

Langley Officers' Spouses' Club
By-Laws
2017

ARTICLE I: Membership

A. Members

1. Membership in the LOSC is a requirement for participation in all LOSC regularly scheduled activities and any special activities.
2. Eligibility for Membership
 - a. Spouses whose sponsor is eligible to belong to any U.S. Military Officers' Club (to include GS 08 and above).
 - b. Partner Nation Officers' spouses' whose sponsor is assigned to Joint Base Langley Eustis
 - c. Any active duty or retired officer's former spouse who is an ID cardholder under the "20-20 Rule", under 10 US Code Section 1072(2)(f).
 - d. U.S. Armed Forces officers or civil service employees who are eligible for U. S. Military Officers' Club membership (to include GS 08 and above).
 - e. Adult relatives (18 years and over), residing in the household of a member.
 - f. The Executive Board shall consider all categories of membership eligibility not covered by these By-Laws on a case-by-case basis.

3. Termination of Membership

- a. Membership in the LOSC is terminated as follows:
 1. Upon written resignation to the Membership Chairperson.
 11. For activities involving unacceptable behavior, to be determined by the Executive Board.
 111. For failure to pay dues.
 - 1v. Members refusing to pay any financial commitment owed to the LOSC.
- b. With approval from the Executive Board, the Secretary shall notify any member terminated from the LOSC, in writing.

4. Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to the LOSC, after approval by the Executive Board.

B. Guests

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1. Guest privileges shall *only* be extended to persons eligible for LOSC membership upon their first attendance to any LOSC sponsored activity.
2. The guest's fees shall be the responsibility of the LOSC member who makes the reservation.
3. Bona fide houseguests of members may attend LOSC functions. Bona fide houseguests are considered to be those visiting temporarily.
4. The President and Advisors may invite guests to the function on behalf of the LOSC. The guest's fees shall be paid from the President's budget.
5. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.
6. Guest privileges shall not be extended to persons prohibited from using the Langley Club.
7. Guests shall not be allowed to attend any LOSC sponsored "Members Only" function.
8. Members only will be awarded doorprizes.

ARTICLE II: Methods of Finance

A. Dues and Fees

1. Members shall pay membership dues, plus nonrefundable administrative fees, in full, at the beginning of the LOSC social calendar year. Any changes in the dues require approval of the General Membership.
2. Any member not affiliated with the Langley Club shall pay the Langley Club surcharge, a non-member fee, on all food and beverages.

B. Finances

1. LOSC's fiscal year is June 1st through May 31st.
2. All LOSC funds shall be deposited into the LOSC accounts at an institution subscribing to the Federal Deposit Insurance Corporation (FDIC).
3. The LOSC shall provide a Bond covering the President, Administrative Vice President, Charitable Vice President, Administrative and Charitable Treasurers, and any other Committee Chairpersons the Executive Board recommends.

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4. The President, Administrative Vice President, Charitable Vice President, and the Administrative and Charitable Treasurers are authorized to sign checks. Two (2) signatures are required on all checks.

5. The Governing Board is solely responsible for asset accountability, liability satisfaction, and sound financial and operational management.

6. The LOSC shall obtain liability insurance coverage against personal injury and property damage claims that may arise from the activities of the LOSC or its members. If insurance coverage is waived for the LOSC's normal activities, the LOSC shall obtain insurance for any high-risk events, unless waived by the Installation Commander, or designee.

7. Administrative Account

a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Administrative Account shall have a minimum balance of \$1000.

b. The LOSC shall operate on an Administrative Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.

c. The Administrative Account is composed of membership dues, sales, and net proceeds from LOSC non-charitable fundraising activities. This money shall be utilized for operational expenses.

d. The Administrative Budget shall be reviewed and presented at the February Governing Board meeting for approval.

e. Only the Administrative Treasurer, Charitable Treasurer, President and Administrative Vice President shall be the authorized signatures.

7. Charitable Account

a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Charitable Account shall have \$1700, of which \$500 shall be available for fund raising capital, \$200 for emergency use, and \$1000 retained as a minimum balance.

b. The LOSC shall operate on a Charitable Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.

c. The Charitable Account is comprised of the net proceeds from all special LOSC sponsored Charitable Account fundraising events. This account shall be used for

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scholarships, community requests and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the LOSC Administrative Account.

d. Monetary donations and/or honorariums shall be deposited into the Charitable Account.

e. The Charitable Budget shall be reviewed and presented at the February Governing Board meeting for approval.

f. Only the Administrative Treasurer, Charitable Treasurer, President and Charitable Vice President shall be the authorized signatures.

8. Unbudgeted Expenditures

a. Any expenditure exceeding \$1,000 not covered by the approved budget shall be voted upon at a regular General Membership meeting following Governing Board approval.

b. Any unbudgeted expenditure not exceeding \$1,000 can be approved by a majority vote of the Governing Board.

c. The President shall be permitted to incur an expenditure up to \$200 without Board approval in an emergency.

C. Budget Committee

The Administrative and Charitable Accounts Budget Committee shall consist of at least one Advisor or their designee, Executive Board and one general LOSC member in good standing.

ARTICLE III: Officers and Chairpersons

A. Duties of Advisors and Officers

1. Advisors

a. Advisors shall be ex-officio committee members with non-voting privileges.

b. At least one (1) Advisor or designee shall be present at all Executive Board, Governing Board, committee, and General Membership meetings where voting is taking place.

2. Elected Officers

a. Officers shall carry out the responsibilities and duties of their office as stated in the Constitution, By-Laws, Policies, and Job Descriptions as well as perform such duties as may be designated by the President.

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b. They shall attend all designated business meetings of the LOSC and all meetings of the Executive and Governing Boards.

c. President

1. Shall preside at all meetings of LOSC Executive and Governing Boards and the General Membership.
11. Shall be an ex-officio member of all committees except the Nominating Committee.
111. Shall appoint:
 1. Parliamentarian
 2. Chairpersons of all Committees
 3. Special Committee Chairpersons
 4. Co-Chairpersons as deemed necessary
- 1v. Reporting Officers and Committee Chairpersons
 1. Officers: Administrative Vice President, Charitable Vice President, Secretary, Administrative and Charitable Treasurers and Parliamentarian.
 2. Committee Chairpersons: ACCents, Member-At-Large, Publicity, TOSA Liaison, and Webmaster.
 3. Special Committee Chairpersons
- v. Shall vote in case of a tie.
- v1. May call special meetings of the Executive and Governing Boards as necessary.
- v11. Submits annual Private Organization review package to 633rd FSS with the assistance of Parliamentarian.

d. Administrative Vice President

1. Shall perform the duties of the President and/or Charitable Vice President when absent.
11. Oversees Administrative Committee Chairpersons: Retiree Liaison, Hospitality, Membership, Programs, Reservations, Ways and Means,

Historian, and Special Activities.

e. Charitable VicePresident

1. Shall perform the duties of the President and/or Administrative Vice President when absent.
11. Oversees Charitable Committee Chairpersons: Scholarships, Charitable Liaison, and Fundraising.
- m. All fundraising activities sponsored by the LOSC shall be submitted in writing to the Force Support Commander (FSS/CC) for approval according to Air Force directives.
- 1v. Scholarships
 1. The Scholarship Committee shall update the scholarship guidelines yearly. Copies of these guidelines shall be presented to the LOSC Governing Board for approval by December 1st of each year.
 2. Committee Members
 - a. Shall consist of Scholarship Chairperson(s), Charitable Vice President, Charitable Treasurer, an Advisor, and a minimum of two (2) general LOSC members in good standing.
 - b. Scholarship Committee members shall not be related in any capacity to applicants.
 3. Judging Committee Members
 - a. The Scholarship Committee shall appoint an independent Judging Committee, to judge all scholarship applications.
 - b. Judges and their relatives are not eligible to apply for scholarships.

v. Charitable Liaison

1. Charitable Liaison Committee
 - a. Shall consist of Charitable Liaison, Charitable Vice President, Charitable Treasurer, an advisor or their designee, and a minimum of two (2) general LOSC members in good standing.
2. Committee shall meet monthly and review all charitable requests presented to the LOSC.

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- a. Any request more than \$500 must be presented at the next Governing Board meeting for approval.

f. Secretary

1. Executive Board Meeting
 1. Shall record the minutes.
 2. Shall email the minutes to the Governing Board members within 10 days of the meeting.
- u. General Membership, Governing Board and Budget Committee
 1. Shall record the minutes.
 2. Shall make the minutes available to members upon request.
 3. Shall email the minutes to the Governing Board members and the Force Support Squadron Commander (FSS/CC).
- m. Shall serve as custodian for permanent records and official correspondence, which shall be kept for seven (7) years.
- 1v. Shall be responsible for all correspondence, as directed by the President.
- v. Shall be responsible for boardroom scheduling and configuration. vu. Shall be responsible for checking the LOSC Post Office Box weekly.
- vm. The Secretary shall take telephone and/or email votes of the executive board and/or governing Board when the Parliamentarian is unavailable.

g. Administrative and Charitable Treasurer

1. Shall be responsible for all financial affairs of the LOSC.
11. Shall submit yearly, all federal and state income tax forms by deadline.
- m. Shall be responsible for obtaining bonds (or waiver) for designated positions.
- 1v. Shall designate two (2) separate accounts, one (1) for the Administrative Account and one (1) for the Charitable Account, and maintain separate corresponding books.

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v. Administrative Account

1. Shall keep an accurate account of all dues, receipts and expenditures.
2. Shall balance the Administrative Account on a monthly basis.
3. Shall prepare a monthly financial statement for the Governing Board.
4. Shall serve as the Chairperson of the Administrative Budget Committee.
5. Shall receive and distribute all administrative funds.

v1. Charitable Account

1. Shall keep an accurate account charitable receipts and expenditures.
2. Shall balance the Charitable Account on a monthly basis.
3. Shall prepare a monthly financial statement for the Governing Board.
4. Shall serve as the Chairperson of the Charitable Budget Committee.
5. Shall receive and distribute all charitable funds.

vu. Shall keep all financial records for seven (7) years.

v111. Shall monitor expenditures ensuring conformity with the fiscal year budget.

IX. Shall present all records immediately upon resignation or at the completion of term of office for financial review, in accordance with Air Force directives.

h. Parliamentarian

- I. Shall advise the Executive and Governing Boards and General Membership on points of order and proper procedure in accordance with the Constitution, By-Laws, and Policies of the LOSC and Robert's Rules of Order as needed.
- II. Shall serve as Chairperson of the Nominating Committee and Constitutional and By-Laws Review Committee.
111. Shall conduct telephone and/or email votes of the Executive Board and/or Governing Board when necessary.
- IV. Shall act as LOSC liaison to the 633rd ABW Legal Office (633ABW/JA) and 633rd ABW Force Support Squadron (633ABW/FSS).

- v. Shall collect and keep on file updated job descriptions for all Governing Board positions.

B. Special Committees

The LOSC may have Special Committees as needed. The President may add or remove Committees with the approval of the Executive Board. Special Committees appointed by the President shall cease to function upon completion of their purpose and presentation of their final report.

ARTICLE IV: Elections

A. Nominating Committee

1. The Parliamentarian shall chair the Nominating Committee.
2. The Nominating Committee shall consist of an Advisor or a designee, the Membership Chairperson, and three (3) non-board members.
3. The Nominating Committee shall meet yearly in January to prepare a slate of candidates, in good standing, for each elected office.
4. A Nominating Committee member must resign upon becoming a candidate for an elected office.
5. The Nominating Committee shall announce a slate of candidates in March.
6. Any person nominated from the floor must be present to accept. If nominee cannot be present a written acceptance must be given to the Parliamentarian one week prior to the slate being presented.
7. The Nominating Committee shall prepare, distribute, collect and count the ballots when applicable.

B. Elections

1. The election of officers shall be held at the April General Membership meeting.
 - a. Members shall vote by secret ballot. Ties shall be resolved by the President's sealed vote, which shall be given to the Parliamentarian prior to the counting of the votes.
 - b. In the event there is only one (1) nominee for each office, a voice vote must be taken on the entire slate.
2. The Parliamentarian shall hold the ballots for 30 days following the election, if applicable.

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3. Absentee ballots shall be available through the Parliamentarian, ACCents, and/or website.
4. If a candidate must resign from the respective office prior to installation, the candidate receiving the second highest number of votes for that office shall be permitted to accept that office.

C. Terms of Office

1. The June Governing Board meeting shall be attended by elected Officers and appointed Committee Chairpersons, both Incoming and Outgoing.
2. Installation of new Officers shall be held at the May General Membership meeting.
3. Newly elected Officers and appointed Committee Chairpersons shall assume their duties effective on July 1st.
4. The Governing Board shall serve for a period of one (1) year.
5. Governing Board positions shall be limited to two (2) consecutive years or may be extended at the discretion of the Executive Board. The position of Chairperson and Co-Chairperson shall be deemed the same position for the purpose of term limits.
6. The following positions must be filled by an active duty spouse: President, Administrative Vice President and Charitable Vice President, unless waived by majority vote of the current Governing Board for the upcoming board year only.

D. Vacancies

1. President

- a. The Administrative or Charitable Vice President, may, with the consent of the Advisors, immediately assume the office.
- b. The Advisors with the approval of the Executive Board shall appoint a replacement President.

2. Other Officers

- a. Vacancy must be presented to General Membership.
- b. The President with the approval of the Executive Board shall appoint a replacement, unless 2 or more express interest in the position. See Article IV Elections.
- c. The President may appoint a *pro tern* officer during a temporary vacancy.

3. Resignation from either an Executive Board or a Governing Board position shall be submitted

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in writing to the President and shall be effective immediately.

E. Removal from Governing Board Positions

1. A Governing Board member shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or unexcused absence from two (2) monthly board meetings.
2. Removal of any Governing Board member shall require a two-thirds (2/3) majority vote of the Governing Board.
3. The 633ABW Commander will be notified in writing of the removal of anyone in key positions, in accordance with AFI-34-223.

ARTICLE V: Constitution and By-Laws Review Committee

The Constitution and By-Laws Review Committee shall consist of an Advisor or designee, President, Parliamentarian, and at least two (2) members of the LOSC executive or governing board and one general LOSC member in good standing.

ARTICLE VI: Adoption

- A. Changes to the Constitution and/or By-Laws, after a majority vote of the Governing Board, must be posted for 30 days.
- B. These By-Laws shall become effective upon a majority vote of members at a general membership meeting.

LOSC President	Date
LOSC Parliamentarian	Date
LOSC Advisor	Date
Installation Commander (or designee)	Date Approved

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

ARTICLE I - 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.

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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:

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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 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

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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

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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.

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I certify that this Constitution has been approved by the membership as indicated in Article XI, of the
LOSC Constitution.

LOSC President

Date

LOSC Parliamentarian

Date

LOSC Advisor

Date

Installation Commander (or designee)

Date