

**WARREN SPOUSES' CLUB, INC.
BYLAWS**

P.O. BOX 9626, F. E. WARREN AIR FORCE BASE, WYOMING 82003

**The following contains the Bylaws of the Warren Spouses' Club, Inc and Warren Spouses'
Club Welfare Fund, Inc, hereinafter referred to collectively as the WSC.**

ARTICLE I: Membership

1. Membership Eligibility

- a. Members must reside in the area local to F. E. Warren AFB.
- b. Spouses or widowed spouses of the following categories are eligible:
 - (1) Active Duty Service members
 - (2) Retired Service members
 - (3) Reserve Duty Service members
 - (4) GS Employees
 - (5) Dual Military Service members
- c. Honorary Members

(1) Members of the local community who are granted honorary member status by the General Board. Honorary Members do not vote at General Membership Meetings.

(2) Advisors (see Article IV) are considered Honorary Members, but may choose to become regular or associate members if dues are paid.

2. Guests

- a. Guests will not be considered members of the WSC.
- b. A guest may be anyone eligible or not eligible for membership in the WSC.

c. The Executive Board shall have the right to limit a function, including special activities, to members only.

d. Guests may participate in WSC functions on an invitation basis.

e. Guests are not eligible to participate in opportunity drawings or win prizes during members-only activities. Guests are eligible for door prizes.

f. No guests may attend the member appreciation function. Member appreciation function attendees must be members in good standing for at least one month.

3. Terms of membership

a. Membership is in effect when dues are paid in full and a membership form is submitted.

b. Membership year is August 1 through July 31.

c. Members will have the privileges of voting, holding an elected or appointed office, and participating in all WSC activities.

4. Termination of membership

a. When the member moves out of the local area.

b. With written notice from member to Board.

c. Following an executive Board majority vote and based on behavior which reflects negatively on the WSC or unauthorized financial commitment or endorsement on behalf of the WSC.

ARTICLE II: Meetings

1. General Membership Meetings: WSC general membership meetings/socials will be held monthly. If a monthly general membership meeting is unable to take place, the Executive Board and Social Chair will approve to either reschedule the meeting or send the General Membership an electronic copy of the business to have taken place at the meeting.

2. General Board Meetings: The General Board shall meet monthly, unless canceled with just cause by the President, with the approval of the Executive Board. Any WSC member in good standing may attend the General Board meetings as an observer. Any WSC member in good

standing may attend a General Board meeting to address the board, so long as guidelines were met.

3. Executive Board Meetings: The WSC Executive Board shall meet quarterly or as needed. Observers may attend with 48 hours' notice to the President.

4. If a topic of discussion is to be brought to the board, the topic must be submitted to the President, attendance and topic to be approved by the Executive Board.

ARTICLE III: Nominations and Elections

1. Nominating Committee

a. The parliamentarian can assemble a Nominating Committee responsible for soliciting and assembling a slate of nominees for the next year's President, Operational Vice President, Welfare Vice president, Secretary, Operational Treasurer and Welfare Treasurer, as well as overseeing the general membership election.

b. A Nominating Committee member must resign upon accepting a nomination for elected office.

2. Elections

a. The election of executive officers shall be held in April.

(1) Elections will be determined by a plurality vote (the largest number of votes) of eligible voters.

(2) Votes by absentees shall be received by the Parliamentarian either electronically or sealed in an envelope at least one week prior to elections.

(3) New members joining the WSC on the day of elections may participate in the voting process.

(4) The President's ballot will be withheld and used only if it will change the outcome of the vote (to break a tie).

(5) In the event there is only one candidate for a position, the candidate must be approved by two thirds of the vote.

3. Quorums and Electronic Voting

a. Quorum

(1) General Membership: At general or special meetings of the membership, a quorum to conduct business and vote on matters will be two thirds of eligible voting members in attendance. Two thirds of the valid votes cast will pass an issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote and the need for their attendance.

(2) General Board: At any meeting of the General Board, the presence of a majority (more than half) of the board membership shall be required to constitute a quorum. Provided there is a quorum present, the action of the General Board requires a majority (more than half) vote before it is valid. Proxy votes are not allowed within a standing committee. Unfilled positions shall not be counted when determining a quorum. If any member holds more than one voting position, their vote shall only be counted once.

b. Electronic Votes

(1) General Membership: The Parliamentarian will run electronic votes when a vote needs to be made outside of a general membership meeting. When an electronic vote is necessary, membership will be contacted via email with the relevant information and the vote will be requested. Voting will be permitted for three full days following the email notice. Approval will require a two-thirds majority of votes cast/responses within the three day period. The Secretary will then make a note of the vote and include the results in the minutes of the next General Board meeting.

(2) General Board: The Parliamentarian will run all electronic voting for the General Board. Electronic voting should only be used if an issue cannot wait until the next General Board meeting, as agreed upon by the Executive Board. The Secretary will then make a note of the vote and review in the minutes at the next scheduled General Board meeting. No less than 48 hours will be given for deadlines on General Board electronic votes.

(a) Electronic voting where responses are public should be used sparingly and never for votes concerning monetary or membership matters.

4. Terms of Office and Vacancies

a. A nominee must be a WSC member.

b. A nominee should not be put forward without their consent.

- c. No member shall hold more than one Executive Board position on the General Board at a time.
- d. If a member previously resigned mid-year or failed to perform and/or fulfill their duties from any General Board position, they must wait one full Board year before seeking election to the Executive Board unless excused by the Executive Board by majority vote.
- e. No member shall be eligible to serve more than two consecutive terms in the same standing committee position without the approval of the incoming Executive Board. No member shall be eligible to serve more than two consecutive terms in the same position on the Executive Board.
- f. The incoming Executive Board shall be announced in May and assume their duties on June 1. The members of the new board will sit in on the final board meeting as observers and the old board members will sit in on board meetings as observers for as long as needed to ensure proper changeover.
- g. The outgoing President may call special meetings as needed for the changeover process to meet the needs of the board members.
- h. The President shall nominate a regular member to fill vacancies due to mid-year resignation in the offices of Operational Vice president, Welfare Vice president, Secretary, Operational Treasurer, Welfare Treasurer, Parliamentarian or any Standing Committee chairs. Upon a majority vote approval by the Executive Board, the nominee shall assume such office for the remainder of the board year.
- i. In the case of the President resigning mid-year, the Operational Vice President shall replace the President and then nominate a new Operational Vice President. If the Operational Vice President does not wish to succeed to the office of the Presidency, a special election using the same process as the general election will be held. In the event there is not a candidate for the office, a meeting with the Executive Board and the Advisors will take place to determine how to conduct the office of the President.

ARTICLE IV: Governing Body and Officers

1. General Board

a. Overview

(1) The General Board will be the governing body of the WSC and will direct the operations of the WSC. The officers of this organization will be elected and appointed

officers, and standing committee chairs. The Advisors and Parliamentarian shall be non voting members of the General Board.

(a) The General Board will be governed by the Constitution, Bylaws and all applicable Private Organization Air Force Instructions and Regulations.

(b) Should there be a conflict between the WSC Constitution, Bylaws or any standard operating procedures, the Constitution will govern.

(c) The General Board is composed of the Executive Board and Standing Committee Chairpersons. Chairpersons are advised to have Committees where needed, but Committee Members are not required to attend board meetings. Each Chairperson shall count as only one vote in board decisions.

(d) Voting members of the General Board are: President, Operational Vice President, Welfare Vice President, Secretary, Operational Treasurer and Welfare Treasurer, and Chairpersons of all Standing Committees.

(e) Conflict of Interest Policy: Any officer, chairperson, or advisor who has a personal interest in any transaction or contract that is brought before the General Board or a committee of the Board, shall let the Board or committee know before the vote on the transaction or contract. That person must disclose any relevant information or material facts about the contract or transaction that may not be in the best interest of the organization. If the member may benefit from the funding decision, the member must abstain from voting.

b. Responsibilities of General Board:

(1) Attend all General Board meetings. If unable to attend, notify the President or Vice Presidents via e-mail of absence prior to meeting. More than three unexcused absences from Board meetings may result in termination of Board member's term.

(2) Participate in General Board votes, either in person or electronically.

(3) Submit monthly board reports listing all activities and financial obligations for the previous month to the President.

(4) Retain current year's agendas and minutes in an appropriate folder in the shared drive and the three previous years' agendas and minutes in a binder or electronic shared drive.

(a) Volunteer at the Thrift Shop or other Welfare Fundraising activity once a month.

(b) Conducts changeover with incoming Chair at year-end.

2. Executive Board:

a. Overview:

(1) The Executive Board includes the Advisor(s), the President, Operational Vice President, Welfare Vice president, Secretary, Operational Treasurer, and Welfare Treasurers, and the Parliamentarian.

(2) Carries out the responsibilities and duties of the office as stated in these Bylaws, Constitution, internal controls, FSS Private Org instruction and any duties outlined in the job description.

b. General Responsibilities:

(a) Reviews and approves a budget, internal accounting controls, and any Standard Operating Procedures directing the board or organization within 90 days of taking office and present for approval to the General Board.

(b) Handles grievances or membership issues according to Standard Operating Procedures approved by the Executive Board.

c. Job Descriptions:

(1) President

(a) Presides over all meetings of the WSC.

(b) Prepares a written account of the previous month's club-related activities, prior to each scheduled General Board meeting. Receives all monthly board reports from Executive Board members and Standing Committees, distributes those reports to the General Board, and sets the agenda for Executive and General Board meetings.

(c) Incoming President appoints all chairpersons of Standing Committees, Special Committees, and the Parliamentarian with a majority vote approval of the incoming elected Executive Board.

(d) Shall make no motions or amendments in the chair. Although the President is a voting member, the President shall only vote in blind votes (such as email) or if their vote could change the outcome, as outlined in Robert's Rules of Order.

(e) Shall be a signatory on all bank accounts, and have authority, as needed, to sign checks written by the Treasurers.

(f) Serves on the Budget Committee and the Financial Review Sub-Committee.

(g) Delegates necessary responsibilities to the elected officers and all committee chairpersons.

(h) Is an ex officio member of standing committees.

(i) Purchases General Board end-of-year appreciation gifts.

(j) Reviews, adjusts or creates job descriptions of desired standing committee chairpersons. Presents to the Executive Board for majority vote approval.

(2) Operational Vice President

(a) Is responsible for the duties of the President in their absence or position vacancy.

(b) Shall be responsible for all WSC Mini Clubs, overseeing all points of contact and serving as a liaison between each and the WSC General Board.

(c) Shall be a signatory on all bank accounts, and have authority, as needed, to sign checks written by the Treasurer.

(d) Serves on the Budget Committee.

(e) Performs any other duties as requested by the President.

(f) Takes minutes in the absence of the Secretary.

(g) Is an ex officio member of standing committees.

(3) Welfare Vice President

(a) Is responsible for the duties of the Operational Vice President in their absence or position vacancy.

(b) Shall be responsible for all WSC Welfare-related Chairpersons and overseeing all points of contact and serving as a liaison between each and the WSC Executive Board.

(c) Shall be a signatory on all bank accounts, and have the authority, as needed, to sign checks written by the Treasurer.

(d) Serves on the Budget Committee.

(e) Performs any other duties as requested by the President.

(f) Takes minutes in the absence of the Secretary.

(g) Is an ex officio member of standing committees.

(4) Secretary

(a) Records the minutes of all General Board and special meetings of the WSC and provides copies to Board members.

(b) Informs Executive Board, General Board, and advisors of upcoming General Board meetings.

(c) Maintains and updates General Board, organizational chart and brief job descriptions.

(d) Acts as custodian of all permanent records of the WSC. These records must be kept for a period of seven years.

(e) Serves on the Budget Committee.

(f) Is an ex officio member of standing committees.

(5) Operational Treasurer

(a) Receives and disburses all funds belonging to the Operations Fund of the WSC. Shares this responsibility with the Operational Vice President.

(b) Maintains good accounting and cash handling practices and is responsible for training any other members who perform cash handling functions at WSC events.

(c) Follows any Standard Operating Procedures approved by the Executive Board.

(d) Provides all financial records when requested by the General Board to the Board or a designated third party (such as an accountant or CPA).

(e) Keeps an accurate account of all receipts and expenditures.

(f) Balances the Operations accounts on a monthly basis.

(g) Prepares and submits a monthly financial report for each account to the Board.

(h) Retains all financial records for seven years and provides copies to the Secretary for preservation.

(i) Submits an annual financial report for both accounts to the new Executive Board no later than 30 days following the end of the WSC fiscal year before turning all reconciled account records and outstanding items over to the incoming Treasurer.

(j) Serves as Chair of the Budget Committee (outgoing Treasurer). Additionally, the outgoing Treasurer will serve as an advisor on the Financial Review Sub-Committee while the incoming Treasurer will chair the sub-committee.

(k) Will be a signatory on the Operations bank accounts, along with the President, Operational Vice President and Welfare Vice President.

(l) Is responsible for the duties of the other Treasurer in their absence or position vacancy.

(m) Is an ex officio member of all standing committees, and shall provide budgetary and financial advice as necessary for all WSC activities.

(n) Will file an annual Internal Revenue Service (IRS) return after the annual financial reports and/or other tax documents have been submitted and no later than IRS filing deadlines.

(6) Welfare Treasurer

(a) Receives and disburses all funds belonging to the Welfare Fund. Shares this responsibility with the Welfare Vice President.

(b) Maintains good accounting and cash handling practices.

(c) Is responsible for training for any other members who handle cash at WSC events.

- (d) Follows any Standard Operating Procedures approved by the Executive Board.
- (e) Provides all financial records when requested by the General Board to the Board or a designated third party (such as an accountant or CPA).
- (f) Keeps an accurate account of all receipts and expenditures.
- (g) Balances the Welfare accounts on a monthly basis.
- (h) Prepares and submits a monthly financial report for each account to the Board.
- (i) Retains all financial records for seven years and provides copies to the Secretary for preservation.
- (j) Submits an annual financial report for both accounts to the new General Board no later than 30 days following the end of the WSC fiscal year, before turning all reconciled account records and outstanding items over to the next Treasurer.
- (k) Serves as Chair of the Budget Committee (outgoing Treasurer). Additionally, the outgoing Treasurer will serve as an advisor on the Financial Review Sub-Committee while the incoming Treasurer will chair the sub-committee.
- (l) Will be a signatory on the Operations bank accounts, along with the President, Operational Vice President and Welfare Vice President.
- (m) Is responsible for the duties of the other Treasurer in their absence or position vacancy.
- (n) Is an ex officio member of all standing committees, and shall provide budgetary and financial advice as necessary for all WSC activities.
- (o) Will file an annual Internal Revenue Service (IRS) return after the annual financial reports and/or other tax documents have been submitted and no later than IRS filing deadlines.

(7) Parliamentarian

- (a) Shall advise the Executive Board, General Board, and membership on points of order and proper procedures according to the Constitution and the Bylaws of the WSC, and the latest revised edition of Robert's Rules of Order.

- (b) Shall serve as liaison to the 90th Missile Wing Legal Office on WSC matters.
- (c) Must submit financial reports and board meeting minutes monthly to Private Organization (PO) Representative.
- (d) Responsible for providing copies of WSC Constitution, Bylaws, job descriptions to officers and members upon request.
- (e) At the request of the President, takes electronic votes to be read at the next General Board meeting and records the results in the monthly board report.
- (f) Will serve as Nominating Committee Chairperson.
- (g) Will serve as Constitution and Bylaws Committee Chairperson.
- (h) Serves on the Budget Committee.
- (i) Is an ex officio member of standing committees.

4. Advisors

a. Role of Advisors

(1) They will not have imposed upon them the responsibilities of elected office. The degree of participation in the affairs of the WSC will be at their discretion. Advisor positions are not required to be filled. They are non-voting members of the General Board, are ex officio members of all committees without voting privileges, but may vote at General Membership Meetings if they are dues-paying members. Advisor shall coordinate on all protocol issues.

b. Appointment of Advisors:

- (1) The President may select to invite any of the following to serve as an advisor:
 - (a) Spouse of the Commander, 90th Missile Wing or their designee

(b) Spouse of the Command Chief Master Sergeant, 90th Missile Wing or their designee

(c) Spouse of the 20th Air Force Commander or their designee

(d) Spouse of the 20th Air Force Command Chief Master Sergeant or their designee

(e) Spouse of any Group Commander or Senior Enlisted Leader of the 90th Missile Wing or their designee.

ARTICLE V: Committees

1. Standing Committees

a. The Executive Board will prescribe the number of Standing Committees Chairs, their functions, and their composition. All positions shall maintain electronic records, prepare monthly board reports and are expected to attend all Board meetings and General Membership (Social) events.

b. Standing Committee Chair positions should include at minimum:

(1) Special Events Chair

(2) Socials

(3) Thrift Shop

(4) Scholarship

(5) Homes Tours

(6) Membership

(7) Publicity

(8) Ways & Means

(9) Webmaster

c. The President, with the majority vote approval of the Executive Board, will appoint chairpersons of the Standing Committees.

d. The President may form or disburse Standing Committees with the majority vote approval of the Executive Board.

e. The Standing Committee Chairpersons will present monthly reports to the President for distribution to the Board.

f. An updated electronic record and “lessons learned” report will be submitted to the President by each Standing Committee Chairperson at or prior to the year-end board meeting.

2. Special Committees

a. Special Committees may be formed for a specific, stated purpose such as researching issues that pertain to WSC business. The Executive Board may seek volunteers for these committees; committee members are appointed by the President with a majority vote of the Executive board. Special committees disband at the end of the board year in which they were formed unless asked to continue by the incoming Executive Board. Special committee chairpersons are not voting members.

b. Job Descriptions

(1) Special Events Chair

(a) Plans and executes annual Spring Welfare fundraiser.

(b) May appoint co-chair and multiple sub-chairs (example: decorations, graphics, desserts).

(2) Socials

(a) Plans and executes monthly WSC socials August through May, with the exception of Spring Fundraiser Event month (typically March).

(b) Purchases prizes for each social and coordinates with Ways & Means for fundraising prizes.

(3) Thrift Shop Chair/Manager

- (a) Oversees WSC Thrift Shop, Lead Positions and volunteers.
- (b) Prepares and submits to the President a monthly board report, including a financial statement, highlighting monthly activities, and any items of new or continuing business.
- (c) Maintains email account, responding to and forwarding emails (as appropriate) in a timely manner.
- (d) Ensures adherence to the Thrift Shop's Standard Operating Procedures.
- (e) Oversees the consignment and donation process to ensure the quality and pricing of items.
- (f) Interacts with consignors and customers regarding inventory issues.
- (g) Develops competency with the Thrift Shop's business software in order to successfully enter inventory into the system, troubleshoot problems that arise, and maximize the use of the software for reports.
- (h) Maintains petty cash and operating supplies budget.
- (i) Appoints Lead Positions that are approved by a majority vote by the Thrift Shop Board.
- (j) Maintains Thrift Shop Facebook page, unless agreed that the WSC publicity chair will do so ahead of time.
- (k) Makes bank deposits weekly.
- (l) Trains Leads/volunteers.
- (m) Updates Google drive with pertinent Thrift Shop documents, financial statements, etc.
- (n) Maintains volunteer spreadsheet and monitors hours.

(4) Scholarship

- (a) Drafts applications and eligibility requirements for the WSC Scholarship Program.
- (b) Chairs the Scholarship Committee.

(c) Oversees distribution of approved applications.

(d) Oversees the judging and selection process for applicants, and notifies the winners.

(5) Home Tours

(a) Attends all Cheyenne Frontier Days General and Military Committee meetings.

(b) Solicits volunteers to open their homes for tours and coordinates with Balfour Beatty for approval of use of volunteers' homes.

(c) Solicits and coordinates volunteers to serve as tour guides and sub-committee chairs.

(d) Works with the Base Historian to prepare/update tour scripts. May appoint a sub-chair.

(e) Coordinates with Public Affairs, Civil Engineering, Security Forces, Balfour Beatty and other FEW agencies, as required.

(f) Maintains the Frontier Closet.

(g) Chairs the Historic Homes Tour Committee.

(6) Membership

(a) Creates and distributes all membership forms, letters, etc.

(b) Operates check-in table at social events with Operation Treasurer.

(c) Creates and updates current Member Roster in Google Drive.

(d) Verifies membership of prospective board members.

(7) Publicity

(a) Designs flier for monthly socials.

(b) Maintains WSC Facebook and Instagram accounts, posting regular updates (no less than three to four times weekly) and sharing WSC announcements and events in local Facebook groups as appropriate. Includes updating cover photos to reflect upcoming socials and events.

1 May appoint a co-chair for the monthly newsletter. Ensures the co-chair is receiving necessary information, instructions, and requests. In the absence of a co-chair, the Publicity Chair will perform these tasks.

(c) Coordinates with Mini Club POCs/Operational Vice President on social media posts.

(d) Coordinates with Private Org. Newsletter POC to ensure WSC events and announcements are included.

(e) Designs, prints, and distributes WSC brochures.

(f) Works with all standing committees to ensure any graphics, printed materials, social media posts, etc. are properly branded to the WSC and contain required disclaimer (social media posts do not each require a disclaimer).

(g) Emails newsletter to membership each month.

(8) Ways & Means

(a) Organizes and oversees all fundraising events; prepares and routes fundraising packages for FSS approval.

(b) Coordinates with Private Org. and Wing Staff for scheduling and clarification purposes.

(c) Conducts member-only fundraisers (e.g. item sales, 50/50 raffles, etc.) at socials.

(d) Serves as liaison to other Private Organizations.

(e) Selects and coordinates with Charity of the Month.

(9) Webmaster

(a) Ensure domain name and hosting are renewed annually.

- (b) Make sure current Constitution and Bylaws are on the website.
- (c) Updates content as needed.
- (d) Responds to emails and website messages in a timely manner.

ARTICLE VI: Finance and Budget

1. Funding

- a. Funding for the WSC is derived from dues, and the net profit of membership and non-membership fundraising and Thrift Shop proceeds.
- b. A minimum balance of \$3,000, plus any assigned funds, must be left in the WSC Operations Fund at the end of the fiscal year for the incoming board.
- c. A minimum balance of \$3,000, plus any assigned funds (such as scholarship awards to be paid), must be left in the WSC Welfare Fund at the end of the fiscal year for the incoming board.
- d. A minimum balance of \$3,000, plus assigned funds (such as consignor checks) must be left in the WSC Thrift Shop Fund at the end of the fiscal year for the incoming board.

2. Membership Dues

- a. Dues will be determined by the incoming General Board prior to the first General Membership meeting of the new membership year. Gold Star Spouses (defined as spouses of servicemembers who died on active duty during a period of war or hostilities in which the Armed Services of the United States were engaged) & First Term Airman (defined as enlisted members for whom F. E. Warren is their first duty station) spouses will be able to join for free for one year.
- b. Members joining after January 1st may pay half year dues.
- c. No membership dues will be collected in June or July.
- d. The WSC will comply with applicable Federal, State, and local tax laws.

3. Budget

- a. Creation & Revisions

(1) The budget shall initially be proposed by the Budget Committee and approved by the outgoing General Board prior to the end of their board year. The outgoing Treasurers will Chair the Budget Committee.

(2) The incoming board works off the approved working budget and has 90 days from taking office to present a revised current year budget that is approved by a majority vote of the General Membership.

(3) These budgets and their subsequent revisions shall be effective for the WSC fiscal year June 1 through May 31. Budget revisions may be proposed by the Executive Board at any point during the year, but must be approved by a majority vote of the General Board followed by a majority vote of the General Membership.

b. Annual Financial Review Sub-Committee

(1) The Financial Review Sub-Committee will be composed of the incoming President, incoming Treasurers, and two other Board members with the outgoing Treasurers acting as advisors. If the incoming Treasurer and/or President cannot participate in the sub-committee (ex: if the incoming President is also the outgoing Treasurer), the Executive Board may designate another incoming Board member to take their place.

(2) The sub-committee will conduct a review of the entire fiscal year's bank statements and monthly financial reports for both the Operations and Welfare funds. The sub-committee should document any findings of the review and present a summary to the incoming board at their next meeting.

(3) The review will take place between the election and June 1. The review can occur simultaneously with the Budget Committee meeting.

(4) The Financial Review Sub-Committee may hire an accounting specialist and pay for the review or audit from the Operations Fund if there are any concerns about the financial well-being of either the Operations or Welfare funds.

(5) The Executive Board or the General Board may vote at any time during the year to conduct a financial review.

c. Fundraising Guidelines

(1) WSC is allowed to fundraise under the guidance of AFI-34223 and in accordance with Wyoming laws.

4. Distribution

a. Operations Fund shall be utilized for operational expenses of the WSC.

b. Welfare Fund is used exclusively for charitable distributions to include military community programs and scholarships. Costs associated with charitable fundraising events, scholarship presentations events, and Thrift Shop operations may be allocated out of the Welfare Fund within the confines of the budget.

c. All charitable distributions shall be approved by the General Board. Upon recommendation of the General Board, unbudgeted expenditures over \$250 shall be presented to the General Membership for a majority vote approval.

d. Scholarships

(1) General Information

(a) The Warren Spouses' Club Welfare Fund provides scholarships to qualified and selected applicants. The scholarship application and awarding processes will be determined annually by a Scholarship Committee consisting of at least the Scholarship Chair, an Executive Board Member, a General Board Member and two other members of the WSC. Plans will be presented for approval to the General Board before applications are made available. Blind judging will be used to rank applicants for awards.

(2) Eligibility

(a) An applicant must be a dependent of a military sponsor. The military sponsor of said applicant must be active duty, guard, reserve, retired or deceased status from a United States branch of service and assigned to F. E. Warren AFB in active duty status or reside in the local area. The applicant must be a student and/or have been accepted to a regionally accredited vocational/technical school, college, university, or graduate school not currently under investigation by or facing sanctions from the Department of Education including but not limited to schools unable to accept federal financial aid. Regional accreditation requirement may be waived for vocational/technical schools if regional accreditation is not offered for applicant's field of study (i.e.: welding or automotive programs).

(3) Distribution of Scholarship Funds:

(a) The scholarship funds will be distributed in one payment at the beginning of the summer or fall semester upon receipt of a copy of the school's financial statement showing

registration, tuition, lab fees etc., to verify enrollment in an accredited institution. The student must provide the WSC Scholarship Chair with this verification by September 30. Failure to follow these guidelines will result in remittance of award to an alternate scholarship winner. The check will be made payable to the accredited institution. Additional rules apply as described in the scholarship application.

(b) In special circumstances, with approval of the current Executive Board and Scholarship Chair, scholarship awards may be deferred until a future semester rather than forfeited, if the recipient is unable to attend school as planned in the summer or fall semesters of the current year. The scholarship recipient must provide proof of registration for classes starting no later than the Spring semester of the same school year.

ARTICLE VII: Thrift Shop

1. The WSC will maintain and operate a Thrift Shop on F. E. Warren AFB with the proceeds to be used for Thrift Shop daily operations and disbursements to the WSC Welfare Account.
2. The governing document of the WSC Thrift Shop is the Warren Spouses' Club Thrift Shop Standard Operating Procedures (SOPs).
3. General oversight of the Thrift Shop falls under the WSC Thrift Shop Board. This board is composed of the WSC Executive Board, the Thrift Shop Chair/Manager, and 2 General Board Members.
4. The Thrift Shop Board will approve a Thrift Shop Budget annually. This Budget will be presented to the General Board and recorded in the minutes.
5. The WSC Thrift Shop SOP's will be reviewed biannually.

ARTICLE VIII: Amendments, Revisions, and Adoptions

1. The Bylaws to the Constitution may be amended, revised, or eliminated with approval of the General Board. Such amendments and revisions shall become effective upon a $\frac{2}{3}$ majority vote of the General Membership, and upon approval of the Force Support Squadron Commander, the Legal Office and the Mission Support Group Commander.
2. Standard Operating Procedures and General Board Job Descriptions may be adjusted as deemed necessary by the Executive Board and take effect once approved by a majority vote of the General Board.

Certification of Bylaws
These Bylaws were approved by 2/3 majority of the WSC Membership.
This the 18th day of September, 2023.

WSC President Date

90 MW/JA Date APPROVED/DISAPPROVED