

Spouses' Club of Fort Eustis

BY-LAWS

August, 18, 2020

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 two consecutive years after which he/she must be voted in for a consecutive term via full member [silent] vote.
- 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. It is the responsibility of the board member to turn in any keys, notebooks, binders, etc. belonging to SCFE prior to PCS/resignation.

ARTICLE III GENERAL RESPONSIBILITY OF THE EXECUTIVE BOARD

Section 1:

- A. Board members should prioritize board meetings, events and committees as deemed necessary to perform their duties.
- B. All board members should be voting members, except the President-who votes in the event there is a tie.
- C. Submit a monthly report via Spouse's Facebook page for no report. Or email report to Secretary and cc President within 24 hours of meeting.
- D. Ensure that the President reviews all correspondence to the General Membership before being distributed. In the event the President is not available, the 1st VP or 2nd VP can approve.
- E. Prepare and submit a proposed budget to the President prior to the board year.
- F. Submit a detailed year end summary to the Secretary by June 1st.

- G. By June 1st participate in revalidation process, following guidelines and policies of Air Force and JBLE Installation.
- H. Maintain a continuity binder in accordance with the established policy, to include a job description, Constitution, By-laws, monthly reports, yearly budget, and year end summary.
- I. Board Members are encouraged to register in Volunteer Management Information System and record SCFE volunteer hours.

**ARTICLE IV
DUTIES OF HONORARY MEMBERS AND EXECUTIVE BOARD**

Section 1: Honorary President and Honorary VP and Honorary Advisors 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 meetings and events.
- D. Serve in advisory capacity, counsel, inform, mentor, and coach while allowing Board to make final decisions.

Section 2: President shall:

- A. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.
- B. Preside over, Board Meetings and be encouraged to attend events and other functions.
- C. Not motion, nor vote except in the event of a tie.
- D. Be bonded, aware of all contracts and obligations authorized by Board, have authority to co-sign all disbursements from SCFE bank accounts, including the SCFE Thrift Store.
- E. 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.
- F. Along with the Secretary, ensure that all required documents needed to revalidate the SCFE are submitted to the Private Organizations Supervisor point of contact within the 633d Force Support Squadron.
- G. When invited, be the SCFE representative on the Welcome/Farewell committee for Honorary President, Honorary Vice President, and Honorary Advisor(s) and SCFE may provide a gift not to exceed \$40.00 per Guest of Honor. Any additional funds are out of pocket.
- H. Authorize a telephonic or electronic vote for expedition of a decision facilitated by the Parlim.as outlined in Art. X, Section 2 of these By-Laws.
- I. Along with the SCFE Thrift Store Manager, assist with interviewing applicants for the SCFE Thrift Store Positions.

Section 3: First VP Shall:

- A. Perform all duties as outlined in Art III, Sect 1 of these By-Laws.
- B. Serve as a voting member of the Community Grants, Scholarship Committee, budget committee, constitution and By-laws review committee.
- C. Plan and oversee all fundraising events.
- D. Ensure all fund raising is in accordance with Installation policies.
- E. Sign all fundraising contracts after approval from the President. All signed contracts must be emailed to the Pres. Within 5 bus days. All signed contracts must be presented at the next Exec Board meeting presented at board meeting.
- F. Turn over all monies raised at the fundraiser to the Treasure, at the conclusion of the event.
- G. Be bonded.

Section 4: Second VP shall:

- A. Perform all duties as outlined in Art III, Sect I of these By-Laws.
- B. Serve as a voting member of the Community Grants, Scholarship Committee, budget committee, constitution and By-laws review committee.
- C. Plan and organize ALL special events [excluding fundraisers] and submit to the Board quarterly.
- D. Sign all event contracts after approval from the President. All signed contracts must be emailed to the Pres. Within 5 bus days. All signed contracts must be presented at the next Exec Board meeting presented at board meeting.
- E. Coordinate with Hospitality and report to the President.
- F. Provide Vendor Chair all dates of events at which vendors will be invited.
- G. Introduce the program guest(s) at General Membership events and act as emcee.
- H. In case of vacancy of the office of President, be given right of second refusal in line behind the First VP.

Section 5: Secretary shall:

- A. Perform all duties as outlined in Art III, Sect I of these By-Laws.
- B. Serve as a voting member of the Community Grants, Scholarship Committee, budget committee, constitution and By-laws review committee.
- C. Ensure that the president reviews all correspondence before distribution.
- D. Compile board information updates prior to meeting, use information toward preparation for minutes.
- E. Record all minutes during board meetings.
- F. Maintain SCFE Official property binder. Including list of valuable property, contracts, etc.
- G. Distribute minutes via email and Facebook/Social media page within one week after board meeting.
- H. In June, collect year end summaries to be distributed to incoming President, secretary, and incoming chairs.
- I. Mail all correspondence as directed by the president.

J. Maintain list of SCFE Keyholders.

Section 6: Treasurer shall:

- A. Perform all duties as outlined in Art III, Sect I of these By-Laws.
- B. Serve as a voting member of the Community Grants, Scholarship Committee, budget committee, constitution and By-laws review committee.
- C. Prepare financial statements monthly to be viewed by the President, and presented to the board at monthly meetings.
- D. Maintain checking accounts with SCFE President as co-signer. President is required to approve any expenses in excess of \$500.
- E. Collect SCFE funds and in return provide receipts.
- F. Collect funds at events/fundraisers.
- G. Collect expense receipts as approved by budget, and refund accordingly.
- H. Ensure all financial records re in order for an annual audit compilation for JBLE, State of Virginia, and IRS.
- I. Maintain and renew bond insurance annually (SCFE & thrift store).
- J. Maintain and renew property and liability insurance for SCFE property, thrift store, and events by renewal deadline of July 1st.
- K. Ensure that all federal and state taxes are submitted within the time requirements.

Section 7: 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 the parliamentary authority on all procedures to ensure orderly conduct and to oversee and advise the Governing Board and General Membership on voting and parliamentary procedures.
- D. Administer all electronic votes and report results to the President and Secretary.
- E. Chair the Nominating Committee.
 - 1. 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.
 - 2. 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.
 - 3. Will provide each nominee with a copy of the SCFE Constitution and By-laws.
 - 4. Shall be responsible for collecting and counting ballots and announcing the results of SCFE elections. Counts shall include electronic or absentee votes.
- F. Activate the annual SCFE Constitution and By-Laws Revisions and serve as Chairperson.
- G. Prepare proposed amendments to the Constitution and By-Laws for the Governing Board and General Membership meetings.
- H. Ensure that a current copy of the Constitution and By-Laws is present at all SCFE Events.

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, 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/volunteers, 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 secretary upon 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 Secretary by designated deadline. A copy shall be retained for the SCFE continuity notebook.
- G. Operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
- H. Submit a detailed Year End Review to the Secretary.
- I. Contribute to the SCFE continuity binder in accordance with the established policy that will include a job description, Constitution, By-Laws, monthly reports, yearly budget, monthly financial reports, Board reports, meeting minutes, year-end reports and inventory. May attend one SCFE event per year as a paid vendor, to exclude any fundraisers and the Super Sign Up event.
- J. All SCFE Governing Board members and sub-committee members shall submit all information pertinent to their committee to the Marketing Chairperson in a timely matter to meet all set deadlines if applicable.
- K. Vote on emergency requests for grant and/or outreach assistance as deemed appropriate.

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 community grant & 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. Welcome all newcomers to SCFE.
- C. Coordinate birthday gifts at monthly luncheons.
- D. Be bonded.
- E. Review and update membership application forms at the beginning of the board year to be approved by the Executive Board.
- 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-mails, update 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. Email SCFE luncheon invitations, as well as other SCFE events to the membership distribution list
- K. Relay reservation count for SCFE events and maintain an accurate guest list for each function.
- L. Notify the President and Treasurer if a member does not pay for a missed luncheon.
- M. Prepare, distribute and keep permanent nametags and place cards for membership and have them available at all SCFE events.

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 monthly list to the SCFE Marketing about the community outreach project opportunities and needs.
- D. Participate in community outreach events for SCFE membership.
- E. 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: Sub-Club 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 Marketing chairperson as requested.
- D. Assemble digital photo album for the 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 Marketing Chairperson 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 and social media marketing from September thru June electronically.
- C. Meet with the board over the summer to decide the specific deadlines for the SCFE Newsletter social media marketing 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 social media marketing.
- E. 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.
- F. Be responsible for all publicity of SCFE events, to include but not limited to: Thrift Shop, Scholarship, Community Grants, Fund Raising, Membership and Activities.
- G. Publish requests and deadline information on behalf of all SCFE activities as requested.
- H. Publicize SCFE events and information on installation website, post, and spouse social media.
- I. Maintain 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 6: Scholarship Community Grants 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.
- 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 Marketing 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 proposal to the Executive and Governing Boards for approval at the June meeting of the current membership year.

Section 7: Thrift Store 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 Store salaried employees and volunteers.
- D. Ensure the policies of the Thrift Store are in accordance with the SCFE Board and DOD regulations.
- E. Ensure that the thrift store follows all Thrift Store Charter and Constitutional Guidelines.
- F. Upon recommendation of the Thrift Store Manager, bring the hiring and/or termination of employees, necessary for the efficient operation of the SCFE Thrift Store to the President for final approval.
- G. In the event of vacancy of salaried positions, and with the President, and Manager, review and select qualified applicants for the position.
- H. Be bonded.

Section 8: 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 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. Notify the Second Vice President of the number of vendor tables needed prior to the reservation deadline.
- G. **Be present at SCFE general membership events to set-up vendor tables** and collect vendors' table fees and prize donations and give monies to Treasurer at the end of each event.
- H. Ensure that each vendor completes the Vendor Policy Letter before participating in SCFE events and that vendors abide by this agreement.
- I. Be Bonded.

Section 9: 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 10: 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 11: 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 12: 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. Encourage all SCFE Governing Board, Committee Members, SCFE and Thrift Store 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 Store.

Section 13: 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 an inventory of fixtures, to include shelving, racks and furniture to the Secretary.
- D. Provide the ODYD Shop schedule to the Governing Board, Marketing, and Newsletter Chair.
- 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

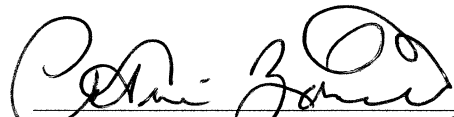
- A. Upon dissolution of the SCFE, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the active membership or approving authority and must be used exclusively for exempt purposes.
- 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.

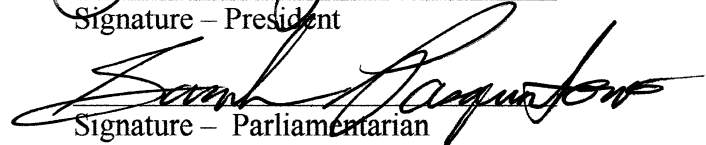
**ARTICLE XVII
ADOPTION**

These By-Laws were submitted and approved by the Governing Board on 30 March 2016. The adoption of these By-Laws supersedes, revokes and nullifies any prior By-Laws of the SCFE.

Patria Zanders
Printed Name – President

Sarah Pasquantonio
Printed Name –Parliamentarian


Signature – President


Signature – Parliamentarian