

# **FORT HUACHUCA COMMUNITY SPOUSES' CLUB BYLAWS**

March 2024

## **ARTICLE I**

### **Promulgation of Bylaws**

The Governing Board hereby promulgates these Bylaws for the management of the Fort Huachuca Community Spouses' Club (FHCSC) in accordance with the FHCSC Constitution and Army Regulation (AR) 210-22 effective 08 November 2023.

## **ARTICLE II**

### **Membership**

#### **Section 1. Membership Eligibility**

Membership shall be available to any adult residents of Fort Huachuca and the surrounding areas.

#### **Section 2. Membership Privileges**

- A. All members of the FHCSC may attend monthly general membership meetings and shall have one general membership vote per person. All members shall be entitled to hold an appointed or elected office as per Art. III Sec. 1.
- B. All members of the FHCSC may attend the meetings/events held by its activity groups.

#### **Section 3. Gaining Membership**

Any eligible person or business shall be considered a member of the FHCSC after filling out an application for membership and payment of dues.

#### **Section 4. Termination of Membership**

Membership may be terminated by written request of the member or by written request of the Governing Board for violation of the Constitution or Bylaws. Membership year is from June 1 to May 31. Dues are non-refundable.

#### **Section 5. Guests**

- A. Any member of the FHCSC may pay for and bring a guest to the FHCSC functions, except as specifically stipulated and announced by the Governing Board.
- B. Anyone eligible for membership in the FHCSC may attend only one general membership meeting per year as a non-member. Attendance at any subsequent meeting is not permitted unless the individual has become a member.

- C. Anyone eligible for membership in the FHCSC may attend only one event/activity group per year as a non-member. Attendance at any subsequent event is not permitted unless the individual has become a member.

## **ARTICLE III**

### **Officers and Governing Body**

#### **Section 1. The Governing Board Definition**

The Governing Board is voting and non-voting members that shall consist of the Executive Governing Board, per Art. III Sec. 1A, the General Governing Board, per Art. III Sec. 1B and Non-Voting Members/Appointees, per Art. III Sec. 1C.

##### **A. The Executive Governing Board**

Of the FHCSC are elected officers that are voting members and include:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer

The Executive Governing Board shall discuss concerns or business and forward recommendations to the General Governing Board for a vote. At least 3 of the 5 voting members shall be active duty military spouses, including the President, at the time of election. In the case of the President position and two other board positions, preference to board positions shall be to an active duty military spouse when possible, then preference to retiree and then civilian to achieve a board composition of 3 of the 5 serving members being active duty military spouses. Any inability to achieve this majority of active duty spouses, including the President, shall not be grounds for dissolution of the organization, but the preference shall fall to the next preferred category for that year's board.

##### **B. General Governing Board**

The Chairpersons of the General Governing Board are appointed by the President of the FHCSC. They serve as voting members of the Governing Board. The Standing Committees within the General Governing Board shall include, but are not limited to the following committees for so long as they are recognized by the FHCSC. (Other Standing Committees of the General Governing Board may be added by an amendment to these Bylaws).

1. Activities
2. Community Outreach
3. Grants
4. Historian
5. Hospitality
6. Membership

7. Publicity
8. Reservations
9. Scholarships
10. Volunteer Coordinator
11. Ways and Means
12. Webmaster/Social Media

There shall be no limit on the number of positions on the Executive Governing Board, the Governing Board, or the Special Committees which may be filled by a member, subject to the following limitations: (i) the FHCSC elected officers will each hold only one (1) elected position within the Governing Board at a time; and (ii) a voting member of the Governing Board shall have one vote, regardless of the number of voting positions on the Governing Board filled by such member.

**C. Non-voting members**

The following positions are appointed by the President of the FHCSC from the membership of the FHCSC and will serve on the Executive Governing Board/General Governing Board as non-voting members:

1. Parliamentarian
2. Advisors

- D. Term Limits: All positions (elected and appointed) are for a one (1) year term. A person may serve an unlimited number of terms in one or more positions, but not more than two (2) consecutive terms in any one position, unless there are no other candidates to fill the position. By way of example, if a person serves as President for two (2) consecutive terms, that person cannot serve as President again until another person has served as President in an intervening term, unless there are no other candidates for the position.
- E. Election/Appointment/Resignation of Officers: Election of officers shall occur as provided by the Bylaws. Appointment of the General Governing Board Chairpersons by the FHCSC President shall occur at the first (June) Governing Board meeting following the installation of the new Executive Governing Board. The non-voting members of the Governing Board may be appointed at any time. If a voting member of the Governing Board shall resign or if such voting member's membership shall terminate, and if these Bylaws do not designate the successor for the position vacated, then the position held by such voting member shall be filled for an interim term (which shall count as a "term" for purposes of Article III, Section 1 C. above) by the President and confirmed by the Governing Board. If a member of the Governing Board is unable to attend TWO (2) CONSECUTIVE meetings or causes hardship or conflict within the Governing Board, AND IF the Executive Governing Board recommends to the Governing Board that such member be required to resign their position, then the Governing Board, by majority vote, shall be entitled to require such member to resign their position.

**Section 2. The Duties of the Governing Board shall be:**

- A. To coordinate and supervise all activities of the FHCSC.
- B. To direct the collection and disbursement of the FHCSC monies and establish proper accounting procedures.
- C. To read the FHCSC Constitution and Bylaws and initiate change to these documents as necessary for the efficient and orderly operation of the FHCSC.
- D. To designate the time and place of board and general meetings, which shall not be less than once every month, unless the President informs the members thereof that there is no business pending.
- E. To attend meetings of the FHCSC.
- F. To actively support all fundraisers held by the FHCSC.

## **ARTICLE IV**

### **Duties of Executive Governing Board Members**

#### **Section 1. Generally**

- A. The Executive Governing Board members shall pay dues by the June Board Meeting, but not before June 1<sup>st</sup> of the serving year.
- B. The Executive Governing Board members shall attend Executive Governing Board and Governing Board meetings, General Membership meetings, and other Committee meetings as needed or specified in their respective position description.
- C. The elected officers and the Parliamentarian shall maintain Standard Operating Procedures (SOPs), monthly reports, minutes, Constitution, Bylaws, and AR 210-22 for submission to their successors.
- D. The elected officers and the Parliamentarian shall, before relinquishing their positions, prepare two (2) copies of a(n):
  - 1. After Action Report (AAR) to go to their successor and the President.
  - 2. Standard Operating Procedures (SOP) to go to their successor and the President.
  - 3. Inventory Sheet/List to go to their successor and the President.
  - 4. Financial statements and/or budgets to go to their successor, the President and the Treasurer.
- E. All outgoing board members, with the exclusion of the Treasurer, will eliminate files older than three (3) years, upon the conclusion of the board year, after filing a copy with the Secretary for historical preservation if necessary. The Treasurer will be responsible for eliminating expired files older than seven (7) years upon the conclusion of the board year. All official records will be released to the

President or their successors in a self-contained position notebook, or file box as space requires.

## **Section 2. The Advisors**

- A. The FHCSC President may appoint up to six (6) Advisors to the FHCSC.
- B. Advisors may consist of the following: the spouse of the Commander General of USAICoE and Fort Huachuca, the spouse of the USAICoE CSM, the spouse of the Commanding General of NETCOM, the spouse of the NETCOM CSM, and/or another suitable advisor as needed and approved by the FHCSC Executive Board. These spouses may serve in an advisory capacity to the FHCSC. The positions of the Advisors will be approved by the FHCSC Executive Board and will not have a voting position on the Governing Board. The Advisor positions are on a volunteer basis and in no way shall the aforementioned be expected to hold any position on the FHCSC Board.
- C. At least one (1) Advisor will attend all regularly scheduled meetings. An advisor must be present at all Governing Board and Member Meetings.
- D. Advisor Duties include meeting with the newly elected President to discuss the job description and expectations and advising on matters pertaining to the FHCSC.
- E. While serving in an Advisory capacity, Advisors are unable to hold an elected or another appointed position in the FHCSC.

## **Section 3. The President**

- A. The President presides at all meetings of the Executive Governing Board, Governing Board, and at the general membership meetings.
- B. The President appoints the chairpersons of all Standing Committees of the General Governing Board.
- C. The President appoints Special Committees and representatives of the FHCSC to represent the FHCSC at community activities.
- D. The President is an executive officer member of all Standing Committees.
- E. The President shall conduct a monthly review of the Treasurer's books, checks, and financial statements as per Article IV Section 7, part H.
- F. The President has authorization to pay all budgeted expenditures via check or debit card.
- G. The President has the authority to approve expenditures up to one hundred dollars (\$100.00) monthly of unbudgeted monies without General Governing Board approval, not to exceed \$500.00 per year.
- H. The President shall have the authority to co-sign with the First Vice President and/or Treasurer, any check exceeding five hundred dollars (\$500.00).
- I. The President is custodian of all FHCSC property, to include the keys to the mailbox, storage area on Fort Huachuca, and the internal lock on the storage cage, and all property contained therein.
- J. The President shall be bonded in accordance with AR 210-22.

- K. The President shall ensure that an audit is performed in accordance with AR 210-22.
- L. The President is responsible for farewell gifts for the Executive and General Governing Board members, if desired, as budgeted.
- M. The President shall write letters of authorization, as needed, for those Executive and General Governing Board members acting on behalf of the FHCSC in the community.
- N. The President may attend or appoint a member of the FHCSC as a representative to attend or represent the FHCSC in the community as needed.

#### **Section 4. The First Vice President**

- A. The First Vice President shall assist the President, as requested.
- B. The First Vice President shall perform the duties of the President in the absence of the President and fulfills the unexpired term of the President, should it be vacated.
- C. The First Vice President shall attend Executive Board meetings, Governing Board meetings, general membership meetings, committee meetings as needed or specified in their position description, and other activities to fulfill their obligations.
- D. The First Vice President works with the appropriate establishments to coordinate menus and dates for luncheons and activities. The First Vice President will sign contracts with the establishments as needed. The First Vice President shall coordinate with the club or establishment regarding room set-up, catering, etc., and ensure the contract is fulfilled.
- E. The First Vice President shall propose a tentative program schedule for the current year and submit it to the Governing Board for approval no later than the August Governing Board meeting.
- F. The First Vice President shall attend community information forums as a representative of the FHCSC as required by the President, if needed.
- G. The First Vice President shall be responsible for the President's farewell gift, as budgeted.
- H. The First Vice President shall have the authority to cosign with the President and/or Treasurer, any check exceeding five hundred dollars (\$500.00).
- I. The First Vice President shall be bonded in accordance with AR 210-22.
- J. The First Vice President has authorization to pay all budgeted expenditures via check or debt card.
- K. The First Vice President shall coordinate, publish, and introduce the programs for the monthly meetings, with the assistance of FHCSC members, as needed.
- L. The First Vice President shall sign and keep a copy of the program contracts for the FHCSC.
- M. The First Vice President may purchase gifts for the guest speakers in accordance with the annual budget for the position.
- N. The First Vice President will approve and maintain a list of approved vendors for all FHCSC functions.
- O. The First Vice President shall be responsible for monthly luncheon table and special occasion decorations.
- P. The First Vice President shall coordinate with the President and the Treasurer on the luncheon's menus and

programs.

Q. The First Vice President shall be responsible for the opportunity drawings at General Meetings.

R. The First Vice President shall assist the Membership Chairperson with the Membership Drive, as needed.

### **Section 5. The Second Vice President**

A. The Second Vice President shall preside at all meetings in the absence of the President and the First Vice President.

B. The Second Vice President shall attend Executive Board meetings, Governing Board meetings, general membership meetings, committee meetings as needed or specified in their position description, and other activities to fulfill their obligations.

C. The Second Vice President shall act as contracting agent for fundraising activities with MWR or installation directorates, as necessary, to include permission letters.

D. The Second Vice President shall appoint a Chairperson for each fundraising activity, examples include but are not limited to: Historic Tour of Homes, Golf Scramble, and Basket Auction, as needed. Each Chairperson will maintain a copy of AR 210-22.

E. The Second Vice President shall be responsible for planning and executing charitable fundraising events. The Treasurer shall handle all monies and net proceeds from the events shall be placed in the charitable account to be disbursed in accordance with AR 210-22.

F. The Second Vice President shall propose a plan for the fundraisers for the current year and submit it to the Governing Board for approval, not later than the August Governing Board meeting.

G. The Fundraising Committee Chairperson for each fundraising activity shall be responsible for producing additional advertising items (posters, flyers, etc.). The Fundraising Committee Chairperson shall coordinate media advertising with the Publicity, Website and Social Media, and Newsletter Chairpersons.

H. The Second Vice President or designated representative of each Fundraising Committee shall be a member of the Budget Committee.

I. The Second Vice President shall turn in After Action Reports, Standard Operating Procedures, Timeline, Financial Reports, Budgets, and Inventory accounted for on an itemized list within one (1) month following the completion of the fundraising event.

J. The Second Vice President shall ensure all flyers for fundraising activities include the FHCSC's designation as a 501(c)(3) Non-Profit Organization.

### **Section 6. The Secretary**

A. The Secretary shall keep an accurate record of all meetings of the Executive Governing Board, Governing Board meetings, and general membership meetings, along with any motions put before these meetings.

B. The Secretary shall attend Executive Governing Board meetings, Governing Board meetings, general membership meetings, committee meetings as needed or specified in their position description, and other activities to fulfill their obligations.

- C. Within ten (10) working days after approval of the minutes and completion of the Governing Board meeting, the Secretary shall forward copies of the minutes and Treasurer's report to the Private Organization Coordinator.
- D. The Secretary handles all official correspondence for the President as requested.
- E. The Secretary picks up and distributes all FHCSC mail on a regular basis or as requested and directed by the President.
- F. The Secretary assists all committee chairpersons with correspondence upon request and with approval of the President.

## **Section 7. The Treasurer**

- A. The Treasurer shall attend Executive Governing Board meetings, Governing Board meetings, general membership meetings, committee meetings as needed or specified in their position description, and other activities to fulfill their obligations.
- B. The Treasurer shall be bonded in accordance with AR 210-22.
- C. The Treasurer shall administer all FHCSC funds and accounts (administrative and charitable) and has authorization to pay all budgeted expenditures.
- D. With the approval of the President, the Treasurer may sign checks up to one hundred dollars (\$100.00), which are required for payment of expenditures not included in the budget.
- E. The Treasurer shall not write checks exceeding one hundred dollars (\$100.00) without the Governing Board or budgetary approval.
- F. The Treasurer shall coordinate with any Chairperson who collects and prepares monies for deposit.
- G. The Treasurer shall keep an itemized account of all receipts and expenditures in the Treasurer's automated accounting system. All supporting receipts, reimbursement vouchers, and deposit records will be kept in files for each account, administrative and charitable.
- H. The Treasurer shall conduct a monthly review and reconciliation of all books, checks, and financial statements with the President.
- I. The Treasurer shall be a standing member of all fundraising committees.
- J. The Treasurer shall submit monthly statements in writing to the Governing Board for both administrative and charitable funds.
- K. The Treasurer shall prepare the annual administrative and charitable budgets at the beginning of the elected year for approval of the Governing Board. The Treasurer shall chair the Budget Committee.
- L. The Treasurer shall have the authority to co-sign with the President and/or First Vice President, any check exceeding five hundred dollars (\$500.00).
- M. The Treasurer shall submit financial records for audit either at the end of their term or when required by the Private Organizations office. Audit to be performed by a qualified auditor as defined in AR 210-22 or by a committee of three club members who hold no office at the end of their term. The Treasurer is responsible for addressing any discrepancies in the auditor's or committee's report.
- N. The Treasurer shall comply with all federal, state, and local tax laws and file tax documents as required.



## **Section 8. The Parliamentarian**

- A. The Parliamentarian shall be appointed by the President.
- B. The Parliamentarian shall attend Executive Board Meetings, Governing Board meetings, general membership meetings, committee meetings as needed or specified in their position description, and other activities to fulfill their obligations.
- C. The Parliamentarian chairs the annual Constitution and Bylaws Review Committee and ensures all Constitutional changes and Bylaws go before the proper reviewing authority (see Constitution, Articles IX and X).
- D. The Parliamentarian chairs the Nominating Committee to be formed on or before January 1<sup>st</sup> (See Article VI, Section 1).
- E. The Parliamentarian conducts elections in April and the installation ceremony in May.
- F. The Parliamentarian shall be the authority on all parliamentary procedures and ensures orderly conduct as outlined in Robert's Rules of Order, Revised.
- G. The Parliamentarian shall serve as liaison with the Staff Judge Advocate or the Private Organization Coordinator regarding any legal question pertinent to the FHCSC.
- H. The Parliamentarian, in the case of an emergency, shall take a vote of the Executive or General Governing Boards by telephone, e-mail, and/or text, at the President's direction.
- I. The Parliamentarian is responsible for typing and reproducing the FHCSC Constitution and Bylaws.

## **ARTICLE V**

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

## **Section 1. Committee Chairpersons**

The following provisions shall apply to the Committee Chairpersons of all Standing Committees of the General Governing Board.

- A. Committee Chairpersons shall pay dues for their appointed year prior to their first Board Meeting and prior to voting or conducting FHCSC business, but not before June 1<sup>st</sup>.
- B. Committee Chairpersons shall attend all Governing Board meetings or notify the Secretary in case of intended absence, not to exceed two (2) consecutive meetings or three (3) meetings per year (excluding meetings in June and July).
- C. Committee Chairpersons shall appoint members from the FHCSC general membership to their Committees as needed and inform the President of said member's names.
- D. Committee Chairpersons shall maintain a file of Standard Operating Procedures, monthly reports, minutes, Constitution, and Bylaws for submission to their successors.
- E. Committee Chairpersons shall review and revise their job descriptions and budgets annually, as needed.
- F. Before relinquishing their positions (or no later than the May General Board meeting), Committee Chairpersons shall prepare two (2) copies of the following documents:

1. After Action Reports (AAR) to be furnished to the successor Chairperson and President.
2. Standard Operating Procedures (SOP), including a position timeline, shall be furnished to the successor Chairperson and President.
3. Financial statements and budget to be furnished to the successor Chairperson and the Treasurer.
4. Inventory list to be furnished to the successor Chairperson and the President, if applicable.
5. Notwithstanding the foregoing, the Chairpersons of the Fundraising Committees will complete and turn in to the President 1 - 4 of the above one (1) month after the completion of a fundraiser.
6. All other material relevant to their Committee to be furnished to the successor Chairperson in order that continuity is assured. Previous year's notes and files should then be placed in the FHCSC storage facility to be used for historical reference.

## **Section 2. Special Committees**

- A. The Budget Committee: The Budget Committee, chaired by the Treasurer, is composed of the Executive Governing Board and any other persons deemed necessary by the Treasurer, per Article VII Section 2.
- B. Constitution and Bylaws Review Committee: The Constitution and Bylaws Review Committee, chaired by the Parliamentarian, shall consist of at least five active FHCSC members, one of which shall be an FHCSC member who does not serve as a Governing Board member. The committee shall convene no later than August 31st of each calendar year to review the Constitution and Bylaws. All revisions shall be voted on by the November general membership meeting.
- C. The Nominating Committee: The Nominating Committee, chaired by the Parliamentarian, shall consist of five active FHCSC members. All discussions remain confidential within the Nominating Committee. The Nominating Committee shall be established no later than January 1<sup>st</sup>. See ARTICLE VI.

## **Section 3. General Governing Board Committee Chairpersons**

The following are Committees of the Governing Board. The Chairperson of each Committee within the General Governing Board has one (1) vote on the Governing Board.

### **A. Activities**

1. The Activities Chairperson shall recruit activity group leaders.
2. The Activities Chairperson shall coordinate and maintain the calendar for all activities.
3. The Activities Chairperson shall provide pertinent information to the Website and Social Media and Newsletter Chairpersons, in an effort to advertise monthly activities to the general membership.
4. The Activities Chairperson shall assist the Membership Chairperson with the Membership Drive. Activity group sign-up sheets will be made available for this purpose.

### **B. Community Outreach**

1. The Community Outreach Chairperson shall submit a suggested list of eligible organizations and their function to the General Governing Board at the August board meeting for approval.
2. The Community Outreach Chairperson shall submit a copy of the approved list of organizations for insertion into the Newsletter.

3. The Community Outreach Chairperson shall be responsible for the collection and distribution of donations received at a minimum of five (5) general monthly meetings, to the appropriate agency or organization, in coordination with the First Vice President.

### **C. Grants**

1. The Grants Chairperson is responsible for the grant application and distribution process as well as oversight of the Grant Committee.
2. The Grants Committee shall consist of the Grants Chairperson, President, Treasurer, and at a minimum three (3) FHCSC members (non-board members). Non-board members are limited to two consecutive years serving on the committee. Committee members associated with organizations requesting funds shall recuse themselves from the vote for that organization's request.
3. On or after the September Governing Board meeting, the Grants Chairperson shall submit a copy of the Grant Application and SOP for approval by the Governing Board.
4. The Grants Chairperson shall advertise when applications for financial assistance will be accepted.
5. The Grants Chairperson shall maintain accurate records of applications, donations and acknowledgement/receipts from the beneficiaries of funds.
6. The Grants Chairperson shall be responsible for the acceptance and review of all applications for financial assistance to ensure established criteria are met in accordance with Article VII, Section 2 B (3).
7. The Grants Chairperson shall recommend action to the Governing Board as needed concerning request for both the Spring Campaign and Discretionary Funds.
8. The Grants Chairperson shall present the committee's recommendations for approval to the Governing Board in April or May.
9. The Grants Chairperson shall notify applicants of the Governing Board's decisions concerning requests (i) within one (1) week after the decision with respect to Discretionary Campaign Funds; (ii) after the April or May Governing Board meeting with respect to the Spring Campaign Funds.
10. The Grants Chairperson shall coordinate notification to the general membership of recipients of the FHCSC grants prior to the May function. Notification may be made via email, the FHCSC website, newsletter, and/or Facebook page.
11. The Grants Chairperson is responsible for the presentation of the grants.

### **D. Historian**

1. The Historian shall be responsible for taking photographs at all FHCSC functions. In case of their absence, the Historian shall coordinate a substitute to fulfill this duty.
2. The Historian shall provide photographs to the Publicity, Website, and Newsletter chairs and upload photos to the Google drive regularly. All other Board members may request pictures as needed.
3. The Historian shall preserve and maintain all photographs, documents and other historical items archived and stored by FHCSC.
4. The Historian shall produce and have published an FHCSC photo book by May 31st. FHCSC photo book shall be stored for historical purposes.
5. The Historian shall coordinate with the Membership Chair to ensure those in the "Do Not Photograph" list.

## **E. Hospitality**

1. The Hospitality Chairperson shall introduce new members and guests at each membership meeting.
2. The Hospitality Chairperson recognizes member birthdays in the form of a gift, as the Governing Board deems appropriate, at monthly meetings.
3. The Hospitality Chairperson shall communicate with the Membership Chairperson to identify new members.
4. The Hospitality Chairperson shall be present at FHCSC functions or appoint a representative in their absence.
5. The Hospitality Chairperson shall assist the Membership Chair with the Membership Drive.
6. The Hospitality Chairperson shall be a friendly and generous host at all meetings and events.

## **F. Membership**

1. The Membership Chairperson shall actively recruit members using whatever means available year-round.
2. The Membership Chairperson shall be responsible for collecting membership dues and distributing membership gifts. All Membership dues will be turned over to the Treasurer as soon as possible.
3. The Membership Chairperson shall, in coordination with the President, First Vice President, and Hospitality Chair, conduct a membership drive in August.
4. The Membership Chairperson shall compile an accurate membership list and furnish copies to the Governing Board. The Membership Chair will be required to update Membership lists monthly and provide updated lists to the Governing Board.
5. The Membership Chairperson shall create and publish an official FHCSC Membership Directory to the general membership by December 1.
6. The Membership Chairperson shall be responsible for creating, maintaining, and distributing Membership nametags.
7. The Membership Chairperson shall ensure that those listed on the "Do not publish" list are not included in any publications the FHCSC distributes.

## **G. Publicity**

1. The Publicity Chairperson shall prepare and publish monthly, the Roadrunner Newsletter in coordination with the President, for distribution on the web and via email to members and all social media.
2. The Publicity Chairperson shall be responsible for setting deadlines for publication and distribution of the newsletter.
3. The Publicity Chairperson shall maintain contractual records, payments, and receipts for advertisements.
4. The Publicity Chairperson shall submit all monies from ads to the Treasurer at the monthly board meetings.
5. The Publicity Chairperson shall publish the slate of nominees in the March newsletter with their biographies and photos (optional).
6. The Publicity Chairperson will ensure all flyers for fundraising activities include the FHCSC's designation as a 501(c)(3) Non-Profit Organization.
7. The Publicity Chairperson shall be responsible for publicizing through multi-media and physical flyers

around the community all FHCSC activities in coordination with the President, First Vice President, and the Governing Board.

## **H. Reservations**

1. The Reservations Chairperson shall solicit for reservations via email and receive all reservations (RSVPs, menu selections, etc.) for the FHCSC monthly meetings, and notify the First Vice President of the number of reservations received.
2. The Reservations Chairperson shall be responsible for collecting payments for all reservations, attended or not, of the general monthly meetings.
3. In case of their absence, the Reservations Chairperson shall coordinate a substitute to accept guest payments on day of monthly meeting.

## **I. Scholarships**

The Scholarship Committee shall consist of the Scholarship Chair, a minimum of three (3) FHCSC non board members serving a term of no more than two (2) consecutive years, and the President and Treasurer as Advisors. The Scholarship Committee members must not have a family member who applies for a scholarship. The Scholarship Committee (excluding the Chairperson) will be responsible for choosing the recipients of the scholarships, and a minimum of three (3) FHCSC members will determine the amounts of the scholarships based on the amount of money available for scholarships.

1. On or after the September Governing Board meeting, the Scholarship Chairperson shall submit a copy of the scholarship application and SOP for approval by the Governing Board.
2. The Scholarship Chairperson shall present the committee's recommendations to the Governing Board at the May meeting for approval before notification of any recipients.
3. The Scholarship Chairperson shall be responsible for notifying, by letter or email, all scholarship applicants of the results of the Scholarship Committee.
4. The Scholarship Chairperson shall notify the general membership of the results at the May general membership meeting. and posted on the FHCSC website, Facebook, and/or the FHCSC Newsletter. Photos of awardees will only be published with consent of the applicant provided during the application process.
5. The Scholarship Chairperson shall be responsible for ensuring that club funds are applied to the scholarship recipient's account at the educational institution and for keeping a record of such transactions. The Scholarship Chairperson will coordinate with the Treasurer to verify receipt of monies.
6. The Scholarship Chairperson shall be responsible for planning/executing any scholarship award ceremony, with the President and Treasurer as advisors.

## **J. Volunteer Coordinator**

1. The Volunteer Coordinator will be responsible for coordination of all volunteers in support of fundraising events.
2. The Volunteer Coordinator prepares certificates of appreciation, as required by the President.
3. The Volunteer Coordinator will ensure VMIS is updated with current board position descriptions for the FHCSC, approve applications, approve hours submitted by volunteers, and assist volunteers with the use of VMIS.

## **K. Ways and Means**

1. The Ways and Means Chairperson shall be responsible for raising administrative funds for the operation of the FHCSC at the meetings and fundraising events.
2. The Ways and Means Chairperson shall be present at each general membership meeting to operate the Ways and Means Table or online store options. The monies received from the Ways and Means sales will be turned over to the Treasurer after the activity.
3. The Ways and Means Chairperson shall be responsible for ordering new supplies within the approved budget allotted for the Board year.
4. The Ways and Means Chairperson shall maintain an accurate inventory.

## **L. Website and Social Media**

1. The Website and Social Media Chairperson must update links, applications, names of the Executive and General Governing Board, dates and any other information that changes, as needed.
2. The Website and Social Media Chairperson is ultimately responsible for ensuring that the website is easy to navigate and addresses the needs of the members and club.
3. The Website and Social Media Chairperson shall monitor, improve, and update the performance of the website, as needed.
4. The Website and Social Media Chairperson is the custodian of the website and all financial matters pertinent to the website and shall coordinate with the Treasurer for bill payment.
5. The Website and Social Media Chairperson is the custodian of the FHCSC Facebook page and member group, and Instagram account. Website and Social Media Chairperson shall monitor, update, and post pertinent information on a regular basis.
6. The Website and Social Media Chairperson shall be responsible for communicating the happenings of the FHCSC to include but not limited to, events, needs, and volunteer opportunities, keeping in mind the representation of the club.

## **Section 4. Other Committees**

Other Committees, as deemed necessary, shall be appointed by the President with the approval of the Governing Board. The Committee Chairperson shall not have a vote unless the Bylaws are amended to add the committee as a Committee of the General Governing Board.

## **Article VI**

### **Elections and Voting**

#### **Section 1. Nominations**

A. The Parliamentarian shall chair a Nominating Committee consisting of five (5) active FHCSC members at-large. All discussions remain confidential within the Nominating Committee. The Nominating Committee shall be established no later than January 1st.

B. The Nominating Committee shall submit a slate of nominees to the Governing Board no later than the March meeting, a biography of each nominee for the March Newsletter and website, and shall submit the nominee list to the general membership at the April/May meeting.

## **Section 2. Elections and Voting**

- A. Elections shall be held at the April/May general membership meeting.
- B. If a single slate is presented, a voice vote may be taken. If a multiple slate is presented, elections shall be by secret ballot.
- C. The Parliamentarian shall handle the procedures for ballot voting.
- D. There will be no absentee or proxy votes.
- E. All nominees require a majority vote (one (1) more than half (1/2) of those voting) to be elected.
- F. Any dispute or contest of an election must be submitted to the current President in writing within five (5) business days of the election. The current President shall submit the dispute to the Executive Governing Board for resolution within ten (10) business days of the election. The Executive Governing Board shall take whatever action it deems appropriate to resolve the dispute or contest.

## **Section 3. Installation**

- A. The new officers shall be installed by the Parliamentarian at the May general membership meeting.
- B. The elected officers' year shall commence June 1 and run through May 31.
- C. The May Governing Board meeting will be a transition Board meeting with both the incoming and outgoing members of the Governing Board in attendance, at which time the files maintained by each officer, chairperson and representative will be presented to the newly installed officer, chairperson and representative.
- D. All officers, chairpersons and representatives shall sign the volunteer agreement annually, and agree to follow the Constitution and Bylaws of the FHCSC.

## **Article VII**

### **Finances**

## **Section 1. Dues**

- A. All members shall be required to pay dues.
- B. The fiscal and membership year shall be from June 1 through May 31.
- C. Dues shall be set annually at the April meeting of the Governing Board.

## **Section 2. Budgets**

The budgets shall be prepared by the Budget Committee chaired by the Treasurer. The Budget Committee shall include the Executive Governing Board.

### **A. Administrative Budget**

1. The Administrative Budget shall anticipate all operations of the FHCSC throughout the fiscal year.
2. The Budget Committee shall submit a proposed Administrative Budget no later than the June Governing Board meeting for approval by the Governing Board. It shall be submitted to the general membership for approval at the September general membership meeting.
3. A minimum of two thousand dollars (\$2,000.00) shall be available at the end of the board year to be carried over for the new board.
4. The Budget Committee shall review and revise the Administrative Budget at the Executive Governing Board meetings as needed to include a midyear review.

### **B. Charitable Budget**

1. The Charitable Budget shall include any fundraising income and expenses as well as any anticipated expenditures for scholarships and community disbursements.
2. The Budget Committee shall submit a proposed Charitable Budget no later than the August Governing Board meeting for approval by the Governing Board. It shall be submitted to the general membership for approval at the September general membership meeting.
3. Net proceeds in the Charitable Budget must be donated, in consideration order, on the installation to support its on-post organizations and other community and family support activities or installation activities. Second, the proceeds may also be donated to local off-post; non-profit, charitable organizations used by or of direct benefit to the installation community; and lastly, the proceeds may also be donated to national organizations, with or without local affiliation, which are used by or of direct benefit to the installation community or a noble cause.
4. A minimum of five dollars (\$5.00) shall be available at the end of the board year to be carried over for the new board, as required by the bank.

### **Section 3. Insurance**

- A. Bonding, Liability and Property insurance will be maintained by the Treasurer with an up to date inventory of property.
- B. Special Event Liability insurance will be carried for fundraising events.
- C. The President and Treasurer will maintain copies of all insurance policies.

## **ARTICLE VIII**

### **Meetings and Quorums**

#### **Section 1. General Membership Meetings**

The membership will be notified of any special general membership meeting at least one week in advance.

#### **Section 2. Emergency Meetings**

At the request of three (3) Governing Board members, the President will call an emergency meeting of the



Governing Board. The President may call an emergency meeting of the Executive Governing Board and Governing Board when needed.

### **Section 3. Voting Procedures**

A quorum must be present to vote at any meeting of the FHCSC. A quorum shall be established when:

- A. General membership meetings: Ten percent (10 %) of the general membership is present at a general membership meeting.
- B. Governing Board Meetings: At least one-half of the voting membership of the General Governing Board is present at a Governing Board meeting.
- C. A simple majority vote constitutes approval unless otherwise noted in the Constitution, Bylaws, or Robert's Rules of Order, revised.

### **Section 4. Emergency Votes**

At the direction of the President, the Parliamentarian can take an emergency vote of the Executive and Governing Board by email, or other written forms of communication. Advisors will be included in the communications regarding any emergency vote.

### **Section 5. General Member Address of Governing Board Meetings**

Any member in good standing may request to address the Governing Board meeting to present an issue and/or to observe the discussion of said issue. The observing member will not vote and will leave after the resolution of the issue. The member may attend with at least a 24-hour prior notice to the President.

## **ARTICLE IX**

### **Parliamentary Authority**

In all matters not covered by the Constitution and Bylaws, the FHCSC will be governed by Robert's Rules of Order, revised.

## **ARTICLE X**

### **Miscellaneous**

- A. The FHCSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
- B. The FHCSC's activities will not seek to deprive individuals of their civil rights.
- C. The FHCSC will not unlawfully deny membership, unlawfully exclude from participation, or otherwise subject to unlawful discrimination, any person regardless of race, national origin, color, religion, sex, sexual orientation,

age or disability.

D. All references in this document, which indicates gender, such as "his," "her," "she" or "he" shall be deemed to be gender-neutral.

E. The Installation Commander may revoke permission to operate on the installation at any time.

**We certify that the Governing Board approved these Bylaws. (March 2024)**

**We certify that the General Members were notified of these Bylaws. (March 2024)**



Candy Olivares, FHCSC President 2023-2024



Aimee Randazzo, FHCSC Parliamentarian 2023-2024