WRIGHT-PATTERSON OFFICERS’ SPOUSES’ CLUB
CONSTITUTION

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 make a positive contribution to the quality of life and promote charitable relationships with the Wright-Patterson Air Force Base (WPAFB) community, to develop and strengthen relationships between spouses, and to provide opportunities to its members for social interaction, subject to the approval of the 88th 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, ethnic group, sexual orientation, gender identity or national origin is prohibited. (REF AFI 34-223 10.1.1)

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 an Advisor, Honorary Advisors, Elected Officers, and Appointed Officers. All members of the Board of Governors must be members of the WPOSC in good standing.

A. The Advisor and the Honorary Advisors, to include the Honorary President, shall be known as the Advisory Group and shall be non-voting members of the Executive Committee and the Board of Governors. The Group shall consist of the Advisor and no more than four additional Honorary Advisors. These Advisors shall be spouses of commanders of the following organizations and shall be asked to participate in the order listed:

1. Advisor: Spouse of the 88th Air Base Wing Commander (or spouse of the Vice Commander).

2. Honorary President: Spouse of AFMC Commander (or spouse of the Vice Commander).

3. Honorary Advisors:
   a. Spouse of the AFLCMC Commander (or spouse of the Vice Commander).
   b. Spouse of the AFMC Executive Director (or spouse of the AFLCMC Executive Director).
   c. If additional advisors are required, they may be recruited, in no particular order, from: the spouses of AFMC/AFLMC vice commanders, the spouses of commanders of tenant organizations, to include, AFIT, AFRL, AFSAC, NASIC and the 445th Airlift Wing, or the spouses of the remaining AFMC directors. Finally, if additional advisors are required, they may be recruited from spouses of 07/SES1, or above, stationed at WPAFB.

B. Elected Officers shall be voting members of the Executive Committee and the Board of Governors and shall include:
1. President (Voting only in the case of a tie)
2. First Vice President
3. Second Vice President
4. Secretary
5. Administrative Treasurer
6. Welfare Treasurer

C. Appointed Officers shall be:

1. Non-voting:
   a. Parliamentarian
   b. Special Events Committee Chairs during required attendance

2. Voting:
   a. Standing Committee Chairs
   b. Special Volunteer Group Chairs
      i. Museum Guides
   c. Special Interest Group Chairs
      i. International Spouses’ Group (ISG)

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. Its purpose is to cultivate a vision for the WPOSC, to ensure open communication among the WPOSC leadership, and to respond to any matters that arise.

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 a minimum of twenty-four (24) hours prior to the day of the nominations. Nominees shall be elected into office in accordance with Article VII below, and also with the Bylaws.

ARTICLE VII  MEETINGS AND VOTING

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 and published in the Master Calendar and the Newsletter.

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

C. Quorums: A quorum is the minimum number of members that must be present to take a valid vote.

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

3. A quorum for all Permanent Committee meetings shall consist of two-thirds (2/3rds) of filled voting positions of those committees.

D. Voting Definitions:

1. Abstention. Members will not be compelled to vote for or against any motion, and can abstain. Any member who abstains from a vote agrees to abide by the will of the majority. An abstention will not be counted as either a yes or no vote and will not be included when calculating the total number of votes cast.

2. A Simple Majority Vote is defined as, “receiving more than half of the votes cast”.

3. A Two-Thirds (2/3rds) Vote is defined as, “receiving two-thirds (2/3rds) or more of the votes cast”.

4. A Plurality Vote is defined as, “the largest number of votes given any candidate or proposition when there are three (3) or more choices”.

E. The vote tally of a Simple Majority of votes cast will govern, except in the following circumstances:

1. Election of Officers at a general membership meeting. When there are three (3) or more candidates for a position, a Plurality vote by secret ballot shall elect nominees into office. When there are two (2) candidates, a Simple Majority by secret ballot will elect a candidate. When there is only one (1) candidate per office, a Simple Majority vote by show of hands shall elect candidates, or the whole slate, into office.

2. Two-Thirds (2/3rds) Majority. A Two-Thirds Majority vote is required when a motion has been made to do the following:
   a. Amend any part of the Constitution & Bylaws or Policies & Procedures.
   b. Amend or rescind any motion which has been previously approved and recorded in the minutes.
   c. Adopt or amend the annual Administrative or Welfare Budget.
   d. Expel a member from the WPOSC Membership or depose an Elected or Appointed Officer from his/her position.
   e. Limit or take away the rights of members.
   f. Add or delete a Standing or Permanent Committee.

F. Electronic, Mail or Telephone Voting. When circumstances make assembly impractical, the President or Committee Chair may call for an electronic, mail or telephone vote of any governing body.

**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 advertising or through special activities at membership meetings and events may also be deposited into the Administrative Fund.

B. 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.

C. 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)
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 (2/3rds) majority vote of ten percent (10%) quorum of the membership. Proposed amendments must conform with Air Force Instruction and should be implemented as follows:

1. Prior to presentation to the general members, the revised Constitution and Bylaws should be circulated to the Board of Governors. A motion to amend or abolish these documents should be made at one (1) Board of Governors meeting, a minimum of one (1) month prior to the general membership meeting when the vote to adopt the changes is scheduled.

2. Once approved by the Board of Governors, the revised Constitution and Bylaws must be circulated and given to the general membership at the general monthly meeting, one (1) month prior to the scheduled general membership vote.

B. A voting member may call for a Constitution 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 Instructions 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 Two-Thirds (2/3rds) 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.
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 may hold any Appointed position and Elected office except for that of the President, First Vice President and Second Vice President. However, should these positions remain vacant three (3) months into the Board year, with the approval of the Executive Committee, the President may appoint Associate members to these positions also.

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. In order to terminate their Membership, a member must notify the Membership Chair.

3. Membership may be terminated for cause by a two-thirds (2/3rds) 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. The WPOSC prohibits hazing and/or harassment. (Ref AFI 34-223 Section 10.3)

D. 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. A guest ineligible for membership may attend no more than four (4) WPOSC functions and/or activities per year and are ineligible to win game prizes at general membership functions. Bona fide house guests and family members of WPOSC members may attend more than four (4) WPOSC functions per year but are ineligible to win game prizes at general membership functions.

3. The membership has first priority for reservations. Therefore, the Board of Governors may limit guests during those events which may be oversubscribed.

4. 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 BOARD OF GOVERNORS RESPONSIBILITIES**

The Board of Governors is comprised of the Advisory Group, Elected Officers, and Appointed Officers.

A. Responsibilities of the Advisory Group:

The Advisor, Honorary President and Honorary Advisors shall act in an advisory capacity to counsel, inform, mentor and coach in providing appropriate policy guidance in matters pertaining to the WPOSC. They will be non-voting members of the Executive Committee, Board of Governors and Permanent Committees. In addition, the Advisory Group will strive to attend special interest groups and activity functions.

B. The Responsibilities of the Elected Officers:

1. President:
   a. Working with the Executive Committee, oversee the Board of Governors and its Committees in order to ensure the WPOSC is meeting its purpose as stated in the Constitution.
   b. Working with the Executive Committee, maintain financial oversight of all WPOSC accounts.
   c. Ensure that the WPOSC complies with all relevant Air Force Instructions and any directives or guidance issued by the 88th ABW/CC.
   d. Preside over meetings of the Executive Committee, the Board of Governors, and the general membership.
   e. Ensure that all positions on the Board of Governors are filled.
   f. Adhere to the duties as stated in the WPOSC Policies and Procedures.

2. First Vice President:
   a. Oversee the membership and social activities of the WPOSC, to include, but not limited to Activities, Hospitality, ISG, Membership, Newcomers, Newsletter, Programs, Reservations, ROWW, and the Website.
   b. Oversee facilities management.
   c. Fulfill the responsibilities of the President or Second Vice President in his or her absence.
   d. Adhere to the duties as stated in the WPOSC Policies and Procedures.
3. Second Vice President:
   a. Oversee the Welfare and volunteer activities of the WPOSC, to include, but not limited to, the Base Thrift Shop, Cookie Drive, Holiday Decorating, Mah Jongg book sales, Museum Guides, Scholarships, Welfare donations, and volunteer recruitment.
   b. Fulfill the responsibilities of the President or First Vice President in his or her absence.
   c. Adhere to the duties as stated in the WPOSC Policies and Procedures.

4. Secretary:
   a. Complete all secretarial tasks required for the effective conduct of Executive Committee, Board of Governors, and general membership meetings.
   b. Maintain the WPOSC liaison with 88 FSS/FSFR.
   c. Adhere to the duties as stated in the WPOSC Policies and Procedures.

5. Administrative Treasurer (Admin Treasurer):
   a. Manage the operational finances of the WPOSC Administrative (Admin) Account, in accordance with standard accounting practices and procedures and the AFI.
   b. Chair the Administrative Budget Committee.
   c. Oversee the outside financial review of all financial statements, including Admin, Welfare and Thrift Shop, and the filing of all Federal and State tax returns.
   d. Ensure all WPOSC insurance requirements are met.
   e. Adhere to the duties as stated in the WPOSC Policies and Procedures.

6. Welfare Treasurer:
   a. Manage the operational finances of the WPOSC Welfare Account, in accordance with standard accounting practices and procedures and the AFI.
   b. Chair the Welfare Budget Committee.
   c. Adhere to the duties as stated in the WPOSC Policies and Procedures.

C. Responsibilities of Appointed Officers: Parliamentarian.

The Parliamentarian shall be filled by a WPOSC member who is appointed by the President, with the approval of the Executive Committee. The Responsibilities of the Parliamentarian are as follows:

1. Advise the Executive Committee, Board of Governors and its committees and general membership in matters of parliamentary procedure.
2. Oversee all voting processes at Executive Committee, Board of Governors, and general memberships meetings.
3. As custodian of the Constitution, By-Laws, and Policies and Procedures, ensure all revisions are made in accordance with parliamentary procedure, Air Force Instruction, and the guidance of the 88th ABW/CC.
4. Chair the Nominating Committee.
5. Adhere to the duties as stated in the WPOSC Policies and Procedures.
D. Responsibilities of Other Appointed Officers (Standing Committee Chairs).

The remaining positions on the Board of Governors shall be filled by WPOSC members who are appointed by the President, with the approval of the Executive Committee. These positions are referred to as Standing Committees and the appointees are referred to as Standing Committee Chairs. Standing Committee Co-Chairs may also be appointed, as the need arises. The responsibilities of the Standing Committee Chairs are outlined in the Policies and Procedures. 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. Retired Officers’ Wives and Widows (ROWW)
12. Scholarship
13. Thrift Shop (Note: The Thrift Shop will annually appoint their own Chair(s), with the approval of the WPOSC President and the Executive Committee
14. Volunteer Coordinator
15. Web Coordinator

E. The President shall also appoint Chairs to lead Special Event Committees (e.g. Holiday Decorating, Cookie Drive) with the approval of the Executive Committee. A Special Events Committee is one that ceases to function after completion of its work and presentation of its final report. The responsibilities and duties of Special Event Chairs are outlined in the Policies & Procedures.

F. Special Interest Groups (e.g. The International Spouses’ Group) and Special Volunteer Groups (e.g. Museum Guides) will annually appoint Chairs of their respective groups, with the approval of the WPOSC President and the Executive Committee.

G. Standing Committee Chairs, Special Interest Group Chairs, Special Volunteer Group Chairs and the Parliamentarian may not serve more than three (3) consecutive terms, except in special circumstances that have been approved by the Executive Committee.

H. The President may add or delete Standing Committees, Special Event Committees, Special Interest Groups, and Special Volunteer Groups with the approval of the Executive Committee as the need arises.

ARTICLE III PERMANENT COMMITTEES

A. The key business and procedural functions of the WPOSC will be carried out within the Permanent Committees. The President may add or delete Permanent Committees with the approval of the Board of Governors, as the need arises. Permanent Committees will operate in accordance with the Policies & Procedures. An official copy of all Permanent Committee minutes will be submitted to the Secretary for retention. A second copy shall be maintained by the Permanent Committee chair in their continuity binder and backed-up electronically, to be passed to the next chair.
B. Permanent Committees include:

1. Activities Committee: Administers the operations of the WPOSC Activity groups.

2. Administrative Budget Committee: Compiles the upcoming board year’s administrative budget for presentation to the Board of Governors. During the board year, the committee also monitors adherence to the budget.

3. Governing Documents Review Committee: In accordance with Article IX of the Constitution, and also with the Policies & Procedures, reviews and submits any amendments to the Constitution & Bylaws and Policies & Procedures. At a minimum the Constitution will be reviewed biennially and the Policies & Procedures reviewed annually.

4. Nominating Committee: Nominates the slate of Officers for election, to fulfill the following year’s Elected Officer positions within the Executive Committee.

5. Scholarship Committee: Administers all aspects of the annual WPOSC scholarship awards.

6. Thrift Shop Committee: Administers the operation of the Base Thrift Shop.

7. Welfare Committee: Administers the distribution of Welfare funds.

8. Welfare Budget Committee: Compiles the upcoming board year’s Welfare budget for presentation to the Board of Governors. During the board year, the committee also monitors adherence to the Welfare budget.

**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. Election of Officers shall be at a general membership meeting, with quorum of not less than ten percent (10%) of the general membership.

2. When there are three (3) or more candidates for a position, a Plurality vote by secret ballot shall elect nominees into office. If there are two (2) candidates, a Simple Majority by secret ballot shall elect a candidate. If there is only one (1) candidate per office, a Simple Majority vote, by show of hands shall elect candidates or the whole slate into office.

3. 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 any WPOSC activities or from the accumulative funds of the WPOSC. Therefore, no business nametags shall be worn, no business cards be distributed, and no business be solicited at any WPOSC function. The exceptions to this rule occur when businesses are invited to participate in an event hosted by the WPOSC (e.g. businesses invited to the December function) or when businesses have paid for The Wright Word (TWW) advertising space.

B. All fundraising events must be pre-approved by the Executive Committee. The net proceeds from any fund-raising event which occurs internally to the WPOSC (e.g. a silent auction which coincides with a monthly social function) may be distributed between the Administrative Fund and the Welfare Fund at the discretion of the event organizer and the First Vice-President, however, the members in attendance must be informed of how the funds will be used. The net proceeds from any fund-raising event which occurs externally to the WPOSC (e.g. gift-wrapping) must be directed entirely into the Welfare Fund.

C. The Administrative Fund is comprised of membership dues, any net proceeds from other internal fundraising events which occur, and fifteen percent (15%) of net income from the Mah Jongg book sales. The Admin Fund shall be used exclusively for the operational expenses of the WPOSC. The Admin Fund shall be managed in accordance with standard accounting practices and procedures and the AFI.

1. After approval by the Board of Governors, the Administrative Budget shall be presented to the general membership for their approval at a regular membership meeting.

2. The President, in conjunction with the Administrative Treasurer, shall have the authority to approve an unbudgeted expenditure of an amount not to exceed $250.00 from the Administrative Fund. Unbudgeted expenditures in excess of $250.00, shall be submitted to the Board of Governors for their approval, after approval by the Executive Committee.

3. The Board of Governors shall assure that a reasonable sum, as stipulated in the WPOSC Policies & Procedures, shall remain in Reserve in the Administrative Fund at the end of the board year for use in the next board year. After three (3) years, funds which are continually in excess of the operational expenses of the WPOSC and the Reserve, shall be transferred from the Administrative Fund to the Welfare Fund.

D. The Welfare Fund is comprised of the net proceeds from the operation of the Base Thrift Shop, 85% of the net income from Mah Jongg book sales, and the net proceeds from any other welfare fund-raising project that occurs. The Welfare Fund shall be used exclusively for scholarships and to support charitable causes in the Wright-Patterson and broader community, as detailed in the Welfare Fund Guidelines in the WPOSC Policies and Procedures. The Welfare Fund shall be managed in accordance with standard accounting practices and procedures and the AFI.

1. The Welfare Budget shall be presented to the Board of Governors for approval. After approval, the Welfare Budget shall be presented to the general membership at a regular membership meeting.

2. Unbudgeted Welfare requests shall be submitted to the Board of Governors for their approval, after approval by the Welfare Committee.

3. The WPOSC shall endeavor to distribute all funds in the Welfare Fund in any given board year, however, some reasonable sum, as stipulated in the Policies & Procedures, may be transferred forward from one board year to the next, with the approval of the Executive Committee.
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. On Base solicitation is prohibited. (Ref AFI 34-223 Sec 10.12)

G. The complete financial statements of the WPOSC, including the financial statements of the Base Thrift Shop, will be reviewed at least annually, and in accordance with standard accounting practices and procedures and the AFI, by an independent Certified Public Accountant who is external to the WPOSC. This review may occur in conjunction with the filing of annual tax returns to the Internal Revenue Service (IRS) and the State of Ohio, or whenever needed, to ensure the Board of Governors is exercising its fiduciary responsibility for the WPOSC.

H. 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.

I. 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 gross proceeds from Thrift Shop operations. Such insurance shall expressly provide that neither the United States nor any non-appropriated fund instrumentality shall be liable for any claims or judgments against the WPOSC or its members.

J. Bonding insurance shall be obtained for members of the Executive Committee. Directors and Officers Liability Insurance shall be obtained for members of the Board of Governors.

K. All WPOSC Activities, Organizations and Committees, to include the Thrift Shop, shall maintain a fiscal calendar to coincide with the WPOSC fiscal year, June 1st – May 31st.

L. Fundraising raffles must be approved by the 88th CC and JAG; not exceed three per quarter; comply with state and local laws; must not be conducted in the workplace; will not include monetary prizes and must directly support DoD personnel and/or families. (Ref AFI 34-223 Sec 10.20 – 10.20.7)

ARTICLE VI THRIFT SHOP

A. The WPOSC operates the Base Thrift Shop with the permission of the 88th ABW/CC for the benefit of the airmen and families of the WPAFB community. Profits from the operation of the Base Thrift Shop shall be directed to the WPOSC Welfare Fund.

B. The Base Thrift Shop shall function under the governance of the WPOSC Thrift Shop Committee and shall operate according to the guidelines laid out in the WPOSC Policies and Procedures and in accordance with the standard accounting practices and procedures and the AFI.

C. With the exception of the Thrift Shop Manager, Bookkeeper and Custodian, Thrift Shop management and operations will be performed by non-paid volunteers whenever possible. If unable to fill any required positions with volunteers, paid employees and/or contractors may be hired, following budget approval for these positions by the Board of Governors. The Thrift Shop will strive to maintain all wages below twenty-five (25) percent of the total annual income. Thrift Shop income and expenses shall not include any funds paid or payable to consignors for calculation purposes or any financial statements.

D. The Executive Committee and Thrift Shop Chair will make a formal determination in February of each board year whether to seek new candidates for the positions of Thrift Shop Manager and/or Bookkeeper. However, a hiring process should be conducted at least every three (3) years and may be conducted more frequently if needed. When new candidate(s) are sought, the hiring procedure will consist of a competitive process, which coincides with the fiscal year (unless circumstances warrant otherwise) and will be carried out in accordance with the WPOSC Policies and Procedures.
ARTICLE VII  STANDING RULES

A. The WPOSC will not sell nor serve alcoholic beverages on base (potluck style by legal age attendees excluded). (Ref AFI 34-223 Section 10.14)

B. Use of DoD and/or component insignia is prohibited (Ref AFI 34-223 10.1.1)

C. The following disclaimer musts be prominently displayed on all print and electronic media (Ref AFI 34-223 10.1.2.3)

This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.