



GALAXY COMMUNITY COUNCIL

570 Patriot Avenue, Box 10

Westover Air Reserve Base, MA 01022-1634

www.GALAXYCOUNCIL.com

GALAXY COMMUNITY COUNCIL OPERATING POLICIES

28 October 2009

1) Membership dues will be used only for membership activities including, but not limited to, subsidized food costs, non air show travel expense, holiday parties, speaker program expense and member funeral remembrances.

- To retain access to WARB, dues must be paid by January 31st of the calendar year for which they are due.
- If dues are not paid by January 31st, membership will lapse, and the member's ID card will be invalid and base access will be denied. If dues are submitted by the end of February, membership will be reinstated. A new membership application must be submitted after March 1st for reinstatement.

2) A minimum of 10% of all **sponsorship income** will be retained by the GCC to be used for contributions, and air show expenses including, but not limited to, future show seed money, promotional expenses and ICAS attendees.

Conversely, **air show expenses** will be strictly limited to 90% of sponsorship income received for the show year for which it was intended. For the 2008 show, a minimum of 10% will be retained for 2010 seed money. If it is apparent that show expenses will exceed this limit, cost cutting measures (including the elimination of air show acts), will be taken to restore financial balance.

3) All **purchases and contracts** in excess of \$200 must be approved by the GCC Finance committee. Expenditures of less than \$200 will be made with the approval of the President or Treasurer. The purchase of goods and services must be made via a GCC requisition form.

Purpose: This instruction covers the creation of a purchase order for the Galaxy Council.

SCOPE: This instruction is for any member of the Board of Directors' of the Galaxy Community Council to make a purchase for the Council.

Responsibility: Finance Committee (Current members are Bud Shuback, Ed Spellacy, Joe Marois, Bob Baranowski, Don Ferrell, Carol Patterson (Purchasing Agent), Joe Tumidajewicz).

Procedure:

1. Purchase request is made to Finance Committee for approval to purchase.
2. Request originator and purchasing agent determine who can provide services or needed materials.
3. Purchasing Agent goes out to bid for any materials or services over \$200.
4. Purchasing Agent (with advice of Finance Committee if needed) decides on which bid to accept
5. Purchasing Agent awards bid to supplier\contractor via Original PO. Copy of PO goes to Treasurer, one to originator.
6. Receiver signs off on packing slip and forwards to Treasurer.

7. Invoice is received by Treasurer.
8. Treasurer attaches PO, packing slip and invoice together.
9. Treasurer makes payment.

4) All requests for **contributions** from the GCC must be made in writing to a member of the board of directors. The request will then be referred to the finance committee for recommendation at the next meeting of the board of directors.

5) All GCC **correspondence and other printed materials** will include the address listed below and the GCC (and GNEAS for air show related) web address and phone number. All correspondence will be made using GCC letterhead.

The **official address** of the GCC is:

Galaxy Community Council
570 Patriot Avenue, Box 10
Westover ARB, MA 01022

6) All **GCC financial accounts** will have at least two officers as persons of record and clearly indicate that the account belongs to the GCC.

7) Monthly **finance reports** will be emailed to the members of the finance committee by the 15th of the month following the month being reported.

8) All GCC **committees and functions will have a “back-up” person** who is fully aware of their operation and status. It is the responsibility of the committee or function leader to keep the back-up person fully informed.

This GCC policy list will be expanded, as needed, with the approval of the Board of Directors.

Official Sponsor of the Great New England Air Show

The Galaxy Community Council is a private organization, is not a part of the Department of Defense or any of its components and it has no governmental status