

Vandenberg Spouses' Club

VANDENBERG SPOUSES' STANDING RULES

SECTION 1: MEMBERSHIP

a. VSC members may borrow VSC properties for private use by contacting the First Vice President and signing an agreement form. Vandenberg AFB military organizations may borrow VSC properties in the same manner.

b. With the exception of infants up to six months in age, children are not permitted to attend VSC functions, events or meetings except when approved by the Board of Governors. This privilege can be revoked by the president or parliamentarian if it becomes a distraction. Children may be present for community service projects (such as Cookie Express) but the parent must be present and take full responsibility for their children and their actions.

SECTION 2: BOARD OF GOVERNORS

a. All elected and appointed Board of Governor members will maintain a binder with a current roster, job description and other records of their office for at least one year. Exceptions: the president will maintain all reports for five years and the treasurers will keep financial records for seven years. The Secretary will maintain all records from the beginning of the VSC.

b. Members of the Board of Governors, who have children under the age of ten, are entitled to reimbursement for childcare expenses during the time they attend board meetings or other special business meetings called by the president. Reimbursement shall not exceed the rate of \$5 per hour.

c. Chairpersons of Standing Committees, Special Committees and Mini Club Sponsors will ensure that their members are VSC members.

d. Special Committee Chairs will attend Board Meetings to present plans, receive approval for expenditures and to report of their activities. They do not cast a vote.

e. A joint board meeting (of outgoing and incoming members) will be held in June.

Outgoing Members:

- contact incoming board member filling the position
- review with new member job description, notebooks and properties.
- prepare the June board report
- have all properties ready to present to their replacement at the changeover meeting
- submit a detailed end of year report

Incoming Members:

- become familiar with the responsibilities of the position
- assume full responsibility at the change over meeting

f. At least one advisor, or their designee, will be present at all executive board meetings, governing board meetings, budget meetings and nominating committee meetings.

SECTION 3: OPERATIONS

- a. Board members should notify the president and secretary of an intended absence from a board meeting or general membership meeting.
- b. Intended announcements, motions and subjects of discussion should be submitted to the president prior to a board meeting so they can be listed on the agenda.
- c. All approved minutes and financial reports will be submitted to the 30FSS Private Organization Monitor monthly and posted for the membership.
- d. No VSC special activity or committee may be held in conflict with a scheduled VSC function or event.
- e. No project to raise money may be conducted without the approval of the Board of Governors.
- f. No member is authorized reimbursement expenditure expense without direct prior approval of the appropriate committee chairman or the president.
- g. Reimbursements for any expenditure should be submitted to the appropriate treasurer and require a valid receipt. The written request and receipt must be made within 30 days.
- h. Two signatures are required for Operational checks greater than \$250 and on all Charitable checks. The President, 1st VP, and Operational and Charitable Treasurers can sign checks.
- i. Charitable donations cannot be made without a written request.
- j. In the event of the death affecting the Vandenberg community a donation of up to \$100 from the Charitable Fund may be made to an appropriate charity in the person's name. If no specific charity is named, the donation will be sent to the Air Force Village in the name of the deceased.
- k. The President may present appreciation gifts to members who serve on the VSC Governing Board. Gifts may not total more than \$400.
- l. Upon leaving, Advisors may receive a gift not to exceed twenty-five dollars (\$25).
- m. The VSC will maintain a storage closet in Building 8305 (room 21) on Nevada Street. The president, or their designee, will hold the keys.

SECTION 4: REVISION

The Standing Rules will be review annually by the Parliamentarian and their committee. Any revisions will be submitted to the Governing Board for approval.