

Bylaws
Fort Meade Officers' Spouses' Club

Article I
Purpose

The purpose for these bylaws is to establish a standard operating procedure for the Fort Meade Officers' Spouses' Club, hereafter, referred to as the OSC. Use of the word "her" will hereafter refer to "his or her".

Article II
Duties of Elected Executive Board Officers

Section 1. The President shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Preside at all meetings, in accordance with the established
- C. Serve as executive official of all committees, except the nominating committee.
- D. Supervise the overall affairs of the OSC.
- E. Have no voting privileges, except in the case of a tie.
- F. Has the authority to sign checks for the OSC.
- G. Review the Treasurer's financial statement prior to the distribution at the monthly governing meetings.
- H. Assists the Treasurer in the preparation of the annual budget. Serve on the Budget Committee consisting of an Advisor, the Treasurer, and two standing members designated by the President.
- I. Appoint the Parliamentarian and chairpersons of all standing and special committees and advise and assist them in their duties.
- J. During the Constitution/Bylaws review year, the President will ensure a Parliamentarian is appointed or will assume duties by 1 July. The President may also appoint an interim Parliamentarian if needed.
- K. Authorize expenditures of funds \$150 or less.
- L. Review and approve the annual OSC Directory prior to distribution to the general membership.
- M. Be responsible for the purchase of appreciation gifts for the outgoing board members if desired.
- N. Authorize an electronic vote.
- O. Submit monthly articles to the newsletter chairperson.
- P. Sign all contracts not directly related to or signed by other officers or chairpersons.
- Q. Welcome all members at monthly meetings.
- R. Ensures a timely audit and revalidation in accordance with the current post order.
- S. Register and log hours for VMIS.

Section 2.

The First Vice President shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Perform the duties of the President in her absence (excluding check signing) and assume the office of President if it becomes vacant.
- C. Be responsible for the overall coordination and planning of the monthly functions.
 - 1. Coordinate meeting arrangements, to include date/time and location of program or activity, social hour, menu selections and decorations.
 - 2. Be responsible for the submission of the contract price to the Treasurer for settlement of the account with the provider of services.
 - 3. Coordinate with the President, Membership Chairperson, and Publicity Chairperson, Reservations, Hospitality & Chit Chat.
 - 4. Introduce speakers and special guests at the monthly functions.
- D. Oversee the duties of the Reservation Chairperson.

The Reservation Chair shall:

- 1. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
 - 2. Maintain a list of member reservations for the monthly luncheons and other functions as needed.
 - 3. Send out reminders of RSVP deadline to Chit Chat and Facebook.
 - 4. Give 1st Vice President the reservations numbers prior to luncheon.
 - 5. Be responsible for the collection and prompt submission of all reservation money to the Treasurer at each function or activity. Coordinate for lock box with necessary change in advance.
 - 6. Be responsible for the collection of all money due the OSC for non-cancellation of reservations via invoices.
 - 7. Make and maintain nametags for all members.
 - 8. Inform guests, who are eligible for membership, they may attend only one function as a nonmember.
- E. Be responsible for the purchase of the President's farewell gift.
 - F. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
 - G. Register and log hours for VMIS.

Section 3.

The Second Vice President shall:

- A. Maintain a binder with all information pertaining to the position and the OSC (i.e. Constitution, Bylaws, Budget, etc)
- B. Preside at meetings in the absence of the President and First Vice President. Assume the office of President upon the simultaneous vacancies of the office of President and First Vice.
- C. Organize all fund-raising functions.

1. Request approval from the Department of Family, Morale, Outreach and Recreation (DFMWR).
 2. Appoint chairs and establish committees for each fundraiser. In absence of chair, assume all responsibilities and duties of chair to ensure timely planning and fundraising.
 3. Coordinate with installation directorates.
 4. Coordinate with Treasurer, Publicity, Newsletter, Ways and Means, and President.
 5. Submit promptly to the Treasurer all moneys and file receipts received.
- D. Coordinate all dates, locations and reservations for fundraising events for the upcoming year by the August board meeting.
- E. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- F. Register and log hours for VMIS.

Section 4. The Secretary shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Record and maintain a permanent record of all meetings of the club and the governing board. Maintain current file of minutes and financial statements of the current year.
- C. Maintain historical file with the following:
 1. Approval to operate the club on the Installation.
 2. Constitution and bylaws with current revisions.
 3. Copy of computer files containing constitution and bylaws.
 4. Electronic copy of minutes from previous three years.
 5. Copy of audits of previous three audits.
- D. Publicize current minutes of governing board meetings to general membership electronically.
- E. Provide copies of approved minutes to all board members electronically.
- F. If Parliamentarian is unable or vacant, submit copy of monthly minutes to Private Organization coordinator at DFMWR on monthly basis.
- G. Provide a list of elected officers and telephone numbers to DFMWR and the Garrison Commander's office at the beginning of each club year.
- H. Be responsible for all OSC correspondence as directed by the President.
- I. Be responsible for timely distribution of all mail received by the OSC. In the event the Secretary is unable to disperse in a timely manner the President can approve an additional key holder.
- J. Administer any electronic votes as per the bylaws and enter such action and results as an addendum to the minutes to be read at the next board meeting.
- K. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- L. Register and log hours for VIMIS

Section 5. **The Treasurer shall:**

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Maintain the club's nonprofit status per the Internal Revenue Code 501 (C)(4) by submitting 990N form.
- C. Maintain a file containing current Tax Identification Number, IRS Publication 557, catalogue #W46573c and applicable section of AR 600-50, re: gifts and awards.
- D. Receive, safeguard, disburse and account for all funds and monetary assets of the club and maintain files for three years.
- E. Reconcile monthly bank statements.
- F. Attend the monthly functions and fundraisers to confirm cash receipts and disbursements. If unable to attend must coordinate with the chair.
- G. Maintain a monthly receipt/voucher file and ledger by position for the current and previous year.
- H. Prepare a semiannual report listing position expenses with variances.
- I. Provide one copy of the monthly financial statement, included in the Board Report, to the Parliamentarian for submission to FMWR.
- J. Chair the Budget Committee consisting of an Advisor (if available), President and two other standing members designated by the President.
- K. Maintain a file of correspondence regarding all matters pertaining to the OSC's insurance policy.
- L. Consolidate the proposed budgets for individual committee chairpersons into an estimated budget for the year and present it to the governing board at the April board meetings. Prepare and present a finalized budget for approval at the April monthly function.
- M. Will conduct a mid-year review in January and present a revised budget to the governing board in February.
- N. Maintain an inventory list of all property owned by the OSC.
- O. Prepare the financial records of the club for audit, in accordance with AR 210-22, every two years or change of treasurer. The record will also be ready for audit upon demand. A copy of results of any audit will be forwarded to Parliamentarian for revalidation purposes.
- P. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- Q. Register and log hours for VIMIS

B. Duties of Appointed Executive Board Members

Section 1. **The Parliamentarian shall:**

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Preside over all proceedings of the OSC in accordance with the established parliamentary procedures and ensure compliance with the constitution and bylaws.
- C. Be an impartial mediator in the conduct of all club business.
- D. Be appointed by the President.

- E. Have no voting privileges at the board meetings but may vote in general membership meetings.
- F. Serve as chairperson of the Constitution Review Committee when the constitution/bylaws are up for renewal.
 - 1. Coordinate with the Newsletter Chairperson for the distribution of the constitution/bylaw changes.
 - 2. Prepare and present the revised constitution/bylaws for approval by the general membership.
 - 3. Submit to DFMWR for Garrison Commander's approval as well as JAG.
 - 4. An electronic copy will be kept on our website and in all the board position binders.
- G. Coordinate with President, Secretary, and Treasurer to obtain necessary documents for revalidation of the OSC every other year.
- H. Serve as the Nominating and Elections Chairperson.
- I. Install newly elected officers at the May monthly function.
- J. Collect all completed binders from each board member at the end of May and present to the incoming board member by 1 June.
- K. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- L. Register and log hours in VMIS.

Article III

Duties of Board of Directors

Section 1. The Director of Community Outreach shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Attend community meetings that affect the military community, such as the Ft. Meade Community Meeting to publicize OSC events, or send a representative
- C. Attend all board meetings, with full voting privileges.
- D. Establish grant criteria for governing board approval.
- E. Conduct an Outreach funds disbursement meeting as needed with a minimum of one meeting preceding the March board meeting. This meeting should be attended by an Advisor if available, two members of the Executive Board and two members in good standing from the general membership. Prior to meeting, conduct an overview of all request and previous donations of the years available.
- F. Submit all community outreach donation requests to the governing board for approval at the March board meeting.
- G. Present all community outreach donation requests to the board for approval. All requests over \$500.00 must be presented to the general membership for approval.
- H. Coordinate with the Treasurer to distribute checks.

- I. When writing letters to grantees who are recipients of funds, make it clear that the receipts for approved donations must be returned to the OSC within 90 days of expenditure of funds.
- J. The Community Outreach notebook of requests will not be closed out until every organization that has been granted funds has finalized their receipts to the OSC. Copies of said receipts will be available to the OSC Treasurer for audit purposes as required. Follow up will be done to the best of chairs efforts. Failure to comply may disqualify grantees future consideration for grants.
- K. Plan and execute any community outreach projects such as National Night Out and/or other similar events.
- L. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- M. Register and log hours in VMIS.

Section 2

The Director of Communications shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Attend monthly board meetings, with board voting privileges.
- C. Register and log hours in VMIS
- D. Serve as a liaison between the board and the public.
- E. Support standing and special committees, at their request, with the preparation and display of all necessary communication and/or publicity materials.
- F. Complete an After-Action Report (AAR) for any activity/event you preside over. These should be stored in the binder as well as submitted to the President within 30 days
- G. Oversee the following committees: Publicity, Chit Chat, Webmaster, and Social Media. In the absence of chairs, cover their individual duties.
 - 1. **The Chit Chat shall:**
 - A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc).
 - B. Work under the Communications Director, no voting privileges on the board, does not need to attend monthly board meetings.
 - C. Register and log hours in VMIS
 - D. Coordinate with membership chair to update and maintain email rosters, to include adding new members and deleting past members who are no longer a part of the OSC.
 - E. Send email updates, on approval of the President, to all OSC members, informing them of any upcoming events as needed. Information is collected from board members, and POC's of special activities.
 - F. Create and send a monthly newsletter to all OSC members on the 1st of every month Aug-May.
 - G. Publish the newsletter from August through May with supplements as deemed necessary by the governing board.
 - H. Procure, if needed, advertisers.

- I. Provide a copy of the newsletter to all advertisers
 - J. Keep an electronic (pdf) copy of the newsletter as a permanent record.
 - K. Coordinate with Web Master to publish newsletter via the Internet.
 - L. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- 2. Publicity shall:**
- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
 - B. Work in coordination with the Communications Director, does not need to attend monthly board meetings, has no board voting privileges.
 - C. Register and log hours in VMIS
 - D. Publicize all information concerning club-sponsored events and activities.
 - E. Notify Public Affairs Office or be personally responsible for the advertising of all club-sponsored events. Publication on television and radio is authorized if the general public is invited to attend or participate.
 - F. Support standing and special committees, at their request, with the preparation and display of all necessary publicity materials.
 - G. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- 3. Social Media shall:**
- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
 - B. Falls under the Communication Director, does not need to attend monthly board meetings, no board voting privileges.
 - C. Register and log hours in VMIS
 - D. Maintain the OSC social media accounts (Facebook, Instagram,) to include updates of OSC information and events.
 - E. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- 4. Webmaster**
- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
 - B. Falls under the Communication Director, does not need to attend monthly board meetings, no board voting privileges.
 - C. Register and log hours in VMIS
 - D. Maintain the OSC internet web site to include updates of OSC information and events to include constitution and bylaws, IRS tax exempt status and monthly board meeting minutes.
 - E. Coordinate with the Scholarship Chairperson to make scholarship applications available on the web site.

- F. Coordinate with Chit Chat chairperson to make newsletter available on web site.
- G. Coordinate with the Treasurer for payment of annual operating fee.
- H. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in binder as well as submitted to the President within 30 days.

Section 3 The Historian shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Take photographs at all club functions (or designate a photographer).
- C. Prepare one scrapbook for the club to be completed by May 31 and provide the opportunity for others to purchase additional scrapbooks.
- D. Maintain accountability of the club's photo albums and any club memorabilia (newsletter, newspaper articles, etc.)
- E. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in binder as well as submitted to the President within 30 days.
- F. Register and log hours for VMIS

Section 4 The Director of Member Services shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Oversee Membership, Hospitality and Special Activities. Fulfill any necessary duties that are not covered by the above chairs.
- C. Register and log hours in VMIS.
- D. Attend monthly board meetings, full board voting privileges.
- E. Plan and execute any special functions (i.e. Advisor Welcome/Farewell) along with the President, ROWC, and ESC, as required.
- F. Coordinate a welcome area (check-in, greeters) at the monthly membership meetings.
- G. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in binder as well as submitted to the President within 30 days.
- H. Coordinate with Hospitality, Membership, and Special Activities chairs in the planning and execution of the welcome (super-sign up) function in August.

1. Hospitality:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Reports to the Member Service Director, does not need to attend monthly board meetings, no board voting privileges.
- C. Register and log hours in VMIS
- D. Coordinate the Member Services Director and Membership chair in the planning and execution of the welcome function in August.

- E. Welcome new members, extend invitation to the next function, and distribute OSC information pamphlet.
- F. Update Fort Meade 411 for distribution to new members.
- G. Plan and execute any special hospitality functions (i.e. Advisor Welcome/Farewell) along with the President, ROWC, and ESC, as required.
- H. Coordinate greeters for the monthly functions.
- I. Announce birthdays at monthly functions.
- J. Coordinate meals for members in need (babies, illnesses, deaths) through the use a meal schedule (meal train/takethemameal.com)
- K. Each month provide Chit Chat Chair with birthdays for the following month.
- L. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in binder as well as submitted to the President within 30 days.

2. Membership:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Reports to the Member Services Director, does not need to attend board meetings, no board voting privilege.
- C. Register and log hours in VMIS
- D. Prepare the membership application to be approved by the President before April 15th. Provide a copy to Chit Chat Chair and Webmaster for May publications.
- E. Prepare a Board Roster annually with president.
- F. Coordinate with the Hospitality Chair and the Member Services Director in planning and execution of the welcome function in August.
- G. Submit promptly to the Treasurer all dues received.
- H. Compile for review by the President and distribute electronically a membership roster in November. Distribute to all new members as required.
- I. Provide email addresses to Chit Chat Chair for monthly newsletter.
- J. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.

3. Special Activities:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Falls under Member Services, does not attend board meetings, no board voting privileges
- C. Coordinate any special activities as approved by the governing board (help President with Great Nights Out, Trunk or Treat and Easter Party).
- D. Coordinate with the Communication Director, if necessary, of the time, date and location of all special activities.

- E. Act as liaison between the governing board and OSC small clubs.
- F. Have each POC sign a memorandum of understanding that states they will not make money off an OSC event, per our Constitution.
- G. Coordinate with POC's to ensure that all special activities will be available to all members in good standing.
- H. Create a master monthly calendar of all activities.
- I. Support standing and special committees, at their request, with the preparation and display of all necessary publicity materials.
- J. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- K. Register and log hours in VMIS

Section 5 The Director of Scholarships shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Establish a committee of one advisor (if available), two Executive Board Members, and at least two General Members. All Committee members must be Fort Meade Officers' Spouses' Club members in good standing and may not be related to an applicant applying for a scholarship. The Scholarship Chair is a non-voting member of the scholarship committee.
- C. Review and revise, if necessary, the Scholarship Applications as a committee and present any recommended changes to the Board, for approval.
- D. Ensure that scholarship applications are ready for distribution to the community-at-large by 1 January. Applications will be made available on the Fort Meade Officers' Spouses Club website and digital versions will be emailed to area schools.
- E. Submit by February the scholarship application rubric for review by the executive board.
- F. Publicize the notice of scholarship availability and the due date for applications.
- G. Collect and prepare all scholarship applications, ensuring that all applicant names and identifying information are obscured from committee members to ensure a blind vote. Use of dropbox is recommended in lieu of copying.
- H. Review with the committee the procedures for scoring applications to be used by the judges; ensure judges maintain confidentiality and anonymity amongst the applicants.
- I. Conduct a committee meeting(s) to determine the Fort Meade Officers' Spouses Club scholarship recipients.
- J. Register and log hours in VMIS

Section 6 The ROWC Representative shall:

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Facilitate communication between OSC and ROWC.

- C. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- D. Register and log hours in VMIS.

Section 7 **The Director of Volunteer Coordination shall:**

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Create volunteer sign-ups for all club activities and functions.
- C. Report monthly volunteer hours to the Volunteer Management Information System (VMIS).
- D. Coordinate volunteer recognition:
 - a. Submit the nomination forms to the President for PVSAs for those members who have volunteered over 100 hours.
 - b. Work with President and 1VP for Volunteer Appreciation.
- E. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- F. Register and log hours in VMIS

Section 8 **The Director of Ways and Means shall:**

- A. Maintain a binder with all information pertaining to the position and the OSC. (i.e. Constitution, Bylaws, Budget, etc)
- B. Purchase items for resale at each monthly function and other functions as appropriate. Items may be consigned as well.
- C. Responsible for opportunity drawing to be conducted at the monthly functions.
- D. Promptly submit all money received to the Treasurer with a completed sales record to include unit price, sales tax and total.
- E. Keep a current inventory of all table merchandise.
- F. Coordinate with First Vice President to find vendors for monthly functions as needed.
- G. Complete an After-Action Report (AAR) for any activity/event presided over. These should be stored in the binder as well as submitted to the President within 30 days.
- H. Register and log hours in VMIS.

Article IV
Membership

- Section 1. A MEMBER IN GOOD STANDING is one whose annual dues and financial obligations have been paid in full. A member is encouraged to participate and support club functions and to read and understand the Constitution and Bylaws of the club.

- Section 2. GUESTS of members are welcome. Anyone eligible for membership may attend one general membership meeting as a guest; thereafter, membership will be required.
- Section 3. MEMBERSHIP IN THE CLUB MAY BE TERMINATED
- A. Automatically when a member no longer meets the requirements as stated in Article III of the constitution.
 - B. By a majority vote of the Executive Board when:
 - 1. The best interests of the club dictate membership should be terminated.
 - 2. A member fails to meet any financial obligation to the club sixty (60) days following the month in which the obligation was incurred.
- Section 4. HONORARY MEMBERS, who are eligible for membership, may elect to pay dues and become active or associate members as outlined in Article III of the constitution.
- Section 5. RECIPROCAL MEMBERSHIP eligibility in the OSC will be as established in the organizations Constitution: Article III Membership, Sections 1 thru 3. Membership eligibility in the Retired Officers' Wives' Club (ROWC) will be as established in the organization's Constitution: Article IV Membership, Sections A thru C.
- a. After an individual's membership, in good standing, has been established in either of the above-mentioned organization, the following reciprocal agreement is proposed; creating a new membership class designated Social Associate Membership:
 - 1. A Member of the OSC may join the ROWC as a Social Associate Member for half the price of the regular annual dues anytime during the current ROWC calendar year.
 - 2. A Member of the ROWC may join the OSC as a Social Associate Member for half the price of the regular annual dues anytime during the current OSC calendar year.
 - 3. Social Associate Members may participate in all OSC and/or ROWC activities and functions except that they do not have voting rights or the right to hold elected office.
 - 4. Social Associate Membership does not automatically convert to a regular membership status on February 1st when regular membership dues become half price for that membership year.
 - 5. If an OSC/ROWC Member has become a Social Associate Member of either organization (prior to February 1st of that membership year), and later decides they want to be a Regular Member, they may do so by paying the other half of the regular dues amount.

Article V
METHODS OF FINANCE

Section 1. DUES

- A. Dues are payable annually at a fee of \$30.
- B. New members joining the club after January 1, shall pay one-half of the individual member's dues for the remaining year.
- C. Members who leave the post or voluntarily resign from the club will forfeit their dues.
- D. No dues shall be refunded.
- E. The Governing Board will vote on recommending a change in the dues and present it to the membership at a business meeting where the membership will vote on it.

Section 2. RESERVATIONS, If you make a reservation and are unable to attend the luncheon, you must cancel your reservation by the reservation deadline. If you fail to cancel your reservation by this date, you will be liable for the cost of the meal. Please understand that OSC has guaranteed your attendance and in doing so has purchased this meal on your behalf.

If you invite a guest and make a reservation for that guest, the same rules apply for canceling a reservation. If you fail to cancel that reservation by the reservations deadline, you will be charged for the cost of your guest's meal.

Section 3. FINANCES

- A. The Governing Board must approve expenditures over \$150 but less than \$1000. Expenditures more than \$1000 must be approved by the general membership.
- B. The revenue of this club will consist of income derived from the dues and revenue producing projects.
- C. Any expenses incurred during the club year must be reported for reimbursement by a date designated by the treasurer, to be no later than 31 May.
- D. Group activities and special activities shall be self sustaining as described in Article XI.
- E. The Executive Board will ensure an audit of the treasurer's books is conducted in accordance with AR 210-22 and DOD Instruction 1000.15. The results will be submitted to the Parliamentarian to submit with revalidation paperwork.

Section 4. ACCOUNTING OF FUNDS

Two funds shall be maintained.

- A. The Operating Account:
 - 1. Has as its source; dues, any other monies derived solely from the general membership, advertising monies, sales from ways and means, and a distribution of proceeds derived from any fund-raising activity. The governing board will determine the distribution of proceeds derived from fund-raising activities. All fundraising will be conducted in accordance with AR 210-22 and IAW AR 600-29. The administrative fund/outreach fund percentage of proceeds divided between the administrative and

outreach funds should depend on the financial condition of the club at the completion of the fundraiser.

2. Will maintain a minimum balance of \$2,400 but no more than \$5,000 at the end of the board year. Funds of more than \$5,000 shall be transferred to the Outreach/Scholarship account. Will be utilized for the operating expenses of the club.
 3. Will reimburse the Army for utility expenses, unless use is incidental as per AR 210-22 para. 2-1a(2)(e).
- B. The outreach fund/scholarship fund;
1. Has as its source derived from pre-designated fund-raising projects. Such funds may be earned from the general membership or from the public.
 2. Money derived from fundraising activities is to be divided equally between Community Outreach and Scholarships unless the board feels that a different percentage would be just and fair given the pool of applicants for a specific year.
 3. Will be utilized for operating expenses of outreach fund-raising activities, the expenses of the Community Outreach and Scholarship Committees, and for bona fide outreach contributions and scholarships at the discretion and approval of the governing board.
 4. Ensure that funds of at least \$2,000 remain in the Outreach/Scholarship account at the end of the board year.

Section 5. INSURANCE

The club will maintain adequate insurance as stated in AR 210-22, for liability and personal property of the club.

Article VI MEETINGS AND QUORUMS

Section 1. GENERAL MEMBERSHIP MEETINGS

- A. General membership meetings will be held as needed from September through May. The governing board may change the meeting schedule.
- B. Special meetings of the general membership, for the purpose of conducting business, may be called by the president with the concurrence of a majority of the governing board's voting members.
- C. A quorum of the general membership will consist of 2/3 or majority vote whichever is greater of those active members present and eligible to vote. The annual election of officers will be in April and the election will be publicized not less than thirty (30) days in advance.
- D. New officers will be installed in their respective offices as the last official act at the May general membership meeting.

Section 2. GOVERNING BOARD MEETINGS

- A. Governing board meetings will be held once a month, or at the discretion of the president.

- B. To transact business at any governing board meeting, a quorum must be present. A quorum will consist of one-half of the voting members of the board; three (3) of whom must be elected officers of the club.
- C. A majority vote of the quorum will govern.
- D. Any member in good standing of the club wishing to address the governing board may attend the governing board meetings with at least twenty-four (24) hours prior notice to the president. Said member will have no vote and will comply with Robert's Rules of Order at those meetings.
- E. The president is authorized by these bylaws to call for an electronic vote of the governing board, if a decision of such urgency is required prior to the next meeting of the governing board. The following guidelines apply and must be followed:
 - 1. The secretary must administer the vote.
 - 2. All members of the governing board must be polled.
 - 3. The members of the governing board must be informed that it is an official vote. They must be read the full motion, the name of the member who made the motion and the name of the member who seconded the motion. Their vote shall then be recorded.
 - 4. The polling must be conducted in a timely manner.
 - 5. A majority vote is necessary to approve a motion.
 - 6. Electronic votes are to be reflected in the minutes as stipulated by these bylaws. The minutes will include the exact words of the motion, names of the members who could not be contacted, and the outcome of the vote.
- F. Any active member may seek a special board meeting by submitting such proposal to the president, or, should that fail, by direct petition to the executive board, which shall then consider the matter and may approve the request with a majority of the executive board voting members.

Article VII
ELECTION PROCEDURES

Section 1. The NOMINATION COMMITTEE will be responsible for filling the slate of elected officers of the club's executive board:

President
 1st Vice President
 2nd Vice President
 Secretary
 Treasurer

- A. The Nominating Committee consists of five members: one Advisor (if available), three members, and the Parliamentarian all whom must be members in good standing of the club who do not wish to run for any of the club's elected offices during the upcoming year.
- B. Meet no later than January.

- C. Accept nominations from the floor at the general membership meeting in February and March. Nominations will be made only with the prior approval of the nominees.
- D. Coordinate candidate biographies for the newsletter chairperson for the April newsletter.
- E. By the April governing board and general membership meetings present and post its slate of nominees. Written nominations, accompanied by a written letter of consent of the nominee, will be accepted by the chairperson ten (10) days prior to the April election. No further nominations will be accepted.

Section 2. VOTING shall be by secret ballot unless an unopposed slate is adopted by acclamation. The newly elected officers will assume their duties no later than 1 June of the installation year.

Section 3. The Parliamentarian shall serve as the ELECTION OFFICER. The election officer shall prepare and dispense the ballots, oversee the election process, count the ballots with an impartial club member, and announce the results to the general membership. If the Parliamentarian is ineligible to serve as the election officer, the President shall appoint an election officer.

Article VIII

AMENDMENTS

Section 1. CONSTITUTION AND BY-LAWS

- A. Every two years, the constitution and by-laws must be reviewed for revalidation. Any proposed amendment or revision to these documents shall be referred to a special committee called the Constitution Review Committee for consideration and drafting into final form, a vote and approval by the governing board for submission to the active membership for a vote.
 1. The Parliamentarian shall serve as committee chairperson. The committee will include an advisor (if available), Parliamentarian, Secretary, and any other members in good standing
 2. The parliamentarian shall maintain a constant study of both documents and recommend appropriate changes when necessary.
 3. Upon approval by the governing board of the constitutional review committee report, the president shall direct that the proposed amendment(s) or changes be posted in a conspicuous place on the site available for the general membership meetings, and accessible to club members. In addition, the governing board will simultaneously review the proposed amendment(s) and designate a time, date and place for consideration and voting upon the proposed amendment(s) or changes. The vote by the general membership will take place at least fourteen (14) days, but not more than thirty (30) days after posting the proposed amendment(s). The general membership will be informed of the time,

date, and place of the meeting at which the impending vote will be taken.

4. Upon approval of the amendment(s), the existing documents will be annotated to reflect the changes indicated by the amendment(s).
5. The revised and approved documents will be forwarded to the Installation Commander for signature.
6. A copy of the new documents will be submitted to MFMWR by the Parliamentarian. The governing board will adopt the documents in whole after the approval of the Garrison Commander.

- B. On a non-review year, any proposed changes will be addressed to the governing board. The Parliamentarian will address the proposed changes and a vote will be administered.

Article IX
PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order govern this club in all cases in which they are applicable except where they conflict with the provisions of the constitution and bylaws of this organization.

Article X
THE EXECUTIVE AND GOVERNING BOARDS

Section 1. The Executive Board shall be comprised of the Advisors, the Elected Officers, and the Parliamentarian. The Governing Board shall be comprised of the Executive Board, the Chairpersons of the Board of Directors who shall be appointed by the President, and Representatives of other organizations. The Board of Directors are:

Director of Community Outreach	Director of Communications
Historian	Director of Member Services
Director of Scholarships	Director of Volunteer Coordination
Director of Ways & Means	

Section 2. Elected officers, ROWC Representative, and Chairpersons of Board of Directors shall serve as voting members of the Governing Board, except for the Advisors, President, and the Parliamentarian.

Section 3. The term of office for elected and appointed officers and chairpersons is one (1) club year. Officers may serve for a maximum of two (2) consecutive terms in the same capacity. Chairpersons may serve for a maximum of two (2) consecutive terms in the same capacity at the discretion of the President.

- Section 4. The governing board shall meet monthly, upon the call of the President, or upon written request by three (3) elected members of the board, when such a request is submitted to the President.
- Section 5. The governing board's duties and responsibilities are as follows:
- A. Direct the operation of the club in accordance with the existing constitution, bylaws, and pertinent Army regulations.
 - B. Ascertain that the club is properly administered, that its funds are safeguarded, and that all income is received in full and is properly recorded.
 - C. Ensure all disbursements support the purpose of the club.
 - D. Consider all requests submitted in writing by all non-board members.
- Section 6. Upon termination of office, each outgoing officer and Board of Director shall submit to the president and to the incoming counterpart, a written after action report.

Article XI

ACTIVITIES

- Section 1. GROUP ACTIVITIES are those social or special activities sponsored by the club and are conducted for the benefit of club members.
- A. An activity shall be sponsored by the club when:
 - 1. It is organized or offered by the club for the benefit of its members and/or their spouses. Guests eligible for membership in the club may attend once before membership is required.
 - B. Any group activity must meet all the requirements of sponsorship.
- Section 2. SPECIAL ACTIVITIES are any activities sponsored by the club alone or in conjunction with another organization, which adds to the education, social enrichment, or beautification of the entire community. Participation in special activities is open to club members and their guests.
- A. A special activity shall be sponsored by the club when:
 - 1. It is organized or offered by the club for the benefit of its members and/or their spouses. Guests eligible for membership in the club may attend once before membership is required.
 - B. Members have priority for a special activity when space is limited.
 - C. Members eligible to attend special activities, first come, first serve.
 - D. A special activity may be terminated if the best interest of the club is not met.

Approved by majority vote of the general membership on October 16th, 2014.

Signature
President of OSC

Date

Signature
Recording Secretary of OSC

Date