

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

**Revised February 2021**

## **Article I Purpose**

## **Article II General Duties of Governing Board Members**

Section 1 Duties

Section 2 Organization of the Board Positions

Section 3 Resignation

## **Article III Duties of Elected Officers**

Section 1 President

Section 2 First Vice President

Section 3 Second Vice President

Section 4 Secretary

Section 5 Treasurer

## **Article IV Appointed Officers**

Section 1 Community Assistance Chair

Section 2 Scholarship Chair

Section 3 Historian

Section 4 Hospitality Chair

Section 5 Membership Chair

Section 6 Newsletter Chair

Section 7 Parliamentarian

Section 8 Property Chair

Section 9 Publicity Chair

Section 10 Special Events Chair

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

Section 11 Vendor Coordinator

Section 12 Volunteer Coordinator

Section 13 Ways and Means Chair

## **Article V Community Liaison**

Section 1 Community Liaison Positions

Retiree Spouse Representative

CGSC Representative

International Representative

## **Article VI Standing, Special, and Ad Hoc Committees**

Section 1 Standing Committees

Community Assistance Committee

Scholarship Committee

Special Events Committee

Section 2 Special Committees

Nominating Committee

Constitution and Bylaw Revision Committee

Budget Committee

Section 3 Ad Hoc Committees

## **Article VII Special Voting Procedures**

Section 1 Voting when the Governing Board is not in session

Section 2 Proxy Voting

## **Article VIII Approval**

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

## **ARTICLE I – PURPOSE**

The purpose of the Bylaws is to establish operating procedures for the Fort Leavenworth Spouses' Club (FLSC).

## **ARTICLE II – GENERAL DUTIES OF BOARD MEMBERS**

### **Section 1 – Duties**

The duties of the FLSC Board members shall be those implied by their respective titles and those specified by these Bylaws and by the Constitution of the FLSC. The duties in this Article describe the general duties of all board members and shall include but not be limited to those listed. Board members of the FLSC shall:

- a. Be present at each Board meeting or notify the President of their absence in advance. Failure to attend three (3) Board meetings without providing notification or an eligible proxy could result in termination of Board position. An eligible proxy is another Board member who can attend the meeting and vote in your place.
- b. Compile and send a monthly report to the President and Secretary through the provided Google Form five (5) days prior to the monthly board meeting, and save a copy to their position's Google Drive folder. Highlights from this report will be verbally reported at the monthly board meeting. A combined report of all positions will also be uploaded to the main FLSC Google Drive.
- c. Notify the President at least two (2) days prior to the Board meeting of any agenda item other than the monthly report.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- d. Regularly attend and support general membership meetings, FLSC luncheons, and FLSC social functions. Failure to attend three (3) club functions without providing notification could result in termination of Board position.
- e. Support revenue-producing activities through attendance and/or volunteerism.
- f. Regularly submit articles to the Newsletter editor—that are relevant to their position—prior to the monthly deadline.
- g. Appoint Standing Committee members as required by their position and as per FLSC Bylaws, after conference with and approval of the President.
- h. Turn in a proposed budget for the following board year at the May board meeting, and include reasons for the proposed budget in AAR.
- i. At the beginning of each board year, prepare and submit a proposed budget no later than Aug 31, and if required, a revision at the January Board meeting.
- j. Have access to the Google Drive shared folders that maintain the following:
  - 1. A current copy of FLSC Constitution and Bylaws and the current year's minutes, monthly combined board reports, monthly financial reports, and a copy of Army regulations or policy letters regarding Private Organizations at Fort Leavenworth.
  - 2. Materials pertinent to each position in the position's folder (ie: contracts, property inventory, articles published, policies and procedures).
  - 3. Minutes, financial statements, and After Action Reports (AARs) from the preceding two (2) to three (3) years.
- k. Keep beginning and ending Monthly Financial Statements, in addition to the Financial Statements of months that reflect money that the board member spent or received, and copies any supporting financial documents (ie: receipts, invoices).

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- k. Provide the President, Honorary President, Honorary Vice President, and Advisor(s) access to their position's Google Drive folder at all times.
- l. Continuously compile an AAR detailing activities and responsibilities during the Board year, to be completed no later than the May meeting of the Governing Board. Should there be additional information to be included in the AAR, an addendum may be added through 31 May. The position's AAR will be shared via Google Drive to the President, Secretary and the member's successor.
- m. Provide a printed copy of AAR and Google account information to the successor upon the departure or expiration of term of office.
- n. Register with the current system that tracks volunteer hours and update hours monthly.

### **Section 2 - Organizational Flow Chart of the Board Positions**

The President shall be advised and assisted by the Honorary President, Honorary Vice President, and Parliamentarian. The President, 1st Vice President, and 2nd Vice President shall advise the following Board positions:

- 1. **President**
  - a. Treasurer
  - b. Secretary
  - c. Publicity
  - d. Special Committees
    - 1. Community events
    - 2. Annual Member events
- 2. **1<sup>st</sup> Vice President (Welfare)**
  - a. Community Assistance
  - b. Scholarship
  - c. Special Events

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

3. **2<sup>nd</sup> Vice President (Operations)**
  - a. Historian
  - b. Hospitality
  - c. Membership
  - d. Newsletter
  - e. Property
  - f. Volunteer Coordinator
  - g. Vendor Coordinator
  - h. Ways and Means

## **Section 3 – Resignation**

Resignation must be submitted in writing to the President and will become effective immediately. In the event of a Board member resignation, an internal audit of position properties will be done with the resignee, a Board member-at-large, and an Executive Board member.

# BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021

## ARTICLE III – DUTIES OF ELECTED OFFICERS

The duties of Elected Officers shall include those described in Article II with the addition of but not limited to the following:

### Section 1 – The President shall:

- a. Preside at all Meetings of the General Membership, the Executive Board, the Governing Board and shall be an official Member of all committees except the Nominating Committee.
- b. Ensure that the Constitution and Bylaws are upheld.
- c. Appoint a Parliamentarian, Appointed Officers for each Standing Committee, and a Chairperson for any Special Committees deemed necessary, after conferring with the Advisor and/or Honorary President and Honorary Vice President.
- d. Call special membership, board, or committee meetings, as needed.
- e. Establish board policies and procedures at the beginning of the board year.
- f. Confer with members of the Governing Board to review job descriptions and budget.
- g. Be signatory on FLSC bank accounts.
- h. Coordinate the purchase and presentation of farewell and/or appreciation gifts for the Governing Board. The funds for these gifts will be budgeted for, and paid from, the General Operating Account.
- i. Be bonded at FLSC expense.
- j. Prepare an FLSC activities calendar and distribute the same to the Governing Board with appropriate updates on a timely basis.
- k. Represent or appoint a designee to represent the FLSC in the Fort Leavenworth Community at community councils deemed necessary.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- l. Be admin or appoint admin on all Facebook accounts to include Sub Club and main FLSC page. Work closely with the Publicity chair to maintain pages and help where needed.
- m. Prepare an article for The Sunflower as requested.
- n. Prepare an agenda for the monthly Board meetings and distribute the same to the Governing Board.
- o. Invite the spouse of the CAC Commanding General to serve as Honorary President and the spouse of the CAC Command Sergeant Major to serve as Honorary Vice President.
- p. Request that the Parliamentarian execute electronic votes, as needed.
- q. Act as a representative or appoint an elected board member as the designee, with the approval of Honorary President or Advisor, for both the Welcome and Farewell for the spouses of the following: Combined Arms Center (CAC) Commanding General and Command Sergeant Major (CSM), Command Chief Warrant Officer, Deputy to the Commanding General, Deputy Commanding General CAC-Training, Provost Army University, Director Mission Command Center of Excellence, CAC Deputy Commanding General Army National Guard, and the previous listed major subordinate organizations' Command Sergeant Majors/Sergeant Majors.
- r. Appoint a member to fill any vacancy occurring in the elected or appointed offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board.
- s. Remove any member of the Board or Committee for just cause with approval of the Executive Board.
- t. Ensure that validation and tax documents are prepared, filed, and maintained.



## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- u. Authenticate—by signature—all acts, orders, and proceedings of the association, and in general, to represent and stand for the FLSC.
- v. Be entitled to vote when the vote is by ballot and in the event of a tie.
- w. Serve on the Budget, Community Assistance, Scholarship, Constitution and Bylaws Special Committees.

### **Section 2 – The First Vice President shall:**

- a. Assume the duties of the office of President during a temporary absence or should the President be unable to complete the term of office. In the event this is necessary; the First Vice President shall appoint a successor to the First Vice President's position; the successor must have the approval of the Governing Board through a majority vote.
- b. Be responsible for the organization and coordination of all FLSC Fundraising events to include, but not limited to, Holiday Bazaar (Fall Fundraiser) and Golf Scramble (Spring Fundraiser). Will be an active committee member and/or assume the duties of committee chair if said chair is unable to complete their duties.
- c. Attend the community meetings as requested by the President, and brief on upcoming events.
  - 1. Coordinate with the Director of CGSC to be part of the CGSC Spouse Orientation, Sister Service Orientation and International Orientation.
  - 2. Coordinate FLSC PAIR Day(s), (Post Activities, Information, and Registration) activities with DFMWR and manage the FLSC booth and display throughout the event.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

3. Serve as a FLSC Liaison to Fort Leavenworth Advisory Councils as requested or deemed necessary. Specific councils will be determined at the beginning of the board year after consultation with the FLSC President, Honorary President, Honorary Vice President and Advisor(s).
- d. Discuss opportunities for outreach program(s) during the year (ie. Sweetheart Bingo, soup kitchen) and if the program goes forward, chair a committee to plan and execute.
- e. Serve on Community Assistance, Budget and Scholarship Special Committees.
- f. Be responsible for procuring the President's appreciation gift, which will be budgeted for and paid from the General Operating Account.

### **Section 3 – The Second Vice President shall:**

- a. Assume all duties of the First Vice-President in his/her temporary absence.
- b. In the case of simultaneous vacancies in the office of the President and First Vice President, the Second Vice President will assume the office of President.
- c. Be responsible for proposing and organizing programs for the association year, and present the proposed programs to the Governing Board in August.
- d. Be responsible for the organization and coordination of the FLSC Super Sign Up Day.
  1. Meet with the President and form a committee with Vendor Coordinator, Membership Chair, Publicity, Newsletter Chair, and Hospitality to establish criteria for selecting vendors and activities to be offered at Super Sign Up Day.
  2. Schedule the use of an appropriate social facility.
- e. Book dates with the social facility for all FLSC monthly functions after coordinating with the President.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- f. Act as a liaison with the social facility, DFMWR or other available avenues to provide equipment, table set-up, and other logistical needs for FLSC monthly functions.
- g. Arrange for appropriate honoraria or gifts for those persons presenting programs, when applicable.
- h. Provide decorations for the FLSC monthly functions.
- i. Establish a Luncheon Committee, with the President's approval, to assist with catering, drinks, prizes, decorations, and program activities. The Second Vice President will be the FLSC authority over luncheons and will be responsible for the final selection of the caterer, menus, theme, and decorations. The Second Vice President will sign any necessary contracts as a representative of FLSC.
- j. Coordinate with Membership Chair in finalizing reservations for FLSC monthly function.
- k. Coordinate with both Publicity Chair and Newsletter Chair for optimal coverage of the monthly functions.
- l. Coordinate with Vendor Coordinator on floor plans for vendors and FLSC members to ensure a proper luncheon set-up is achieved.
- m. Coordinate with CYS for childcare options and availability.
- n. Attend community meetings as requested by the President, and brief on upcoming events.
- o. Serve on the Budget Committee.

### **Section 4 – The Secretary shall:**

- a. Be the recording officer for all meetings of the Governing Board, Executive Board, and General Membership Meetings (whenever business is conducted) of the FLSC and their

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

proceedings. Minutes of all Governing Board meetings will include the names of any member not in attendance at each session.

- b. Share with the Property Chair the setup and cleanup of monthly Governing Board meetings.
- c. Create a Google Form each month for Board Members to submit their monthly reports. Set a deadline for monthly board reports as appropriate, and send out the form link and deadline information to board members.
- d. Submit a rough draft of the minutes to the President for approval no later than one (1) week after the meeting. The approved copy will then be distributed to the Governing Board no less than one (1) week prior to the next board meeting.
- e. Compile a combined monthly board report from the monthly Google Form responses. Provided the President and Parliamentarian a copy of the report one (1) day prior to monthly board meetings.
- f. On a monthly basis, forward one (1) copy of the monthly approved minutes, the combined board reports document, and the financial statements to the DFMWR.
- g. Properly enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes to be read at the next scheduled Board meeting.
- h. Maintain the FLSC historical file as stated in Article X, Section 1 of the Constitution.
- i. In odd-numbered years, coordinate with the Parliamentarian to provide the necessary forms and documentation for revalidation.
- j. Familiarize his/her successor with all records and files of the association.
- k. Prepare and dispatch correspondence for the association as directed by the President.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- l. Collect and deliver all FLSC postal mail no less than once weekly. Coordinate with the Membership Chair and Treasurer to deliver any membership forms and dues received.
- m. Order and purchase all social stationery for the FLSC.
- n. Report to the Board all correspondence received for the FLSC.
- o. Maintain and distribute to the Governing Board a current Board roster to include names, addresses, phone numbers, and personal e-mail addresses, with respect for their privacy considerations.
  1. The Secretary will set up and maintain the Google Accounts for all board members, to include official Gmail accounts and Google Drive folders. At the end of the board year, outgoing board member's accounts will be reset.
  2. Throughout the year, the Secretary will collect changed Google passwords and maintain a master list for emergency purposes. A copy of the master list will also be given to the Parliamentarian.
- p. Be responsible for collecting one (1) copy of an AAR from each FLSC Board Member, for the FLSC permanent file no later than 31 May.
- q. Be responsible for: the organization and maintenance of the FLSC Google Drives, providing hard copies as needed; and, destroying FLSC files, as per Article X, Section 1, FLSC Constitution.
- r. Serve on the Budget Committee.
- s. In odd-numbered years, serve on the Constitution and By-law Review Committee.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

### **Section 5 – The Treasurer shall:**

- a. Submit the record for the annual financial review of the accounts no later than two (2) weeks following the end of the FLSC fiscal year, May 31. 1. Should there be a mid-term vacancy in the position of Treasurer, a financial review will also be performed.
- b. Establish policies for Board Members to cover debit and credit procedures at the beginning of the board year.
- c. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers, and records.
- d. Receive all dues and monies, maintain a General Operating and a Community Assistance /Scholarship Account, per the annual budget, and disburse any checks for the FLSC as covered by the approved FLSC annual budget.
- e. All checks are to be co-signed by two account signatories for amounts over \$250.00.
- f. Coordinate with the Secretary and Membership Chair to process membership forms and dues. And coordinate with the Vendor Chair, Membership Chair, Hospitality Chair, and the Ways and Means Chair to accept debit and credit cards (i.e. Square or PayPal) at events.
- g. Collect all accounts receivable and maintain them in an accredited financial institution.
- h. Submit copies of reconciled monthly bank statements for all accounts.
- i. Deposit all funds within 72 hours of receipt.
- j. Distribute approved Community Assistance grants to the Community Assistance Chair in a timely manner upon receipt of the list of all approved applicants and Scholarship Awards directly to the institution of higher learning. Pay legitimate bills and

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

reimbursements in a timely manner. Vouchers to be submitted no later than 30 (thirty) days after the expense is incurred.

- k. Use a proper double-entry record-keeping system to maintain the account records.
- l. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- m. Retain a copy of all property inventories for insurance purposes.
- n. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- o. Chair the Budget Committee meeting prior to the September meeting of Governing Board. The committee will include the Executive Board, Ways and Means Chair, Hospitality Chair, Publicity Chair, Membership Chair, Property Chair, Scholarship Chair, Community Assistance Chair, and Special Events Chair, and will prepare an annual budget to be approved by the Governing Board in September and presented to the General Membership for final approval at the first General Membership Meeting.
- p. Review, along with the President and Advisor(s), the budget in January and recommend adjustments if necessary, for approval by the Governing Board in February.
- q. Coordinate with the First Vice President, Special Events Chair, and Ways and Means Chair to ensure that everyone understands the taxes required on items sold by the FLSC.
- r. Prepare quarterly sales tax statements and pay by the due date.
- s. Comply with current IRS requirements.
- t. Ensure non-profit tax status is current and in force.
- u. Be present at all fundraising and social events to facilitate financial transactions.
- v. Review and amend, if necessary, all insurance and bonding agreements.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- w. Serve on Community Assistance, Scholarship, Special Events Committees.
- x. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.



# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

## **Article IV – APPOINTED OFFICERS**

The duties of each non-elected (appointed) officer shall include those as noted in Article II – General Duties of Board Members as well as, but not limited to, the following as noted and implied by their respective titles.

### **Section 1 – The Community Assistance Chair shall:**

- a. Establish a Community Assistance guideline at the beginning of the board year and present it to the Governing Board for approval. The guideline must include:
  1. Frequency and open/close dates for Community Assistance solicitation.
  2. Eligibility criteria for those wishing assistance
  3. Disbursement formula for available funds
  4. Distribution plan
- b. Request emergency Community Assistance fund disbursements from the Governing Board not to exceed \$1000. Emergency Community Assistance disbursements must be voted on and approved by the FLSC Governing Board.
- c. Appoint and preside over a Community Assistance Committee, to assist with review and consideration of community assistance requests and disbursements. The Community Assistance Committee will be governed by FLSC Bylaws, Article V.
- d. Provide information regarding the availability of funds and the procedures to request funds to both the Newsletter Chair and the Publicity Chair for timely advertisement.
- e. Present approved recommendations of the Community Assistance Committee to the Governing Board for approval at the April meeting.
- f. Present to the General Membership the approved slate of Community Assistance disbursements and sponsor a vote by the General Membership to approve the

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

recommendations as approved by the Governing Board. This is to be done at the April General Membership Meeting.

- g. Coordinate with the Treasurer the issuance of checks for all approved community assistance disbursements.
- h. Coordinate Community Assistance drives to be held at designated FLSC luncheons for the benefit of military or local community organizations.
- i. Serve on the Budget Committee.

### **Section 2 – The Scholarship Chair shall:**

- a. Establish a scholarship awards guideline at the beginning of the board year and present to the Governing Board for approval. The guideline must include:
  - 1. Open and close date for Scholarship awards solicitation
  - 2. Eligibility criteria for those wishing scholarship awards.
  - 3. Proposed disbursement formula for available funds.
  - 4. Distribution plan.
- b. Appoint and preside over the Scholarship Committee and Selection Panel.
- c. Assist with review and consideration of scholarship awards and disbursements. The Scholarship Committee will be governed by FLSC Bylaws, Article VI.
- d. Provide information regarding the availability of funds and application process to both the Newsletter Chair and the Publicity Chair for timely advertisement.
- e. Coordinate with the Treasurer the issuance of checks for all approved scholarship award disbursements to the institutions of higher learning that the awardees attend or will attend.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- f. Serve on the Budget Committee.

### **Section 3 – The Historian shall:**

- a. Maintain the official FLSC scrapbook and make it available to reproduce by the close of membership year.
- b. Be responsible for the photography at all FLSC functions.
- c. Submit digital copies of photos from FLSC functions to the Publicity Chair and Newsletter Chair for their use.
- d. Arrange for an official photograph of the FLSC Governing Board.
- e. Collect pictures from all FLSC social media and act as one of the admins for the FLSC Sub Club Facebook Group.

### **Section 4 – The Hospitality Chair shall:**

- a. Establish a committee to welcome members to FLSC monthly functions.
  - 1. Coordinate with Membership for list of new members & member birthdays each month.
  - 2. Provide volunteer(s) to assist Vendor Coordinator with collecting hospitality gifts at Luncheons and Special Events and purchase hospitality prizes as needed.
- c. Purchase or obtain all opportunity prizes for each luncheon and special events.
- d. Conduct sales of opportunities at all FLSC events and ensure that all monies are counted and turned over to the Treasurer prior to leaving the event.
- e. Submit a proposed budget as listed above in Article II section 1, to the Budget Committee at the beginning of the Board Year.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- f. Serve on the Special Events Committee as needed as hospitality coordinator. Set up a sub-committee for large fundraising events.
- g. Serve on the Budget Committee.

### **Section 5 – The Membership Chair shall:**

- a. Verify eligibility and enroll all members; maintain the membership forms and database roster.
  - 1. The FLSC General Membership roster is the sole property of the FLSC, and will not be sold or loaned. All personal membership information will be maintained with the strictest confidentiality.
  - 2. Maintain the following membership categories: Active Duty, Family Member of Active Duty, Federal Employee, Family Member of Federal Employee, Retired Military, Family Member of Retired Military or other
  - 3. Coordinate with Secretary and Treasurer to collect all membership forms and ensure that dues have been paid. Any membership dues collected in person should be submitted to the Treasurer within five (5) business days of receipt.
- b. Establish a Reservation Policy and present it to the Governing Board for approval in July.
- c. Accept reservations and collect money for FLSC functions.
- d. Create appropriate name tags for members and guests at social functions.
- e. Provide reservation information to both the Publicity Chair and Newsletter Chair to appear on the FLSC website and event invitations
- f. Submit all funds collected at social functions to the Treasurer or President at the end of that function.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- g. Submit all funds collected through the mail or after an event to the treasurer within five (5) business days of receipt.
- h. Bill all “no shows” for social functions and collect fees for submission to the Treasurer within five (5) business days of receipt.
- i. Report reservations total to the Second Vice-President on the reservation deadline date.
- j. Maintain the names and Email addresses of club members and provide a copy of the list to Board Members as needed.
- k. Submit a year-end membership roster to the Google Drive for the permanent file.
- l. Serve on the Budget Committee.
- m. Communicate with the Volunteer Coordinator to approve FLSC Sub Club Leaders and members.
- n. Serve on the Super Sign Up and PAIR Day Committees.

### **Section 6 – The Newsletter Chair shall:**

- a. Create and develop a creative vision for the FLSC monthly newsletter, *The Sunflower*.
- b. Establish and communicate policies and procedures at the beginning of the board year to cover content and publication of the newsletter.
- c. Coordinate with board members for the solicitation of articles.
- d. Edit all submissions.
- e. Coordinate with Publicity Chair and Membership Chair for distribution of newsletter.
- f. Communicate with Vendor Coordinator and Publicity Chair to create a newsletter advertising plan for FLSC vendors per their contract.
- g. Provide the Historian a printed copy of each newsletter for the historical files.

# BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021

## Section 7 – The Parliamentarian, a non-voting member, shall:

- a. Ensure that Board Meetings are conducted according to the proper procedures as outlined in the FLSC Constitution and Bylaws, all applicable post and Army regulations relevant to private organizations, and Robert's Rules of Order (revised).
  1. At the first board meeting, ensure the paid FLSC membership of each board member, and conduct a "Board 101" session explaining board organization, meeting procedures, and monthly chair responsibilities.
- b. Advise the President, as needed, and aid in ensuring the FLSC Constitution and Bylaws are followed.
- c. Ensure that each board member has a copy of the most current FLSC Constitution and Bylaws.
- d. Nominate members for the Constitution and Bylaw Revision Committee to the President for appointment and then preside over said committee, per Article XIII, FLSC Constitution and Article V, Section 2d, FLSC Bylaws.
- e. Submit a copy of the revised Constitution and Bylaws to the Garrison Commander for approval, after appropriate FLSC approval has been achieved.
- f. Submit a revalidation request for a Private Organization Operating Permit to DFMWR in the Spring of odd-numbered years. Coordinate with the Secretary to get needed forms and documentation.
- g. At the request of the President, administer electronic votes, and relay the results to the Secretary and President.
- h. Chair a Nominating Committee, providing each member with a packet containing an active membership roster, elected officer job descriptions, and current Board roster.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- i. Serve as Election Officer: prepare and dispense the ballots, oversee the election process, count the ballots with an impartial Club member in attendance, and announce the results to the General Membership.
- j. Install the incoming elected officers at the May General Membership Meeting.

### **Section 8 – The Property Chair shall:**

- a. Establish usage policies for the FLSC storage space and loan items and present them to the Governing Board for approval no later than the September General Board meeting.
- b. Maintain current user agreement for rental of FLSC property and serve as point of contact and coordinator of property rental program.
- c. Maintain rental price list for all members and non-members.
- d. Maintain an updated property inventory on Google Docs, to include property held by each board member.
- e. A physical inventory shall be done at the beginning, middle and end of the year.
- f. Serve as custodian for the FLSC storage facility and ensure maintenance and upkeep of the space. Maintain, organize, and supervise storage of property in this space.
- g. Coordinate with the Second Vice-President regarding luncheon decorations and the Special Events Chair regarding decorations for special events.
- h. Maintain accountability of all property items when they are loaned.
- i. Share with the Secretary the set up and clean up for monthly board meetings.
- j. Conduct a thorough inspection and cleaning of the space at least once annually.
- k. Serve as custodian of any keys and codes used to access the storage space.
- l. Serve on the Budget Committee.

# BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021

## Section 9 – The Publicity Chair shall:

- a. Establish policies and procedures to cover events and activities of the FLSC board year in a timely manner; and, coordinate with the President to create an up-to-date, unified public image of the FLSC across all media platforms.
- b. Use this position to promote and publicize all FLSC activities approved by the Governing Board to the Fort Leavenworth and surrounding communities, by advertising FLSC fundraising and member events to encourage participation; and, to highlight FLSC outreach.
- c. Serve as Publicist for any fundraising activities each year and advertise:
  1. In area newspapers (ie: *Fort Leavenworth Lamp, Leavenworth Times, Lansing This Week*)
  2. With other local organizations (ie: CGSC Foundation, VFW, Veteran's Home)
- d. Serve as Publicist for the Community Assistance and Scholarship Committees, and advertise the availability of funds and application deadlines in all available media.
- e. Be responsible for the day-to-day administration and posting to the FLSC social media platforms (ie: Facebook pages, Instagram, Twitter).
- f. Be responsible for the registration and maintenance of the FLSC website, *www.fortleavenworthspousesclub.org*, to include:
  1. Obtaining content information from other board members for use on website (ie: newsletter, advertisement, sub club events, calendar).
  2. Utilizing the website to inform the general public about FLSC business and appropriate non-FLSC Fort Leavenworth activities.



## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

3. Promoting website through search engines and with other websites, specifically, those of a military or military spouse nature.
  4. Recruiting a website admin if needed.
- g. Ensure the FLSC's internet presence is current and accurate on major search engines and consumer forums.
  - h. Be responsible for providing/creating graphics for events as needed, and maintaining a shared folder on the Google Drive of graphics being used.
  - i. Coordinate with the Second Vice President to develop any necessary slides for the luncheons. Send slide previews to the Second Vice President.
  - j. Serve on the Budget Committee.
  - k. Serve on Super Sign Up and any Special Event Committees.
  - l. Add a co-chair to share the duties as needed.

### **Section 10 – The Special Events Chair shall:**

- a. Propose no less than two major fundraising events (i.e. Bazaar, Bunco Evening, Golf Scramble) for approval to the FLSC Governing Board at the beginning of the board year, and subsequently acquire approval from DFMWR for the same.
- b. Organize and conduct the event(s) as approved by the FLSC Governing Board and DFMWR.
- c. Form a committee to plan and execute the approved fundraisers.
  1. The committee shall be composed of the following voting members:

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

Special Events Chairperson, Treasurer, First Vice President, Hospitality, Publicity, Vendor Coordinator, Volunteer Coordinator, and four (4) general members.

2. The following non-voting members should also be included:  
President (who may only vote to break a tie), Advisor(s),
  3. The Honorary President and Honorary Vice President should also be invited to serve as non-voting members on this committee, but are not required.
- d. Hold regular, published committee meetings.
  - e. Coordinate closely with the Publicity Chair, and Newsletter Chair to advertise event information.
  - f. Serve on the Budget Committee.
  - g. Will be invited to serve on the Scholarship and Community Assistance Committees, but may decline. If the Chair declines, another Governing Board member will be asked to serve.

### **Section 11 – The Vendor Coordinator shall:**

- a. Be knowledgeable of the vendor contract and update as needed. Have the vendor contract approved by the Executive Board not less than 30 (thirty) days prior to the first event of the FLSC year.
- b. Will coordinate with the Special Events Chair to schedule vendors for events, if needed.
- c. Coordinate with 2nd Vice President to schedule vendors for monthly events and Super Sign Up

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- d. Maintain a rolling vendor contact list and record of advertisers; and, notify potential vendors in a timely manner of upcoming sales and advertising opportunities through email, flyers, phone calls, etc. consistent with the vendor contract.
- e. Collect all eligible vendor applications and turn in any fees collected to the Treasurer within 5 days.
- f. Communicate with the Newsletter Chair and Publicity Chair to create an advertising plan for FLSC vendors consistent with their vendor contract.
- g. Create any advertising fee invoices and send to the vendor/advertiser. Payments will be mailed to the FLSC P.O. Box and turned over to the Treasurer within five (5) days.
- h. Schedule vendor set-up times and clean-up times.
- i. Collect donations of door prizes/silent auction items from vendors according to the vendor contract.
- j. Arrive at least 90 minutes prior to monthly luncheons and other vendor attended events to ensure vendor tables are correctly identified, assigned and to assist vendors as they arrive. Remain on sight until all vendors have left.
- k. Follow up with vendors within 72 hours of the event, thanking them for their participation and reminding them of the next event.
- l. Ensure FLSC Vendor Policy is being followed.
- m. Serve on all Special Events committees.

### **Section 12 – The Volunteer Coordinator shall:**

- a. Establish policies and procedures in a timely manner to cover volunteer registration, reporting of hours, and appreciation.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- b. Attend quarterly Installation Volunteer Council meetings as a representative of FLSC.
- c. Act as the Organization Point of Contact (OPOC) for the Volunteer Management Information System (VMIS); Attend OPOC Training, validate and update volunteer hours in VMIS each month.
- d. Maintain a volunteer file of FLSC members and coordinate with committee chairs the necessary volunteer force.
- e. Work with the President for nominations and prepare Fort Leavenworth Volunteer of the Year award packets for submission to the Installation Volunteer Coordinator (IVC).
- f. Prepare an appropriate Volunteer Appreciation program.
- g. Serve as Volunteer Coordinator for the FLSC fundraiser(s).
- h. Serve as sub-club POC for all sub-club coordinators and work with Membership Chair to ensure all sub-club members are FLSC members in good standing.
- i. Serve on all Special Events Committees.

### **Section 13 – The Ways and Means Chair shall:**

- a. Propose, organize, and conduct all continuing revenue producing projects for the FLSC, to include but not limited to items with the FLSC logo and “Fort Leavenworth” branded items.
- b. Operate a sales table at FLSC functions.
- c. Follow proper inventory and accounting procedures. Coordinate with the Treasurer to ensure understanding of taxes required on items sold by the FLSC.
- d. Maintain stock and inventory. Update inventory listing after each sales event.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

1. Ensure that there are enough items available for purchase at Super Sign Up, monthly luncheons, and any special events.
  2. Ensure that there is enough inventory (especially FLSC logo and “Fort Leavenworth” branded items) for the start of the following board year.
- e. Coordinate with the Treasurer the payment for purchases or orders.
  - f. Coordinate with the Publicity Chair and the Newsletter Chair to advertise merchandise and/or sales events in The Sunflower, on the FLSC website, and with other media outlets.
  - g. Complete sales reports and provide the Treasurer with money to be deposited and any other receipts within five (5) business days.
  - h. Serve on the Budget Committee.
  - i. Prepare physical inventory reports in the beginning, middle, and end of year.
  - j. Prepare quarterly physical inventory reports and year-end Cost of Goods report for the Treasurer for financial review purposes.

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

## **Article V COMMUNITY LIAISON POSITIONS:**

**Section 1** - Community Liaison positions are non-voting positions. It is encouraged for liaisons to attend meetings and luncheons. They will be appointed by the President. They will act as a representative for each organization/group of people and help recruit members and volunteers from the community.

- a. Retiree Spouse Representative
- b. CGSC Representative
- c. International Representative

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

## **Article VI – STANDING, SPECIAL, AND AD HOC COMMITTEES:**

### **Section 1 – Standing Committees:**

All Standing Committee chairpersons of the Governing Board shall form their own committees from members of the General Membership. Prior to their appointment, members of Standing Committees must be members of FLSC in good standing and be approved by the President. In the event of a committee member resignation, an internal audit of position properties will be done with the resignee, a member-at-large, and an Executive Board member.

#### **Community Assistance Committee shall:**

- a. Be composed of the following voting members: Chairperson, Treasurer, First Vice President, the Special Events Chair OR one (1) other Governing Board Member, and three (3) general members. Also, included as non-voting members are the President (who may only vote to break a tie) and the Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve as non-voting members on this committee.
- b. Investigate community assistance requests and submit their recommendations for disbursement of Community Assistance funds to the Board for approval by a majority vote.
- c. Understand that the recommendations do not have to be approved en masse; line items may be singled out for declination.
- d. Give priority to projects benefiting the military community.
- e. Not give any one entity more than a 30% share of the available Community Assistance funds.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- f. Coordinate with Publicity to share application information and announce awardees.

### **Scholarship Committee shall:**

- a. Be composed of the following voting members: Chairperson, Treasurer, First Vice President, the Special Events Chair OR one (1) Governing Board Member, and three (3) general members. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve as non-voting members on this committee.
- b. Review previous year's scholarship program if provided.
- c. Propose and review changes to the application process and to the SOP annually.
- d. Present changes to the FLSC Board for approval.
- e. Determine application criteria and Selection Panel review criteria (i.e. judging standards, point system, etc.).
- f. Coordinate with Publicity to share application information and announce awardees.

### **Special Events Committee shall:**

- a. Be composed of the following voting members: Chairperson, Treasurer, First Vice President, Hospitality, Publicity, Vendor Coordinator, Volunteer Coordinator, and four (4) general members. Also, included as non-voting members are the President (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve as non-voting members on this committee.
- b. Review previous year's fundraisers.



## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- c. Coordinate with location(s) to determine date and time.
- d. Coordinate with Publicity to share all details related to the event(s).

### **Section 2 – Special Committees:**

The President will appoint chairpersons of Special Committees as deemed necessary.

#### **Nominating Committee shall:**

- a. Be chaired by the Parliamentarian.
- b. Maintain confidentiality of all committee proceedings.
- c. Be composed of the following voting members: two (2) Governing Board members and two (2) FLSC general members in good standing. The current FLSC President may not sit on this committee. Also, included as non-voting members are the Parliamentarian (who may only vote to break a tie) and Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve as non-voting members on this committee. Should any member of the Nominating Committee be nominated for an elected position, that member must be recused from the committee.
- d. The Nominating committee will:
  - 1. Meet in February to compile a slate of elected officers for the following board year.
  - 2. Announce the slate of candidates at the March Board meeting.
  - 3. Announce the slate of candidates at the March General Membership Meeting and accept nominations from the floor.
  - 4. In March, provide the slated President with a list of persons interested in appointed board positions.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

5. Refer to Article IV Section 9 in the case of an incomplete slate.

### **Constitution and Bylaw Revision Committee shall:**

- a. In all ways comply with the FLSC Constitution, Article XIII.
- b. Be created and meet in January of each odd numbered year and be chaired by the Parliamentarian.
- c. Be composed of the following voting members: Parliamentarian, Secretary, one (1) Governing Board Member, and one (1) general members. Also, included as non-voting members are the President (who may only vote to break a tie) and the Advisor(s). Additionally, the Honorary President and Honorary Vice President should be invited to serve as non-voting members on this committee.
- d. The members (Governing Board and General Member) of the committee are to be nominated by the Parliamentarian and approved by the Executive Board.
- e. Consider all written and signed amendment proposals from any member of the FLSC, two (2) weeks prior to the scheduled meeting. Additionally, the Committee may incorporate additional suggestions and ideas presented by its members.
- f. Review a draft of any complete amendment or amended document paragraph by paragraph.
- g. No vote shall be taken on the adoption of the separate paragraphs; however, a consensus agreement must be reached on the amended documents as a whole.
- h. Have no less than three (3) days to review the amended documents prior to their presentation to the FLSC Governing Board.

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- i. Submit to the Governing Board their recommendations for amendment to both the FLSC Constitution and Bylaws.
- j. Prepare a minority report in the event that no consensus is reached which will also be presented to the Governing Board.

### **Budget Committee shall:**

- a. Proposes a budget for the FLSC fiscal year prior to the August or September Board meeting. The budgets will be approved by the Governing Board at the August or September board meeting and the General Membership at the first General Membership meeting.
- b. Conducts a budget review in January as necessary and reports to the Board in February the results.
- c. Is chaired by the Treasurer and consists of:
  1. The Executive Board
  2. Ways and Means Chair
  3. Hospitality Chair
  4. Publicity Chair
  5. Membership Chair
  6. Property Chair
  7. Scholarship Chair
  8. Community Assistance Chair
  9. Special Events Chair

## **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

- d. The Committee shall invite the Advisor(s), Honorary President, and Honorary Vice President to be non-voting members. Should additional members be necessary, they will be appointed by the President.

### **Section 3 – Ad Hoc Committees:**

- a. Shall be established by the President after conferring with the Advisor(s).
- b. Shall be chaired by a member appointed by the President after conferring with the Advisor(s).
- c. Shall consist of a committee appointed by the Chairperson, upon approval of the President.
- d. Examples can include, but are not limited to, Annual Special Event and Annual Community Event.

# **BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021**

## **Article VII – SPECIAL VOTING PROCEDURES**

### **Section 1 – Voting when the Governing Board is not in session:**

When an immediate decision is required, precluding a scheduled meeting of the Governing Board, the President is authorized to make a request for an electronic vote. The following guidelines apply and must be utilized when voting is required outside of the scheduled meeting of the Governing Board.

- a. The President will authorize the Parliamentarian to implement electronic voting, email and Facebook.
- b. The Parliamentarian will provide each member of the Governing Board with the details of the issue to be voted on and will execute a vote, electronically.
- c. All members of the Governing Board must be contacted and given the opportunity to submit their vote and a quorum of the members must be polled.
- d. The members of the Governing Board must be informed it is a voting procedure; must be read or emailed the full motion, along with the name of the individual who made the motion and the name of the second; and must be asked for their vote.
- e. The polling must be conducted expeditiously. A simple majority vote is necessary to approve the motion.
- f. The President or Parliamentarian will inform the Honorary President, Honorary Vice President and the Advisor(s) of the vote and enter such action and its result in an addendum to the minutes to be read at the next meeting of the FLSC Governing Board.
- g. The minutes will include the exact words of the motion, names of the members who either could not be reached for polling or did not respond to such polling before the deadline, and the exact accounting of the vote.

### **Section 2 – Proxy Voting:**

There shall be no proxy voting in writing, by phone, or electronically.

# BYLAWS OF THE FORT LEAVENWORTH SPOUSES' CLUB 2021

## Article VIII – APPROVAL

These Bylaws were approved by the Governing Board of the Fort Leavenworth Spouses' Club on <insert new date>.

These bylaws were approved by the General Membership on <insert new date>.

In witness whereof, the following officers affix their signature.

\_\_\_\_\_

Heather Alvarado

President, FLSC

\_\_\_\_\_

Kathy McKinley

Secretary, FLSC

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Shannon Berry

Parliamentarian, FLSC

\_\_\_\_\_

Date