

**CANNON SPOUSES' CLUB
CONSTITUTION AND BY-LAWS**

CONSTITUTION

**Article I
NAME and PURPOSE**

The name of this organization will be the Cannon Spouses' Club, hereinafter referred to as the CSC, and is created under the authority of AFI 34-223, Private Organization (PO) Program. This private organization is classified as an independent organization.

The CSC is organized exclusively for charitable purposes under the section 501(c)(3) of the Internal Revenue Code. The CSC is subdivided into two divisions: Operational and Welfare.

Operational Division: The purpose of this division is to promote social and recreational activities for members of the CSC. The objective is to establish and conduct social, cultural, and educational activities for members of the CSC to foster morale, promote good will, and encourage fellowship among members.

Welfare Division: The purpose of this division is to support and encourage charitable and educational endeavors, which serve a public interest. The objective is to raise funds to be used exclusively for charitable and educational purposes to benefit both military and civilian communities through the distribution of scholarships and monetary donations.

The CSC will conduct activities in a manner which is free from any discrimination and provides equal opportunity for treatment for all members, irrespective of race, color, religion, sex, sexual orientation, or national origin.

**Article II
General Provisions**

The CSC operates on Cannon Air Force Base, New Mexico only with the consent of the Installation Commander or delegee. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force Instructions and Policies.

The CSC has established two bank accounts at Cannon Federal Credit Union under the names of the Cannon Spouses Club Operational and Cannon Spouses Welfare, named respectively for each of our separate divisions.

The CSC members must be aware that, generally, members are jointly and severally liable for obligations of the PO.

The CSC membership is liable under the laws of New Mexico for organizational debts in the event organizational assets are insufficient to discharge liabilities.

**Article III
Officers and Governing Body**

The officers of the CSC include honorary, elected, and appointed officials, and will serve as members of the CSC Board. The officers of the Executive Board are Advisors, President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, and Parliamentarian. The governing power of this organization will be members of the CSC Board as defined in the CSC By-Laws.

Section 1. Duties of the Advisory Group

CSC Advisory Group: The Honorary President and Honorary Co-President will be ex-officio members, without voting privileges, of all committees with at least one (1) advisor being present at all meetings. The Honorary President will designate which advisors should attend meetings, if necessary, other than Executive Board meetings and General Membership meetings.

Revised: December 15, 2019

- A. The Honorary President will be the spouse of the Commander of the 27th SOW and the Honorary Co-President will be the spouse of the Vice Wing Commander of the 27th SOW, with his or her consent.
- B. If the aforementioned designees are unable or unwilling to fulfill the duties for the Cannon Spouses' Club, a representative will be chosen, from the willing Group Command spouses, by the Honorary President.

Section 2. Duties of the President:

- A. Presides at all regular and special meetings of the CSC Board and Executive Board.
- B. Is the official spokesperson of the CSC.
- C. Calls the meeting of general membership to order.
- D. Appoints a Parliamentarian.
- E. Appoints, with Executive Board approval, chairpersons of all standing committees and special committees, when necessary to conduct the business of the CSC.
- F. Ensures that job descriptions are updated and distributed to all board members at the beginning of the board year.
- G. Is reported to by all elected officers and the Parliamentarian.
- H. Will not make a motion or amend a motion and only votes in the case of a tie.
- I. Ensures that the Secretary emails the minutes of all general membership and executive council meetings to the PO Monitor.
- J. Is authorized to spend a sum not to exceed the amount budgeted as "Board Discretionary Expenses", providing such expenditure is in keeping with the Constitution and By-Laws of the CSC.
- K. Ensures the CSC's Constitution and By-Laws are reviewed annually, or when there are changes to the intent of the CSC's primary purpose.
- L. Submits Constitution and By-Laws to the 27th Special Operations Force Support Squadron Private Organization Monitor 27 SOFSS/FSR every 2 years or as needed.
- M. Submits an annual report at the May Executive Board meeting summarizing the activities of the year as well as presenting information and recommendations for their successor.

Section 3. Duties of the First Vice President:

- A. Assists the President in all CSC business.
- B. Performs President's duties in the President's absence.
- C. Attends (or appoints a proxy to attend) base wide briefings/meetings to promote the CSC as designated by the President.
- D. Attends Operational and Budget Committee meetings.
- E. Acts as advisor to all Operational Committees.
- F. Carries out the responsibilities as stated in the job description and any other duties assigned by the President.
- G. Ensures that Honorary Members are welcomed.
- H. Serves as CSC property manager to include holiday and special event decorations, and special activities supplies.

Section 4. Duties of the Second Vice President:

- A. Assists the President in all CSC business.
- B. Performs First Vice President's duties in the First Vice President's absence. The Second Vice President will assume the duties of the President in the absence of the First Vice President and President.
- C. Serves as advisor to all Welfare Committees.
- D. Attends Welfare and Budget Committee meetings.
- E. Carries out the responsibilities as stated in the job description and any other duties assigned by the President.
- F. Ensures that Honorary Members are farewelled.
- G. Assists the Thrift Shop Chair.
- H. Attends Thrift Shop meetings.

Section 5. Duties of the Secretary:

- A. Attends, records and types minutes of all regular and special meetings of the CSC and the Executive Board. Keeps account of all members present at meetings.
- B. Emails the minutes of all general board and executive board meetings to the PO Monitor, within two weeks of the meeting and files a copy in the Secretary binder.
- C. Maintains all records/monthly board reports submitted to the CSC gmail, in the Google folder.
- D. Ensures organizational records are compiled, maintained, and transferred to his/her successor.
- E. Is the custodian of the permanent records of the CSC.
- F. Is responsible for all correspondence of the CSC as directed by the President.
- G. Reserves space for monthly board meetings.
- H. Notifies all members of the CSC Board or Executive Board of the time and place of all meetings.
- I. Carries out the responsibilities as stated in the job description and any other duties assigned by the President.
- J. Sends letters of termination to any board member who has 3 unexcused board meeting absences.

Section 6. Duties of the Treasurer:

- A. Establishes an annual operational and welfare budget/financial plan for the CSC. The plan will include projected activities including income and expenses, and capital purchases, such as equipment. The budget will establish the financial objectives to generate the income to cover planned expenses.
- B. Maintains records of all financial transactions and the financial status of the CSC.
- C. Prepares income and expense statements, either on an accrual or cash basis. The income and expense statements will reflect monetary events that have occurred during each period.
- D. Prepares and updates a balance sheet accounting for total assets, liabilities and net worth of the CSC.
- E. Establishes and maintains all necessary bank accounts, withdraws funds and makes all disbursements for payments authorized by the membership or Executive Committee and when approved by the President. Receives and disperses all funds belonging to the Operational and Welfare funds.
- F. Pays insurance premiums for liability and bond insurance (CSC and Thrift Shop).
- G. Prepares and presents the monthly Operational and Welfare Financial Report at the governing board meetings.
- H. Emails monthly bank statements, reconciliations and financial reports to the PO Monitor.
- I. Emails Welfare Annual Financial Statement to the PO Monitor as soon as possible after the fiscal year end.
- J. Reconciles the Operational & Welfare Funds ledgers and checkbooks monthly.
- K. Ensures that the appropriate IRS tax filings are completed at the end of the fiscal year for Operational & Welfare divisions.
- L. Chairs the Operational and Welfare Budget Meetings.
- M. Prepares the Operational and Welfare Budgets for the following fiscal year.
- N. Ensures that there are two signatures for every check written on either Operational or Welfare account. Authorized signatures include, President, First Vice President, and Second Vice President. The Thrift Shop Manager is authorized for Welfare account, but cannot sign their own honorarium check.
- O. Works with Thrift Shop Manager to keep records of sales, deposits, and expenses.
- P. Ensures that fundraising does not take place during the Combined Federal Campaign.
- Q. Advises President on all financial matters.

Section 7. Duties of the Parliamentarian:

- A. Advises the President, Executive Board, and general membership on points of order and proper procedures in accordance with the Constitution and By-Laws of the CSC and the latest revised edition of Robert's Rules of Order.
- B. Serves as a non-voting member of the CSC Board.
- C. Serves as liaison to the 27th SOW Legal Office on CSC matters.

- D. Supervises the election of the Executive Board.
- E. Counts the votes for all motions presented to the board or the general membership.
- F. Chairs the Constitution and By-Laws Committee, ensuring timely updates and revisions to the documents.
- G. Ensures updated copies of Constitution and By-Laws are provided to the PO Monitor.
- H. Ensures that the PO Monitor receives an updated executive board roster at the beginning of the board year and when there are any changes to the board positions.
- I. Carries out the responsibilities as stated in the job description and any other duties assigned by the President.

Article IV Membership or Patronage

Membership into the CSC is voluntary and will include four categories: Active, Associate, Courtesy and Honorary. Membership is open to all persons regardless of race, color, sex, religion, handicap, sexual orientation or national origin, provided they meet the requirements of this article.

For the purposes of the CSC official documents, to include but not limited to the Constitution, By-Laws and Operating Policies, the term 'spouse' is defined in accordance with 28 USC 1738C, the current Federal law applicable to the Armed Forces.

Section 1. Active Members:

- A. Spouses of all military members of the armed forces on active duty permanently assigned to Cannon AFB.
- B. Spouses of all military members who are assigned elsewhere, while the spouse resides in the Cannon AFB area.

Section 2. Associate Members:

- A. Spouses of active or retired Civil Service Employees assigned to Cannon AFB.
- B. Spouses of retired military members or reserve members of the armed forces.
- C. Former spouses who are eligible for benefits under Public Law 97-252, Title 10 "Uniformed Services for Spouses Protection Act".
- D. Widowed spouses of military members.

Section 3. Courtesy Members:

- A. Contract employees of the CSC to include, but not limited to, the Thrift Shop Manager and Assistant Manager, for the duration of their employment will be courtesy members. Upon termination of their employment, if eligible under the above guidelines they may choose to become either Active or Associate members.
- B. Active duty military members assigned to Cannon AFB.
- C. Civil service employees assigned to Cannon AFB.
- D. Cannot hold a board position.

Section 4. Honorary Members:

- A. With approval of the Executive Board, the Honorary President may invite such person(s) as deemed appropriate to be Honorary Members of the CSC, granting membership for a period of one (1) year.
- B. Spouses of active duty Air Force members who are widowed while the spouse is on active duty will automatically become honorary members for a temporary period of six months. After a six-month period, they may choose to become Associate members if they wish to participate in a more active role.

Section 5. Members Rights, Requirements, and Responsibilities:

- A. Active members will pay dues and have the privilege of voting, holding office, and participating in all CSC activities. (See Table 1.0).
- B. Associate members will pay dues and enjoy all privileges of Active members, except holding elected office. Associate members can be appointed to chair standing committees or special committees. Associate members can vote.

- a. If a spouse of an Active member retires while the Active member is serving as a member of the board in an elected position they may choose to continue to serve through the conclusion of the term with active member privileges and responsibilities.
- C. Courtesy members will pay dues and may participate in all activities of the CSC except voting, holding elected and non-elected board positions. (See Table 1.0).
- D. Honorary members will not pay dues, but may participate in all activities except voting, holding office, and being a standing committee chairperson. Honorary members will not be held liable for any debts incurred by the organization.
 - a. If a spouse of an active duty Air Force member is widowed while serving as a member of the board in an elected or non-elected position they may choose to continue to serve through the conclusion of the term with active member privileges and responsibilities.
- E. Each member is provided with access to a copy of the Constitution and By-Laws.
- F. Each member, except Honorary members, is informed prior to joining that financial liability incurred by the organization may result in individual responsibility. This does not relinquish the members' responsibility even if the organization has been dissolved or redesignated. For this reason, the Executive Board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure that all debts are satisfied. The CSC currently operates on a budget created from funds raised in the prior board year and does not incur debt.
- G. Membership dues will be renewed in June of every year to remain an active member.

Table 1.0

Membership Type	Hold Elected Office	Hold Non-Elected Office	May Vote?	Pay Dues?	Payment Method
Active	Yes	Yes	Yes	Yes	Annually/Biannually
Associate	No	Yes	Yes	Yes	Annually/Biannually
Courtesy	No	No	No	Yes	Annually/Biannually
Honorary	No	No	No	No	Annually/Biannually

Section 6. Termination and/or Suspension of Membership:

- A. Membership in the CSC is terminated if any of the following occur:
 - a. Upon permanent departure from the area.
 - b. Upon written resignation to the Membership Chairperson.
 - c. By the Executive Board with a two-thirds approval vote of the whole Board for cause involving discreditable conduct.
 - d. Any member suspended from the CSC will be notified of the suspension, in writing, by the Secretary.

Section 7. Guests:

- A. Limitations may be imposed on guest attendance and activities, if the Executive Board should deem such action necessary to the welfare of the CSC.
- B. The chairperson of each CSC activity will be responsible for verifying eligibility of those participating in said activity by consulting with the Membership Chairperson.
- C. The membership has first priority on reservations to any CSC function with the exception of the annual auction. The availability of reservations beyond that may be left to the discretion of the chairperson of the event, or the chairperson's designated representative, provided guest limitations have not been placed on that particular event by the Executive Board.
- D. Guests may receive prizes at events and activities, provided no such limitations are placed in advance (see A. above) and eligibility has been verified (B. above).

Article V Methods of Financing

CSC Operational Fund - This fund is composed of membership dues (as established by the CSC Board and approved by the general membership), Ways and Means, net proceeds from CSC-sponsored fundraising events **and Board approved Welfare discretionary funds**. This money will be utilized for CSC operational expenses (such as entertainment, publications, decorations, programs, luncheons, etc.).

CSC Welfare Fund - This fund is composed of all net proceeds from all CSC sponsored Charitable and Scholarship fundraising functions and all net proceeds from the Thrift Shop. This fund will be used for scholarships and to promote charitable activities.

The CSC will support the CSC Website and the amount of advertising money received shall never be greater than the cost of publication according to Internal Revenue Service regulations.

Fundraising efforts will not compete or duplicate activities of the Army and Air Force Exchange Services (AAFES) or the 27th Special Operations Force Support Squadron NAFIs.

Article VI Fundraisers

All requests for special functions, resale activities to include charity drives and fundraising events will be typed and submitted on a fundraiser form at least 14 business days prior to the event being held and forwarded to the Private Organization Monitor and approved by the Installation Commander or delegee. Advertising for the aforementioned event will not occur without approval. All print and electronic media mentioning the PO's name must prominently display the following disclaimer confirming the PO is not a part of the DOD: "This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status." This disclaimer must also be provided in verbal communication and public announcements.

Only internal fundraisers (i.e. those conducted mainly by DOD personnel for the benefit of DOD personnel) will be authorized during the Combined Federal Campaign or Air Force Assistance Fund drives. Additionally, the fundraiser must occur away from the workplace and not detract from these official campaigns. Approval for fundraisers during the Combined Federal Campaign or Air Force Assistance Fund will be at the discretion of the Installation Commander or delegee.

Article VII Meeting and Quorums

Minutes of each meeting will be signed by the President and Secretary and sent monthly. A copy of the financial report/statement will be forwarded with the minutes to the 27th Special Operations Force Support Squadron Private Organization Monitor (27 SOFSS/ FSR NAF ACCOUNTING OFFICE) within two weeks after the meeting.

The summer prior to the fall start of the CSC year the CSC Board shall meet monthly for a board meeting at a day, time, and place designated by the Board members unless otherwise designated by the President, provided a quorum is present. The CSC board consists of the CSC Advisors, Executive board, Parliamentarian, and the Chairpersons of all standing committees and appointed positions. The function of the CSC Board shall be to formulate club policies and procedures. The CSC Board shall be insured pursuant to AFI 34-223. The Board shall be responsible for formulating the policies and directing the operations and organization of the CSC. Special planning meeting of the Governing Board may be called by the President or by three members of the Governing Board. A quorum will consist of 51% voting members present at the meeting.

Article VIII
Adoption and Amendments

The Constitution and By-Laws must be approved by 75% of present membership and become effective only upon the approval of the Installation Commander or delegee. All Constitutions and By-laws must be routed through the 27th Special Operations Force Squadron Private Organization Monitor before being submitted to the Installation Commander or delegee for approval.

Constitution and By-Laws will be reviewed, changed, amended, revised, or updated every two years, or when there is a change in the purpose, function, or membership eligibility. All proposed changes and reviews must be submitted in writing and forwarded to the 27th Special Operations Force Support Squadron Private Organization Monitor (27 SOFSS/ FSR NAF ACCOUNTING OFFICE) before being approved by the Installation Commander or delegee.

If the Constitution and By-Laws are current and accurate the CSC must send a letter to 27 SOFSS/ FSR NAF ACCOUNTING OFFICE stating the Constitution and By-laws are current.

The majority of present members may amend the Constitution and By-laws. Any amendment changing the operational purpose or procedures of the Constitution and/or By-Laws will not become effective until approval is obtained by the Installation Commander or delegee. All proposed amendments will be forwarded to the 27th Special Operations Force Support Squadron Private Origination Monitor (27 SOFSS/ FSR NAF ACCOUNTING OFFICE) prior to submission to the Installation Commander or delegee.

Article IX
Dissolution

The 27th SOFSS/CC will be notified of the intent of the CSC to dissolve and will be provided with a time-phased plan of the CSC to do so. Any outstanding debt will be satisfied with existing funds. The balance of these assets will be disposed of as determined by the membership with approval from the Installation Commander or delegee. AFI 34-223, paragraph 12 provides guidance for private organization dissolution. The Installation Commander or delegee retains the right to initiate dissolution.

Article X
Insurance Coverage

Insurance requirements will be in accordance with AFI 34-223, paragraph 10.15 and in compliance with base legal office directives. A request for a waiver will be routed through the base legal office prior to approval. The waiver authority for insurance coverage is the Installation Commander or delegee. Once the waiver is approved, it will be re-evaluated annually.

BY-LAWS

Article I Duties of Officers

Section 1. Duties of the Advisors:

As codified in CSC Constitution Article III Section 1.

Section 2. Duties of the President:

As codified in CSC Constitution Article III Section 2.

Section 3. Duties of the 1st Vice President:

As codified in CSC Constitution Article III Section 3.

Section 4. Duties of the 2nd Vice President:

As codified in CSC Constitution Article III Section 4.

Section 5. Duties of the Secretary:

As codified in CSC Constitution Article III Section 5.

Section 6. Duties of the Treasurer:

As codified in CSC Constitution Article III Section 6.

Section 7. Duties of the Parliamentarian:

As codified in CSC Constitution Article III Section 7.

Article II Elections and Voting

Section 1. Elections:

Any active member of the CSC may self-nominate to serve as an elected officer of the organization. The member will be listed under the position desired on the Election ballot.

Section 2. Election Process:

- A. The election of officers shall be held at the April General Membership meeting, and shall be by secret ballot. A plurality vote of the members voting will elect. Any tie shall be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of votes.
- B. If a candidate is running unopposed, election may be by a show of hands for that office.
- C. Ballots will be prepared, distributed, collected, and counted by the Parliamentarian.
- D. Election shall be open for at least one and one-half (1 1/2) hours, and members shall be informed of the election at least two (2) weeks in advance of the election day. Election hours may be extended beyond one and one-half (1 1/2) hours at the discretion of the Parliamentarian.
- E. Any eligible voting member of the CSC may obtain an absentee ballot from the Parliamentarian. A voting member may request an absentee ballot only for herself or himself. The ballot must be turned in before the close of voting or it will not be counted.
- F. Any member not in good standing shall be prohibited from voting until accrued dues are paid.
- G. If a vacancy remains in an executive board position after the annual elections, in the best interest of the club the board may search for a nominee and elect the nominee with a 2/3 vote.

Section 3. Term of Office:

- A. Installation of newly elected officers shall be held at the May General Membership Meeting.
- B. Officers shall assume their duties upon installation.
- C. Officers shall serve for a period of one (1) year or until their successors are elected or appointed. Officers shall serve no more than two consecutive elected terms in the same position.
- D. Committee chairmen and non-elected Board members (with the exception of the Parliamentarian who is appointed by the President) shall serve for a period of no more than four consecutive years in the same position.

Section 4. Board Vacancies:

- A. A vacancy occurring in the office of President shall be assumed by the First Vice President.
- B. A vacancy occurring in the office of First Vice President shall be assumed by the Second Vice President.
- C. Should a vacancy occur in the office of Second Vice President or any other elected office, the

President, with the approval of the CSC Board, shall appoint someone to fill the vacancy.

- D. A temporary vacancy occurring in any office for a period of fifteen (15) days or more may be filled by appointment of the President. This pro-term appointed officer will assume the duties of the office for the duration of the CSC board year.

Section 5. Removal of Officers:

- A. Elected officers may be removed by a two-thirds vote of the active membership, providing a termination was submitted to the officer thirty days in advance.
- B. Chairpersons and other appointees may be removed at the discretion of the President.
- C. Any board member with 3 absences in a board year will forfeit their position.

Section 6. Voting:

- A. The following members of the CSC have votes on the CSC board: 1st VP, 2nd VP, Secretary, Treasurer, and all appointed members of the board with the exception of the Parliamentarian. The President only votes in the case of a tie, and the members of the Advisory Board do not vote. All CSC Board members except the Parliamentarian have votes with the general membership.
- B. Appointed board positions may have proxy co-chairman designated to attend board meeting on behalf of the board chairman. The proxy may vote on behalf of the board member only in the absence of the board member.
- C. At any general membership meeting, a quorum shall consist of ten percent (10%) of the voting members. No voting shall take place at a general or special meeting unless the quorum is met. Members of the Advisory Board are not required to be present for a quorum and/or voting.
- D. All measures must be approved by a 2/3 majority of the board members present at the board meeting (having met the requirements for a quorum - 51% of voting members...see Article 7).

Section 7. Phone/Email/Online Voting:

If the President determines that an issue must be voted on before the next board meeting he/she will call for a phone/email/online vote.

- A. The president will inform the Parliamentarian that the vote must be conducted over the phone/email/online. The Parliamentarian will be informed of the motion and the deadline for voting.
- B. The Parliamentarian will organize a notification for the vote and the deadline for voting to be completed. Each person must be given the opportunity to vote by a reasonable deadline.
- C. The motion will be posted on the specified media.
- D. The Parliamentarian may enlist help if necessary to complete the voting procedure.
- E. Records will be kept of phone conversations, email threads and online "chains" for future reference and permanent records.
- F. When voting online, motions and voting will be run as it is during a meeting with a timeframe allotted for discussion.
- G. At the end of each vote, the votes are tallied and a 2/3 majority of all voting members must be reached to pass the presented motion. (A quorum must first be met of at least 10% of the voting members. See Art. II Sec. 6 C above.)
- H. Results will then be posted.

Article III Dues or Fees

- A. Dues, as established by the CSC Board and approved by the general membership, are payable on an annual (June – May) or biannual basis (June-December or January-May).
- B. Dues shall be collected from members with the option to pay annually or biannually. New incoming members will pay a prorated amount beginning January 1. Members whose spouse is E1 to E4 do not pay annual dues.
- C. Once paid for the new fiscal year, dues will not be refunded for any reason.
- D. A change in dues may be established through recommendation of the CSC Board and approval by a majority of the general membership present at a meeting.
- E. Dues are reviewed annually at the Budget meeting.

ARTICLE IV COMMITTEES

Section 1. Standing Committees:

- A. The number of standing committees, their functions and composition will be prescribed by the Executive Board.
- B. Chairpersons of the standing committees will be appointed by the President, with approval of the executive board.
- C. The President may appoint or delete standing committees with approval of the CSC Board.
- D. Standing committee Chairpersons will present monthly reports to the CSC Board.
- E. Annual reports and recommendations will be submitted by each standing committee chairperson in the final month of the CSC year and will be made part of the CSC's permanent records.

Section 2. Special Committees (Budget, Constitution and By-Laws, etc.):

- A. May be appointed by the President for a specific purpose and cease to exist after its purpose is accomplished.
- B. Present a final report to the Executive Board, which will become a part of the CSC's permanent records.
- C. Special Committee representatives may attend Executive Board Meetings as required by the President, in a non-voting capacity.

Section 3. Scholarship Committee

- A. The Scholarship committee consists of the Scholarship Chairperson, member of the Advisory Group, one Executive Board Member, Treasurer, and any other CSC board member.
- B. Members who have a child/dependent who intends to compete for a scholarship are excused from serving on this committee and said vacancy may be filled by appointment of the President (or by the Honorary President if the recused member is an Advisor).
- C. The Scholarship Chairperson appoints judges from the community to judge the scholarship packages. The Scholarship Committee selects winners and allocates awards in April.

Section 4. Thrift Shop Committee

- A. The CSC will maintain and operate a Thrift Shop IAW AFI 34-223 and the CSC Operating Policies. See the CSC Thrift Shop Operating Policies for additional details.
- B. The Thrift Shop Committee is comprised of a member of the Advisory Group (non-voting), President, Second Vice President, Parliamentarian, Treasurer, Thrift Shop Chair, Thrift Shop Manager and Thrift Shop Assistant Manager. They shall act in an advisory capacity to the Board.
 - a. All matters of policy (operating procedures, budget, employment/termination of employment, fees, etc.) will be determined by the Thrift Shop Committee. To avoid potential conflict of interest in matters involving employment/termination independent contractors will be excused from the committee for the duration of employment/termination discussions.
 - b. The Thrift Shop Committee reviews Thrift Shop Policy and Budget yearly by January.
 - c. The CSC may provide funding for a Thrift Shop Manager and Thrift Shop Assistant Manager as independent contractors if a need is determined by the Thrift Shop Committee. A bond will be provided for any paid independent contractors of the CSC, for the Thrift Shop Chairperson, for cashiers, or for any volunteer as determined appropriate.
 - d. Net proceeds from the Thrift Shop shall be deposited in the CSC Welfare bank account.
 - e. The CSC has determined that Thrift Shop operations require liability and/or fidelity insurance. There is sufficient risk with the operation of the Thrift Shop, the dollar volume of funds and nature/scope of their activities to warrant insurance coverage and treasury bond.

**Article V
Finances and Taxes**

- A. The organization with gross annual revenue of \$5,000 or more will submit an annual financial report/statement to the 27th Special Operations Force Support Squadron Private Organization Monitor.
- B. An annual audit will be performed by a certified public accountant (CPA) when annual gross revenues (sales, income, dues, services, charges, etc.) are \$250,000 or more. This audit will be at the expense of the organization.
- C. Organizations with annual gross revenues of more than \$100,000 but less than \$250,000 must have an annual audit performed by a public accountant (CPA not required) at the expense of the organization.
- D. If there are signs of fraud or improprieties, regardless of the amount of revenues, the Installation Commander or delegee will ask the Air Force Audit Agency to do an audit to protect the Air Force's interest.
- E. A copy of an audit performed will be forwarded to the 27th Special Operations Forces Support Squadron Private Organization Monitor.
- F. The CSC fiscal year shall be June 1 to May 31.
- G. A budget will be prepared and approved by the CSC Board by March. It shall be presented to the general membership at the April general membership meeting and then voted on.

**Article VI
Insurance Coverage**

Insurance requirements will be in accordance with AFI 34-223, paragraph 10.15 and in compliance with base legal office directives. A request for waiver will be routed through the base legal office prior to approval. The waiver authority is the Installation Commander or delegee. Once the waiver is approved, it will be re-evaluated annually.

**Article VII
Awards and Gifts**

Awards and gifts will be bestowed upon individuals that the CSC feels should be recognized. The CSC reserves the rights to deny awards and gifts to an individual that has not actively participated in any activities. Any award or gift will not exceed a cost of \$25.00 with the exception of PCS of Honorary Advisors. Honorary Advisors' gifts and awards will not exceed a cost of \$50.00.

**Article VIII
Distribution to Members**

An electronic copy of the Constitution and By-Laws will be updated to the CSC website each time they are revised, updated, or corrected.

**Article IX
Adoption**

This Constitution and By-laws becomes effective upon adoption by an affirmative vote of the majority of the active membership present at the general membership meeting and approval of the CSC President.

This Constitution and By-laws were approved by the general membership on: _____(Date)

X _____
Camisha T. Morrison
President, Cannon Spouses' Club