

THE BYLAWS OF THE
CHERRY POINT SPOUSE CLUB

ARTICLE 1: FINANCE

Section 1. Dues

- a. This shall be a dues-paying club and all dues are non-refundable.
- b. Annual dues shall be determined by the CPSC board at the May meeting and commence on June 1.
- c. Persons eligible to join the CPSC may attend one member event in any one fiscal year without paying membership dues (see Section 1, a.).
- d. Dues may be collected from non-members until May 31 (see Section 1, a.)

Section 2. Fiscal Year

The CPSC fiscal year shall begin on June 1 and end on May 31.

Section 3. Accountability of Funds

- a. Funds shall be accounted for by the Treasurer and their expenditures shall be authorized by the CPSC board except for expenditures from the Whistle Stop, which are specified in Article VIII.
- b. The financial records of the Treasurer shall be audited at least once a year by an auditor as designated by the President and as required by Air Station Order P5760.2b. A financial review shall be performed at the end of the tenure of the outgoing CPSC board and shall be completed by June 30.
- c. The President and Treasurer and anyone else on the bank account shall each be bonded for at least \$1000.00 more than the total sum on hand when they assume office. Payment of bonding fees will be assumed by the CPSC.
- d. A minimum balance of \$1500.00 of operating funds plus 3 months of designated salary for Manager of Whistle Stop shall be left in the treasury at the close of each fiscal year when the new CPSC Board takes office.
- e. The Whistle Stop Manager's salary and salary date allocation will be reviewed annually by the end of the CPSC's fiscal year or as needed based on revenues and required duties as stated in Article VIII, Section 4-c.

Section 4. Budget.

The Treasurer shall submit an annual budget for approval to the CPSC board at the September board meeting. It is the responsibility of all board members to provide the Treasurer with an estimate of operating expenses required by their position for the current CPSC fiscal year by July 31.

Section 5. Expenditures.

- a. Any expenditure by the CPSC board in excess of ten percent of the total annual budget must be presented in writing at a general membership meeting for majority approval by the voting

members present, with the exception of those monies designated in the proposed operating budget and proposed monies for scholarship and assistance awards.

- b. Any changes to expenditures by the CPSC board that changes the scope of the original budget must be presented in writing at a general membership meeting for a majority approval by the voting members present.
- c. Childcare reimbursement for CPSC members is provided to those members volunteering for CPSC business or events such as volunteering at the Whistle Stop or at CPSC events. Participating in the event is excluded. The rate paid is not greater than the current rate at the base Child Development Center and is paid per child.
- d. Gas mileage reimbursement for CPSC members is provided for miles driven exclusively to volunteer for CPSC business or events such as volunteering at the Whistle Stop or at CPSC events. Participation in events is excluded. Mileage must be tracked by the CPSC board member and verified by either the CPSC President or the Whistle Stop Manager. The rate paid is the annual amount set by the IRS as the charitable mileage rate.

ARTICLE II: ORGANIZATION

Section 1. *Honorary Presidents.*

The spouse of the General Officer in Command and the spouse of the Sergeant Major of 2nd Marine Aircraft Wing on permanent duty at Marine Corps Air Station, Cherry Point, North Carolina, shall serve as Honorary President, as a non-voting member of the CPSC Board, as a member of the Advisory Board, and as a non-voting member of the Whistle Stop Committee. In the event the spouse of the General Officer in command or the spouse of the Sergeant Major of the 2nd Marine Aircraft Wing is unable to, for any reason, fulfill these duties, the next senior officer/enlisted spouses shall fulfill this position.

Section 2. *Elected Officers.*

The elected officers of the CPSC shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Parliamentarian

Section 3. *Appointed Officers.*

- a. The President shall appoint officers for the following positions:
 1. Advertising/Marketing/Social Media Coordinator
 2. Assistance Committee Coordinator
 3. Membership Coordinator
 4. Retired Officers' Spouse Representative
 5. Scholarship Committee Coordinator
 6. Social Events Coordinator
- b. Each Appointed Officer shall appoint committee members as required to perform the committee's functions unless otherwise stipulated.

- c. The Appointed Officer shall present monthly reports to the CPSC board. Annual reports shall be submitted in writing to the President at the turnover meeting prior to June 1. Copies of these annual reports shall be retained for their successors.
- d. Special Committee Chairpersons may be appointed by the President with the approval of the CPSC board as deemed necessary. The Committee shall be self-dissolving upon completion of its purpose.

Section 4. CPSC Board.

- a. The CPSC Board (see Article IV, Section 2 of the Constitution) shall govern the affairs of the CPSC. The CPSC shall limit individual expenditures to five percent of the total budget. Expenditures in excess of this limit must be presented, in writing, at a regular meeting for majority approval by the general membership present, except those monies designated in the proposed operating budget and proposed scholarship and assistance award fund.
- b. A member may serve in more than one capacity on the CPSC board as long as they are not in conflict with one another. No member of the CPSC board has more than one vote. Voting by proxy shall be in a sealed envelope with the voting member's name or by email to the parliamentarian.

Section 5. Advisory Boards

- a. The Executive Advisory Board shall be composed of the spouse(s) of General Officer(s), the spouse of the Wing Sergeant Major, the spouse of the Base Commander and the spouse of the Base Sergeant Major, Cherry Point Air Station, the spouse of the Assistant Wing Commander, and the spouse(s) of the Chief(s) of Staff stationed at Marine Corps Air Station, Cherry Point, North Carolina. Dues are not required, and they shall have no vote at the Membership meetings.

ARTICLE III: ELECTED & APPOINTED OFFICERS

Section 1. General Duties of Elected and Appointed Officers

- a. Elected and appointed officers shall be provided with a letter of agreement specifying job description and responsibilities to be kept on file with the Secretary.
- b. It shall be the duty of the outgoing elected officers and committee chairpersons to provide their successors with detailed job descriptions and with current copies of the CPSC Constitution and Bylaws.

Section 2. Duties of Elected Officers

- a. **President** shall preside at all board meetings; appoint all appointed officers; serve as ex-officio member of all committees except the nominating committee; serve as a voting member of the Whistle Stop Committee; represent the CPSC whenever necessary; become familiar with the Constitution and Bylaws and its parliamentary authority; sign checks in the absence of the Treasurer and perform such other duties pertinent to the office.
- b. **Vice President** shall assist the President in the administration of the CPSC; preside in the absence of the President; assume the duties of the President should that office be vacated; coordinate general membership meetings; oversee communication components of the CPSC;

- serve as a voting member of the Whistle Stop Committee; serve as the CPSC liaison to MCCA; arrange CPSC Turnover Luncheon and perform such other duties pertinent to the office.
- c. **Secretary** shall keep an accurate account of all business transactions of the regular meetings and board meetings; shall conduct all correspondence as requested and approved by the President of the CPSC Board; submit names and addresses of newly elected and appointed officers of the CPSC to the Base Commander by June 30; submit an annual Request for Authority to continue operations of the CPSC and Whistle Stop to the Base Commander and MCCA; maintain office supplies for the CPSC Office; maintain current roster of Unit Representatives; serve as a voting member of the Whistle Stop committee; and perform such other duties pertinent to the office.
 - d. **Treasurer** shall maintain custody of the CPSC funds, disburse funds, submit a summary account balance for inclusion at the monthly board meetings; submit a written financial report at the January and May regular meetings; make such interim reports as the board may direct; serve as a voting member of the Whistle Stop Committee; administer Whistle Stop funds; submit individual financial reports (Whistle Stop and CPSC) to a CPA by August 15 for nonprofit tax preparation; disburse scholarship checks; closing entries for the year must be completed by June 1; and all accounts balanced and completion of notarized Relief and Assignment form; and perform other duties pertinent to the office (See Article I, Section 3 of the Bylaws).
 - e. **Parliamentarian** shall interpret the CPSC Constitution and Bylaws and serve in an advisory capacity for amendments pertaining to either; and shall tabulate all votes of the CPSC board and of the general membership meetings. At a time established by the needs of the CPSC board, the Parliamentarian shall chair the constitution and Bylaws Committee, to be composed of four (4) regular members whose spouses shall be of different ranks; and shall have official custody of the records pertaining to the Constitution, Bylaws and Standing Rules; and shall chair the Nominating committee composed of four (4) regular members whose spouses shall be of different ranks and representative of the various major Commands (See Article V, Section I of the Bylaws); and prepare the nominees for presentation to CPSC. Submit bylaw changes to MCCA as needed. Needs to make every effort to attend all CPSC monthly meetings.

Section 4. *Duties of Appointed Officers* () indicates a suggested number of committee members

- a. **Advertising/Marketing/Social Media Coordinator(1):** shall seek advertiser/sponsorship for the Newsletter, CPSC directory, webpage and any publication deemed necessary by the CPSC Board; shall meet with the Treasurer to set the price for each size ad in CPSC publications. Social Media coordination shall include editing, publishing, updating, and maintaining the CPSC webpage and social media sites. This coordinator shall edit, publish and distribute the CPSC Newsletter, fliers and news articles pertinent to CPSC events; shall obtain and continue as CPSC representative with the printer for the directory and other CPSC publications; ensure that every CPSC member receives a monthly newsletter; assist Membership Coordinators in compiling information for Membership directory; coordinate with arrange extensive publicity for the meetings and functions of the CPSC to include CPSC Webpage, Facebook, marquees and posters. All coordinators need to make every effort to attend all CPSC monthly meetings.
- b. **Assistance Committee Coordinator (1):** shall preside over a committee of at least five (5) members representing various ranks and units also to include a representative from the Whistle Stop Thrift Store and at least one Executive Advisor. The committee will meet at least two (2) times or up to four (4) times during the CPSC fiscal year to evaluate requests for donations and present recommendations for expenditures in compliance with Article II, Section 2 of the Constitution; shall submit a written request for approval of the general membership of any

expenditure in excess of five percent of the total annual budget. The committee shall be selected no later than March 31st for approval by the Elected and Advisory Board. Committee members may not submit applications for assistance.

- c. **Membership Coordinator (2):** shall maintain an accurate record of members; shall collect dues and give receipts; shall send welcome emails to new members as they join throughout the year; shall encourage new membership and shall provide the President and Publishing Committee with a current list of members at the beginning of each month to include a list of the unit representatives; shall work with the Publishing Committee on completing the membership directory. Coordinators need to make every effort to attend all CPSC monthly meetings and have membership applications available at all meetings and events.
- d. **Retired Officers' Spouses Representative (1):** shall represent Retired Officers' Spouses who are members of CPSC.
- e. **Scholarship Committee Coordinator (2):** shall preside over a committee of five (5) regular members representing various ranks and units to include a representative from the Whistle Stop Thrift Store and at least one Executive Advisor. CPSC members who have submitted a scholarship application or one of their dependents are excluded from serving on the Scholarship Committee. The committee shall screen applications submitted; the committee shall be selected no later than March and present slate to CPSC elected and advisory boards for approval in January; shall coordinate with Publishing Committee for publicity and fliers to be made in time for distribution in January, shall review applications in early spring (see Article II, Section 3 of Constitution and Scholarship Agreement).
- f. **Social Events Coordinator (3):** shall promote friendship and goodwill to include ice breakers and parties; provide name tags and placards for CPSC membership meetings and functions; shall be responsible for flowers and gifts as the budget permits; shall be custodian of all CPSC property; maintain a current listing of such; and make available said inventory upon request by members for personal or CPSC use; shall be responsible for making reservations for CPSC social events; shall be responsible for coordinating the catering for each event either individually or from MCCC; collect RSVP's and monies due for each CPSC event. All coordinators need to make every effort to attend all CPSC monthly meetings.

ARTICLE IV: MEETING

Section 1. CPSC Board Meetings.

- a. The CPSC board shall meet on the first Wednesday of each month from August until May, unless otherwise ordered by the President. Special meetings may be called at the discretion of the President.
- b. As needed, the CPSC board meeting shall be business meetings for the purpose of presenting the Assistance Committee's recommendations for expenditures; to present the Nominating Committee's proposed slate of Officers; to ask for nominations from the floor; and for any other business for which previous written notice has been given.
- c. A majority of the CPSC Board (see Article IV, Section 2 of the Constitution) being present shall constitute a quorum.

Section 2. General Membership Meetings

- a. The general membership meetings of the CPSC shall be held three times a year, in August, April, and May unless otherwise ordered by the CPSC board.

- b. The meeting in April shall be for the purpose of presenting the nominating committee's proposed slate of Officers; to ask for nominations from the floor, and for any other business for which previous written notice has been given.
- c. The meeting in May shall be the annual meeting for the purpose of electing and installing Officers for the coming year and for the presentation of the scholarship(s) and award(s).
- d. Special meetings may be called by the President. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least one (1) day notice shall be given.
- e. The quorum of a regular meeting shall be the number present to include proxy and absentee votes.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Nominations.

- a. The Parliamentarian shall present a slate of one or more names chosen from the regular members for each elective office as set forth in Article II, Section 2 of the Bylaws at the April CPSC membership meetings, after which nominations may be taken from the floor.
- b. With the consent of the proposed candidates, the complete slate will be placed on the ballot and presented to the membership for voting at the annual meeting in May.

Section 2. Election.

- a. Election of officers shall be by secret ballot at the meeting in May and the candidate receiving the plurality vote for each office shall be elected.
- b. Voting may be by absentee ballot, which will be provided after the April meeting. The ballot must be returned to the Parliamentarian before the May election in a sealed envelope with the member's name affixed thereto or via email.
- c. Elected Officers shall hold office for a one-year term to begin June 1 and end on May 31.
- d. Vacancies which occur during the term of office of any of the Elected Officers, with the exception of the President shall be screened and nominated by the Parliamentarian and shall be approved by a majority vote of the present CPSC Board [note this does not say members]. The President's term shall be filled by the Vice President.

ARTICLE VI: AMENDMENT OF BYLAWS

Section 1. Bylaws may be adopted, amended, or repealed by two-thirds vote of the CPSC Board, providing a quorum is present and notice of the proposed change was given at the previous board meeting.

Section 2. Changes may be proposed by the CPSC board on its own motion or upon written request of members of the CPSC made to the Board.

Section 3. All amendments properly submitted must be brought to vote before the end of the CPSC fiscal year.

ARTICLE VII: STANDING RULES

Section 1. The CPSC board has the right, by majority vote and without notice, to establish, amend, or abolish Standing Rules for CPSC, so long as they are consistent with its Constitution or Bylaws.

Section 2. Standing Rules shall relate to the administration of CPSC. They shall be adopted at the CPSC Board Meeting in September and shall be automatically rescinded at the end of the fiscal year.

ARTICLE VIII:

REGULATIONS FOR OPERATION OF THE WHISTLE STOP AS A 501 (C) (4) NOT FOR PROFIT CHARITABLE ORGANIZATION

Section 1. *Purpose.*

- a. The Whistle Stop, Marine Corps Air Station, Cherry Point, North Carolina is maintained and operated by the Cherry Point Spouse Club (CPSC) in accordance with their bylaws and Air Station Order P5760.2b including all changes, additions, and amendments thereto.
- b. The Whistle Stop is established for charitable and educational purposes benefiting Marine Corps personnel, their dependents, and other entities voted on by the CPSC board; and to provide low-cost, previously owned merchandise for the benefit of military personnel and their dependents, and civilian employees working aboard MCAS Cherry Point.
- c. Items bought from the Whistle Stop are intended for the immediate and personal use of the purchaser and are not intended for the immediate re-sale.

Section 2. *Liabilities.*

- a. Whistle Stop volunteers will exercise ordinary and reasonable care in handling all articles offered for redistribution.
- b. Security regulations for MCAS Cherry Point will be enforced on the premises.
- c. All property left with the Whistle Stop will be left at the full risk of the owner thereof and no liability of any nature will be assigned to either the Whistle Stop or any volunteer worker.
- d. Any and all volunteers must have signed hold harmless agreements, original copies to be kept at the Whistle Stop.

Section 3. *Whistle Stop Committee.*

- a. The Whistle Stop Committee will be composed of the WS Manager, WS Assistant Manager(s) and voting and non-voting members of CPSC and WS Advisor:
 1. Voting Members:
 - i. President Cherry Point Spouse Club
 - ii. Vice President Cherry Point Spouse Club
 - iii. Secretary Cherry Point Spouse Club

- iv. Treasurer Cherry Point Spouse Club
Advisor
- v. Whistle Stop Manager
- vi. Whistle Stop Assistant Manager(s)

Non-Voting Members

- i. Honorary Advisors (Spouse of the 2dMAW Commanding General and the spouse of the 2dMAW Sergeant Major or designated representatives)
- b. A Quorum for this committee shall consist of three voting and one non-voting member.
- c. In the case of a tie vote, the Honorary Advisor shall cast the deciding vote.
- d. The function of the committee is to provide a forum for the Whistle Stop management staff to present pertinent issues, review operations, and review financial statements.
- e. The Whistle Stop Committee and a minimum of 3 additional CPSC members will constitute a hiring committee for the Whistle Stop Manager.

Section 4. Job Responsibilities.

- a. Some job responsibilities may overlap; this serves to guarantee that someone is performing the duty at all times.
- b. There may be times when not all positions are filled; however, operations cannot take place unless a Manager is in place.
- c. Manager - will be appointed by the CPSC Board; shall submit to the CPSC Board candidates for the selection of Assistant Manager(s); oversee all areas of the Whistle Stop operations; ensure proper financial issues are met by making deposits, providing monthly financial reports validated by the CPSC treasurer, and generate any reports deemed necessary by the CPSC Treasurer; attend monthly CPSC board meeting; chair meetings for Whistle Stop committee and volunteers; assign and collect Whistle Stop keys; operate cash register and train volunteers in cash register operation. The Manager will suggest a member to be a representative on the Assistance and Scholarship Committees.
- d. Assistant Manager(s) - shall assist the manager in the operation of the Whistle Stop; oversee operations in absence of manager; temporarily assume duties of manager should that position be vacated; attend Whistle Stop meetings.
- e. Volunteers - shall sort and display merchandise; assist customers; bring in donations; maintain a clean and safe environment; attend Whistle Stop meetings.

Section 5. Finances

- a. All revenues accruing to the Whistle Stop will be deposited in the month in which they are received into an account supervised by the Treasurer of CPSC; all disbursements will be by check which will be signed by the Treasurer or President of CPSC; no disbursements will be made in cash from the daily receipts. Monthly financial report will be prepared by the Manager, validated by the CPSC Treasurer, and copies distributed to Manager, Assistant Manager(s), and CPSC Whistle Stop Advisor, CPSC President, and CPSC Treasurer.
- b. Any necessary financial records shall be provided to the CPSC Treasurer no later than the 7th business day of the following month so that any payments and reimbursements can be distributed by the 15th of the month. Paperwork and records for the month of May shall be provided to the CPSC Treasurer as soon as possible so that the CPSC Treasurer can complete closing entries to the books for the end of the board year by June 1 as required in Article III Section 2d of the Bylaws.

- c. Questions about distribution of profits will be submitted in writing to the Manager or Assistant Manager(s) who will have one month to respond to such requests.
- d. Expenses will be controlled so that expenditures shall not exceed approved annual budget. Disposition of the CPSC earnings will be made for those authorized and approved charitable and educational purposes recommended by the Executive Board of the CPSC and approved by the Base commander, MCAS Cherry Point.
- e. Five percent of the Whistle Stop profits shall return to the CPSC Operating Fund.
- f. Sales of material offered by the Whistle Stop are final with no refunds, returns, or exchanges.
- g. Approval for capital expenditures exceeding two hundred and fifty dollars shall be obtained from the CPSC Executive Board.
- h. Monies may not be taken from the cash register to pay for food, soda, childcare or operating expenses.
- i. Childcare and gas mileage will be considered an operating expense and will be subtracted from the gross profits of the Whistle Stop.
- j. Monetary donations made to the Whistle Stop shall not be recorded as sales but recorded as a donation.
- k. Income will not be distributed to individual members except through wages and salaries as employees of the Whistle Stop.
- l. CPSC Dues will not be used to pay for awards or recognitions presented to club members for services rendered to the CPSC or military community.

Section 6. Operating Policies.

- a. The Whistle Stop Manager reserves the right to temporarily deny any person or persons who act in contravention of these bylaws the privilege of patronizing the shop. Repeat violators will be referred to the Base Commander, MCAS Cherry Point for possible permanent loss of shopping privileges at the Whistle Stop.
- b. Only those persons with a valid military (AD, Retired, or Dependent) or government identification cards are authorized to purchase items at the Whistle Stop unless their privileges have been denied.
- c. Normal operating hours for the Whistle Stop are currently established as 10:00 am to 2:00 pm on Tuesday and Thursday of each week, except on legal holidays or other occasions that require a change to the schedule. Changes will be published by the Manager. Volunteer hours are Monday from 9:00 am to 2:00 pm and Tuesday and Thursday from 9:00 am to 2:00 pm.

Section 7. Donations.

- a. All donated merchandise to the Whistle Stop will be sorted and priced by Whistle Stop volunteers. Donations not selected for sale will be recycled or given to miscellaneous charitable organizations.
- b. The Whistle Stop will receive 100 percent of the price of donated merchandise sold for redistribution. The Whistle Stop reserves the right to set prices of merchandise.

Section 8. Volunteer Regulations.

- a. Volunteers (Manager, Assistant Manager(s) and Volunteer(s)) must sign in and out each day, noting unit affiliation.
- b. New volunteers will be allowed to price items after they have trained for a period of 20 hours with a long-term volunteer.

- c. Volunteers may purchase any items at a discount of 50% up to \$25 and 20% thereafter after they have logged 20 volunteer hours at the Whistle Stop and continued to work 5 hours per month thereafter and they have not priced that item.
- d. IOUs will not be accepted. Merchandise (except clothing) will be held for a period of two working days for volunteers before being returned to the floor. Clothing may not be taken home to try on.
- e. Items taken home to be cleaned or checked for working order will only be taken by long term volunteers, must be signed out by the volunteer and initialled by the Manager or Assistant Manager(s).
- f. Child care reimbursement is provided for volunteers for up to 5 hours per day per child. The rate paid is no greater than the current rate at the base child Development Center for hourly care. Child care will be considered an operating expense and will be subtracted from the gross profit of the Whistle Stop. Child care will be paid by the CPSC Treasurer once a month if not provided to CDC for application toward care. It is the responsibility of the volunteer to keep track of volunteer hours for child care reimbursement.
- g. Gas Mileage is provided for volunteers for miles driven exclusively to volunteer at the Whistle Stop. Mileage must be tracked by the volunteer and verified by the Whistle Stop manager. The rate paid is the annual amount set by the IRS as the charitable mileage rate. In order to receive mileage reimbursement, a minimum of a 1.5 hour shift must be fulfilled unless previous arrangements have been made with Whistle Stop Manager.
- h. Only those persons assigned by the Manager may operate the cash register.
- i. Only volunteers and their supervised children are allowed in the work area.
- j. Purchases must be made during normal working hours unless purchased by a volunteer.
- k. Each volunteer must sign these regulations to acknowledge they have read and received them. Additionally, each volunteer must sign a hold harmless agreement, the original to be kept at the Whistle Stop.

Section 9. Keys.

- a. Keys for the Whistle Stop will be held by the following: Manager, Assistant Manager(s), CPSC President, and Advisor.
- b. Other volunteers may be issued keys as necessary.