

**CONSTITUTION OF THE WRIGHT-PATTERSON  
OFFICERS' SPOUSES' CLUB**

**ARTICLE I**

**NAME**

The name of this organization shall be the Wright-Patterson Officers' Spouses' Club (WPOSC). It shall be a not for profit, private organization established pursuant to the provisions of Air Force Instruction (AFI: 34-223) and WPAFB supplements thereto.

**ARTICLE II**

**PURPOSE**

The purpose of this club shall be to promote charitable relationships with the Wright-Patterson community and to provide opportunities to its members for social interaction, subject to the approval of the 88<sup>th</sup> ABW/CC.

**ARTICLE III**

**MEMBERSHIP**

Membership in the WPOSC is voluntary and shall include two (2) categories: Regular and Associate as defined in the Bylaws. Membership discrimination based on age, gender, race, color, religion, disability, sexual orientation, or national origin is prohibited.

**ARTICLE IV**

**BOARD OF GOVERNORS**

The Board of Governors shall formulate the plans and policies and direct the operations of the WPOSC. The Board is comprised of Honorary Advisors, an Advisor, and Honorary Representatives, Elected Officers, and Appointed Officers.

- A. The Advisor and the Honorary Advisors shall be known as the Advisory Group and with their consent, shall be non-voting members of the Executive Committee and the Board of Governors. The Advisor and the Honorary Advisors shall be spouses of commanders of host organizations to include:

1. Honorary President - Spouse of AFMC Commander
2. Honorary Advisor - Spouse of the AFMC Vice Commander
3. Honorary Advisor - Spouse of the AFLCMC Commander
4. Honorary Advisor – Spouse of the AFLCMC Vice Commander
5. Honorary Advisor - Spouse of the AFMC and/or AFLCMC  
Executive Director
6. Advisor - Spouse of the 88<sup>th</sup> Air Base Wing Commander

B. With their consent, the Honorary Representatives shall be non-voting members of the Board of Governors. These Honorary Representatives shall be spouses of commanders of tenant organizations to include:

1. Honorary Representative - Spouse of the AFIT Commander
2. Honorary Representative - Spouse of the AFRL Commander
3. Honorary Representative - Spouse of the AFSAC Commander
4. Honorary Representative - Spouse of the NASIC Commander

C. Elected Officers shall be:

1. President
2. First Vice President
3. Second Vice President
4. Secretary
5. Administrative Treasurer
6. Welfare Treasurer

D. Appointed Officers shall be:

1. Non-voting
  - a. Parliamentarian
  - b. Special Events Committee Chair during required attendance
2. Voting
  - a. Standing Committee Chairs
  - b. Special Volunteer Group Chairs
    - i. Museum Guides
  - c. Special Interest Groups
    - i. Retired Officers' Wives & Widows (ROWW)
    - ii. International Spouses Group

## **ARTICLE V**

### **EXECUTIVE COMMITTEE**

The Executive Committee is an advisory body to the President and shall consist of the Advisory Group, the Elected Officers and the Parliamentarian. It shall meet upon the call of the President.

## **ARTICLE VI**

### **NOMINATION AND ELECTION**

Officers shall be elected annually to serve for one (1) year. Nominations for elected officers shall be made by the Nominating Committee and the slate presented to the general membership at their regular meeting at least one (1) monthly membership meeting prior to the election. Nominations may be made from the floor at this time provided written consent of the nominee is submitted to the Chair of the Nominating Committee twenty-four (24) hours prior to the day of the nominations. Plurality vote by secret ballot shall elect nominees into office. If there is not more than one candidate per office, a majority vote by show of hands at a general membership meeting shall elect the slate into office.

## **ARTICLE VII**

### **MEETINGS**

A. Regular meetings of the WPOSC shall be held by the Board of Governors and the general membership. Times and dates of these meeting shall be established in the Policies and Procedures.

B. Special meetings of the general membership may be called by the President with the approval of the Board of Governors.

C. Quorums

1. A quorum shall consist of not less than ten percent (10%) of the membership at any regular or special meeting.
2. A quorum for the Board meetings shall consist of two-thirds (2/3) of the filled voting positions of the Board of Governors.

D. The vote tally of the majority present will govern.

## **ARTICLE VIII**

### **FINANCES**

- A. Regular and Associate members shall be assessed annual dues for the Administrative Fund to meet the operational expenses of the organization. The amount is stipulated in the WPOSC Policies and Procedures. Additional funds raised through special activities at membership meetings and events may also be deposited into the Administrative Fund.
- B. Members of this organization can become financially liable for the obligations and debts of the WPOSC if its assets fail to meet such obligations and debts. (Section 10.11 of AFI 34-223)
- C. Income from welfare donations, Base Thrift Shop profits, Mah Jongg book sale profits, welfare account interest, and special fund raising activities involving non-members of the WPOSC shall be administered through the Welfare Fund according to the Bylaws.

## **ARTICLE IX**

### **AMENDMENTS**

- A. This Constitution and Bylaws may be amended or abolished in whole or in part at any regular membership meeting by a two-thirds majority vote of a ten percent (10%) quorum of the membership. Prior to voting, the revised Constitution and Bylaws must be given to the Board of Governors and a motion to amend or abolish these documents made at one (1) regular monthly membership meeting prior to the voting. These changes must conform with Air Force Instruction.
- B. A voting member may call for a Constitutional and Bylaws review by the Board of Governors with a written petition stating said changes, signed by five percent (5%) of the membership.
- C. The Bylaws shall automatically be amended to conform with all Air Force Instruction without submission to the general membership. The general membership shall be notified of these changes.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the latest revised edition of Robert's Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with Air Force Instruction and the Constitution and Bylaws.

## **ARTICLE XI**

### **DISSOLUTION**

Dissolution of the WPOSC may be proposed by the Board of Governors. The proposed dissolution shall then be presented at the general membership meeting and shall become effective by a majority vote of the members present. Any funds or properties in excess of liabilities and expenses of dissolution shall be distributed as approved by the membership voting upon dissolution; all Welfare Funds shall be donated to charitable organizations. If the dissolution resolution contains no guidance for distribution of excess funds and property, such funds and properties shall be donated to the Air Force Aid Society in the name of the WPOSC.

## **BYLAWS OF THE WRIGHT-PATTERSON OFFICERS' SPOUSES' CLUB**

### **ARTICLE I**

#### **MEMBERSHIP**

A. Membership eligibility for the WPOSC shall consist of:

1. Regular Members

- a. Spouses of all US Armed Forces officers on active duty at Wright-Patterson Air Force Base.
- b. Spouses of U. S. Armed Forces Reserve and National Guard Officers serving on active duty at Wright-Patterson Air Force Base.
- c. Spouses of officers of the U.S. Armed Forces living in the greater Dayton area whose sponsors are on active duty elsewhere.
- d. Commissioned Officers of the U.S. Armed Forces on active duty at Wright-Patterson Air Force Base.

WPOSC members who are eligible for regular membership at the April election, but become ineligible for regular membership before the following April election, may continue regular membership until said following election. At that time, regular membership will be terminated but an eligible member may retain associate membership upon request. These members shall have all privileges and benefits of full membership, including the right to vote and hold office.

2. Associate Members

- a. Spouses of retired or deceased officers.

- b. Dependent adult relatives of the household of a military officer on active duty, retired, or deceased.
- c. Civil Service employees, active and retired, in a grade equivalent to Commissioned Officer rank and their spouses. (GS-9 and above)
- d. Unmarried former spouses of officers as defined in Air Force Instruction.
- e. Retired Commissioned Officers of the U.S. Armed Forces.
- f. Spouses of deceased Civil Service employees in a grade equivalent to Commissioned Officer rank. (GS-9 and above)
- g. Inactive and retired Reserve and National Guard Officers and their spouses.
- h. Spouses of active duty or retired officers of the armed forces of foreign nations, who are residents or reside in the Wright-Patterson area.

These members shall have the privilege and benefits of membership, including the right to vote and to hold a Chair of Standing Committees, Special Volunteer Groups, Special Interest Groups, and Special Events Committees and Chairs of Individual Activities. Associate members may hold elected office except the President, First Vice President and Second Vice President.

#### B. Termination of Membership

- 1. Failure to pay dues for more than three (3) months terminates membership. A member may be reinstated by reapplying for membership and paying a fee equal to the delinquent dues for the interim period.
- 2. A member must terminate their membership by notifying the Membership Chair.
- 3. Membership may be terminated for cause by a two-thirds (2/3) vote of the Executive Committee. Members in question shall be notified in writing by certified mail of the pending action and shall be given the opportunity to defend their status.

#### C. Guests

- 1. A guest eligible for membership, who has not previously held membership in the WPOSC, may attend one (1) regular monthly membership function and visit one (1) activity during the same month prior to joining. The exception to this rule is if the event is a couples' function.
- 2. The membership has first priority for reservations. Therefore, the Board of Governors may limit guests during those events which may be oversubscribed.
- 3. All Chairs and individual activity Chairs are responsible for checking the eligibility of those attending their functions with the Membership Chair. Failure to do so will put their budget at risk.

## ARTICLE II

### DUTIES OF THE BOARD OF GOVERNORS

A. The Advisor, or a delegated Honorary Advisor or Representative from the Advisory Group, shall be a member of all committees and special interest groups whose funds are retained in the Administrative budget, to include the Activities Committee, ROWW, Scholarship, Welfare and Thrift Shop.

B. The duties of the elected officers shall be:

#### 1. President

- a. Uphold the guidelines of the WPOSC Constitution and Bylaws.
- b. Perform all duties as described in the Bylaws.
- c. Maintain a working knowledge of all WPOSC activities.
- d. Appoints all Chairs and co-Chairs to the Board of Governors with the approval of the Executive Committee.
- e. Preside over all meetings of the Executive Committee, Board of Governors and meetings of membership.
- f. Officiate and, only in the case of a tie, be a voting member of the WPOSC Executive Committee and Board of Governors.
- g. Call special meetings as stated in the WPOSC Constitution.
- h. Appoint a Parliamentarian with the majority approval of the Executive Committee.
- i. The President shall fill, with the approval of the Executive Committee, vacancies in the other elected offices and, in the event that an Executive Committee position remains vacant 3 months into the Board year, then the President may appoint any member in good standing to fill the position, with the approval of the Executive Committee. Appoint a chair of each special committee with the majority approval of the Executive Committee.
- j. In the absence of the Parliamentarian for Board of Governors meetings or membership events, the President shall temporarily appoint a substitute Parliamentarian.
- k. Serve on the Constitution, Bylaws, Policies & Procedures, Admin Budget and Activities Committees.

- l. Serve on the Nominating Committee unless he/she is a candidate for the following board year.
- m. Serve on the Welfare, Scholarship, Thrift Shop and Welfare Budget Committees.
- n. Review and sign all financial reports and co-sign all Board of Governor meeting minutes.
- o. Be bonded and co-sign checks for WPOSC expenditures on both the Admin and Welfare Accounts.
- p. Attend monthly Private Org meetings along with the Welfare Chair.
- q. Prepare and submit all letters to 88<sup>th</sup> ABW Commander requesting approval for fundraising events.
- r. Prepare and submit a monthly letter to the newsletter editor by the submission deadline.
- s. Annually update the signature card at the Fairborn post office to pick up OSC mail.
- t. Have the authority to approve an unbudgeted expenditure of an amount, not to exceed \$250.00, from the Administrative Fund.

## 2. First Vice President

- a. Perform the duties of the President in the President's absence and succeed to the Presidency if at any time the President is unable to complete the full term of office.
- b. Be bonded and co-sign checks for WPOSC expenditures on the Admin Account.
- c. Serve as a voting member of the WPOSC Executive Committee and Board of Governors.
- d. Serve on the Constitution, Bylaws, Policies & Procedures and Admin Budget Committees.
- e. Serve as chairperson of any special function that includes the general membership, such as the welcoming and farewell for advisors.
- f. Maintain a list of all WPOSC property and conduct an annual inventory of Building 95. Maintain keys/combinations to all cabinets located in Building 95.
- g. Maintain a list of all key holders for Building 95.

- h. Co-chair and plan the December function with the Second Vice President.
- i. Perform the duties of the Second Vice President in his/her absence.
- j. Perform additional duties as requested by the President.

### 3. Second Vice President

- a. Perform the duties of the First Vice President in his/her absence. If there is no First Vice President, the Second Vice President may move up to First Vice President upon approval of the President and the Executive Committee.
- b. Be bonded and co-sign checks for WPOSC expenditures on the Welfare Account.
- c. Serve as a voting member of the WPOSC Executive Committee and Board of Governors.
- d. Serve on the Constitution, Bylaws, Policies & Procedures and Admin and Welfare Budget Committees.
- e. Serve as a voting member of the Welfare, Scholarship and Thrift Shop Committees.
- f. Co-Chair and plan the December function with the First Vice President.
- g. Plan special functions that are attended only by Board of Governors members and special guests. These may include a lunch/brunch to welcome or farewell an advisor or Board of Governors member, a baby shower, etc.
- h. Track WPOSC volunteer hours and attend the Volunteer Advisory Committee (VAC) and Volunteer of the Quarter meetings.
- i. Perform such duties as delegated by the President.

### 4. Secretary

- a. Serve as a voting member of the WPOSC Executive Committee and Board of Governors.
- b. Serve on the Constitution, Bylaws, Policies & Procedures, Admin Budget and Thrift Shop Committees.
- c. Record the minutes of meetings of the Board of Governors, Executive Committee, general membership, and Thrift Shop Committee.

- d. Annually provide copies of the Constitution, Bylaws, proof of insurance, latest financial reports, and a list of current officers to 88 FSS/FSFR.
- e. Prepare a BoG roster to include position, name, phone number, email address and mailing address by the August Board of Governors meeting. Update via email as needed.
- f. Prepare a yearly Calendar of Events for the WPOSC.
- g. Collect and distribute mail weekly.
- h. Notify all Board of Governors members and advisors of upcoming meeting dates via email and/or an electronic invitation.
- i. Be responsible for collecting, assembling and distributing board reports prior to the BoG meetings.
- j. Record attendance at all BoG meetings.
- k. Send all Board minutes out electronically through email.
- l. Maintain copies of all attendance, board reports, financial reports and minutes.
- m. Keep the WPOSC designated storage area in Building 95 in good order.
- n. Perform such duties as may be delegated by the President.

#### 5. Administrative Treasurer

- a. Serve as a voting member of the WPOSC Executive Committee and Board of Governors.
- b. Serve on the Constitution, Bylaws, Policies & Procedures and Admin Budget Committees.
- c. Serve as a member of the Activities Committee and the Activities Budget Committee.
- d. Comply with accounting and internal control requirements of the AFI (Air Force Instruction) and the IRS.
- e. Be the custodian of all WPOSC Administrative Fund financial records.
- f. Be accountable for all monies in the Administrative Fund. This includes paying all bills and attaching receipts to reimbursement forms.
- g. Be bonded and the primary signer of checks drawn against the WPOSC Admin Account.

- h. Be responsible for filing all income tax statements with the IRS.
- i. Be responsible for paying Ohio sales tax in January and July.
- j. Be authorized to spend (in addition to budgeted funds)
  - i. Up to \$250 from Admin Fund upon approval of WPOSC President
  - ii. Over \$250 from Admin Fund upon approval of Board of Governors (BoG)
- k. Notify all members of their personal financial responsibilities if assets are inadequate to cover all liabilities.
- l. Chair a Budget Committee, comprised of the Executive Committee and an advisor, to prepare the Admin Budget for review and approval of the BoG at the April Board meeting. The budget will then be presented to the general membership at the April function.
- m. Reconvene the Budget committee in October and January to review and readjust the budget as necessary.
- n. Prepare a monthly finance report for distribution at the BoG meeting.
- o. Schedule an annual financial review by a qualified disinterested party prior to the the expiration of either Treasurer's term in office. Provide a copy of the financial review to the WPOSC President for review/signature
- p. Perform such duties as may be delegated by the President.

#### 6. Welfare Treasurer

- a. Serve as a voting member of the WPOSC Executive Committee and Board of Governors.
- b. Serve on the Constitution, Bylaws, Policies & Procedures and Admin Budget Committees.
- c. Serve as a member of the Welfare, Scholarship, Thrift Shop and Welfare Budget Committees.
- d. Be custodian of the Welfare Fund financial records and accounts of the WPOSC and comply with the accounting and internal control requirements of the AFI (Air Force Instruction) and the IRS.
- e. Be accountable for all monies in the Welfare Fund.
- f. Be bonded and the primary signer of checks drawn against the WPOSC Welfare account.

- g. Provide up-to-date account balances to the Welfare Chair prior to the monthly committee meetings.
- h. Provide monthly financial statements to the BoG which includes a list of donations made.
- i. Chair a Budget Committee, comprised of the Welfare Committee and an advisor, to prepare the Welfare Budget for review and approval of the BoG at the April Board meeting. The budget will then be presented to the general membership at the April function.
- j. Reconvene the Budget committee in October and January to review and readjust the budget as necessary.
- k. In addition to the budgeted funds, may spend:
  - i. Up to and including \$2000.00 (two thousand) from the Welfare Fund in any one budget year for any single recipient upon approval of the Board of Governors.
  - ii. Over \$2000.00 (two thousand) from the Welfare Fund upon approval of the membership.
- l. Present books for financial review upon resignation or completion of term of office.
- m. Perform such duties as may be delegated by the President.

C. The Parliamentarian shall be appointed and shall:

- a. Serve as a member of the WPOSC Executive Committee and Board of Governors.
- b. Serve on the Constitution, Bylaws, Policies & Procedures and Budget Committees.
- c. Serve on the Welfare and Scholarship Committees.
- d. Advise the Board of Governors and general membership on points of order and proper procedures in accordance with Air Force Instruction, the Constitution and Bylaws of the WPOSC, the Policies and Procedures, and Robert's Rules of Order.
- e. Be custodian of the Constitution and Bylaws and assure that revisions are made in accordance with Parliamentary procedure and Air Force Instruction.
- f. Ensure that the Executive Committee and Board of Governors meetings are conducted by proper procedures as outlined in the Constitution and

Bylaws. Robert's Rules of Order (newly revised) shall govern all Parliamentary procedures not covered by the Constitution and Bylaws.

- g. Explain Parliamentary procedures in simple terms.
- h. Prepare, copy, and distribute ballots for all voting procedures at all meetings as necessary. Coordinate with all committees requiring votes brought to the General Membership.
- i. Tally votes at all meetings and report results to appropriate committee chairs and the secretary.
- j. Provide the Secretary with results of all votes taken for minutes and Continuity Book.
- k. Serve as Chair of the Nominating Committee.
- l. Administer telephone and/or electronic mail votes of the Board of Governors, as necessary, and report results to the President and the Secretary.
- m. Ensure that the secretary maintains a record of all telephonic and electronic mail votes of those members polled.
- n. Facilitate any changes in the Policies and Procedures when voted upon by a two-thirds vote of the Executive Committee.
- o. Maintain an updated list of the job descriptions for all BoG members
- p. Perform such duties as may be designated by the President.

D. The President may appoint or delete Standing Committees with the approval of the Executive Committee as the need arises. The standing Committees may include:

- 1. Activities
- 2. Child Care
- 3. Historian
- 4. Hospitality/Newcomers
- 5. Mah Jongg Book Sales
- 6. Membership
- 7. Newsletter
- 8. Programs
- 9. Publicity
- 10. Reservations
- 11. Scholarship
- 12. Thrift Shop – The Thrift Shop will annually appoint their own Chair(s), with the approval of the WPOSC President and the Executive Committee.
- 13. Ways and Means
- 14. Web Coordinator

## 15. Welfare

E. Annually, the Special Volunteer Groups and Special Interest Groups will appoint Chairs of their respective groups, with the approval of the WPOSC President and the Executive Committee. These Groups may include:

1. Museum Guides
2. International Spouses Group
3. Retired Officers' Wives and Widows

F. A Special Event or Special Events Committee is one that ceases to function after completion of its work and presentation of its final report. These committees may include:

1. Holiday Decorations
2. Cookie Drive

G. A chair may not serve more than three (3) consecutive terms, except in special circumstances that have been approved by the Executive Committee. The President may appoint or delete Special Interest Groups, Special Events Committees and Special Volunteer Groups with the approval of the Executive Committee as the need arises.

## **ARTICLE III**

### **ACTIVITIES COMMITTEE**

A. The Activities Committee shall administer and direct the operations of the activities according to the policies as formulated by the Policies and Procedures of the Board of Governors.

B. Unless otherwise designated by the Board of Governors, the Activities Chair shall hold a minimum of two (2) Activities Committee meetings. Additional meetings may be held as needed. An official copy of the meeting minutes will be submitted to the Secretary for retention.

C. The members of the Activities Committee shall be:

1. Activities Chair
2. Activities Co-Chair
3. Individual Activities Chairs (or co-Chairs, in case of absence)
4. Administrative Treasurer
5. First Vice President
6. The Advisor
7. President

## **ARTICLE IV**

### **NOMINATING AND ELECTION**

#### **A. Nominating Committee**

1. The Nominating Committee shall be comprised of members in good standing, none of whom may be a candidate. The Parliamentarian shall act as Chair.
2. A member who has served on the Nominating Committee may not be nominated from the floor.

#### **B. Election**

1. Plurality vote by secret ballot shall elect nominees into office. If there is not more than one candidate per office, a majority vote show of hands at a general membership meeting shall elect the slate into office.
2. The President's ballot shall be used in case of a tie vote, unless the President is a candidate. In that case, the Chair of the Nominating Committee will cast the deciding vote.

#### **C. Term of Office**

1. Officers shall assume their duties at the Joint Board Meeting in May/June.
2. The President shall fill, with the majority approval of the Executive Committee, vacancies in the other elected offices.
3. Officers who were elected or appointed to an elected office and have served a full term of office (6-12 months) are eligible for election to a consecutive term in the same office, not to exceed two (2) terms.

## **ARTICLE V**

### **FINANCES**

A. The WPOSC is a not-for-profit organization under Federal tax code 501 (c) (4). No individual member shall benefit financially from the accumulative funds of the WPOSC or to inure to their own benefit. Therefore no business nametags shall be worn, no business cards be distributed, and no business be solicited at any WPOSC function. The exception to this rule occurs when businesses are invited to participate in an event hosted by the WPOSC, e.g. businesses invited to the December function or those who have paid for TWW advertising space.

B. The Administrative Fund shall be used for operational expenses of the WPOSC. The Administrative Fund is comprised of membership dues and fifteen percent (15%) of net

income from fund raising activities, and one hundred percent (100%) of the net income from Ways and Means at membership meetings.

1. Funds which are excess to the operational expenses of the WPOSC after three years are transferred from the Administrative Fund to the Welfare Fund. In so acting, the Board of Governors shall assure that a reasonable sum, as stipulated in the WPOSC Policies and Procedures, shall remain in the Administrative Fund for use in the next board year.
2. The Administrative Budget Committee shall consist of the Executive Committee.
3. The Administrative Budget, approved by the Board of Governors shall be presented to the general membership for their approval at a regular membership meeting.

C. The Welfare Fund is composed of accumulated funds from welfare fund raising projects and other sources of income and used exclusively for social welfare (community projects, scholarship, etc.), as detailed in the Welfare Guidelines.

1. The Welfare Committee shall consist of the WPOSC President, Second Vice President, The Advisor, Welfare Treasurer, Parliamentarian, Welfare Chair and Co-Chair, Scholarship Chair, Thrift Shop Chair and Mah Jongg Book Sales Chair.
2. The Welfare Budget, approved by the Board of Governors, shall be presented to the general membership at a regular membership meeting.
3. Non-budgeted requests shall be submitted by the Welfare Committee to the Board of Governors for their approval after approval by the Welfare Committee.

D. Any welfare fund raising project must be sponsored by the WPOSC with 85% of the net income going to the Welfare Fund.

E. Gifts and door prizes may be accepted but may not be solicited. The WPOSC will not lend financial support to any commercial advertising.

F. Financial Reviews shall be accomplished in accordance with Air Force Instruction at the end of each fiscal year. Upon change of either of the two Treasurers during a fiscal year, an internal review shall be conducted by a committee consisting of the President, the remaining Treasurer, and the replacement Treasurer.

G. The WPOSC shall obtain public liability and property damage insurance to provide continuous protection against claims or lawsuits which may arise from commissions or omissions of its members when acting in any capacity for the WPOSC, including coverage for the operation of the Base Thrift Shop. Cost for insurance coverage for the Base Thrift Shop shall be paid from the net proceeds from Thrift Shop operations. Such insurance shall expressly provide that neither the United States nor any non-appropriated fund instrumentally shall be liable for any claims or judgments against the WPOSC or its members.

H. Bonding insurance shall be obtained for members of the Executive Committee.

I. All WPOSC Activities, Organizations and Committees, to include the Thrift Shop, shall maintain a fiscal calendar to coincide with the WPOSC fiscal calendar, June 1<sup>st</sup> – May 31<sup>st</sup>.

## ARTICLE VI

### THRIFT SHOP

A. The WPOSC operates the Base Thrift Shop with the permission of the 88<sup>th</sup> ABW/CC for the benefit of families of the base community and the WPOSC Welfare Fund.

B. The Thrift Shop will maintain a bank balance sufficient to cover accounts payable, outstanding checks, one (1) month's average expenses, and an internal cash fund. All funds in excess of these requirements will be declared as profit and deposited in the WPOSC Welfare Fund. The Board of Governors must approve any increases to this balance.

C. The Thrift Shop Chair will submit financial statements to the WPOSC President to review with the Executive Committee to become part of the permanent record. These statements shall include:

1. Monthly total sales
2. Monthly sales tax receipts
3. Quarterly federal withholdings
4. Annual report
5. Annual budget

D. The Thrift Shop Chair, Manager, Bookkeeper, and WPOSC President are authorized to co-sign checks and will be insured. Within thirty (30) days following the end of the fiscal year, the Thrift Shop books and accounts will be submitted to the WPOSC for submission to a financial review.

E. The management of the Thrift Shop is the responsibility of the Thrift Shop Committee and is governed by the Thrift Shop Policies and Procedures, in accordance with the WPOSC Constitution and By-Laws. Proposed changes to the Thrift Shop Policies and Procedures will be submitted to the Board of Governors for approval.

F. The members of the Thrift Shop Committee shall be:

1. Thrift Shop Chair
2. Thrift Shop Co-Chair
3. Thrift Shop Manager (non-voting)
4. Thrift Shop Day Chairs (or Co-Chairs, in their absence)
5. WPOSC President
6. WPOSC Second Vice President
7. WPOSC Welfare Treasurer

8. WPOSC Secretary
9. The Advisor (non-voting)

G. Thrift Shop management and operations will be performed by non-paid volunteers whenever possible, with the approval of the Thrift Shop Committee and the Board of Governors. If unable to fill any required positions with volunteers, paid employees and/or contractors may be hired following budget approval for those positions by the Board of Governors.

H. The selection procedure for these positions will consist of a competitive process following job postings in the base newspaper, the Thrift Shop building, and on base and WPOSC websites. All competitive applications will be reviewed by the Thrift Shop Selection Committee, and interviews of the candidates will be conducted by the Hiring Committee.

I. The members of the Selection Committee shall be:

1. Thrift Shop Chair or Co-Chair
2. WPOSC President
3. WPOSC Second Vice President
4. WPOSC Welfare Treasurer
5. The Advisor (non-voting except to break a tie)

J. The members of the Hiring Committee shall be:

1. Thrift Shop Chair or Co-Chair
2. Thrift Shop Manager (if not an applicant)
3. WPOSC President
4. The Advisor (non-voting except to break a tie)

K. The Thrift Shop Chair will contract with the Manager to coincide with the fiscal year.

L. The Thrift Shop Manager will contract with the Bookkeeper to coincide with the fiscal year.

M. The hiring procedure for Thrift Shop positions will occur on an annual basis.

N. The Thrift Shop will strive to maintain all wages at or below twenty-five (25) percent of total annual income. Thrift Shop income and expenses shall not include any funds paid or payable to consignors for calculation purposes or on financial statements.