

**2018**  
**Wright-Patterson Enlisted Spouses Club**  
**BYLAWS**

**ARTICLE I: MEMBERSHIP**

Membership shall be in four categories: Active, Associate, Advisors, and Guests

1. Active Membership
  - A. Active member status shall be extended to any adult spouse of:
    - i. Active duty member serving in the United States Forces, to include guard and reserve members.
    - ii. Civilian employee of Wright-Patterson AFB
    - iii. DoD employee of Wright-Patterson AFB
    - iv. Retired or deceased military member
    - v. Prior enlisted veterans
  - B. Mil-to-mil couples seeking membership will require one member to become an associate member.
2. Associate Membership
  - A. Associate member status shall be extended to:
    - i. Active duty, guard, reserve, civil service employees, and DoD employees
    - ii. Adult relatives or legal dependents residing with active duty or retired service members
  - B. Associate members shall pay dues and are entitled to all privileges of active membership excluding holding elected office.
3. Honorary/Advisor Membership
  - A. Honorary/Advisor member status shall be extended to:
    - i. The spouse or designee of the 88 ABW Commander shall be invited to hold the title of Advisor
    - ii. The enlisted Advisor is the AFMC Command Chief/Spouse, AFLCMC Command Chief/Spouse, 88<sup>th</sup> ABW Command Chief/Spouse, AFRL Command Chief/Spouse, NASIC Command Chief/Spouse or designee.
  - B. Honorary/Advisors have all the benefits, responsibilities, and privileges of an active member, including paying dues, but may not hold office or vote on board decisions and election of officers
4. Guests
  - A. Members may bring their bona fide house guest, and relatives as guests to regular or special meetings of the general membership.
  - B. An invited guest of a member in good standing or a person who is eligible for membership may attend two free meetings as a guest prior to becoming a member.
  - C. The Board of Governors has the right to limit a function to members only.
5. Members in good standing must meet the following guidelines:
  - A. New members must have at least six months paid dues.
  - B. Must have dues paid to date.
  - C. Must have met all financial responsibilities to ESC.

6. Soliciting for personal gain is prohibited at any ESC sponsored function or meeting.
7. No member shall incur debts or involve ESC in any way unless given prior authority by the Executive Board.

## **ARTICLE II: DUES**

1. All active and associate members shall pay a tiered fee per year. This is payable annually, 12 months from last payment, which shall be paid after free guest meetings.
  - a. Members ranking E-4 and below, as well as retired members, shall pay a yearly fee of \$20.
  - b. Members ranking E-5 to E-7, as well as associate members, shall pay a yearly fee of \$30.
  - c. Members ranking E-8 or above shall pay a yearly fee of \$40.
2. A member shall not pay dues the month of PCS rotation.
3. An email shall be sent to any member who fails to make payment of monthly dues for a period of two consecutive months. Failure to pay by the third month shall result in member being terminated from ESC membership following the Social Meeting of the third month. A member can only be reinstated upon Board approval and payment of back dues.
4. Members can request partial refund with presentation of PSC orders.
5. Any member whose check has been returned due to non-sufficient funds as a first occurrence will have check writing privileges suspended for monthly dues for a time period of six months.
6. Any member whose check has been returned due to non-sufficient funds as a second occurrence will have check writing privileges for monthly dues suspended permanently.
7. Any member whose check has been returned due to non-sufficient funds will be responsible for paying a return check fee of \$30.00.

## **ARTICLE III: ELECTIONS**

1. The following positions are elected positions:
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
2. The Parliamentarian is appointed by the Executive Board.
3. The following positions are also appointed by the Executive Board:
  - A. Social
  - B. Membership/Hospitality
  - C. Historian/Publicity
  - D. Ways and Means
  - E. Volunteer
  - F. Childcare Coordinator
4. To be eligible to run for office, a person must be an active member in good standing.

5. All candidates for elected office must have six months retainability from the day of installation, except for elected positions whom shall have 12 months. Retainability may be waived for special election with ESC Board approval.
6. Nominations shall be opened at the July Monthly meeting.
7. Nominations shall be allowed from the floor during the election at the August Monthly meeting, provided the member is present to accept or has written acceptance.
8. A person can be nominated for and accept the nomination for more than one position.
9. In the event that one person wins more than one position, they will be asked to choose the position they wish to accept and the remaining position will be re-voted among the remaining nominees.
10. Voting shall be by secret ballot, except if there is only one nominee for an office, then voting shall be by acclamation. The current President's ballot will be signed, sealed, and counted only in the event a tie.
11. A member may vote by secret ballot prior to election date if that member is going to be on TDY status, emergency leave or ordinary leave. The vote must be in a sealed envelope and given to the President or Parliamentarian. The member and the President or Parliamentarian must sign on the outside of the envelope.
12. The Parliamentarian and one Advisor appointed by the President will tally and report on the election results. Ballots will be kept by the advisor for 30 days at which point they will be destroyed. Request for review of the ballots will be submitted in writing to the Nominating Committee Chairperson and approved by the Executive Board.
13. Officers shall be elected by a majority of votes.
14. OFFICIAL CHANGE OF OFFICE
  - A. Newly elected officers shall assume office at the Annual outgoing/incoming Board Meeting in September. This meeting shall be called by the outgoing President and will be for the purpose of relinquishing all previous year's activities.
  - B. The new Executive Board shall approve the new General Board prior to the outgoing/incoming Board meeting.
15. All permanent vacancies to the Executive Board will be filled with a special election excluding the month prior to the General Election.
16. Term of office will be for one (1) year.

#### **ARTICLE IV: TERMINATION OF OFFICE/MEMBERSHIP AND/OR COMMITTEE CHAIRPERSONS**

1. The following are grounds for termination of office and/or membership. This list is not all inclusive:
  - A. Continuous gross or willful neglect of the duties of the office.
  - B. Failure or refusal to disclose necessary information on matters of funds.
  - C. Unauthorized expenditures, signing of checks, or misuse of organizational funds.
  - D. Undermining the organization, its officers, or the General Membership through unfounded/unjustified statements.
2. The following is the procedure for the termination.
  - A. Two executive board members and an Advisor will have a meeting with the member in question to attempt to resolve the conflict.

- B. If the conflict remains, the executive board will vote on removal. Termination will be by three voting members of the Executive Board.
  - C. In the event of termination of an Executive Board member the remaining Executive Board members and one Advisor will hold a Special Meeting to vote on termination. A majority vote will determine the outcome.
  - D. A letter of termination will be emailed to the member within one week of the vote.
  - E. The decision can be appealed after six months by a written request to the Executive Board.
3. Resignation of any position requires 30 days written notice to the President or Parliamentarian. Failure to do so will result in a year's probation from holding a position. Extenuating circumstances will be considered and approved by the Executive Board.
  4. Membership terminates when a member departs on a permanent change of station.
  5. Membership will automatically terminate upon failure to pay dues for three (3) consecutive months, subject to notification.
  6. Membership may be reinstated by paying three (3) months back dues, current dues and any other monetary obligations due. Back dues can be waived for special circumstances

#### **ARTICLE V: DUTIES OF EXECUTIVE OFFICERS**

1. The President shall preside over all business and board meetings, and be the official representative of ESC. As such, she/he will attend community functions, which will be reimbursed by the ESC President's fund as budgeted and approved by the General Membership. The President shall also reside over volunteer appreciation activities. The President's vote will only be counted in the event of a tie.
2. The Vice President shall maintain order, act as an assistant to the President, preside over the Social Membership meetings, and welfare requests.
3. The Treasurer shall assume full responsibility for all the financial transactions authorized by ESC or the Board.
4. The Secretary shall record, post, and maintain all correspondence, minutes, and motions of ESC.
5. The Parliamentarian shall maintain order at all meetings per Robert's Rules of Order and conduct elections. Parliamentarian shall have a vote in regular and special meetings, but is prohibited from voting in elections.
6. The Honorary Advisor/Advisor shall be notified by the chairperson or the President of all regular committee meetings and special meetings. The Honorary Advisor/Advisor shall attend at his/her own discretion or send a designee.
7. For further clarification of all elected positions, please refer to the ESC Job Descriptions.

#### **ARTICLE VI: DUTIES OF EXECUTIVE BOARD**

1. The executive board chain of command shall be: President, Vice President, Treasurer, Secretary, and Parliamentarian.
2. An executive board member shall hold only one voting position.

3. Review the ESC Constitution, Bylaws, and Job Descriptions as deemed necessary.
4. They shall have the power to act for the General Membership between regular meetings on all items other than those, which are limited by the Constitution, and Bylaws.
5. They may act upon any urgent financial requirements that may arise between regular meetings, not to exceed \$50.00.
6. In the event that an issue must be resolved and an emergency Executive Board meeting cannot be called, then a telephone, e-mail, or Facebook vote may be taken and the issue be resolved by majority vote. The Parliamentarian must maintain written documentation of the telephone, e-mail, or Facebook vote.
7. If an Executive Board member has two consecutive unexcused absences from two board meetings, she /he may be asked to resign from that position.
  - A. An unexcused absence is defined as being absent from board meetings without notifying an Executive Board Member.
  - B. In case of an excused absence, the Executive Board member must send her/his report to the Board meeting.

#### **ARTICLE VII: GENERAL BOARD**

1. A member may serve concurrently in more than one position with Board approval.
2. General Board members shall attend ESC Board meetings and be entitled to vote. The following are General Board positions:
  - A. Social
  - B. Membership
  - C. Historian/Publicity
  - D. Ways and Means
  - E. Volunteer
  - F. Childcare Coordinator
3. If a Board member has two consecutive unexcused absences from two board meetings, she/he may be asked to resign from that position.
  - A. An unexcused absence is defined as being absent from board meetings without notifying an Executive Board Member.
4. In the case of an excused absence, the Board member must send an assistant (when applicable) to represent herself/himself, along with a written report. (For further clarification of duties of General Board, refer to ESC Job Descriptions.)

#### **ARTICLE VIII: SUBCOMMITTEES**

1. Subcommittees shall be appointed by their respective General Board officer with Board approval. They shall not have a vote on the Board. The following are subcommittee positions as needed:
  - A. Social Assistants (Monthly Social Events)
  - B. Membership Assistant
  - C. Publicity Assistant/ newsletter editor
  - D. Ways and Means assistant
  - E. Volunteer Assistant

F. Childcare Coordinator Assistant  
(For further clarification on duties of subcommittee positions, refer to ESC Job Descriptions.)

## **ARTICLE IX: COMMITTEES**

### **1. NOMINATING COMMITTEE**

- A. Shall be chaired by the Parliamentarian, who shall appoint three members from the General Membership to be responsible for recruiting nominees, enforce the rules, and conducting the election.
- B. Shall present a slate of candidates at the September Social Membership Meeting.
- C. No member of this committee shall be a candidate unless he/she resigns from the nominating committee. If an individual resigns, a replacement shall be eligible to issue all ballots.
- D. All members of this committee, other than the Parliamentarian, shall be eligible to issue all ballots.
- E. Ballots will be counted by the Parliamentarian and Honorary Advisor/Advisor. In the event the Parliamentarian is running for a position, the Advisor will appoint a general member to the position of Acting Parliamentarian. The Acting Parliamentarian will relinquish their right to vote in the current election.

### **2. BUDGET COMMITTEE**

- A. Shall meet independently, be directly responsible for coordinating with the outgoing board members on recommendation for funding, submit the proposed budget at the October Board Meeting, and submit the proposed budget (with ESC Executive Board approval) for the appropriate action at the December Social Membership meeting. The following are budget committees and will meet at six-month intervals:
- B. General Fund: Chaired by the Treasurer and includes President, Vice President, Parliamentarian, and three members of the general membership, who are appointed by the chairperson.
- C. Welfare Fund: Chaired by the Treasurer and includes President, Vice President, Parliamentarian, and three members of the general membership, who are appointed by the chairperson.

## **ARTICLE X: QUORUM**

- 1. A quorum for Executive Board and Board of Governors meetings shall consist of:
  - A. Fifty percent (50%) of the eligible voting Executive Board members and must include a vote from either the President or Vice President.
  - B. A majority of voting board members shall carry an issue.
- 2. A quorum for regularly scheduled General Membership/Social meetings shall be:
  - A. Members-in-good-standing who are present at the General Board meetings or the General Membership/Social meetings shall constitute a quorum.
  - B. A majority of those members present and voting shall carry an issue.

## **ARTICLE XI: MEETINGS AND VOTING**

1. Unless otherwise announced, the scheduled meetings are as follows:
  - A. General Business: General Business Meetings will only occur when general business is needed and attended by the general membership.
  - B. Social Membership: To be held the second Thursday of every month with minimal general business at the beginning of every meeting, as needed.
  - C. Board Meetings: Shall be held the 4<sup>th</sup> Thursday of every month and must be held a minimum of 11 times per year. Members may attend by invitation or upon request. However, if a member attends a Board Meeting by invitation or upon request, they will not be able to vote as voting is reserved for elected and appointed board members.
2. During the discussion of any question/motion brought to the membership, Robert's Rules of Order will be used as guidelines. All members are limited to two (2) three minute presentations.
3. Voting shall be done by voice or ballot and tallied by the Parliamentarian or President.
4. The majority of the quorum is required to pass a vote.

## **ARTICLE XII: FUNDS**

1. There shall be a General Fund checking account and a Welfare Disbursement checking account. Disbursement from these accounts shall be made by with the approval of at two of the following Executive Board members: Treasurer, President or Vice President
2. The recipient of the check cannot be one of the two signers.
3. GENERAL FUND:
  - A. The revenue of this fund shall consist of income from dues and monies made in revenue producing activities approved by the Board. Checks must bear two signatures from the following: Treasurer, President or Vice President.
  - B. At least 75% of the NET PROFIT of all fundraisers designated as Welfare shall be transferred to the Welfare Fund.
  - C. The ESC fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.
  - D. Disbursement sheets shall be utilized for fund requests/advance with detailed receipts attached to request. Receipt required for reimbursement.
  - E. The membership shall have information on all budget expenditures.
  - F. Combined Executive and General Board have the authority to approve general requests not established in the general budget not to exceed \$50.00. Any request over this amount will be presented to the General Membership at the following Social Membership meeting.
4. WELFARE DISBURSEMENT:
  - A. The revenues of this fund shall consist of 75% of community fundraising activities designated as Welfare.
  - B. Checks must bear two signatures from any combination of the following: Treasurer, President or Vice President.
  - C. The ESC fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.
  - D. The membership shall have information on all budget expenditures.

- E. Executive Board has the authority to approve welfare requests not to exceed \$50.00. Any welfare requests in excess of \$50.00 will be presented to the membership at the following monthly Social Meeting. Majority voting rules apply.
  - F. Any organization listed for two consecutive years in the approved budget that has not requested funds shall be eliminated from the budget.
5. A minimum amount of \$100.00 is required for dissolution and shall remain in the General Account.

### **ARTICLE XIII: FISCAL POLICIES**

- 1. Welfare Disbursement Finances
  - A. The Treasurer will be responsible for the accounting and disbursements of all General Fund money.
  - B. Accurate records will be kept in the Treasurer's ledgers and journals and will be open to scrutiny and audit at any time without notice.
  - C. The Board of Governors, acting as agent for the General Membership, is authorized to receive and disburse funds, and dispose of excess property belonging to ESC.
  - D. All committees shall submit financial statements, receipts and all other required documentation to the Treasurer.
  - E. ESC sponsored activities may accept donations according to the AFI 34-223 dated November 2010. All donations marked welfare will go to the Welfare account.
  - F. Awards may be given throughout the sitting board year to include Scholastic and Academic.
  - G. All charitable contribution requests will be evaluated and researched by the Vice President prior to a motion being presented to the Board of Governors.
- 2. General Fund Finances
  - A. The Treasurer will be responsible for the accounting and disbursements of all ESC money.
  - B. Accurate records will be kept in the Treasurer's ledgers and journals and will be open to scrutiny and audit at any time without notice.
  - C. The Board of Governors, acting as agent for the General Membership, is authorized to receive and disburse funds, and dispose of excess property belonging to ESC.
  - D. All committees shall submit financial statements, receipts and all other required documentation to the Treasurer.
  - E. A budget prepared by the Budget Committee and approved by the Board of Governors shall be presented to the membership by the end of each fiscal year. The ESC Budget Committee shall be chaired by the current Treasurer, and shall include the Advisors, the Executive Board and the operational committee chairpersons, and any others deemed necessary by the incoming or outgoing Presidents. A midyear review of the budget shall take place, if deemed necessary by the President or respective Vice President.



- F. At the end of the fiscal year, the General Fund account balance shall not be less than \$100.00.
3. Budget Timeframe and Approval Process
  - A. September- Recommended Changes due to Treasurer.
  - B. October- Proposed Budget Due.
  - C. Posted for 30 Days on website.
  - D. Preferably in December- Budgets are voted on by the General Membership.
  - E. Approved Budget will be submitted to our Private Organization Representative.
4. Fundraising
  - A. ESC will adhere to the fundraising polices as stated in the AFI 34-223 dated November 2010. Any contracts will be reviewed by the Base Legal Office.

#### **ARTICLE XIV: AUDITS**

1. The Treasurer and Welfare Treasurer shall submit their books for audit by April 1<sup>st</sup> or upon request of two thirds of the General membership or upon request of the Installation Commander or designee. A qualified and impartial person, who is not a member of the organization or related to any member, is to audit the General and Welfare accounts. This person is to be approved by the Executive Board.
2. In the event that the office of the Treasurer or Welfare Treasurer is vacated before the expiration of his/her term, a special committee appointed by the President shall review all financial records prior to her/his change of office.

#### **ARTICLE XV: BENEFITS**

1. Only a member in good standing shall receive the designated benefits.
2. Fees for the Volunteer Appreciation dinner may be paid by the ESC for members in good standing. If a member confirms a reservation and does not attend the function, the member is responsible for the fees.

#### **ARTICLE XVI: AMENDMENTS**

The Bylaws may be amended or abolished in whole or in part by a quorum of the membership at any regularly scheduled meeting. A proposed amendment shall be reviewed at the next board meeting and presented to the general membership for approval

Approved on 23 April, 2018 by the 2018 ESC Board of Governors.

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Kindra McPhail, President  
2018 Wright-Patterson Enlisted Spouses Club

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Danielle Hugel, Parliamentarian  
2018 Wright-Patterson Enlisted Spouses Club