

BYLAWS YOKOTA OFFICERS' SPOUSES' CLUB
Revised 24 November 2015

ARTICLE I – OPERATING YEAR

1. FISCAL YEAR

- A. The Yokota Officers' Spouses' Club (hereafter, YOSC) shall conduct all financial transactions in accordance with the fiscal year established 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. YOSC shall operate a social calendar designated by the President. Social functions shall occur in conjunction with the monthly assembly of General Membership, beginning in August and ending in May of the following year, unless otherwise directed by the President with Advisor approval. Thus, the YOSC year shall commence on 01 August and shall end on 31 May.
- B. The YOSC social calendar shall be on hiatus between 1 June – 31 July. No General Membership meetings shall be held at this time.
- C. The beginning of the social calendar shall be designated as the beginning of the YOSC year.

3. ELECTION YEAR

YOSC shall install new officers each year in May. Officers shall serve for one (1) year, until new officers are elected and installed in May of the following year.

ARTICLE II – ADMINISTRATION

1. YOSC ADVISOR

The spouse of the Commander, 374th Airlift Wing, shall serve as the YOSC Advisor. If the spouse of the 374th Airlift Wing Commander is absent or otherwise unable to serve, she/he or the Commander may appoint a representative. The YOSC Advisor shall serve in this capacity at will and may nominate additional Honorary Advisors with the approval of the YOSC Executive Board (e.g., Honorary President, Honorary Vice President).

2. EXECUTIVE BOARD

The administration of this organization shall be conducted by an Executive Board, which shall consist of the Advisor, 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, First Vice President, Second Vice President, Data Manager, Secretary, Operations Treasurer, Welfare Treasurer, and Member-At-Large. Job descriptions for these positions is detailed in Article VIII.

- B. The Parliamentarian shall be considered an Officer and be appointed by the President with the approval of the Advisor and 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 YOSC Advisor, the Honorary President, the 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 YOSC 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 below in Article III.

ARTICLE III – MEMBERSHIP

1. ENROLLING AS A MEMBER

- A. Individuals wishing to join YOSC must complete and submit a membership application and pay any applicable dues. Individuals may submit an application to enroll at any time between 1 August and 31 May. No applications for membership shall be processed from 01 June to 31 July while YOSC is on hiatus.
- B. Membership must be renewed each year beginning with the start of the YOSC year on 01 August, and a new membership application must be submitted at that time. Members who do not renew their YOSC membership shall be terminated until such time as a new membership form is submitted and applicable dues are paid.
- C. Annual membership dues are payable in full at the time of enrollment in accordance with Article IV, Section 1.

2. MEMBERSHIP TERM

The YOSC membership term shall be up to one (1) year from the date of enrollment to the opening of the following YOSC year. YOSC membership shall continue through the period of summer 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 include those who are in a position of acting as an advisor to YOSC. These members shall not pay dues, shall have no voting privileges, and shall have no financial obligation to YOSC.

- 1. The YOSC Advisor shall be designated as an Honorary Member of YOSC.
- 2. The Honorary President and Honorary Vice President shall also be designated as Honorary Members of YOSC; however, these individuals may choose to pay dues and become an Associate Member, in which case the individual would gain all rights and responsibilities extended to that membership classification.

B. DISTINGUISHED HONORARY MEMBERS

Individuals who are not otherwise eligible to join YOSC 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 any financial obligation to YOSC and their privileges are limited to attending social functions without prize eligibility. They may not vote, hold office, or otherwise participate in setting YOSC policy.

C. VOTING MEMBERS

All other members shall be designated as 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 , O-1 and above	X	
Spouse of a DoD civilian employee or contractor , GS-9 and above	X	
Spouse of DoD retired personnel, O-1 or GS-9 and above		X
Spouse of any member of U.S. Reserve components		X
DoD Active Duty member, O-1 and above		X
DoD civilian employee or contractor, GS-9 and above		X
DoD retired personnel, O-1 or GS-9 and above		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 YOSC committee	Yes	No
May join a YOSC committee	Yes	Yes

3. In accordance with Article IV, Section 2(B) of the Constitution, Active Voting Members may hold personal financial responsibility to YOSC 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

YOSC members are entitled to benefits including, but not limited to: attendance at monthly General Membership meetings and YOSC-sponsored activities or events, participation in YOSC Special Activities and Culture Club, voting privileges and committee participation as applicable to membership classification and position, YOSC information, and access to the YOSC Constitution, its Bylaws and YOSC financial records by request. Attendance at YOSC 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 and has been notified in writing by the Membership Chair that his/her membership will terminate for nonpayment of dues or other amounts owed in thirty (30) days; or
 - 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

Effective 1 August 2014, membership dues shall be paid in the amount of \$65.00 annually, payable by cash or check at the time of enrollment. After 1 January, dues shall be decreased to \$40.00, due at the time of enrollment. Dues shall not otherwise be pro-rated or eligible for refund.

2. PERIOD OF COVERAGE

Annual dues shall cover the member from the time of enrollment or renewal until the beginning of the subsequent YOSC Year, which ends on 31 July.

3. PURPOSE OF DUES

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

ARTICLE V - MEETINGS

1. ADVISOR ATTENDANCE

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

2. BOARD MEETINGS

YOSC 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 in May.
- B. The Governing Board shall meet monthly during the YOSC year, at the discretion of the President. At a minimum, the Governing Board shall meet once per quarter.
- C. The President or Advisor may call unscheduled meetings of the Executive and/or Governing Board as required, or as otherwise identified by the Constitution or Bylaws.

- D. Copies of applicable meeting minutes will be provided to 374 FSS/FSRPO no later than the 20th of the subsequent month.
- E. Any YOSC member wishing to observe a Governing Board meeting may submit an email request to the President no later than three (3) days before the meeting. Members who are observing a meeting of the Governing Board will not be permitted to participate in the Board meeting.

3. COMMITTEE MEETINGS

Committee meetings may be called by the Chair at any time deemed necessary. The Advisor need not be present, but the Committee Chairs shall report back to her/his applicable Executive Board member as identified by the YOSC Organization Chart, and all business shall be included in the Chair's 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 the Advisor from August through May. These meetings shall coincide with a social activity (i.e., function) 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 established deadline.
- B. Special Membership Meetings (i.e., unscheduled General Membership meetings) may be called by the President, with the approval of the Executive Board, or by petition by a majority of Voting Members. Notification of such special meetings shall include meeting time, location, and purpose and shall be distributed via e-mail with at least two (2) weeks' notice. No matter shall be considered at a Special Membership Meeting of YOSC except that which is stated in the Call-To-Meeting.

ARTICLE VI – SOCIAL FUNCTIONS

1. COST TO MEMBERS

YOSC 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 cost, but attendees may be required to purchase dinner from a set menu.

2. GUESTS

- A. Any individual who is eligible to join YOSC or who is visiting a family member may attend one (1) General Membership meeting as a guest prior to joining the organization. If visiting family members wish to attend multiple meetings, the YOSC member shall submit a written request 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 YOSC member, or by the guest.
- C. Guests may not attend a YOSC event or activity other than General Membership meeting. An exception to this policy may be made for a Culture Club event, at the discretion of the individual Culture Club group.
- D. Guests are not eligible to win door prizes, Bunco prizes, or Bingo prizes with the exception of the Tri-Service Luncheon hosted by YOSC, or when an item is designated as a Guest Prize.
- E. Other exceptions to these guest rules require prior approval from the Governing Board.
- F. The Reservations Chair shall be responsible for verifying eligibility of those attending General Membership Meetings and for enforcing guest rules.

3. RESERVATIONS

Reservations are required for attendance at all YOSC monthly functions/General Membership Meetings and shall be submitted and revised as necessary through the Reservations 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.

4. OTHER SOCIAL FUNCTIONS

In addition to the scheduled monthly General Membership Meeting and social function, YOSC may sponsor and/or be invited to additional events throughout the year (e.g., Tri-Service Luncheon, YOSC Scholarship Dinner, Joint YOSC/YESC function, etc.). YOSC 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 of office without approval from the Governing Board and Advisor. 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, as well as the Parliamentarian, shall meet with the PO Coordinator (374 FSS/FSRPO) for a briefing no later than thirty (30) calendar days prior to the first General Membership meeting of the year or at the earliest available training. In the event of a mid-year appointment/election the officer shall schedule a meeting with the PO Coordinator within thirty (30) calendar days following installation or at the earliest available training. The YOSC Secretary shall be responsible for ensuring compliance with this requirement.

ARTICLE VIII – SPECIFIC RESPONSIBILITIES OF OFFICERS

1. ACCOUNTABILITY

YOSC 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, its Bylaws, and relevant Job Descriptions.

2. PRESIDENT RESPONSIBILITIES

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 call 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. VICE PRESIDENT RESPONSIBILITIES.

- A. The First Vice President shall supervise the officers and committees as assigned by the President and perform the duties of the President in her/his 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 her/his absence.
- C. In the event the President is unable to complete her/his term, she/he shall name one of the Vice Presidents to serve as the President for the remainder of the YOSC year. If no one is named, the First Vice President shall assume the office of the President. If the First Vice President declines to serve as President, then the Second Vice President shall assume the office of the President. If neither the First Vice President nor the Second Vice President consent to assuming the office of the President, then the Governing Board shall elect a President to serve for the remainder of the YOSC Year.

4. DATA MANAGER RESPONSIBILITIES

The Data Manager shall be responsible for the organization and maintenance of all YOSC electronic records, as directed by the President and shall supervise the officers and committees as assigned by the President.

5. SECRETARY RESPONSIBILITIES

The Secretary shall:

- A. Record written minutes of all meetings as directed by the President. Minutes shall be submitted to the PO Office as part of the YOSC file and made available for review by any member upon request.
- B. Submit a roster of YOSC officers to 374 FSS/FSRPO within two (2) weeks of installation and supply updated information as necessary.
- C. Be responsible for all YOSC correspondence, as directed by the President. She/he shall be responsible for monthly retrieval of any and all YOSC distribution (e.g., 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 YOSC Thrift Shop, and maintain a hard copy of the Governing Directives, local policy letters, and other organizational correspondence in the YOSC records.

6. TREASURER RESPONSIBILITIES

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

- A. The Operations Treasurer shall be responsible for all financial affairs pertaining to the YOSC Operations Bank Account and shall assume the duties of the Welfare Treasurer in her/his absence.
- B. The Welfare Treasurer shall be responsible for all financial affairs pertaining to the YOSC Welfare Bank Account and shall assume the duties of the Operations Treasurer in her/his absence.
- C. Both Treasurers shall prepare and submit a quarterly financial statement to 374 FSS/FSRPO no later than the 20th calendar 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 20 October of each year.
- D. Each Treasurer shall prepare a Proposed Budget for consideration by the Governing Board and General Membership at the September monthly meetings. A copy of the annual budget shall be emailed to the

general membership at least seven (7) days prior to the September monthly meeting. Upon approval from the organization, the Annual Budget shall be submitted to 374 FSS/FSRPO no later than 20 October of each year.

- E. 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 submit the account books for audit. The audit shall begin at least three (3) 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 (374 FSS/FSRPO). 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.

7. MEMBER-AT-LARGE RESPONSIBILITIES

The Member-at-Large shall serve as a liaison between the YOSC members, the Governing Board, and the Yokota AB Community.

8. PARLIAMENTARIAN RESPONSIBILITIES

The Parliamentarian shall:

- A. Be appointed by the President, with the approval of the Advisor 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 YOSC Governing Directives and parliamentary law.
- C. Supervise committees as assigned by the President.
- D. Act as YOSC liaison to the 374th Legal Office with the approval of the President and Advisor.
- 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 YOSC 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 XI, Section 4(D) herein.
- B. Nominations shall open in February. At least one (1) 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 March 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 her/his intent in writing to the Nominating Committee Chair no later than two (2) weeks prior to the March General Membership Meeting. The potential nominee must also submit her/his acceptance of that nomination in writing to the Nominating Committee Chair no later than two (2) weeks prior to the March 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 present the slate of nominees at the March 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 in Article IX, Section 2(B). Individuals nominated from the floor must be present at the March 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 March General Membership meeting, the nominations shall be closed, and all nominated individuals shall be asked to publicly consent to their nomination.

3. ELECTION PROCESS

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

- A. If an elected position is unopposed (i.e., having only one (1) nominee), the candidate shall be elected by an immediate vote of acclamation following the announcement of the nomination.
- B. All contested positions (i.e., having more than one (1) nominee) shall be elected by secret ballot at the May General Membership meeting.
- C. Each eligible Voting Member shall be entitled to one (1) vote for each contested office. An eligible voter is a voting member who is in good standing as of the March 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. She/he shall call for all uncast ballots at that time, and close the polls forthwith. The polls shall be closed no later than thirty (30) 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 her/his 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 the Election Day General Membership meeting, and the officers shall be elected according to the vote of the majority. The Nominating Committee Chair shall announce of 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 appointed member shall serve in that position for the remainder of the YOSC year. Should the President call for a Special Election, 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 she/he 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 (i.e., Nominating General Membership meeting).
- B. Any member intending to nominate a candidate for office for the Special Election must state her/his intent in writing to the Parliamentarian no later than one (1) week prior to the Nominating General Membership meeting. The potential nominee must also submit her/his acceptance of that nomination in writing to the Parliamentarian no later than one (1) 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 YOSC election shall be installed at the General Membership meeting in May. The new officers shall assume their duties at that meeting and shall serve for a period of one (1) 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 shall serve for the remainder of the YOSC 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 YOSC year.
- D. The Governing Board shall meet within four (4) 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, 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 the summer hiatus, a person who may become a member at the first General Membership Meeting of the YOSC year) to serve in that

position and fulfill the remainder of the unexpired term. If the position is vacated prior to 1 January, 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 (10) voting members, including at least one (1) 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 her/his 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 Executive Board or the Governing Board via email when an issue is time-critical, and the Advisor is notified in advance. Email votes are to be used sparingly to conduct YOSC business and may not be used to disburse funds in excess of \$1,500.00. 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 (e.g., “I hereby move to”). If the President approves of the email vote, she/he shall direct the Parliamentarian to send an email to all 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 also ask the voting Board members whether there is a second to the motion. Once a second has been received by the Parliamentarian, then the Parliamentarian shall send a second email to the voting Board members, which shall declare that the voting and discussion period has begun and shall 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 forty-eight (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 has been established. In the event a quorum is not established, the motion shall be tabled and may be re-visited at the next Board meeting. In the event a quorum is established, the Parliamentarian shall tally the votes and report the results to the Board and the Advisor 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, Cultural Exchange, Friendship Festival, Hospitality, Membership, Monthly Functions, Photographer, Reservations, Scholastic Awards, Special Activities, Thrift Shop, Travel Log, Ways and Means, Website, and Welfare.

- A. Each Standing Committee will represent one (1) 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 (1) year without the prior approval of the Executive Board. No member shall hold two (2) 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. Reports to the Second Vice President.
- 2. Serves to oversee and supply all planning and coordination efforts for the YOSC Asian Bazaar Fundraisers.
- 3. Shall operate according to the Bazaar Operating Procedures, as set forth by the Bazaar Committee, to be reviewed every two (2) 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 Chair serves as a member of the Governing Board.
- 5. Retains a YOSC Bazaar Bank Account for the purpose of both depositing income and withdrawing expenditures for YOSC Asian Bazaar fundraisers. This account shall include the following signatories: YOSC President, First Vice President, Second Vice President, Welfare Treasurer, and Bazaar Treasurer(s).

B. **CULTURAL EXCHANGE COMMITTEE CHAIR:**

- 1. Reports to the First Vice President.
- 2. Serves to oversee and coordinate all cultural exchange activities with our Japanese counterparts. This committee may be comprised solely of the Cultural Exchange 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 (1) 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 (2) 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 YOSC, and in accordance with the membership guidelines set forth in the Cultural Exchange Operating Procedures.

C. **FRIENDSHIP FESTIVAL COMMITTEE CHAIR:**

- 1. Reports to Second Vice President.
- 2. Serves to oversee and supply all planning and coordination efforts for the YOSC Friendship Festival Fundraisers.
- 3. Shall operate according to the Friendship Festival Operating Procedures, as set forth by the Friendship Festival Committee, to be reviewed every two (2) 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 Friendship Festival Committee Chair according to the needs identified in the Friendship Festival Operating Procedures. The Friendship Festival Chair serves as a member of the Governing Board.
5. Retains a YOSC Bazaar Bank Account for the purpose of both depositing income and withdrawing expenditures for YOSC Friendship Festival fundraisers. This account shall include the following signatories: YOSC President, First Vice President, Second Vice President, Welfare Treasurer, and Bazaar Treasurer(s).

D. HOSPITALITY COMMITTEE CHAIR:

1. Reports to the First Vice President.
2. Serves to welcome all new members and potential members to the YOSC and Yokota AB communities by attending the 'Right Start' program at the Airman Family Readiness Center (AFRC) each week, facilitating YOSC meet-and-greets (e.g., coffee hour), and helping new members feel welcome at all YOSC-sponsored events
3. Shall be comprised solely of the Hospitality Chair, who serves as a member of the Governing Board, but the committee may include other Hospitality Helpers at the discretion of the Chair.

E. MEMBERSHIP COMMITTEE CHAIR:

1. Reports to the First Vice President.
2. Serves to accept and maintain all YOSC membership records. This includes, but is not limited to the following: membership applications, membership dues, membership contact information, membership directory, and membership nametags.
3. 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.
4. Maintains all Obi Book Inventory and records of Obi Book Sales.
5. Assists the Reservations Chair with signing in members at each monthly function.
6. Coordinates with the Reservations Chair to assist 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 YOSC 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 YOSC Constitution.

F. MONTHLY FUNCTIONS COMMITTEE CHAIR:

1. Reports to the First Vice President.
2. Serves to plan and coordinate all YOSC monthly social functions. This includes but is not limited to: scheduling functions, working with the Officers' Club (or other venue) as the designated function location, 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 serves as a member of the Governing Board.

G. PHOTOGRAPHER COMMITTEE CHAIR:

1. Reports to the Data Manager.
2. Serves to keep photographic records of all YOSC functions and YOSC Board photos.
3. Shall be comprised solely of the Photographer, who serves as a member of the Governing Board.

H. RESERVATIONS COMMITTEE CHAIR:

1. Reports to the First Vice President.
2. Serves to obtain and record all member reservations for General Membership Meetings, and to communicate those reservations to the Officers' Club (or designated venue) and Monthly Functions Chair. This committee also maintains records of meal payment information for each member at all General Membership Meetings.
3. Assists the Membership Chair with signing in members at each monthly function.
4. Coordinates with the Membership Chair to assist the Parliamentarian with attendance numbers at General Membership Meetings to ensure accurate votes when applicable.
5. Shall be comprised solely of the Reservations Chair, who serves as a member of the Governing Board.

I. SCHOLASTIC AWARDS COMMITTEE CHAIR:

1. Reports to the Second Vice President.
2. Serves to collect all scholarship award applications, coordinate and oversee judging of said application, and coordinate with award recipients concerning the Scholastic Awards dinner.
3. Shall operate under the Scholastic Awards Operating Procedures, as set forth by the Scholarship Awards Committee to be reviewed every two (2) years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of the YOSC Advisor or designee, Scholarship Awards Chair, Thrift Shop Manager, YOSC President or designee, 2nd Vice-President and up to four (4) members who are not serving on the Executive Board in any capacity who also meet the guidelines established in the Scholastic Awards Committee Operating Procedures. These members shall be appointed to the committee only after approval by the President and Advisor. The Scholarship Awards Chair serves as member of the Governing Board.

J. SPECIAL ACTIVITIES COMMITTEE CHAIR:

1. Reports to the First Vice President.
2. Serves to coordinate all YOSC Special Activities other than Cultural Exchange Activities (e.g., Book Club, Tours, Lunch Bunch, etc.).
3. Shall be comprised solely of the Special Activities Chair, who serves as a member of the Governing Board.

K. THRIFT SHOP COMMITTEE:

1. Reports to the Second Vice President.
2. Serves as the management team for the YOSC 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 (2) years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised of the Thrift Shop General Manager, Thrift Shop Assistant Manager and/or Bookkeeper, Advisor, President and/or Second Vice President, Welfare Treasurer, and others deemed necessary by the President. The Thrift Shop General Manager shall chair the committee and serve as member of the Governing Board.
5. Retains a YOSC Thrift Shop Bank Account for the purpose of both depositing income and withdrawing expenditures. This account shall include the following signatories: YOSC President, First Vice President, Second Vice President, Welfare Treasurer, and Thrift Shop Manager.

L. TRAVEL LOG COMMITTEE CHAIR:

1. Reports to the Data Manager.
2. Serves to maintain, update, publicize, and recruit information and writers for the Yokota Travel Blog (i.e., Travel Log) found at www.yokotatravel.com.
3. Shall be comprised of the Travel Log Chair, who shall serve as a member of the Governing Board, but may include other Travel Log contributing authors at the discretion of the Chair.

M. WAYS AND MEANS COMMITTEE CHAIR:

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 serves as a member of the Governing Board.

N. WEBSITE COMMITTEE CHAIR:

1. Reports to the Data Manager.
2. Serves to manage and update the YOSC Website found at www.yosc.org, and assists in the management of all YOSC social media outlets (e.g., Facebook, etc.).
3. Shall be comprised solely of the Website Chair, who serves as a member on the Governing Board.

O. WELFARE COMMITTEE:

1. Reports to the Second Vice President.
2. Serves as a YOSC liaison to the Yokota AB Community and surrounding local Japanese Community. The Welfare Committee Chair is responsible for analyzing, recording, and presenting all eligible YOSC funding requests. These requests shall be presented at the monthly Governing Board Meeting, and if necessary, at the General Membership Meeting.
3. Shall operate under the Welfare Operating Procedures, as set forth by the Welfare Committee, to be reviewed every two (2) years, or as needed, and submitted to the Governing Board for approval.
4. Shall be comprised solely of the Welfare Chair, who serves 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 YOSC. 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. OPERATIONS BUDGET COMMITTEE:

Shall be chaired by the Operations Treasurer and include the Advisor, President, First Vice President, Second Vice President, and Welfare Treasurer. The committee shall meet bi-annually and its purpose shall be to establish a proposed budget for the Operations Account in the upcoming fiscal year. The Operations Treasurer shall present the proposed budget no later than the September Governing Board meeting.

B. WELFARE BUDGET COMMITTEE:

Shall be chaired by the Welfare Treasurer and include the Advisor, President, First Vice President, Second Vice President, Operations Treasurer, Ways and Means Chair, and Welfare Chair. The committee shall meet bi-annually and its purpose shall be to establish a proposed budget for the Welfare Account in the upcoming fiscal year. The Welfare Treasurer shall present the proposed budget no later than the September Governing Board meeting.

C. GOVERNING DIRECTIVES REVISION COMMITTEE:

Shall be chaired by the Parliamentarian and include the Advisor, President, First Vice President, and Second Vice President. Its purpose shall be to review and revise the Governing Directives (i.e.

Constitution and Bylaws). This review shall be done every two (2) years and as needed. The Parliamentarian or the President shall distribute the revised documents to the General Membership for review.

D. NOMINATING COMMITTEE:

Shall be chaired by the Parliamentarian and include no fewer than five (5) YOSC members representing a cross section of the General Membership, and no more than two (2) voting members from the Governing Board. The President shall not be a member of this committee. The Advisor or a designee shall also serve as Advisor to 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 (3) members. If the Parliamentarian resigns from the committee, she/he shall appoint one of the representatives from the Governing Board as Chair.

ARTICLE XII – WELFARE

1. NONPROFIT OPERATION

YOSC shall operate as a nonprofit organization. All proceeds (after expenses) earned through YOSC-sponsored activities, including the YOSC Thrift Shop, shall primarily benefit the funding of projects and programs for the Yokota AB community in the form of donations, gifts, and academic scholarship 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 YOSC via a Welfare Request form submitted to the Welfare Chair. Priority is given to established community relationships where donations occupy a line item in the annual Welfare Budget, and new welfare requests are considered on a case-by-case basis by the Governing Board.
- B. The Welfare Chair shall review and process each request in accordance with the Welfare Committee Operating Procedures.
- C. The Governing Board shall be notified of and consider all welfare requests at each monthly Board meeting. Approved donations of \$1,500.00 or less shall be approved by a majority vote of the Governing Board. All approved donations exceeding that amount shall be submitted to the General Membership for a vote in accordance with Article XIII, Section 1(E).
- D. Donations from the Welfare Fund will be made in consideration of Article XIII, Section 4(B).

3. GIFTS

In the event YOSC 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 YOSC Governing Board and considered on a case-by-case basis. Gifts of \$1,500.00 or less shall be approved by a majority vote of the Governing Board. All donations exceeding that amount shall be approved by a majority vote of the General Membership.

4. ACADEMIC SCHOLARSHIP AWARDS

Scholarships are awarded annually according to criteria established by the YOSC 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. YOSC membership is not required as a prerequisite for scholarship eligibility.

ARTICLE XIII – FINANCES

1. FINANCIAL POLICIES

The following financial policies shall apply:

- A. The YOSC Fiscal Year will run from 01 October through 30 September of 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 01 October of that year.
- C. All financial records must be retained for seven (7) years.
- D. It is recommended that all Treasurers and any other individual who is responsible for YOSC funds in excess of \$500.00 be bonded.
- E. The Governing Board is authorized to spend \$1,500.00 per incident without the express approval of the General Membership. The General Membership of YOSC shall retain the authority to approve all unbudgeted operating and welfare expenditures above \$1,500.00.

2. YOSC BANK ACCOUNTS

YOSC maintains bank accounts at Community Bank, operated by Bank of America, located on Yokota AB.

- A. The President shall be the main account holder for the duration of her/his term of office. She/he shall coordinate with the PO Office (374 FSS/FSRPO) to obtain necessary account transfer forms upon completing 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 YOSC members. In this event, the amount to be moved shall be approved by a majority vote of the General Membership.

3. INCOME

Income from any YOSC activity must be submitted monthly to the appropriate Treasurer.

- A. YOSC income may be generated in the form of:
 - 1. Membership Dues in accordance with Article IV;
 - 2. Proceeds generated by the YOSC Thrift Shop;
 - 3. YOSC Asian Bazaars and other fundraisers; and
 - 4. Gifts and/or donations.
- B. YOSC Thrift Shop
Proceeds from the Thrift Shop shall be designated as Welfare income.
- C. Bazaar and Other Fundraisers
 - 1. All fundraising activity shall comply with Article XI, Section 2 of the Constitution.
 - 2. Fundraising activities sponsored by YOSC 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 (e.g., Bazaar, Fun Run, etc.) event requests shall be submitted in accordance with PO regulations. Minor fundraising (e.g., car wash, golf tournament, burger burn, etc.) event requests shall be submitted at least sixty (60) days prior to the event. The applicable Committee Chair or designee shall ensure that all fundraising requests are submitted accordingly.
 4. External advertising may commence only after the initial fundraiser request is approved. Internal advertising (e.g., YOSC website and YOSC social media pages, events and activities attended primarily by YOSC members, etc.) may commence before approval has been received; however, this is discouraged as information could change before the approval has been finalized.
 5. Bazaar proceeds shall be deposited into the Bazaar account in order for all expenses to be paid. A total of \$7,000.00 shall be retained in this account to cover the initial expenses for the following Bazaar. After all expenses are paid, and the initial \$7,000.00 subtracted, the remaining funds shall be deposited into the Operations Account. The Operations Treasurer shall then deposit 100% of the proceeds into the Welfare Account.
 6. All fundraising proceeds unrelated to the Bazaar shall be deposited into the Operations Account for expenses to be paid. A percentage as determined by the Executive Board will be retained in this account and the remainder will be deposited into the Welfare Account.
- D. YOSC 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 YOSC 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 \$3,000.00 (the Scholarship fund is not included in this amount) to the next fiscal year. The Operations Account shall also carry forward an additional \$2,000.00 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 fund 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 (i.e., the end of the fiscal year).
- D. The President may spend up to and including \$50.00 per month as expenditures for YOSC 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 of the Governing Board.
- E. All reimbursement vouchers must be submitted to the appropriate Treasurer with accompanying receipts within thirty (30) days of purchase and shall be paid within fourteen (14) days of receipt; however, all receipts shall be paid out by September 30 of the current fiscal year. Yen expenditures will be reimbursed according to the information stated on the reimbursement form.
- F. Members purchasing items for YOSC use in an amount greater than fifty dollars (\$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 (30) 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 YOSC 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 YOSC General Membership. Prior to approval, the previous edition will remain in effect. After approval, the former Bylaws will be abolished.

Marisa Martin
President
Yokota Officers' Spouses' Club

Liz Sonnek
Parliamentarian
Yokota Officers' Spouses' Club

Date approved by YOSC General Membership: 24 November 2015