

# 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.** Spouse of active or retired civil service employee in a grade equivalent to commissioned officer rank (GS-9 equivalent and above).
  - 2.1.2.4.** Active or retired civil service employee in a grade equivalent to commissioned officer rank (GS-9 equivalent and above).
  - 2.1.2.5.** Spouse of an active duty or retired commissioned officer of a foreign armed forces component.
  - 2.1.2.6.** Active duty or retired commissioned officer of a foreign armed forces component.
  - 2.1.2.7.** Resident adult dependent of an active duty, retired, or deceased commissioned officer.
  - 2.1.2.8.** Former spouse who is eligible for benefits under Public Law 97-252, Title 10 "Uniformed Services for Spouses Protection Act".
  - 2.1.2.9.** Widow/Widower of a US Armed Forces commissioned officer or civil service equivalent (GS-9 equivalent and above).

### **2.2. Member Privileges & Restrictions**

- 2.2.1.** Member privileges include the following but are not limited to:
- 2.2.2.** Regular members:
- 2.2.2.1.** May vote, file grievances, serve on the BOG, attend events, participate in activity groups, win prizes, maintain priority reservations, and volunteer at the Wright-Patterson Base Thrift Shop (TS).
  - 2.2.2.2.** Are eligible to hold the office of president, first vice president, or second vice president so long as their sponsor's status does not change within the first 10 months of the fiscal year (June-March).
- 2.2.3.** Associate members retain all regular member rights except eligibility to hold office of president, first vice president, or second vice president unless both of the following conditions are met:

2.2.3.1. The position is vacant for three consecutive months.

2.2.3.2. Obtain Executive Committee approval by two-thirds vote.

2.2.4. Members must remain in good standing; a member in good standing is defined as one who has submitted a membership application, has no outstanding dues or fees, and is not subject to punitive action.

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

2.2.6. Members in poor standing will retain all membership privileges except for the following:

2.2.6.1. Serving as an elected officer, BOG member, committee member, and/or activity lead.

2.2.6.2. Volunteering at the Thrift Shop.

2.2.6.3. Voting.

## 2.3. Membership Dues

2.3.1. Proposed changes to membership dues for the following year must be reviewed and approved by the BOG by 31 May.

2.3.2. Membership dues are valid from 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 & Procedures (P&P).

2.4.2. Submission of membership application and dues payment constitutes agreement with the following conduct standards. Members will:

2.4.2.1. Represent a positive image of the WPOSC.

2.4.2.2. Display a high regard for other WPOSC members and the organization in public forums, in speech, and in written word.

2.4.2.3. Exhibit an attitude of respect, courtesy, and helpfulness to all WPOSC members.

## 2.5. Punitive Action

2.5.1. All WPOSC members may be subject to punitive action for failure to comply with governance, including, but not limited to, non-payment of fees or discrediting the WPOSC.

2.5.1.1. First violation will result in a meeting with the president and an advisor. Member will remain in good standing.

2.5.1.2. Second violation will result in a written warning issued by the Executive Committee. Member will no longer be in good standing; however, the Executive Committee may approve the member's subsequent request to return to good standing.

2.5.1.2.1. Members may submit written arguments contesting punitive action to the secretary up to seven days after receipt of initial notification; the Executive Committee will issue a final determination within 72 hours of receipt.

2.5.1.2.2. Members may submit a request to be returned to good standing, in writing, to the Executive Committee through the secretary. The Executive Committee will review the request at the next regularly scheduled Executive Committee meeting and issue a determination within 72 hours.



of meeting adjournment.

**2.5.1.3.** Third violation will result in termination of membership for the remainder of the fiscal year.

**2.5.2.** The Executive Committee reviews and votes on all punitive action by two-thirds majority. If a member of the Executive Committee is involved in punitive action review, they will be excluded from participating in discussion and voting.

**2.5.3.** Activity groups in violation of governance may be subject to immediate cessation and forfeiture of WPOSOC funding, suspension of activity, or permanent dissolution of events.

**2.5.4.** Members charged with punitive actions related to non-payment of fees are prohibited from attending WPOSC events as a member or a guest; reinstatement of attendance requires payment of delinquent fees and Executive Committee approval by two-thirds majority.

## **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 two-thirds Executive Committee approval, for the following:

**2.6.2.1.** Delinquent fees outstanding greater than 60 days from invoice.

**2.6.2.2.** Failure to comply with governance as outlined in WPOSC Bylaw 2.5.1., including, but not limited to, bringing discredit upon the WPOSC and/or 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.** Dues are non-refundable (WPOSC Constitution 4.3); however, in extraordinary circumstances, a member may request an exception and refund, in writing, to the Executive Committee through the secretary. The Executive Committee will review the request at the next regularly scheduled Executive Committee meeting and issue a determination within 72 hours of meeting adjournment.

**2.6.6.** Members who have resigned or were terminated within the previous 18 months require Executive Committee approval by two-thirds majority for reinstatement. Members terminated for non-payment must also pay delinquent fees in order to be reinstated.

**2.6.7.** Member grievances may be submitted, in writing, to the Executive Committee through the secretary.

## **Article III. Guests**

### **3.1. Guests**

**3.1.1.** Membership includes guest privileges:

**3.1.1.1.** 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.



3.1.1.2. 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

3.1.1.3. Immediate family members, including spouses, may attend general membership meetings and activities; exclusions and conditions apply; see WPOSC Bylaws 3.2.

3.1.2. 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 (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. Opportunities to fill term vacancies of elected offices will be extended to elected officers in order of succession as outlined in WPOSC Bylaw 4.3; fulfillment of vacancy requires Executive Committee approval.

4.1.2.1. If an elected office remains vacant, the president may appoint an eligible member to fill the vacancy; Executive Committee approval required.

4.1.2.2. If the office of president remains vacant, the Executive Committee may appoint an eligible member to the presidency by two-thirds vote.

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**

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

4.2.2. Advisory group membership will be extended to the following each year:

4.2.2.1. Advisor: maximum of two, extended to the 88<sup>th</sup> Air Base Wing Commander (CC) spouse, followed by the Vice CC spouse.

4.2.2.2. Honorary President: extended to the Air Force Materiel Command (AFMC) CC spouse.

- 4.2.2.3. Honorary Vice President: extended to the Air Force Materiel Command (AFMC) Vice CC spouse.
- 4.2.2.4. Honorary Advisor: maximum of four, extended to the CC spouses of the Air Force Life Cycle Management Center (AFLCMC), Air Force Research Laboratory (AFRL), Air Force Institute of Technology (AFIT), National Air and Space Intelligence Center (NASIC) and the 445<sup>th</sup> Airlift Wing, followed by the respective Vice CC spouses.
- 4.2.2.5. If the maximum of four honorary advisors has not been reached after all invitations in WPOSC Bylaw 4.2.2.4 have been extended, the Executive Committee may approve honorary advisors in similar positions up to the maximum of four. Must be O-6 or above.

4.2.3. 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 found in the P&P or as needed.
- 4.3.2. Order of succession is as follows:
  - 4.3.2.1. The first vice president facilitates membership and social activities and performs other duties as described in the position description found in the P&P; fulfills responsibilities of president or second vice president in their absence.
  - 4.3.2.2. The second vice president provides oversight for charitable and volunteer activities and performs other duties as described in the position description found in the P&P; fulfills responsibilities of president or first vice president in their absence.
  - 4.3.2.3. The secretary completes administrative tasks for the Executive Committee, BOG, and general membership meetings as described in the position description found in the P&P.
  - 4.3.2.4. The administrative treasurer is responsible for managing the administrative (admin) account in accordance with WPOSC governance (including WPOSC Bylaws Article IX), Air Force Instruction (AFI 34-223), the position description found in the P&P, and state and federal laws.
  - 4.3.2.5. The welfare treasurer manages the welfare account in accordance with WPOSC governance (including WPOSC Bylaws Article XI), Air Force Instruction (AFI 34-223), the position description found in the P&P, and state and federal laws.
- 4.3.3. The parliamentarian ensures procedural compliance with governance and performs other duties outlined in the position description found in the P&P.
- 4.3.4. Executive officers, with the exception of the parliamentarian, are elected by the general membership. The parliamentarian is appointed by the president with Executive Committee approval.



#### **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 service activities chair and the social activities chair, work with respective activity leads 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 programs chair leads the Programs Committee in planning and executing monthly general membership meetings and programming.
  - 4.4.2.6. The scholarship chair supervises the Scholarship Committee as part of the WPOSC effort to provide competitive educational scholarships.
  - 4.4.2.7. 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.
  - 4.4.2.8. The service activities chair and the social activities chair lead the Welcome & Information Fair Committee which organizes the annual kick-off event.
  - 4.4.2.9. The welfare chair, assisted by the Welfare Committee, administers welfare donations on behalf of the WPOSC.
  - 4.4.2.10. The Welfare Budget Committee, chaired by the welfare treasurer, creates and monitors 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. Meetings may be held in-person or electronically; platforms chosen for electronic meetings must allow for all members participating to hear each other at the same time. (RONR (12<sup>th</sup> ed.) 9:30-36).
- 5.3. General members and guests must receive authorization from the president prior to attending a BOG meeting, as outlined in P&P.
- 5.4. The president may designate a meeting as 'Executive Session', thereby prohibiting disclosure of subject matter, discussion, or statements to anyone other than attendees (RONR (12<sup>th</sup> ed.) 9:26-27).
- 5.5. The president, with Executive Committee approval, may prohibit guest attendance at a general membership meeting, activity, or event by designating it 'Members Only'.
- 5.6. Meeting venue and platform will be at the discretion of the host.



## **Article VI. Minutes**

- 6.1. Minutes will be taken at all meetings, will reflect the attendees' actions, and be archived by the secretary (RONR (12th ed.) 48:1-16).
- 6.2. The secretary may utilize a recording device to aid in the preparation of the minutes. The recording shall be erased after the minutes have been approved. (RONR (12<sup>th</sup> ed.) 48:6)
- 6.3. Minutes from BOG meetings will be approved by the BOG, signed by the president and the secretary, sent to the 88<sup>th</sup> Force Support Squadron (FSS) CC, as requested or required, and archived by the secretary (AFI 34-223)
- 6.4. Minutes from general membership meetings will be approved by the BOG, signed by the president and the secretary, and archived by the secretary.
- 6.5. Minutes from Executive Committee meetings will be approved by the Executive Committee, signed by the president and the secretary, and archived by the secretary.
- 6.6. Minutes taken during meetings designated as 'Executive Session' will be kept separate from regular WPOSC minutes and will not be available for review except by the meeting attendees and their successors. (RONR (12<sup>th</sup> ed.) 9:26-27).
- 6.7. 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 3<sup>rd</sup> 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 will be 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. Non-voting members are not included in determining the number required for quorum or determining whether or not a quorum is present.
- 8.1.5. The president is not included in determining the number required for committee quorum nor determining whether or not a quorum is present at a committee meeting, regardless of their presence. (RONR (12th ed.) 47:20, 50:16)
- 8.1.6. The president is included in determining the number required for BOG and Executive Committee quorum and whether or not a quorum is present at BOG and Executive Committee meetings.

8.1.7. A quorum must be present in order to conduct WPOSC business.

## **8.2. Methodology**

8.2.1. BOG, committee and general membership voting is determined by relative majority (i.e., most votes cast) except for the following, requiring a two-thirds majority: constitution, bylaws, and P&P adoption, revision, or amendment; punitive actions, general member termination, or reinstatement; filling a vacancy in the office of president; dissolution.

8.2.2. Members having a conflict of interest on a subject under vote are expected to recuse themselves from discussion and voting; the presiding officer may require the member having a conflict of interest to temporarily remove themselves from the room.

8.2.3. Permitted voting methods include: ballot, acclamation, consent, email, virtual, and phone RONR (12th ed.) 4:35-57, 45:17-61).

8.2.4. Absentee and proxy voting is prohibited.

8.2.5. Abstention is permitted; abstentions are not called nor counted (RONR (12th ed.) 4:35).

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.

8.3.6. The TS Committee is authorized to expense up to \$1,000 for unbudgeted items; unbudgeted items more than \$1,000 require 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.

8.4.3. Ex-officio members can be either voting or non-voting.

8.4.3.1. The advisors and parliamentarian are non-voting ex-officio members of the BOG and all committees with the following exception: the parliamentarian may vote as chair of the Nominating and Governing Documents Committees.

8.4.3.2. The president is an ex-officio voting member of all committees.

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

8.4.3.4. The president does not vote as a member of the BOG and Executive Committee, except to break a tie; voting is permitted on 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 access and sign on the admin account; two signatures required.
  - 9.1.3.1. The president is the primary administrator on the admin account.
  - 9.1.3.2. The admin treasurer is the secondary administrator on the admin account.
- 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 access and sign on the welfare account; two signatures required.
  - 9.1.6.1. The president is the primary administrator on the welfare account.
  - 9.1.6.2. The welfare treasurer is the secondary administrator on the welfare account.
- 9.1.7. The TS chair, manager(s), bookkeeper, and president are authorized to access and sign on the TS account; two signatures required.
  - 9.1.7.1. The president is the primary administrator on the TS account.
  - 9.1.7.2. The TS chair is the secondary administrator on the TS account.
- 9.1.8. The president, treasurer, and incoming treasurer will conduct an internal financial review whenever a treasurer leaves their respective office.
- 9.1.9. The administrative treasurer, welfare treasurer, and the TS chair will submit financial reports as outlined in the P&P.

### **9.2. Budget**

- 9.2.1. The admin account budget for the next fiscal year requires general membership approval no later than 31 May.
- 9.2.2. The welfare account budget for the next fiscal year requires BOG approval no later than 31 May.
- 9.2.3. The TS budget for the next fiscal year requires BOG approval no later than 31 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 88<sup>th</sup> 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 engage in activities that duplicate or compete with activities of AAFES, Non-Appropriated Funds (NAF) Instrumentalities, 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 fundraisers 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 fundraising activities of the WPOSC do not constitute 'for us, by us' fundraising within the meaning of Joint Ethics Regulation Section 3-210 (AFI 36-3101 5.5.2)
- 9.3.4. The WPOSC may accept gifts and donations from outside sources (AFI 34-223 10.19.1.3).
  - 9.3.4.1. The WPOSC may not make direct solicitations for donations from non-members on base. (AFI 34-223 10.12).
  - 9.3.4.2. The WPOSC will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base (AFI 34-223 10.19.1.3).
  - 9.3.4.3. Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force (AFI 34-223 10.19.1.3).
  - 9.3.4.4. Each fundraising solicitation shall contain an express statement (in a conspicuous and easily recognizable format) that contributions or gifts are not deductible as charitable contributions for Federal income tax purposes. (Internal Revenue Code § 6113(a))
  - 9.3.4.5. Donor/gift recognition may not be made publicly. Oral recognition of the gift or donation can only be made to members present at an event benefiting from the donation/gift. (AFI 34-223 10.19.1.3).
- 9.3.5. The WPOSC may conduct fundraising events off the installation so long as it is clear to members of the public that the organization is not representing the installation or the Air Force. The WPOSC should consult with the 88<sup>th</sup> FSS and the Judge Advocate before engaging in fundraising off the installation (AFI 34-223 10.11).
- 9.3.6. Fundraising raffles must be approved by the 88<sup>th</sup> Air Base Wing CC and Judge Advocate; not exceed three per quarter; comply with state and local laws; must not be conducted in the workplace and/or by military or civilian employees during their duty time; will not include monetary prizes; and must support the WPOSC's routine operations or directly support Department of Defense (DoD) personnel or their family members (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 (AFI 34-223 10.15).
- 9.4.2. TS insurance coverage will be expensed from TS operational proceeds.
- 9.4.3. Bonding insurance will be considered for the treasurers and account co-signers (AFI 34-223 10.16).

### **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(s), 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, require BOG approval.
- 10.5. The Executive Committee and TS chair will meet yearly to review annual employee performance and approve employment 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 A 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). Alcoholic beverages may be consumed and shared among WPOSC members of legal drinking age and their guests of legal drinking age in a potluck fashion at WPOSC social (non-business) events (AFI 34-223 10.14.1).
- 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).
- 11.7. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RONR) shall govern the WPOSC in all cases to which they are applicable and in which they are not inconsistent with the WPOSC Constitution or Bylaws and any special rules of order the WPOSC may adopt.

### **Article XII. Adoption & Amendment**

- 12.1. The parliamentarian (if vacant, the 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, the 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 the 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 88<sup>th</sup> Air Base Wing Commander or their designee.
- 12.6. Submission to the 88<sup>th</sup> 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).

Melissa Troxel Date 31 May 23  
 Melissa Troxel, President  
 Wright-Patterson Officers' Spouses' Club

KayLynn Meeker Date 31 May 23  
 KayLynn Meeker, Advisor  
 Wright-Patterson Officers' Spouses' Club

See Certification Letter  
 88<sup>th</sup> Air Base Wing Commander

#### WPOSC Bylaws Amendment and Adoption Record

Date	Amendments (include rationale)	Adoption Date	Approved By