

Spouses' Club of Fort Eustis

BY-LAWS

May 8, 2019

ARTICLE I PURPOSE

The purpose of these By-Laws is to establish a general operating procedure for the operation of the Spouses' Club of Fort Eustis, hereafter referred to as the SCFE.

ARTICLE II TERMS OF OFFICE

The SCFE Governing Board (Executive and Committee Chairs), excluding Honorary positions, will abide by the following term limits and conditions:

- A. A board member may not serve on the Governing Board in any capacity for more than three consecutive years, after which he/she must have at least a one-year break before returning to any Governing Board position. A board member may only hold a particular board position for two particular years.
- B. A board member may only serve on the Executive Board for two consecutive years, after which he/she must have at least a one-year break before returning to an Executive Board position. A board member may serve in an appointed position after having served on the Executive Board for two consecutive years.
- C. No member shall hold more than one (1) Governing Board position at a time unless approved by the Executive Board while the search to fill the position continues.
- D. Any and all vacancies, unless temporary, will be filled by the President as outlined in Article IV, Section 3X.
- E. Resignations shall be submitted in writing to the President, who will appoint a replacement.
- F. The last SCFE Governing Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming Governing Boards. At that time, the official transfer of all records to the incoming Governing Board will occur. If the successor has not yet been appointed all information for the vacant position shall be turned over to the incoming President.

ARTICLE III GENERAL RESPONSIBILITIES of the EXECUTIVE BOARD

Section 1: Executive Board Members shall:

- A. Attend all called Executive Board meetings, monthly Governing Board meetings, General Membership meetings and events, all committees and other meetings

- deemed necessary by their Governing Board position.
- B. Be a voting member of the Executive Board, Governing Board, with the exception of Honorary Officer(s)/Advisor(s), the President and Parliamentarian. The President may vote in the event of a tie.
 - C. Submit a written monthly report to include a “no report” to the President and the Secretary by designated deadline. A copy shall be retained for his/her continuity notebook.
 - D. Give advance notice to the President of items he/she wishes to place on the agenda for SCFE Board discussion.
 - E. Ensure that the Secretary and President review all correspondence to the General Membership before being distributed.
 - F. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year if the committee requires one and operate within the individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
 - G. Submit a detailed After Action Report(AAR) in May to the Secretary.
 - H. Maintain a continuity binder in accordance with the established policy, to include a job description, Constitution, By-Laws, monthly reports, yearly budget, monthly financial reports, Board reports, meeting minutes, AAR, year-end reports, and an inventory pertinent to that position. The Continuity Binder shall be turned over to the President no later than three days prior to the June Board meeting. Board members shall sign for Continuity Binders upon receipt and return.
 - I. Turn in Continuity Binder for preview by the President and Parliamentarian by the March Board meeting.
 - J. Be encouraged to volunteer at the SCFE Thrift Shop at least four hours per month.
 - K. Register in Volunteer Management Information System and record SCFE volunteer hours on a monthly basis.
 - L. Perform additional duties as designated by the President.
 - M. May establish special committees (as needed and with approval of the President) to assist with SCFE events or programs.

ARTICLE IV DUTIES of the HONORARY and EXECUTIVE BOARD

Section 1: Honorary President & Honorary Vice President shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Be a non-voting member of the Executive and Governing Boards but will retain voting privileges as an Active Member upon paid membership in the SCFE.
- C. Be invited to attend SCFE Executive Board and Governing Board Meetings, Special Meetings, General Membership Meetings and other functions of the SCFE and informed of Budget Committee, Welfare Committee, Scholarship Committee, Constitution and By-Laws Committee, Nominating Committee and

- additional committees as required.
- D. Serve in the advisory capacity, counsel, inform, mentor, and coach.
- E. Be available to provide assistance and advice, while allowing the SCFE Board to make its own decisions.
- F. Confer with the President on selection of Standing Committee Chairs.
- G. Be the Spouse of the TRADOC Commander and Command Sergeant Major respectively or her/his designee.

Section 2: Honorary Advisor (s) shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Be appointed by the Honorary President and Honorary Vice President in consultation with the President.
- C. In the absence of Honorary President and Vice President, act in the capacity of the Honorary President.
- D. Be a non-voting member of the Executive and Governing Boards but will retain voting privileges as an Active Member upon paid membership in the SCFE.
- E. Act in an advisory capacity, counsel, inform, mentor and coach, and provide appropriate policy guidance in matters pertaining to the SCFE Boards.
- F. Serve in an advisory capacity as an ex-officio member of the Budget Committee, Community Grants Committee, Scholarship Committee, the Constitution and By-Laws Committee, the Nominating Committee, and additional committees as required.
- G. Advise the President on the selection of an Audit Committee for end of year financial audit. (Article XVI, Section 3).

Section 3: President shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Preside at all membership functions, special meetings, and Governing and Executive Board meetings.
- C. Not motion, nor vote except in the event of a tie.
- D. Ensure that the Constitution and By-Laws are upheld.
- E. Call special membership, committee or board meetings as necessary.
- F. In conference with Honorary President and Vice-President, appoint the Parliamentarian and all Standing and Special Committee Chairpersons, subject to approval of the Executive Board, whenever necessary to conduct the business of the SCFE.
- G. Be invited to serve as an ex-officio member of all committees, except the Nominating Committee; voting only in the event of a tie.
- H. Ensure that Advisors are invited to attend all committee meetings.
- I. Be bonded, be aware of all contracts and obligations authorized by the Governing Board, have authority to co-sign all disbursements from SCFE bank accounts, and be a co-account holder for the SCFE Thrift Shop with the Manager and Bookkeeper.

- J. Disburse funds in the event of the temporary absence of the Treasurer.
- K. Review Operating and Community Grants financial books, bank statements and Treasurer's reports monthly as an internal control necessary to meet the requirement for the surety bond.
- L. Oversee and maintain keys for all SCFE assets and sign for all government property used by the SCFE at the Real Property Branch of the Civil Engineer Directorate.
- M. Along with the Secretary, ensure that all required documents needed to revalidate the SCFE are submitted to the Private Organization Supervisor point of contact within the 633d Force Support Squadron.
- N. Plan the SCFE year with the Governing Board, ensuring that events are coordinated on the Fort Eustis master calendar in the 633d Mission Support Group Commander's Operation's office.
- O. When invited, be the SCFE representative on the Welcome/Farewell Planning Committee for the Welcomes/Farewells for Honorary President, Honorary Vice President, and Honorary Advisor(s) and SCFE may provide a gift not to exceed \$20 for a Guest of Honor.
- P. Purchase farewell gifts for Governing Board members within the President's budget.
- Q. Authorize a telephonic or electronic vote for expedition of a decision facilitated by the Parliamentarian as outlined in ARTICLE X, Section 2 of these By-Laws.
- R. Serve as representative or appoint a representative to all community council meetings requiring SCFE presence.
- S. Serve as a voting member of the SCFE thrift shop advisory board, here as referred to as SCFETSAB. Preside at SCFETSAB in absence of the Thrift Shop Liaison.
- T. Along with the SCFE Thrift Shop Manager and thrift shop Liaison, assist with interviewing applicants for the SCFE thrift shop Positions.
- U. Submit a President's Letter for publication in the SCFE Newsletter as requested.
- V. Ensure SCFE information is submitted to the Joint Base Commander's designated subordinate commander – 633d Mission Support Group Commander's Office for publication in the monthly community information update by designated deadline.
- W. In the event of an elected office vacancy, make the appointment in conference with the Honorary President and approved by the Governing Board.

Section 4: First Vice President shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Serve as a voting member of the Community Grants and Scholarship Committees.
- C. Serve as a voting member of the Budget Committee.
- D. Serve as a voting member of the Constitution and By-Laws Review Committee.
- E. Oversee all fundraising events that have been approved by the Executive Board. Present all approved fundraising events to Governing Board.
- F. May establish special committees (as needed and with approval of the President) to assist with management of SCFE fundraising events or programs.

- G. Ensure all fund raising is in accordance with Department of Defense (DOD) policies.
- H. Submit all required fund raising paperwork to the 633^d Force Support Division representative.
- I. Sign all fundraising contracts after approval from the President. All signed contracts must be emailed to the President within five business days. The President may co-sign if available and has the option to void contracts on an as needed basis. All signed contracts must be presented at the next Executive Board meeting for review.
- J. Turn over all monies raised at the fundraiser to the Treasurer, at the conclusion of the event.
- K. Preside at all meetings in the absence of the President.
- L. Be responsible for selecting a token of appreciation for the President.
- M. Complete and submit an After Action Report to be submitted to the Secretary by the last Board Meeting.
- N. Assist the President and assume all duties assigned or deemed appropriate by the President.
- O. Be bonded.

Section 5: Second Vice President shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Assume the responsibilities of the President or First Vice-President in the absence of either.
- C. Chair luncheon committee.
- D. Serve as voting member of the Scholarship Committee.
- E. Serve as voting member of the Budget Committee.
- F. Serve as voting member of the Constitution and By-Laws Review Committee
- G. Submit recommendations for proposed programs to the Governing Board NLT the August Governing Board Meeting.
- H. Plan and coordinate, with the approval of the Executive Board, all SCFE General Membership events (luncheons/dinners and/or programs).
- I. Serve as liaison for SCFE General Membership events and coordinate all requirements in accordance with (IAW), the Fort Eustis Club or other hosting contracts.
- J. Coordinate with Hospitality, Membership and Reservations and report to the President.
- K. Coordinate programs to include arranging for speakers or entertainment for General Membership events.
- L. Coordinate the Joint Services Luncheon held at JBLE every third year (Spring 2020).
- M. Arrange transportation and lodging, if needed, for speakers and entertainers.
- N. Draw up, when needed, speaker contracts and ensure that fees are paid prior to the guest speaker's departure on the day of the event.

- O. Provide escort for guest speakers and any guest of the SCFE.
- P. Be responsible for hosting facility related arrangements to include menu choices for all General Membership events and other selected SCFE sponsored functions.
- Q. Sign all contracts, with date/function approval of Executive Board, with the Fort Eustis Club Catering Office or other hosting facility pertaining to General Membership events. All signed contracts must be emailed to the President and Treasurer within five business days. The President may co-sign if available and has the option to void contracts on an as needed basis. All signed contracts must be presented at the next Executive Board meeting for review.
- R. Arrange for items for opportunity drawings for General Membership events.
- S. Provide centerpieces for General Membership events.
- T. Provide Vendor Chair all dates of events at which vendors will be invited.
- U. Ensure that vendors' door prizes for monthly General Membership events are arranged through the Vendor Chair.
- V. Introduce the program guest(s) at General Membership events and act as emcee.
- W. Obtain the speaker's meal choice and provide it to the Reservation Chair. Also, shall provide the speaker with a small gift of appreciation.
- X. Submit publicity for General Membership Events to the Newsletter Editor and the Publicity Chair.
- Y. In case of vacancy of the office of President, be given right of second refusal in line behind the First Vice President.

Section 6: Secretary shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Serve as voting member of the Community Grants and Scholarship Committees.
- C. Serve as voting member of the Budget Committee.
- D. Serve as voting member of the Constitution and By-Laws Review Committee.
- E. Ensure that the President reviews all correspondence before being distributed.
- F. Collect all monthly reports and distribute electronically to all Governing Board Members, including Honorary Officers, at least two (2) days prior to Governing Board meeting along with the meeting agenda and Treasurer's reports.
- G. Record and preserve the minutes of all Governing, Executive Board, Community Grants, and Scholarship Committee meetings.
- H. Be official keeper/custodian of the SCFE records, except the Treasurer's books and maintains said records for a period of seven (7) years. These records shall be maintained at the SCFE Board Room and on a flash drive maintained by the Secretary. Purge outdated files annually.
- I. Maintain records:
 - 1. Constitution, Bylaws and Amendments with all current revisions.
 - 2. Copy of Authorization to Operate.
 - 3. Financial statements and/or ledgers with supporting documentation.

4. Audit reports.
 5. Copy of inventory of all fixed assets.
 6. All minutes of the current SCFE year.
 7. Copies of insurance policies.
 8. Copies of contracts.
 9. All documentation necessary for proper function of the SCFE.
 10. Copies of committee Standard Operating Procedure (SOP), contracts and After Action Reports.
 11. Historical records to include scrapbooks, awards, mementos, and memorabilia.
- J. Distribute the minutes via email to Governing Board, within one week of a board meeting, for review. If any revisions are submitted, distribute the revised copy via email to the Governing Board prior to the following board meeting. Present the minutes for approval at the next Governing Board meeting. Amend, to reflect in the minutes, any telephone or e-mail votes.
 - K. Submit a hardcopy to the Private Organization Supervisor at 633d Force Support Squadron on Joint Base Langley-Eustis - Monthly: one approved copy of the Governing Board minutes, telephone/e-mail votes, and the monthly financial report; Annually: The Governing Board rosters, audits, amendments and the SCFE Thrift Shop Advisory Board financial reports and annual audits.
 - L. Maintain the official Constitution and By-Laws and records of the SCFE to include the SCFE Thrift Shop.
 - M. Provide a standard format of the After Action Report to all Governing Board members in March.
 - N. In May, collect After Action Reports from each Governing Board member (Honorary Officers/Advisors are exempt) to be distributed to the incoming President, Secretary, and incoming Chairs.
 - O. Submit After Action Reports from assigned appointed positions to the President.
 - P. Maintain roster of the SCFETSAB, create email distribution list and send out all minutes and pertinent information pertaining to SCFETSAB.
 - Q. Assist SCFE Thrift Shop Liaison, Thrift Shop Manager, and President with updating the SCFE Thrift Shop SOP as needed.
 - R. Mail all correspondence as directed by the President.
 - S. Pick up and distribute mail on a weekly basis (July 1 – June 30).
 - T. In absence of an appointed Volunteer Coordinator, ensure all SCFE Governing Board and committee members are registered in the Volunteer Information Management System (VMIS) and appoint or serve as the OPOC.
 - U. Write thank you notes on behalf of the SCFE.
 - V. Receive the list of SCFE Inventory from the Property Chair and account for valuable property (over \$300) to the Governing Board at the end of the year.
 - W. Be the Key Control Officer.
 - X. Write a letter to Post Office listing Board Members authorized to pick up SCFE and Thrift Shop mail.

Section 7: Treasurer shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Assist the President in all financial decisions for the SCFE.
- C. Chair Budget committee once per year or as necessary as outlined in ARTICLE VII, Section 1 of these By-Laws.
- D. Serve as a voting member of the SCFETSAB.
- E. Serve as a voting member of the Constitution and By-Laws Review Committee.
- F. Serve as a voting member of the Community Grants and Scholarship Committees.
- G. Present the budget(s) to Governing Board for approval to take forward to the first general membership for final approval and acceptance.
- H. Prepare and submit financial statements monthly to be reconciled by the President.
- I. Submit a monthly treasurer's reports electronically to the Secretary by designated deadline.
- J. Maintain checking accounts with the President as authorized co-signer. Shall co-sign all disbursements (checks) in excess of \$500 with the President.
- K. Disburse funds for authorized expenses as approved by the budget of the SCFE, as long as official receipts are provided.
- L. Collect funds and completed receipt vouchers with proper documentation and deposit funds into appropriate SCFE checking accounts.
- M. Maintain itemized financial records for at least seven (7) years.
- N. Ensure all financial records are in order for an annual compilation per Joint Base Langley-Eustis, State of Virginia and IRS.
- O. Maintain and renew Bond Insurance for the President, First Vice President, Second Vice President, Secretary, Treasurer, Honorary Advisors, Thrift Shop Liaison, Membership, Ways and Means, Reservations, Hospitality and Vendor chairs.
- P. Ensure bonding is current for SCFE Thrift Shop Manager, Thrift Shop Bookkeeper and Thrift Shop Cashier(s).
- Q. Maintain and renew Property and Liability Insurance for SCFE property, Thrift Shop and events, by renewal deadline of July 1.
- R. At the beginning and ending of each board year, or as necessary during the year, collect one (1) copy of the property inventory of decorations, SCFE Property and Ways and Means purchases during current board year, for verification.
- S. Ensure that all federal and state taxes are submitted within the time requirements.
- T. Ensure SCFE Thrift Shop Bookkeeper pays all bills and taxes necessary for operation of the SCFE Thrift Shop.
- U. Handle activities concerning the SCFE copier if applicable or Copy account.

Section 8: Parliamentarian shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Be appointed by the President upon approval of the Executive Board and serve as a non-voting member.
- C. Ensure that parliamentary authority on all procedures to ensure orderly conduct as outlined in the most current edition of *Roberts Rules of Order* and to oversee and

advise the Governing Board and General Membership on voting and parliamentary procedures in accordance with the Constitution, By-Laws, Air Force Instruction (AFI) 34-223 and Army Regulation (AR) 210-22.

- D. Administer all electronic mail votes and report results to the President and Secretary.
- E. Chair the Nominating Committee.
 - 1. Select at least four (4) SCFE members to serve as committee members, in consultation with the Honorary President, which represent a cross-section of the membership.
 - 2. Present the slate of nominees for all elected positions, as set forth in Article VII, Section 3, of these By-Laws and shall ensure elected positions do not exceed the two-year consecutive term limit.
 - 3. Conduct the annual elections of officers in accordance with the Constitution and By-Laws and prepare balloting materials for voting purposes. Select assistants as needed if vote is conducted by ballot.
 - 4. Will provide each nominee with a copy of the SCFE Constitution and By-laws.
 - 5. Shall provide each applicant an information sheet to be completed for consideration of proposed position.
 - 6. Shall be responsible for collecting and counting ballots, and announcing the results of SCFE elections. Counts shall include electronic or absentee votes.
- F. Be responsible for collecting and counting ballots and announcing the results of the SCFE elections.
- G. Be responsible for the installation of new officers in May.
- H. Activate the annual SCFE Constitution and By-Laws Revisions Committee and serve as Chairperson.
- I. In conjunction with the Secretary, submit the organization revalidation by 20 June. The club cannot conduct business without revalidation from JBLE.
Documentation should include:
 - 1. Request approval letter for Biennial Review Memo
 - 2. Insurance
 - 3. Point of Contact Memo
 - 4. Current SCFE Constitution and By-Laws
 - 5. Financial Statement/Projected Annual Budget
 - 6. Bank Statements (3 Months)
 - 7. Minutes (3 Months)
 - 8. Employer Identification Number Letter / Tax Exempt Status (If applicable)
 - 9. Most recent audits
 - 10. SCFE Thrift Shop Charter
- J. Be responsible for typing and reproducing the Constitution and By-Laws for distribution to members of the Governing Board and ensuring publication on the general membership website.
- K. Prepare proposed amendments to the Constitution and By-Laws for the Governing Board and General Membership meetings.

- L. Ensure that approved revisions/amendments to the Constitution and By-Laws are submitted to the Approving Authority.
- M. Ensure that each eligible member casts only one vote, either in absentia or in person.
- N. Notify the Second Vice President of the need for tables at luncheons (e.g. voting on elected SCFE positions, display of Constitution etc.).
- O. Ensure that a current copy of the Constitution and By-Laws is present at the membership sign up event (Super Sign-Up) and at the monthly events (luncheons) for members to review.

ARTICLE V

GENERAL RESPONSIBILITIES of the GOVERNING BOARD

All Governing Board members shall be SCFE active members in good standing. The Governing Board (all elected officers and appointed chairpersons) will carry out the responsibilities of their office as stated in the Constitution, these By-Laws and their respective job descriptions. Governing Board positions may be created, changed, or abolished at the direction of the President in conference with the Honorary President, with the approval of the SCFE Board.

Section 1: Governing Board Members shall:

- A. Be appointed by the SCFE President with a majority approval of the Executive Board and serve as voting members.
- B. Appoint their own committee members, unless otherwise stated in these By-Laws.
- C. Attend monthly Governing Board Meetings, General Membership Meetings and support as many SCFE sponsored activities as possible.
- D. Members should notify the President of his/her intended absence prior to any meeting.
- E. Be a voting member of the Governing Board with the exception of the Honorary Officers/Advisor(s), the President and the Parliamentarian. The President may vote in the event of a tie.
- F. Submit a written monthly report to include a “no report” to the President and the Secretary by designated deadline. A copy shall be retained for his/her continuity notebook.
- G. Give advance notice to the President of items he/she wishes to placed on the agenda for SCFE Board discussion.
- H. Ensure that the Secretary or President reviews all correspondence to the General Membership before being distributed.
- I. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year if their position requires one and operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
- J. Submit a detailed After Action Report in May to the Secretary to include a suggested budget.

- K. Maintain a continuity binder in accordance with the established policy to include a job description, Constitution, By-Laws, monthly reports, yearly budget, monthly financial reports, Board reports, meeting minutes, AAR, year-end reports and an inventory pertinent to that position. The Continuity Binder shall be turned over to the President no later than three days prior to the June Board meeting. Board members shall sign for Continuity Binders upon receipt and return.
- L. May attend one SCFE event per year as a paid vendor, to exclude any fundraisers and the Super Sign Up event.
- M. All SCFE Governing Board members and sub-committee members shall submit all information pertinent to their committee to the Newsletter Editor and Publicity Chairperson in a timely matter to meet all set deadlines.
- N. May not benefit financially from an SCFE event.
- O. Be encouraged to volunteer at the SCFE Thrift Shop at least four hours per month.
- P. Consider emergency requests for grant and/or outreach assistance as deemed appropriate.
- Q. Register in Volunteer Management Information System (VMIS) and record SCFE volunteer hours on a monthly basis.
- R. Perform additional duties as designated by the President.

Section 2: The SCFE Governing Board shall approve:

- A. The budget of the Spouses' Club of Fort Eustis and the budget of the SCFE Thrift Store.
- B. Disbursements of welfare and scholarship funds.
- C. Non-budgeted expenses.

**ARTICLE VI
DUTIES OF APPOINTED POSITIONS**

Section 1: Hospitality Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Be responsible for selling opportunity tickets at SCFE General Membership events.
- C. Send get-well, sympathy and congratulatory cards to SCFE members.
- D. Welcome all newcomers to SCFE.
- E. Coordinate birthday gifts at monthly luncheons.
- F. Be bonded.

Section 2: Community Liaison Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Organize community organizations for Super Sign-Up.
- C. Submit a list for community outreach for monthly luncheons.
- D. Coordinate with community agencies for representatives each month to attend

luncheon.

- E. Submit monthly to the SCFE Newsletter Editor information about the community outreach project and requirements/requested items for supported agency.
- F. Submit to the Publicity Chair information about the outreach project of the month.
- G. Along with the President, organize outreach events for SCFE membership.
- H. Invite the installation Volunteer Corps Coordinator (VCC) to serve as the Community Liaison Chair. If the VCC serves as the Community Liaison Chair, the position will be a non-voting member of the Governing Board. Term limits will not apply to a VCC serving as the Community Liaison Chair.

Section 3: Activities Coordinator shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Initiate social activities among the members, such as Bunco, day trips, book club, bowling, lunch bunch etc.
- C. Organize and create sign-up list at membership drive.
- D. Recruit POC for each activity group.
- E. Act as liaison between SCFE and activity leaders.
- F. Maintain e-mails for all activity groups.
- G. Coordinate with Publicity to publicize the events.
- H. Submit monthly to the SCFE Newsletter Editor information and schedule of SCFE activity groups.

Section 4: Historian shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Take photos at all official SCFE functions and SCFE sponsored events (e.g. luncheons, dinners, fund-raisers and any community sponsored welcomes and farewells).
- C. Shall share all digital photos with SCFE Newsletter Editor and Publicity chairpersons as requested.
- D. Prepare and assemble digital photo albums for the SCFE President, Honorary President, Honorary Vice President, Honorary Advisor(s) and SCFE archives. The archive photo album will be permanent property of the SCFE.
- E. Maintain and purchase photographic supplies from SCFE designated budget.
- F. Prepare a slideshow for SCFE events as requested.

Section 5: SCFE Newsletter Editor shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Edit, publish, administer and distribute the organization's newsletter from September thru May electronically.
- C. Meet with the President over the summer to decide the specific deadlines for the

SCFE Newsletter submissions and maintain a constant deadline for submissions of materials to be published.

- D. Coordinate with all board members on material submitted for the SCFE Newsletter.
- E. Solicit advertisements for the SCFE Newsletter and any related SCFE special events.
- F. Bill and collect all advertising fees. Billing will be completed monthly and all proceeds will be turned in the Treasurer for deposit.
- G. Comply with all Joint Base Langley-Eustis and Air Force regulations regarding solicitations for advertising in SCFE publications.

Section 6: Membership Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Review and update membership application forms at the beginning of the board year to be approved by the Executive Board.
- C. Once approved, submit a copy of the new SCFE Membership Application to the SCFE Newsletter Editor, Publicity Chair and Secretary.
- D. Plan, organize, and execute, **in conjunction with the Super Sign Up Committee**, the annual membership sign-up event (Super Sign Up) to be held in August.
- E. Continue to recruit new members for SCFE throughout the year.
- F. Collect membership dues and turn dues over to the Treasurer in a timely manner.
- G. Compile and maintain a complete and accurate membership file to include E-mail distribution list to be given to the Secretary and **Reservations Chair**. Provide updated E-mail distribution list to the Secretary and Reservations Chair, as needed.
- H. Submit monthly to the SCFE Newsletter Editor a list of all members' birthdays to be published that month's SCFE Newsletter.
- I. Maintain a confidential list of members "not in good standing" and report to President.
- J. Maintain a database of the SCFE general membership volunteers to be given to the President, Volunteer Coordinator, and appropriate chairpersons.
- K. Design and compile the electronic annual SCFE Membership Directory by the October SCFE Luncheon. Update monthly with new members and/or member updates and email updated directory to the membership distribution.
- L. Coordinate with the Parliamentarian to ensure a current copy of the Constitution and By-Laws are present at the annual membership sign up event (Super Sign Up) and at the monthly membership events (luncheons) for members to review.
- M. Be bonded.

Section 7: Property Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Audit and sign for the inventory of SCFE property to include SCFE Thrift Shop's business- related property at the beginning and end of the current board year or as needed during the year and submit an inventory to the Treasurer and Secretary.

- C. Keep an up-to-date inventory of all SCFE property to include serial numbers.
- D. Be responsible for all hand receipts, maintenance, and disbursement of SCFE property (e.g. decorations, laminator, tents, tables, chairs, etc.)
- E. Ensures members that are renting SCFE property are in “good standing”.
- F. Hold keys to the independently locked SCFE Property storage areas for all insured property.
- G. Review and update the Rental Contract for SCFE Property NLT the August Governing Board meeting.
- H. Set appointments for SCFE members to rent SCFE property.
- I. Inspect all SCFE property upon return to ensure totality and condition of items.
- J. Maintain a deposit policy (disclosed on Rental Contract) with appropriate deposits and fees to be paid if property is damaged or missing.
- K. Provide SCFE property for SCFE sponsored events in coordination with event chairs.
- L. Conduct an inventory check with incoming Property Chair.
- M. Coordinate publicity for all SCFE property available for rent.

Section 8: Publicity Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Be responsible for all publicity of SCFE events, to include but not limited to: Thrift Shop, Scholarship, Community Grants, Fund Raising, Membership and Activities.
- C. Publish requests and deadline information on behalf of all SCFE activities as requested.
- D. Publicize SCFE events and information on installation website, post and local publications and media.
- E. Maintain a historical file of any and all SCFE publicity for activities and events (e.g. programs, ad layouts, flyers, etc.).
- F. Limit website to SCFE events and information deemed appropriate by the Executive Board.
- G. Update all social media sites with timely and accurate information.
- H. Coordinate with appropriate positions to post monthly SCFE events and programs to include SCFE Thrift Shop information.
- I. Post all SCFE applications on the website (e.g. Membership, Scholarship, Community Grants and others as needed).
- J. Follow all Joint Base Langley-Eustis and Air Force regulations regarding websites and social media.

Section 9: Reservations Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Annually update and print a Reservation Policy letter to be distributed at the Super Sign-up Event and at subsequent SCFE luncheons/events. The Reservation Policy

- must be approved by the President.
- C. Submit to the SCFE Newsletter Editor any changes to the reservation and no-show policies one month prior to the event for publication in the SCFE, website and social media pages as well as via email.
 - D. Email SCFE luncheon invitations, as well as other SCFE events to the membership distribution list.
 - E. Accept reservations for SCFE events and maintain an accurate guest list for each function.
 - F. Turn in reservations/meal count to the Second Vice President as required.
 - G. Ensure members who make reservations for SCFE activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Chair shall send out a collection letter and collect all appropriate charges.
 - H. Turn over all monies collected to the Treasurer at the conclusion of the event.
 - I. Prepare, distribute and keep permanent nametags and place cards for membership and have them available at all SCFE events.
 - J. Notify the Membership Chair of any guest in attendance that is eligible to join the SCFE so that a Membership Application can be sent to them.
 - K. Notify the President, Membership Chair, and Treasurer if a member does not pay for a missed luncheon within one month of written notification.
 - L. Be bonded.

Section 10: Scholarship Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Coordinate, update, and assemble materials, applications, and establish a committee of active SCFE members that represent a cross section of the community to include the First Vice President, Second Vice President, Secretary, Treasurer, Community Grants Chair, Ways and Means, an Advisor and at least four persons from the General Membership established by November Governing Board meeting of the current membership year.
- C. Chair the Scholarship committee as outlined in ARTICLE VII, Section 4 of these By-Laws to select scholarship recipients from eligible applicants.
- D. Submit updated scholarship application and information to the Publicity Chair, SCFE Newsletter Editor, local schools and Education Center prior to the January Governing Board meeting of the current membership year.
- E. Submit to the SCFE Newsletter Editor scholarship recipients' names for publication.
- F. Coordinate with the Executive Board to determine goals/direction and distribution of the scholarship program for the year.
- G. Submit Scholarship SOP to the Executive and Governing Boards for approval at the October Governing Board meeting of the current membership year.

Section 11: Thrift Shop Liaison shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Serve as a voting member of the Scholarship and Community Grants Committees.
- C. Act as liaison between the SCFE Board and thrift shop salaried employees and volunteers.
- D. Ensure the policies of the thrift shop are in accordance with the SCFE Board, with the SCFE thrift shop Advisory Board (SCFETSAB), and in accordance with all DOD regulations.
- E. Annually write/update the SOP with the SCFETSAB.
- F. Ensure that the thrift shop follows all thrift shop Charter and Constitutional Guidelines.
- G. Chair the SCFETSAB.
- H. Ensure there is an agenda for the meeting.
- I. Upon recommendation of the thrift shop Manager, bring the hiring and/or termination of employees, necessary for the efficient operation of the SCFE thrift shop, for recommendation of the voting members of the SCFETSAB to the Executive Board for final approval.
- J. Submit annually, by August 1st, the thrift shop budget.
- K. In the event of vacancy of salaried positions, and with the President, Advisor(s) and Manager, review and select qualified applicants for the position.
- L. Have the right to consign items but have no other financial gain or interest in the Thrift Shop.
- M. Be bonded.

Section 12: Vendor Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Review and revise vendor application at the beginning of the board year with the President.
- C. Serve on the annual membership sign up event (Super Sign Up) committee.
- D. Coordinate with SCFE Newsletter Editor and Publicity Chair to publish initial advertising packets to vendors for the annual membership sign up event (Super Sign Up).
- E. Prior to soliciting vendors, coordinate with the Second Vice President to get the available dates for vendor opportunities.
- F. Contact vendors in advance of SCFE luncheons/events and assign them a table. Limit the number of vendors per membership event to ten, with the exception of holiday luncheons or large events.
- G. Notify the Second Vice President of the number of vendor tables needed prior to the reservation deadline.
- H. Coordinate with Reservations Chair for number of vendor meals needed prior to the reservation deadline.

- I. Be present or coordinate a designated representative to be at SCFE general membership event set-up to assist with collecting vendors' table fees and remit monies to Treasurer at the end of each event with proper documents.
- J. Ensure that each vendor completes the Vendor Policy Letter before participating in SCFE events and that vendors abide by this agreement.
- K. Coordinate and collect donated door prizes from vendors.
- L. Be Bonded.

Section 13: Ways and Means Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Be a voting member of the Scholarship and Community Grants Committees.
- C. Manage operations approved by the Governing Board and raise funds that contribute to the SCFE Operating fund.
- D. Coordinate all activities and committee decisions with the President.
- E. Notify the Second Vice President of the need for tables and other accommodations at General Membership events.
- F. Maintain complete financial records of inventories and sales.
- G. Provide a monthly written report at Board Meetings of inventory and sales.
- H. Sell items at monthly General Membership events.
- I. Be responsible for merchandise displays for marketing purposes.
- J. Receive all monies and deposit them with the Treasurer at the conclusion of the event.
- K. Be bonded.

Section 14: Community Grants Chair shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Serves as chair of the Community Grants Committee, which shall consist of the Chairperson, Advisor(s), First Vice President, Secretary, Treasurer, Scholarship Chairperson, Ways and Means, and at least two SCFE members, established by the November Governing Board meeting of the current board year.
- C. Serve as a voting member of the Scholarship Committee.
- D. Submit Community Grants SOP to the Executive and Governing Boards at the October Governing Board meeting of the current board year.
- E. Research and evaluate all requests received by the SCFE Board for monetary donations and make reports to the committee for their assessment and recommendations.
- F. Present all committee recommendations as a slate to the SCFE Board for their approval at the May Governing Board meeting of the current board year.
- G. Manage the disbursement percentages voted by the Governing Board.
- H. Submit a list of the Community Grants recipients for publication in the May SCFE Newsletter, on SCFE website, all social media and in the JBLE Peninsula Warrior.

Section 15: Retiree Representative shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Act as liaison between active and retired communities.

Section 16: VA Bingo Coordinator shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Coordinate monthly Bingo games at the Hampton VA Medical Center on the first Monday of the month from October-June, except for January.
- C. Coordinate with the Treasurer to obtain and then distribute funds to participating units as defined in SOP.
- D. Distribute letter of instructions to participating units.

Section 17: Foreign Liaison Officer (FLO) Spouse Representative shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Attend all General Membership Events, Special and Governing Board meetings, and SCFE functions.
- C. Distribute SCFE and community information to the other FLO spouses.

Section 18: Volunteer Coordinator shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Register as the Organizational OPOC on VMIS. Ensure SCFE hours are accounted for by either validating the hours submitted by SCFE volunteers and/or collecting and entering volunteer hours as needed.
- C. Ensure all SCFE Governing Board, Committee Members, SCFE and Thrift Shop volunteers are registered in the Volunteer Information Management System (VMIS) and assist volunteers with registration as needed.
- D. Coordinate all volunteer registration and recruit volunteers for all SCFE committees, fundraisers, events, functions and the Thrift Shop.

Section 19: Operation Deploy Your Dress Representative shall:

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Maintain Operation Deploy Your Dress (ODYD) Shop to include organization of dresses, formal wear and accessories, and cleanliness of shop.
- C. Provide and inventory of fixtures, to include shelving, racks and furniture to the Property Chair and Secretary.
- D. Provide the ODYD Shop schedule to the Governing Board.
- E. Provide Volunteer Coordinator with list of ODYD Shop volunteers.

- F. Maintain a log of distributions and recipients and provide list quarterly to Secretary.
- G. Write and send thank you notes to large donors.
- H. Provide ODYD Founders monthly reports for keeping the number of volunteer hours, donations received and dresses distributed.
- I. Provide ODYD Founders pictures of recipients and events.
- J. ODYD Founders will manage the ODYD Facebook page and all ODYD social media. ODYD Representative will coordinate with Publicity Chair for cross coverage and promotion on JBLE and SCFE social media.
- K. ODYD Founders will be responsible for directing/redirecting donations to and from the Fort Eustis branch of ODYD.
- L. Fixed property (e.g. fixtures, racks, file cabinets) are property of the SCFE.
- M. Upon dissolution of SCFE, all ODYD formal wear and accessories shall be donated to ODYD National.
- N. Any correspondence shall include the President and Secretary.

ARTICLE VII SPECIAL COMMITTEES

Special committees may be created, changed or abolished at the direction of the President with the approval of the Executive Board.

Section 1: Budget Committee shall:

- A. Be chaired by the Treasurer and will include the Executive Board.
- B. Prepare and submit a proposed budget for the SCFE to be presented to and approved by the Governing Board at the August Governing Board meeting and then taken to the General Membership for approval at the next regularly scheduled General Membership Event. An additional Budget Committee meeting can be held as needed or at the discretion of the Treasurer.
- C. Determine budget limitations for committees.
- D. Advise the Governing Board of budget imbalance and recommend changes necessary in the budget for approval during the year as needed.
- E. Include a minimum of \$500 in the Community Grants/Scholarship Budget for the next year's Governing Board. Additional sums may be reserved and granted at the discretion of the Executive Board. The Community Grants/Scholarship Budget consists of monies from company donations, benefactors, fundraising activities and SCFE Thrift Shop revenue.
- F. Include a minimum of \$3,000 in the Operating Budget for the next year's Governing Board. Additional sums may be reserved and granted at the discretion of the Executive Board. The Operating Budget consists of all monies for appointed positions

Section 2: Constitution and By-Laws Review Committee shall:

- A. Be chaired by the Parliamentarian and include the Executive Board and three eligible SCFE general members.
- B. Review the Constitution and By-Laws every two years, or more often as necessary, to ensure these documents accurately and effectively govern the SCFE pursuant to its purpose as stated in the Constitution ARTICLE I, Section 2 and in accordance with applicable regulations.
- C. Ensure that revisions and/or amendments to the Constitution are approved by the Governing Board in accordance with ARTICLE X of the Constitution and then presented to the General Membership in writing with advance notice of a vote.
- D. Submit approved changes to the Secretary to be forwarded to the Commander of 633d Force Support Squadron, for review.

Section 3: Nominating Committee shall:

- A. Be chaired by the Parliamentarian in accordance with Article IV, Section 8 E. B. Ensure nominations are in compliance with Article V, Section 1 of the Constitution.
- C. Follow the Nominating SOP.

Section 4: Scholarship Committee shall:

- A. Be established no later than the November Governing Board meeting of the current board year.
- B. Be chaired by the appointed Scholarship Chair (non-voting) and consists of the Chairperson, Advisor(s), First Vice President, Secretary, Treasurer, Community Grants Chair, Ways and means, and four (4) other eligible SCFE general members as voting members.
- C. Not be parents of students or members applying for the scholarship.
- D. Determine the number of awards to be given, and their value, using the available Scholarship funds.
- E. Present recommendations to the Governing Board for approval at the April Board meeting.
- F. Follow SCFE Scholarship SOP.
- G. Accept applications for SCFE scholarships submitted by the determined deadline by authorized U.S. DOD ID cardholders who are associated with Fort Eustis or in the Fort Eustis surrounding community.

Section 5: Community Grants Committee shall:

- A. Be established no later than the November Governing Board Meeting of the current board year.
- B. Be chaired by the appointed Community Grants Chair (non-voting) and consists of the Chairperson, Advisor(s), First Vice President, Secretary, Treasurer, Scholarship Chairperson, Ways and Means, and at least two SCFE members.
- C. Committee members whom are also members of organizations applying for

community Grants funds will abstain from the vote.

Section 6: Super Sign-Up Committee shall:

- A. Be chaired by Membership Chairperson.
- B. Coordinate with Second Vice President, Reservations, Hospitality, Community Liaison, Way and Means, Vendor and Publicity chairs.

Section 7: Luncheon Committee shall:

- A. Be chaired by the 2st Vice President.
- B. Coordinate with Ways and Means, Reservations, Hospitality and SCFE Newsletter Editor.

Section 8: Other Committees and Temporary Positions:

The President, with approval of the Executive Board, may appoint other committees. This shall include any temporary committees or positions. The Executive Board shall determine their duties and terms of office; they shall have no vote on the Governing Board.

ARTICLE VIII: THRIFT SHOP

Section 1: The thrift shop is a sub-element of the SCFE and operates under provision of AFI 34-223, AR 210-22, and the SCFE Standard Operating Procedures (SOP).

Section 2: The SCFE thrift shop is a registered resale business class 86: registration #0002046776, with the Commonwealth of Virginia.

Section 3: The thrift shop personnel, both salaried and volunteer will be managed in accordance with AFI 34-223 and AR 210-22.

- A. The Manager, Cashier, and Bookkeeper shall be bonded.
- B. Volunteers are not authorized to handle the cash register, be a signer on accounts or any financial operations.
- C. A bookkeeper will be maintained under salary and will provide a monthly statement of operations to the thrift shop Liaison.
- D. All employees shall be responsible for maintaining all areas of the thrift shop in a clean and organized manner to include all housekeeping.
- E. Employees must be current military or retired military ID card holders and are encouraged to be members of SCFE.
- F. All volunteers and employees will be members of the SCFE or be the spouse or dependent of a member of SCFE or qualify under ARTICLE VII, Section 1B1d. Volunteers who do not qualify under the regular SCFE by-laws will be allowed to volunteer at the discretion of the SCFETSAB.

Section 4: Financial practices will be in accordance with the DOD regulations and in

accordance with the SCFE Governing documents.

- A. The organization's fiscal year shall begin on 1 July and end on 30 June.
- B. The organization's books shall be closed on 30 June, delivered to the auditor or audit committee no later than 15 July and returned to the Treasurer no later than 1 August.
- C. The annual review of the financial books will be the responsibility of the outgoing Governing Board.
- D. The financial review/audit of the SCFE (which includes the thrift shop) is an administrative procedure and will be paid through appropriate funds when necessary.
- E. An audit will be conducted by a committee of three SCFE non-Governing Board Members (with approval of President and Advisor) and/or a paid auditor as per AFI 34-223 and AR 210-22.
- F. All reporting procedural requirements of DoDI 1000.15, AFI 34-223 and AR 210-22 shall be observed.
- G. Petty cash expenditures for items not covered by a line item budget may be made by the thrift shop Manager not to exceed \$100 per month with accompanying receipts.
- H. All taxes, dictated by the State of VA, will be filed and paid by the Bookkeeper on a quarterly basis. Miscellaneous form 1099 will be filed by the Bookkeeper when an individual's consignment checks exceed \$600 during a tax year.
- I. Worker's Compensation Insurance will be paid annually, under the provisions of the Worker's Compensation Law of the State of VA, out of the SCFE thrift shop operating account.
- J. Checks under \$100 shall be signed by the Bookkeeper and/or Manager. Checks over \$100 require two signatures; one signature from a store employee (Bookkeeper or Manager) and one signature from a member of the Executive Board (President or Treasurer). Thrift shop funds are disbursed monthly at 80% to SCFE Community Grants account and 20% to Thrift Shop Operations account.
- K. The Thrift Shop Operations account will maintain a balance equal to 3 months of operational expenses, not to exceed \$6000. All overages will be transferred to the SCFE Community Grants account. The thrift shop operating fund shall be co-managed by the SCFE thrift shop bookkeeper and the SCFE Treasurer.

ARTICLE IX

SCFE THRIFT SHOP ADVISORY BOARD (SCFETSAB)

Section 1: Purpose: The SCFE thrift shop has been formed and is operated as a subsidiary organization of the SCFE. In accordance with all applicable Army and Air Force regulations, the SCFE thrift shop is dedicated to serving the Army community by providing a convenient and reliable service for the sale of serviceable goods to generate revenues that are to be used for funding the Community

Grants/Scholarship programs of the SCFE.

Section 2: General:

- A. The operation of the SCFE thrift shop and administration of the SCFE thrift shop policies are the responsibilities of the Manager, functioning under the supervision of the SCFETSAB and the SCFE thrift shop Liaison.
- B. The operation of the SCFE thrift shop is governed by Article VII Financial Administration of the SCFE Constitution, Article VIII SCFE thrift shop of the SCFE By-Laws, the thrift shop Charter and the thrift shop SOP.
- C. The SCFE thrift shop is open to the public.
- D. The SCFE thrift shop should not be used as a resale location for items purchased at yard sales, flea markets, swap meets, etc. with the intent of resale as consignment.

Section 3: Administration:

- A. The SCFETSAB will meet monthly or at a minimum quarterly. Special meetings may be called as necessary with advance notice by the co-chairs.
- B. The SCFETSAB will be chaired by the SCFE thrift shop Liaison. The Liaison will ensure there is an agenda for the meeting.
- C. The SCFETSAB will consist of the President, Treasurer, Advisor(s), SCFE thrift shop Liaison, SCFE thrift shop Manager and three members-at-large. Members-at-large shall be active members in good standing not currently serving on the Governing Board.
- D. The thrift shop Liaison will, upon recommendation of the thrift shop Manager, bring the hiring and/or termination of employees, necessary for the efficient operation of the SCFE thrift shop, to the voting members of the SCFETSAB for recommendation. The final decision shall be made by the Executive Board.
- E. A proposed annual budget for the thrift shop will be brought before the SCFETSAB no later than August 1st.
- F. Authorization to spend funds, in excess of the approved annual budget, for necessary supplies and improvements required in the operation of the SCFE Thrift Shop will require prior approval by the SCFE Governing Board.
- G. Bonding will be procured for the thrift shop Manager, Bookkeeper and Cashier(s). Submit verification of bonding to the Operating Treasurer.
- H. The SCFE thrift shop will be audited by an independent auditor not affiliated with the SCFE thrift shop at the end of each fiscal year and/or upon change of the Bookkeeper in accordance with the Constitution.

**ARTICLE X
VOTING PROCEDURES**

All eligible members will be given the opportunity to vote. Members must be in good standing in order to be eligible to vote as defined in ARTICLE XII, Section 1 of these By-Laws.

Section 1: Election Voting: The General Membership shall elect the SCFE Elected Officers annually in the spring using the most current edition of *Roberts Rules of Order* as a guide. The following procedures shall be used in the election:

A. Absentee Voting:

1. Absentee ballots and the slate of nominees will be published in the April SCFE Newsletter and sent out via e-mail.
2. Absentee ballots will be due to the Parliamentarian by designated deadline.
3. A valid vote consists of the voter's selections as well as the voter's name and signature on the absentee ballot.

B. In-Person Voting:

1. Eligible voters must sign for a ballot at the voting table after being cross-referenced on a membership list to verify that no vote has been previously cast.
2. Voters are allowed to cast their vote in secrecy.
3. Voting will conclude at designated time.

C. Tabulation of Votes:

1. Upon conclusion of the election, both absentee and in person ballots will be tallied by the Parliamentarian or her designee and verified by the Secretary.
2. The Officers shall be elected by a majority vote of ballots received at the April General Membership meeting and the valid absentee ballots.
3. Election results will be announced prior to the conclusion of the April General Membership Meeting.
4. The number of votes cast for each candidate will not be published. A candidate may submit a request in writing to the Parliamentarian no later than 15 days after elections are held for a recount of his/her specific office. The recount committee will be appointed by the Honorary Advisor, consisting of at least three (3) but no more than five (5) SCFE members in good standing.
5. If all offices are uncontested, the slate may be accepted by acclamation.

Section 2: Electronic Voting:

- A. The President shall have the authority to authorize a vote by email in the event of the requirement of an immediate decision to conduct SCFE business expeditiously.
- B. The email vote is to be administered solely by the Parliamentarian and reported to the Secretary. The minutes shall include the exact wording of the main motion, the names of those SCFE Board Members who cannot be contacted and the exact account of the vote.
- C. Discussion replies should be sent "to all" and "no discussion" responses sent to the Parliamentarian.
- D. The Parliamentarian will call for a vote following discussion timeline and each voting member replies his or her vote to the Parliamentarian.
- E. A quorum of the voting board must respond to ensure validity of the vote.

- F. If there is no email response from a Board Member within the allotted time frame of the vote request being emailed, the Parliamentarian is required to attempt contact with that Board member.
- G. The Parliamentarian will inform the Governing Board members of the results of any electronic votes within one week of their conclusion.
- H. Vote must be concluded within the allotted time frame.

Section 3: Co-Chairs

- A. Positions that are co-chaired must share one vote.

**ARTICLE XI
MEETINGS**

Section 1: General Membership Meetings:

- A. The general membership shall meet monthly from September through May. Business may be conducted at regular meetings. A quorum shall consist of those members present and voting. A simple majority of voting members present constitutes a valid vote. Electronic voting may be initiated at the discretion of the President following the procedure as listed in Article X, Section 2 of the By-Laws.
- B. The President may call special meetings of the general membership for the purpose of conducting business. The President shall call such meetings with the concurrence of two thirds of the voting members of the SCFE Governing Board.
- C. Any active member may seek to have a special meeting called by submitting such proposal to the President, signed by a minimum of ten general active members. Should that fail, the member may directly petition the SCFE Governing Board, who will then consider the matter. The request must be approved with the concurrence of two thirds of the voting members of the SCFE Governing Board.

Section 2: Board Meetings

- A. The SCFE Governing Board shall meet at least once per month, **July through June**, or as designated by the President. A quorum shall consist of a majority plus one of the voting members of the SCFE Board. A quorum must be present and/or polled. The vote of the majority of the members present and/or polled shall govern. Electronic voting may be initiated at the discretion of the President.
- B. For conducting business, the President may call special meetings of the SCFE Governing Board. The President and at least one Advisor shall be present and have a quorum of voting members of the SCFE Governing Board to conduct business.
- C. . Executive Board meeting: A quorum shall be established when three (3) eligible voting members on the Executive Board are present. A simple majority of quorum constitutes a valid vote.

ARTICLE XII MEMBERSHIP

Section 1: Membership in the SCFE shall be voluntary, for one year, (July 1 – June 30) and is extended to:

A. Active Members

1. Eligibility:

- a) Spouses with issued Department of Defense I.D. card.
- b) Spouses of civilian personnel associated with Joint Base Langley-Eustis.
- c) Spouses of retired military or retired civilian personnel living in the Joint Base Langley-Eustis area.
- d) Dependents (over 18) residing with sponsoring military personnel on active duty.
- e) Dependents (over 18) of retired, POW/MIA, or deceased personnel of the Armed Forces of the United States.
- f) Spouses of Foreign Liaison Service Members in JBLE area.

2. Active members shall pay dues, have the privilege to vote according to the stipulations provided in By-Laws Article X, to hold elected or appointed offices, and to participate in all SCFE social and fundraising activities. Active membership is effective upon registration and payment of current dues.

B. Honorary Members

1. Eligibility:

- a) Spouse of the TRADOC Commander (Honorary President). If said spouse is not able to hold the Honorary member position, she/he will recommend another suitable spouse for the position.
- b) Spouse of the TRADOC Command Sergeant Major (Honorary Vice President). If said spouse is not able to hold the Honorary member position, she/he will recommend another suitable spouse for the position.
- c) Senior Advisor(s) shall be appointed by the Honorary President with the support of the President.
- d) Volunteers at the thrift shop with over 150 hours during a calendar year or at the discretion of the Executive Board.
- e) Hampton Roads Military Spouses' Club reciprocal members at the discretion of the Executive Board.
- f) The President, in conjunction with the Honorary President, shall invite other distinguished individuals to be honorary members upon approval of the majority vote of the SCFE Executive Board.

2. Honorary Members are entitled to the privileges of active members with the exception of voting and holding an elected or appointed office or committee chairmanship. Honorary members must complete a membership application, but are

not required to pay dues, although they may choose to do so, providing them with General Membership voting rights.

C. Associate Members

1. Eligibility:
 - a.) Service members with a valid DOD ID card.
 - b.) Retired Service members with a valid DOD ID card.
 - c.) DOD civilian employees assigned to or working near JBLE.
 - d.) Civilian non-military community members with sufficient ties to the military community whose application has been approved by the Executive Board.
2. Associate Members shall pay dues, have the privilege to vote according to the stipulations provided in By-Laws Article X, to volunteer for SCFE committees, fundraisers, events and the SCFE thrift shop, and to participate in all SCFE social and fundraising activities. Associate membership is effective upon registration and payment of current dues.
3. Associate Members may not hold elected office or be appointed Committee Chairpersons.
4. The percentage of Associate Members may not exceed 20% of the Active Membership.

Section 2: Guests of the SCFE include:

- A. Ineligible and visiting immediate family members, 16 years and older, shall be allowed to attend any General Membership event with an active member, excluding “members only” functions.
- B. Persons eligible for membership in the SCFE may attend the membership drive event and one (1) SCFE function annually as a non-member except functions that are designated as “members only” by the Governing Board.

Section 3: Termination of an individual’s general membership in SCFE can be terminated under the following circumstances without refund of dues:

- A. The member makes a permanent departure from JBLE during the club year.
- B. The member has two consecutive months of non-payment for luncheon reservations (RSVPs) or any returned checks not rectified in 30 days from notice by SCFE Treasurer.
- C. The member submits a written resignation to the Membership Chair.
- D. The member commits an action or behavior that compromises the integrity of the Club as a whole, showing there is just cause, as defined in Article XIII Section 5, determined by consideration and majority vote of the Governing Board.

Section 4: Grandfather Clause. Any current members affected by changes to membership eligibility during the club year will be offered continued membership for the duration of the club year, which shall run from 1 June through 31 May.

ARTICLE XIII
DISCIPLINARY PROCEDURES

Section 1: Membership in Good Standing is defined as:

- A. Dues paid in full.
- B. Payment of costs associated with the attendance at monthly General Membership events/farewells.
- C. Return of all borrowed or rented SCFE property in the same condition as obtained.

Section 2: A Member not in good standing shall be subject to the following disciplinary measures:

- A. Shall not receive the SCFE Newsletter.
- B. Is not eligible to borrow/rent SCFE property.
- C. May not apply for scholarships.
- D. May not attend SCFE functions until "good standing" is restored.

Section 3: Board members are required to attend all Governing Board meetings.

- A. If a chair cannot attend, in order for the absence to be considered excused, the following conditions must be met:
 - C. Notify the Secretary of their absence.
 - D. Provide advance submission of their monthly report.
 - E. The absence is due to a TDY, illness, family matters, etc.

Section 4: Termination of Employment:

- A. Virginia is an 'at-will employment' state. Failure to perform duties listed in employee job description and that termination is determined by majority vote of the executive board. All wages will be paid in full by the next scheduled payday, not to exceed 5 business days.
- B. Employees are required to be of honorable character and reputation. The SCFE has the ultimate right to require that its employees refrain from conduct injurious to the organization or its purposes. No one will be allowed to remain an employee if his/her retention will do this organization harm. Just Cause for removal from employment must be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.
- C. Examples of Just Cause are defined but not limited to the following:
 - 1. Lack of adequate competence as a leader.
 - 2. Lack of ability to meet deadlines.
 - 3. Lack of integrity.
 - 4. Poor attitude.
 - 5. Inability to get along with others.

Section 5: General Members may be removed from General Membership or Governing Board Members from their positions for Just Cause upon vote of the majority of the

Governing Board at a regularly scheduled meeting.

- A. The following criteria must be met:
 - 1. All charges must be specific.
 - 2. The Member must be notified of the charges and have the opportunity to respond via written correspondence before a vote is taken.
- B. Just Cause is defined as:
 - 1. Members and employees are required to be of honorable character and reputation. The SCFE has the ultimate right to require that its members and employees refrain from conduct injurious to the organization or its purposes. No one will be allowed to remain a member or employee if his/her retention will do this organization harm. Just Cause for removal from office/employment must be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.
 - 2. Examples of Just Cause are defined but not limited to the following:
 - a. Lack of adequate competence.
 - b. Lack of ability to meet deadlines.
 - c. Lack of integrity.
 - d. Poor attitude.
 - e. Inability to get along with others.

ARTICLE XIV APPRECIATION MEMENTOS

- A. An appropriate memento not to exceed \$100 and a Digital scrapbook will be presented to the SCFE President at the completion of his/her term. The First Vice President is responsible for coordinating the purchase of this memento.
- B. Appreciation Mementos for the Elected and Appointed Officers will not exceed \$20 each. The SCFE President is responsible for coordinating the purchase of these mementos.
- C. A Governing Board Member must serve at least (6) months of his/her term of office to receive an appreciation memento or upon the discretion of Executive Board approval.
- D. An appreciation memento and a digital scrapbook may be given to the Honorary Officers and Advisors at their PCS departure upon the discretion of the Executive Board.
- E. A digital scrapbook shall be given to the Honorary Officers and Advisor(s) at the conclusion of the Board year.
- F. Refer to Joint Ethics Regulation (JER) DoD 5500-7R for guidance when purchasing gifts for Honorary Officers and Advisors.
- G. The office of the Staff Judge Advocate is the POC concerning this regulation.

**ARTICLE XV
GENERAL PROVISIONS**

Section 1: Post Office Box: All SCFE and SCFE Thrift Shop correspondence, bank statements and checks shall be directed to the SCFE Post Office Box 4711.

Section 2: Children: No children between the ages of 9 months and seventeen (17) years will be in attendance at any General Membership Meeting or Club function unless designated as a Family Event. The Executive Board may evaluate exceptions to this provision on a case-by-case basis.

Section 3: Conduct: Members shall be responsible for their conduct and that of their guests.

**ARTICLE XVI
FINANCES**

Section 1: Income

- A. The dues of the SCFE will be determined annually by two-thirds (2/3) vote of the members of the Governing Board. Honorary Members may not pay dues. No dues shall be refunded upon departure or reassignment of any member. Beginning January 1, dues shall be one-half (1/2) of the annual dues until the end of the membership year.
- B. The club membership year shall begin July 1 and end June 30.
- C. Operating Fund revenues will be derived from dues and monies raised within the membership, advertising revenues and sponsorships. Excess money in the Operating Fund can be transferred to the Community Grants Fund with a majority vote of the quorum of the Governing Board and a majority vote of the quorum at the next General Membership event.
- D. Community Grants Fund revenues will be derived from all revenue-producing activities (to include thrift shop) which are open to the general public. These funds will be deposited in the Community Grants Fund.
- E. Up to twenty-five percent (25%) of fundraising income may be transferred to the Operating Fund to cover expenses as needed as voted on by the Governing Board.
- F. Financial operations of the SCFE will be conducted in accordance with generally accepted accounting principles. Both the Operating Fund and the Community Grants Fund Treasurer's records shall be subject to audit in accordance with AFI 34-223.
- G. The Treasurer shall be the primary signer on the SCFE bank account. In the absence of the Treasurer the President will assume this responsibility. The Treasurer shall secure a second authorized signature with the President on any check in the amount over \$500.

Section 2: Bonding and Insurance

- A. Bonding is required for anyone handling five hundred dollars (\$500.00) or more per year according to AFI 34-223 and AR 210-22.
- B. The President, First Vice President, Second Vice President, Secretary, Treasurer, Honorary Advisors, Thrift Shop Liaison, Membership, Ways and Means and Reservations, Vendor and Hospitality chairs, SCFE thrift shop Manager, thrift shop Bookkeeper and thrift shop Cashier(s) shall be bonded.
- C. The Governing Board shall review bonding annually upon renewal.
- D. Insurance will be obtained for protection against public liability claims, property damage claims or other legal actions, as required in AFI 34-223 and AR 210-22

Section 3: Financial Review

- A. The organization's fiscal year shall begin on July 1 and end on June 30.
- B. The organization's books shall be closed on June 30, delivered to the auditor or audit committee no later than July 15 and returned to the Treasurer no later than August 1.
- C. The annual review of the financial books will be the responsibility of the outgoing Board. An audit will be conducted by a committee of three SCFE non-Board Members (with approval of President and Advisor) or a paid auditor as per AFI 34-223 and AR 210-22.
- D. The financial review/audit of the SCFE and the thrift shop is an administrative procedure and will be paid through appropriate funds when necessary.
- E. All reporting procedural requirements of DoDI 1000.15, AFI 34-223 and AR 210-22 shall be observed.
- F. All books will be frozen during the audit period.

Section 4: The SCFE will comply with current tax regulation as follows:

- A. In accordance with IRS Code 1954, Section 501 c (3), the SCFE shall file the appropriate state and federal tax forms annually, using the tax exempt number, 54-0991872, assigned by the Internal Revenue Service. Any and all changes of status, activity, or purpose of the SCFE shall be reported to the IRS.
- B. All employee taxes, including Social Security, and all state taxes where applicable, shall be withheld, deposited, and paid by the SCFE in accordance with the IRS Code of 1954, Section 501e (4).
- C. Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of the SCFE.
- D. The Treasurer will ensure that Form 990, The Federal Income Tax Return for Non-Profit Organizations, is prepared and signed by the President and Treasurer. Per the IRS, Form 990 is required when gross earnings top twenty five thousand dollars

(\$25,000) during the SCFE year. Those whose annual gross receipts are normally less than \$25,000 are not required to file an annual return, but are required to file an Annual Electronic Notice-e-Postcard. (990-N). For tax years beginning after December 31, 2006, if an organization is required to file an information return and fails to do so for 3 consecutive years, the organization will lose its tax-exempt status. The 990, in whichever form is appropriate for the amount of gross receipts is due every year by the 15th day of the 5th month after the close of your tax year. The last day of our tax year is 30 June. Our information will be due by November 15. A copy will be filed with the Treasurer and the Secretary.

- E. The Executive Board and Governing Board shall have supervision of and direction over all activities, operations, and disbursements of the SCFE, to include the thrift shop. The only exception is that the President, without Governing Board approval, may commit funds in the amount of \$100.00 or less, not to exceed \$500.00 per club year. This authorization must be disclosed at the next Governing Board meeting.

Section 5: Budget and Accounting

- A. A balanced budget shall be presented to the General Membership for their approval by the September General membership meeting with a no later than February.
 - 1. The Budget Committee shall consist of the Executive Board and be chaired by the Treasurer. All officers and chairpersons will provide a projected budget to the Treasurer prior to the meeting of the Budget Committee.
 - 2. The Governing Board shall review the budget annually no later than the end of January.
- B. Accounting books will be established using the single entry system.
 - 1. Proceeds will be deposited in either the Community Grants or Operating account as described below.
 - a. Community Grants: consists of funds collected through fund raising efforts that are petitioned from the general public; up to 25% may be transferred to the Operating account as needed. (See Article XVI Section 1.E. of these By-laws).
 - b. Operating: consists of funds collected exclusively from the Active and Associate Membership and guests to include reciprocated membership from related clubs and member only functions.
 - 2. The thrift shop proceeds (ARTICLE VIII, Section 4 J) shall be deposited to the SCFE Community Grants fund monthly.
 - 3. All checks over \$500.00 require two authorized signatures.
- C. Adequate funds to cover Grants and Scholarship disbursements, as well as operating debts, must be left in the SCFE bank account at the end of the board year.
- D. Monies in the Operating account at the end of each year shall be a minimum of \$500 and shall not exceed \$3,000 (of non-designated funds). Monies in the Scholarship and Community Grants account at the end of each year shall be a minimum of \$500.

E. The Governing Board shall not incur any financial obligations which extend beyond its term of office with the exception of pre-financed, on-going fundraisers or insurance, bonding and rent.

Section 6: Dissolution

- A. Upon dissolution of the SCFE, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the active membership or approving authority and must be used exclusively for exempt purposes.
- B. If liabilities exceed assets, the General Membership of the SCFE shall be jointly and equally liable for all outstanding debts, liabilities, or obligations as directed by the JBLE Installation Commander or his/her designee.

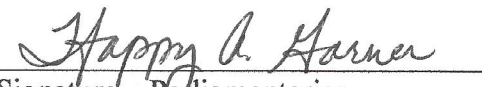
**ARTICLE XVII
ADOPTION**

These By-Laws were submitted and approved by the Governing Board on 8 May 2019 and approved by the General Membership on 16 May 2019. The adoption of these By-Laws supersedes, revokes and nullifies any prior By-Laws of the SCFE.

Patricia Pittman
Printed Name – President

Happy Garner
Printed Name –Parliamentarian


Signature – President


Signature – Parliamentarian