

Keesler Spouses' Club Bylaws

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ARTICLE I – Scope of Organization, Duties of Officers and Governing Body

SECTION A: Scope of Organization, Name and Purpose

1. The Keesler Spouses' Club (KSC) is organized to provide a medium for social, charitable and educational activities undertaken by spouses associated with Keesler Air Force Base (KAFB). The KSC sponsors social and recreational events. The social activities are financed through dues, user charges, and Philanthropy projects (fundraisers). The KSC raises funds for charitable and educational purposes through operations of the Keesler Thrift Shop or fundraising activities. These fundraising activities are carried on through the efforts of club members who volunteer their time. The charitable and educational funds so raised, in addition to excess funds generated by the club, provide funds for college scholarships and support for base and community charitable organizations.
2. The membership is liable under the laws of the State of Mississippi for organizational debts in the event the organization's assets are insufficient to discharge liabilities. AFI 34-223 requires this provision.
3. The KSC operates on Keesler Air Force Base only with the consent of the installation commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations.
4. The KSC is divided among three unequal governing parts, which are the Executive Team, the General Board, the Advisory Group operating on a fiscal year (June 1st to May 31st).

SECTION B: Executive Team

1. The Executive Team shall consist of the elected officers, the Advisory group (Article I, Section D) and the Parliamentarian. The Executive Team members are charged with the primary responsibility of directing the operations of the KSC.
2. The Executive Team shall annually review the KSC Constitution, Bylaws, and Operating Policies and Procedures. Revisions approved by majority vote of the Executive Team.
3. Elected officers will minimally consist of President, Vice President, Treasurer, and Secretary. Prior to the first meeting of the Nominating Committee, the Executive Council shall determine if the need exists for two Vice Presidents (General and Welfare) or two Treasurers (General and Welfare). Duties of elected officers are as follows (if only one Vice President or Treasurer, duties will be combined accordingly):

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- a. The President shall:
 - i. Preside at all Executive Team, General Board, and general membership meetings.
 - ii. Appoint a Parliamentarian. This appointment shall require the approval of the Executive Team. The Parliamentarian must attend all board meetings. If unable to attend the President shall appoint someone to fill this position.
 - iii. Appoint the chairpersons of standing committees and representatives.
 - iv. Be the ex-officio member of all committees with the exception of the Nominating Committee.
 - v. Appoint a member to fill a vacancy caused by the resignation or incapacity of any Executive Team and/or general board member.
 - vi. Co-sign all checks drawn against KSC accounts, i.e. KSC General Account, Welfare Account, and Thrift Shop Escrow Account. May co-sign Thrift Shop General Account checks.
 - vii. At all times, acquaint the Vice President of General Operations and Vice President of Welfare Operations with a working knowledge of all KSC activities.
 - viii. Vote in case of a tie at any KSC meetings
 - 1 The President shall not vote on General Board and General Membership items.
 - ix. Assume all duties set forth in the job description.
- b. The Vice President of General Operations shall:
 - i. Perform the duties of the President in their absence, to include cosigning checks drawn against all KSC accounts.
 - ii. Assist the President and maintain a working knowledge of KSC activities.
 - iii. Assume the office of the President should the vacancy occur.
 - iv. Assume all duties set forth in the job description.
- c. The Vice President of Welfare Operations shall:
 - i. Perform the duties of the Vice President of General Operations in their absence.
 - ii. Assume the office of Vice President of General Operations should the vacancy occur and he/she desires to exercise the rule of succession.
 - iii. Assume all duties set forth in the job description.
- d. The Secretary shall:
 - i. Record and present the minutes of all regular and special meetings of the Executive Team, General Board, General Membership, Scholarship Committee, and Thrift Shop Advisory Committee.
 - ii. Submit all board-approved minutes monthly and financial statements quarterly, annually submit roster of KSC board members and budget (General, Welfare) to the 81 FSS Unit Program Coordinator, 81 SPTG/SVFA.
 - iii. Conduct member correspondence upon request of the President.
 - iv. Have the minutes and financial statements available upon request.
 - v. Assume all duties set forth in the job description.
- e. The General Treasurer shall:
 - i. Serve as co-chairperson with the KSC President on the Budget Committee for the General Account.
 - ii. Receive and be responsible for all KSC General funds and keep records in accordance with Air Force directives.

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- iii. Co-sign, with the President, all General Account checks. Cosign, with the President, all Welfare account checks in the absence of the Welfare Treasurer.
 - iv. Pay for yearly bonding of KSC members who work with money, i.e. those signing checks, Membership, and Philanthropy.
 - v. Prepare and present a monthly balance sheet and an income and expense statement at each General Board meeting and submit copies to the Secretary for submission to 81 FSS Unit Program Coordinator, 81 SPTG/SVFA.
 - vi. Have the books audited/reviewed as defined by AFI 34-223 (annually) at the expense of the KSC at the end of the fiscal year and upon request of the President and/or the General Board. Submit copies of this report to 81 FSS Unit Program Coordinator, 81 SPTG/SVFA. The Treasurer should keep the original.
 - vii. Be responsible for reviewing and maintaining preceding years' audit/review reports.
 - viii. Maintain all copies of insurance and bonding papers (original copies shall be held in the Thrift Shop file cabinet in the KSC Master Notebook and electronic files in KSC's Google Drive).
 - ix. Assume the duties of the Welfare Treasurer in their absence.
 - x. Assume all duties set forth in the job description.
- f. The Welfare Treasurer shall:
- i. Serve as co-chairperson with the KSC President of the Budget Committee for the Welfare Account.
 - ii. Receive and be responsible for all KSC Welfare funds.
 - iii. Co-sign, with the President, all Welfare Account checks. Co-sign, with the President, all General Account checks in the absence of the General Treasurer.
 - iv. Prepare and present a monthly balance sheet and an income and expense statement at each Board of Directors' meeting and submit copies to the Secretary for submission to 81 FSS Unit Program Coordinator, 81 SPTG/SVFA.
 - v. With the General Treasurer, have the books audited/reviewed, as defined in governing directives, at the expense of the KSC, at the end of the fiscal year, and upon request of the President or the Executive Council. Submit copies of this report to the 81 FSS Unit Program Coordinator, 81 SPTG/SVFA. The Welfare Treasurer should keep original.
 - vi. Assume the duties of the General Treasurer in their absence.
 - vii. Assume all duties set forth in the job description.
- g. The Parliamentarian shall:
- i. Be versed in the rules of parliamentary procedures in order to advise the President, the Executive Team, the General Board, and the general membership on points of order and proper procedure according to the Constitution, Bylaws and Robert's Rules of Order.
 - ii. Act in an advisory capacity only, without vote, on the Executive Team and the General Board.
 - iii. Appoint and chair the Nominating Committee and supervise elections.
 - 1. Count votes.
 - v. Provide any changes to the Constitution and Bylaws to 81 FSS Unit Program Coordinator, 81 SPTG/SVFA in a timely manner.
 - vi. Assume the duties set forth in the job description.

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SECTION C: The General Board

1. Only the elected officers of the KSC, excluding the president, and the chairpersons of standing committees, or in their absence their designated co-chair, and the Thrift Shop Manager are authorized to vote on business before the General Board.
2. The President shall only vote in the event of a tie during any KSC meeting. All other elected Executive Team positions are voting members of the board and general membership.
3. Non-voting representatives shall be appointed by the President to the General Board.
4. A member may hold only one (1) voting position on the General Board, except if approved by the Executive Team. If holding two positions, the member will have only one (1) vote.
5. The General Board shall approve current financial statements of the treasurers, review committee reports and reports from the auditors.
6. The General Board shall approve allocations of funds for the annual budget.
7. The General Board shall have the authority to hire salaried assistance when necessary.
8. All unfinished business must be completed by the General Board and Executive Team before the end of the fiscal year, with the exception of pending amendments to the Constitution and Bylaws and any outstanding budgeted debts for that fiscal year.
9. The outgoing General Board shall act in an advisory capacity to the newly elected General Board.
10. Members of the General Board should attend all regular and special general membership meetings and the Board of Directors' meetings.
11. Resignation of General Board members shall be given to the President prior to the time of resignation.
12. If a member of the General Board is not upholding the responsibilities of their position for 1 month a meeting will be conducted with their respective Vice President to review expectations of their role and aid the member, this can include missing meeting without notice. If the member of the General Board continues to not uphold their responsibilities of their position for 2 months, they will be automatically resigned from the position with notice.
13. Vacancies shall be filled as provided in the Bylaws, Article II, Section E.

SECTION D: Advisory Group

1. Advisors, with their consent through a direct invitation, may serve as follows:
 - i Spouse of 2AF Commander/or designee – Senior Advisor
 - ii Spouse of 81st Training Wing Commander/or designee – Honorary President
 - iii Spouse of 2 AF Command Chief Master Sergeant/or designee –Advisor
 - iv Spouse of 81st Training Wing Command Chief Master Sergeant /or designee –Advisor
 - v Spouse of 403rd Reserve Wing Commander/or designee - Advisor
2. Advisors may serve as Standing Committee Chairs.
3. Honorary President, Senior Advisor, and Advisors shall act in an advisory capacity to the general membership and the General Board, but shall have no vote in the proceedings of the General Board. Honorary President, Senior Advisor, and Advisors shall have a vote in general membership, Executive Team Meetings, and Thrift Shop Advisory Board proceedings.
4. Advisory or designee may be asked to step down if not fulfilling their role by the discretion of the Executive team.

SECTION E: The Thrift Shop Advisory Board

1. The Thrift Shop Advisory Board shall supervise the active administration of the Thrift Shop as specified in Article VII, Section B.2 of these Bylaws.

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ARTICLE II – Elections, Vacancies, and Successions

SECTION A: Nominating Committee

1. The Parliamentarian shall appoint and chair the Nominating Committee consisting of the Honorary President, Senior Advisor, Advisors, Membership Chairperson, and Thrift Shop Manager.
2. Members of the Nominating Committee shall not be barred from becoming nominees for office. However, upon accepting the nomination, the member will immediately resign from said committee. If the Parliamentarian or Membership Chair accepts a nomination, the Honorary President and Senior Advisor shall appoint a new Chairperson to preside over the elections.
3. The Parliamentarian, as the chairperson of the Nominating Committee, shall preside over the elections.

SECTION B: Nominations

1. Two months prior to the end of the fiscal year, the Nominating Committee shall announce its slate of accepted nominations and permit additional nominations from KSC members for ten (10) days. All nominees must give prior consent. Nominations shall then close and the slate shall be posted for a minimum of fourteen (14) days.

SECTION C: Elections

1. Officers shall be elected annually to serve for a one (1) year term and no more than two consecutive terms in the same elected position. The Executive Team can waive this term limit.
2. The Nominating Committee will oversee the elections following the posting of the slate.
3. Voting shall be conducted in accordance with Article II, Section D of these Bylaws.
4. Announcement of the elected officers shall be held at a general membership meeting during the last two (2) months of the fiscal year (April or May) and the new Executive Team will assume duties June 1.
5. Vacancies that occur in these positions shall be filled as designated in Section E of these Bylaws.

SECTION D: Voting

1. The officers shall be elected by a majority of members of vote. Voting shall be by agreed ascent with the candidate receiving the largest number of votes for office declared elected.
2. In the event of an uncontested slate of candidates, voting may be by acclamation of the entire slate.

SECTION E: Vacancies and Successions

1. A vacancy in the office of President shall be filled by the Vice President (Vice President of General Operations, if Vice President jobs are separate).
2. If Vice Presidential jobs are separate the following applies: A vacancy in the office of Vice President of General Operations shall be filled by the Vice President of Welfare Operations. In the event the Vice President of Welfare Operations does not wish to exercise the rule of succession, such vacancy shall be filled at the President's discretion with approval at the next Executive Team Meeting.
3. A vacancy in any other office shall be filled by a member appointed by the President, with the approval of the Executive Team.
4. Successors shall hold office until the next election.

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ARTICLE III – Membership and Dues

SECTION A: Responsibilities and Rights

1. Active members shall pay dues and shall have the right to vote, hold elected or appointed office, and participate in the management of KSC.
2. Associate members shall pay dues and shall have the right to vote, hold elected or appointed office and participate in the management of the KSC.
3. Associate members holding elected positions may not comprise more than one half of the Executive Team. Those holding appointed positions may not comprise more than one third of total voting members of the General Board.
4. Honorary Members of the general membership invited by the Executive Team are not required to pay dues, shall not have the right to vote, nor participate in the management of KSC. If an Honorary Member chooses to join as an active member they will be treated as an Active Member and will be given voting rights as a general member.

SECTION B: Payment

1. Dues shall be set after a given suggestion of the Budget Committee and by a vote of the general membership.
2. Dues must be paid to the Treasurer for one year concurrent with the KSC fiscal year.
 - a. Returning members must submit dues by one week following the first membership event. Following notification, members will be dropped from the roster.
 - b. If a member requests financial assistance, the request may be submitted in writing to the President and the General Treasurer. Requests will be reviewed on a case by case basis.
3. Dues will be prorated for members at the halfway point.
4. Spouses of students in technical training may join KSC for free.
5. Spouses of Airmen who are TDY/assigned to Keesler AFB for six months or less may join KSC at a prorated rate.

SECTION C: Termination

1. Voluntary termination of membership shall be by written notification to the Membership Chairperson.
2. Membership may be terminated by the General Board if the conduct of a member is such as to bring discredit upon the KSC.
3. Membership dues shall not be reimbursed following termination by any means, except with copy of PCS orders where a prorated refund will be available upon request.
4. Members who have resigned or been terminated can in no way attend or participate in KSC events or activities, even as a guest.

ARTICLE IV – Standing and Special Committees

SECTION A: Standing Committees

1. There shall be standing committees to meet the needs of the KSC as determined by the Executive Council. Committees for each non-elected board position are recommended.
2. Following the election of officers, the President, with approval of the Executive Council shall appoint standing committee chairpersons. Chairpersons will serve a one-year term.
3. Chairpersons are voting members of the Board of Directors who shall attend all meetings and submit monthly board reports of all committee activities to the Board of Directors.
4. Chairpersons may appoint co-chairpersons and committee members as necessary. Only 1 vote per committee is permitted.
5. Chairpersons shall be required to maintain current job descriptions for their respective position.

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6. Chairpersons, prior to the end of their term, shall submit a proposed budget for their committee to the General Treasurer.
7. Standing committee chairpersons shall be responsible for the management of their portion of the budget and will not be reimbursed if budget is exceeded, unless approved previously by the General Board.

SECTION B: Special Committees

1. A special committee may be formed by the President for a specific event and shall cease to exist after its specific purpose is completed. For example, large fundraisers or base-wide special events.
2. Special committee chairpersons shall be appointed by the President, with the following exceptions:
 - a. Budget Committee for all accounts as specified in Article V, Section A, 1 of these Bylaws.
 - b. Nominating Committee as specified in Article II, Section A of these Bylaws.
 - c. The President can choose to appoint an additional board member to each committee if any committee spots are filled twice by one person. (Example, if there is one Treasurer another member can be appointed to the Budget Committee).

ARTICLE V – Finances

SECTION A: Budget

1. The Budget Committee for the General (social) and Welfare (charitable) Accounts shall consist of the General Treasurer; Welfare Treasurer; (the General Treasurer and Welfare Treasurer are co-chairpersons if there are both), Honorary President, Senior Advisor, Advisors, President, Vice President of General Operations, Vice President of Welfare Operations, Secretary, Parliamentarian, Thrift Shop Manager and/or Bookkeeper.
2. The Budget Committee shall prepare and present proposed General and Welfare budgets to the General Board at the end of the KSC fiscal year. These budgets may be adopted and used by the next KSC General Board for the following KSC fiscal year.
3. The proposed budgets for the fiscal year shall be made available by the General Treasurer for seven (7) days and voted on at the next general membership meeting.
4. A mid-year review of the budgets shall be accomplished by the Budget Committee and presented to the General Board after six (6) months of operations under the current budget or earlier as deemed necessary.
5. Changes to the budget shall be passed by a majority vote of the General Board.

SECTION B: Fundraisers

1. Fundraisers will be proposed as motions at the General Board meetings.
2. All fundraising requests must be approved by the 81 FSS Unit Program Coordinator and any additional organizations identified by 81 FSS. Public Health must review and approve if involving food prior to the event.
3. Fundraisers must not be conducted during base-wide fundraising campaigns, to include Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF). Waivers may be requested through the 81 FSS Unit Program Coordinator for fundraisers.
4. Either the Fundraising Chairperson or a designee must attend the annual Public Health seminar regarding food handling and sanitation for fundraisers involving food. This person will also disseminate information to the KSC regarding information learned. If the seminar is not attended, the fundraiser POC will contact Public Health and fill out appropriate paperwork.
5. There are only three (3) fundraisers allowed per quarter (AFI 34-223 10.10.2).

SECTION C: Expenditures

- a. Welfare Account

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- a. Budgeted expenditures need no further approval, up to the amount budgeted.
 - b. All expenditure requests not included in the Welfare Account budget shall be presented in writing to the General Board. Requests up to \$1,500 per item may be approved by the General Board. Requests exceeding this limit must be approved by the General Board then go to a general membership vote for final approval.
 - i. Scholarship distribution checks do not need additional approval outside of the scholarship committee.
 - c. Welfare account monies remaining (minus annual carryover funds) near end of the fiscal year may be distributed through the KSC welfare account, with approval by the General Board, without a written request.
 - i. Distribution amount shall not exceed \$1,500 per receiving organization.
 - d. Welfare account monies remaining at the end of the fiscal year are not required to be distributed. Funds can remain in the welfare account to be utilized for the next fiscal year's welfare requests.
- b. General Account
- a. Budgeted expenditures need no further approval, up to the amount budgeted.
 - b. All expenditure requests not included in the General Account budget shall be presented to the General Board for approval. Requests up to \$500 may be approved by the General Board. Requests exceeding this limit must be approved by the General Board then go to a general membership vote for final approval.
 - c. Funds spent on activities for the membership must be limited to operational expenses (General Account).
- c. All persons authorized to sign checks against KSC accounts, the Membership Chairperson and the Auction Chair shall be bonded. This fee shall be paid by the KSC General Account.

SECTION D: Dissolution

1. Prior to dissolution, the Services Commander/Division Chief will be notified.
2. The properties and assets of the Corporation/Organization are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of the Corporation/Organization shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 503(c) of the Code.

ARTICLE VI – Appreciation Gifts

SECTION A: Appreciation Gifts

1. Advisors may be given a token appreciation gift upon departure or retirement.
2. Departing Gifts may be given if the board member has served more than one term or positions on the General Board by approval.

ARTICLE VII – Thrift Shop

SECTION A: Purpose

1. The purpose of the Thrift Shop shall be to provide a medium where donated or consigned items may be purchased/sold at a reasonable price. In order to open a consignment account, one must have a military identification card or a civil service identification card.

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SECTION B: General Provisions

1. Active management of the Thrift Shop shall be, when finances allow, by three (3) salaried, management positions: Manager, Assistant Manager, and Bookkeeper. The Thrift Shop Advisory Board may hire nonmanagement and/or temporary help positions when finances allow. These positions shall not be filled by the same individual except under extenuating circumstances as approved by the Thrift Shop Advisory Board and for an interim term only. Under these circumstances, the Thrift Shop Advisory Board may approve a bonus for added responsibilities.
2. Active administration of the Thrift Shop shall be under the supervision of the Thrift Shop Advisory Board, as specified in Article IX of the KSC Constitution.
3. The Thrift Shop Advisory Board shall meet at least every six (6) months to review operational policies and expenditures. Minutes of this meeting shall be presented at the next Board of Directors' meeting. The KSC President shall call this meeting, but the Thrift Shop Manager shall preside over this meeting.
4. All Thrift Shop employees must be members of the KSC.
 - a Thrift Shop volunteers are not required to be members of KSC.

SECTION C: Hiring Procedures

1. Vacancies for salaried positions shall be advertised within the KSC.
2. KSC members interested in applying for Manager, Assistant Manager, Bookkeeper, or other positions shall respond to the advertised position by submitting an application to the Thrift Shop Advisory Board for selection.
3. The Manager, Assistant Manager, and Bookkeeper, shall serve a term of one (1) year with a review process at no more than six (6) months. The Thrift Shop Advisory Board, at its discretion, may renew the contract after one year and may recommend an adjustment in annual salary. The recommendations will then be presented to the KSC General Board for final approval.
4. Temporary and non-management positions shall be per the term of their individual contracts.

SECTION D: Employees of the Thrift Shop

1. The Manager of the Thrift Shop shall have Thrift Shop experience or comparable commercial experience.
2. The Thrift Shop Bookkeeper must have prior bookkeeping experience.
3. The Manager shall serve as a Board member as the Thrift Shop liaison to the General Board, but shall not vote on Thrift Shop related business.
4. Job descriptions shall be kept current by the Thrift Shop Manager with approval by Thrift Shop Advisory Board.
5. Salaried employees, to include the Manager, Assistant Manager, and Bookkeeper positions, will sign an employment contract with the KSC. At the end of the one-year contract each employee must reapply for the position, unless the Thrift Shop Advisory Board chooses to renew the contract or recommend a salary change. Non-management and temporary positions must reapply for the start of each new contract period.

SECTION E: Finances

1. The Bookkeeper shall maintain account records and financial reports for the Thrift Shop. Such financial records shall be subject to an annual review/audit, as defined by AFI 34-223, at the expense of the Thrift Shop. Copies of these audit/review reports will be supplied to the NAF Accounting Manager of the Force Support Squadron, 81 SPTG/SVFA, 81FSS/FSR and the Thrift Shop Manager.
2. The books shall be audited/reviewed as defined by AFI 34-223 upon termination of the Bookkeeper's employment or resignation or at the request of the KSC President or Board of Directors.
3. Salaries shall be controlled by the Thrift Shop Advisory Board and paid out of Thrift Shop revenues.
4. Salaried management positions shall be bonded. This bonding fee shall be paid from Thrift Shop Revenues.

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5. The management shall receive all Thrift Shop revenues and deposit them in the bank depository selected and approved by the General Board.
6. Checks disbursed by the Bookkeeper from the Thrift Shop Escrow Account shall be co-signed by the KSC President, or one of two Vice Presidents (General and Welfare), while checks disbursed from Thrift Shop General Account shall be co-signed by the Thrift Shop Manager or may be co-signed by the KSC President or one of two Vice Presidents (General and Welfare).
7. A budget will be presented to the Thrift Shop Advisory Board in May. The Thrift Shop Manager is responsible for developing the budget with the assistance of the Thrift Shop Bookkeeper. Those expenses necessary for the operation of the Thrift Shop will be taken from Thrift Shop revenues and will be reflected in this budget, i.e. volunteer recognition, supplies, etc. Expenses exceeding \$200 will require board approval.
8. Childcare expenses incurred as a result of employment by the Thrift Shop will not be reimbursed to the employee. Children of volunteers or staff under the age of 13 may not be in the Thrift Shop during business hours while they are volunteering and/or working.
9. A change fund and petty cash fund shall be maintained out of Thrift Shop revenues. The Thrift Shop Manager, with the approval of the Thrift Shop Advisory Board, shall determine the amounts.
10. Net profits from the Thrift Shop shall go to the Welfare account to be used for scholarship and welfare purposes only. A portion of monthly profits may be held in the Thrift Shop's escrow account for unforeseen expenses, future equipment purchases or repair and for fixed expenses necessary to sustain operations during months of business losses. The amount to be held in escrow will be established by the Thrift Shop Advisory Board at the recommendation of the Thrift Shop Bookkeeper.
11. The Thrift Shop Bookkeeper shall provide a monthly Profit and Loss statement as well as an Escrow Account report to the General Board.

SECTION F: Insurance

1. The Thrift Shop shall carry theft, wind, fire, and flood insurance coverage on KSC property and the fixtures (computers, furniture, hardware and appliances, etc.), monies and securities, and public liability insurance.
2. Original copies of all insurance shall be held in the Thrift Shop file cabinet and electronic files in the KSC Google Drive.

SECTION G: Liability

1. No Thrift Shop paid employee or volunteer shall be personally or individually liable for any loss or damage to customer property or Thrift Shop property.
2. No Thrift Shop paid employee or volunteer shall be personally or individually liable for an injury incurred by anyone while on Thrift Shop property.
3. Minimum age for a Thrift Shop volunteer shall be 13.

ARTICLE VIII – Scholarships and Welfare Contributions

SECTION A: Scholarship Contributions

1. The monies distributed for scholarships shall be determined by the funds in the Welfare Account.
 - a. The number of scholarships and individual amounts shall be decided by the Scholarship Committee.
 - b. A general membership vote is not needed for scholarship distribution (see Article V, Section C.)
2. Scholarships may be awarded to the following:
 - a. High School seniors entering the first year of college on a full-time basis.

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- b. Spouses enrolled part time or full time toward a post-secondary degree or certification.
 - c. Dependents currently enrolled as a full-time student in a college, university or trade school.
3. The Scholarship Committee shall consist of the President, Vice President of Welfare, Welfare Treasurer (Treasurer if there is only one Treasurer), Secretary, Scholarship Chair (and Co-chair if applicable), Thrift Shop Manager or designee, Parliamentarian, and Senior Advisor or other designated Advisor.
- a. The Scholarship Chairperson(s), with the assistance of the Scholarship Committee, shall oversee the administration of KSC's Scholarship program to include:
 - i. Annually reviewing and publishing the eligibility criteria and applications.
 - ii. Advertising for and distributing applications.
 - iii. Receiving applications and determining applicants' eligibility.
 - iv. Selecting a panel of judges to rank the eligible applicants.
 - 1. Selected judges shall not have any affiliation with the KSC.
 - 2. A token appreciation gift, not to exceed \$50, may be given to each of the judges following the completion of the judging.
 - v. Reviewing the criteria with the judges.
 - 1. The judges shall receive "blind" copies of the scholarship applications for judging, i.e., any identifying information such as applicants' names, social security numbers, sex, etc. shall be removed prior to the judges' receipt of the applications.
 - vi. Notifying selected candidates of selection and ceremony date in a timely manner.
 - vii. Setting up and overseeing the ceremony.
 - viii. Assisting the Welfare Treasurer in distribution of scholarship funds to the colleges.
 - ix. Storing previous applications and packages for one full school year from the date of disbursement in the Thrift Shop file cabinet.
 - x. Keep an updated list of past winners in the Notebook, the notebook of Vice President of welfare and the KSC Master Binder

SECTION B: Welfare Contributions

- 1. No part of the funds from the charitable side of the organization may be used for the benefit of any person having a personal or private interest in the activities of the organization except through wages and salaries for KSC employees, charitable contributions, scholarships as determined by the **J** panel or payment for services rendered.
- 2. The Welfare Chairperson will receive all welfare requests to include requests for time and manpower as well as monies.
 - a. All charitable requests must be in writing. Chairperson will receive/ask for letters from organizations that are line items (pre-approved) on our KSC Welfare budget.
 - b. Welfare Chairperson will provide an assessment to the Executive Team of each requestor's eligibility based on research into the request. Upon Executive Team's agreement to present request to the General Board, the request shall be brought to the General Board and voted upon at the next board meeting. If Executive Team or General Board denies request, requestor shall be notified.
 - c. If a Welfare request is received after the monthly board meeting with a due date before the next board meeting, the Welfare Chair and KSC President can review and elect to send the request for an email vote through the Parliamentarian. If the request is deemed not urgent, the Welfare Chair will notify the requestor that their request has been denied due to time constraints and they may resubmit with an extended deadline (past the next board meeting).

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3. The Welfare Treasurer shall disperse all Welfare contributions from the Welfare Account, co-signed by the KSC President or Vice President of Welfare Operations.

ARTICLE IX – Voting by General Membership

SECTION A: Voting

1. All individuals voting must be members.
2. In order to be considered eligible to vote KSC membership dues must be paid and current.
3. The President's ballot shall be sealed and held in abeyance in the event of a tie.

SECTION B: Absentee Voting

1. Members who request an absentee ballot shall be provided a ballot prior to the vote date.
2. Absentee voters must submit their vote prior to deadline.
 - a. The Parliamentarian must receive all absentee votes by the vote date for validation of eligibility