

FORT HUACHUCA COMMUNITY SPOUSES' CLUB  
BYLAWS  
June 2018

**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 01 November 2001.

**ARTICLE II**  
Membership

**Section 1. Membership Eligibility**

Membership shall be available to the adult members of current or former residents in the Ft. Huachuca area, including friends of Ft. Huachuca.

**Section 2. Membership Privileges**

- A. All members of the FHCSC, at general membership meetings, shall have one general membership vote per person. All members shall be entitled to hold an appointed or elected office as per Article III Section 1 A.
- B. All members of the FHCSC may attend the monthly general membership meeting (monthly luncheon), unless the President informs the members thereof that there is no business pending.

**Section 3. Gaining Membership**

Any eligible person 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 (monthly luncheons) per year as a non-member. Attendance at any subsequent meeting is not permitted unless the individual has become a member.

**ARTICLE III**  
Officers and Governing Body

**Section 1. The Executive Governing Board shall consist of:**

- A. Voting members: The FHCSC elected officers are voting members of the Governing Board and include:
1. President
  2. First Vice-President
  3. Second Vice-President
  4. Recording Secretary
  5. Treasurer

At least 3 of the 5 voting members shall be active duty 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 active duty 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 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.

The Chairpersons of the Governing Board are voting members of the Governing Board. The Standing Committees within the Governing Board shall include, but are not limited to the following committees (for so long as the same are recognized by the FHCSC) or other Standing Committees of the Governing Board, which may be added by an amendment to these Bylaws:

1. Publicity
2. Webmaster/Social Media
3. Historian
4. Volunteer Coordinator
5. Disbursements
6. Scholarships
7. Hospitality
8. Ways and Means
9. Reservations
10. Activities
11. Membership
12. Newsletter
13. We Care Community Outreach

There shall be no limit on the number of positions on the Executive Governing Board, the General 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) position within the Governing Board at a time; and (ii) a voting member of the Governing Board shall have one vote, without regard to the number of voting positions on the Governing Board filled by such member.

- B. Non-voting members: The following positions may be appointed by the President from the membership of the FHCSC and will serve on the Governing Board as Non-voting members:
  - 1. Parliamentarian
  - 2. Presidential Appointees, as desired (e.g. mentors/advisors-including advisors from unit organizations if they choose to participate)
- C. 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 for the position to be filled. 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.
- D. Election/Appointment/Resignation of Officers: Election of officers shall occur as provided by the Bylaws. Appointment of the General Governing Board shall occur at the first Governing Board meeting held following the April FHCSC general membership meeting. 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.
- E. President position is considered with preference to an active duty spouse. If no active duty spouse is nominated then preference falls to 1. retiree spouse and then 2. civilian nominee, in that order.

**Section 2. The duties of the General 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 initiate change to the Constitution and Bylaws for the efficient and orderly opera-

tion of the FHCSC.

- D. To designate the time and place of board 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 actively support all fundraisers, in their prospective Board positions.

### **Section 3. The Executive Governing Board**

- A. The Executive Governing Board shall consist of the following persons:
  - 1. The FHCSC elected officers
  - 2. The Non-voting members
- B. The Executive Governing Board's duties shall be to discuss concerns or business and forward recommendations to the Governing Board for a vote.

## **ARTICLE IV**

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

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

- A. The Executive Governing Board members shall pay dues by June 1st of serving year.
- B. The Executive Governing Board members shall attend Executive Governing Board and Governing Board meetings, General Membership meetings (monthly luncheon), and Budget Committee meetings.
- C. The elected officers and the Parliamentarian shall maintain Standard Operating Procedures (SOPs), monthly reports, minutes, Constitution and Bylaws, and AR 210-22 for submission to their successors.
- D. The elected officers and the Parliamentarian shall, before relinquishing their positions, prepare three (3) copies of a(n):
  - 1. After Action Report (AAR) to go to their successors, the President and Parliamentarian.
  - 2. Standard Operating Procedures (SOP) to go to their successors, the President, and Parliamentarian.
  - 3. Inventory to go to their successors and the President.
  - 4. Financial statements and/or budgets, if needed, to their successors, the President and Treasurer.
- E. All outgoing board members, with the exclusion of the Treasurer, will be responsible for

eliminating expired files, those older than three (3) years, upon the conclusion of the board year. The Treasure 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. Honorary Advisor: Spouses of the Fort Huachuca Command Group to include the Command Sergeant Major, Commanding General, and/or the Commander Garrison and the Garrison Command Sergeant Major.
- B. The FHCSC President may appoint up to three, Advisors-At-Large who can serve a minimum of two (2) years on the FHCSC Board.
- C. The Honorary Advisors will appoint alternates to the above Advisors, if it is deemed necessary, at the appropriate time.
- D. At least one (1) person from the Advisory Group will attend all regularly scheduled meetings. An advisor must be present at all Executive and Governing Board meetings.
- E. Honorary Advisor Duties include meeting with the newly elected President to discuss the job description and expectations.

## **Section 3. The President**

- A. The President presides at all meetings of the Executive Governing Board, Governing Board meetings, and the general membership meetings (monthly luncheon).
- B. The President appoints the chairpersons of all Standing Committees of the Governing Board.
- C. The President appoints Special Committees and representatives of the FHCSC to 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.
- F. The President has the authority to sign any check in the absence of the Treasurer.
- G. The President has the authority to approve expenditures up to one hundred dollars (\$100.00) monthly of unbudgeted monies without 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 Treasurer, any check exceeding five hundred dollars (\$500.00).
- I. The President shall sign for and is custodian of all FHCSC property.
- 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, 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 shall attend or appoint a representative to attend community information forums (e.g.: Joint Services Committee, Advisory Councils - PX/Commissary, Health Clinic, Child and Youth Services, etc.) as representative of the FHCSC, as necessary.

#### **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 Governing Board meetings, Governing Board meetings, general membership meetings (monthly luncheon), budget committee meetings and 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, PA system, meal service, 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 Executive Governing Board for approval no later than the August Governing Board meeting.
- F. The First Vice President shall attend community information forums (e.g.: Joint Services Committee, Advisory Councils, etc.) 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 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 shall have the authority to sign any check in the absence of the Treasurer.
- K. The First Vice President shall coordinate, publish, and introduce the programs for the monthly meetings (luncheons), 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 Second Vice President on the luncheon's menus and programs.
- Q. The First Vice President shall be responsible for the opportunity drawings.
- 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 Governing Board meetings, Governing Board meetings, general membership meetings (monthly luncheon), budget committee meetings and activities to fulfill their obligations.
- C. The Second Vice President shall act as contracting agent for fund-raising 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: Holiday Bazaar, Historical Tour of Homes, Golf Scramble and Basket Auction. 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 verify with the First Vice President that all permission letters have been sent and approved, and coordinate with the First Vice President to obtain contracts if necessary.
- G. The Fundraising Committee Chairperson for each fundraising activity shall be responsible for producing additional advertising items (posters, flyers, etc.). The Fundraising Committee Chair-

person 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 Disbursements and 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. All flyers for fundraising activities shall 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 (monthly luncheon), along with any motions put before these meetings.
- B. The Secretary shall attend Executive Governing Board meetings, Governing Board meetings, general membership meetings (monthly luncheon), budget committee meetings, and 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 Treasurers report to the Private Organization Coordinator.
- D. The Secretary handles all correspondence for the President as requested.
- E. The Secretary picks up and distributes all FHCSC mail on a regular basis 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 (monthly luncheon), budget committee meetings, and 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 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 disbursements 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 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. The Treasurer must seek private counsel or contact proper tax officials to ensure compliance with all tax laws.

### **Section 8. The Parliamentarian**

- A. The Parliamentarian shall be appointed by the President.
- B. The Parliamentarian shall attend Executive Governing Board meetings, Governing Board meetings, general membership meetings (monthly luncheon), budget committee meetings and activities to fulfill their obligations.

- C. The Parliamentarian chairs the annual Constitution and Bylaws Review Committee and ensures that 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 VII, 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 FHCS.
- H. In an emergency, the Parliamentarian shall take a vote of the Governing Board by telephone, e-mail, letter, and/or facsimile at the President's direction.
- I. The Parliamentarian is responsible for typing and reproducing the FHCS Constitution and Bylaws.

**ARTICLE V**  
Standing Committees

**Section 1. Committee Chairpersons**

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

- A. Committee Chairpersons shall pay dues for their appointed year prior to voting or conducting FHCS business.
- B. Committee Chairpersons shall attend 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 FHCS 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 annually, as needed.
- F. Before relinquishing their positions (or no later than the May Governing Board meeting), Committee Chairpersons shall prepare copies of the following documents:
  - 1. After Action Reports to be furnished to the successor Chairperson, President and

Parliamentarian.

2. Standard Operating Procedures, including a position timeline, shall be furnished to the successor Chairperson, President and Parliamentarian.
3. Financial statements and budget to be furnished to the successor Chairperson, President and Treasurer.
4. Inventory list to be furnished to the successor Chairperson, President, and Treasurer, 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 the fundraiser.
6. All other material relevant to their Committee to be furnished to the successor Committee Chairperson in order that continuity is assured. Previous year's notes and files should them be placed in FHCSC storage facility.

## **Section 2. Special Committees**

- A. The Budget Committee: The Budget Committee, chaired by the Treasurer, is composed of the Executive Governing Board, each of the fundraising chairs, scholarships and distribution chairs, 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 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 January 31<sup>st</sup> of each calendar year to review the Constitution and Bylaws and all revisions shall be voted on by the March general membership meeting.
- C. Nominating Committee: See ARTICLE VI.

## **Section 3. General Governing Board Standing Committees**

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

### **A. Publicity**

1. The Publicity Chairperson shall be responsible for publicizing through the media and physical flyers around community all FHCSC activities in coordination with the President, First Vice President, and the Governing Board.

2. The Publicity Chairperson shall maintain contractual records, payments, and receipts.
3. The Publicity Chairperson shall be a standing member of all fundraising committees.
4. The Publicity Chairperson shall submit all monies to the Treasurer at the monthly board meetings.
5. The Publicity Chairperson will ensure all flyers for fundraising activities shall include the FHCSC's designation as a 501(c)(3) Non-Profit Organization.

#### **B. Newsletter**

1. The Newsletter Chairperson shall prepare and publish monthly the Roadrunner Newsletter in coordination with the President for distribution on the web and shared via email to members and all social media.
2. The Newsletter Chairperson shall maintain contractual records, payments, and receipts for advertisements.
3. The Newsletter Chairperson shall be responsible for setting deadlines for publication and distribution of the newsletter.
4. The Newsletter Chairperson shall submit all monies to the Treasurer at the monthly board meetings.
5. The Newsletter Chairperson will ensure newsletter includes the FHCSC's designation as a 501(c)(3) Non-Profit Organization.

#### **C. Website and Social Media**

1. The Website and Social Media Chairperson must update links, applications, names of the Executive and 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 that it 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 reimbursement.
5. The Website and Social Media Chairperson is the custodian of FHCSC Facebook pages and groups. The Website and Social Media Chairperson shall monitor, update, and post pertinent information on a regular basis.

#### **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 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.

#### **E. Volunteer Coordinator**

1. The Volunteer Coordinator will be a standing member of all fundraising committees.
2. The Volunteer Coordinator will be responsible for coordination of all volunteers in support of fundraising events: Holiday Bazaar, Historical Tour of Homes, Gold Scramble and Basket Auction.
3. The Volunteer Coordinator prepares certificates of appreciation, as required by the President.
4. The Volunteer Coordinator will ensure VMIS is updated by updating ACS with current board positions and descriptions.

#### **F. We Care Community Outreach**

1. The We Care Community Outreach Chairperson shall submit a suggested list of eligible organizations and their function to the Governing Board at the August board meeting for approval.
2. The We Care Community Outreach Chairperson shall submit a copy of the approved list of organizations for insertion into the Newsletter.
3. The We Care Community Outreach Chairperson shall be responsible for the collection and distribution of donations received at the general monthly meetings (luncheons) to the appropriate agency or organization, in coordination with the First Vice President.

#### **G. Disbursements**

The Disbursements Chairperson is responsible for: (i) Disbursements -- large Spring Campaign (Spring Campaign Funds"), (ii) Discretionary -- time sensitive donations made prior to/after the Spring Campaign (Discretionary Funds).

1. The Disbursements Committee shall consist of the Disbursement Chairperson, three (3) members from the Executive Governing Board (two of which shall be the President and the Treasurer), each major Fundraising Chairperson of that club year, and three (3) FHCSC members-at-large that did not serve the prior year (one (1) year

term). Committee members associated with organizations requesting funds shall recuse themselves from the vote for that organization's request.

2. The Disbursement Chairperson shall advertise when applications for financial assistance will be accepted for the Spring Campaign.
3. The Disbursements Chairperson shall maintain accurate records of applications, donations and acknowledgement/receipts from the beneficiaries of funds.
4. The Disbursements 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).
5. The Disbursements Chairperson shall recommend action to the Governing Board as needed concerning request for both the Spring Campaign and Discretionary Funds.
6. The Disbursements Chairperson shall present the committee's recommendations for approval to the Governing Board in April or May via email.
7. The Disbursements 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.
8. The Disbursements Chairperson shall coordinate notification to the general membership of recipients of the Spring Campaign Funds prior to the May function. Notification may be made via email, the FHCSC website, newsletter, and/or Facebook page.
9. The Disbursement Chairperson is a standing member of the budget committee.
10. The Disbursement Chairperson is responsible for the Annual Installation Awardees program.

## **H. Scholarships**

The Scholarship Committee shall consist of the Scholarship Chair, a minimum of three (3) FHCSC members at-large 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 full 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 for approval by the BOD.
2. The Scholarship Chairperson shall present the committee's recommendations to the Governing Board for approval before notification of any recipients.
3. The Scholarship Chairperson shall be responsible for notifying by letter 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 (monthly luncheon). Thereafter the recipients will be identified by school origin, to protect the privacy of minors, 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 Committee shall be responsible for planning/executing any scholarship award ceremony, with the First Vice President as an advisor or in the event of a conflict.
7. The Scholarship Chairperson is a standing member of the budget committee.

## **I. Hospitality**

1. The Hospitality Chairperson shall introduce new members and guests at each membership luncheon.
2. The Hospitality Chairperson recognizes member birthdays in the form of a gift, as the Governing Board deems appropriate, at monthly luncheons.
3. The Hospitality Committee 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.

## **J. Ways and Means Committee**

1. The Ways and Means Committee shall be responsible for raising administrative funds for the operation of the FHCSC at the luncheons and fundraising

events.

2. The Ways and Means Committee shall be present at each general membership meeting (monthly luncheon) to operate the Ways and Means Table. The monies received from the Ways and Means sales will be turned over to the Treasurer as soon as possible after the activity.
3. The Ways and Means Committee shall be responsible for ordering new supplies within the approved budget allotted for the Board year.
4. The Ways and Means Committee shall maintain an accurate inventory.

#### **K. Reservations**

1. The Reservations Chairperson shall solicit for reservations via email and receive all reservations (RSVPs, menu selections, etc.) for the FHCS luncheons 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 general monthly meetings (luncheons).
3. The Reservations Chairperson shall be responsible for creating, maintaining, and distributing Membership name-tags.
4. In case of their absence, the Reservations Chairperson shall coordinate a substitute to accept guest payments and distribute name tags on day of luncheon.

#### **L. Activities**

1. The Activities Chairperson shall recruit sub-club coordinators.
2. The Activities Chairperson shall coordinate and maintain the calendar for all sub-club 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. Sub-Club sign-up sheets will be made available for this purpose.

#### **M. 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, shall conduct a membership drive in August.
4. By the September Governing Board meeting, the Membership Chair 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 FHCS Membership Directory to the general membership by December 1.

#### **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 Standing Committee of the Governing Board.

### **Article VI** Elections and Voting

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

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

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

- A. Elections shall be held at the April general membership meeting (monthly luncheon).
- 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 (luncheon).
- 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 and FHCSG Governing Board Agreement annually.

## **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, Fundraising, Scholarship and Disbursement chairpersons. The Honorary President and Advisors may attend.

##### **A. Administrative Budget**

1. The Administrative Budget shall anticipate all operations of the FHCSG throughout

the fiscal year.

2. The Budget Committee shall submit a proposed Administrative Budget no later than May 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 (monthly luncheon).
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 May 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 (monthly luncheon).
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 or of direct benefit to the installation community or a noble cause.

### **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 (luncheons)**

The membership will be notified of any special general membership meetings (monthly luncheon) 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 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 (luncheon): Ten percent (10 %) of the general membership is present at a general membership meeting (luncheon).
- B. Governing Board Meetings: At least one-half of the voting membership of the 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 Governing Board by email, or other written forms of communication.

### **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 these Bylaws were approved by the Governing Board  
(Approved this 25<sup>th</sup> day of June 2018).**

Cynthia Gilbert  
President  
2018-2019

Edwina L. Brown  
Parliamentarian  
2018-2019