

**AMENDMENTS TO
FORT WOOD COMMUNITY SPOUSES' CLUB BYLAWS
DATED SEPTEMBER 25, 2024**

[ADD]

GENERAL RESPONSIBILITIES OF BOG MEMBERS

Section B. Confidentiality

All members of the Board of Directors (BOG), General Membership, and volunteers shall maintain the confidentiality of information entrusted to them by the FWCSC. No such confidential information shall be disclosed to persons outside the organization, nor used for personal advantage, except as required by law or authorized by the Board of Directors (BOG). The duty of confidentiality applies both during and after the individual's term of service or association with the organization. The Board of Directors (BOG) may take appropriate disciplinary action, up to and including removal from office or termination of membership, in accordance with these Bylaws and applicable law, for any violation of this section.

Confidential information includes, but is not limited to:

1. Personal information about members and donors.
2. Financial data, fundraising strategies, donor lists, and grant applications.
3. Internal discussions, deliberations, and nonpublic decisions of the Board, committees, or the membership.
4. Any other information designated as confidential by the BOG.

[CHANGE]

ELECTIONS AND VOTING

Section C. General Election of Officers

1. Candidates on the slate will present themselves to the membership at the March General Membership meeting. If a slate is not presented at the March General Membership meeting, candidates will present themselves no later than the April General Membership meeting.
2. Elections of Officers will occur during the April General Membership meeting.
3. If there is a single slate, the vote will be a verbal yes/no of the entire slate. If multiple slates are presented, elections will be by **confidential** ballot. If a nominee is nominated for more than one position, the General Membership will vote by **confidential** ballot until the position is filled.
4. The Parliamentarian will conduct the vote, providing ballots, if necessary, and ensuring that only eligible FWCSC members in attendance participate in the vote.
5. No absentee or proxy voting will be accepted in an election.
6. The nominee with the majority vote [more than one-half (1/2)] is elected.
7. Elected Officers will be recognized as board-elect at the May General Membership meeting in a ceremony officiated by the Parliamentarian.

Section A. Standards of Conduct

1. All members are expected to:
 - a. Uphold the mission, values, and reputation of the FWCSC.
 - b. Treat others with professionalism, respect, and courtesy.
 - c. Abide by the FWCSC Constitution, Bylaws, Standing Rules, and applicable policies.
 - d. Conduct themselves with integrity in all Club-related activities, communications, and settings.
 - e. Avoid behavior that undermines the effectiveness, cohesion, or public standing of the Club.

Section B. Reprimands

1. The Executive Board may issue a formal written reprimand to any member for:
 - a. Disruptive or inappropriate behavior.
 - b. Failure to fulfill duties or responsibilities.
 - c. Violations of FWCSC Constitution, Bylaws, or Club policies.
 - d. A reprimand requires a majority vote of the Executive Board in a closed session and must be documented by the Administrative Officer.
2. Reprimands are retained on record until the end of the member's term or for a minimum of one calendar year, whichever is longer.

Section C. Loss of Good Standing

1. A member will be considered not in good standing if they:
 - a. Fail to pay dues by the published deadline.
 - b. Receive two formal reprimands in a single membership year.
 - c. Refuse to comply with official directives or disciplinary actions.
 - d. Are suspended or removed from an elected or appointed role.
2. Members not in good standing will:
 - a. Not vote or run for office.
 - b. Not serve on Committees.
 - c. Be restricted from attending select events or meetings at the Executive Board's discretion.

Section D. Suspension and Termination of Membership

1. A member may be suspended or permanently removed from the Club by a two-thirds vote of the Executive Board for:
 - a. Repeated or severe behavioral violations.
 - b. Harassment, bullying, discrimination, or threats.
 - c. Fraud, theft, or misuse of Club resources.
 - d. Undermining the authority of the Club's function or governing documents.

2. Due Process:

- a. The member will receive written notice of the proposed action and its basis.
- b. The member may submit a written response or request a hearing within 10 business days.
- c. Add process
- d. The final vote will take place after the deadline to respond has passed.
- e. The outcome will be provided in writing within five business days.

Section E. Appeal Process

1. A disciplined or removed member may submit a written appeal to the Executive Board within 10 business days of receiving the decision.
2. The Board will review the appeal and issue a written ruling within 15 business days.
3. The decision of the Executive Board is final.

Section F. Member-to-Member Complaints

1. Any member may file a formal complaint regarding the conduct of another member by submitting a written statement to the President or Administrative Officer.
2. The Executive Board will:
 - a. Acknowledge the complaint within five business days.
 - b. Appoint two neutral Board members (excluding the complainant and respondent) to review the situation.
 - c. Allow the respondent to submit a written statement within 10 business days.
 - d. Review all findings and determine appropriate action (e.g., dismissal, reprimand).
3. Both parties will be informed of the outcome in writing.
4. All complaint-related information will be treated as confidential.

Section G. Disciplinary Action Involving Executive Board Members (add dispute process)

1. If a complaint involves a current member of the Executive Board, the following special process will apply:
 - a. The accused Board member is recused from all discussions and decisions related to the matter
 - b. The remaining Executive Board will appoint an Ethics Panel of three voting BOG members not serving on the Executive Board
 - c. The Ethics Panel will review the complaint, collect statements, and submit a recommendation within 15 business days
2. Based on the recommendation, the Executive Board may:
 - a. Dismiss the matter.
 - b. Issue a reprimand.
 - c. Request resignation.
 - d. Proceed with suspension or removal.
3. The accused retains full rights to the appeal process as outlined in *FWCSC Bylaws Article XI, Section E, Appeal Process*.

Section H. Confidentiality and Recordkeeping

1. All disciplinary actions, complaints, and outcomes will be treated with discretion and confidentiality.
2. The Administrative Officer will maintain records in a secure and limited-access format for legal and procedural accountability.

[ADD]

FINANCE AND FISCAL POLICY

This article governs the financial management, accountability, and fiscal responsibilities of the Fort Wood Community Spouses' Club (FWCSC). All policies will align with the *FWCSC Constitution, the Fort Leonard Wood Non-Federal Entity (NFE) Guidelines*, and applicable IRS regulations.

Section A. Financial Accounts and Allocations

1. The FWCSC will maintain two separate bank accounts:
 - a. Operating Account – funded primarily by membership dues, advertising revenues, and up to 10% of fundraising net proceeds.
 - b. Philanthropic Account – funded by up to 90% of fundraising net proceeds.
2. Minimum balances will be maintained at all times:
 - a. Operating Account: **\$2,500.00**
 - b. Philanthropic Account: **\$500.00**
3. Funds in the Assistant Fund Account will be allocated as follows:
 - a. 30% to Grants
 - b. 70% to Scholarships
4. All allocations and transfers between accounts must be documented with supporting evidence and approved in accordance with these Bylaws.

Section B. Two-Signature Policy

1. All financial transactions, including but not limited to checks, reimbursements, withdrawals, deposits, transfers, and petty cash disbursements, require two authorized signatures from members of the Executive Board.
2. Authorized signatories must be appointed annually by the Executive Board and documented in the meeting minutes.
3. No single-signature transactions are permitted under any circumstances, including cash withdrawals.

Section C. Documentation and Record-Keeping Requirements

1. All income and expense transactions must be supported by original documentation (e.g., receipts, invoices, signed reimbursement forms, deposit slips).
2. Deposit slips must always be attached to the corresponding expense/income vouchers.
3. Zeffy deposits must be accompanied by a deposit slip and a written explanation identifying the source and purpose of funds.
4. All transfers between accounts must be documented with a transfer slip and supporting explanation.
5. All reimbursements must include original receipts and two signatures on the reimbursement request form.

Section D. Petty Cash Management

1. Petty cash usage must be tracked in a written log, including:
 - a. The date funds were withdrawn.
 - b. Amount withdrawn.
 - c. Purpose of funds.
 - d. Where funds are kept.
 - e. Date and amount of redeposit (if applicable).
2. Petty cash must never be used for personal expenses and must be reconciled monthly.

Section E. Income Tracking

1. The Club will maintain an Income Tracker documenting all income sources, including:
 - a. Zeffy deposits.
 - b. Cash deposits.
 - c. Check deposits.
 - d. Random/unscheduled deposits.
2. The tracker must identify:
 - a. Date of receipt.
 - b. Amount received.
 - c. Source of funds.
 - d. Allocation (Operating Account or Philanthropic Account).
3. Fundraising income must clearly reflect a **10/90** split between the Operating Account and the Philanthropic Account.
4. Philanthropic income must clearly reflect a **30/70** split between Grants and Scholarships.

Section F. Audit Procedures

1. An annual audit will be conducted by an independent, qualified auditor or Certified Public Accountant (CPA) appointed by the Executive Board and approved by the BOG.
2. The outgoing Financial Officer must provide the auditor with a complete binder of records for the fiscal year, including:
 - a. Signed Constitution and Bylaws.
 - b. Signed Board meeting minutes.
 - c. Elected Board Roster
 - d. Bank statements for both accounts.
 - e. Zeffy statements.
 - f. Deposit slips (with explanations).
 - g. Transfer slips.
 - h. Reimbursement forms (with two signatures).
 - i. Income slips.
 - j. Cash count sheets.
 - k. List of current Board members and roles.
 - l. Petty cash log.
 - m. IRS Determination Letter

- n. Tax Exemption Letter
- o. MO SoS Determination Letter
- p. Income Tracker (showing allocations and splits).
- q. List of grant and scholarship recipients with amounts awarded and dates of disbursement.

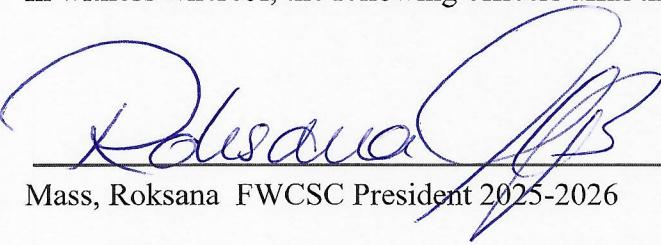
3. The audit will verify compliance with:
 - a. These Bylaws.
 - b. Department of Defense and U.S. Army Non-Federal Entity regulations.
 - c. Standard nonprofit accounting practices.
4. The audit report, including any findings and recommendations, will be presented to the Executive Board and the BOG and retained in the Club's permanent records.

Section G. Record Organization and Retention

1. Financial records must be organized, complete, and maintained in a manner that allows for prompt review.
2. The President, Administrative Officer, and Financial Officer will coordinate the collection, transfer, and storage of all financial records.
3. Retention periods: Financial records: seven inactive years plus the current year
4. All records will be stored securely, with electronic backups maintained when possible.

The above Amendments were approved by the FWCSC Executive Board on August 15, 2025, and adopted by the FWCSC Board of Governors on August 18, 2025. The Amendments were presented to General Membership on August 21, 2025, in accordance with the FWCSC Constitution dated May 6, 2025.

In witness whereof, the following officers affix their signatures.



Mass, Roksana FWCSC President 2025-2026

8/21/2025

Date



Killea, Carey, FWCSC Parliamentarian 2025-2026

8/21/2025

Date