

MILITARY SPOUSES' SOCIETY OF VIRGINIA BY-LAWS

2020

Article I: Membership

A. Members

1. Membership in the MSSofVA is a requirement for participation in all MSSofVA regularly scheduled activities and any special activities.
2. Eligibility for Membership is extended to the following:
 - a. Any current or former spouse of active-duty military or National Guard/Reserves, Coast Guard, retired military or veteran.
 - b. The Executive Board shall consider all categories of membership eligibility not covered by these By-Laws on a case-by-case basis.
3. Termination of Membership
 - a. Membership in the MSSofVA is terminated as follows:
 - i. Upon written resignation to the Membership Chairperson.
 - ii. For activities involving unacceptable behavior, to be determined by the Executive Board.
 - ii. For failure to pay dues.
 - iv. Members refusing to pay any financial commitment owed to the MSSofVA.
 - b. With approval from the Executive Board, the Secretary shall notify any member terminated from the MSSofVA, in writing.
4. Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to the MSSofVA, after approval by the Executive Board.
5. Associate membership in the MSSofVA is extended to children, 18 years of age and older, of any current or former spouse of active-duty military or National Guard/Reserves, Coast Guard, retired military, or veteran. An associate member can not serve on the Executive or General board and is a non-voting member of the MSSofVA.

B. Guests

1. Guest privileges shall *only* be extended to persons eligible for MSSofVA membership upon their first attendance to any MSSofVA sponsored activity.
2. The President may invite guests to the function on behalf of the MSSofVA.
3. The Executive Board shall consider all categories of guest eligibility not covered in the By-Laws on a case-by-case basis.
4. Guests shall not be allowed to attend any MSSofVA sponsored "Members Only" function.
5. Members only will be awarded door prizes.

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

Article II: Methods of Finance

A. Dues and Fees

1. Members shall pay membership dues including a nonrefundable administrative fee totaling \$25, in full, at the beginning of the MSSofVA calendar year, September 1 through August 31. Any changes in the dues require approval of the General Membership.
2. Associate members shall pay membership dues including a nonrefundable administrative fee totaling \$20, in full, at the beginning of the MSSofVA calendar year, September 1 through August 31. Any changes in the dues require approval of the General Membership

B. Finances

1. MSSofVA's fiscal year is June 1st through May 31st.
2. All MSSofVA funds shall be deposited into the MSSofVA accounts at an institution subscribing to the Federal Deposit Insurance Corporation (FDIC).
3. The MSSofVA shall provide a Bond covering the President, Administrative Vice President, Charitable Vice President, Communications Vice President, Administrative and Charitable Treasurers, and any other Committee Chairpersons the Executive Board recommends.
4. The President, Administrative Vice President, Charitable Vice President, Communications Vice President and the Administrative and Charitable Treasurers are authorized to sign checks. Two (2) signatures are required on all checks.
5. The Governing Board is solely responsible for asset accountability, liability satisfaction, and sound financial and operational management.
6. The MSSofVA shall obtain liability insurance coverage for general aggregate of \$2,000,000. Also covered items will include against personal injury in the amount of \$1,000,000.00 and property damage claims in the amount of \$100,000 that may arise from the activities of the MSSofVA or its members. If insurance coverage is waived for the MSSofVA's normal activities, the MSSofVA shall obtain insurance for any high-risk events.
7. Administrative Account
 - a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Administrative Account shall have a minimum balance of \$500.
 - b. The MSSofVA shall operate on an Administrative Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.
 - c. The Administrative Account is composed of membership dues, sales, and net proceeds from MSSofVA non-charitable fundraising activities. This money shall be utilized for operational expenses.
 - d. The Administrative Budget shall be reviewed and presented at the January Governing Board meeting for approval.

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

e. Only the Administrative Treasurer, President, Administrative Vice President shall be the authorized signatures.

8. Charitable Account

a. Monetary assets shall be allocated with the following minimums and shall be turned over to the Incoming Executive Board each year. The Charitable Account shall have \$1000, of which \$300 shall be available for fundraising capital, \$200 for emergency use, and \$500 retained as a minimum balance.

b. The MSSofVA shall operate on a Charitable Account Budget approved by the Governing Board and presented to the General Membership at the September General Membership meeting for approval.

c. The Charitable Account is comprised of the net proceeds from all special MSSofVA sponsored Charitable Account fundraising events. This account shall be used for scholarships, community requests and/or charitable activities. In keeping with the IRS regulations, money from the Charitable Account may not be transferred to the MSSofVA Administrative Account.

d. Monetary donations and/or honorariums shall be deposited into the Charitable Account except those specified for social events or operating expenses.

e. The Charitable Budget shall be reviewed and presented at the January Governing Board meeting for approval.

f. Only the Charitable Treasurer, President, Charitable Vice President will be the authorized signatures.

9. Fundraising Account

a. A special fundraising account may be opened if deemed necessary by the President appointing a Fundraising Treasurer.

b. Only the Fundraising Treasurer, President and the Charitable Vice President will be the authorized signatures.

10. Unbudgeted Expenditures

a. Any expenditure exceeding \$1,000 not covered by the approved budget shall be voted upon at a regular General Membership meeting following Governing Board approval.

b. Any unbudgeted expenditure not exceeding \$1,000 can be approved by a majority vote of the Governing Board.

c. The President shall be permitted to incur an expenditure up to \$200 without Board approval in an emergency.

C. Budget Committee

The Administrative and Charitable Accounts Budget Committee shall consist of the Executive Board and one general MSSofVA member in good standing.

Article III: Officers and Chairpersons

A. Duties of Officers

1. Elected Officers

a. Officers shall carry out the responsibilities and duties of their office as stated in the Constitution, By-Laws, Policies, and Job Descriptions as well as perform such duties as may be designated by the President.

b. They shall attend all designated business meetings of the MSSofVA and all meetings of the Executive and Governing Boards.

c. President

i. Shall preside at all meetings of MSSofVA Executive and Governing Boards and the General Membership.

ii. Shall be an ex-officio member of all committees except the Nominating Committee.

iii. Shall appoint:

1) Parliamentarian

2) Chairpersons of all Committees with appropriate vice approval

3) Special Committee Chairpersons with appropriate vice approval

4) Co-Chairpersons as deemed necessary with appropriate vice approval

iv. Reporting Officers and Committee Chairpersons

1) Officers: Administrative Vice President, Charitable Vice President, Communications Vice President, Secretary, Administrative and Charitable Treasurers and Parliamentarian.

2) Presidential Chairpersons: Member-At-Large and any liaisons appointed for other community organizations.

3) Special Committee Chairpersons

v. Shall vote in case of a tie.

vi. May call special meetings of the Executive and Governing Boards as necessary.

d. Administrative Vice President

i. Shall perform the duties of the President and/or Charitable Vice President when absent.

ii. Oversees Administrative Committee Chairpersons.

e. Charitable Vice President

i. Shall perform the duties of the President and/or Administrative Vice President when absent.

ii. Oversees Charitable Committee Chairpersons.

iii. All fundraising activities.

iv. Scholarships

1) The Scholarship Committee shall update the scholarship guidelines yearly. Copies of these guidelines shall be presented to the MSSofVA Governing Board for approval by December 1st of each year.

2) Committee Members

a) Shall consist of Scholarship Chairperson(s), Charitable Vice President, Charitable Treasurer and two (2) general MSSofVA members in good standing.

b) Scholarship Committee members shall not be related in any capacity to applicants.

3) Judging Committee Members

a) The Scholarship Committee shall appoint an independent Judging Committee, to judge all scholarship applications.

b) Judges and their relatives are not eligible to apply for scholarships.

v. Charitable Liaison

1) Charitable Liaison Committee shall consist of Charitable Liaison, Charitable Vice President, Charitable Treasurer, and an optional (2) general MSSofVA members in good standing.

2) Committee shall meet monthly and review all charitable requests presented to the MSSofVA. Any request more than \$500 must be presented at the next Governing Board meeting for approval.

f. Communications Vice President

i. Shall perform the duties of the President and/or Administrative and Charitable Vice Presidents when absent.

ii. Oversees Communications Committee Chairpersons.

g. Secretary

i. Executive Board Meeting

1) Shall record the minutes.

2) Shall email the minutes to the Governing Board members within 7 days of the meeting.

ii. General Membership, Governing Board and Budget Committee

1) Shall record the minutes.

2) Shall make the minutes available to members upon request.

3) Shall email the minutes to the Governing Board.

iii. Shall serve as custodian for permanent records and official correspondence, which shall be kept for seven (7) years.

iv. Shall be responsible for all correspondence, as directed by the President.

v. Shall be responsible for boardroom scheduling and configuration.

vi. Shall be responsible for checking the MSSofVA Post Office Box weekly.

vii. The Secretary shall take telephone and/or email votes of the executive board and/or governing Board when the Parliamentarian is unavailable.

h. Administrative and Charitable Treasurer

i. Shall be responsible for all financial affairs of the MSSofVA.

ii. Shall submit yearly, all federal and state income tax forms by deadline.

iii. Shall be responsible for obtaining bonds (or waiver) for designated positions.

iv. Shall designate two (2) separate accounts, one (1) for the Administrative Account and one (1) for the Charitable Account, and maintain separate corresponding books.

v. Administrative Account

1) Shall keep an accurate account of all dues, receipts and expenditures.

2) Shall balance the Administrative Account on a monthly basis.

3) Shall prepare a monthly financial statement for the Governing Board.

4) Shall serve as the Chairperson of the Administrative Budget Committee.

5) Shall receive and distribute all administrative funds.

6) Shall present all records immediately upon resignation or at the completion of term of office for financial review.

vi. Charitable Account

1) Shall keep an accurate account of charitable receipts and expenditures.

2) Shall balance the Charitable Account on a monthly basis.

3) Shall prepare a monthly financial statement for the Governing Board.

4) Shall serve as the Chairperson of the Charitable Budget Committee.

5) Shall receive and distribute all charitable funds. Shall keep all financial records for seven (7) years.

6) Shall monitor expenditures ensuring conformity with the fiscal year budget.

7) Shall present all records immediately upon resignation or at the completion of term of office for financial review.

i. Fundraising Treasurer

- i. Shall be appointment by the President if deemed necessary due to volume of fundraising activity.
- ii. Shall keep an accurate account of all receipts and expenditures.
- iii. Shall balance the Fundraising Account on a monthly basis.
- iv. Shall prepare a monthly financial statement for the Governing Board.
- v. Shall receive and distribute funds. Shall keep all financial records for seven (7) years.
- vi. Shall present all records immediately upon resignation or at the completion of term of office for financial review.

j. Parliamentarian

- i. Shall advise the Executive and Governing Boards and General membership on points of order and proper procedure in accordance with the Constitution, By-Laws, and Policies of the MSSofVA and Robert's Rules of Order as needed.
- ii. Shall serve as Chairperson of the Nominating Committee and Constitution and By-Laws Review Committee.
- iii. Shall conduct telephone and/or email votes of the Executive Board and/or Governing Board when necessary.
- iv. Shall collect and keep on file updated job descriptions for all Governing Board positions.

Article IV: Elections

A. Nominating Committee

1. The Parliamentarian shall chair the Nominating Committee.
2. The Nominating Committee shall consist of the Membership Chairperson and at least one non-board member.
3. The Nominating Committee shall meet yearly in January to prepare a slate of candidates, in good standing, for each elected office.
4. A Nominating Committee member must resign upon becoming a candidate for an elected office.
5. The Nominating Committee shall announce a slate of candidates in March.

6. Any person nominated from the floor must be present to accept. If nominee cannot be present a written acceptance must be given to the Parliamentarian one week prior to the slate being presented.

7. The Nominating Committee shall prepare, distribute, collect and count the ballots when applicable.

B. Elections

1. The election of officers shall be held at the April General Membership meeting.

a. Members shall vote by secret ballot. Ties shall be resolved by the President's sealed vote, which shall be given to the Parliamentarian prior to the counting of the votes.

b. In the event there is only one (1) nominee for each office, a voice vote must be taken on the entire slate.

2. The Parliamentarian shall hold the ballots for 30 days following the election, if applicable.

3. If a candidate must resign from the respective office prior to installation, a vote will be held at the next general membership meeting.

C. Terms of Office

1. The June Governing Board meeting shall be attended by elected Officers and appointed Committee Chairpersons, both Incoming and Outgoing.

2. Installation of new Officers shall be held at the May General Membership meeting.

3. Newly elected Officers and appointed Committee Chairpersons shall assume their duties effective on June 1st.

4. The Governing Board shall serve for a period of one (1) year.

5. Governing Board positions shall be limited to two (2) consecutive years or may be extended at the discretion of the Executive Board. The position of Chairperson and Co-Chairperson shall be deemed the same position for term limits.

D. Vacancies

1. President

a. The Administrative, Charitable and Communications Vice President, may, with the consent of the majority vote of the remaining board, immediately assume the office.

b. The appointed president will then be officially voted in at the next general membership meeting.

2. Other Officers

a. Vacancy must be presented to General Membership.

b. The President with the approval of the Executive Board shall appoint a replacement, unless 2 or more express interest in the position. See Article IV Elections.

c. The President may appoint a *pro tem* officer during a temporary vacancy.

3. Resignation from either an Executive Board or a Governing Board position shall be submitted in writing to the President and shall be effective immediately.

E. Removal from Governing Board Positions

1. A Governing Board member shall be removed from office or position for any of the following: misuse of funds, misconduct, illegal activity or unexcused absence from two (2) monthly board meetings.

2. Removal of any Governing Board member shall require a two-thirds (2/3) majority vote of the Governing Board.

Article V: Constitution and By-Laws Review Committee

The Constitution and By-Laws Review Committee shall consist of the President, Parliamentarian, and at least two (2) members of the MSSofVA executive or governing board and one general MSSofVA member in good standing.

Article VI: Adoption

A. Changes to the Constitution and/or By-Laws, after a majority vote of the Governing Board, must be posted for 14 days on the Langley Spouses Club website.

B. These By-Laws shall become effective upon a majority vote of members at a general membership meeting.

I certify that these By-Laws have been approved by the membership as indicated in Article XI of the MSSofVA Constitution.

MSSofVA President Date

MSSofVA Parliamentarian Date