WRIGHT-PATTERSON OFFICERS’ SPOUSES’ CLUB
BYLAWS

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Article I. Purpose

1.1 These bylaws establish instructions for the operation and conduct of the Wright-Patterson Officers’ Spouses’ Club (WPOSC), Wright-Patterson Air Force Base (WPAFB), Ohio, as administered by the Board of Governors (BOG).

Article II. General Membership

2.1. Categories

2.1.1. Regular member will be assigned to or reside within 100 miles of WPAFB and meet one of the following conditions:

2.1.1.1. Spouse of an active duty commissioned officer in the US Armed Forces or Reserve Component (RC).

2.1.1.2. Active duty commissioned officer in the US Armed Forces or RC.

2.1.2. Associate member will reside within 100 miles of WPAFB and meet one of the following conditions:

2.1.2.1. Spouse of a retired or inactive commissioned officer of the US Armed Forces or RC.

2.1.2.2. Retired or inactive commissioned officer of the US Armed Forces or RC.

2.1.2.3. Active and retired civil service employees and spouses in a grade equivalent to commissioned officer rank (GS-9 and above).

2.1.2.4. Spouse or an active duty or retired commissioned officer of a foreign armed forces.

2.1.2.5. Resident adult dependent of an active duty, retired or deceased commissioned officer.

2.1.2.6. Former spouse who is eligible for benefits under Public Law 97-252, Title 10 “Uniformed Services for Spouses Protection Act”.

2.1.2.7. Widow/Widower of a US Armed Forces commissioned officer or civil service equivalent.

2.2. Member Privileges & Restrictions

2.2.1. Members must remain in good standing; a member in good standing is defined as one who has submitted a completed application, paid their dues in full, and have no outstanding fees.

2.2.2. Members in good standing will remain in their current membership category until fiscal year end regardless of their sponsor’s duty status.

2.2.3. Member privileges include the following but not limited to:

2.2.4. Regular members:

2.2.4.1. May vote, file grievances, serve on the BOG, win prizes, maintain priority reservations, and volunteer at the Wright Patterson Base Thrift Shop (TS).

2.2.4.2. Are eligible to hold the office of president, first vice or second vice president so long as their sponsors’ retirement date is not within the first 10 months of the fiscal year (June-March).

2.2.5. Associate members retain all regular member rights except hold office of president, first vice or second vice president unless both of the following conditions are met:

2.2.5.1. The position is vacant for three consecutive months.

2.2.5.2. Obtain Executive Committee approval.
2.3. Membership Dues
2.3.1. Proposed changes to membership dues must be reviewed and approved by the BOG no later than the beginning of May for the following year.
2.3.2. Membership dues are effective 1 June through 31 May.
2.3.3. Dues must be published for membership view.

2.4. Compliance
2.4.1. All members will comply with the WPOSC Constitution, Bylaws and Policies and Procedures (P&P).

2.5. Punitive Action
2.5.1. All WPOSC members may be subject to punitive action for failure to comply with governance, including nonpayment of fees or discrediting the WPOSC.
2.5.2. Elected officers, BOG members, committee members, activities lead(s) and event host(s) may be removed from a position for conduct detrimental to the WPOSC or failure to perform duties as directed in the WPOSC's governance or as charged.
2.5.3. Elected officers, BOG members, committee members, activities lead(s) and event host(s) in violation of governance may be subject to immediate cessation and forfeiture of WPSOC funding, suspension of activity, permanent dissolution of events or removal of BOG representation.
2.5.4. The Executive Committee reviews and votes on all punitive action.
2.5.5. If the member of the Executive Committee involved in punitive action review will be excluded from participating in discussion or vote.
2.5.6. Members may submit written arguments contesting punitive action to the secretary up to seven days after receipt of initial notification via certified mail; the Executive Committee will issue a final determination within 72 hours of receipt.
2.5.7. Members charged with punitive actions related to nonpayment of fees are prohibited from attending WPOSC events as a member or a guest; reinstatement of attendance requires Executive Committee approval and payment of delinquent fees; fee delinquent past 60 days is subject to membership termination (WPOSC Bylaw 2.6.2.1).
2.5.8. All punitive actions not listed above require Executive Committee approval for reinstatement.

2.6. Resignation, Termination and Grievance
2.6.1. Members may resign from the WPOSC, in writing, through the membership chair and resignation is effective upon receipt.
2.6.2. Membership may be terminated, in writing, with Executive Committee approval, for the following:
2.6.2.1. Delinquent fees outstanding greater than 60 days from invoice.
2.6.2.2. Bringing discredit upon the WPOSC including willful violation of governance.
2.6.3. Members may submit written arguments contesting termination to the secretary up to seven days after receipt of initial notification via certified mail; the executive committee will issue a final determination within 72 hours of receipt.
2.6.4. Terminated members cannot attend general membership meetings or activities as a guest.
2.6.5. Reinstatement requires Executive Committee approval and payment of delinquent fees.
2.6.6. Member grievances may be submitted, in writing, to the Executive Committee through the secretary.

**Article III. Guests**

3.1. **Guest**

3.1.1. Membership includes guest privileges:
  3.1.1.1. Immediate family members, including spouses, may attend general membership meetings and activities; exclusions and conditions apply see WPOSC Bylaws 3.2.
  3.1.1.2. Guests of a member who are ineligible for membership may attend four general membership meetings or activities; exclusions and conditions apply see WPOSC Bylaws 3.2.

3.1.2. Individual(s) eligible for membership may attend up to two WPOSC events within 30 days prior to becoming a member; exclusions and conditions apply see WPOSC Bylaws 3.2.

3.1.3. The president and advisors may invite honorary guests on behalf of the WPOSC.

3.2. **Conditions & Provisions**

3.2.1. Guests may attend club events, excluding ‘members only’, as space allows.
3.2.2. Additional guest fees apply where applicable (member’s spouses are exempt).
3.2.3. Members are financially responsible for their guests.
3.2.4. Members will submit guest names to the reservation chair or activity lead prior to an event.
3.2.5. Members must accompany their guest(s).
3.2.6. Guest(s) will be at least 16 years of age.
3.2.7. Members may bring their infant(s) under six months of age to a general membership event; attendance at activities will be considered by the activity lead.
3.2.8. Guest(s) are ineligible to win prizes at general membership meetings.
3.2.9. Members are responsible for obtaining base access for their guest(s), if needed.

**Article IV. Board of Governors (BOG)**

4.1. **BOG Term Requirements**

4.1.1. BOG members accept a one-year term beginning 1 June, not to exceed two consecutive terms (in same position) without Executive Committee approval.
4.1.2. Term vacancies of elected officers will be filled in order of succession or by appointment of the president with Executive Committee approval.
4.1.3. BOG members agree to attend BOG meetings, chair or engage committees as described in WPOSC Constitution, Bylaws, P&P and their respective position description and are encouraged to support the general membership meetings when possible.
4.1.4. BOG members will submit monthly and end of year reports as detailed in P&P.

4.2. **Advisory Group**

4.2. The advisory group provides counsel, information and policy guidance to facilitate the WPOSC’s
mission.

4.2.1. Advisory group membership will be extended to the following:

4.2.1.1. Advisor: 88th Air Base Wing Commander (CC) spouse or in their absence, the Vice CC spouse.

4.2.1.2. Honorary President: Air Force Material Command (AFMC) CC spouse or in their absence, the Vice CC spouse.

4.2.1.3. Honorary Advisor: maximum of four, including the CC spouses of the Air Force Life Cycle Management Center (AFLCMC), Air Force Research Laboratory (AFRL), Air Force Institute of Technology (AFIT), Air Force Security Assistance Center (AFSAC), National Air and Space Intelligence Center (NASIC) and the 445th Airlift Wing, or in their absence, the Vice CC spouses.

4.2.2. Advisory group members pay dues and are non-voting BOG members; however, advisors retain all rights and privileges of WPOSC membership.

4.3. Executive Officers

4.3.1. The president will: appoint BOG members, preside over club meetings, serve as the WPOSC representative to the base and local community and perform or delegate other duties described in the position description or as needed.

4.3.2. First vice president facilitates membership and social activities and performs other duties as described in the position description; fulfills responsibilities of president or second vice president in their absence.

4.3.3. Second vice president provides oversight for charitable and volunteer activities and performs other duties as described in the position description; fulfills responsibilities of president or first vice president in their absence.

4.3.4. Secretary completes administrative tasks for the Executive Committee, BOG and general membership meetings as described in the position description.

4.3.5. Administrative treasurer is responsible for managing the administrative (admin) account in accordance with WPOSC governance, Air Force Instruction (AFI) and the position description (AFI 34-223 and Bylaws Article IX) and federal laws.

4.3.6. The welfare treasurer manages the welfare account in accordance with WPOSC governance, Air Force Instruction (AFI) and state and federal laws. According to these bylaws, AFI and the position description (AFI 34-223 and Bylaws Article IX).

4.3.7. Parliamentarian ensures procedural compliance with governance and performs other duties outlined in the position description.

4.4. Chairs and Committees

4.4.1. The president, with Executive Committee approval, will appoint chairs and committees, sufficient to execute the responsibilities and purpose of the WPOSC.

4.4.2. Permanent committees advise the BOG in functional areas and operate according to approved WPOSC Constitution, Bylaws, and P&P.

4.4.2.1. The activities committees, chaired by the social activities and the social activities chair, work with respective activity leaders to organize events, complete reports and share information.
4.4.2.2. The Administrative (Admin) Budget Committee, chaired by the administrative treasurer, creates and monitors the WPOSC administrative account.

4.4.2.3. The Governing Documents Committee, chaired by the parliamentarian, facilitates governance revision as required or requested.

4.4.2.4. The Nominating Committee, chaired by the parliamentarian, organizes the annual nomination and election process.

4.4.2.5. The scholarship chair supervises the Scholarship Committee as part of the WPOSC effort to provide competitive educational scholarships.

4.4.2.6. The TS chair is nominated by the TS Committee, approved by the Executive Committee and serves as the BOG liaison; the TS Committee is responsible for the management of the TS.

4.4.2.7. The welfare chair, assisted by the Welfare Committee, administers welfare donations on behalf of the WPOSC.

4.4.2.8. Welfare budget committee, chaired by the welfare treasurer, is charged with creating and monitoring the WPOSC welfare account.

Article V. Meetings

5.1. General membership meetings will be held monthly, September through May, unless called, rescheduled or cancelled by the president, with Executive Committee approval (WPOSC Constitution 6.2).

5.2. General members and guests must receive authorization from the president prior to attending a BOG meeting as outlined in P&P.

5.3. The president may designate a meeting as 'Executive Session', thereby prohibiting disclosure of subject matter, discussion or statements to anyone other than attendees.

5.4. The president, with Executive Committee approval, may prohibit guest attendance at a general membership meeting, activity or event by designating it 'Members Only'.

5.5. Meeting venue and platform will be at the discretion of the host.

Article VI. Minutes

6.1. Minutes will be taken at all meetings, may be recorded for accuracy and will reflect the attendees' actions and archived by the secretary (Robert's Rules, Revised, Article 10).

6.2. Minutes from BOG meetings will be approved by the BOG, endorsed by the president, sent to the 88th Force Support Squadron (FSS) CC, as requested or required, archived by the secretary (AFI 34-223).

6.3. Minutes from general membership meetings will be approved by the BOG, endorsed by the president and archived by the secretary.

6.4. Minutes from Executive Committee meetings will be endorsed by the president and archived by the secretary.

6.5. Executive session minutes will be kept separate from regular WPOSC minutes and will not be
available for review except by the meeting attendees (Robert’s Rules, Revised, Article 10).

6.6. Approved minutes will be made available for general membership view.

Article VII. Nominations and Elections

7.1. In April, the parliamentarian will announce the slate of nominees for elected offices.
7.2. Nominating Committee members will not be considered in the slate of nominees; however, they may accept a floor nomination.
7.3. Floor nominations open 1 April nominee’s written consent is required prior to election.
7.4. Annual executive officer elections will be conducted by the parliamentarian the 3rd week in April.
7.5. Elections may be conducted via ballot, acclamation, consent, email, virtual, mail or phone.
7.6. Election ballots are not required however, when used, ballots will remain confidential and destroyed within 24 hours of poll closing.

Article VIII. Quorums and Voting

8.1. Quorum
8.1.1. General membership quorum is ten percent of membership in good standing.
8.1.2. BOG or committee quorum is two-thirds of voting members in good standing.
8.1.3. All email addresses of members and posting to social media will be acceptable to conduct an email vote.
8.1.4 Nonvoting members are not included in the number required for quorum.
8.1.5 Quorum must be met in order to conduct WPOSC business.

8.2. Methodology
8.2.1. BOG, committee and general membership voting is determined by relative majority of quorum (i.e., most votes cast) except for the following, requiring two-thirds consent of quorum: constitution, bylaws, and P&P adoption, revision or amendment; punitive actions, general member termination or reinstatement; dissolution.
8.2.2. Members having a conflict of interest on a subject under vote are expected to recuse themselves from discussion and voting; not counted in quorum.
8.2.3. Permitted voting methods include: ballot, acclamation, consent, email, virtual and phone (Robert’s Rules Revised).
8.2.4. Absentee and proxy voting is prohibited.
8.2.5. Abstention is permitted; abstentions are not called nor counted (Robert’s Rules, Revised).
8.2.6. Voting announcements will be published to members via newsletter and additional club media.

8.3. Mandated Voting
8.3.1. The BOG must first approve all motions put to vote before the general membership.
8.3.2. Items requiring general membership vote will be available for view at least 14 days prior.
8.3.3. Email voting requires presidential authorization and will remain open no less than 12 but not more than 72 hours.
8.3.4. Welfare expenditures more than $1,000, excluding scholarships, require BOG approval.
8.3.5. The president may approve up to $250 in unbudgeted expenses per quarter from the admin
account for urgent, emergent, or unforeseen expenditures; exceeding amounts require BOG approval; exceeding amounts require BOG approval.

8.3.6. The TS Committee is authorized to expense up to $1,000 for unbudgeted items; unbudgeted items more than $1,000 requires BOG preauthorization; TS chair will motion at the next BOG meeting.

8.4. Voting Privileges

8.4.1. A member in good standing is eligible to cast one vote per motion on BOG approved items.

8.4.2. Ex-officio members of the BOG will be invited to all WPOSC meetings however attendance is not required; ex-officio members are both voting and non-voting.

8.4.2.1. The advisors and parliamentarian are non-voting ex-officio members of the BOG and all committees except the parliamentarian may vote as chair of the Nominating and Governing Documents Committees.

8.4.2.2. The president is a voting ex-officio member of all committees.

8.4.2.3. An ex-officio member of the BOG does not forfeit general member rights provided they remain a member in good standing.

8.4.2.4. The president does not vote as a member of the BOG, except to break a tie; voting is permitted on required committees and as a general member.

Article IX. Finance

9.1. Fiduciary

9.1.1. The admin account will maintain a minimum balance of $5,000 and a reserve of $5,000 to be administered as outlined in the P&P.

9.1.2. The admin account surplus in excess of $10,000 total (minimum and reserve) will transfer to the welfare account at fiscal yearend.

9.1.3. The president, admin treasurer and first vice president are authorized to sign on the admin account; two signatures required.

9.1.4. The welfare account may maintain surplus funds with Executive Committee approval.

9.1.5. The transfer of welfare funds to the administrative account is prohibited.

9.1.6. The president, welfare treasurer and second vice president are authorized to sign on the welfare account; two signatures required.

9.1.7. The TS chair, manager, bookkeeper, and president are authorized to sign on the TS account; two signatures required.

9.1.8. The president, treasurer and incoming treasurer will conduct an internal financial review whenever a treasurer leave their respective office.

9.1.9. The administrative treasurer, welfare treasurer and the TS chair will submit financial reports outlined in P&P.

9.2. Budget

9.2.1. The admin account budget for the next fiscal year requires general membership approval no
later than May.

9.2.2. The welfare account budget for the next fiscal year requires BOG approval no later than May.
9.2.3. The TS budget for the next fiscal year requires BOG approval no later than May.
9.2.4. Budget approval(s), revisions or reallocations require BOG approval.
9.2.5. Membership will be notified (via newsletter and club’s forms of media) of admin and welfare budget approval(s), revisions or reallocations.

9.3. Fundraising

9.3.1. Fundraisers require Executive Committee approval and must meet all of the following criteria:
9.3.1.1. Requires 88th Air Base Wing CC or designee approval.
9.3.1.2. Must not exceed three per quarter (AFI 34-223 10.10.2).
9.3.1.3. Must not compete with AAFES Non-Appropriated Funds (NAF), Air Force Assistance Fund (AFAF) drive or the Combined Federal Campaign (CFC) (AFI 34-223 10.8).
9.3.1.4. Must not use uncompensated FSS resources (AFI 34-223 Section 10).

9.3.2. Net proceeds from approved internal fundraising will benefit either the admin or welfare account at the discretion of the Executive committee provided membership is given prior notice.
9.3.3. The WPOSC may accept gifts; however, solicitation is prohibited on and off base (AFI 34-223).
9.3.4. Public or printed donor recognition is prohibited (AFI 34-223 10.19.1.3).
9.3.5. Fundraising raffles must be approved by the 88th Air Base Wing 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 Department of Defense (DoD) personnel or families (AFI 34-223 10.20-10.20.7).

9.4. Insurance

9.4.1. The WPOSC will 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 TS.
9.4.2. TS insurance coverage will be expensed from TS operational proceeds.
9.4.3. Bonding insurance will be considered for account co-signers.

Article X. Wright-Patterson Base Thrift Shop (TS)

10.1. The TS Committee administers the TS on behalf of the WPOSC in support of the welfare account as detailed in these bylaws and TS Operating Procedures.
10.2. The TS is operated by WPOSC volunteers; however, the following positions may be contracted: manager, bookkeeper and custodian; additional paid employees or contractors are permitted with BOG approval.
10.3. Employee contracts will be negotiated by the TS Committee and approved by the Executive
Committee.
10.4. TS wages over 35 percent of the total income, after consignor and sales tax payout, requires BOG approval.
10.5. The Executive Committee and TS chair will meet annually, in February, to review and approve the recommendations.
10.6. A competitive hiring process will be used to fill contract positions and will coincide with the WPOSC fiscal year, every three years or as needed.
10.7. Priority hiring will be given in order listed: TS volunteers, WPOSC general membership, general public.

Article XI. Standing Rules

11.1. The following disclaimer must be prominently displayed on all print and electronic media (generally in footer): “THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” (AFI 34-223 10.1.2.3).
11.2. The WPOSC will not sell nor serve alcoholic beverages for profit on base (AFI 34-223 10.14).
11.3. Use of DoD or component insignia is prohibited (AFI 34-223 10.1.1).
11.4. All publicly released information requires presidential authorization.
11.5. Direct or indirect unauthorized distribution of member information is prohibited.
11.6. The WPOSC prohibits hazing or harassment (AFI 34-223 10.3).

Article XII. Adoption & Amendment

12.1. The parliamentarian (if vacant Governing Documents Committee) is authorized to administratively amend the WPOSC Bylaws to remain compliant with tax codes, laws, AFI and base directives; Executive Committee approval and general membership notification required.
12.2. The parliamentarian (if vacant Governing Documents Committee) is authorized, to make non substantive changes (e.g., commas, spelling etc.) to this document as needed; Executive Committee approval and general membership notification required.
12.3. Amendment proposals may be submitted in writing to the parliamentarian by a general member in good standing; proposals may be accepted, modified or rejected by Governing Documents Committee.
12.4. The Governing Documents Committee will conduct a review biennially, on request of the BOG or as required.
12.5. Adoption or amendment of the WPOSC Bylaws requires two-thirds general membership approval and submission to the 88th Air Base Wing Commander or their designee.
12.6. Submission to the 88th Air Base Wing Commander or their designee is required every two years for certification review and approval or when there is a change in the purpose, function, or membership eligibility (AFI 34-223 9.3).
Leigh Ann Yerrick, President
Wright-Patterson Officers' Spouses' Club

Ben Miller, Advisor
Wright-Patterson Officers' Spouses' Club

See Certification Letter
88th Air Base Wing Commander

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