



**FORT WOOD COMMUNITY SPOUSES' CLUB (FWCSC)
FORT LEONARD WOOD, MISSOURI**

BYLAWS

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ARTICLE I – PURPOSE

The purpose of these Bylaws is to establish Standard Operating Procedures, hereafter called the SOP for the Fort Wood Community Spouses' Club hereafter called the FWCS, IAW the provisions of all applicable Army regulations, specifically Department of Defense Instruction (*DODI*) 1000.15 (*Non-Federal Entities Operating on DoD Installations*), AR 600-29 (*Fundraising within the Department of the Army*), AR 210-22 (*Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*), and the Fort Leonard Wood Non-Federal Entities Reference Guide.

ARTICLE II – GENERAL PROVISIONS

Section A. Approving Authority

The FWCS will operate with the approval of the Fort Leonard Wood Garrison Commander, hereafter called the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all applicable Army regulations, specifically Department of Defense Instruction (*DODI*) 1000.15 (*Non-Federal Entities Operating on DoD Installations*), AR 600-29 (*Fundraising within the Department of the Army*), AR 210-22 (*Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*), and the Fort Leonard Wood Non-Federal Entities Reference Guide.

Section B. Audit

Audits will be performed by a qualified auditor at least once every two years at the expense of the FWCS, in accordance with AR 210 – 22 (*Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*) and the Fort Leonard Wood Non-Federal Entities Reference Guide.

1. The FWCS is not authorized to utilize government auditing services.
2. Audit reports and replies, if applicable, will be maintained for at least four (4) previous membership years plus the current year.
3. If the Financial Officer resigns before the end of the board year, an audit must be conducted by a qualified auditor regardless of the time elapsed since the last audit before the Financial Officer is released from the position.
4. Audits will proceed as follows:
 - a. All FWCS Officers and Committee Chairs with accounts will submit financial records to the Financial Officer by 31 May.
 - b. The Financial Officer will gather all necessary financial records and submit them to a qualified auditor NLT 15 June.
 - c. The Financial Officer will present the audit report to the BOG for review upon receipt.
 - d. The President will ensure a copy of the audit report is sent to the Non-Federal Entity Liaison (NFEL) IAW AR 210-22 (*Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*) and the Fort Leonard Wood Non-Federal Entities Reference Guide.

Section C. Revalidation Process

In accordance with the *Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide*, the FWCSC must request a revalidation application to include supporting documents to the USAG NFEL no later than 90 days before the expiration of approval to operate on FLW.

The following documents are required for renewal:

1. Send a Request Letter to the Garrison Commander requesting that FWCSC continue to operate on the installation. The letter should include an impact statement explaining how FWCSC benefits Fort Leonard Wood Service Members and Spouses.
2. Signed copy of the current Constitution and Bylaws
3. Board Member Roster (Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide Appendix G)
5. Certificate of Insurance
6. Audit statement (must include previous two years and may be no more than 90 days old, (Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide Appendix C)
7. IRS Tax Status Documentation
8. Signed Acknowledgements and Understanding Statement (Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide Appendix C)
9. Request for recurring fundraising even requests (Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide Appendix D)

Section D. Reporting Requirements

In accordance with the *Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide*, the following documents must be submitted to the NFEL Office quarterly.

1. Minutes or summary of meetings. The use of Military rank and insignia is prohibited.
2. Financial Statements or bank statements
3. An up-to-date roster of board members, including names, positions held, phone numbers, addresses, and email addresses, if available, if changes have occurred. Government addresses, phone numbers, and email addresses are not authorized.
4. No later than 30 January of each year, all requests to conduct annual fundraising events must be submitted to the NFEL to ensure that the installation does not coincide, conflict, or compete with any Family and MWR event or other community-wide event.

ARTICLE III – ORGANIZATION

Section A. Board of Governors

1. The BOG will consist of the Elected Officers, Honorary President, Honorary Vice President, Advisors, Parliamentarian, Standing Committee Chairs, and Special Committee Chairs.
2. The BOG operates and administers all FWCSO activities as volunteers, not as paid employees.
3. Voting members of the BOG are referenced in the *Constitution, Article IV, Section D*.
 - a. Each voting member will have only one vote; in cases of shared responsibility for a committee, one vote will be reached through consensus of that committee, as referenced in the *Constitution, Article IV, Section D*.
 - b. As per the Constitution, Article V, Section B, a quorum must be established before any call to vote.
 - c. In the event business must be conducted and there is no quorum established, the BOG may proceed with Proxy Voting Procedures *Bylaws Article 10, Section A*.
4. The BOG will have the following responsibilities:
 - d. Coordinate and supervise all activities of the FWCSO.
 - e. Collection and disbursement of FWCSO monies and establishment of proper accounting procedures.
 - f. Initiate changes to the Constitution and Bylaws to ensure the efficient and orderly operation of the organization and its activities. The FWCSO will conduct no program or activity that would prejudice or discredit the military service or other agencies of the United States government.
 - g. Recognize volunteers annually for their service to the organization and community.

Section B. Executive Board

The Executive Board will consist of the Elected Officers (President, Vice President, Administrative Officer, Financial Officer, Public Relations Chair, and Volunteer Coordinator), the Appointed Officer (Parliamentarian), Honorary President, Honorary Vice President and the Advisors.

1. The Elected Officers' year will commence after the Installation of new Officers in May and end with the installation of the following year's officers.
2. The Executive Board's first order of business will be to approve the nominations of the Standing Committee Chairs and the Selected Committee Coordinators as appointed by the President; all presidential appointments require approval by the Executive Board.
3. Voting members of the Executive Board will include the Vice President, Administrative Officer, Financial Officer, Public Relations Chair, and Volunteer Coordinator.
4. The Honorary President, Advisors, and Parliamentarian have no board vote; the President will vote only in the event of a tie.
5. The Executive Board's responsibilities will be to discuss business and forward recommendations to the General Membership for a vote.

ARTICLE IV – GENERAL RESPONSIBILITIES OF BOG MEMBERS

The general duties of all members of the BOG will be those implied by their respective titles and those specified within these *Bylaws and by the Constitution*. All members of the BOG are responsible for the office they hold and the General Membership they represent. The duties in this *Article* describe the general duties of the BOG, except for the Honorary President and Advisors, whose responsibilities are defined in the *Bylaws, Article V*. Specific duties of the BOG are outlined in the *Bylaws, Articles VI-IX*.

Section A. The Board of Governors Members shall:

1. Be members of the FWCS in good standing, as defined in the *Constitution, Article III, Section A* with an Active membership before their election or appointment.
2. Review and understand the FWCS Constitution and Bylaws.
3. Be a voting member and complete a General Proxy Form at the commencement of their board year.
4. Attend each scheduled meeting, report verbally, or notify the President and/or Administrative Officer of their absence in advance.
5. Provide a written monthly report to the President and Administrative Officer NLT one (1) week before each Executive/BOG meeting. If a board member is absent, their written report will be read in their absence.
6. Recommend Selected Committee Coordinators and/or Committee Members as required by their position to the President for appointment.
7. Prepare and submit a proposed budget no later than the 2nd Executive/BOG meeting and a proposed mid-year revision NLT for the January Executive/BOG meeting as the Budget Committee.
8. Review and revise, if necessary, any existing SOPs within their purview. SOP will be presented to the Executive Board for approval before the 3rd Executive/BOG meeting. A copy of the SOP will be maintained in the Continuity Book. SOP will be updated as needed throughout the board year.
9. Review and revise their job description. At the December Executive/BOG meeting, submit a revised job description to the Parliamentarian NLT.
10. Maintain a notebook and/or electronic media storage, hereafter called the Continuity Book, containing all documents required as per *Bylaws, Article XII*. Continuity Books will be retained on file for three (3) years.
11. Maintain a record of volunteer service (i.e., log hours) utilizing the Volunteer Management Information Service (VMIS).
12. Submit event and community information to be included in the FWCS website, social media posts, and quarterly Postscripts to the Public Relations Chair no sooner than two (2) weeks before the event.

13. Compile and submit an event After Action Report (AAR) with board report NLT the following Executive/BOG meeting. AARs will be included in the Continuity Book Reference, the Bylaws, Article XII, and *Section A*.
14. Submit receipts and a reimbursement request form to the Financial Officer for all expenses within the assigned budget. Receipts must be submitted within 30 days of purchase for reimbursement.
15. Conduct board transition.
 - a. The board transition will begin following the internal announcement and acceptance of incoming board members. Incoming and outgoing board members will attend the May board meeting to start the position transition.
 - b. Seated board members will provide the President with complete continuity books, including the annual AAR and updated position SOPs, for review at the April Executive/BOG meeting.
 - c. At the May board meeting, seated board members will reset all passwords to the generic password provided by the President.
 - d. Continuity Books will be provided to incoming board members at the May Executive/BOG meeting.
 - e. Seated board members and incoming board members will utilize the month of May to transition positions fully. All transitioning will be completed NLT the May General Membership Meeting. The Financial Officer position is the only exception due to federal and state filing requirements.

ARTICLE V – RESPONSIBILITIES OF THE HONORARY PRESIDENT, HONORARY VICE PRESIDENT, AND ADVISORS

Section A. The Honorary President and Advisors strengthen the position of President, providing counsel and mentorship. The Honorary President, Honorary Vice President, and Advisors will all serve in an advisory capacity as ex officio members of the Executive Board, the BOG, and/or the Standing and Special Committees. The Honorary President, Honorary Vice President, and Advisors provide counsel, mentorship, coaching, appropriate policy guidelines, and liaison between the FWCS and the Installation while allowing the FWCS BOG to make their own decisions. The Honorary President, Honorary Vice President, and Advisors will not be voting members of the BOG; however, they will retain voting privileges as Active Members with a paid membership in the organization.

Section B. The Honorary President will be a senior spouse invited to serve by the FWCS President.

Section C. The Honorary Vice President will be a spouse invited to serve by the FWCS President.

Section D. Additional Advisors may be appointed by the FWCS President after consultation with the Honorary President.

ARTICLE VI – RESPONSIBILITIES OF THE ELECTED OFFICERS

Section A. The President will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of the following:

1. The President is the official spokesperson of the FWCS.
2. Seek the guidance of the Honorary President, Honorary Vice President, and Advisors on all FWCS matters.
3. Attend and preside over all Executive Board and BOG Meetings, standing and special committee meetings, and all other regular or special meetings of the FWCS.
4. When he/she is a candidate for the following Board year, he/she will serve as an ex-officio member of all committees except the Nominating Committee, including serving on all committees unless direct conflicts exist.
5. Call special meetings as stated in the Constitution.
6. Appoint a Parliamentarian with the majority approval of the Executive Board.
7. Fill vacancies in the Executive Board as soon as possible with the majority approval of the Executive Board.
8. Appoint a chairperson of each standing committee with the majority approval of the Executive Board.
9. Appoint non-standing committee chairs.
10. Directly oversees the elected officers and the appointed Parliamentarian.
11. Review and understand the FWCS Constitution and Bylaws.
12. Be bonded and may sign checks without the Financial Officer.
13. Oversee the Financial Officer to ensure federal and state filings are completed IAW the FWCS Constitution and applicable federal and state laws.
14. Review financial records quarterly.
15. Ensure quarterly reporting requirements are submitted to the FLW NFEL IAW, the *Fort Leonard Wood, Missouri Non-Federal Entity Reference Guide*.
16. Maintain a working knowledge of all club activities.
17. Submit recurring fundraising requests annually. IAW *Fort Leonard Wood Non-Federal Entity Reference Guide* NLT 30 Jan.
18. Complete an Annual Impact Statement outlining yearly membership, board accomplishments, fundraising events, and impact on the community.
19. Oversee board transition IAW *FWCS Bylaws Art IV, Section A*.

Section B. The Vice President will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of the following:

1. Report to the President and perform the duties of the President in their absence. Per the *FWCSC Constitution, Article IV, Section G-2*, if a vacancy occurs in the President's position, assume the office of President.
2. Serve as a member of the Executive Board with voting privileges and attend all meetings of the Executive Board, BOG, Committees, and other regular or special meetings. In the President's absence, the Vice President may chair any Executive Board meeting or BOG meeting.
3. Serve as a member of the Constitution and Bylaws Committee, Nominations and Elections Committee, Community Outreach Committee, Scholarships Committee, and Budget Committee.
4. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all other regular or special meetings of the FWCSC.
5. Serve as the Alternate FWCSC Property Custodian. If the Programs Chair position is vacant, will serve as primary.
 - a. Sign for and maintain custody of FWCSC storage and PO Box keys from FLW ACS key Control Custodian NLT the 2nd Executive/BOG meeting.
 - b. Check for mail before each Executive/BOG meeting and General Membership meeting and distribute all mail to the President at each meeting.
6. Review, update, and submit any changes to the membership forms (digital and paper) to the Executive Board for approval NLT at the July BOG meeting.
 - a. Ensure membership forms are available at all FWCSC-sponsored events.
 - b. Coordinate with the Public Relations Chair to post the membership form on the official FWCSC website and social media platforms.
 - c. Recommend membership fee adjustment, if needed, to the BOG in May for the following fiscal year.
7. Conduct Membership Drive.
 - a. Coordinate with the Public Relations Chair, Programs Chair, Vendor Relations Chair, and any other member(s) of the FWCSC as needed to facilitate the Membership Drive.
8. Verify membership eligibility and accept or deny new members IAW the *FWCSC Constitution, Article III*.
 - a. Review membership applications submitted via established software programs at least twice a month.
 - b. Review paper membership forms received within one (1) week.
 - c. Inform any member denied membership within thirty (30) days of application submission by email. Include the reason for denial in correspondence.
 - d. Include membership numbers by category in each monthly board report.
9. Maintain membership forms and rosters IAW Privacy Act standards. The established software program will be utilized to record and maintain all membership information.
10. Compile the FWCSC Membership Directory before the Nov Executive/BOG meeting and submit it to the Public Relations Chair for inclusion on the FWCSC website and dissemination via email. Provide supplements before the Feb and May Executive/BOG meetings to ensure membership accountability.

11. Assist the Program Chair with General Membership Meeting execution.
 - a. Assist the Financial Officer with check-in to ensure accountability of members and guests utilizing an established software program.
 - b. Greet members and guests as they arrive at FWCSC events and assist new members in connecting with other members.
 - c. Prepare, distribute, and store permanent name tags for membership and temporary name tags for guests.
 - d. Coordinate with the Program Chair to recognize new members at monthly events (as determined by the board).
12. Coordinate with the program chair to ensure honored guests and speakers are appropriately supported and thanked following an event.
13. Maintain a working knowledge of all FWCSC activities.
14. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

Section C. The Administrative Officer will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of the following:

1. Report to the President.
2. Serve as a voting member of the executive board.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all other regular or special meetings of the FWCSC.
4. Serve as a member of the Constitution and Bylaws Committee, Nominations and Elections Committee, Community Engagement Committee, and Budget Committee.
5. Serve as Custodian of the permanent records of the FWCSC, including but not limited to:
 - a. Monthly Board Meeting Minutes.
 - b. Monthly board reports submitted by officers and committee chairs.
 - c. All records will be maintained IAW *FWCSC Bylaws Art IV, Section A.10*.
6. Prepare an agenda for the monthly Executive/BOG meeting.
 - a. Receive monthly board reports from all board members NLT one (1) week before the Executive/BOG meeting to create an agenda.
 - b. Finalize and provide the President with the agenda NLT four (4) days before the Executive/BOG meeting for dissemination and reproduction.
7. Record minutes at all FWCSC Executive, BOG, and General Membership Meetings.
 - a. Keep attendance.
 - b. Verify General Membership Meeting attendance (members and guests) with the Vice President or Financial Officer after all General Membership Meetings.
 - c. Record who opened the meeting and the time.
 - d. Maintain records of motions submitted.
 - e. Who made the motion, who seconded the motion, a summary of the discussion, the outcome of the vote (how many members approved and how many members disapproved the motion). Note if proxy voting was used.

- f. Record any additional information that arises during the meeting.
 - g. Record who adjourned the meeting and the time.
 - h. Review, finalize, and submit the minutes to the President within 48 hours of the meeting.
8. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A. 18*.

Section D. The Financial Officer will have the duties described in the *Bylaws, Article IV, Section A* with the addition of, but not limited to, the following:

- 1. Report to the President.
- 2. Serve as a voting member of the Executive Board.
- 3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all other regular or special meetings of the FWCSC.
- 4. Be bonded and Ensure Fidelity Bond is purchased IAW FWCSC Constitution Art X, Section A.
- 5. Conduct Budget Committee meetings NLT the 2nd Executive/BOG meeting to prepare the annual Operational Budget and NLT the January Executive/BOG meeting to review and adjust the annual budget as needed.
 - a. Submit the proposed budget to the 2nd Executive/BOG meeting for review and vote.
 - b. Submit the adjusted budget to the January Executive/BOG meeting for review and vote.
- 6. Utilize acceptable accounting procedures IAW current IRS regulations, AR 210-22, and the *Fort Leonard Wood Non-Federal Entities Reference Guide*.
- 7. Ensure a bonded FWCSC member is present at all FWCSC events to receive funds. Utilize established software programs to maintain accountability of monies received.
 - a. Assist the Vice President in receiving payments at General Membership Meetings.
 - b. Assist Craft Fair and Basket Auction Chairs to receive payments.
- 8. Maintain a ledger book for each financial account.
 - a. Maintain receipts for all monies received.
 - b. Deposit all monies in the appropriate checking accounts NLT the next business day.
- 9. Disburse all checks for authorized expenses.
 - a. Checks require two (2) signatures (Financial Officer, President, or Assistant Financial Officer)
 - b. Maintain receipts and reimbursement forms for all disbursements.
- 10. Reconcile financial accounts. Prepare a monthly Income/Expense report, including any discrepancies found, for inclusion in the monthly board report.
- 11. Coordinate for annual audit IAW *FWCSC Constitution Art IX Section C*.
- 12. Coordinate for annual federal and state filings IAW FWCSC Constitution Art IX Section A.
 - a. Filings will be submitted after the fiscal year or NLT 1 Aug.
 - b. Incoming Financial Officer will be included in this coordination for continuity and clarity of process.
- 13. Ensure all financial records (bank statements, ledgers, IRS, and state filings) are maintained for at least seven (7) years.

14. Request the President appoint an Assistant Financial Officer, if desired, to assist with Financial Officer duties. Oversee Assistant Financial Officer.
15. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

Section E. The Public Relations Chair will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Report to the President.
2. Serve as a voting member of the Executive Board.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Maintain, update, and ensure accurate and timely dissemination of club information across the FWCSC website and social media platforms.
 - a. Post updated board roster NLT 2nd Executive/BOG meeting and as needed.
 - b. Solicit timely and relevant information from the BOG to inform the public about FWCSC events.
 - c. Share local community-sponsored events and resources.
 - d. Promote the website through search engines with other webmasters, specifically those who are military or military spouses.
 - e. Ensure the Financial Officer and President know the website provider's due date.
5. Utilize established software programs to create forms for events and disseminate emails to members as needed.
6. Develop and maintain relationships with local military and civilian media outlets.
 - a. Build and maintain a database of current media contracts.
 - b. Serve as a Liaison between committee chairs and local military outlets.
7. Establish a Public Relations Committee to assist with maintaining the FWCSC website and social media platforms (including the established software program) and Postscripts and oversee the Public Relations Committee.
8. Responsible for creating and distributing a newsletter, hereafter called the Postscripts at least twice a year.
 - a. Develop layout and presentation for the NLT 2nd Executive/BOG meeting for the approval of the Executive Board.
 - b. Draft a quarterly Postscript and submit it to the Executive Board for approval at the July, October, January, and April Executive/BOG meetings for distribution the following month.
 - i. Postscript will include but is not limited to FWCSC events conducted over the previous quarter (e.g., sub-club events, Sharing is Caring partnerships, and Mixers) and upcoming events no more than 60 days out.
 - c. Postscript will be distributed to FWCSC members via email through an established software program and made available in hard copy at General Membership meetings at least twice a year if not quarterly in August, November, February, and May.

9. Coordinate photo and social media coverage of all FWCSO-sponsored functions; if unable to attend, find a replacement. Ensure a group photo of the BOG, Committees, and Sub-club leaders is taken.
10. Maintain established Privacy Act standards by verifying the Release of Information and Photo Release before posting photos of members on social media platforms.
11. Organize and maintain historical data (digital and/or hard copy), including BOG Rosters, Membership Roster, Scholarship and Community Outreach Grant disbursements and highlights, Special Event synopses, local newspaper articles, including those appearing in *The Guidon*, photos from FWCSO sponsored events, and all other items of historical interest.
 - a. Utilizing historical data, create and purchase three (3) bound books highlighting the board year. Two (2) books will be presented to the Honorary President and Honorary Vice President at the May General Membership meeting. The club will retain the third book for historical preservation.
 - b. Ensure that a group photo of the BOG is taken and included in the scrapbook/photo album.
12. Conduct board transition IAW *FWCSO Bylaws Art IV, Section A. 18*.

Section F. The Volunteer Coordinator will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Report to the President.
2. Serve as a voting member of the Executive Board.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSO.
4. Plan, coordinate, promote, and execute the FWCSO Volunteer Recognition Program, which recognizes volunteers during the month of April.
 - a. Coordinate with the Program Chair to incorporate the volunteer recognition program into the April General Membership meeting.
 - b. Submit the Volunteer Recognition Program plan to the February Executive/BOG meeting for approval by the Executive Board. Include a certificate template and suggested appreciation gifts.
 - c. Identify volunteers to be recognized NLT at the March Executive/BOG Meeting.
 - d. Execute the FWCSO Volunteer Recognition event.
5. Serve as the Organizational Point of Contact (OPOC) for the FWCSO. Complete Volunteer Management Information System (VMIS) training classes provided by the Fort Leonard Wood Army Volunteer Corps Coordinator (AVCC) NLT the 2nd Executive/Bog meeting.
6. Review and edit, if necessary, all posted volunteer job descriptions in VMIS NLT 2nd Executive/BOG meeting.
7. Conduct a VMIS training class for all BOG members NLT the 4th Executive/BOG meeting.
 - a. Assist with VMIS registration and ensure volunteers utilize VMIS to record volunteer hours accurately.

- b. Record awards and training hours in VMIS for FWCSC volunteers.
8. Ensure all volunteer activities are conducted IAW current Fort Leonard Wood Command Policies.
9. Coordinate with the Craft and Basket Chairs to establish the volunteer requirement for events and submit the request for volunteers to the FLW AVCC NLT thirty (30) days prior to the event.
10. Coordinate with the Army Volunteer Corps Coordinator (AVCC) to obtain Installation Volunteer Recognition program information.
 - a. Provide Volunteer Service Records to the President and assist with Volunteer Recognition packet for submissions.
11. Coordinate with the Programs Chair to ensure that honored guests and guest speakers are adequately attended to and thanked following an event.
12. Greet members and guests as they arrive at FWCSC events and assist new members in connecting with other members.
13. Coordinate with the Vice President/Program Chair to recognize new members at monthly events (as determined by the board).
14. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

ARTICLE VII – THE APPOINTED OFFICER

Section A. The Parliamentarian will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Appointed by and report to the President.
2. Serve as a non-voting member of the Executive Board. Advise the President, Executive Board, and the General Membership of correct parliamentary rules and procedures. Conduct installation of new officers as the Installing Officer.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Chair the Constitution, Bylaws, and Nomination and Elections Committees IAW the FWCSC Bylaws Article IX, Sections D and E.
5. Attend all Executive Board Meetings, standing and special committee meetings (as needed), and all other regular or special meetings (as required) of the Fort Leonard Wood Spouses' Club.
6. Maintain a current, signed copy of the Constitution and Bylaws for reference during all Executive/BOG Meetings, General Membership meetings, and Special meetings. Furnish currently signed copies to Public Relations for inclusion on the FWCSC website for all to access.
7. Maintain a thorough understanding of the FWCSC Constitution, Bylaws, and *Robert's Rules of Order*.
 - a. Advise the President, Executive Board, and the General Membership of the parliamentary rules and procedures to be followed.

- b. Assist the President in ensuring meetings run smoothly and orderly according to the agenda.
 - c. Ensure actions taken by the BOG and General Membership are made in accordance with Army and Fort Leonard Wood regulations/policies and the FWCSC Constitution and Bylaws.
 - d. Submit a synopsis of any challenge to or actions in direct conflict with Army and Fort Leonard Wood regulations/policies or the FWCSC Constitution and Bylaws with the following board report.
- 8. Conduct votes at Board and General Meetings or by phone or email IAW *FWCSC Constitution Article VI, FWCSC Bylaws Article X, and Roberts' Rules of Order*.
 - a. Verbally acknowledge to the President whether a motion is accepted or rejected.
 - b. Motions must be submitted in writing (board reports or separate paper) to the Administrative Assistant for inclusion in meeting minutes and record keeping.
- 9. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A. 18*.

ARTICLE VIII – RESPONSIBILITIES OF THE STANDING COMMITTEE CHAIRS

Section A. The Programs Chair will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

- 1. Appointed by the President with approval from the Executive Board.
- 2. Serve as a voting member of the BOG.
- 3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
- 4. Serve as primary FWCSC Property Custodian with storage cage access.
 - a. Sign for and maintain custody of FWCSC storage keys from FLW ACS key Control Custodian NLT the 2nd Executive/BOG meeting.
 - b. Maintain accountabilities for all FWCSC property located at Bldg. 493 Replacement Ave, Fort Leonard Wood.
- 5. Plan, coordinate, promote, and execute monthly General Membership meetings throughout the board year. This includes but is not limited to location, theme, activity, decorations, catering, purchasing opportunity prizes within the established budget, and set up/tear down.
 - a. Submit General Membership Meeting themes and activities for the year NLT the 3rd Executive/BOG meeting for Executive Board approval.
 - b. Create a flyer and submit it to Public Relations with an RSVP link for promotion across the FWCSC website and all social media channels following the monthly Executive/BOG meeting prior to the event.
- 6. Coordinate reservations for General Membership meetings and unique events sponsored by the FWCSC.
 - a. Create invitations in an established software program and flyers for each General Membership meeting NLT the Executive/BOG meeting prior to an event. Coordinate

with Public Relations, as needed, for the creation of flyers. The invitation will include details of the event, including the cost, RSVP date, Sharing is Caring partner, guest, child, and cancelation policies.

- b. Following the monthly Executive/BOG meeting, email invitations, RSVP confirmations, and event reminders to FWCSC members using the established software program email function.
 - c. Provide an accurate RSVP list of members and guests to the Vice President and Volunteer Coordinator NLT one (1) week before the event.
7. Establish a committee to coordinate, program, and execute General Membership meetings and other special functions.
8. Be available to aid the Vice President and Volunteer Coordinator in additional special functions.
9. Introduce the program at each general membership meeting and work with the Volunteer Coordinator to support any honored guests and/or guest speakers appropriately.
10. Coordinate with the Community Engagement Coordinator to honor scholarship and grant recipients at the May General Membership meeting.
11. Perform all additional responsibilities deemed necessary for the benefit of the FWCSC or as delegated by the President.
12. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

Section B. The Activities Chair will have the duties described in the Bylaws, Article IV, Section A, with the addition of, but not limited to, the following:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Serve as the FWCSC point of contact for all monthly activities, tours, and sub-club events except for monthly General Membership meetings.
 - a. Seek leaders for FWCSC sub-clubs from FWCSC general membership who are in good standing.
 - b. Ensure all monthly activities, tours, and sub-club events align with the FWCSC mission, as defined in the FWCSC Constitution Article I, Section B.
 - i. No activity will leave the FWCSC exposed to liability.
 - ii. All actions not aligning with the FWCSC mission will immediately be halted.
 - iii. A special meeting will be held to discuss the action further and determine how to proceed.
5. Plan, coordinate, and execute monthly activities and tours with broad appeal.
 - a. All existing sub-clubs will present their individual mission statements to the Executive Board/BOG for approval by the September board meeting or when new sub-clubs are established.

- a. Coordinate details of each activity/tour. This should include, but not be limited to, departure, location, time, travel route, itinerary at destination, and lunch locations. In the case of activities, arrange for a speaker or instructor, coordinate location, time, and date, provide plans for refreshments and/or lunch, determine the number of persons the activity will accommodate, maintain a signup sheet, and notify participants in the event of change of plans.
 - b. Members are responsible for all applicable activity fees. Activity fees will be collected through the pre-established payment system distributed IAW *FWCSC Bylaws Article XI, Section A*. Fees will not be refunded without prior Executive Board approval.
6. Sub-clubs are any sporting, social or recreational groups organized IAW the FWCSC Constitution that provide an avenue for members to connect, grow, and serve the community.
7. Coordinate with the Vice President for the current membership roster.
8. Review sub-club Facebook groups every month to ensure access to and participation in sub-club activities is limited to FWCSC members in good standing. IAW *FWCSC Constitution, Article III, section D*.
9. Submit a synopsis of sub-club activities with a monthly board report.
10. Serves as a Craft Fair and Basket Auction Committee member.
11. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A. 18*.

Section C. The Vendor Relations Chair will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Board Meetings, standing and special committee meetings, and all other regular or special meetings of the FWCSC.
4. Review, update, and submit any changes to the Vendor Application (digital and paper) to the Executive Board for approval NLT the July BOG meeting. The Vendor Application should protect FWCSC from liability associated with vendors attending FWCSC functions.
5. Coordinate with the Public Relations Chair to promote the vendor application process on the FWCSC website and all social media channels.
6. Coordinate with the Vice President and Programs Chair to have vendors at FWCSC events and meetings.
 - a. Vendors may attend all General Membership meetings unless the BOG should specify an exception to the rule.
 - b. Vendors are encouraged to use the pre-established payment system to pay for and enjoy any meal provided at the event they attend.
7. Serve as the point of contact for all FWCSC vendors.
 - a. Identify and recruit veterans, mil-spouses, local small business owners, and community resources to participate in FWCSC events and meetings. Per *DODI 1000.15 (Non-*

Federal Entities Operating on DoD Installations), no insurance agencies may participate.

- b. Track and monitor all vendor applications (paper and digital), ensuring a variety of vendors are available for membership meetings.
 - c. Retain a copy of the signed vendor contracts (paper and digital).
 - d. Ensure equitable scheduling of vendors to maximize the variety of goods and resources provided. Coordinate vendors to match program themes as appropriate.
 - e. Arrive at least one (1) hour before FWCSO events to coordinate vendor tables, ensure vendor tables are correctly identified and assigned, and assist vendors upon their arrival.
 - f. Collect opportunity prizes upon vendor arrival and coordinate with the Programs Chair for use. Ensure each opportunity prize is labeled to identify the vendor.
 - g. Responsible for thanking vendors for participating within one (1) week of the event.
8. Serves as a Craft Fair and Basket Auction Committee member.
 9. Conduct board transition IAW *FWCSO Bylaws Art IV, Section A*.

Section D. The Craft Fair Chair will have the duties described in the *Bylaws, Article IV, Section A* with the following additions:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSO.
4. Plan, coordinate, promote, and execute the Annual Holiday Craft and Antique Fair.
 - a. Coordinate with the Executive Board to schedule the location and date for the Annual Holiday Craft and Antique Fair NLT 2nd Executive/BOG meeting. The President is responsible for entering into any necessary contract.
 - b. Review, update, and submit any changes to the Annual Holiday Craft and Antique Fair Vendor Application (digital and paper) to the Executive Board for approval NLT at the 3rd Executive/BOG meeting. The Vendor Application should protect FWCSO from any liability associated with vendors attending the Annual Holiday Craft and Antique Fair.
 - c. Once the location and date are identified, create an event and vendor flyer, and submit it to the Public for promotion across the FWCSO website and all social media channels. Include the vendor application link.
 - d. Maintain all forms, records, and rosters of sponsors and donors.
 - e. All monies will be collected through the pre-established payment system.
5. Establish a Craft Fair Committee from FWCSO members in good standing to assist in the planning and execution of the FWCSO Annual Craft Fair to include BOGs IAW *FWCSO Bylaws Article IX, Section A*.

- a. Each committee member will have one vote during committee meetings: The Chair, President, Vice President, Financial Officer, and/or Assistant Financial Officer, Advisor, and Administrative Officer will be *ex officio*. The Chair will vote only in the event of a tie.
 - b. Submit committee minutes with each monthly board report.
6. Responsible for thanking sponsors and vendors for their participation within thirty (30) days of the event.
7. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A. 18*.

Section E. The Basket Auction Committee Chair will have the duties described in the *Bylaws, Article IV, Section A*, with the following additions:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Plan, coordinate, promote, and execute the Annual Basket Auction.
 - a. Serve as liaison between Installation, DFMWR, and FWCSC to coordinate all logistical support for the Annual Basket Auction
 - b. Coordinate with the Executive Board to schedule the location and date for the Annual Basket Auction NLT 2nd Executive/BOG meeting, ensuring there is no conflict with other community auctions. The President is responsible for entering into any necessary contract.
 - c. Review, update, and submit any changes to the donation and sponsor request letter to the Executive Board for approval NLT the 5th Executive/BOG meeting. The letter will include the FWCSC mission, 501(c)(4) status, and the purpose and expected reach of the Annual Basket Auction, and it will include the signature blocks of the President and Basket Auction Chair.
 - d. Create an event flyer and donation and sponsor forms and submit them to the Public for promotion across the FWCSC website and all social media channels once the location and date are identified. Include a donation form link.
 - e. Maintain all forms, records, and rosters of sponsors and donors.
 - f. All monies will be collected through the established payment system.
5. Establish a Basket Auction Committee from FWCSC members in good standing to assist in the planning and execution of the FWCSC Annual Craft Fair to include BOGs IAW *FWCSC Bylaws Article IX, Section A*.
 - a. Each committee member will have one vote during committee meetings: The Chair, President, Vice President, Financial Officer, and/or Assistant Financial Officer, Advisor, and Administrative Officer will be *ex officio*. The Chair will vote only in the event of a tie.
 - b. Submit committee minutes with each monthly board report.

6. Responsible for thanking sponsors and donors for their participation within thirty (30) days of the event.
7. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

Section F. The Community Engagement Coordinator (formerly the Community Outreach and Scholarship Chairs) will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Coordinate with the Program Chair to establish monthly “Sharing is Caring” partners.
5. Establish a Community Engagement Committee to plan, coordinate, promote, and execute the FWCSC Community Engagement Program, providing grants and scholarships to community members IAW *FWCSC Bylaws, Article IX, Section C*.
 - a. Each committee member will have one vote during committee meetings: The Chair, President, Vice President, Financial Officer, and/or Assistant Financial Officer, Advisor, and Administrative Officer will be *ex officio*. The Chair will vote only in the event of a tie.
 - b. Submit committee minutes with each monthly board report.
6. Review, update, and submit any changes to FWCSC Grant and Scholarship applications to the Executive Board for approval NLT the 5th Executive/BOG meeting. Applications must include:
 - a. FWCSC mission and 501(c)(4) status.
 - b. Application submission timeline.
 - c. Eligibility criteria.
 - d. Follow-on instructions for receipt of grant or scholarship. Include a policy for unclaimed grants and scholarships and recipients failing to comply with established instructions. All monies must be claimed by September 15.
7. Submit grant and scholarship applications to Public Relations for optimal coverage and widespread publicity, including the FWCSC website and all social media channels, NLT sixty (60) days before the application deadline. Distribute scholarship applications to area school districts as necessary.
8. The Community Engagement budget will be released following the Basket Auction in March. 40% of available funds will be disbursed towards grant applications, and 60% will be disbursed towards scholarships. To ensure the widest diversity of populations is served, no one organization or entity may receive more than 30% of the funds available for grants.
9. Grants and Dependent Scholarships will be presented during the May General Membership Meeting.
10. High School Scholarships will be presented with school district coordination at each recipient’s High School.

11. Submit grant and scholarship disbursement recommendations for approval NLT at the April Executive/BOG meeting. BOG and General Membership must approve disbursements IAW *FWCSC Constitution Article VIII Section E*.
12. Coordinate with the Financial Officer and/or Assistant Financial Officer to issue checks for all disbursements.
13. Maintain all applications (awarded and denied), rubric results, and disbursements.
14. Serves on the Craft Fair and Basket Auction Committees.
15. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

Section H. The Ways and Means Manager will have the duties described in the *Bylaws, Article IV, Section A*, with the addition of, but not limited to, the following:

1. Appointed by the President with approval from the Executive Board.
2. Serve as a voting member of the BOG.
3. Attend all Executive Board and BOG Meetings, standing and special committee meetings, and all regular or special meetings of the FWCSC.
4. Develop and submit a plan for purchasing and selling merchandise to the Executive Board NLT at the 3rd Executive/BOG meeting and again NLT at the 6th Executive/BOG meeting.
5. Coordinate with the Programs Chair and Volunteer Coordinator to set up and operate a sales table at all General Membership meetings and FWCSC events.
6. Maintain accountability of all Ways and Means merchandise for sale.
 - a. Inventory will be maintained utilizing established software and made available upon request of the BOG.
 - b. If the Ways and Means Manager position is vacant, an end-of-year inventory will be conducted following the May General Membership meeting with the incoming Ways and Means Manager or Vice President.
7. Maintain records of all purchases. Submit receipts for reimbursement to the Financial Officer within thirty (30) days of purchase.
8. Submit a monthly sales report with a board report.
9. All monies will be collected through the established payment system.
10. Perform all additional responsibilities deemed necessary for the benefit of the FWCSC or as delegated by the President.
11. Conduct board transition IAW *FWCSC Bylaws Art IV, Section A*.

ARTICLE IX – RESPONSIBILITIES OF SPECIAL COMMITTEE CHAIRS

Section A. Special Committee Chairpersons will be appointed by the FWCSC President. FWCSC members with active membership and good standing are eligible to be appointed as per the *Constitution, Article III*.

1. Preside at committee meetings appointed by the president.

2. Vote only in the case of a tie.
3. Report to the Executive Board.
4. Submit AAR and supporting documents with the board report to the President and Administrative Assistant after completing the assisted committee for inclusion in the next Executive/ BOG meeting.

Section B. The Budget Committee is chaired by the Financial Officer and co-chaired by the Assistant Financial Officer if one is appointed.

1. The budget committee will consist of the President, Vice President, Public Relations Chair, Volunteer Coordinator, Administrative Assistant, Parliamentarian, Honorary President, Honorary Vice President, Advisors, and any other member of the BOG deemed necessary.
2. The budget committee will meet NLT at the 2nd Executive/BOG meeting to prepare the annual Operational Budget and NLT at the January Executive/BOG meeting to review and adjust the annual budget as needed.
 - a. Submit the proposed budget to the 2nd Executive/BOG meeting for review and vote.
 - b. Submit the adjusted budget to the January Executive/BOG meeting for review and vote.
3. The Annual Operational Budget will be presented for approval by the General Membership at the first General Membership meeting of the year, IAW FWCS Constitution Article V Section B.
4. The Philanthropic Budget will be released following the Basket Auction in March, and disbursements will be presented for approval by the General Membership at the April General Membership meeting of the year, IAW FWCS Constitution Article V Section B.

Section C. The Community Engagement Chairperson chairs the Community Engagement Committee.

1. This committee will consist of the President, Vice President, Financial Officer and/or Assistant Financial Officer, Honorary President, Honorary Vice President, Advisors, Administrative Officer, and a minimum of five (5) members in good standing from the FWCS membership.
2. Each committee member will have one vote during committee meetings. The Chair, President, Vice President, Financial Officer, and/or Assistant Financial Officer, Advisor, or Administrative Officer will be ex officio; they will have no voting privileges. The Chair will vote only in the event of a tie.
3. In accordance with all Non-Profit regulatory guidance, the chair will ensure that no committee member has a vested or conflicting interest in any organization or individual applying for a grant or scholarship. Committee members may not be related to any person who applies.
4. Establish Community Engagement Committee NLT 5th Executive/BOG meeting. The committee will meet at least twice yearly, in October and March or as deemed necessary by the BOG.
5. Coordinate for Grants and Dependent Scholarships, which will be presented during the May General Membership Meeting.

6. Coordinate for High School Scholarships which will be presented at each recipient's High School with FLW School Liaison Officer and school district coordination.
7. Coordinate with the Financial Officer and/or Assistant Financial Officer to issue checks for all disbursements.
8. Submit grant and scholarship disbursement recommendations for approval NLT at the April Executive/BOG meeting. BOG and General Membership must approve disbursements IAW *FWCSC Constitution Article VIII Section E*.

Section D. The Constitution and Bylaws Committee is chaired by the Parliamentarian.

1. The committee will consist of the President, Vice President, Advisors, Administrative Officer, and at least two (2) FWCSC members in good standing.
2. The committee will meet at least every two (2) years to determine whether changes need to be made to the Constitution and Bylaws. However, due to changes in Army and installation regulations and policies, the committee may meet more often to recommend changes.
3. Submit recommended revisions for approval of the BOG at the next Executive/ BOG meeting.
4. Revision will be presented for approval by the General Membership at the next available General Membership meeting IAW *FWCSC Constitution, Article XII*.
 - a. Best practices recommend that the General Membership be provided with the proposed changes at least one (1) month before their vote.
 - b. The parliamentarian will coordinate with the Public Relations and Programs Chair to distribute the proposed Constitution and Bylaws to members for review.
 - c. Revisions conducted every two (2) years will be presented for approval by the General Membership vote no later than the April General Membership meeting.

Section E. The Nominations and Elections Committee is chaired by the Parliamentarian.

1. The committee will convene before the February Executive/BOG meeting.
2. The committee will include the Vice President, Administrative Officer, Advisors, and at least two (2) FWCSC members in good standing.
3. Coordinate with Public Relations to publicize the nomination and election process across the FWCSC website and all social media platforms, including position descriptions, responsibilities, and the deadline for nominations. IAW *FWCSC Constitution Article VII*.
4. The completed slate will be presented verbally at the March General Membership meeting. Once announced, the slate is closed.
5. Ensure the following conditions are met:
 - a. No member of the committee will run for elected office.
 - b. If a committee member elects to run, they will withdraw from the committee.
 - c. All members in good standing are eligible to be nominated and may self-nominate for a position.

Section G. Other Committees and Temporary Positions

With the approval of the Executive Board, the President may appoint other committees if needed, including any temporary committee or positions. The Executive Board will determine their duties and terms of office and will have no vote on the BOG. Those appointed to other committees or temporary positions will submit an AAR and supporting documents with the board report to the President and Administrative Assistant following the completion of the committee or position for inclusion in the next Executive/ BOG meeting.

ARTICLE X – ELECTIONS AND VOTING

Articles V, VI, and VII of the FWCSC Constitution are incorporated by reference into this Article for all purposes.

Section A. Executive Board and BOG Voting Policies

1. Each elected member of the Executive Board will have one (1) vote on the BOG, except for the President, who will vote only in the event of a tie.
2. Each Committee chair will have one (1) vote on the BOG.
3. Three (3) voting members must be present to establish a quorum at Executive Board Meetings. Two-thirds (2/3) of the voting members must be present to establish a quorum at a BOG meeting. A simple majority constitutes a valid vote.
4. Proxy votes will be accepted during Executive Board and BOG meetings. The proxy voting process is as follows:
 - a. General Proxy forms are collected from each BOG member at their first Executive/BOG meeting.
 - b. General Proxy forms are prepared, distributed, and retained by the Parliamentarian.
 - c. During a vote without a quorum, the Parliamentarian distributes proxy forms for the BOG members who are not in attendance.
 - d. Those BOG members assigned as a proxy will vote on behalf of the absent members for all club business during the meeting.
5. The Parliamentarian may conduct an electronic vote of the Executive Board or BOG at the request of the President. The process is as follows:
 - a. A board member makes a motion to the President.
 - b. The President notifies the Administrative Officer and Honorary President, Honorary Vice President, Parliamentarian, and/or Advisors of the motion; the Administrative Officer or another member may second the motion. The Parliamentarian notifies the BOG that a valid motion is on the floor. The Administrative Officer records the motion.
 - c. The Parliamentarian emails the Executive Board and/or BOG, states that the motion was seconded, establishes a quorum, and asks the members how to vote.
 - d. The Parliamentarian notifies the President and the Administrative Officer of the vote's result, including the number in favor, number opposed, and number of abstentions.

- e. The Parliamentarian states the motion and the voting results at the next Executive/BOG meeting and includes them in the minutes of that meeting.
6. Special Voting Procedures – When an immediate decision is required, the President and/or Honorary President may call for a vote by the FWCSC General Membership to be conducted electronically. Members without an email address will be called. Each voting member must be informed that this is a voting procedure and must be read, or the message must contain the motion under consideration in its complete form before voting. An email vote is to be administered solely by the Parliamentarian. If the Parliamentarian cannot fulfill these duties, the Executive Board will determine a one-time appointee to administer the vote. The Quorum and voting procedures will be the same as outlined in the *Constitution, Articles V and VI*.

Section B. Standing and Special Committee Voting Policies

1. Each committee member will have one (1) vote, except for the chair, who will vote only in the event of a tie.
2. A quorum requires a majority of the voting members to be present. A simple majority constitutes a valid vote.
3. No absentee or proxy votes will be accepted in committee voting, as referenced in the Constitution, *Article V, Section B*.
4. The Parliamentarian may conduct an electronic committee vote at the chairperson's request. The process is as follows:
 - a. A board member makes a motion to the chair.
 - b. The chair notifies the committee members of the motion; the Administrative Assistant or another committee member seconds it. The Chair also notifies the Parliamentarian that a motion is on the floor. The Administrative Officer records the motion.
 - c. The Parliamentarian emails the Executive Board and/or BOG and states that there is a motion on the floor. The motion is stated, it is seconded, and a quorum is established.
 - d. The Parliamentarian states the motion, and the Executive/BOG member is asked how they vote.
 - e. The Parliamentarian notifies the President, and the Administrative Officer gives the result of the vote, including the number in favor, number opposed, and number of abstentions.
 - f. The Administrative Officer states the motion and the voting results at the next Executive Board or BOG meeting and includes them in the minutes of that meeting.

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 secret ballot. If a nominee is nominated for more than one position, the General Membership will vote by secret ballot until the position is filled.
4. The Parliamentarian will conduct the vote, providing ballots, if necessary, and ensuring that only eligible FWCSO 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)] to be elected.
7. Elected Officers will be recognized as board-elect at the May General Membership meeting in a ceremony officiated by the Parliamentarian.

ARTICLE XI - FUNDING SOURCES

Article VIII of the FWCSO Constitution is incorporated by reference into this Article for all purposes.

Section A. Expenditures

Expenditures will be limited for those required to support FWCSO's mission and activities as listed in the Constitution, such as promotional materials, supplies for committee needs, activity and event expenses, awards, programs, gifts, financial fees, technology, special functions, and philanthropic donations as deemed necessary.

1. Expenditures will be categorized and disbursed in accordance with generally acceptable accounting standards.
2. Expenses will not exceed income under any circumstances.
3. FWCSO will categorize all expenditures as non-discretionary or discretionary expenses in an annual budget with line-item amounts approved by the BOG and the General Membership.
4. Petty cash will not exceed \$200.00 for general meetings without approval of the BOG.

Section B. Financial Control

FWCSO will maintain and record all assets, liabilities, net worth, and financial transactions in accordance with generally accepted accounting procedures.

ARTICLE XII – HISTORICAL RECORDS

Section A. Continuity Books

All FWCSO BOG members must maintain historical records known as a Continuity Book, IAW FWCSO *Constitution, Article XI*. Continuity Book may be stored in written and/or electronic format or a combination of both by each member of the BOG for the current year plus the previous year. The President, Administrative Officer, and Vice President will coordinate the collection, transfer, and storage of all Continuity Books for two (2) inactive years plus the current year; after that, records may be placed in permanent storage and/or destroyed. Financial records will be maintained for seven (7) inactive years plus the current year; after that, records may be destroyed.

Section B. The FWCSA Continuity Book will contain:

1. Current signed Constitution and Bylaws
2. Official DOD Instructions, Army Regulations, and Policy Letters
 - a. DoDI 1000.15
 - b. AR 210-22 *Support for Non-Federal Entities Authorized to Operate on Department of Army Installations*
 - c. AR 600-29 *Fundraising within the Department of the Army*
 - d. *Fort Leonard Wood Non-Federal Entities Private Organizations Reference Guide*
3. Approved FWCSA policies, guidelines, and SOPs for all positions
4. Department of Treasury Documentation
 - a. IRS Determination Letter
 - b. 990-N or 990-EZ
 - c. All correspondence from the US Treasury Department
5. Missouri Secretary of State Documentation
 - a. Certificate of Incorporation
 - b. Tax Exempt Status Letter
 - c. Yearly Filing Report
 - d. All correspondence from the Missouri Secretary of State.
6. Insurance
 - a. Certificate of Liability Insurance
 - b. Certificate of Fidelity Bonding
 - c. Certificate of Event-Specific Liability Insurance
7. Volunteer Service Records
 - a. Volunteer Position Descriptions
 - b. Volunteer recognition.
8. Meeting Minutes to include Financial Statements
9. Membership rosters, including (Honorary Members and Advisors) for the current and previous year only; after that, only a roster of the BOG will be kept, and all previous roster information will be destroyed. However, a numerical count will be maintained.
10. Asset Inventories
11. Memoranda of Agreements and Letters of Approval
 - a. Approval to operate as a Private Organization on Fort Leonard Wood
 - b. Approval to conduct fundraisers.
12. After Action Reports for all positions

Section C. The Continuity Book for each position must contain:

1. Current signed Constitution and Bylaws
2. Approved FWCSA policies, guidelines, and SOPs and calendar applicable for each position
3. Meeting Minutes, to include Financial Statements or electronic versions.

4. Annual and event After Action Reports as applicable.

ARTICLE XIII – AMENDMENTS AND APPROVAL

Article XII of the FWCSC Constitution is incorporated by reference into this Article for all purposes.

Section A. Approval of the Bylaws

The *Bylaws* and any amendments to them will be approved by a simple majority vote of the quorum present of the FWCSC BOG, as referenced in the *Constitution, Article XII, Section B*.

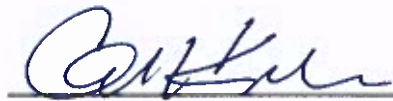
Section B. Amendments to the Bylaws

Amendments to the *Bylaws*, approved by the FWCSC BOG, will become effective upon approval by the Approving Authority. If an article of these *Bylaws* or a portion thereof is declared invalid, the remaining unaffected provision of such articles or portions thereof will remain in full force and effect.

Section C. Approved Bylaws

Once approved, these *Bylaws* will supersede all previous Bylaws and amendments, except that they will not affect Officers elected or specific agreements and contracts entered into under the terms of the previous Bylaws until such agreements or contracts have reached their expiration date.

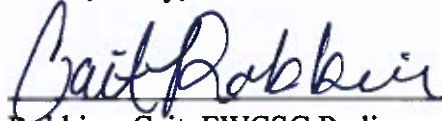
These *Bylaws* were approved by the BOG on **September 4, 2024** and by the General Membership on **September 25, 2024**. In witness thereof, the following officers affix their signatures.



Killea, Carey, FWCSC President 2024-2025

30 SEP 2024

Date



Robbins, Cait, FWCSC Parliamentarian 2024-2025

30 SEP 2024

Date