

Bylaws

Fort Monroe Spouses and Civilians Club
Fort Monroe, Virginia
Bylaws

November 20, 2008

ARTICLE I

- A. Elected Officers shall:
1. Be elected by the general membership. Appointed officers filling vacancies of elected officers shall adhere to the same guidelines as elected officers.
 2. Be voting members of the Executive Board. The President votes only in case of a tie.
 3. Be voting members of the Board. The President votes only in case of a tie.
 4. Be responsible to the President, Executive Board, the Board and the general membership. The President shall be responsible to the Executive Board, The Board and the general membership.
 5. Attend all Board meetings.
 6. Submit a written report to the Board. Include a financial statement if applicable.
 7. Review and revise Standard Operating Procedure (SOP)/Job Description, subject to Board approval.
 8. Maintain a file containing the following items for submission to successor:
 - a. SOP/job description
 - b. After Action Report (one inactive year plus current year)
 9. Give Secretary a copy of the following no later than the May Board meeting:
 - a. One (1) after action report
 - b. SOP/job description
 10. Be bonded for a minimum of \$30,000.00
- B. The President shall:
1. Assume all duties as listed under Article 1, Section A of these Bylaws.
 2. Serve as the chief executive administrator of the club.
 3. Preside at all meetings of the Board and the General Membership.
 4. Invite the Fort Monroe Commanding General's spouse to serve as Honorary President.
 5. Sign and execute contracts and/or leases (or delegate the authority to do so) in the name of the club when authorized to do so by the Board.
 6. Call a meeting of the Board any time deemed necessary.
 7. Make appointments to fill vacancies in any elected offices with the approval of the board.
 8. Appoint the Parliamentarian and a Chair for all standing and special committees.
 9. Vote only in the event of a tie. The President may vote to abstain.
 10. Be authorized to sign checks on Club Funds up to \$250 and cosign checks on Club funds exceeding \$250.
 11. Approve unbudgeted emergency disbursements up to \$75.00 per Board month, subject to ratification at the next Board meeting.
 12. Assume the duties of the Treasurer in the temporary absence of the Treasurer.
 13. Conduct such other activities as may be authorized by FMSCC in furthering the purposes of FMSCC.
 14. Be an ex-officio member of all committees, except the nominating committee.
 15. Be responsible for Board appreciation gifts to include the advisors.
 16. Conduct an inventory of all FMSCC property whenever there is a change of elected officers
 17. Maintain ownership of one complete set of master keys consisting of one building key, one post office box and one for Ways and Means room.
 - a. Appoint a key custodian to maintain ownership of one building key.
 - b. Assign additional keys to the Building Coordinator, Ways and Means Chairman and as needed.
 18. Be responsible for collecting the mail or assign the duty to the Treasurer.

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19. Submit calendar of FMSCC events to Post HQ, TRADOC HQ and for the Master Calendar.
 20. Maintain a file containing the following items for submission to successor:
 - a. Monthly report (include financial statement if applicable)
 - b. Minutes (one inactive year plus current year)
 - c. Constitution and Bylaws
 - d. DODI 1000.15, the Army Regulation 210-22 and Fundraising Policy
- C. First Vice President shall:
1. Assume all duties listed under Article 1, Section A of these Bylaws.
 2. Assist the President in any administrative duties.
 3. Assume the duties of the President when the President is absent.
 4. Assume the office of President should it become vacant.
 5. Co-sign checks over \$250 with the President in the absence of the Treasurer.
 6. Plan monthly programs for general membership meetings to include installation of new officers and submit a tentative calendar of events at the first general membership meeting.
 7. Be responsible for vendors at specified general membership meetings.
 8. Be responsible for booking club dates, planning menus and decorations for all general membership meetings.
 9. Maintain file copies of all luncheon contracts and provide copy to Treasurer.
 10. Be responsible for the President's appreciation memento.
- D. Second Vice President shall:
1. Assume all duties as listed under Article 1, Section A of these Bylaws
 2. Assist the President and First Vice President with their administrative duties.
 3. Assume the duties of the President in the event that vacancies occur in both the offices of the President and First Vice President until elections are held.
 4. Be responsible for all fundraising activities and appoint Chairmen.
 5. Coordinate with the Publicity Chair to accomplish fundraising goals.
 6. Initiate new fundraising projects and present to the FMSCC Board for approval.
 7. Chair all fundraising Committees.
 8. Submit letters to Post HQ for authorization to conduct all fundraising activities on post.
- E. Secretary shall:
1. Assume all duties as listed under Article 1 Section A of these Bylaws.
 2. Record the minutes of all meetings of the Board.
 3. Maintain a copy of the minutes for any member upon request.
 4. Record attendance at every Board meeting.
 5. Maintain monthly volunteer hours for members of the Board.
 6. Maintain files that include:
 - a. The Constitution and Bylaws (past and present)
 - b. Job Descriptions
 - c. After action reports of all the Board members for three (3) years
 - d. Monthly reports (include financial statement if applicable)
 - e. Minutes (one inactive year plus current year)
 - f. DODI 1000.15, the Army Regulation 210-22 and Fundraising Policy
 7. Submit monthly minutes and treasurer's report to Garrison Commander for approval.
 8. Distribute the monthly minutes to each Board member.
 9. Maintain current board roster and calendar of club activities.
 10. Prepare correspondence for FMSCC as needed.
 11. Notify members of the Board of any changes.
 12. Be a member of the Constitution/Bylaws Review Committee.
 13. Collect copies of job descriptions and after action reports from each Board member and distribute to Secretary's notebook, President, Garrison HQ and incoming chair.

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- F. Treasurer shall:
1. Assume all duties as listed under Article 1, Section A of these Bylaws.
 2. Deposit all monies in respective accounts immediately upon receipt.
 3. Maintain current bank signature cards.
 4. Prepare an annual budget for the Board year (1 June to 31 May). Members of the budget committee are: The Executive Board, the Welfare Chair and the Scholarship Chair.
 5. Submit the annual budget to the general membership for approval no later than the October meeting. After approval, the budget shall be posted.
 6. Collect money at each FMSCC function and be available for check dispersal if necessary.
 7. Present financial statements monthly to the Board. Provide copies to the secretary for submission to Garrison Commander.
 8. Chair the budget Committee for a mid-year budget review. Present a revised budget at the February Board meeting.
 9. Submit the revised budget to the general membership no later than the February meeting.
 10. Seek Board approval for any disbursements that exceed 10% of the amount budgeted.
 11. Prepare necessary FMSCC financial reports.
 12. Co-sign with President all checks exceeding \$250.
 13. Collect all money boxes at the close of the Board year and transfer to new Treasurer.
 14. Submit FMSCC financial records for audit no later than 31 May and when there is a change of Treasurer.
 15. Has the responsibility of paying bonding and insurance.
- G. Parliamentarian shall:
1. Be appointed by the President and serve as a non-voting member of the Board.
 2. Possess a current copy of Robert's Rules of Order for reference at all times.
 3. Advise the presiding person on points of parliamentary procedure and give similar advice to the FMSCC and board.
 4. Chair the Constitution/Bylaws Review Committee biennially (every two years). The committee shall be composed of the Parliamentarian, President, Secretary, FMSCC Advisor, and two interested Board members. Submit to the Board for approval and then to the general membership.
 5. Ensure that current copies of the Constitution and Bylaws are distributed to all Board members and copies of the Constitutions to the general membership.
 6. Ensure that the Constitution and Bylaws are submitted for revalidation to the Garrison Commander every (2) two years in accordance with local regulations.
 7. Chair the nominating committee.
 8. Provide one (1) copy of job description and after action report to the Secretary for disbursement.
 9. Maintain a file including duties and responsibilities, after action reports, policies and useful information of the year to be presented to the incoming Parliamentarian. These records may be edited, condensed or destroyed after (3) three years.
 10. Conduct telephonic or electronic mail votes as requested by the President.

Article II Elections and Voting

- A. The nominating committee shall be chaired by the Parliamentarian. The chair will ask each major unit or command on the installation to select a representative. A FMSCC advisor should sit on the committee. This committee shall meet prior to the March Board meeting.
- B. A slate of candidates for the offices of President, First Vice President, Second Vice President,

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- Secretary and Treasurer shall be presented to the Board at the March Board meeting.
- C. The slate of candidates shall be announced to the general membership prior to the April elections. Additional nominations may be made with the prior consent of the person (s) being nominated until nominations are closed at a time to be determined by the Board.
 - D. The election of officers shall be conducted at the April general membership meeting.
 - E. Election of officers shall be conducted by secret ballot. In the case of only one candidate per office, the election may be by acclamation.
 - F. Installation of officers shall take place at the May general membership meeting. Duties will begin June 1 and end May 31 of the following year.
 - G. The dates of nomination, election and installation may be changed by the Board if deemed necessary and with due notification to the general membership.
 - H. If vacancies occur in an elected office, the President may appoint someone to the position with approval from the Board. In the event of a vacancy in the office of President, the First Vice President will assume the office of President for the unexpired term. In the event that vacancies occur in both the offices of the President and First Vice President, the Second Vice President will temporarily assume the office of the President until elections can be held.

Article III Dues

- A. FMSCC dues shall be established by the Board with a reduction for individuals arriving after 31 December. There will be no refund of dues.
- B. Dues must be paid by all members prior to participation in FMSCC activities except for attendance at the first general membership meeting.

Article IV Special and Standing Committees

- A. Special committees shall be appointed by the President as deemed necessary with the approval of the Board. Their duties and Board voting status shall be determined by the same authority.
- B. Each standing committee prescribed herein shall consist of a chair, ex-officio members as prescribed by the bylaws and additional members as required by the chair.
- C. Each standing and special committee chair, upon completion of duty, shall present an after action report to the Secretary.
- D. Each standing committee chair shall be appointed by the incoming President and shall have one vote.
- E. Standing committee chairs shall attend each meeting of the Board or submit a written report to the Secretary prior to the meeting.
- F. In the absence of a Standing Committee Chair, the duties of that committee will be discussed and delegated as deemed necessary by the Executive Board.
- G. The Standing Committees of the FMSCC shall be:
 - 1. Building Coordinator
 - a. Serve as the house coordinator for the FMSCC. This function will include:
 - Providing for the cleaning of the building
 - Buying all supplies for the building
 - Calling in any necessary work orders for maintenance
 - Scheduling the use of the building
 - b. Prepare the building for monthly Board meetings.
 - c. Maintain a set of keys to the FMSCC building.
 - 2. Hospitality Chair:
 - a. Welcome and farewell the Honorary President.
 - b. Be responsible for the FMSCC Welcome Function.
 - c. Welcome newcomers to FMSCC.
 - d. Put FMSCC information into newcomers' packets at Army Community Services (ACS).
 - e. Provide opportunities for general membership meetings.

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- f. Coordinate holiday decorations of Bay Breeze Community Center on behalf of FMSCC.
 - g. Attend the Fort Monroe Information Meetings (MIM).
3. Membership Chair:
- a. Make membership available to eligible prospective members as designated in Article III of the Constitution.
 - b. Enroll board members at the first FMSCC Board meeting.
 - c. Maintain a close liaison with the Reservations Chair, Publicity Chair, Newsletter Chair and Web Administrator.
 - d. Publish a membership telephone roster to be available no later than the November general membership meeting.
 - e. Ensure that all members receive rosters.
 - f. Update membership roster as needed.
4. Publicity Chair:
- a. Work in partnership with other board members to promote and publicize all programs and activities of the FMSCC.
 - b. Publicize FMSCC events in local publications and media.
 - c. Ensure that all FMSCC members are notified of programs and activities electronically or through the postal service as needed.
 - d. Maintain FMSCC bulletin board.
 - e. Responsible for taking photos at FMSCC events if the Historian cannot be present.
5. Reservation Chair:
- a. Provide the Publicity Chair information concerning FMSCC reservation policies.
 - b. Inform the 1st Vice President about actual reservations for FMSCC general membership meetings and collect money for said meetings.
 - c. Provide name tags for each board member, member, and guest at FMSCC general membership meetings.
 - d. Bill and collect for all reservations not cancelled.
 - e. Notify 1st Vice President and Bay Breeze Community Club of number of attendees.
 - f. Submit all monies to the Treasurer.
 - g. Be responsible for sending out reminders to the general membership of reservation deadlines for general membership meetings.
6. Ways and Means Chair:
- a. Sell items at the monthly general membership meetings.
 - b. Maintain an inventory and present monthly financial transactions to the Treasurer.
 - c. Be responsible for merchandise displays for marketing purposes.
 - d. Gain board approval for new expenditures that exceed \$250.
 - e. Gain approval from President and Treasurer prior to reordering existing merchandise.
7. Welfare Chair:
- a. Head a committee consisting of the President, Second Vice President, Treasurer, Advisor, Ways and Means Chair and any interested club members.
 - b. Meet with committee to propose disbursement of welfare funds.
 - c. Present welfare proposals to the Board for approval.
 - d. Monitor current Welfare disbursements and maintain a list of donated welfare for a period of three (3) years and submit current list to Treasurer.
8. Scholarship Chair:
- a. Meet with Executive Board, FMSCC Advisor and Ways and Means Chair to establish guidelines for selection process of FMSCC scholarship recipients.
 - b. Present scholarship guidelines for Board approval by the October Board meeting.

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- c. Chair a separate Selection Committee consisting of four to six members which shall remain anonymous. (Note: No parent of eligible student or candidate for spouse's scholarship shall sit on selection committee.)
 - d. Work with Publicity Chair to publicize availability of scholarship applications and eligibility requirements.
 - f. Prepare the proposed distribution of scholarship award monies for presentation at the March FMSCC board meeting.

 - g. Present awards to recipients no later than 31 May.
 - h. Coordinate disbursement of scholarship award monies with Treasurer.
9. Web Administrator:
- a. Responsible for maintaining and updating the FMSCC Website as needed, to include, but is not limited to: changing reservation pages, updating luncheon flyers, updating scholarship applications, creating e-surveys and updating event photos.
 - b. Ensure that all website fees are paid by the Treasurer.
10. VA Bingo:
- a. Responsible for coordinating monthly VA bingo with Unit Reps.
 - b. Coordinate with Treasurer for Bingo funds.
11. Unit Representative:
- a. Shall be a non-voting member of the Board.
 - b. One volunteer from each unit, command or group shall be invited to represent their unit command or group.
 - c. Be unit coordinator for VA Bingo.
 - d. Distribute all FMSCC and community information to their groups.
12. Newsletter Chair
- a. Oversees the publication and distribution of monthly FMSCC Newsletter.
13. Historian
- a. Prepares scrapbooks, one each for the President, Honorary President, Advisor and the FMSCC.
 - b. Oversees the disposition of FMSCC scrapbooks.
 - c. Takes photos at all FMSCC functions, which will be available to the Publicity Chair and Web Administrator upon request.

Article V Finances

At the close of the year, a cash reserve will remain in all funds as stated in the Constitution. These funds are available to the incoming Board for planning and for executing activities for the upcoming year.

Article VI Insurance

Liability insurance shall be maintained by this Private Organization and shall be adjusted as needed.

Article VII Membership and Guests

- A. Any person entitled to membership as outlined in the Constitution automatically becomes a member of FMSCC upon payment of dues.

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- B. A prospective member of FMSCC may attend only one general membership meeting as a guest.
- C. Members are entitled to bring a guest who would not normally be eligible for membership to and general membership meeting unless otherwise designated.

Article VIII Meetings

- A. The installation of new officers will take place at the May general membership meeting.
- B. The Board shall meet monthly.
- C. A joint Board meeting of the outgoing and incoming board members will take place after the installation.
- D. Child care fees will be paid for Board members while at monthly board meetings. Members will be reimbursed upon presentation of a receipt-an amount not to exceed the hourly fee charge by the Fort Monroe Child Development Center. Any other fees such as food or special activities will not be reimbursed.
- E. FMSCC shall have a general membership meeting monthly. Reservations and cancellations for FMSCC general membership meetings must be made no later than a week prior to the meeting unless alternate arrangements are worked out with the venue (Bay Breeze Community Club). A no show will be billed for any reservation not canceled.
- F. No changes in these Bylaws will be made without consent of the Board and approval of the general membership.

Article IX Gifts

- A. Gifts to the Honorary President and FMSCC Advisors will not exceed a total of \$100 per board year.
- B. Gifts may be presented to the Board Members as approved in the budget.

Approved and Adopted by the FMSCC Board and general membership: November 13, 2008

Jackie Place
FMSCC President

Libby Garrett
FMSCC Secretary

Nicki Seger
FMSCC Parliamentarian

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