

**Langley Thrift Shop Bylaws
Langley Air Force Base 2017-
2019**

Article 1 - Financial Purpose and Profit Distribution

Section 1: The Purpose of the Langley Thrift Shop is to generate charitable funds for the Langley Officers' Spouses' Club Charitable Account.

Seventy percent (70%) of all profits POST monthly store expenses and consignor payout goes towards the LOSC Scholarship and Charitable Fund.

The remaining thirty percent (30%) of profit POST store expenses and consignor payout goes into a savings account for store expenses and liabilities.

The Thrift Shop Advisory Board may decide within the first year of business to hold all profits from being distributed to the charitable account until all store needs are fulfilled.

Article II: Consignors and Donations

Section 1: Consignors will be paid a seventy percent (70%) profit for each item consigned and sold by the Langley Thrift Shop. The Langley Thrift Shop will earn thirty percent (30%) profit from every consignor item sold.

Section 2: All Consignors must sign a consignment contract acknowledging the Langley Thrift Shop's policies, procedures, and financial rules.

Section 3: Consignors will be allowed to consign items that are deemed resalable. The Thrift Shop Manager can refuse to allow a consignor to consign an item that is broken, not sellable, not resalable in accordance with State law, or is unneeded in the store at the specific time due to store inventory or season.

Section 4: Consignors will not be allowed to consign items that cannot be resold for under the value of \$3.

Section 5: Cut-off dates for receiving seasoned merchandise in the Langley Thrift Shop will be set by the Langley Thrift Store Manager.

Section 6: Merchandise on consignment will be held for sixty (60) days. Items on consignment past 60 days become Langley Thrift Shop Property. It is the consignor's responsibility to know when items are at the sixty (60) day consignment mark. They will NOT be notified when their items are nearing the sixty (60) day mark or when that time period has past.

Section 7: Items removed by the consignor from the Langley Thrift Shop prior to sale shall be subject to a twenty-five cent (\$.25) withdrawal fee. An item may be reentered for sale only once and may not be re-consigned until after sixty (60) days.

Section 8: All items will be sold “as is”. The Langley Thrift Shop will make no guarantees, warranties, or statements regarding the working condition of any item. The Langley Thrift Shop will only accept returns of consigned items that are not working. The Consignor will be notified by the Thrift Shop Manager to return for their property. Any broken property not picked up by a consignor within sixty (60) days becomes Langley Thrift Shop property and will be thrown away.

Section 9: All Consigners will have a forty-five (45) item limit on consignments per month, fifteen (15) items per three (3) visit to the stores.

Section 10: Donations become Langley Thrift Shop property upon the time of donation. Donations are not tax deductible. It is up to the judgment of the Thrift Shop Manager what items can and will be accepted for donation due to store inventory needs. Donations accepted by the Langley Thrift Shop that are not needed or cannot be used will be passed on the Airmen’s Attic if the donations are in good condition. Donations that are left at the Langley Thrift Shop door that cannot be resold due to safety concerns or State law will be thrown away.

Section 11: Neither the U.S. Government, the Langley Officers’ Spouses’ Club, the Langley Thrift Shop or it’s employee’s/volunteer’s shall be liable for the loss or damage of any article resulting from any cause whatsoever, including but not limited to, fire, theft, insects, water, and any and all storage or display of an article.

Article III - Management Policies and Operating Procedures

Section 1: The Langley Thrift Shop policies and operating procedures are established and maintained by the Langley Thrift Shop Advisory Board from the Langley Officers’ Spouses’ Club Board. Members are as follows:

The Chairman of the Board – The Thrift Shop Manager (non-voting)
LOSC President, Board Member (voting)
LOSC Vice President, Board Member (voting)
LOSC Scholarship Liaison, Board Member (voting)
LOSC Charitable Treasurer, Board Member (voting)

These members are appointed from the LOSC, and their length of term will coincide with their board term for the Officers’ Spouses’ Club.

The Chairman of the Board will be the Thrift Shop Manager. It is the responsibility of this Chairman of the Board to ensure the Thrift Shop at Langley is adhering to guidelines set by the installation and by this constitution for consistent, safe and legal operation.

Additional optional members may be:

Volunteer-at-large (voting)
Retired military customer-at-large (voting)

The appointed and additional optional members are all voting members of the Langley Thrift Shop Advisory Board.

The non-voting members of the Board shall be:

The spouse of the 633rd Commander or her/his designated representative as Thrift Shop Board
Advisor
Other LOSC Advisors that wish to participate on the board
The Langley Thrift Shop Bookkeeper
The Langley Thrift Shop Assistant Manager, if applicable
LOSC Parliamentarian

Section 2: A current copy of the constitution and by-laws will be kept on file at the Langley Thrift Shop, posted on the entry way bulletin board at the Langley Thrift Shop, and posted on the LOSC website. It is the Thrift Store Manager's responsibly to keep current copies of these documents in place.

Section 3: The Thrift Shop will accept funds through cash, personal check with proper identification.

Section 4: Receiving and tagging merchandise:

Each consignor must be explained the contract and terms upon signing a contract.

Each consignor must sign a contract in duplicate. The original will be kept in the Langley Thrift Shop on duplicate. The duplicate will be given to the consignor.

Each item will be marked with a tag. The tag will contain a description, item number, date and price. Copies of the tag sheet will be kept in a binder at the Thrift Shop.

Section 5: All volunteers at the Langley Thrift Shop will be trained and supervised by the Thrift Shop Manager.

Section 6: Volunteers working in the Langley Thrift Shop have the right to:

Refuse to accept any damaged, soiled, unsanitary, hazardous, or unsellable articles.

Accept from the consignor only the number of items currently set by the contract depending on the scale available.

Section 7: The Langley Thrift Shop will operate Tuesday, Wednesday, and Thursday of every week from 10:00 a.m. through 2:00 p.m. and on Guard Saturday from 9:00 a.m. till Noon.

The Langley Thrift Shop will be closed:

The week of Spring Break in accordance with Hampton/Yorktown Schools The week of
Thanksgiving Break

The last two weeks of December the first two weeks of January
or any day weather prohibits access to base

Section 8: Expenditures:

The Langley Thrift Shop Manager will be given a seventy-five dollar (\$75) monthly budget to spend for store supplies. Any funds not used from this allotment roll back into shop profits.

Larger items may be purchased for the Langley Thrift Shop from the Thrift Shop savings account if voted on and approved by the Langley Thrift Shop Advisory Board.

Section 8: Payment to the Langley Thrift Shop Manager and Bookkeeper will be completed at the end of each month. The Langley Thrift Shop Manager will be paid a salary of \$650 per month. The Langley Thrift Store Manager will not be paid for time not worked or at scheduled times when the store is closed.

The Langley Thrift Shop Bookkeeper will be be paid a salary of fifty dollars (\$50) per month.

Section 9: The Langley Bookkeeper will be responsible for signing all payment checks. Checks will either be secondary signed by the Thrift Shop Manager, LOSC Vice President, or LOSC President.

Section 10: A petty cash box of one hundred dollars (\$100) for daily financials will be held at the Langley Thrift Shop in the safe.

Section 11: Access to the safe is limited to the LOSC President, LOSC Vice-President, Langley Thrift Shop Manager, and Langley Thrift Shop Bookkeeper.

Section 12: Weekly deposits to the bank will be made by the Langley Thrift Shop Manager on Thursdays.

Section 13: The safe will stay closed and locked during business hours.

Section 14: Building/store keys will be signed out to the Langley Thrift Store Manager, LOSC President, LOSC Charitable Vice President.

Section 15: A debit card will be secured for the Langley Thrift Shop Manager's use to order store materials online. The debit card will stay in the safe at all times unless being used by the Langley Thrift Store Manager, LOSC Charitable Vice-President, or LOSC President to secure materials locally. The above parties will return the debit card to the safe immediately after usage.

Article IV - Langley Thrift Shop Manager Responsibilities

Section 1: The Langley Thrift Shop Manager will be responsible for the following duties:

- A. The Langley Thrift Shop Manager shall be knowledgeable of and execute all policies and procedures.
- B. Briefing volunteers on policies and procedures. Training volunteers. Fostering good relationships with volunteers. Recruiting Volunteers.
- C. The Langley Thrift Shop Manager will be responsible for opening and closing the store. The Thrift Store Manager will immediately notify the LOSC Charitable Vice President if he/she cannot open the store due to illness or emergency and report all closings on Langley Thrift Shop Social Media.
- D. The Langley Thrift Shop Manager will be responsible for managing all store social media accounts.
- E. The Langley Thrift Shop Manager will designate an experienced cashier or run all sales transactions for the day.
- F. The Langley Thrift Shop Manager will ensure all consignments are put away daily. Donations will be processed and put away as time allows and as volunteers are available for processing.

- G. The Langley Thrift Shop Manager will make a written report of the store's needs and business on-goings for submission to the LOSC Secretary for monthly board meetings.
- H. The monthly board reports will be used during the Langley Thrift Shop Advisory Board meetings which must meet at least quarterly (more often if required).
- I. The Langley Thrift Shop Manager will make a written report for the Parliamentarian to submit to the 633rd Force Support Squadron when members of the Langley Thrift Shop Advisory Board change.
- J. The Langley Thrift Shop Manager will be responsible for operations to include social media publicity, receiving donations, receiving consignments, tagging items, taking out trash daily, managing contracts, managing the ticketing system, and various cleaning tasks. The Langley Thrift Shop Manager will not change policies without the approval of the Thrift Shop Advisory Board.
- K. The Langley Thrift Shop Manager will not make purchases over seventy-five dollars (\$75) for store materials. All purchase receipts will be submitted to the Langley Thrift Shop Bookkeeper for documentation.

Article V - Langley Thrift Shop Bookkeeper Responsibilities

Section 1: The Langley Thrift Shop Bookkeeper will be responsible for the following duties:

- A. The Langley Thrift Shop Bookkeeper will issue checks for the sale of consigned merchandise before the 7th of the month.
- B. The Langley Thrift Store Bookkeeper will issue all checks for contracted personnel of the Langley Thrift Shop.
- C. Submitting a monthly report to the members of the Langley Thrift Shop Advisory Board of financials to include consignor profit, donation profit, funds distributed to the charitable account with a breakdown of scholarship funds vs. charitable request funds, and operating costs.
- D. Handling all bookkeeping for the Langley Thrift Shop in accordance with standard financial operating procedures to include document retention.
- E. Submit Financials to the LOSC CPA in June for a yearly audit. The Langley Thrift Shop Bookkeeper will then submit copies of the yearly audit to the 633rd FSS squadron.
- F. The Langley Thrift Shop Bookkeeper will execute all work during operating hours of the Thrift Shop. Keys will not be issued to the Langley Thrift Shop Bookkeeper to execute business outside operating hours.

Article VI - Langley Thrift Store Advisory Board Roles

Section 1: The LOSC Thrift Shop Advisory Board will:

- A. Act in the absence of the Langley Thrift Store Manager
- B. Recruit volunteers.
- C. Establish a volunteer appreciation system

Section 2: The LOSC Charitable Vice-President, LOSC President, and one LOSC Advisor will be responsible for hiring a Thrift Shop Manager and Bookkeeper. The LOSC Advisor will only advise in the case of non-agreement between the first two parties.

Section 3: The Parliamentarian will take notes at all Langley Thrift Shop Advisory meetings and send copies of approved minutes at the end of the year to the 633rd FSS office.

Section 4: The Thrift Shop Advisory Board will be responsible for reviewing the bylaws and constitution as needed or every two years as required by Langley Air Force Base and the 633rd Force Support Squadron. Copies of updated documents will be submitted to the 633rd. FSS office by the Parliamentarian.