

Yokota Spouses' Club Bylaws

Revised 17 July 2018

Article I – Operating Year

1. Fiscal Year

- A. The Yokota Spouses' Club (hereafter referred to as the YSC) shall conduct all financial transactions in accordance with the fiscal year detailed in Article XIII, Section 1(A).
- B. All quarterly (Q) reporting shall be identified as follows
 - Q1: 1 October – 31 December
 - Q2: 1 January – 31 March
 - Q3: 1 April – 30 June
 - Q4: 1 July – 30 September

2. Social Calendar

- A. YSC shall operate a social calendar designated by the President. Social functions shall occur in conjunction with the monthly assembly of General Membership, beginning in September and ending in May of the following year, unless otherwise directed by the President with Advisor approval. Thus the YSC year shall commence on 01 September and end on 31 May.
- B. The YSC social calendar shall be on hiatus 1 June through 31 August. No General Membership meetings shall be held during this time.
- C. The beginning of the social calendar shall be designated as the beginning of the YSC year.

3. Election Year

YSC shall hold elections for new officers every year in May. Officers shall serve for one year until new officers are elected. Installation of newly elected officers shall occur 1 June of each year.

Article II – Administration

1. YSC Advisors

The YSC shall have two advisors each year, and they shall be the spouse of the 374th Airlift Wing Commander and the spouse of the 374th Airlift Wing Command Chief. If either spouse is absent or otherwise unable to attend they may appoint a representative in their place. The YSC Advisors shall serve in this capacity at will and may nominate additional Honorary Advisors with the approval of the YSC Executive Board (President, 1st Vice President, 2nd Vice President, Secretary, Parliamentarian, Welfare Treasurer, and Operations Treasurer).

2. Executive Board

The administration of this organization shall be conducted by an Executive Board, which shall consist of the Advisors, all elected officers, and the Parliamentarian. The Executive Board shall meet upon the call of the President and act as an advisory body to the President.

- A. The panel of elected officers shall include the following: President, 1st Vice President, 2nd Vice President, Secretary, Parliamentarian, Welfare Treasurer, and Operations Treasurer. Job descriptions for these positions are detailed in Article VIII.
- B. The Parliamentarian shall be considered an officer and be appointed by the President with the approval of the Advisors and the Elected Officers, but shall not have voting rights.

3. Governing Board

The financial and operational management of this organization shall be conducted by the Governing Board, which shall consist of the members of the Executive Board, the YSC Advisors, the Honorary President, Honorary Vice President, and all other Board members appointed by the President serving as Chairs of the Standing Committees described in Article XI, Section 2.

4. General Membership

All members of YSC comprise the General Membership of the organization. Members may have administrative privileges (e.g., voting rights, ability to stand for office, etc.) dependent on individual membership classification, as set forth in Article III.

Article III – Membership

1. Enrolling as a Member

- A. Individuals wishing to join YSC must complete and submit a membership application and pay any applicable dues. Individuals may submit an application to join at any time during the YSC calendar year previously set forth in Article I, Section 2. No applications shall be accepted or processed during hiatus, also set forth in Article I, Section 2.
- B. Membership must be renewed each year at the beginning of the YSC Social Calendar. This requires the completion and submission of a new Membership Application, and payment of applicable dues. Members who do not complete and submit their application and dues at this time will be terminated until such time that application and dues have been completed and submitted.
- C. Annual membership dues are paid in full at time of enrollment in accordance with Article IV, Section 1.

2. Membership Term

The YSC membership term shall be up to one year from the date of enrollment up to the opening of the following year. YSC membership shall continue through the period of hiatus, though no General Membership meetings shall be held, and no dues shall be collected for those months.

3. Membership Classification

A. Honorary Members

Honorary Members are those in a position to act as Advisors to YSC. These members shall not pay dues, shall have no voting privileges, and shall have no financial obligation to YSC.

1. The YSC Advisors shall be designated Honorary Members of the YSC.
2. The Honorary President and Honorary Vice President shall also be designated as Honorary Members of the YSC; however, these individuals may choose to pay dues and become Associate Members. If they so choose, they would gain all rights and responsibilities extended to that membership classification.

B. Distinguished Honorary Members

Individuals who are not otherwise eligible to join YSC may be considered for Distinguished Honorary Membership. These individuals must be approved unanimously by the Executive Board and confirmed by both the President and the Advisor. Distinguished Honorary Members shall not pay dues or have financial obligation to YSC, and their privileges are limited to attending social functions without prize eligibility. They may not vote, hold office, or otherwise participate in setting YSC policy.

C. Voting Members

All other members shall be designated Active Members or Associate Members

1. Individual membership shall be classified according to Table 1 below.

Table 1 – Active & Associate Members Classifications:

	Active Member	Associate Member
Spouse of a DoD Active Duty member	X	
Spouse of a DoD civilian employee or contractor	X	
Spouse of DoD retired personnel		X
Spouse of any member of U.S. Reserve components		X
DoD Active Duty member		X
DoD civilian employee or contractor		X
DoD retired personnel		X
Widow or widower of any of the above		X
Adult dependent of any of the above		X

2. The differences between Active Members and Associate Members shall be determined according to Table 2 below.

Table 2 – Active & Associate Member Benefits:

	Active Member	Associate Member
Shall pay membership dues	Yes	Yes
May be eligible to vote at all applicable meetings and elections except where prohibited by position or other provision of the Governing Directives	Yes	Yes

May be eligible to submit nominations for office	Yes	No
May be elected to office	Yes	No
May be appointed to office	Yes	Yes
May chair a YSC committee	Yes	No
May join a YSC committee	Yes	Yes

3. In accordance with Article IV, Section 2 (B) of the Constitution, Active Voting Members may hold personal financial responsibility to YSC in the event of outstanding debts and liabilities.

4. Both the President and the Parliamentarian shall be classified as Active Non-Voting members as further provided herein.

4. Membership Benefits

YSC members are entitled to benefits including, but not limited to: attendance at monthly General Membership meetings, YSC sponsored activities or events, participation in YSC Special Activities and Culture Group, voting privileges, committee participation as applicable to membership classification, YSC information, and access to the YSC Constitution, Bylaws, and financial records upon request. Attendance at YSC events and activities is encouraged but not required.

5. Membership Termination

A. Membership in this organization shall be terminated if any one of the following occurs:

1. The member submits written notification to the Membership Chair.
2. The member fails to pay applicable membership dues or other amounts owed, having been notified in writing by the Membership Chair that his/her membership will terminate for non-payment of dues or other amounts owed in thirty days.
3. The membership term expires as set forth in Article III.

B. Membership in this organization may also be terminated for any other valid reason, at the recommendation of the Governing Board, and upon approval of a majority of the General Membership.

Article IV – Dues

1. Membership Dues

All spouses of rank E6-and above (or equivalent civilian position) shall pay \$50 annual dues by cash or check at the time of enrollment. All spouses of rank E5 and below (or equivalent civilian position) shall pay \$25 annual dues by cash or check at the time of enrollment. Payments may be split into two payments upon request. Any enrollment occurring after Jan 1 of the YSC calendar year shall be half of the above stated dues. Dues shall not otherwise be prorated or refunded.

2. Period of Coverage

Annual dues shall cover the member from the time of enrollment or renewal until the beginning of the subsequent YSC year.

3. Purpose of Dues

Dues shall be used to fund the operation of the organization, activity expenses, to purchase necessary items based upon YSC Governing Directives, and the annual fiscal year budget as approved by the YSC General Membership.

Article V – Meetings

1. Advisor Attendance

It is respectfully requested that the Advisors attend YSC meetings (e.g., General Membership, Governing Board, and Executive Board). The meeting may proceed in the event that the Advisor(s) is absent; however, all business considered must be submitted for his/her/their review.

2. Board Meetings

YSC officers and appointed Board members shall meet on a regular basis as follows:

- A. The Executive Board shall meet at the call of the President; however, at a minimum, the Executive Board shall meet once per year upon installation of new officers June 1.
- B. The Governing Board shall meet monthly during the YSC year (at the discretion of the President).
- C. The President or Advisors may call unscheduled meetings of the Executive and/or Governing Board as required, or as otherwise identified by Constitution or Bylaws.
- D. Copies of applicable meeting minutes will be provided to 374 FSS/FSRPO upon request.
- E. Any YSC member wishing to observe a Governing Board meeting may submit an email request to the President no later than three days prior to the meeting. Members who are observing a Governing Board meeting will not be permitted to participate in the meeting.

3. Committee Meetings

Committee meetings may be called by the Chair at any time deemed necessary. The Advisors need not be present, but the Committee Chairs shall report back to the applicable Executive Board member as identified by the YSC Organization Chart. All business shall be included in the Chairs' monthly board report for the Governing Board.

4. General Membership Meetings

A. General Membership Meetings shall be held monthly, at the discretion of the President and Advisors, between September and May. These meetings shall coincide with a social activity as described below in Article VI. Reservations are required to attend each General Membership Meeting and it is the responsibility of each member to submit this information to the Reservations Chair by the stated deadline.

B. Special Membership Meetings (unscheduled General Membership Meetings) may be called by the President, with the approval of the Executive Board, or by a petition of a majority of Voting Members. Notification of such special meetings shall be distributed via email at least two weeks prior to the event, and include the meeting date, time, location, and purpose. No other matter or business shall be discussed at a Special Membership Meeting other than the stated reason for calling the meeting.

Article VI – Social Functions

1. Cost to Members

YSC shall provide to its members a monthly social event in conjunction with the scheduled General Membership Meeting. The Monthly Functions Chair shall coordinate the monthly social event. Attendance at monthly social functions shall be free of charge; however, attendees may be required to purchase lunch/dinner from a set menu.

2. Guests

A. Any individual who is eligible to join YSC or who is visiting a family member may attend one General Membership meeting as a guest prior to joining the organization. If visiting family members wish to attend multiple meetings, the YSC member shall submit a request in writing to the President for approval.

B. All guests require reservations prior to attending a General Membership Meeting and reservations must be on file by the established deadline. Reservations may be submitted by the sponsoring YSC member, or by the guest.

C. Guests may not attend a YSC event or activity other than General Membership Meeting. An exception to this policy may be made for a Culture Group event (at the discretion of the individual Culture Group).

D. Guests are not eligible to win door prizes, Bunco prizes, or Bingo prizes with the exception of the Tri-Service Luncheon when hosted by YSC, or when an item is designated a guest prize.

E. Other exceptions to these rules require approval from the Governing Board.

F. The Membership Chair shall be responsible for verifying eligibility for those attending General Membership meetings and for enforcing guest rules.

3. Reservations

Reservations are required for attendance at all YSC monthly functions/General Membership meetings and shall be submitted and revised as necessary through the Membership Chair by the established deadline. Members failing to cancel reservations by the deadline shall be billed in full for any financial obligation such as the required meal. If the member is unable to cancel their reservation by the deadline and find an eligible member to assume their reservation in their stead, they will not be billed for the required meal. The original reservation member must notify the Membership Chair of any changes to their reservation.

4. Other Social Functions

In addition to the scheduled General Membership Meetings and social functions, YSC may sponsor and/or be invited to additional events throughout the year (e.g., YSC Scholarship Dinner). YSC members are encouraged to attend and shall be responsible for submitting reservation information and payment as required.

Article VII – Elected Officers

1. Eligibility

In accordance with Article III, Section 3 only Active Members may be elected to office. Elected officers shall be defined by Article II, Section 2 (A) above.

2. Term of Office

Each term of office shall cover the election year as established in Article I, Section 3. An individual may not serve consecutive terms in office without approval from the Governing Board and Advisors. A term of office may be terminated prior to its expiration in accordance with Article IX, Section 6.

3. Private Organization Training

All elected officers and the Parliamentarian shall meet with the PO Coordinator for a briefing no later than 30 days prior to the first General Membership Meeting of the year or at the earliest available training. In the event of a midyear appointment/election the officer shall schedule a meeting with the PO Coordinator within thirty calendar days following installation or at the earliest available training. The YSC Secretary shall be responsible for ensuring compliance of this requirement.

Article VIII – Specific Responsibilities of Officers

1. Accountability

YSC officers are responsible for the overall operations of the organization, including (but not limited to) asset accountability, liability satisfaction, and assuring responsible financial and operational management. All officers shall carry out the responsibilities and duties specifically set forth in Constitution, Bylaws, and relevant job descriptions.

2. Responsibilities of the President

The President shall:

A. Be responsible for the management of the organization, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring responsible financial and operational management.

B. Preside over all meetings of the Executive Board, Governing Board, and General Membership, according to the Parliamentary Authority. She/he shall carry special meetings of the membership and supervise elections.

C. Appoint committees and Chairs as deemed necessary and prescribe the respective functions of Chairs for said committees if they are not defined elsewhere.

3. Responsibilities of the Vice Presidents

A. The First Vice President shall supervise the officers and committees as assigned by the President and perform the duties of the President in his/her absence.

B. The Second Vice President shall supervise the officers and committees as assigned by the President and perform the duties of the First Vice President in his/her absence.

C. In the event the President is unable to complete his/her term, he/she will name one of the Vice Presidents to serve as President for the remainder of the YSC year. If no one is named, the First Vice President shall assume the office. If neither Vice Presidents are willing to assume the office, the Governing Board will elect a President to serve for the remainder of the YSC year.

4. Secretary Responsibilities

The Secretary shall:

A. Record written minutes of all meetings as directed by the President. Minutes shall be presented to the PO office and any YSC member upon request.

B. Submit a roster of YSC officers to 374 FSS/ FSRPO within two weeks of installation and supply updated information as needed.

C. Be responsible for all YSC written correspondence, as directed by the President. He/She shall be responsible for monthly retrieval of any and all YSC distribution (mail, commander's updates, PO information, etc) from the organization's PO folder maintained in Building 316, Room 157.

D. Maintain all permanent non-electronic records located at the YSC Thrift Shop, and maintain a hard copy of the Governing Directives, local policy letters, and other organizational correspondence in the YSC records.

5. Responsibilities of the Treasurers

The Treasurers shall:

A. Receive, deposit, disburse, maintain a record, and account for all funds of the organization. They will also prepare the publication of all statements of the financial status of the organization. It is recommended that all Treasurers be bonded. When applicable, YSC shall purchase the bond.

B. The Operations Treasurer shall be responsible for all financial affairs pertaining to the YSC Operations Bank Account and shall assume the duties of the Welfare Treasurer in his/her absence.

C. The Welfare Treasurer shall be responsible for all financial affairs pertaining to the YSC Welfare bank Account and shall assume the duties of the Operations Treasurer in his/her absence. The Welfare Treasurer shall also be responsible for recording and presenting all welfare request forms to the Governing Board, and if necessary, General Membership.

D. Both Treasurers shall prepare and submit a quarterly financial statement to the 374 FSS/FSRPO no later than the 20th day of the month following the end of the quarter. An annual financial statement for the fiscal year shall also be provided for both accounts no later than the 20th of January each year. Both Treasurers will be responsible for providing a proposed budget to the Governing Board at the First Governing Board Meeting of the YSC year.

E. Each Treasurer shall prepare a proposed budget for consideration by the Governing Board and General Membership to be presented at the Board Meeting and General Membership Meeting in September. A copy of the annual budget shall be emailed to the general membership at least seven days prior to the September monthly meeting. Upon approval from the General Membership, the Annual Budget shall be submitted to the 374 FSS/FSRPO no later than October 20 each year.

F. Prior to the termination of either Treasurer's term of office, or in the event either Treasurer's position has been vacated, the Treasurer shall present the account books for audit. The audit shall begin at least three weeks prior to the termination or vacancy, or as soon as possible. The result of the audit and statement of cash assets shall be provided to the PO Coordinator. In the event the position is vacated before a New Treasurer can be appointed or elected, the audit shall be performed by the incoming Treasurer and at least one other member of the Executive Board (excluding the President). The President shall be the primary signatory over the audit.

6. Responsibilities of the Parliamentarian

The Parliamentarian shall:

A. Be appointed by the President, with the approval of the Advisors and Elected Officers, and shall serve on the Executive and Governing Board without voting privileges.

B. Advise the President and Governing Board on matters of parliamentary procedures, in accordance with the YSC Governing Directives and parliamentary law.

C. Supervise committees as assigned by the President.

D. Act as YSC liaison to the 374th Legal Office with the approval of the President and Advisors.

E. Chair the Nominating Committee as set forth below in Article XI, Section 4(D).

F. Chair the Governing Directives Committee as set forth below in Article XI, Section 4(C).

Article IX – Elections

1. Elected Officers

An annual election shall be held to establish the elected officers of the YSC as established in Article II, Section 2(A).

2. Nominations

A. The Nominating Committee shall be chaired by the Parliamentarian or his/her appointee in accordance with the provisions of Article XIO, Section 4(D) herein.

B. Nominations shall be open in February. At least one nominee for each elected office shall be selected by the Nominating Committee and submitted as a slate of prospective officers to the General Membership at the April General Membership meeting.

C. Additional nominations may be submitted by any Active Member. Any member intending to nominate a candidate for office from the floor must state his/her intent in writing to the Nominating Committee Chair no later than two weeks prior to the April General Membership Meeting. The potential nominee must also submit his/her acceptance of that nomination in writing to the Nominating Committee Chair no later than two weeks prior to the April General Membership meeting.

D. Candidacy requirements are as follows:

1. Any Active Member in good standing may be nominated for office.
2. Members who are already serving a term of office may not be nominated to succeed themselves in the same position without prior approval of the Governing Board.
3. All nominees must consent to candidacy. This consent shall imply the nominee is prepared to take office if elected.

E. The Nominating Committee Chair shall submit the slate of nominees at the April General Membership Meeting. Immediately thereafter the Nominating committee Chair shall accept additional nominations from the floor, provided that such nominations were submitted in accordance with the procedure established I Article IX, Section 2(B). Individuals nominated from the floor must be present at the April General Membership meeting and must consent to the nomination.

F. Once the Nominating Committee Chair has accepted all legitimate nominations from the floor at the April General Membership meeting, the nominations shall be closed. All nominated individuals shall be asked to publicly consent to their nomination.

3. Election Process

Officers shall be elected by General Membership according to the rules listed below:

A. If an elected position is unopposed (having only one nominee) the candidate shall be elected by an immediate vote of acclamation following the announcement of the nomination.

B. All contested positions (having more than one nominee) shall be elected by secret ballot at the May General Membership meeting.

C. Each eligible Voting Member shall be entitled to one vote for each contested office. An eligible voter is a voting member who is in good standing as of the April General Membership meeting. The Membership Chair shall provide the Nominating Committee with a list of all members eligible to vote in an election.

D. Voting by proxy is not authorized for elections.

E. Absentee voting is not authorized for elections.

F. Following the Call-To-Order of the General Membership meeting on Election Day, the Nominating Committee Chair shall announce the opening of the polls and the time the polls shall close. He/she shall call for all uncast ballots at that time and close the polls forthwith. The polls shall be closed no later than thirty minutes prior to adjournment of the General Membership meeting.

G. In the event of a contested election, ballots shall be provided by the Nominating Committee, and the Membership Chair shall monitor the issuing of ballots to eligible members. There shall be a ballot box attended by a member of the Nominating Committee in which voting members shall deposit their completed ballots. The President shall place his/her ballot in a sealed envelope to be opened in the event of a tie. All ballots shall be preserved until the installation of the Officers.

H. Votes shall be tallied by members of the Nominating Committee during Election Day General Membership meeting, and the officers shall be elected according to the vote of the majority. The Nominating Committee Chair shall announce the names of the new officers following tabulation of the votes.

4. Special Elections

In the event of a vacancy following the annual election, but prior to 1 January of the following year, the President retains the right to appoint a member to serve in the vacant position. The President also has the discretion to call for a Special Election to fill the vacancy. If no Special Election is called, the following rules shall apply:

A. The vacancy of office and the upcoming Special Election shall be announced to the General Membership via email. The appointed member shall be announced as the current Acting Member of the Executive Board, and he/she shall stand as the official nominee. It shall also be stated that the floor shall be opened for additional nominations at the next General Membership meeting (Nominating General Membership meeting).

B. Any member intending to nominate a candidate for office for the Special Election must state his/her intent in writing to the Parliamentarian no later than one week prior to the Nominating General Membership meeting. The potential nominee must also submit his/her acceptance of that nomination in writing to the Parliamentarian no later than one week prior to the Nominating General Membership meeting.

C. The Parliamentarian shall announce the Acting Member as the official nominee at the Nominating General Membership meeting. Immediately thereafter, the Parliamentarian shall accept additional legitimate nominations from the floor. All nominees must meet eligibility requirements for candidacy.

D. The new officer shall be elected in accordance with the same procedure followed for the annual election. The exception to this rule shall be that the Parliamentarian represents the entirety of the Nominating Committee for Special Elections.

5. Installation of Officers

Officers shall be installed following their election to office as follows:

A. Incoming officers elected during the annual YSC election shall be installed June 1 and assume their duties at that time. The new officers shall serve for a period of one year.

B. Incoming officers elected at any other time shall be installed at the time of their election. The new officer(s) shall assume their duties at that meeting and serve for the remainder of the YSC year.

C. Incoming officers appointed by the President shall be installed at the General Membership meeting following approval by the Executive Board. The new officer(s) shall assume their duties at that meeting and shall serve for the remainder of the YSC year.

D. The Governing Board shall meet within four weeks of the installation of elected officers.

6. Vacancy, Resignation, and Termination in Office

The following rules apply for members of the Governing Board:

A. Resignation from office shall be submitted in writing to the President and announced to the Governing Board.

B. Any term of office may be terminated prior to its expiration for causes such as (but not limited to) failure to meet job description requirements and when recommended and approved by the Executive Board.

C. In the event of a vacancy in office not provided for in these Bylaws the President shall, with the approval of the Executive Board, appoint a member (or if during hiatus, a person who may become a member at the first General Membership meeting of the YSC year) to serve in that position and fulfill the remainder of the unexpired term. If the position is vacated prior to January 1, it is at the discretion of the President to call for a Special Election.

Article X – Voting

1. Voting Procedure

The following rules are applicable for all votes, whether at the level of Executive Board, Governing Board, or General Membership:

A. A quorum shall be present for a vote

1. A minimum of ten voting members, including at least one Executive Board member, must be present to establish a quorum for Governing Board meetings.

2. A majority of voting members present shall constitute a quorum for Executive Board and General Membership meetings.

B. All votes shall be called by the Parliamentarian or in his/her absence by the First Vice President. Or the Nominating Committee Chair in the case of elections.

C. Voting shall be by show of hands, unless otherwise set forth to the contrary in the Governing Directives. A secret ballot may be used if requested.

D. Email Voting: The President may call for a vote by the Governing Board or Executive Board via email when an issue is time critical, and the Advisors are notified in advance. Email votes are to be used sparingly to conduct YSC business and may not be used to disburse funds in excess of \$1500.00. In the event of an email vote, the Board member wishing to conduct the business shall send an email to the President requesting a vote by email and setting forth the content of the motion. If the President approves the email vote, he/she shall direct the Parliamentarian to send an email to all the Governing Board or Executive Board members participating in the vote. The email shall contain the content of the motion and the identity of the Board Member making the motion. The email shall ask the voting Board members whether there is a second to the motion. Once a second has been received by the Parliamentarian, the Parliamentarian shall send a second email to the voting Board members which shall declare the voting and discussion period have begun and take place via email. The Parliamentarian shall also communicate the deadline for the discussion and the voting, a period that shall not be shorter than 48 hours. In order for a quorum to be established, at least 51% of the voting Board members must respond with a vote. At the end of the voting deadline, the Parliamentarian shall determine whether a quorum was established, and if a quorum has not been established the motion shall be tabled and revisited at the next Board meeting. If the quorum was established the Parliamentarian shall tally the votes and report the result to the Board and Advisors via email. The Parliamentarian shall also keep a record of the vote results and present a written report of those results at the next Governing Board meeting.

2. Passage

A majority vote of the Voting Members present shall constitute passage except where stated otherwise.

Article XI – Committees

1. Standing Committees and Governing Board Representation

The various Standing Committees shall be as Follows: Bazaar, Cherry Blossom Boutique, Cultural Exchange, Data Management, Hospitality, Membership, Monthly Functions, Photographer, Reservations, Scholastic Awards, Special Activities, Thrift Shop, Travel Log, Ways and Means, Welfare.

A. Each Standing Committee shall represent one Governing Board position with voting privileges, and each Standing Committee Chair shall report to a member of the Executive Board.

B. The President shall, with the approval of the Executive Board, appoint a Chair for each Standing Committee following the annual election or at any time thereafter due to vacancy. If permitted in the committee description, or with approval of the Executive Board, the President may also appoint a co-chair.

C. No member shall hold the same Governing Board position for more than one year without the prior approval of the Executive Board. No member shall hold two Governing Board positions without prior approval of the Executive Board.

2. Standing Committee Descriptions

The organizational information for each Standing Committee shall be as follows:

A. Bazaar Committee

1. Report to the Second Vice President
2. Serves to oversee and supply all planning and coordination efforts for the YSC Asian Bazaar Fundraiser.
3. Shall operate according to the Bazaar Operating Procedures, as set forth by the Bazaar Committee, to be reviewed every two years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of members who are in good standing and selected by the Bazaar Committee Chair according to the needs identified in the Bazaar Operating Procedures. The Bazaar Committee Chair serves as a member of the Governing Board.
5. Retains a YSC Bazaar Bank Account for the purpose of both depositing income and withdrawing expenditures for YSC Asian Bazaar fundraiser. This account shall include the following signatories: YSC President, Bazaar Committee Chair, and Bazaar Finance Officer.

B. Cherry Blossom Boutique Committee

1. Reports to the Second Vice President
2. Serves as the management team for the YSC Cherry Blossom Boutique.
3. Shall operate under the Cherry Blossom Boutique Operating Procedures, as set forth by the Cherry Blossom Boutique Advisory Board. The Operating Procedures will be reviewed every two years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of the Thrift Shop Manager, Advisors, President, Second Vice President, Welfare Treasurer, and others deemed necessary by the President. The Cherry Blossom Boutique will be managed by the Thrift Store Manager, who will serve as the Chair and serve as a member on the Governing Board.
5. Will retain a YSC Cherry Blossom Boutique Bank Account for the purpose of both depositing income and withdrawing expenditures. This account shall include the following signatories: YSC President, Second Vice President, and Thrift Store Manager.

C. Cultural Exchange Committee

1. Reports to the First Vice President
2. Serves to oversee and coordinate all cultural exchange activities with our Japanese counterparts. This committee may comprised solely of the Cultural Exchange Committee Chair (who serves as a member on the Governing Board), or may also include a Committee Co-Chair if deemed necessary. Both Co-Chairs shall serve as members of the Governing Board but shall only be entitled to one vote in the name of the Cultural Exchange Committee.
3. Shall operate under the Cultural Exchange Operating Procedures, as set forth by the Cultural Exchange Committee to be reviewed every two years (or as needed) and submitted to the Governing Board for approval.
4. Serves as a member of the Governing Board as a liaison between the Board and the Cultural Exchange groups. All members of cultural exchange groups must be in good standing with YSC, and in accordance with the membership guidelines set forth in the Cultural Exchange Operating Procedures.

D. Data Management Committee

1. Reports to the First Vice President

2. Serves to organize and maintain all of YSC electronic records, manage and update the YSC website, and assist in the management of all social media outlets such as (but not limited to) Facebook.

3. Shall be comprised of the Data Manager who shall serve as a member of the Governing Board.

E. Hospitality Committee

1. Reports to the First Vice President

2. Serves to welcome all new members and potential members to the YSC and Yokota AB communities by attending the "Newcomers" program through Airman and Family Readiness Center (AFRC) each week, and helping new members feel welcome at all YSC sponsored events.

3. Shall be comprised solely of the Hospitality Chair who will serve as a member of the Governing Board. The committee may include additional Hospitality Helpers at the discretion of the Chair.

F. Membership Committee

1. Reports to the First Vice President

2. Serves to accept and maintain all YSC membership records. This includes, but is not limited to: membership applications, membership dues, membership contact information, membership directory, and membership name tags.

3. Serves to obtain and record all member reservations for General Membership meetings, and to communicate those reservations to the venue chosen for the monthly function and the Monthly Function Chair. This committee also maintains records of meal payment information or cash payment for each member at all General Membership Meetings.

4. Shall keep track of all incoming and outgoing members during the year. This committee shall be responsible for welcoming new members and expressing gratitude for any member in good standing who will be departing due to a PCS or other reason at the discretion of the committee. Appropriate welcome and farewell gifts may be allotted according to the annual budget and the discretion of the Chair with approval from the Governing Board.

5. Maintains all Spouse Club coins inventory and sales records.

6. Assists the Parliamentarian with attendance numbers at General Membership meetings to ensure accurate votes when applicable.

7. Shall be comprised solely of the Membership Chair, who serves as a member of the Governing Board.

8. Shall present a written report to the President regarding whether all YSC members have received copies of the Constitution and Bylaws and have indicated in writing that they understand the extent of their personal liability in accordance with Article IX of the YSC Constitution.

G. Monthly Functions Committee

1. Reports to the First Vice President

2. Serves to plan and coordinate all YSC monthly social functions. This includes, but is not limited to, scheduling functions, working with the Officers' Club, Enlisted Club, and other possible location venues, identifying themes, decorations, food, and working with external function hosts throughout the year as applicable.

3. Shall be comprised solely of the Monthly Functions Chair, who will serve as a member of the Governing Board. A Co-Chair may be approved as deemed necessary. Both Co-Chairs will serve as members of the Governing Board but shall only be entitled to one vote in the name of the Monthly Functions Chair.

H. Photographer Committee

1. Reports to the First Vice President
2. Serves to keep photographic records of all YSC functions and YSC Board photos.
3. Shall be comprised solely of the Photographer, who will serve as a member of the Governing Board.

I. Scholastic Awards Committee

1. Reports to the Second Vice President
2. Serves to collect all scholastic awards applications, coordinate and oversee judging of said applications, and coordinate with award recipients concerning the Scholastic Awards Dinner.
3. Shall operate under the Scholastic Awards Operating Procedures, as set forth by the Scholastic Awards Committee to be reviewed every two years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of a YSC Advisor (or their designee), Scholastic Awards Chair, YSC President, Second Vice President, Welfare Treasurer, and up to four members not serving on the Executive Board in any capacity but still meeting all the criteria established in the Scholastic Awards Committee Operating Procedures. These members shall be appointed to the committee only after approval by the President and Advisors. The Scholastic Awards Chair serves as a member of the Governing Board.

J. Special Activities Committee

1. Reports to the First Vice President
2. Serves to coordinate all YSC Special Activities other than Cultural Exchange Activities
3. Special Activities may include but are not limited to Book Club, Bunco, Tours, and Lunch Bunch.
4. Shall be comprised solely of the Special Activities Chair who will serve as a member of the Governing Board.

K. Thrift Shop Committee

1. Reports to Second Vice President
2. Serves as the oversight team of the Thrift Shop.
3. Shall operate under the Thrift Shop Operating Procedures, as set forth by the Thrift Shop Advisory Board, to be reviewed every two years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of the Thrift Shop Manager, Advisors, President, Second Vice President, Welfare Treasurer, and others deemed necessary by the President and Advisors. The Thrift Shop Manager shall chair the committee and serve as a member of the Governing Board. The Thrift Shop Manager will also serve as manager to the Cherry Blossom Boutique.

5. Retains a YSC Thrift Shop Bank Account for the purpose of both depositing income and withdrawing expenditures. This account shall include the following signatories: YSC President, Second Vice President, and Thrift Store Manager.

L. Travel Log Committee

1. Reports to the First Vice President
2. Serves to maintain, update, publicize, and recruit information and writers for the Yokota Travel Blog found at www.Yokotatravel.com
3. Shall be comprised solely of the Travel Log Chair who shall serve as a member of the Governing Board.

M. Ways And Means Committee

1. Reports to the Second Vice President
2. Serves to provide an alternative source of income for charitable causes as identified by the Governing Board. The Ways and Means Chair purchases gifts for each function according to the Ways and Means budget line item as set in the Operations budget. All proceeds from purchased raffle tickets are then deposited into the Welfare Account to be distributed according to the donation source as determined by the Governing Board.
3. Shall be comprised solely of the Ways and Means Chair who will serve as a member of the Governing Board.

3. Special Committees

The President shall appoint, subject to the approval of the Executive Board, any Special Committees deemed necessary to execute the business and activities of YSC. Special Committee Chairs may attend Governing Board meetings without voting privileges.

4. Temporary Committees

Temporary Committees shall be created for the consideration of specific issues as follows:

- A. **Governing Directives Revision Committee**
Shall be chaired by the Parliamentarian and include the President, Advisors, and the First and Second Vice Presidents. Its purpose shall be to review and revise the Governing Directives (Constitution and Bylaws). This review shall be done every two years or as necessary. The Parliamentarian or the President shall distribute the revised documents to the General Membership for review.
- B. **Nominating Committee**
Shall be chaired by the Parliamentarian and include no fewer than five YSC members representing a cross section of the General Membership, and no more than two voting members from the Governing Board. The President shall not be a member of this committee. The Advisors shall also serve on the Nominating Committee. This committee shall be in place and introduced to the General Membership at the February General Membership meeting. Members of this committee may become nominees for office; however, upon becoming nominees they shall resign from the committee, and no replacement need be appointed unless the Nominating Committee membership falls below three members. If the Parliamentarian resigns from the committee he/she shall appoint one of the representatives from the Governing Board as Chair.

Article XII – Welfare

1. Nonprofit Operation

YSC shall operate as a nonprofit organization. All proceeds after expenses earned through YSC sponsored activities (Thrift Shop, Cherry Blossom Boutique, Bazaar, etc) shall primarily benefit the funding of projects and programs for the Yokota AB community in the form of donations, gifts, and academic scholastic awards, unless designated otherwise. Additionally, special donations may be made to the local Japanese community or international support efforts for such purposes including, but not limited to, disaster relief, education, cultural exchange, or the support of established Air Force programs and charities.

2. Donations

- A. Requests for welfare assistance must be delivered to YSC via a welfare request form submitted to the Welfare Treasurer. Priority is given to established community relationships where donations occupy a line item in the annual Welfare Budget. New Welfare requests are considered on a case by case basis by the Governing Board.
- B. The Governing Board shall be notified of and consider all welfare requests at each monthly board meeting. Donation requests of \$1500.00 or less shall be approved by a majority vote of the Governing Board. All donation requests of more than \$1500.00 shall be submitted to General Membership for a vote in accordance with Article XIII, Section 1(E).
- C. Donations from the Welfare Fund will be made in accordance with Article XIII, Section 4(B).

3. Gifts

In the event YSC identifies an organization which cannot receive monetary donations, or is otherwise in need of assistance, gifts may be purchased in lieu of direct monetary funding. Gift proposals will be submitted by a member of the YSC Governing Board and considered on a case by case basis. Gifts of \$1500.00 or less shall be approved by a majority vote of the Governing Board. All donations exceeding that amount shall be approved by a vote of the General Membership.

4. Academic Scholarship Awards

Scholarships are awarded annually according to criteria established by the YSC Scholarship Awards Committee and approved by the Governing Board. Scholarship requirements are submitted to 374 FSS/FSRPO for processing through the Legal Office for approval prior to releasing these requirements to the public. Updates are submitted only when requirements change. YSC membership is not required as a prerequisite for scholarship eligibility.

Article XIII – Finances

1. Financial Policies

The following Financial Policies shall apply:

- A. The YSC Fiscal Year will run 1 October through 30 September the following year.

- B. The Governing Board shall present the proposed budget for the upcoming fiscal year at the September General Membership meeting. Upon approval by the General Membership and 374 FSS/FSRPO the budget shall become effective as of 1 October of that year.
 - C. All financial records must be retained for seven years.
 - D. It is recommended that all Treasurers and any other individuals responsible for YSC funds of more than \$500.00 be bonded.
 - E. The Governing Board is authorized to spend \$1500.00 per incident without the express approval of the General Membership. The General Membership of YSC shall retain the authority to approve all unbudgeted operating and welfare expenditures above \$1500.00.
2. YSC Bank Accounts
- YSC maintains bank accounts at Community Bank, operated by Bank of America, located at Yokota AB.
- A. The President shall be the main account holder for the duration of his/her term of office. He/she shall coordinate with the PO office to obtain necessary account transfer forms upon completion of the term of office. Additional signatories shall be added to the accounts as applicable.
 - B. Separate bank accounts shall be maintained for operational expenses and welfare funds.
 - C. Monies shall not be transferred from the Welfare account to the Operations account unless emergency funds are required to pay for an unforeseen operational cost that is required by law or otherwise in an effort to protect the personal financial liability of YSC members. In this event, the amount to be transferred shall be approved by a majority vote of the General Membership.
3. Income
- Income from any YSC activity must be submitted monthly to the appropriate Treasurer.
- A. YSC income may be generated in the form of:
 - 1. Membership dues in accordance with Article IV
 - 2. Proceeds generated by the YSC Thrift Shop
 - 3. YSC Asian Bazaar or other fundraisers
 - 4. Gifts/donations
 - B. YSC Thrift Shop
Proceeds from the Thrift Shop shall be designated as Welfare income.
 - C. Bazaar and Other Fundraising
 - 1. All fundraising activities shall comply with Article XI, Section 2 of the Constitution.
 - 2. Fundraising activities sponsored by YSC must be approved by the Governing Board prior to being submitted to 374 FSS/FSRPO for approval. Monies generated from any fundraising events shall be verified by the Operations Treasurer and/or the Welfare Treasurer.
 - 3. Major fundraising event (Bazaar) requests shall be submitted in accordance with PO regulations. Minor fundraising (car wash, burger burn, etc) requests shall be submitted at least sixty prior to the event. The applicable committee chair or designee shall be responsible for ensuring all requests are submitted accordingly.
 - 4. External advertising may commence only after the initial fundraising request is approved. Internal advertising (YSC website, YSC Facebook page, etc) may commence before approval has been obtained; however, this is discouraged as information could change before approval is obtained.
 - 5. Bazaar proceeds shall be deposited into the Bazaar account in order for all expenses to be paid. A total of \$8000.00 shall be retained in this account to cover the initial expenses for the following Bazaar. After all expenses are paid, and the \$8000.00 has been retained, the remaining funds shall be deposited into the Welfare account.
 - 6. All income earned from events not sponsored by the YSC (such as paid volunteering for the running club known as Striders) shall be deposited into the Operations account. A

percentage determined by the Executive Board will be retained in this account, and the remainder will be deposited into the Welfare account.

- D. YSC can accept gifts and donations, but cannot solicit gifts or donations on base in accordance with AFI 34-223, paragraph 10.15.1.3

4. Expenditures

Expenditures for any YSC activity must be submitted monthly to the appropriate Treasurer. The rules for expenditures are as follows:

- A. Both Treasurers must account for all monies issued, by written receipt or letter of acknowledgment (to include name of organization, date of receipt, and amount received).
- B. The Operations and Welfare accounts must each carry forward a minimum balance of \$3000.00 (the Scholarship fund is not included in this amount) to the next fiscal year. The Operations account shall also carry forward an additional \$2000.00 to be kept in reserve in case of dissolution. Funds will not be obligated in any one month so as to reduce the balance in the reserve below \$750.00 without prior approval of the General Membership.
- C. The outgoing Executive Board shall leave office with all debts paid and money in the Operations and Welfare accounts for operation through 30 September (end of the fiscal year).
- D. The President may spend up to and including \$50.00 per month as expenditures for YSC without the approval of the Governing Board for which due accounting shall be made. Committees shall not exceed the amount allocated to them in the budget without prior approval by the Governing Board.
- E. All reimbursement vouchers must be submitted to the appropriate Treasurer with accompanying receipts within thirty days of purchase and shall be paid within fourteen days of receipt; however, all receipts shall be paid out by 30 September of the current fiscal year. Yen expenditures will be reimbursed according to the information stated on the reimbursement form.
- F. Members purchasing items for YSC use in an amount greater than \$50.00 shall be eligible to receive a monetary advance. Requests for monetary advance must include an itemized invoice, and final receipts along with unused funds must be submitted to the appropriate Treasurer within thirty days of purchase.

Article XIV – Amendments and Adoption

1. Amendments

The Bylaws of the Constitution may be amended, revised, or abolished at any General Membership meeting provided a quorum is established and approval is passed by a majority vote of the voting members present.

- A. Any revisions or amendments to these Bylaws shall be electronically distributed to YSC General Membership for examination by the members prior to adoption.
- B. In the event that any provision of these Bylaws shall be deemed illegal or contrary to any Air Force Instructions, such portion shall be deemed changed administratively to conform to same.

2. Adoption

The provisions of these Bylaws shall become effective upon adoption by the YSC General Membership. Prior to approval, the previous edition will remain in effect. After approval, the former Bylaws will be abolished.

Margaret Riddell
President
Yokota Spouses' Club

Rochelle Skovran
Parliamentarian
Yokota Spouses' Club

Date approved by YSC General Membership: _____