required documentation to the 10<sup>th</sup> FSS offices in order to keep the Club in good standing as a private organization operating on base.
- j. Sign all ASC Thrift Shop Employee Contracts.
- k. Listed as "Owner" of the ASC Thrift Shop when necessary.
- l. Will participate in ASC Thrift Shop hiring and firing decisions of Manager and Bookkeeper.
- m. Will Volunteer at Thrift Shop as schedule allows at the ASC Thrift Shop
- n. Ability to sign ASC Thrift Shop checks
- o. In the absence of the 2nd Vice President at the TSA Board Meetings, will fill in his/her position and vote accordingly

### **2. FIRST VICE PRESIDENT**

- a. Assume the duties of the President in his/her absence
- b. Advisor to the ASC Social and Operational Appointed Chairpersons
- c. Responsible for taking minutes in the absence of the Secretary
- d. Coordinate with the Falcon Club to complete arrangements, requirements and reservations for the Board Meetings for the entire ASC Board Year
- e. May allot funds from the ASC operational treasury for mini clubs

### **3. SECOND VICE PRESIDENT**

- a. Perform the duties of the First Vice President in his/her absence
- b. Attend all ASC Board Meetings
- c. Advisor to the Welfare Committee Chairpersons
- d. Inventory all ASC Property Annually
- e. Serve on Scholarship Committee
- f. Will oversee, assist and support the goals of the ASC Thrift Shop
- g. Will ensure that the ASC TS Manager is carrying out their responsibilities, as described in the TS Manager job description.
- h. Possess keys to the ASC TS, post office box and combination to safe at the ASC TS
- i. Preside over the TSA Board Meetings to be held at least quarterly.
- j. Prepare the agenda for the TSA Board meetings prior to the meeting date and ensure that all members receive it and are asked to provide input.
- k. Prepare contract for Manager and Bookkeeper at time of hire
- l. Preside over ASC TS Operating Policy and Procedures Review annually
- m. Preside over ASC TS Job description Review

- n. Ensure Manager has Bookkeeper complete yearly Financial Review/Audit and follow up ensuring all recommendations from reviewer are completed
- o. Attend all TSA Board meetings
- p. Will participate in ASC Thrift Shop hiring and firing decisions of Manager and Bookkeeper
- q. Encouraged to volunteer as schedule allows at the Thrift Shop
- r. Along with Manager, conduct periodic evaluations as set forth by contracts of the salaried employees and make the results and any recommendations known to the TSA Board and the ASC Board.
- s. Along with Manager, inform employee of TSA Board decision to release said employee for cause or when their service is no longer required.
- t. Be authorized to sign checks for Thrift Shop Disbursements
- u. Assist in preparing the Thrift Shop operating budget in June
- v. See Duties listed under TSA Board Members

#### **4. SECRETARY**

- a. Take and maintain the minutes of the monthly General Membership Meetings and Board meetings
- b. Prepare an agenda for monthly ASC Board meetings
- c. Request board reports (to include accomplished position duties and any additional ASC activities) from ASC board members prior to board meetings, compile and send to board members, along with previous months minutes, at least 2 days before meeting for their review
- d. Prepare a roster of all ASC Board members and distribute to Board
- e. Have custody of all current records of the ASC
- f. Maintain electronic versions of important documents including the Constitution & By-Laws
- g. Serve on the TSA Board
- h. See Duties listed under TSA Board Members
- i. Submit a current list of board members to the President in January for Private Org
- j. Send Thank You notes when necessary
- k. Maintain ASC Google Doc Account and Board position email addresses
- l. Regularly check mail and distribute to correct board members. Also check ASC box at the Thrift Shop for mail. PO Box Key is kept at the Thrift Shop.

#### **5. OPERATIONAL TREASURER**

- a. Responsible for collection of membership dues
- b. Collection and disbursement of all operational funds of the ASC
- c. Review the current insurance policies (including liability and properties) for the ASC & ASC Thrift Shop. Ensure the policies are paid annually (communicate with ASC Thrift Shop Bookkeeper regarding payments)
- d. File annual IRS (tax form 990) and State Charitable Registration (form CRI-300R), financial statements with the Resource Management Flight Chief
- e. Present a monthly and year-to-date financial report for review by members of the Board at every ASC Board meeting
- f. Present his/her books for compilation in accordance with the Constitution
- g. Maintain a petty cash fund not to exceed one-hundred dollars (\$100.00)
- h. Chairperson of the budget committee to prepare and present the new budget to the ASC Board and ASC Membership
- i. Submit approved Budget to President for submission to the 10th FSS Offices

- j. Maintain a file of financial records for seven (7) years
- k. Perform the duties of the Welfare Treasurer in his/her absence
- l. Ability to sign checks
- m. Insured under ASC Liability Policy

## **6. WELFARE TREASURER**

- a. Manage all welfare monies (to include the Thrift Shop)
- b. Co-chairperson of the ASC budget committee
- c. Maintain financial records for seven (7) years
- d. Present a monthly and year-to-date financial report for review by members of the Board at every ASC Board meeting
- e. Present his/her financial books and year-to-date report for review by members of the board upon request
- f. Present his/her books for compilation in accordance with the Constitution
- g. Insured under ASC Liability Policy
- h. Perform the duties of the Operational Treasurer in his/her absence.
- i. Ability to sign checks
- j. Responsible for coordinating an annual audit or annual financial reviewer, as per the Constitution. No later than 10 June.
- k. Submit to the President an approved and updated budget no later than 1 February for submission to the 10<sup>th</sup> FSS offices.
- l. Serve on the TSA Board
- m. Voting member of the Thrift Shop Advisory Board
- n. Is encouraged to volunteer at the ASC Thrift Shop
- o. Assist in creating a yearly thrift shop budget
- p. Works with the bookkeeper each month to collect information regarding the amount of the monthly ASC Welfare fund check.
- q. See duties of TSA Board Members.

## **7. PARLIAMENTARIAN**

- a. Appointed by the President
- b. Advise the ASC President and/or membership of parliamentary matters
- c. Be an ex-officio member of all committees pertaining to the ASC Constitution and Bylaws
- d. Be chairperson of the Constitution and Bylaws Review Committee and the Nominating Committee (unless he/she chooses to run for an elected office)
- e. Preside over the elections
- f. Take electronic mail votes if necessary
- g. Perform a constitution review every board year that ends in an odd year or as otherwise deemed necessary by the board
- h. Serve on the Thrift Shop Advisory Board.
- i. See duties of the TSA Board Members.

## **ARTICLE V – STANDING COMMITTEES**

### **Section A: Standing Committee Chairman**

All Committees may be chaired by an Active Member, at the discretion and appointment of the President. Only these Chairmen 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).

### **Section B: Co-Chairman**

The Committee Chairman may appoint a Co-Chair. The Co-Chair may vote in the absence of the Committee Chair.

### **Section C: Special Committee**

Special Committee Chairmen 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. Each Chairperson shall submit a budget to be presented for approval in August and January. 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 F: Resignation**

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

### **Section G: 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.

### **Section H: Standing Committee Chair Positions**

1. Operational Committees under First Vice President
  - a. Membership Chairperson
  - b. Mini Club Chairperson
  - c. Publicity/Historian Chairperson
  - d. Reservations Chairperson
  - e. Retiree Liaison Chairperson
  - f. Socials Chairperson
  - g. Sunshine Chairperson
  - h. Ways & Means Chairperson

- i. Webmaster Chairperson
2. Welfare Committees under Second Vice President
  - a. Airman Basket Chairperson
  - b. Fundraising Chairperson
  - c. Scholarship Chairperson
  - d. Thrift Shop Liaison

## **ARTICLE VI –THRIFT SHOP**

### **Section A: Thrift Shop Positions**

Positions and duties held within the Thrift Shop will be overseen by the Thrift Shop Advisory Board (TSA) and adjusted based on the need of the Thrift Shop. 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 B: TSA BOARD MEMBERS**

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

## **ARTICLE VII –DUTIES OF THRIFT SHOP PERSONNEL**

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

1. Attendance at all Thrift Shop Advisory (TSA) Board meetings. If unable to attend, notify the ASC 2nd Vice President immediately. Avoid absence from more than four meetings a year.
2. Familiarization with the operation of the ASC Thrift Shop by making a weekly visit.
3. All Thrift Shop positions shall be required to maintain an accurate, current, description of their duties for the information of their successors or substitutes.
4. Oversee issues, policies and any other information pertinent to the daily functions of the Thrift Shop.
5. Review the Thrift Shop Operating Policies and Procedures and Employee Contracts and revise as needed.
6. Review the volunteer forms and revise as needed.
7. The Operating Policies and Procedures and annual thrift shop budget will receive acceptance by the ASC Board of Governors
8. Prepare an annual operating budget in June to be presented at the August Board of Governors Meeting.
9. Release employees for cause or when their services are no longer required with the approval of the ASC Executive Board.



10. Maintain job descriptions and evaluation forms for all paid personnel.
11. Determine the days and hours of operation, with approval of ASC Board.
12. Authorize operational expenditures.
13. Meet quarterly or as often as needed.
14. Plan volunteer activities as needed.

**Section B: 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:

1. 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.
2. Open and Close the ASC Thrift Shop each day of operation.
3. As the immediate supervisor, be familiar with and ensure job description positions are performed of Bookkeeper, Cashiers and all volunteers.
4. Ensure all consignment contracts, 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.
5. Possess keys to the thrift shop, the post office box, and the combination to the safe.
6. Authority to assign keys at his/her discretion.
7. Attend ASC Thrift Shop Advisory Board Meetings quarterly and ASC Board Meetings, if necessary.
8. Purchase and maintain cleaning, office and retail supplies as dictated by the budget.
9. 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 ACS 2nd Vice President. Copies will be maintained on the computer with hard copies in all volunteer and staff manuals as appropriate. The hard copies shall be available to all ASC Board members and volunteers.
10. Responsible for implementing and training the Consignpro software program and other software programs as necessary.
11. Provide monthly board reports to the ASC TS Liaison.
12. Address questions or concerns of volunteers to the TSA Board.
13. Authorize payment of all Thrift Shop expenses.
14. Print daily reports.
15. Provide information to the ASC Publicity Chair for the web page and TS Facebook page.
16. Post Pictures, sales and store closings on the ASC Facebook page.
17. Ensure that all safety procedures are practiced.
18. Ensure that all fire regulations and USAFA Regulations are posted.
19. Notify Security Forces when security problems arise.

20. Arrange all Civil Engineering work with Building Manager. Notify the TSA Board of any problems or delays.
21. Oversee Consignment room and all consignors. Help ensure reasonable prices are maintained. Enforce all rules for consignments, including items not taken.
22. Will, if needed, ban individuals from consigning. Email TSA Board immediately if this action needs to be taken.
23. Notify the TSA Board when an employee or volunteer are not following the Policies and Procedures as outlined in their positions. Log this in a file.
24. 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.
25. Send weekly updates to Volunteers and Consignors via email. Post the consignor updates on Facebook, as well..
26. Determine when sales will be held.
27. 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.
28. 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.
29. Verify and approve volunteers' childcare vouchers.
30. Ensure all ASC Thrift Shop operating equipment is maintained and in working order.
31. Update outgoing message on the answering machine and answer any messages left.
32. Post notices for holiday and special closings.
33. Maintain "Do Not Take" board in the building.
34. Oversee customer issues and resolve customer discrepancies/consignment problems.
35. Maintain office records, other than financial, to include private organization files, tax exempt information, volunteer hours and childcare information.
36. 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.
37. Ability to sign checks and assist bookkeeper with financial problems.
38. In conjunction with the TSA Board, ensures that the bookkeeper completes the year end financial reports and taxes.
39. Post minutes from the TSA Board meeting.
40. Ensure Bookkeeper prepares annual financial review or audit of the ASC Thrift Shop. Present the review/audit to the TSA Board and the 10<sup>th</sup> ABW CC for their approval. They will ensure that all suggestions in the review/audit are carried out as approved.
41. Hire cashiers.
42. Conduct periodic evaluations as set forth by contracts of salaried employees, along with 2nd Vice President.
43. Has volunteer privileges.
44. Foster good customer, consignor, volunteer and employee relations.

**Section C: 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.

**Section D: COMPENSATION:**

1. 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 approximately 26 hours a week. Hours worked are from 8:30am to 3:00pm, Tuesday - Friday
2. 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.
3. 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 E: ASC THRIFT SHOP BOOKKEEPER:** Responsibilities are to oversee an accurate accounting of all Academy Spouses' Club Thrift Shop assets, but are not limited to the following:

1. Have a working knowledge of the ASC, and Job Description.
2. Attend ASC Thrift Shop Advisory Board meeting.
3. Act as a primary signer on the ASC Thrift Shop checking account.
4. Enter Daily Sales Report in to ASC Thrift Shop Quickbooks program as well as post daily sales.
5. Make deposits when manager/cashier is not available.
6. Maintain and store records of banking activities, daily balance sheets and other documents deemed necessary.
7. At the end of each month figure each consignee's sales for that month and issue a check for the correct amount.
8. Ensure a check register is printed from the computer and placed into the notebook for consignor's to sign.
9. File checks in checkbox. Checks must be placed within box by the 10th of each month.
10. Mail checks that have been previously requested by consignor, with supplied envelope which have been stamped with a Forever Stamp.
11. Remove expired checks from box that are 90 days and older. Total of expired checks shall be entered into the ASC Thrift Shop financial report.
12. Pursue customers that have checks that have been returned due to insufficient funds to recover charges.
13. Maintain list of checks that have been returned and have it available for Cashier to review.
14. Reconcile the checking account using Quickbooks.
15. 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 ASC Thrift Shop Advisory Meeting.
16. Transfer monthly welfare money to the ASC Welfare Bank Account.
17. Pay all monthly expenses and enter into Quickbooks.
18. 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). Assure a budget review annually (to be presented at the April ASC Board meeting).

19. The ASC Second Vice President, ASC Thrift Shop Advisor, ASC Welfare Chairperson, ASC Thrift Shop Manager and Bookkeeper prepare the budget to be approved by the TSA Board and the ASC Board.
20. 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.
21. Gather all information for reviewer, delivers records to reviewer and handles all questions or problems CPA may have. 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 in full confidence and will not be revealed to any other person, firms, or organizations.
22. Order and Receive supplies, as per manager's request.
23. Possess keys to the Thrift Shop, Post Office box and the combination to the safe.
24. See duties of TSA Board Members.

#### **Section F: 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 organizations.

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

1. Hours are 30 minutes prior to opening until end of day responsibilities are complete.
2. Balance drawer at beginning and end of day.
3. Ring all customer sales.
4. Maintain a clean and orderly work station.
5. Help to keep sales floor neat and organized.
6. Make end of day deposit at bank.
7. Be familiar with and follow all rules and procedures in Standard Operating Procedures for Cashiers.
8. Possess keys to the Thrift Shop and combination to the safe.

#### **Section H: 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 I: ASC THRIFT SHOP LIAISON:** Primary responsibility is to represent the ASC Thrift Shop at the ASC monthly Board Meetings as well as:

1. Attend the monthly ASC Board Meetings.
2. Request and submit to the ASC Secretary a copy of the financial records from the Bookkeeper and the monthly Thrift Shop report from the Manager and Volunteer Coordinator, at least one week prior to meeting.
3. Read the submitted report the Manager, Bookkeeper and Volunteer Coordinator has submitted at the monthly ASC Board Meetings.
4. Volunteer at least 3 hours per week at the ASC Thrift Shop.

5. See duties of TSA Board Members.

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

1. Be knowledgeable of all Thrift Shop procedures.
2. Be polite, patient and flexible with volunteers.
3. Ensure volunteers are maintaining a business-like atmosphere.
4. Resolve volunteer issues/complaints with Manager assistance if needed.
5. Schedule periodic meetings with the volunteers as needed.
6. Email volunteers regularly regarding needs/opportunities.
7. 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.
8. Inform volunteers of changes in policy and procedures. Volunteers must read and initial changes.
9. Help Manager monitor volunteers.
10. Coordinate volunteer appreciation events and monthly birthdays.
11. Maintain volunteer file containing each volunteer's name, address, phone number, email address and computer password.
12. Post current volunteer roster.
13. Help to recruit and schedule volunteers.
14. Make sure volunteers understand the procedure of going to the Manager, if necessary, for any questions or concerns that you can not resolve.
15. Maintain volunteer sign-in binder, keep monthly sign in sheets current and total volunteer hours monthly.
16. Relay information regarding volunteers and TS as a whole to the TS Manager.
17. Volunteer at least 3 hours a week.

## **ARTICLE VIII- DUTIES OF APPOINTED OFFICERS AND STANDING COMMITTEE** **CHAIRPERSONS**

### **Section A: Appointed Officers and Committee Chairpersons Responsibilities**

1. The Committee Chairmen shall:
  - a. Attend all ASC Board and Committee meetings, present a written report with an account of expenditure of budgeted monies when necessary.
  - b. Submit receipts of expenditures on a monthly basis, and maintain a monthly log of individual committee-specific activities.
  - c. Annually, submit an updated job description, and ASC property inventory of those items in his/her possession.
  - d. Submit an After Action Report (AAR) at the May ASC Board meeting.
2. The committee chairmen will appoint Co-Chairs, if necessary. If absent from the board meeting delegate a proxy or submit a report to appropriate vice-president.

### **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.

### **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 Board Member actions that are unethical, inappropriate or in conflict with these Bylaws and Constitution may cause dismissal of that board member.

**ARTICLE IX- GUEST POLICIES**

**Section A: Potential Member**

Any person eligible for membership in the ASC may attend only one function (except a special function) as a paying guest before becoming a member.

**Section B: Guest of Member**

Members may bring non-eligible 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 an active member. Any prize that has been donated to the ASC for a function may be awarded to a guest.

**ARTICLE X – DUES AND FINANCES**

**Section A: Dues and Membership**

Members are required to pay dues by the October event. After the October event, 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, as determined by the Board.

**Section B: Allocation of Funds**

1. The ASC Board shall approve allocation of funds for each special project not approved as part of the overall budget.
2. 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.
3. The ASC president shall have the discretion to spend up to fifty dollars, \$50.00 without ASC Board approval.

**Section C: Budget**

1. The fiscal year of the ASC shall be 1 June - 31 May.
2. The ASC budget shall be presented to the Membership at the first general membership meeting following the installation of officers and then turned into the 10th FSS Offices.
3. The board shall review annual/current financial statements of the Thrift Shop (including budget), Operational Funds, and Welfare Funds
4. It shall be the responsibility of the ASC Board to continue to pay bills during the financial review.
5. The Operational and Welfare Treasurers will each maintain a savings account in the amount of two-thousand dollars (\$2,000.00) in the event of dissolution.
6. The ASC Thrift Shop will maintain no less than eight-thousand dollars (\$8,000) at the end of each fiscal year.

**ARTICLE XI– RESERVATIONS POLICIES**

1. Un-cancelled reservations, permanent or temporary, will be charged to the member making the reservation. This includes the Holiday and Scholarship functions.
2. 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.
3. 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.
4. 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.
5. Reservations and cancellations must be made in accordance with the ASC's current policy.
6. 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.
7. 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 XII– GIFT POLICIES**

**Section A: General Member Welcomes and Farewells**

Welcome gifts to new members and farewell gifts to all members may not to exceed \$10/person.

**Section B: Board Appreciation**

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. (President Fund)

**Section C: Outgoing President Appreciation**

An appreciation gift not to exceed seventy-five dollars, \$75.00 from ASC funds may be presented to the ASC President upon departure or at the end of the Board year. (1st Vice President Fund)

**Section D: Honorary President Farewell**

The value of farewell gifts paid from ASC funds for the Honorary President shall not exceed seventy-five dollars, \$75.00. The Advisor gifts shall not exceed twenty dollars, \$20.00 each. (1st Vice President Fund)

**Section E: Scholarship Committee**

The Scholarship Committee Chair may purchase gifts at the President's discretion using monies from the scholarship line item in the Welfare Budget for non-board members of the Scholarship Selection Committee(s), not to exceed twenty dollars, \$20.00 per person.

**Section F: Memorial**

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: Congratulations**

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

**ARTICLE XIII– RECREATIONAL POLICIES**

**Section A: ASC Mini Clubs**

Members may organize activities with other members who have a similar interest, which will be overseen by the 1<sup>st</sup> Vice President.

**Section B: Funds**

Mini Clubs' funds from the ASC Operational 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. Groups, funded or unfunded, must consist of ASC members only and in good standing.

**Section C: 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 XIV– 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:

1. ASC President
2. Second Vice President



3. Scholarship Chairperson
4. Welfare Treasurer
5. Advisor

**ARTICLE XV – PROPERTIES**

The Second Vice President shall inventory all ASC properties annually. All inventories and ASC properties shall be used only by the ASC or its sponsored activities. All inventories of the ASC Thrift Shop shall be reviewed annually by the Thrift Shop Manager.

**ARTICLE XVI – CONTINGENCY OPERATIONS**

In the event that four (4) of the six (6) Elected Executive Board positions, 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:

1. Social functions will be limited to Quarterly Socials, at the discretion of the Advisory Council.
2. Dues will continue to be collected for the purpose of Quarterly Socials and paying operational costs and purchasing necessary supplies.
3. 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 XVII – AMENDMENTS, REVISIONS, AND ADOPTION**

Amendments, revisions and adoptions to the ByLaws will be made in accordance with the Constitution.

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Chad Holland

Date

ASC President

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Kelli Weinerth

Date

ASC Parliamentarian

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10 FSS Legal ABW/ JA

Date