

**ASC**  
Andrews Spouses' Club  
1676 Brookley Avenue, Joint Base Andrews, MD 20762

By Laws

August 2016

**Article I**  
**Meetings**

**Section 1, Meetings**

- A. ASC meetings are open to the General Membership.
- B. Programs may be limited to ASC members only with the approval of the Board of Governors.
- C. No special ASC program, e.g. Thrift Shop activities, Special Activities, Scholarship Meetings, etc., shall conflict with scheduled ASC General Membership functions.

**Section 2, Business**

ASC business shall be conducted at Board of Governors and/or General Membership meetings. A majority vote of a quorum is necessary to resolve any motion.

**Section 3, Succession of Officers**

- A. The Charitable Treasurer shall automatically assume the duties of the General Treasurer should that office become vacant until the new General Treasurer is appointed. Likewise, the General Treasurer shall assume the duties of the Charitable Treasurer should that office become vacant until a new Charitable Treasurer is appointed.
- B. Should vacancies occur in any of the other elected offices, the President, with the approval of the Advisors and remaining elected officers, shall appoint an ASC club member, eligible to hold office, to fill the vacancy, with his/her permission.
- C. If the spouse of any ASC Board of Governors member, elected or appointed, is transferred or deployed and the ASC member remains in the geographical area, the member may retain his/her ASC Board position.

**Article II**  
**Elections and Voting**

**Section 1, Nominations and Elections**

**A. Nominating Committee**

- 1. The committee shall be chaired by the Parliamentarian or, if no Parliamentarian is available, a designee of the President. The committee shall consist of the

- committee chair, at least one Advisor and at least one other active ASC member.
2. The Nominating Committee chair shall be responsible for the administration of ASC elections.

#### **B. Slate of Candidates**

1. A nominee must consent to having his/her name on the slate of candidates.
2. The slate of candidates should be presented no later than the April General Membership meeting.
3. Nominations may be accepted from the floor during the presentation of the slate of candidates.
4. Nominations will not be accepted at the time of voting.
5. Once the complete slate of candidates has been presented, a list of candidates will be printed in the ASC newsletter (currently, The Archives). If ballots are needed (more than one candidate is running for any one office), absentee ballots will be printed in the ASC newsletter and will be available on the ASC website.

#### **C. Elections**

1. The election of officers shall be held by secret ballot unless there is only one nominee for any office, in which case the election for that office may be by acclamation.
2. The President's vote shall be sealed and used only in the case of a tie vote.
3. Only ASC members in good standing (current in dues and obligations) may vote.
4. The candidate receiving the majority of the votes cast shall be elected.
5. The election of officers should be held no later than the May General Membership meeting.

#### **D. Term of Office**

1. Officers shall serve for a period of one year, from June 1<sup>st</sup> – May 31<sup>st</sup> of the following year.
2. Elected officers may not hold the same office for more than three (3) consecutive years, unless the position is vacant, nor exceed five (5) consecutive years on the elected Board, unless the position is vacant.
3. The acceptance of an office on the ASC Board of Governors brings and expectation of full participation in all ASC activities and meetings.

### **Article III Membership**

#### **Section 1, Dues**

- A. Dues are paid upon joining ASC, in the amount of \$40 through December 31<sup>st</sup>, dues will be reduced by 50% to \$20. No further prorating of dues will occur during the board year.
- B. Paid dues are necessary to be considered a member in good standing.
- C. Dues are non-refundable.

**Section 2, Fees**

- A. Bank Fees – All bank fees, such as ASC overdraft charges or returned check charges, will be passed on to the member whose check was returned.**
- B. Social Fees – Any member who RSVP's for a social event but does not attend will be charged for the amount the ASC paid on his/her behalf.**
- C. Late Fees - With the approval of the Executive Board, late fees will be charged to the Officer or chairman responsible to ensure the obligation was paid in a timely manner.**

**Section 3. Termination of Membership**

- A. Membership in the ASC is terminated as follows:**
  - 1. Upon written resignation to the Membership Chairman.**
  - 2. At the end of each board year on May 31<sup>st</sup>.**
  - 3. For failure to pay dues.**
  - 4. For activities involving unacceptable behavior, at the discretion of the Executive Board.**
- B. Any member terminated due to reasons (3) or (4) above will be notified in writing by the Secretary.**

**Article IV  
Standing Committees**

**Section 1, Social and Charitable Committees**

- A. Duties**
  - 1. Duties are as outlined in each job description.**
  - 2. Other duties can be assigned by the President or coordinating Vice-President.**
  - 3. Standing Committee Chairmen have Board of Governors status as voting members. Co-chair representing Standing Committee Chairmen hold the same status as voting board members.**
- B. Attendance – The acceptance of a Standing Committee Chairman position on the ASC Board of Governors brings and expectation of full participation in all ASC activities and meetings.**
- C. Vacancy – In the case of a vacancy, the President will appoint a replacement for a vacant Standing Committee Chairman for the remainder of the board year.**

**Section 2, Scholarship Committee**

- A. The Scholarship Committee will meet as necessary to decide financial amounts and any other pertinent issues regarding ASC scholarships.**

- B. The Scholarship Committee will update the scholarship guidelines yearly, providing a current copy to the President, the Advisors, the Secretary and the Parliamentarian.
- C. Scholarship funds not awarded due to lack of adequate candidates will be returned to the charitable fund.

### Section 3, Thrift Shop Advisory Council (TSAC)

- A. The TSAC will consist of the ASC President, at least one Advisor, the Thrift Shop Chairman, the Charitable Treasurer, the Thrift Shop Manager, the Thrift Shop Assistant Manger, the Thrift Shop Bookkeeper, the Thrift Shop Assistant Bookkeeper, at least 2 Thrift Shop volunteers who are ASC active club members in good standing, and the 2<sup>nd</sup> Vice-President who will serve as the Council's Chairman.
- B. The TSAC will meet every month prior to the ASC Board Meeting.
- C. The TSAC will review the Thrift Shop Policies and Procedures annually by May and will submit a copy for approval by the Board of Governors.

### Article V Finances

#### Section 1. Budget

- A. All ASC Board of Governors members will be provided with a copy of the General and Charitable budgets once they are adopted at the General Membership meeting.
- B. All officers and chairmen should maintain their own running balance of income and expenses to verify and validate the treasurers' reports.
- C. Any officer or chairman desiring a budget change must submit his/her proposal to the appropriate treasurer in time for the budget review meeting in January.
- D. The ASC General Fund will carry over a balance of at least \$4000 (\$2500 carry over \$1500 dissolution) for the next board year.

#### Section 2, Miscellaneous Funding Polices

- A. ASC funds will not be used to finance or partially finance food, beverage, parties or gifts for any activity that does not benefit the entire membership without prior consent of the Board of Governors.
- B. Only the President is authorized to sign contracts in the name of the ASC, including, but not limited to, all Thrift Shop employee contracts, purchasing contracts for capital expenses and maintenance agreements.
- C. Only the President is authorized to sign tax-related documents in the name of the ASC.

- D. Board members may be reimbursed for babysitting expenses for regularly scheduled Board of Governors meetings or special Board of Governors meetings called by the President. The rate for reimbursement for each child will be the hourly charge for the childcare by the provider not to exceed the hourly rate currently being charged by Joint Base Andrews Childcare facilities. The time for reimbursement shall not exceed the duration of the meeting plus 30 minutes travel time each way.

**Article VI  
Liability and Bonding**

**Section 1. Liability**

- A. The ASC is not liable for personal property lost, stolen or damaged in connection with ASC events or activities.
- B. The ASC is not liable for lost, stolen or damaged items sold or displayed by a contracted vendor.

**Section 2, Bonding**

Bonding insurance adequate enough to cover the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, General Treasurer, Charitable Treasurer, Thrift Shop Manager, Thrift Shop Assistant Manager, Thrift Shop Bookkeeper, and Thrift Shop Assistant Bookkeeper, will be purchased each year by the Charitable Treasurer from the Charitable Fund.

**Article VII  
By Laws Adoption and Amendments**

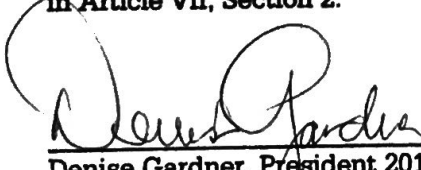
**Section 1, Review**

The By Laws must be reviewed in their entirety each Board year. The By Laws are secondary to the ASC Constitution.

**Section 2, Adoption and Amendments**

For adoption and amendment, the proposed By Laws must be approved by the Board of Governors by a majority vote of a quorum.


I certify that these By Laws have been adopted by the ASC Board of Governors as indicated in Article VII, Section 2.

  
Denise Gardner, President 2016-2017

  
date

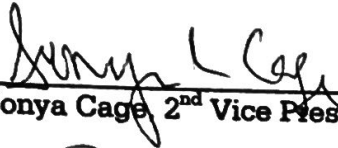
ASC By Laws

August 2016



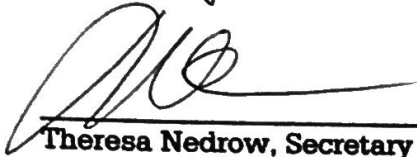
Karen Souza, 1<sup>st</sup> Vice President 2016-2017

8.9.16  
date



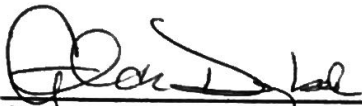
Sonya Cage, 2<sup>nd</sup> Vice President 2016-2017

8.9.16  
date



Theresa Nedrow, Secretary 2016-2017

8-9-16  
date



Gretchen Drybola, General Treasurer 2016-2017

8-9-16  
date



Sara Cunningham, Charitable Treasurer 2016-2017

8-9-16  
date



Dawn Kapitzke, Parliamentarian 2016-2017

8-9-16  
date