

NELLIS AREA SPOUSE'S CLUB (NASC)  
NELLIS AREA SPOUSE'S CLUB CHARITABLE ASSOCIATION (NASCCA)  
POLICIES AND PROCEDURES  
2020-2021

ARTICLE I  
BUSINESS

1. Board of Governors (BoG) and Special Committee meetings, Member Events and Special Activity events shall not be scheduled during Thrift Shop (TS) or Airman's Attic (AA) retail hours to enable all NASC Members to participate in all activities.
2. The BoG of the NASC/NASCCA shall meet monthly at a time agreed upon by the majority of the BoG to reach quorum. Location to be determined at the President's discretion.
3. BoG board reports shall be submitted to Google Drive>Board Report folder no later than 11:59pm the Thursday prior to the board meeting. The President and Administrative Coordinator (AC) shall be notified of items for the agenda by the Thursday prior to the BoG meetings and the Member Events. Once the agenda is published by the AC, no edits shall be permitted.
4. Either the Chair or Co-Chairperson must attend all BoG meetings. Only one vote per Standing Committee position.
5. NASC property may be loaned to individual NASC Members for non-NASC related functions at no charge and should be scheduled with the AC.
6. All NASC/NASCCA publicity shall be coordinated through the responsible Chief Officers.
7. There shall be no proxy voting.
8. All BoG Members shall make reasonable efforts to attend regularly scheduled BoG meetings. After 3 absences in a Fiscal Year, the member may be removed by a BoG vote.

ARTICLE II  
MEMBER EVENTS

1. Member Events should be scheduled on the 2nd Thursday of each month, unless otherwise stipulated.
2. Special guests may be invited at the discretion of the President, Honorary President or Advisors.
3. Special and bona fide guests are not eligible to vote.
4. Procedures for making or canceling reservations for any NASC Event shall be posted to the Website, Facebook page and all other Event publicity.
5. Members are responsible for a \$10 cancellation fee if they or their guests do not cancel their reservations prior to the posted RSVP date. Membership will be suspended until payment is received.
6. Bona fide emergency cancellations shall be handled at the discretion of the President.
7. To be eligible for NASC door prizes, persons should be paid Members before the start of the Event.

ARTICLE III  
SPECIAL ACTIVITIES

1. The NASC shall make every effort to provide special activities (i.e. bunco, book club, lunch bunch, etc.)
2. New activities may be initiated as interest support allows, with prior BoG approval.
3. Special activities may not use NASC funds to purchase supplies for activities, without prior BoG approval.

ARTICLE IV  
TOKENS OF APPRECIATION

1. New Members greeted at a Member Event shall be presented with a welcoming gift (NASC pin)
2. Departing Members shall be given a farewell gift at their final Member Event (NASC coin)
3. Tokens of appreciation may be purchased and presented at the last regularly scheduled BoG meeting.
  - a. The Chief Operations Officer shall purchase a gift for the President, not to exceed \$25, provided the President has served six (6) months.
  - b. The President shall purchase a gift for each board member, provided each person served six (6) months, keeping within current budget line items set at \$10 per board member

ARTICLE V  
FINANCES

1. All BoG Members shall email all receipts to the appropriate Financial Officer. The appropriate Chief Officer should also be notified.
  - a. All reimbursement requests must be received within 5 days following the event, and no later than May 31. The request must bear the signature of a Chief Officer, and a dual signature if the amount is greater than \$100, or at the request of the Finance Officer.
2. Childcare expenses shall be reimbursed for BoG meetings and other events, with prior approval from the Executive Board (EB), at the current CDC rate.
  - a. The total time reimbursed shall include the actual length of time of the meeting, plus no more than one (1) hour travel time.
  - b. The President, or designated representative, shall be reimbursed for all meetings at which the NASC presence is desired.
3. All requests for charitable giving must be presented in writing to the Director of Charitable Giving.
  - a. Should the request not be a line item, the request must be approved by the BoG.
  - b. Funds may not be dispersed to individuals
4. Membership dues are as listed on the NASC website. Paid directly via the website, unless given prior authorization from the Operational Financial Officer.
  - a. Electronic transactions will incur a processing fee at the burden of the club.
  - b. Dues are non-fundable, extenuating circumstances will be reviewed by the EB.
5. No fundraising outside the membership shall occur during the CFC (9/20-1/15/21) and AFA (3/2-5/8/20) campaigns.
6. All requests for fundraising activities open to the general public must be co-signed by the President and appropriate Operations Officer and sent to the PO Office which will coordinate approval and notify the NASC/NASCCA with the official approval or denial, as stated in the 99<sup>th</sup> Force Support PO Guide.

ARTICLE VI  
REVIEW

1. These Policies and Procedures must be reviewed annually by the Executive Board prior to the August BoG meeting.
2. No changes in these Policies and Procedures shall be made without the approval of the BoG.
3. The Parliamentarian shall upload the P&P to the Google Drive>Governing Documents folder. P&P will also be uploaded to the website for members by an admin of the website.

The review and revision(s) were approved by the Board of Governors on January 6, 2021

DocuSigned by:  
*Darlene Young*  
1B7AAA77CDAC4BC...  
Darlene Young

President

DocuSigned by:  
*Johnny Haynes*  
38F278D36709420  
Johnny Haynes

Chief Charitable Officer