

# TEAM SEYMOUR SPOUSES CLUB CONSTITUTION

2025-2027

## ARTICLE I - NAME

The name of this organization shall be Team Seymour Spouses Club hereafter referred to as TSSC.

## ARTICLE II - PURPOSE

The purpose of this organization is to function as a social and charitable volunteer organization established to enhance morale, esprit de corps, and cooperation between members. The TSSC is organized for charitable and social purposes under section 501(c)(3) of the Internal Revenue Code. The purpose of the TSSC shall be to promote volunteerism, camaraderie, and develop, organize, and sponsor educational, charitable, and social activities. Through a diverse membership it will improve Seymour Johnson and the local community. The goal is to disseminate information of interest and value to its members and to foster, protect, and preserve the ideals of charity, benevolence, and good fellowship in keeping with the ideals of the United States Armed Forces.

## ARTICLE III - AUTHORITY AND LIMITATIONS

**Section 1. General:** This association is organized as a private organization (PO) pursuant to the authority contained in AFI 34-223. This association shall be self-sustaining and is not an instrumentality of the United States Government. No appropriated or non-appropriated funds of the United States or its instrumentalities shall be used to support this association, either directly or indirectly. No act or omission of this association or any of its officers, agents, or employees shall create a debt of liability upon appropriated or non-appropriated funds of the United States or any of its instrumentalities. It is acknowledged that this association can only exist on Seymour Johnson AFB upon written consent of the installation commander or designated representative, whose consent may be withdrawn at any time the installation commander or designated representative determines such withdrawal of consent to be in the best interest of the Air Force. The consent of the installation commander is contingent upon, but not limited to, compliance with the conditions set forth in Section 2.

### Section 2. Specific Limitations:

1. This organization will not conduct programs that would prejudice or discredit the interests of the United States Air Force or any other agency of the Federal Government.
2. This organization will not engage in any activity that conflicts or competes with those of any 4th FSS, NAFI, or Army and Air Force Exchange services on an installation
3. This organization will not engage in on or off-base fundraising activities (including bake sales, etc.) unless specific written authorization is obtained from 4th FSS/FSR.
4. This organization will not discriminate against anyone based on age, race, color, religion, disability, ethnic group, gender, sexual orientation, or national origin.
5. This organization will comply with all local, state, federal, and foreign laws.
6. When requested by the installation commander or designated representative, this organization will cause an audit of its financial status to be conducted by such person or agencies, as the installation commander shall designate. All books and records of this organization will be made available for such audits, which will not be conducted more often than once each year unless special circumstances require an additional audit.
7. The installation commander or designated representative may enforce compliance with the above conditions, inquire into the operations of this organization, and withdraw



his/her consent for its existence on the installation if he/she deems such action in the best interests of the United States Air Force. -

## **ARTICLE IV - MEMBERSHIP**

### **Section 1. General:**

Membership in this organization will be voluntary. The executive committee shall reserve the right to deny membership to any individual if such membership would bring discredit upon this organization. Membership and related action based upon age, race, religion, color, national origin, disability, ethnic group, or gender is prohibited.

## **ARTICLE V - OFFICERS AND GOVERNING BODY**

The TSSC is governed by the Executive and Governing Boards. At least one member of the Advisory Group should make an effort to attend meetings of the Board of Governors in an advisory capacity. A list of duties for each position of the Governing Board can be found in the TSSC Handbook.

### **Section 1. Executive Board:**

1. The Executive Board is composed of the elected officers and the Parliamentarian who is appointed at the sole discretion of the President.
2. The elected officers may include the following: President, Operational Vice President, Charitable Vice President, Secretary, Operational Treasurer, and Charitable Treasurer.
3. The duties of the elected officers are outlined in the TSSC Handbook.
4. As a whole, the Executive Board duties include:
  - a. Completing a term of office from 1 June to 31 May.
  - b. Authorizing all expenditures consistent with the TSSC Constitution and Bylaws.
  - c. Approving allocation of funds for each special project not approved as part of the overall budget, not to exceed \$1,000 per project. Those over \$1,000 require approval from the Governing Board.
  - d. Establish the policies of the TSSC. The general management, direction, and control of TSSC affairs, funds, and property are established in the Executive and Governing Boards.
  - e. Attend all Executive and Governing Board meetings.
  - f. Hold no more than one elected position in the TSSC at a time. An elected officer can also hold an appointed position, with the exception of the Parliamentarian, upon approval from the President.
  - g. The duties of each Executive Board member are outlined in the TSSC Handbook.

### **Section 2. Governing Board:**

1. The TSSC Governing Board shall be composed of the Executive Board and standing committee coordinators.
2. Standing committee coordinators are appointed by the President.
3. The duties of the Governing Board are outlined in the TSSC Handbook.
4. As a whole, the Governing Board duties include:
  - a. Completing a term of office from 1 June to 31 May.
  - b. Authorizing all expenditures consistent with the TSSC Constitution and Bylaws.
  - c. Approving allocation of funds for each special project not approved as part of the overall budget, over the amount of 1,000-per project.
  - d. Establish the policies of the TSSC. The general management, direction, and control of TSSC affairs, funds, and property are vested in the Executive and Governing Board.
  - e. Attend all Governing Board meetings.



- f. An elected officer can also hold an appointed position upon approval from the President.

### **Section 3. Advisory Group:**

1. Invitations to the Advisory Group may be extended from the President, following discussion with the Executive Board, to the spouses of all Wing and Group Level Commanders, Deputy Commanders, and Chief Master Sergeants attached to Seymour Johnson Air Force Base. Additional advisors may be appointed as necessary by the Executive Board.
2. The position of the Honorary President shall first be offered to the spouse of the 4<sup>th</sup> Fighter Wing Commander. If they are unable or unwilling to assume this position, then it may be offered to the deputy spouse of the 4<sup>th</sup> Fighter Wing Commander. If neither spouse is able/willing to assume this position it shall remain vacant.
3. Members of the Advisory Group pay dues and have the rights and privileges of a general member.
4. The duties of the Advisory Group are outlined in the TSSC Handbook.
5. As a whole, the Advisory Group duties include:
  - a. Attending meetings of the Executive Board, Board of Governors, standing committees, and general membership in an advisory capacity.
  - b. Assisting in coordinating matters of protocol.
  - c. Provides additional support as needed to the President, Executive Board, and Governing Boards.

## **ARTICLE VI - MEETINGS AND VOTING PROCEDURES**

The business of the TSSC shall be conducted at regularly scheduled meetings of the Executive Board, Board of Governors, and/or general or special meetings. The President may call special meetings. All members shall be given reasonable notice of special meetings.

### **Section 1. Meetings:**

1. The Executive Board will meet as deemed necessary by the President.
2. The Governing Board will meet once a month except for June and July unless deemed necessary by the President.
3. Special and standing committees shall be composed of members in good standing appointed to each committee by the President. These will meet as deemed necessary by the committee coordinator.
4. General Membership meetings may be held once a month except for June and July.
5. At least one member of the Advisory Group, as outlined in Article V, Section 3, should make an effort to attend meetings of the Executive Board, Board of Governors, standing committees, and general membership in an advisory capacity.

### **Section 2. Voting:**

1. All Executive Board, Governing Board, and General Membership meetings and voting shall be held as outlined in Article VII in the Bylaws.
2. A quorum at a general membership meeting is the number of members in attendance. A simple majority, fifty-one percent (51%) of valid votes is sufficient to pass a motion.
3. All voting should follow Roberts Rules of Order and the Parliamentarian will run all votes, if they are not available the President shall oversee the voting.



## **ARTICLE VII - FINANCES**

The TSSC will maintain separate accounts for each of the Operational and Charitable budgets. An additional financial account will be maintained solely for the Thrift Shop Operational Budget managed by the Thrift Shop Board.

### **Section 1. General:**

This governance shall be used in matters of the Operational, Charitable, and Thrift Shop accounts. The Executive Board is responsible for maintaining the financial integrity of the TSSC. The TSSC will not engage in fundraising activities unless specific written authorization is obtained from the Installation Commander or designee. The authorized Tax Code numbers shall remain on file with the Executive Board. The administration of the TSSC, including its publication, shall be executed at absolutely no cost to the U.S. Government. The TSSC will comply with all local, state, and federal laws. The President (or Treasurers) will appoint a certified public accountant to conduct an audit when annual gross revenues are equal or exceed \$250,000; or an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000. The TSSC pays for this service to the CPA. (IAW AFI 34- 223,10.7.3) If gross annual revenues are less than \$100,000, but more than \$5,000, an independent audit or financial review is not required. However, such POs must provide an annual financial statement to FSS/FSR NLT 20 days following the end of the PO's fiscal year. The TSSC will not engage in activities that compete with those of any Services Division, NAFI, or Air Force Exchange operation on any installation, except as provided in AFI 34-223. The TSSC will comply with Air Force regulations governing giving and receiving gifts. The TSSC is subject to such restrictions, laws, taxes, licenses, and ordinances that may be imposed on it by local, state, and federal jurisdictions. All members, with the exception of those members of incorporated clubs, should be advised that financial liability incurred by the TSSC might result in individual personal financial responsibility if the organization fails to discharge obligations.

### **Section 2. Operational Financial Governance:**

The funds for the Operational account will come from membership dues, ways and means, a percentage of the Thrift Shop profit as designated in the Thrift Shop Standing Operating Procedures (SOPs), and net proceeds from TSSC-sponsored fundraising events. This budget shall be utilized for TSSC operational expenses. The Operational budget and Operational fundraising activities must be approved by the Governing Board, authorized by the installation commander or a designee, and permitted by Air Force Instruction and state law.

### **Section 3. Charitable Financial Governance:**

The Charitable budget will contain funds raised and spent in accordance with Section 501(c)(3) of the IRS Code. The funds for the Charitable account will come from the net proceeds of activities to include; a percentage of the Thrift Shop profit as designated in the Thrift Shop SOPs, monies donated by the TSSC Operational Fund, and other designated fundraisers in accordance with the tax status of this fund. This budget shall be used for scholarships/grants and to promote charitable activities and outreaches which benefit the local community and Team Seymour families and Airmen. The Charitable budget and Charitable fundraising activities must be approved by the Governing Board, authorized by the installation commander or a designee, and permitted by Air Force Instruction and state law.

### **Section 4. The Thrift Shop Financial Governance:**

The Thrift Shop account will be used to pay all expenses related to the Thrift Shop unless the amount needed exceeds the available balance. Transfer of money from the Charitable budget may be authorized



by charitable grant upon Executive Board approval. Signatories will be at least three members of the Executive Board; which may include the President, Operational and Charitable Vice President, Operational and Charitable Treasurer, and a Thrift Shop representative as deemed necessary by the Executive Board.

#### **Section 5. Budget:**

1. The Budget Committee will consist of the Executive Board and be chaired by the Treasurers. At least one member of the Advisory Group shall be invited to all budget meetings.
2. A proposed budget for the following board year for each fund will be prepared by the Budget Committee and incoming Executive Board in April. The budget will then be approved by the Executive Board to be presented to the Governing board members in May.
3. Upon approval by the Governing board, the budgets will be emailed and posted for a minimum of 72 hours and presented to the general membership to be approved at the May General Membership Meeting.
4. A Budget Review meeting will be held and revisions presented to the Governing Board as early as June, but no later than February. If deemed necessary by the Budget Committee, multiple budget review meetings may be held in a board year.
5. A financial review of the TSSC Operational and Charitable funds will be made in accordance with AFI 34-223 upon completion of the Treasurer's term of office or upon her/his resignation. If the Treasurer's term extends beyond two years, an annual audit will be performed during his/her tenure.
6. Requests for funds from non-budgeted line items in excess of \$1,000 will be presented to the Governing Board for review prior to presentation to the General Membership for a vote.
7. All expenditures will be tracked with receipts and Record of Transactions. In the event a check is needed no checks will be pre-signed.
8. The incoming board may attend May's board meeting to review the budget for continuity.

#### **ARTICLE VIII– INSURANCE**

The TSSC will purchase and maintain liability insurance per AFI 34-223, or obtain an insurance waiver from the 4<sup>th</sup> Fighter Wing/CC. The TSSC will obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the TSSC or its members. If insurance coverage is waived for the club's normal activities, the TSSC will obtain insurance for special events commensurate with the risk involved. TSSC Members are aware that they are jointly liable for the obligations of the organization.

#### **ARTICLE IX - AMENDMENTS**

The Constitution will be reviewed each board year no later than August 30th. Proposed amendments to the Constitution may be submitted by any member in good standing. To be adopted, the amendment must obtain a majority (51%) vote of the members present and approval of the 4th MSG/CC through the 4th FSS/FSR prior to adoption.

1. The amendment process will consist of the following:
  - a. Any proposed amendment will be submitted either verbally or in writing by a member, along with 3 other members in agreement to be considered by the Constitution and



- Bylaws Review Committee.
- b. The Review Committee will review the proposed amendment and present it to the Governing Board for their approval.
  - c. If the proposed amendment is passed by a majority vote of the Governing Board, it will be presented at the next regularly scheduled General Membership meeting. The written amendment will be posted for a minimum of 72 hours.
  - d. A quorum of the General Membership present must approve the proposed Amendment.
  - e. All amendments approved by the General Membership must meet the approval of the Installation Commander or designee to be adopted.
  - f. Once a proposed amendment has been considered and disapproved, it cannot be reintroduced for a period of one year.
  - g. In the event that any provision of the Bylaws are deemed illegal, or contrary to any Air Force directive, such portions will be deemed changed administratively to conform to the same directive.

### **ARTICLE X – DISSOLUTION**

In case of dissolution of the organization, funds in the treasury accounts at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the current membership. Any assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. No funds or property will benefit any member of the TSSC.

Per Air Force Instructions:

Any such assets not so disposed of shall be donated to a USAF NAFI or to the USAF as determined by the TSSC executive board in accordance with AFI 34-201 or AFI 51-601. If assets are not sufficient to satisfy liabilities, the membership may be held liable for the difference thereof. The TSSC will notify the 4th Fighter Wing/CC or a designee of the intent to dissolve.

### **ARTICLE XI - ADOPTION**

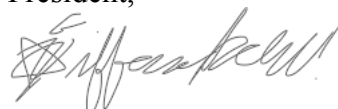
This Constitution shall become effective upon adoption by a vote of a simple majority (51%) of the voting members present at a General Membership Meeting, subject to the approval of the Installation Commander, or appropriate authority.

### **CERTIFICATION OF CONSTITUTION**

These Bylaws were approved by a majority vote of the TSSC Governing Board and General Membership.

This the 23rd Day of May 2025.

President,



Tiffany Baker



*This is a private organization. It is not part of the Department of Defense or any of its components and has no governmental status.*

## **TEAM SEYMOUR SPOUSES CLUB BYLAWS**

2025-2027

### **ARTICLE I - GENERAL**

The Team Seymour Spouses Club (TSSC) operates on Seymour Johnson AFB, NC pursuant to AFI 34-223. Once approved and signed by the 4<sup>th</sup> Fighter Wing Commander (or designee), the adoption nullifies any previous By-Laws of the TSSC. The Bylaws and rules governing this organization are published for the information and guidance of all concerned. Members and guests are enjoined to observe the spirit and intent of the Bylaws and rules at all times. Copies of the most current Constitution and Bylaws will be published on the TSSC website for review and a copy will be provided to members upon their written request.

### **ARTICLE II - RIGHTS AND PRIVILEGES OF MEMBERSHIP**

Membership in the TSSC is voluntary. Only members in good standing may attend and participate in TSSC sponsored activities or functions, with exceptions of guests as defined in Section 4. The Board of Governors, with the consent of at least one member of the Advisory Group, may revoke membership with just cause, as noted in section 3. The President or an Advisor may waive certain membership requirements. Only members whose dues are paid currently shall be considered members in good standing for club participation. Membership may be terminated for non-payment of debts such as dues, social fees, or special activity fees. Membership once terminated shall be reinstated upon payment of accrued dues and assessments.

#### **Section 1. Members:**

##### **1. Eligibility**

- a. Spouses of active military members of the United States Armed Forces assigned or attached to Seymour Johnson AFB or residing in the greater Goldsboro, NC area.
- b. Spouses of military members of the United States Armed Forces on active duty who are not in the geographical area of Seymour Johnson AFB, NC.
- c. Spouses of retired or deceased United States Armed Force members, residing in the greater Goldsboro, NC area.
- d. Spouses of Guard and Reserve members of the United States Armed Forces assigned or attached to Seymour Johnson AFB or residing in the greater Goldsboro, NC area.
- e. Spouses of International Armed Force members assigned to Seymour Johnson AFB or the greater Goldsboro, NC area.
- f. Spouses of Department of Defense (DOD) employees, active or retired.
- g. Spouses of Veteran United States Armed Force members.
- h. Adult dependents in the households of the specified categories above.

##### **2. Privileges**

- a. An Active Member is eligible to vote, serve on the Board of Governors, chair a committee, and participate in all TSSC sponsored activities.



- b. An Active Member shall pay annual dues, in advance or at the time of joining the TSSC, directly to the Membership Coordinator or Operational Treasurer.
- c. No individual member of the TSSC may obligate or use the TSSC name without the approval of the Board of Governors.

## **Section 2. Guests:**

1. Individuals who are eligible for membership in the TSSC may attend two functions as a guest prior to becoming a member. The Board of Governors reserves the right to limit a function to members only.
2. Special guests and guest speakers may be invited by the President to attend any function.
3. A member may bring the same guest (one not eligible for membership) two times during the year, except for houseguests (defined as persons temporarily residing with a member. Members shall be financially responsible for their guests and shall make reservations for them.
4. Guests are allowed to participate in social events but are ineligible to win prizes.

## **Section 3. Termination of Membership:**

A member of the TSSC may have their membership subjected to termination for situations including but not limited to the following:

1. Non-payment of dues for thirty (30) days without a Treasurer approved payment plan. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their dues in full at the time of reinstatement.
2. Non-payment of fees for TSSC sponsored activities such as social functions. A member can be reinstated under these circumstances upon application to and approval of the Board of Governors. If such approval is received, the member will be required to pay their fees in full at the time of reinstatement.
3. Inappropriate behaviors towards the TSSC Board of Governors and/or the TSSC Membership such as slander, intimidation, acts of retaliation, or committing an action or behavior that compromises the integrity of the club, showing there is just cause, determined by consideration and a majority vote of the Board of Governors.
4. Termination of a member, either by the board of governors or by the member themselves will not result in the reimbursement of any membership dues.

## **ARTICLE III - DUES**

Annual membership dues will be set at the beginning of each board year by the executive board. Dues will be paid in advance beginning in June for the term of the membership year which begins June 1 and ends on May 31. Membership dues may be discounted for individuals joining after January 1.

## **ARTICLE IV - AWARDS AND GIFTS**

The TSSC will comply with Air Force regulations governing the giving and receiving of gifts.

1. Gifts and tokens will not exceed \$25 per person, per event and will be purchased from the Operational Account.
2. In the event of death and/or hardship the TSSC may provide a token of sympathy.
3. Tokens of appreciation for members of the TSSC Board may be purchased by the President according to the annual budgeted amount.
4. Advisors and Board Members who depart prior to the end of the board year may receive an appropriate gift at the discretion of the President.
5. A token of appreciation for the President may be purchased by the Operational Vice President on



behalf of the Board.

6. Flowers or other appropriate gifts will be presented to the incoming board members at the Installation Ceremony.
7. A welcome gift may be presented to each new member attending his or her first TSSC function.

## **ARTICLE VI - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominating Committee:**

1. The Parliamentarian, or presidential designee in the absence of the Parliamentarian, will be the chair of the Nominating Committee.
2. The Nominating Committee consists of the Parliamentarian, at least one member of the Advisory Group, and at least one General Member.
3. The Chair of the Nominating Committee will preside over all elections.

### **Section 2. Nominations:**

1. Incumbent office holders who wish to run again may do so as long as they are not in violation of term limits.
2. Nominees must be considered members in good standing.
3. All executive board positions are eligible for nomination with the exception of the Parliamentarian who is appointed by the sole discretion of the newly elected President at the Installation Ceremony.
4. Members of the Nominating Committee are eligible to become nominees for office. If a member of this committee accepts a nomination, that person will immediately resign from the committee. The Parliamentarian shall appoint a replacement.
5. Nominations must be submitted by the end of the March General Membership Meeting. Nominations from the floor will be allowed as long as the nominee is present to accept the nomination.
6. Elections will be held and completed with votes tallied by the April General Membership Meeting.
7. If a position remains vacant after nominations, the position will remain vacant until after the elections. At that time, the newly elected Executive Board can appoint an officer to serve pro tem until the vacancy can be filled.

### **Section 3. Elections:**

1. Elections will be held at the April TSSC General Membership meeting and will be by secret ballot. Write-in votes will be invalid.
2. All general members in good standing will be eligible to vote.
3. Absentee ballots will be issued by request 24 hours prior to the vote, as deemed appropriate by the Nominating Committee. Absentee ballots must be received before the end of the April General Membership Meeting.
4. The candidates receiving the majority (51%) of the votes within each office shall be elected.
5. Any tie will be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of the votes.
6. Ballots will be prepared, distributed, collected, and counted by at least two (2) members of the Nominating Committee.
7. The Parliamentarian will hold the ballots for thirty days following the election.



#### **Section 4. Term of Office:**

1. Installation of newly elected officers, as well as the Parliamentarian who is appointed at the sole discretion of the newly elected President, will be held at the May General Membership Meeting.
2. Officers will assume their duties effective June 1st and will serve for one year.
3. Executive Board members will not serve in the same position for more than two consecutive years. However, in the event that no volunteers present for nomination to a vacant elected office, the previously elected officer may choose to serve an additional term (for a total of three consecutive elected terms in the same position).

#### **Section 5. Vacancies in Office:**

1. In the event of a vacancy in the office of the President, the Operational Vice President, with her/his consent, will immediately assume the office. In the event she/he chooses not to assume the office; the Charitable Vice President, with her/his consent, will immediately assume the office. In the event she/he chooses not to assume the office; the Executive Board with the approval of the Governing Board will appoint a replacement. A vacancy in any other office will be filled by appointment by the President with the approval of the Executive Board. Said officers will hold office until the next general election.
2. Resignation from an Executive or Governing Board position will be submitted in writing to the President and will be effective immediately.

#### **Section 6. Removal from Office:**

1. Elected officers may be removed by a two-thirds majority vote at a Governing Board Meeting, with provided documentation of previous infractions.
2. Governing board and other appointees may be removed at the discretion of the Executive Board.

### **ARTICLE VII – QUORUMS AND ELECTRONIC VOTING**

#### **Section 1. Quorums:**

At any meeting of the Executive Board, a quorum to conduct business and vote on matters will be the total number of members present, a simple majority (51%) of valid votes cast by those present will pass an issue or matter. The President only votes in the case of a tie. The Parliamentarian and any member(s) of the Advisory Group present are not entitled to a vote.

At any meeting of the Board of Governors, a quorum to conduct business and vote on matters will be the total number of members present, a simple majority (51%) of valid votes cast by those present will pass an issue or matter. Positions serving as co-coordinators will count as one member in determining matters of quota. Unfilled positions shall not be counted when determining quota. Members serving in more than one chair will be entitled to only one vote. In this case, the different chairs shall count as one member when determining the quota. The President only votes in the case of a tie. The Parliamentarian and any member(s) of the Advisory Group present are not entitled to a vote.

At general or special meetings of the membership, a quorum to conduct business and vote on matters will be the total number of members present, of which the majority (51%) of valid votes cast by those present will pass an issue or matter. All reasonable attempts shall be made to inform the membership of an upcoming vote. All members in good standing are entitled to a vote at general membership meetings.

#### **Section 2. Executive and Governing Boards Electronic Votes:**

The Parliamentarian will conduct all electronic voting for any matter of the Executive Board that must



be voted on prior to the next scheduled Executive Board or Governing Board meeting. Once the information is presented to the Executive Board, no less than twenty-four (24) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible and capable to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the remaining members of the Executive Board. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled Executive Board meeting. The Parliamentarian will conduct all electronic voting for any matter of the Board of Governors that must be voted on prior to the next scheduled Governing Board meeting. Once the information is presented to the Governing Board, no less than forty-eight (48) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible and capable to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the remaining members of the Governing Board. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled monthly Board of Governors meeting.

### **Section 3. Absentee Votes:**

Absentee voting for General Membership is restricted to elections unless deemed necessary by the President. The Parliamentarian will conduct all absentee voting for any General Membership vote. Once the information is presented to the General Membership, no less than forty-eight (48) hours will be given for discussion and deliberation. When the deliberation period has ended and a motion has been made and seconded, all members eligible to vote must cast their vote within twenty-four (24) hours. After ensuring a quorum is obtained, and the vote is taken, the Parliamentarian will inform the President of the results before informing the General Membership. The Secretary will then make a note of the vote and review it in the minutes at the next scheduled monthly General Membership meeting.

## **ARTICLE-VIII - AMENDMENTS**

The Bylaws will be reviewed each board year no later than August 30th. Proposed amendments to the Bylaws may be submitted by any member in good standing. To be adopted, the amendment must obtain a majority (51%) vote of the members present and approval of the 4th MSG/CC through the 4th FSS/FSR prior to adoption.

1. The amendment process will consist of the following:
  - a. Any proposed amendment will be submitted in writing by a member, to be considered by the Constitution and Bylaws Review Committee.
  - b. The Review Committee will review the proposed amendment and present it to the Governing Board for their approval.
  - c. If the proposed amendment is passed by a majority vote of the Governing Board, it will be presented at the next regularly scheduled General Membership meeting. The written amendment will be posted for a minimum of 72 hours.
  - d. A quorum of the General Membership present must approve the proposed Amendment.
  - e. All amendments approved by the General Membership must meet the approval of the Installation Commander or designee to be adopted.
  - f. Once a proposed amendment has been considered and disapproved, it cannot be reintroduced for a period of one year.
  - g. In the event that any provision of the Bylaws will be deemed illegal or contrary to any Air Force directive, such portion will be deemed changed administratively to conform to the same directive.



## **ARTICLE IX - ADOPTION**

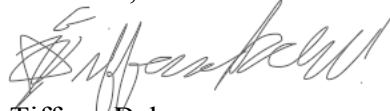
These Bylaws shall become effective upon adoption by a vote of a simple majority (51%) of the voting members present at a General Membership Meeting, subject to the approval of the Installation Commander, or appropriate authority.

### **CERTIFICATION OF BYLAWS**

These Bylaws were approved by a majority vote of the TSSC Governing Board and General Membership.

This the 23rd Day of May 2025.

President,

A handwritten signature in dark ink, appearing to read "Tiffany Baker", is written over the printed name.

Tiffany Baker

*This is a private organization. It is not part of the Department of Defense or any of its components and has no governmental status.*