

# **Spouses' Club of Fort Eustis**

## **BY-LAWS** January 5, 2022

### **ARTICLE I** **PURPOSE**

The purpose of these By-Laws is to establish a general operating procedure for 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 for more than two consecutive years in the same position. After that, he/she must be voted in for a consecutive term via full member [silent] vote.
- B. It is the responsibility of the board member to turn in any keys, notebooks, electronic items, etc. belonging to SCFE prior to PCS/resignation.

### **ARTICLE III** **GENERAL RESPONSIBILITY OF THE EXECUTIVE BOARD**

- A. Board members should prioritize board meetings, events, and committees as deemed necessary to perform their duties. This also includes checking emails twice a week at a minimum.
- B. All board members should be voting members, except for the Parliamentarian, the Honorary President, the Honorary VP, and the Advisor(s). The President only votes in the event there is a tie during board meetings.
- C. Email a monthly report to the Secretary and cc the President within 72 hours of the board 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 1<sup>st</sup> VP or 2<sup>nd</sup> VP can approve.
- E. Prepare and submit a proposed budget to the President prior to the board year, by July 15<sup>th</sup>.
- F. Submit a detailed year end summary to the Secretary by the June board meeting.
- G. Participate in the revalidation process, following guidelines and policies of Air Force and JBLE Installation. This process should be completed by June 1st.
- H. Maintain a continuity record 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 expected to register in the Army Family Web Portal, and record SCFE volunteer hours.



- J. Board members shall not be a part of the Scholarship Committee if a family member is an applicant and shall not be a part of the Community Grants Committee if on the board of an organization requesting community grants funds.

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

**Section 1: Honorary President, Honorary VP, and Advisors shall:**

- A. Perform all duties as outlined in ARTICLE III 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 the Board to make final decisions.

**Section 2: President shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Not motion, nor vote except in the event of a tie at board meetings.
- C. Be bonded, be aware of all contracts and obligations authorized by the Board, and have authority to co-sign all disbursements from SCFE bank accounts, including the SCFE Thrift Store.
- D. Serve as a voting member of: the Budget Committee, the Constitution and By-Laws Review Committee, the Nominating Committee, the Scholarship Committee, and the Community Grants Committee.
- E. Serve on the SCFE Thrift Store Advisory Board (SCFETSAB).
- F. Review operating and welfare accounts' financial books, bank statements, and Treasurer's reports monthly as an internal control necessary to meet the requirement for the surety bond.
- G. Along with the Secretary and Parliamentarian, ensure that all required documents needed to revalidate the SCFE are submitted to the Private Organizations Supervisor point of contact within the 633rd Force Support Squadron.
- H. 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.
- I. Along with the SCFE Thrift Store Manager, assist with interviewing applicants for the SCFE Thrift Store positions.
- J. Shall be admin on all internet pages.
- K. Be responsible to be the briefer (or find a suitable replacement) during Community Events Council meetings and Uniquely Eustis.

**Section 3: First VP shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Serve as a voting member of the Community Grants Committee, Scholarship Committee, Budget Committee, and Constitution and By-Laws Review Committee.
- C. Plan and oversee all fundraising events.
- D. Will hold up to 3 fundraisers quarterly in accordance with installation policies as stated in <https://jblforcesupport.com/langley/private-organizations>



- E. Sign all fundraising contracts after approval from the President. All signed contracts must be emailed to the President within 5 business days. All signed contracts must be presented at the next Executive Board meeting.
- F. Turn over all monies raised at the fundraiser to the Treasurer at the conclusion of the event.
- G. In case of vacancy of the office of President, be given the right of first refusal.
- H. Be bonded.

**Section 4: Second VP shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Serve as a voting member of the Community Grants Committee, Scholarship Committee, Budget Committee, and Constitution and By-Laws Review Committee.
- C. Plan and organize all special events (excluding fundraisers) and submit future plans to the Board quarterly.
- D. Plan, organize, and execute the annual membership sign-up event in conjunction with the Membership Chair.
- E. Sign all event contracts after approval from the President. All signed contracts must be emailed to the President within 5 business days and must be presented at the next Executive Board meeting.
- 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 the right of second refusal in line behind the First VP.
- I. Be bonded.

**Section 5: Secretary shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Serve as a voting member of the Community Grants Committee, Scholarship Committee, Budget Committee, and Constitution and By-Laws Review Committee.
- C. Ensure that the President reviews all correspondence before distribution.
- D. Compile board information updates prior to meeting and use information toward preparation of minutes.
- E. Prepare an agenda for board meetings.
- F. Record all minutes during board meetings.
- G. Distribute minutes via email to board members within one week after board meeting.
- H. Maintain SCFE official property binder, including lists of valuable property, contracts, etc.
- I. In June, collect year-end summaries to be distributed to the incoming President, Secretary, and incoming chairs.
- J. Along with the President and the Parliamentarian, ensure that all required documents needed to revalidate the SCFE are submitted to the Private Organizations Supervisor point of contact within the 633rd Force Support Squadron.
- K. Mail all correspondence from the President as requested.
- L. Maintain a list of SCFE keyholders and emails and passwords.
- M. Check and distribute mail from PO box, at least once per week.
- N. Verify votes for elections.



**Section 6: Treasurer shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Serve as a voting member of the Community Grants Committee, Scholarship Committee, Budget Committee, and Constitution and By-Laws Review Committee, and serve on the Thrift Store Advisory Board.
- C. Prepare financial statements monthly to be viewed by the President and presented to the board at monthly meetings.
- D. Maintain checking accounts with the SCFE President as co-signer. The President is required to approve any expenses more than \$500. For expenses greater than \$1500 will require approval from the Executive Board.
- E. Collect SCFE funds and record in reports.
- F. Collect funds at events and fundraisers.
- G. Collect expense receipts as approved by budget, and refund accordingly.
- H. Ensure all financial records are in order for an annual financial review compilation for JBLE, State of Virginia, and IRS.
- I. Maintain and renew bond insurance annually for the SCFE and thrift store.
- J. Maintain and renew property and liability insurance for SCFE property, thrift store, and events by renewal deadline of July 1<sup>st</sup>.
- K. Ensure that all federal and state taxes are submitted by the IRS deadline.
- L. Oversee thrift store payroll and sign payroll checks.
- M. Chair the Budget Committee.
- N. Check the balances of the operating, welfare, and thrift store accounts, and make transfers when necessary.
- O. Review thrift store financial reports and sign consignment checks over \$100.00.
- P. Pay bills.
- Q. Issue scholarship and community grant checks, after approval from the board.
- R. Be Bonded.

**Section 7: Parliamentarian shall:**

- A. Perform all duties as outlined in ARTICLE III of these By-Laws.
- B. Be appointed by the President upon approval of the Executive Board and serve as a non-voting member at board meetings, but will retain voting privileges as an active member upon paid membership in the SCFE.
- C. Preside over board meetings.
- D. Be the authority on all procedures to maintain orderly conduct and to oversee and advise the Governing Board and General Membership on voting, parliamentary procedures, and meetings.
- E. Administer all electronic votes and report results to the President and Secretary.
- F. 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 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 a vote is conducted by ballot.
  - 3. Will provide each nominee with access to 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.
- G. Activate the biennial SCFE Constitution and By-Laws Committee and serve as Chairperson.
- H. Prepare proposed amendments to the Constitution and By-Laws for the Governing Board and General Membership meeting for a vote.
- I. Ensure that current copies of the Constitution and By-Laws are present at all SCFE events and meetings.
- J. Along with the President and 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.
- K. Submit final copies of the Constitution and By-Laws to the Secretary to be forwarded to the Commander of 633d Force Support Squadron, for 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, 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, attend 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, with the exception of the Outreach Liaison and the Foreign Liaison Officer (FLO) Spouse Representative.
- F. Submit a written monthly report to include a "no report" to the President and Secretary by designated deadline. A record shall be retained for continuity.
- G. Ensure the Secretary or President reviews all correspondence to the General Membership before being distributed.
- H. Operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
- I. Submit a detailed Year-End Review to the Secretary.
- J. Contribute to the SCFE continuity record in accordance with the established policy that will include a job description, Constitution, By-Laws, monthly reports, board reports, year-end reports and inventory.
- K. All SCFE Governing Board members and sub-committee members shall submit all information pertinent to their committee to the SCFE Media Chairperson in a timely manner to meet all set deadlines, if applicable.



- L. Vote on emergency requests for grants and outreach assistance as deemed appropriate.
- M. Check SCFE email account no less than twice per week.
- N. Not be part of the Scholarship Committee if a family member is an applicant and not be part of the Community Grants Committee if on the board of an organization requesting community grants funds.
- O. Be responsible for finding a voting replacement if the position is required to vote within a committee and are unable to fulfill that commitment.

**Section 2: The SCFE Governing Board shall vote on:**

- 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: Community Grants Chair shall:**

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Serve as chair of the Community Grants Committee, which shall consist of the Chairperson, Advisor(s), President, First Vice President, Second Vice President, Treasurer, Secretary, Ways and Means Chair, and up to two SCFE general members, established in September 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 December Governing Board meeting of the current board year.
- G. Manage the disbursement awards voted by the Governing Board.
- H. Submit a list of the Community Grants recipients for publication in the December SCFE Newsletter, on SCFE website, all social media and in the JBLE Peninsula Warrior.

**Section 2: 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. Distribute SCFE and community information to the other FLO spouses.
- C. Be a non-voting member

**Section 3: 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, fundraisers and any community sponsored welcomes and farewells)
- C. Shall share all digital photos with SCFE Media chairperson as requested.
- D. Prepare and assemble digital photo albums for the SCFE President, Honorary President, 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.
- G. Be an admin on the SCFE Facebook page.

**Section 4: Media Chair shall:**

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Edit, publish, and distribute the organization's newsletter and social media marketing electronically throughout the club year.
- C. Meet with the board over the summer to decide the specific deadlines for social media and marketing submissions and maintain deadlines for submissions of materials to be published.
- D. Be responsible for all publicity of SCFE events, to include but not limited to: Thrift Store, Scholarship, Community Grants, Fundraising, Membership, and Activities.
- E. Publish requests and deadline information on behalf of all SCFE activities as requested.
- F. Maintain a historical file of any and all SCFE publicity for activities and events (e.g. programs, ad layouts, flyers, etc.).
- G. Limit website to SCFE events and information deemed appropriate by the Executive Board.
- H. Update all social media sites with timely and accurate information.
- I. Coordinate with appropriate positions to post monthly SCFE events and programs to include SCFE Thrift Store information.
- J. Maintain current SCFE applications on the website (e.g. Membership, Scholarship, Community Grants and others, as needed).
- K. Follow all Joint Base Langley-Eustis and Air Force regulations regarding websites and social media.
- L. Create and maintain slides as needed for the Community Events Council and Uniquely Eustis briefs.

**Section 5: Membership 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. Review and update membership application forms at the beginning of the board year to be approved by the Executive Board.
- E. Once approved, submit a copy of the new membership application to the Newsletter Editor, Media Chair, and Secretary.
- 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 emails and update as needed. Submit the updated membership roster to the Secretary and Reservations Chair.
- H. Submit monthly to the SCFE Newsletter Editor and SCFE Media Chairperson, a list of all members' birthdays to be published in that month's newsletter and private social media page.
- I. Prepare, distribute, and keep permanent name tags and place cards for membership, and have them available at all SCFE events.
- J. Plan, organize, and execute the annual membership sign-up event in conjunction with the Second Vice President.
- K. Continue to recruit new members for SCFE throughout the year.
- L. Maintain a confidential list of members not in good standing, as defined in ARTICLE XIII, Section 2 of the By-Laws, and report to the President.



- M. Maintain a database of the SCFE general membership volunteers to be given to the President, Volunteer Coordinator, and appropriate chairpersons.
- N. Be responsible for selling opportunity tickets
- O. Be Bonded.

**Section 6: Newsletter Editor shall:**

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Edit, publish, 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. Comply with all Joint Base Langley-Eustis and Air Force regulations regarding solicitations for advertising in SCFE publications.

**Section 7: Operation Deploy Your Dress Liaison 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 ensure cleanliness of the shop.
- C. Provide an inventory of fixtures, to include shelving, racks and furniture to the Secretary.
- D. Provide Volunteer Coordinator with a list of ODYD Shop volunteers.
- E. Comply with ODYD National SOPs.
- F. Maintain fixed property (e.g. fixtures, racks, file cabinets) as property of the SCFE.
- G. Upon dissolution of SCFE, all ODYD formal wear and accessories shall be donated to ODYD National.
- H. Include the President on any necessary correspondence, as appropriate.

**Section 8: Outreach 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 to the SCFE Media Chairperson a monthly list of the community outreach project opportunities and needs by 1 September.
- D. Organize and participate in outreach events for SCFE membership.
- E. Invite the installation Volunteer Corps Coordinator (VCC) to serve as the Outreach Liaison. If the VCC serves as the Outreach Liaison, the position will be a non-voting member of the Governing Board. Term limits do not apply to a VCC serving as the Outreach Liaison.
- F. In the event the Volunteer Coordinator Chair is empty, will be the Organizational Point-of-Contact (OPOC).

**Section 9: 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 10: 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 Media Chair 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 distribution via email.
- D. Email SCFE luncheon invitations, as well as other SCFE events invitations, 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 2nd 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. 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.
- J. Notify the President, Membership Chair, and Treasurer if a member does not pay for a missed luncheon within one month of written notification.
- K. Be bonded.

**Section 11: Scholarship Chair shall:**

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Update high school and adult scholarship applications, and establish a committee 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 applications and information to the Media Chair, Newsletter Editor as outlined in ARTICLE VII, Section 4 of these By-Laws in January.
- E. Contact local high schools and education centers to notify them of the upcoming scholarship window in the spring. Applicants must be SCFE members or dependents of SCFE members by no later than January 31<sup>st</sup>.
- F. Submit to the SCFE Newsletter Editor and SCFE Media Chair scholarship recipients' names for publication.
- G. Coordinate with the Executive Board to determine goals/direction and distribution of the scholarship program for the year.
- H. Submit Scholarship SOP to the Executive and Governing Boards for approval at the October Governing Board meeting of the current membership year.

**Section 12: 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 clubs/activities among the members, such as Bunco, day trips, book club, bowling, lunch bunch etc.
- C. Organize and create a sign-up list to be shared at Super Sign-Up.
- D. Recruit a point-of-contact (POC) for each activity group.



- E. Act as liaison between the SCFE board and activity leaders.
- F. Maintain communication records for all activity groups.
- G. Coordinate with the SCFE Media Chairperson to publicize sub-club events.
- H. Submit monthly to the SCFE Newsletter Editor information and schedule of SCFE activity groups.
- I. Shall be admin on all sub club pages.

**Section 13: Thrift Store Liaison shall:**

- A. Perform all duties as outlined in ARTICLE V, Section 1 and Section 2 of these By-Laws.
- B. Act as liaison between the SCFE Board and thrift store salaried employees and volunteers.
- C. Ensure the policies of the thrift store are in accordance with the SCFE Board, with the SCFE thrift store Advisory Board (SCFETSAB), and in accordance with installation policies.
- D. Annually update the SOP with the SCFETSAB.
- E. Ensure that the thrift store follows all thrift store Charter and Constitutional Guidelines.
- F. Serve as the Chair of the SCFETSAB.
- G. As per the suggestion of the Thrift Store Manager, bring the hiring and/or termination of employees, necessary for the efficient operation of the SCFE thrift store, for recommendation of the voting members of the SCFETSAB to the Executive Board for final approval.
- H. Submit annually, by August 1st, the thrift store budget.
- I. In the event of vacancy of salaried positions, and with the President, Advisor(s) and Manager, review and select qualified applicants for the position.
- J. Make supply purchases for the thrift store if needed.
- K. Have the right to consign items but have no other financial gain or interest in the thrift store.
- L. Be bonded.

**Section 14: 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 the vendor application at the beginning of the board year with the President.
- C. Assist with the annual membership sign up event (Super Sign-Up).
- D. Coordinate with SCFE Media 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. Coordinate with the Reservations Chair for the number of vendor meals needed prior to the reservation deadline.
- H. Be present or designate a representative to be at SCFE general membership events to assist with set-up and with collecting vendors' table fees, and remit monies to the Treasurer at the end of each event with proper documents.
- I. Ensure that each vendor completes the Vendor Policy Letter before participating in SCFE events and that vendors abide by this agreement.
- J. Coordinate and collect donated door prizes from vendors.



**Section 15: 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 Point of Contact (OPOC) on the current volunteer management system. Ensure SCFE hours are accounted for by either validating the hours submitted by SCFE volunteers or by collecting and entering volunteer hours as needed.
- C. Ensure all SCFE Volunteers SCFE thrift store volunteers are registered in the current volunteer management system 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 16: 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 the budget approved by the Governing Board and raise funds that contribute to the SCFE Operating fund.
- D. Coordinate all activities and 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 turn them into the Treasurer at the conclusion of the event.
- K. Be bonded.

**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 Store 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.

**Section 3: Nominating Committee shall:**

- A. Be chaired by the Parliamentarian in accordance with Article IV, Section 7 E.
- B. Ensure nominations are in compliance with Article V 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 consist of the Advisor(s), President, First Vice President, Second Vice President, Secretary, Treasurer, Community Grants Chair, Ways and Means Chair, and up to two 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 May board meeting.
- F. Follow SCFE Scholarship SOP.
- G. Accept applications for SCFE scholarships submitted by the deadline.

**Section 5: Community Grants Committee shall:**

- A. Be established no later than the September Super Sign up.
- B. Be chaired by the appointed Community Grants Chair (non-voting) and consist of the Advisor(s), President, First Vice President, Second Vice President, Secretary, Treasurer, Scholarship Chair, Ways and Means, and up to two SCFE general members.
- C. Committee members who are also members of organizations applying for community grants funds will abstain from the vote and find a replacement for the committee.

**Section 6: 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 STORE**

**Section 1:** The thrift store 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 store is a registered resale business class 86: registration #0002046776, with the Commonwealth of Virginia.

**Section 3:** The thrift store 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 be involved in any financial operations.
- C. A bookkeeper will be maintained under salary and will provide a monthly statement of operations to the Thrift Store Liaison and Treasurer.
- D. All employees shall be responsible for maintaining all areas of the thrift store in a clean and organized manner to include all housekeeping.
- E. Employees must have a current DOD ID card.

**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 and delivered to the Treasurer to complete a financial review by July 15.
- C. The annual review of the financial books will be the responsibility of the outgoing Governing Board.
- D. The financial review of the SCFE (which includes the thrift store) is an administrative procedure and will be paid through appropriate funds when necessary.
- E. A financial review will be conducted by a committee of three SCFE non-Governing Board Members (with approval of President and Advisor) and/or paid accounting services 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 Store 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 bi-annually, under the provisions of the Worker's Compensation Law of the State of VA, out of the SCFE thrift store 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 the President or Treasurer.
- K. The Thrift Store operations account will maintain a balance equal to 2 months of operational expenses, not to exceed \$8000. All overages will be transferred to the SCFE



welfare account monthly. The thrift store operating fund will be co-managed by the SCFE thrift store Bookkeeper and the SCFE Treasurer.

## **ARTICLE IX SCFE THRIFT STORE ADVISORY BOARD (SCFETSAB)**

**Section 1: Purpose:** The SCFE thrift store 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 store 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 store and administration of the SCFE thrift store policies are the responsibilities of the Manager, functioning under the supervision of the SCFETSAB and the SCFE Thrift Store Liaison.
- B. The operation of the SCFE thrift store is governed by the SCFETSAB in accordance with the SCFE By-Laws, the thrift store Charter, and the thrift store SOP.
- C. The SCFE thrift store is open to the public.
- D. The SCFE thrift store 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 Store 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 Store Liaison, SCFE thrift store Manager and two members-at-large. Members-at-large shall be active members in good standing not currently serving on the Governing Board.
- D. The Thrift Store Liaison will, upon suggestion 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 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 store will be brought before the SCFETSAB no later than August 1<sup>st</sup>.
- 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 store will require prior approval by the SCFETSAB.
- G. Bonding will be procured for the thrift store Manager, Bookkeeper and Cashier(s).
- H. The SCFE thrift store financial review will be completed with the SCFE accounts by independent accounting services not affiliated with the SCFE thrift store at the end of each board 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, as defined in ARTICLE XII, Section 1 of these By-Laws, in order to be eligible to vote.

**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. 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 a designated time, as determined by the Parliamentarian.

**B. Tabulation of Votes:**

1. Upon conclusion of the election, both absentee and in-person ballots will be tallied by the Parliamentarian or his/her designee and verified by the Secretary.
2. The Officers will 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 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 the 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:**

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 a proposal to the President, signed by a minimum of ten general members, in good standing. Should that fail, the member may directly petition the SCFE Governing Board, who will then consider the matter. The request must be approved by 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 will consist of a majority 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 simple majority quorum shall be established when three (3) eligible voting members on the Executive Board are present.

**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 (age 18 and over) residing with sponsoring military personnel on active duty.
  - e) Dependents (age 18 and over) of retired, POW/MIA, or deceased personnel of the Armed Forces of the United States.
  - f) Spouses of Foreign Liaison Service Members in the JBLE area.
  - g) Employees of the Whistle Stop Thrift Store (may not be board members or members of the Scholarship or Community Grants Committees)
2. Active members shall pay dues, have the privilege to vote according to the stipulations provided in ARTICLE X of the By-Laws, 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. Active members and their dependents are eligible to apply for SCFE Scholarships.

## 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 store with over 150 hours during a calendar year or 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 and privileges.

## 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 will pay dues, have the privilege to vote according to ARTICLE X of the By-Laws, can volunteer for SCFE committees, fundraisers, events, or the SCFE thrift store, and can 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 nor be appointed Committee Chairpersons.
4. The percentage of Associate Members may not exceed 20% of the Active Membership.
5. Associate members are eligible to apply for SCFE Scholarships.

**D. Reciprocal Members**

1. Eligibility: Members of the Military Spouses Society of Virginia (MSSofVA), at the discretion of the Executive Board.
2. Reciprocal 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 privileges.
3. Reciprocal members are eligible to attend SCFE sub-clubs
4. Reciprocal members may not vote and may not hold elected or appointed office nor be appointed Committee Chairpersons.

**Section 2:** Guests of the SCFE include:

- A. Ineligible and visiting immediate family members, 17 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:** 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 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 of the By-Laws, as 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 July through 30 June.



## 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. Is not eligible to borrow/rent SCFE property.
- B. May not apply for scholarships.
- C. 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:
  - 1. Notify the Secretary of their absence.
  - 2. Provide advance submission of their monthly report.
  - 3. The absence is due to a TDY, illness, family matters, etc.

**Section 4: Termination of Employment: thrift store employee.**

- A. Virginia is an 'at-will employment' state. Failure to perform duties as listed in the employee job description will lead to termination. This will be determined by the 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. The President may purchase mementos for the board members within the approved budget.
- C. 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.
- D. A digital scrapbook will be given to the Honorary Officers and Advisor(s) at the conclusion of the board year.
- E. Refer to Joint Ethics Regulation (JER) DoD 5500-7R for guidance when purchasing gifts for Honorary Officers and Advisors. 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 store correspondence, bank statements and checks will be directed to the SCFE Post Office Box 4711 Fort Eustis, VA 23604.

**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 will 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. No dues shall be refunded upon departure or reassignment of any member. Dues may be reduced during the membership year, as determined by a two-thirds (2/3) Governing Board vote.
- B. The club membership year will begin July 1 and end June 30.
- C. Operating account revenues will be derived from dues, monies raised within the membership, advertising revenues, and sponsorships. Excess money in the operating account can be transferred to the welfare account with a majority vote of the quorum of the Governing Board.
- D. Welfare account revenues will be derived from all revenue-producing activities (to include thrift store profit) which are open to the general public. These funds will be deposited in the welfare account.
- E. Up to twenty-five percent (25%) of fundraising income may be transferred to the operating account 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. The Treasurer's records of both the operating account and the welfare account will be subject to a financial review in accordance with AFI 34-223.
- G. The Treasurer will be the primary signer on the SCFE bank account. In the absence of the Treasurer, the President will assume this responsibility. The Treasurer will secure a second authorized signature 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, Treasurer, Thrift Store Liaison, Membership Chair, Ways and Means, Reservations Chair, Vendor Chair, SCFE thrift store Manager, thrift store Bookkeeper and thrift store Cashier(s) will be bonded.
- C. The Governing Board will 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 accountant for financial review no later than August 15 and returned to the Treasurer.
- C. The annual review of the financial books will be the responsibility of the outgoing Board. A financial review will be conducted by a committee of three SCFE non-Board Members (with approval of President and Advisor) or paid accounting services as per AFI 34-223 and AR 210-22.
- D. The financial review of the SCFE and the thrift store 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. The previous year's books will be closed during the financial review 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 thrift store 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 the SCFE tax year is 30 June. This information is 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 store. 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.
  - 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 welfare or operating accounts as described below.
    - a. Welfare: consists of funds collected through fundraising 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 members only functions.

2. The thrift store proceeds (ARTICLE VIII, Section 4 K) 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 community 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 welfare account at the end of each year shall be a minimum of \$500.
  - E. The Governing Board will 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 January 5, 2022. The adoption of these By-Laws supersedes, revokes and nullifies any prior By-Laws of the SCFE.

Amber Parkes  
Printed Name – President

Kelly Cannon  
Printed Name – Parliamentarian

  
Signature – President

  
Signature – Parliamentarian