

Keesler Spouses' Club Operating Policies & Procedures

1. The KSC will not sponsor, nor lend support to, any activity that is political in nature nor assume responsibility for any activity sponsored by a civic organization.
2. All Thrift Shop staff must be KSC members.
3. Thrift Shop volunteers are not required to be KSC members.
 - a. Volunteers may not bring children under the age of thirteen (13) to the Thrift Shop if the Thrift Shop is open—underaged volunteers are allowed during non-business hours.
4. The KSC Fiscal Year shall begin 1 June and end 31 May.
5. Expenditures and Disbursements
 - a. Membership Communication and Outreach – Sunshine Chair
 - i. As funds are available and the KSC board votes to implement one or more of the following:
 1. A card may be sent to a KSC member who is hospitalized or experiencing a prolonged illness.
 2. Sympathy cards may be sent when it is known that a member had a death in their family.
 3. Flowers or charitable contributions may be sent in the event of a death in the immediate family (member, spouse, or child) of any KSC member; this amount not to exceed \$50.
 4. A meal can be provided for any KSC member who is hospitalized, experiencing serious post-op Infection or complication, or undergoes a surgical procedure.
 - b. Events
 - i. Monies expended for event will be only those monies necessary for operating that activity.
 - ii. KSC members can invite a guest to participate in a KSC activity. The guest can attend one event per KSC year at their own expense.
 - iii. Membership appreciation events (generally the last event of the year) are for KSC members only. No guests allowed. Members must be in good standing (at least 2 months) prior to the event.
 - c. President
 - i. The KSC President shall be authorized by the Executive Team an amount not to exceed (\$50) per year to be spent at the discretion of the President.
 - ii. Monies are to come from the President's line item in the budget.
 - d. Gifts
 - i. No gift presented by the KSC to any individual shall exceed \$50 to include taxes and shipping, and wrapping.
 - ii. Honorary Officers and Advisors may receive a token gift upon leaving Keesler purchased by the KSC President or designee (\$50 per person, or not to exceed \$150 for all).
 - e. Childcare
 - i. KSC board members may request childcare reimbursement for the following situations:
 1. Board meetings for a maximum of 30 minutes prior to and 30 minutes after the meeting, not to exceed three hours.
 2. KSC and/or Keesler AFB annual events that KSC participates in.
 - ii. KSC will reimburse for childcare not exceeding the hourly drop-in rate at the Keesler Child Development Center (rates as of 2019 are \$5 per hour/per child.)

Keesler Spouses' Club Operating Policies & Procedures

- iii. Reimbursement request forms must be submitted to the Executive Team for approval (approvals will be based on situations—deployments, TDYs, swing shifts, etc.). Forms must reflect the name of the provider and children.
- f. Funds dispersed by the KSC shall require no less than two (2) signatures on each check. Although the bank requires only one (1) signature, this club shall require two (2) for appropriate “checks and balances.”
 - i. The bank accounts shall have as listed:
 - 1. General Account - President, Vice President of General, Vice President of Welfare, Treasurer, and Secretary
 - 2. Welfare Account - President, Vice President of General, Vice President of Welfare, Treasurer, and Secretary
 - a. Parliamentarian can be added if needed in a board year
 - 3. Thrift Shop Accounts – Thrift shop Manager, Bookkeeper, President, Vice President of General, and Vice President of Welfare
- g. Receipts
 - i. Expenses incurred on behalf of the KSC can be reimbursed with a dated receipt.
 - ii. Only receipts presented to the General Treasurer within forty-five (45) days of incurring the expense can be reimbursed
 - iii. The General Treasurer will reimburse receipts with a check co-signed by the KSC President (or either Vice President if President is unavailable).
- 3. Executive Council Members and Committee Chairperson Responsibilities
 - a. All duties shall be outlined in the job descriptions.
 - b. KSC Notebooks
 - i. All Board of Directors are to maintain notebooks that contain up-to-date copies of:
 - 1. Constitution
 - 2. Bylaws
 - 3. Operating Policies & Procedures
 - 4. Job Description
 - 5. General Budget (current and previous year)
 - 6. Welfare Budget (current and previous year)
 - 7. List of Standing Committees
 - 8. Board Meeting Seating Chart
 - 9. KSC Organizational Chart
 - 10. Board of Directors' Roster
 - 11. Calendar of events
 - 12. Timeline of standard Board operations
 - c. The KSC President shall:
 - i. Maintain original documents for the current and previous year.
 - ii. Files older than one year shall be archived for five years on the KSC Google Drive—accessible via keeslerspouses@gmail.com.
 - iii. Work from a prepared agenda for all meetings.
 - d. The Treasurer shall:
 - i. Keep copies of the budget reports for a seven (7) year period (may be stored in the KSC Google Drive or at the Thrift Shop).
 - ii. Backup archives shall be kept by electronic copy saved to the KSC Google Drive.
 - iii. Keep paper copies of the yearly audit for a seven (7) year period (may be stored at the Thrift Shop).
 - e. The Parliamentarian shall:

Keesler Spouses' Club Operating Policies & Procedures

- i. Keep a complete record of the Constitution, Bylaws, amendments, and Operating Policies & Procedures for a three (3) year period. President maintains original copies.
 - ii. File copies of all legal documents at the Thrift Shop.
 - f. All documentation pertaining to the KSC shall be warehoused at the Thrift Shop.
 - g. When an advisory position is vacant due to the lack of a spouse on the part of the corresponding military commander of a major organization, the Honorary President and Senior Advisor may determine a designee based on the descending order of the relevant military chain of command to sit as that unit's representative to the Board of directors as provided for under Article I, Section B, 3, c of the KSC Bylaws. They have the option of leaving such advisory positions vacant.
- 4. Executive Team Remote Voting
 - a. The KSC President may direct the Parliamentarian to take a vote by telephone or e-mail of the Executive Team members, provided a quorum is established, to conduct any emergency KSC business.
 - b. The names of the members voting will be recorded by the Parliamentarian with their vote.
- 5. Prizes
 - a. Only KSC members are eligible to win event related door prizes and must be present to win (see "b" for Fundraising prizes).
 - b. Fundraising drawings (which are separate and apart from event related door prizes) shall not be limited to one (1) prize. Event attendees are eligible to receive multiple fundraising prizes that are drawn for regardless of door prizes or previous fundraising winnings. Guests may participate in fundraising drawings.
- 6. Property
 - a. KSC property shall be kept at the Thrift Shop in the KSC storage room or KSC filing cabinet.
 - b. Property loans must be approved by the Executive Team.
 - c. Items must be returned clean and in good condition.
- 7. Guests
 - a. The KSC may welcome as special guest visiting dignitaries, spouses of senior military officers, and anyone deemed appropriate by the KSC President after consultation with the Honorary President or Senior Advisor.
 - b. A prospective first-time member may attend one monthly event per KSC year at their own expense prior to becoming a member. Members who have been terminated, may not attend any event or participate in any activity of the KSC.
 - c. Members may bring, at their expense, one guest who is not eligible for membership to a KSC event (ie: family, out of town friends, etc.).
 - d. The Board shall limit guests, if necessary, in order to accommodate members for seating capacity, or if deemed otherwise necessary by the KSC President.
 - e. The KSC President, with Executive Team's approval, may invite to any meeting any persons the KSC may honor.
 - f. Spouses or children of KSC members may attend invitational events without violating other paragraphs of this section.
- 8. Official Gatherings
 - a. Events
 - i. Events will be held monthly unless dictated by a calendar conflict, e.g. holiday Wing function, etc.

Keesler Spouses' Club Operating Policies & Procedures

- ii. Event dates will be published to general membership at least one month prior to each event. With the expectation of the first event
 - iii. When reservations for an event are required, the following will apply:
 - 1. Reservations are due no later than RSVP deadline.
 - 2. No-shows will be charged the full amount due and RSVP's are non-transferrable.
 - 3. If failed to RSVP but still show up anyway, will be charged half the cost to the club, if paid by the club.
 - iv. Children
 - 1. Children under the age of six (6) months may accompany their parent to events.
 - 2. Parents are responsible for keeping their infants from disturbing members during events.
- b. Meetings
- i. General Board meetings are scheduled on the second Wednesday of each month promptly at the scheduled time.
 - ii. Board reports
 - 1. Board reports shall be submitted to the Secretary by noon on the Friday preceding the board meeting unless otherwise requested at a different date/time.
 - 2. Board reports NOT submitted to the Secretary by the deadline will be provided by the committee chairperson at their own expense and will be passed out at the meeting.
 - iii. All Elected Officers and Standing Committee Chairpersons are expected to attend all meetings and have a prepared report submitted, missing no more than two (2).
 - 1. However, if unable to attend a board meeting:
 - a. Notify the KSC President.
 - b. Ask your co-chair who may vote for you as per Article I, Section C, 1 of the Bylaws, or an assistant who would not have a vote, to attend in your place.
 - c. Send, or ask your Vice President to send, your report to the Secretary by the deadline.
 - d. Ask another board member to assume your responsibilities if you will be on personal leave.
 - iv. Notify the KSC President by Friday prior to the Board meeting of any business to be brought before the Board.
 - v. Motions for Constitution, Bylaws, or Operating Policies and Procedures changes must be in writing and given to the Executive Team seven (7) days prior to the Board meeting.