



## LITTLE ROCK SPOUSES' CLUB, INC. BYLAWS

### ARTICLE I: GOVERNING BODY

- A. Honorary Officers serve in an advisory capacity. The spouse of the 19AW/CC, AW/CV, and AW/CCC shall, with his/her consent be Honorary President, Honorary Vice President, and Honorary Command Chief and ex-officio members of all committees. They may vote at General Board Meetings and may cast a vote at Executive Board Meetings during extenuating circumstances when it is necessary in order to maintain LRSC operations. In such cases where Honorary Officers vote at Executive Board Meetings, Honorary Officers will be assigned one vote for every two Honorary Officers holding said position. (i.e. 1 Honorary Officer = 1 vote, 2 Honorary Officers = 2 votes, 3 Honorary Officers = 2 votes, etc.) Honorary Officers should be invited to all Executive, LRSC Board, and General Membership Meetings.
- B. Advisors are jointly appointed by the President and Honorary Officers and serve in an advisory capacity. There may be up to four consenting Team Little Rock Leadership spouses appointed. They may vote at General Board Meetings and may cast a vote at Executive Board Meetings during extenuating circumstances when it is necessary in order to maintain LRSC operations. In such cases where Advisors vote at Executive Board Meetings, Advisors will be assigned one vote for every two Advisors holding said position. (i.e. 1 Advisor = 1 vote, 2 Advisors = 2 votes, 3 Advisors = 2 votes, etc.). Advisors should be invited to all Executive, LRSC Board, and General Membership Meetings.
- C. Elected officers hold the right to vote on all matters concerning LRSC operations. The President may vote only as a tiebreaker. The elected officers, otherwise known as the Executive Board, are as follows:
- President
  - Vice President
  - Secretary
  - Treasurer
- D. Appointed officers hold the right to vote on all matters concerning LRSC operations as presented at LRSC Board Meetings and General Membership Meetings. The LRSC Board is comprised of the Executive Board members and appointed officers, to include the following:
- Parliamentarian (non-voting)
  - Welfare Chair
  - Publicity/Public Affairs Chair

- Membership Chair
- Scholarship Chair
- Grant Chair
- Fundraising Chair
- Social Chair
- All respective co-chairs should there be co-chairs for any of the afore mentioned positions (Note: Only 1 vote is considered per appointed chair position. A co-chair may vote only in place of the chair, not in addition to).

## **ARTICLE II: ELECTIONS**

- A. Executive Board Officers will be elected to serve from 1 June to 31 May consecutively for 2 fiscal years, and will be installed at a general membership meeting. No elected officer shall succeed herself/himself in an office in which she/he has served a full two-year term without reapplying for said position.
- B. All open Board positions (Elected and Appointed) must be publically advertised for a minimum 2 week/14 day window before applications can be reviewed for selection. All advertisements must be made viewable on the LRSC website, Facebook page, Instagram Page and or all other forms of social media sharing outlets utilized by the club. If a club newsletter or other form of mass information distribution system is in use, then open positions should be announced via this format as well.
- C. For Board members who have served a full two-year term, their position should be posted March prior to the end of their term's end. The effective start date of all new Board Members (elected and appointed) will be 1 June.
- D. Elections shall be by secret ballot and decided by majority vote.
- E. In the event there is only one nominee for each office, a voice vote may be taken for the entire slate.
- F. All members, in good standing for 30 days prior to a Board election, may vote at General Meetings. Membership is assigned upon payment of dues and completion of application.
- G. Absentee ballots will be issued and collected, by the Parliamentarian, prior to the day of the election. Absentee ballots may be distributed and received electronically.
- H. The Parliamentarian, with the assistance of the nominating committee, shall distribute, collect, and count all ballots. The Parliamentarian shall report the outcome of the balloting to the President for release to the General Membership.
- I. The President will cast a sealed voted for each office, to be counted only in the event of a tie.
- J. After all elections, the Parliamentarian will safeguard all ballots and then he/she will destroy them 30 days after the election.
- K. All outgoing and incoming LRSC Board members will hold a joint board meeting after elections, as scheduled by the President. Transitioning officers

and committee chairs are responsible for the orderly and complete transfer of all information to the newly elected officers and chairpersons, to include binders, electronic devices, PO Box keys, Safe Deposit Box keys, and any other pertinent devices or records. All transfers of positions that require signatures must be arranged at an agreed upon time during business hours (i.e. Safe Deposit Box access, insurance paperwork, bank account access/paperwork, state filing documentation, etc.)

### **ARTICLE III: VACANCIES**

- A. If a vacancy occurs in the office of the President and the Vice declines to advance to the office of the President for the remainder of the vacated term **or** if the office of the Vice President is vacant at the time the President's office becomes vacant, a special election will be held to fill the office of the President at the next General Membership Meeting.
- B. The elected Vice-President, with his/her consent, will fill a vacancy in the office of the President for the unexpired term, satisfying the duties and responsibilities of the club President until the office of the President is officially filled; whereby the Vice President elect would return to his/her position as such.
- C. No office shall automatically move more than one office higher than the office to which she/he was elected or appointed.
- D. An elected or appointed board member who cannot complete his/her term will submit a written resignation to the President. In the event of extended absence, incapacity, dereliction of duty, in instances where the board member misrepresents himself/herself in their position with the LRSC, misrepresents and/or disgraces the LRSC and/or the USAF, the LRSC Board (elected and appointed officers) shall determine whether a vacancy exists by a majority vote (51%).
- E. When a vacancy occurs in an elected or appointed position other than the President or Vice President, the President will appoint a successor, with the approval of the Executive Board by a majority vote (51%).

### **ARTICLE IV: DUES AND FINANCES**

#### **Section 1: Dues**

- A. The club's general membership will be 12 months, from 1 June to 31 May.
- B. All Active members will pay annual dues in the amount determined by the LRSC Board. The cost of dues will not reflect a benefit to any one member versus another (i.e. dues priced by spouse's rank); however, a tiered membership is acceptable so long as the same tiered membership is offered to all applicants.
- C. Members who join 1 January-31 May will be responsible for one half of their appropriate dues.
- D. Member's dues must be current in order to participate in LRSC activities and to have the right to vote.

## **Section 2: Finances**

- A. The fiscal year of the LRSC is from 1 June to 31 May.
- B. A General Budget, A Welfare Budget, and a Scholarship Budget, annually prepared by the Treasurer and approved by the LRSC Board, will be presented to the general membership for approval no later than the fourth month (September) of the fiscal year. The proposed budgets will be posted on the LRSC website and/or distributed to the general membership for review, at least one week prior to the general membership vote. The approved budgets must be sent to FSS after the General Membership vote. This must be done annually.
- C. During the fiscal year, the Treasurer must submit any changes to the budgets or transfers between budget amounts within the separate funds to the LRSC Board for approval. After approval by a majority vote (51%), the updated budgets must be sent to FSS. The LRSC Board will review the budgets in January and as needed.
- D. Monies belonging to the LRSC shall be kept in three separate accounts: General, Welfare, and Scholarship/Grants. At the end of the fiscal year the maximum amount of monies belonging to the LRSC combined in all accounts shall not exceed \$10,000, to exclude Scholarship/Grant checks that have not cleared the bank and/or been paid out due to awardee's change in financial status due to acceptance to a military academy, full tuition assistance provided through other means, change in circumstances where awardee is not attending the institution as planned, etc.
- E. The LRSC must hire an accountant to review accounts annually, as well as, after the turnover of any treasurer or individual responsible for treasurer duties, not to exceed 2 reviews annually.
- F. 70% of all Fundraising will be line itemed for Welfare and/or Scholarship/Grant and 30% will be line itemed for the General Fund.

## **Section 3: General Fund Account**

- A. All membership dues will go into the General Fund.
- B. 30% of all Fundraising monies will go directly into the General Fund.
- C. The General Fund will be used for operating and maintenance expenses of the LRSC (for example, insurance, bonding, PO Box, Safe Deposit Box, etc.) and monthly club social activities.
- D. The General Fund will maintain a minimum balance of \$500.
- E. Members will be charged a current and sufficient fee of the LRSC banking institution if checks are returned for any reason. The member must pay resulting charges in cash within 30 days or membership will be terminated.
- F. Any money from the General Fund, minus expenses, may be transferred to the Welfare Fund and/or the Scholarship/Grant Fund with approval of the Executive Board by a majority vote (51%).

## **Sections 4: Welfare Fund Account**

- A. Fundraising and Grants are the main source of Welfare funds.
- B. The Welfare Fund will be used for the charitable and community service projects of the LRSC, contributing directly or indirectly to the welfare of base personnel, or to the total community, military, and civilian.
  - 1. Welfare expenditures or requests, less than or equal to \$500, will be approved by the Executive Board. All Welfare expenditures or request from \$501-\$999 will be approved by the LRSC Board. Welfare expenditures greater than \$1,000-\$1,500 in any given request/proposal will be approved by the General Membership. All welfare requests/proposals, regardless of amount or approving body must have a majority vote (51%) to be processed.
  - 2. Welfare expenditures to off-base charitable organizations can be made only once to the same organization during the fiscal year, except in unusual circumstances (i.e. natural disasters, acts of terrorism, etc.). In the event the LRSC receives a second request during a fiscal year, and the second request exceeds \$500, the request will be presented to the General Membership for approval by a majority vote (51%).
  - 3. Welfare expenditures will be made based on a written request and approval process set forth by the LRSC Welfare Committee. No LRSC member or Advisor may directly solicit funds from the Welfare Fund to be given to another organization. All Welfare requests must be received directly from the organization. Welfare funds can be used for welfare projects determined as such by the board following all afore mentioned stipulations for outside welfare requests.
- C. At no time will donations from the Welfare Fund go to an organization that lobbies a legislative body.
- D. The LRSC will not contribute to a national organization or parent chapter if it is contributing to a local chapter for the benefit of the area.
- E. The Welfare Fund shall maintain a minimum balance of \$1,000.
- F. Money from the Welfare Fund may only be transferred to the Scholarship Fund.
- G. Welfare Funds will be used to fund the annual LRSC Welfare Volunteer Appreciation Banquet/Social. This banquet/social acknowledges volunteerism specific to LRSC efforts and is separate form all other award presentations (i.e. not to be combined with scholarship award presentation, other volunteer award presentations, etc.)

## **Section 6: Scholarship/Grant Fund Account**

- A. Any monetary donations from the Thrift Shop to the LRSC will go directly to the Scholarship/Grant Fund to be used exclusively for scholarships.
- B. The LRSC Board may choose to raise additional Scholarship/Grant funds by other means to further support scholarships or the issuance of grants.

- C. The Scholarship/Grant Fund will be used exclusively for educational purposes. **Exception:** The Scholarship/Grant Fund will be used for any and all LRSC Scholarship/Grant advertising, to execute the Scholarship/Grant Award Ceremony Activities. Scholarship expenditures will follow procedures set forth by the LRSC Scholarship/Grant Chair and Scholarship/Grant Committees respectively, with approval by the LRSC Board.
- D. The LRSC is prohibited from using Scholarship Funds upon dissolution or otherwise, for the general purposes of the LRSC.
- E. No more than 20% of the total Scholarship/Grant monies will be used for budgetary items outside of the direct issuance of scholarships and grants. (i.e. the execution of the Scholarship/Grant Award Ceremony Activities, advertising costs, postage, etc.)

### **Section 7: Unbudgeted Expenditures**

- A. The President may authorize, when deemed necessary, expenditures not to exceed \$250 per month from the General Fund and \$250 per month from the Welfare Fund, with a majority vote (51%) by the Executive Board.
- B. The LRSC Board may authorize unbudgeted expenditures up to \$500 from the General Fund and Welfare Fund with a majority vote (51%) from the LRSC Board.
- C. The General Membership may authorize unbudgeted expenditures over \$500, not to exceed \$1,000 from the General Fund and Welfare Fund per recipient organization with a majority vote (51%).

### **Section 8: Accounting**

- A. All monies belonging to the LRSC shall be kept on deposit in board approved LRSC bank accounts.
- B. Withdrawals from any LRSC account to meet authorized expenses shall be by check, signed by the Treasurer. In the absence of the Treasurer, the President may sign checks.
- C. Debit/credit cards issued by the designated LRSC bank can only be used by the named cardholder and can only be used for LRSC Board approved purchases. (Amount must be officially approved in writing).
- D. A check cannot be written to and signed by the same individual.
- E. At **no** time will cash withdrawals be used for any purpose.
- F. All checks written for more than \$1,000 are required to have two signatures.
- G. The records of the Treasurer shall be reviewed by an outside accountant at the close of the Treasurer's term of office whether it is a full or partial term at the expense of the LRSC. All books and records will be made available for review by the 19 FSS Resource Management Flight Chief upon request.
- H. Monthly statements for all 3 LRSC bank accounts, profit and loss statements, and balance sheets/financial reports will be sent to FSS monthly and as requested by FSS for other purposes (i.e. fundraising packets, authorization to operate, audit, etc.)

## **ARTICLE V: GENERAL POLICIES**

### **Section 1: Meeting Attendance**

All LRSC Board and committee meetings are open to the general membership with prior approval of the President.

In the event that that there are not enough Executive Board members (for Executive Board Meeting) or LRSC Board members (for LRSC Board Meetings and General Meetings) present to constitute a quorum (51%), then a meeting cannot be held.

### **Section 2: Gifts**

- A. Gifts of door prizes donated for activities within the LRSC may be accepted. Proper documentation must be provided stating nonprofit status, AFI disclaimer, and purpose/intent of request, must be provided when donations are requested of private individuals or businesses off-base which are not affiliated with the military.
- B. All LRSC members and guest are eligible to win centerpieces/table decorations at all LRSC functions.
- C. All LRSC members are eligible to win additional drawings at all LRSC functions (i.e. door prizes).
- D. Any personal gifts received by an LRSC member due to their title from an outside source must not exceed \$25.
- E. At **no** time is a board member allowed to use their position on the board to gain any personal favors from any business or individuals.

### **Section 3: Attendance**

- A. In general, LRSC functions are intended for adult members only, unless specifically stated otherwise. Members wishing to bring a child should contact the event coordinator and/or the LRSC President to determine if a child could safely participate in a given event. Exception: Infants; not toddlers.
- B. Members may bring guests to LRSC functions unless the LRSC Board limits a function to members only. Bona fide houseguests are not restricted. A person eligible for active membership may attend one LRSC function prior to membership. Non-members are allowed to attend one event prior to membership, per year.

### **Section 4: Reimbursement**

The Treasurer will reimburse individuals for authorized purchases only when presented with a Reimbursement Request Voucher with supporting documentation

within 30 days of the dated receipt, upon approval of the President or Vice President as appropriate.

## **ARTICLE VI: LRSC HONORARY OFFICERS, ADVISORS, AND BOARD MEMBERS AND THEIR DUTIES**

### **Section I: General Duties**

- A. Honorary Officers, Advisors, and LRSC Board Members are expected to attend all LRSC functions and called meetings. Unless excused first by the President, the members are expected to attend at least nine LRSC Board meetings per year in order to remain in good standing.
- B. All LRSC Board members are expected to submit monthly board reports to the Secretary prior to monthly LRSC Board Meetings. The Secretary will announce a timeline by which all reports are to be received in order to be included on the agenda. All LRSC Board Members are to have at least one week's notice by which to respond to the Secretary with their board report.
- C. All LRSC Board members are expected to notify the President, in writing, of any position-specific business items to be included in the board meeting agenda in ample time for necessary preparation for the meeting.

### **Section II: Honorary Officers, Advisors, and LRSC Board Members**

#### **1. The Honorary President, Honorary Vice President, and/or Honorary Command Chief will:**

- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend at least 9 LRSC Board meetings per year, and attend and participate as a club member when possible at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Attend and support as many social functions as possible.
- Work with the President to jointly appoint LRSC Board positions.
- Serve as ex-officio member on all committees.
- Serve as a resource to LRSC Board by assisting with matters specifically related to operating a Private Organization on the military installation.

#### **2. The Advisor(s) will:**

- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend at least 9 LRSC Board meetings per year, and attend and participate as a club member when possible at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Attend and support as many social functions as possible.
- Serve as ex-officio member on all committees.



- Serve as a resource to LRSC Board by assisting with matters specifically related to operating a Private Organization on the military installation.

### **3. The President will:**

- Be the official representative and spokesperson of the LRSC
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, plan at least 9 LRSC Board meetings per year, and attend and participate or secure that the Vice President will participate in your absence as a LRSC representative/spokesperson when possible at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Attend all Executive Meetings, LRSC Board Meetings, and General Membership Meetings as a non-voting member, except in instances where there is a tie.
- Attend and support all LRSC functions as agreed with the Vice President (Note: The President or the Vice President may attend each function or both; however, both are not required to attend all functions. This is **not** true for meetings; both the President and Vice President are expected to attend all meetings).
- Submit a “Note from the President” monthly to the Publicity/Public Affairs Chair.
- Preside at all meetings for the LRSC (Executive Board Meetings, LRSC Board Meetings, General Membership Meetings).
- Review the Board Reports, Financial Statements, and Minutes prior to sending them to the Secretary to reproduce for the Board Meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, passwords and login information for **all** accounts, and important information.
- Cast a vote, by sealed ballot, and in all other cases, only to resolve a tie.
- Maintain keys to the Safe Deposit Box, PO Box, and any other keys specific to the LRSC.
- Ensure that all original documents are stored in the Safe Deposit Box. In the event that something is removed and not returned to the Safe Deposit Box, ensure that an original is replaced before the end of the fiscal year. Conduct an inventory of documents annually.
- Appoint all Appointed Board Members, jointly with Honorary Officers.
- Appoint chairpersons of all Standing Committees and Special Committees as necessary to conduct business of the LRSC.
- Appoint a Parliamentarian and keep him/her apprised of all motions to be presented at board meetings.
- In May, with the Board and Parliamentarian, review and define standing rules for the current board year.
- Authorize unbudgeted expenditures as outlined in these Bylaws.

- Sign checks for authorized LRSC expenditures in the absence of the Treasurer.
- Be one of two required signatures (Treasurer and President) on \$1,000 or more.
- Maintain sole use of the banking card issued in your name for LRSC club transactions.
- Serve as ex-officio member of all committees, expect for Nominating Committee.
- Purchase appreciation gifts for board members and advisors at the end of the year.
- Welcome the new Honorary Officers and keep them informed during their tenure as the Honorary of club happenings.
- Track and submit the Volunteer Hours of the Board members on a quarterly basis and submit to appropriate venues on base for volunteer appreciation awards.
- Delegate assistance, as deemed necessary and in the best interest of the LRSC, to any presiding officer that may be in need of assistance in order to successfully complete his/her designated duties.

#### **4. The Vice President will:**

- Assume the duties of the President in his/her absence.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, help the President plan at least 9 LRSC Board meetings per year, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Attend and support all LRSC functions as agreed with the President.
- Attend all Executive Meetings, LRSC Board Meetings, and General Membership Meetings as a voting member. Advise the President prior to all meetings of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed, and sent to the Secretary no later than 3 days prior to the board meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, and important information.
- Act as assistant to the President and perform any duties delegated by the President.
- Serve as Protocol Officer.
- Establish LRSC Special Activity groups, to include identifying representative from each group. Maintain monthly contact with all special activity groups and submit board report as necessary.
- Coordinate with the following board members:
  - Membership
  - Publicity/Public Affairs
  - Secretary
  - Treasurer

- Fundraising
  - Welfare
  - Social
  - Scholarship
  - Purchase an appreciation gift for the President at the end of the year.
- 5. The Secretary will:**
- Attend and support all LRSC functions.
  - Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all Executive Board Meetings, LRSC Board meetings, and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
  - Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting. Compile all board reports and send to the board members at least one day prior to the board meeting.
  - It is the responsibility of the Secretary to send monthly reminders calling for board reports.
  - It is also the responsibility of the Secretary to make a “New Business” post open for discussion in the closed Facebook group for officers monthly. Only items that appear here will be addressed at the meetings under New Business without the President’s authorization.
  - Prepare the agenda for meetings of the Club, with input from the LRSC Board and/or membership. Send it to the President for final approval/editing/proofreading before sending it out to the board members. The agenda should be sent out electronically along with copies of the financial statements from the Treasurer. Any other attachments should be included if there are any referenced in the agenda (i.e. welfare request, board member application, etc.)
  - Be a custodian of all permanent records of the LRSC (except financial records, Articles of Incorporation, Constitution and Bylaws).
  - Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, and important information.
  - Maintain and keep on file in a binder all minutes and necessary reports for a 5 year period. This information should also be saved in Dropbox.
  - Record and distribute minutes of the all Board Meetings within one week of the meeting (or some other defined time frame as agreed upon).
  - Submit a copy of signed minutes monthly to NAF.
  - Assume the duties of the Parliamentarian in his/her absence.
  - Reserve locations for all meetings, excluding General Membership in cases where they will be held at the start of a social event.

- Notify Honorary Officers, Advisors, and LRSC Board members of all regular and special board meetings.
- Maintain a roster of LRSC Board Members with addresses, phone numbers, and emails.

**6. The Treasurer will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all Executive Board Meetings, LRSC Board meetings, and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, approved reimbursement request vouchers, and important information.
- Be responsible for the LRSC General Fund, Welfare Fund, and Scholarship/Grant Fund, which will be held in three separate accounts at the LRSC banking institution.
- Receive and keep an accounting of all funds deposited and withdrawn from all three accounts.
- Submit monthly statements along with financial report and board report to the Secretary for monthly meetings.
- Be the primary signer on all checks.
- Be one of two required signatures (Treasurer and President) on \$1,000 or more.
- Maintain sole use of the banking card issued in your name for LRSC club transactions.
- Ensure that tax forms are submitted to the accountant no later than June each year; countersign all tax documentation as necessary.
- Ensure that an outside accountant reviews all financials, annually and when there is a change in treasurer, whether the term was a full or partial term.
- Maintain and keep on file all records for all three accounts for a period of five years.
- Obtain, maintain, and keep on file the bonding policy. Current policy documentation should be given to the President to place in the Safe Deposit Box.
- Submit signed copies of monthly financial report and all three accounts' statements to NAF monthly.
- Submit copy of approved annual budget and profit and loss statement to NAF no later than 30 days after approval by the general membership.

- An annual budget for all three accounts must be presented to the General Membership for approval no later than the fourth month of the fiscal year (September). All budgets will be reviewed again in January by the LRSC Board and as needed.
- Serve on all Fundraising committees.
- Serve on all Welfare committees.
- Serve on all Scholarship/Grant committees.
- Chair the Budget Committee.

**7. The Parliamentarian will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a non-voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the presiding officer on parliamentary procedures and interpretation of the Articles of Incorporation, Constitution, and Bylaws.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, and important information.
- Submit amendments to the Articles of Incorporation to the Arkansas Secretary of State.
- Conduct telephone and email votes at the request of the President.
- Serve as a chairperson of the Nominating Committee and the Constitution and Bylaws Review Committee.
- Supervise all elections.
- Serve as an ex-officio member of all committees.
- Be the coordinating officer for all legal questions affecting the LRSC and be responsible for contacting the legal office about such matters.

**8. The Welfare Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, job description, and important information.
- Keep the previous year of monthly reports, financials, and year-end reports.

- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Review and research all welfare requests and present them to the LRSC Board for approval.
- Upon approval, submit a Welfare Voucher request to the Treasurer.
- Notify the requestor of the LRSC Board decision to grant or deny the request in writing.
- Mail checks for approved welfare requests to appropriate welfare grant recipient.
- Follow up with requesting organization for publicity opportunities.
- In the event a committee is formed for Welfare, serve as chair of this committee.

**9. The Publicity/Public Affairs Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, necessary information, copies of all flyers or other information that is approved for public viewing, either in print or digitally, and job description.
- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Maintain the LRSC Website, Facebook Page, Instagram, and Newsletter, as well as any other communication tools in effect.
- Publish information once approved by the LRSC Board concerning upcoming LRSC events, to include flyers, newspaper advertisements, newsletters, and marquees. **All** publications must have the official AFI Disclaimer printed on them.
- Develop press releases for local news agencies reporting LRSC events.
- Take pictures at all LRSC events and functions, publish photos to the website and maintain all photos. (Keep in mind that all publications must have the pictured individuals written consent to be included in the publication.)
- Prepares a scrapbook for the current board year.

- Responsible for maintaining an active, positive, and digitally responsible and responsive social media presence.

**10. The Membership Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, necessary information, copies of all membership forms, a complete membership roster, and job description.
- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Actively recruit and sign up new and returning LRSC members.
- Collect required dues and forward to the Treasurer in the event the Treasurer is not collecting them directly.
- Keep accurate and up-to-date records of all member's names, emails, home addresses, telephone numbers, and status (Honorary, active, or inactive).
- Prepare and distribute membership roster to all LRSC Board members. Also, keep this updated in Dropbox.
- Assemble and get approved by the LRSC Board welcome packets (as appropriate) and welcome all new members.
- Recognize newcomers and guests at all LRSC functions.
- Provide new member information at monthly LRSC Board meetings.
- Take permanent and monthly reservations and cancellations for LRSC events, to include collection any payment by attendees in the event the Treasurer is not doing so directly.
- Coordinate with the Social Chari on upcoming events; to include time and place, event, cost per member.

**11. The Scholarship/Grant Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.

- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, necessary information, copies of all applications, copies of all POCs for all places advertising the scholarships/grants, documentation of all awarded funds, documentation for public release annually of all awarded funds. Correspondence records of all attempts to communicate with award recipients, those who did not qualify for funding, and all other people of interest as it pertains to scholarships and grant, and job description.
- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Chair the Scholarship/Grant Committee.
- Manage the LRSC Scholarship/Grants Program, to include:
  - Identifying non partisan judges.
  - Coordinate with Publicity/Public Affairs Officer to solicit applications.
  - Provide application packages to judges for review.
  - Tabulate judges' results and report results to committee for final approval.
  - Coordinate with Treasurer on budget.
- Plan and execute the Scholarship/Grant Banquet/Presentation.
- Submit voucher requests to Treasurer for winning applicants.
- Forward approved checks to winning applicant's school.
- Destroy privacy act information after the Banquet/Presentation.

**12. The Social Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, necessary information, all reports from the prior year, and job description.



- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Project annual schedule of LRC general membership events from June through May. This should be done with the President, and Vice President. The Social Chair meets with personnel from the Walters Community Center, Hangar 1080, Outdoor Rec, the Chapel, etc. in order to block the LRSC dates onto their calendar and to file any necessary paperwork. Traditionally, LRSC socials are held on the 3<sup>rd</sup> Thursday of the month; however, this can change, as long as one social is held monthly.
- Arrange for menu, program, door prizes, price and decorations for all LRSC functions.
- Finances-Have a working knowledge of the budgeted social items. All socials have a set budget. If you have a question or concern contact the Treasurer. All receipts must be presented to the Treasurer for reimbursement.
- Reserve rooms for LRSC General Membership functions.
- Coordinate with Publicity/Public Affairs Chair on publicity for events and on-line reservations..
- Coordinate with the Membership Chair for reservations and payment.
- The Social Chair is responsible for the organization of social functions, attendance at social events, maintenance of the social calendar, coordination of social press coverage with publicity chair, board reports presented at meetings, and to identify volunteers to assist with socials.

**13. The Fundraising Chair will:**

- Attend and support all LRSC functions.
- Agree to the terms of membership and maintain good standing with the LRSC-pay dues, attend all LRSC Board meetings and General Membership Meetings as a voting member, and attend and participate at fundraising events, volunteering events, ceremonies and awards presentations, etc.
- Advise the President prior to the meeting of any business to be discussed, motions to be made, or any announcements.
- Prepare a report for board meetings. Report should be typed, dated, electronically signed. All board reports will be sent to the Secretary no later than 3 days prior to the meeting.
- Keep a current binder of monthly board reports; board meeting minutes, budgets, necessary information, all reports from the prior year, and job description.
- Turn in all dated receipts within 30 days with a completed reimbursement form to the Treasurer for reimbursement for approved purchases.
- Chair the Fundraising Committee.

- Understand the Fundraising Budget.
- Plan and execute fundraisers to support all accounts.
- Submit Fundraising requests to the 19FSS Resource Management NAF for approval.
- Coordinate with the Publicity/Public Affairs Chari to advertise events and provide follow-on press releases.
- Develop a budget with the Treasure for fundraising events.
- Note: 3 fundraisers are permitted quarterly, a single fundraiser may last the length of a quarter.

## **ARTICLE V; SPECIAL COMMITTEES**

### **Section I: General**

All committee chairs are appointed by the President jointly with the Honorary Officers, and must be active members in good standing. All committee chairs will attend LRSC Board meetings as appropriate to update to update the board on his/her committee's activities, submit written reports to the LRSC Board, and provide a continuity binder upon completion of committee tasks.

### **Section II: Constitution and Bylaws Committee**

#### **A. Purpose:**

1. Annually review LRSC Constitution and Bylaws by August of every year.
2. Seek input from the General Membership on potential changes.
3. Amend the Constitution and Bylaws following provisions in the standing Constitution.
4. Submit reviewed documents to NAF minimally every two years as directed.
5. Submit amended documents once ratified.

#### **B. Membership:**

1. Parliamentarian (Chair)
2. LRSC Executive Board Members
3. Honorary Officers-non voting
4. Advisors-non voting

### **Section III: Budget Committee**

#### **A. Purpose:**

1. Prepare annual budgets for all three LRSC Accounts based on projected financial needs of special committees and LRSC functions.
2. Approve budgets following provisions in the Constitution.
3. Perform mid-year review of budgets in January.

#### **B. Membership:**

1. Treasurer (Chair)
2. LRSC Executive Board Members
3. Parliamentarian
4. Honorary Officers-non voting
5. Advisors-non voting

#### **Section IV: Fundraising Committee**

##### **A. Purpose:**

1. Plan and execute all activities, coordinate and follow up on the Holiday Bazaar or other event(s) to support the three Accounts.
2. Submit written reports to the LRSC Board.
3. Ensure all documentation for Fundraising Requests are submitted to FSS prior to the quarter in which they are intended to take place for ample time to be reviewed and approved.

##### **B. Membership:**

1. Fundraising Chair (Chair)
2. LRSC Executive Board Members
3. Honorary Officers-non voting
4. Advisors-non voting
5. Publicity/Public Affairs Chair
6. Any other persons deemed necessary

#### **Section V: Scholarship/Grant Committee**

##### **C. Purpose:**

1. Plan and execute all activities, coordinate to award scholarships/grants to individuals and/or local schools.
2. Determine applicant eligibility requirements.
3. Determine judges' qualifications; select three independent judges to review and evaluate applications and select scholarship and/or grant recipients; independent judges will **not** have any affiliation with the LRSC, Little Rock Air Force Base, any of the scholarship/grant applicants, or institutions that would be otherwise be the receiving entity of funds awarded (i.e. Johnny applies to Arkansas State University; therefore the judges cannot be affiliated with ASU. Likewise is true for Grants. Susan applies for a grant to sell Mary Kay; therefore, no member affiliated with Mary Kay will be a judge).
4. Determine monetary amounts of scholarships/grants based on the budget.

##### **D. Membership:**

1. Scholarship/Grant Chair (Chair)

2. LRSC Executive Board Members
3. Honorary Officers-non voting
4. Advisors-non voting
5. Parliamentarian-non voting
6. Two members selected by the Chair from the General Membership

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