

BYLAWS

OF THE SPOUSES CLUB OF FORT BENNING, GEORGIA

ARTICLE I

PURPOSE

The purpose of these Bylaws is to establish operating procedures for the Fort Benning Spouses Club (FBSC) as outlined in the organization's Constitution, Art. 3, Sec. 1.

ARTICLE II

DUTIES OF EXECUTIVE BOARD

Section 1. President shall

- a. Preside over all meetings of the Executive Board, Governing Board of Directors, and the general meetings of the FBSC and assure that FBSC business is being conducted effectively.
- b. Serve as an *ex-officio* member of all committees except for the Nominating Committee.
- c. Only be entitled to vote in the event of a tie.
- d. Act as a representative, or appoint a representative, to all meetings or councils requiring FBSC presence.
- e. Appoint the Parliamentarian and Chairpersons for all Standing Committees (and Special Committees as needed).
- f. Serve as a mentor of all committees.
- g. Appoint a replacement to fill any vacancy occurring in the elected offices or appointed Governing Board of Directors, except President.
- h. Ensure consistent attendance at and participation in Board of Director meetings and FBSC luncheons and activities by each member of the Board of Directors.
- i. Be bonded and sign and execute all authorized bonds, contracts, or other obligations in the name of the FBSC. Ensure the First Vice President, the Second Vice President, Treasurer, and the Thrift Store Manager positions are covered by the bond.
- j. Review, with the Treasurer, all contracts and obligations authorized by the Board of Directors, including A Bit of Benning Store purchases, Thrift Store contracts, insurance policies, bond policies, license requirements, and tax returns.
- k. Apply for revalidation for consent to operate from DFMWR every two years prior to current expiration (March 2026).
- l. Sign for Buildings 1712 and 228 and all government property. Update Memorandum of Agreement for these buildings prior to current expiration (2033). With Treasurer, maintain accountability for property and keys therein.
- m. Cosign all checks in excess of \$500; and approve any debit of \$500 or more by signing the receipt.
- n. Maintain, with the Secretary, the board roster.
- o. Monitor the FBSC social media accounts maintained by the FBSC Social Media Chairperson.
- p. Review and approve all forms, letters, correspondence sent on behalf of the FBSC. Confirm child policy is included on all communications for events.
- q. Ensure all documents are sent to DFMWR monthly.

- r. Ensure pertinent records are reviewed, i.e. Thrift Store SOP, A Bit of Benning Store purchases, insurance and bond policies, license, and taxes.
- s. Set the dates (in conjunction with the Executive Board) for all FBSC events, to include fundraisers, and ensure requests are submitted through DFMWR.
- t. Coordinate and publish dates, times, and places for Executive Board and General Board of Directors meetings.
- u. Review the list of current Complimentary Members and consider the invitation of new Complimentary Members.
- v. In coordination with the Executive Board, participate in the hiring and firing of all Thrift Store employees and be aware of all volunteer and employee issues in coordination with the Thrift Store Manager. Conduct exit interviews for all Thrift Store employees.
- w. Assist in the decision-making process about the disbursement of all FBSC funds, through scholarships and community grant donations with approval from the Governing Board of Directors.
- x. Fill vacancies in elected offices IAW Article IV of the FBSC constitution.
- y. Coordinate the purchase of gifts for members of the Board of Directors not to exceed \$20 per member.
- z. Ensure that the purpose and objectives of the Thrift Store are in accordance with the Constitution and:
 - 1. Review and approve the Thrift Store Income/Expense Budget annually with a semi-annual review. The Thrift Store Budget is prepared annually 1 March by the Thrift Store Manager and reviewed at mid-year in September by the Thrift Store Manager and Executive Board.
 - 2. At least annually, review and approve the Thrift Store SOP employee job descriptions and volunteer materials.
 - 3. Direct resources and activities as needed to meet the objectives of the FBSC.

Section 2. First Vice President (Vice President of Programs) shall

- a. Assist the President and perform the duties of the President in his/her absence.
- b. Be a voting member of the Executive Board, Board of Directors, General Membership, and any committees on which he/she serves.
- c. Assume the duties of the President should the office be vacated. If unable or unavailable to assume those duties, assume the duties until a President is elected IAW Article IV, Section V of the CSC constitution.
- d. With the Membership Chair, plan and coordinate the annual Super Sign-up Event to be held in August.
- e. Serve as the program chairperson responsible for planning and overseeing club functions.
- i. Plan dates, times, venues, programs, decorations, and meals for the general membership meetings (social activities).
 - ii. Propose tentative program/luncheon schedule for the current year to Executive Board no later than the July Board meeting for approval.
 - iii. Present an agenda for the club functions to the Board of Directors at the monthly meeting.
 - iv. Coordinate with catering manager of each venue to establish menu and prices and obtain signed contracts.
 - v. Coordinate speaker(s) and determine appropriate speaker gifts to acknowledge speaker

- contributions. Options may include paying for lunch or providing a small gift not to exceed \$10. If lunch will be provided, arrange for complimentary meal(s).
- vi. Coordinate with other Board Members (e.g. President, Website/Social Media Chair, Ways and Means Chair, Volunteer Coordinator, Membership Chair, Community Liaison, Reservations Chair and Benning Benevolence Fund Chair) to ensure success of each event.
- vii. Recruit and coordinate vendors to set up tables when applicable at event. Ensure vendors are aware of and adhere to post regulations for conducting business on the installation.
- viii. Review bills from venue for accuracy. Correct with catering staff if necessary, turn over to Treasurer for payment.
- f. Coordinate, at the end of the board year, the purchase of a gift to recognize the outgoing President not to exceed \$100.

Section 3. Second Vice President (Vice President of Scholarship & Grants) shall

- a. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
 - ii. In preparation to receive Community Grants and Scholarships requests:
 - a. Review Community Grant and Scholarship guidelines and applications
 - b. Present any recommended changes to the Board of Directors for approval by the August Board of Directors meeting.
 - c. Revised applications should be finalized and posted to the website by 1 November.
 - d. Establish a postmark deadline for accepting mailed applications or electronically-submitted application deadlines.
 - iii. Accept applications for Scholarships and Community Grants between November and March.
 - iv. Promote the Community Grants program through publicity and distribution of CSC grant applications.
 - v. Promote the Scholarship program through publicity and distribution of scholarship applications and promotion of the program through local high schools, social media, and available online resources.
 - vi. Email receipt confirmation to applicants when a completed application is received.
 - vii. Chair combined or separate Community Grants and Scholarships Committees, convened no later than the end of March, to assist in determining funds disbursement by:
 - a. Collecting applications by established deadline.
 - b. Setting eligibility criteria for those wishing assistance.
 - c. Giving priority to projects directly benefiting the Fort Benning military community when considering Community Grants applications.
 - d. Including the following:
 - 1. At least three voting members of the Board of Directors, including the Treasurer.

Section 4. Secretary shall

- a. Be a voting member of the Executive Board, General Board of Directors, General Membership, and any committees on which he/she serves.

- b. Keep a record of all FBSC Board meetings and their proceedings whenever business is conducted. Governing Board of Director Minutes will include the names of all board members in attendance at each session. In the absence of the Secretary, the 2nd Vice President shall act as the Secretary by taking notes at all meetings where business occurs.
- c. Send a reminder email including the minutes from the previous month's board meeting to all board members one week prior to the Board meeting. Include a copy of a blank board report form.
- d. Upon receipt of board reports, prepare agenda in consultation with President and issue prepared board agenda at meeting.
- e. Ensure the minutes of the Governing Board of Director meetings are available to any general members upon request.
- f. Forward monthly minutes to Fort Benning DFMWR after Board approval.
- g. Provide all records and files of the FBSC to the incoming Secretary for the next board year.
- h. In cooperation with the President, be responsible for maintaining the historic/continuity file (as stated in Article II, Section 4, of the Constitution).
- i. Prepare correspondence for the FBSC relative to general FBSC affairs.
- j. Coordinate with the President to determine the room set-up and supplies needed for monthly board meetings. Prepare the board room prior to each monthly Board meeting by ensuring that the tables are arranged and set up according to designated plan (to be determined by the President and Secretary). Create name tents at the beginning of each board year to identify board member names and positions. Create new name tents throughout the year as necessary.
- k. Assume responsibility for upkeep, appearance, cleanliness, and use of the FBSC Board Room.
- l. Ensure thank-you notes are sent to all hosting units, guest speakers, and any other special helpers after each luncheon/function, or as directed by the President. The Secretary is also responsible for ordering and keeping up with the FBSC stationery, note cards, and FBSC printer.
- m. Type up and maintain the FBSC Board Member Roster in cooperation with the President. Provide DFMWR with a roster, updating as required.
- n. Check the FBSC mailbox at least once a week, and distribute mail accordingly. The combination for the FBSC mailbox will be maintained in the continuity book for the Secretary position.
- o. Ensure that new Board members are welcomed to the Club and receive all pertinent materials (continuity book, FBSC Constitution and Bylaws, Budget, SOPs etc.).

Section 5. Treasurer shall

- a. Be a voting member of the Executive Board, Governing Board of Directors, General Membership, and any committees on which he/she serves.
- b. Maintain separate Club Operations Fund, Benevolence Fund and Thrift Store Operations Fund accounts.
- c. Use a double entry accounting system to keep an itemized account of all receipts, disbursements, and all supporting vouchers and records.
- d. Collect all accounts receivable, such as membership dues and any other funds collected by the various committees. Deposits should be made no later than five business days following collection or each event.
- e. Be responsible for income received at all fundraiser events. Deposits should be made no later than five business days following collection or each event.

- f. Will determine eligible benevolence organizations with the Scholarship and Grants Chair and present these to the Governing Board of Directors for approval.
- g. Be responsible for net income received for Thrift Store and deposit funds. Keep copies of all Thrift Store financial statements.
- h. Disburse the FBSC funds as directed by the President and Governing Board of Directors.
- i. Present and provide copies of monthly financial reports (for all accounts held by the FBSC) to the Governing Board of Directors at the monthly Board meetings. The records of all bank accounts will be available for inspection by the members of the FBSC, with approval from the President.
- j. The Treasurer shall sign all contract obligations and disbursements authorized by the Board of Directors after reviewing them with the President. The treasurer shall post a copy of the financial reports in a conspicuous place monthly (within the historic file).
- k. Present a written financial report at the last general membership meeting of the year in May.
- l. Ensure and obtain all necessary audits and reviews are performed by a third party. Audit performed whenever Treasurer changes and at the request of DFMWR.
- m. Provide copies of the monthly and year-end financial statements to the Non-Federal Entity liaison at DFMWR. Ensure bonding and insurance are updated annually. Provide documents to the President and Secretary for the Continuity Book.
- n. Ensure that all tax obligations are met and that all necessary tax forms are filed as specified by federal and state agencies, i.e., the IRS and the State of Georgia (to include all obligations incurred by A Bit of Benning Store and the Thrift Store).
- o. For major fundraising events, provide an AAR of the financial aspects of the event within 30 days of the event and provide copies to the fundraising chairs.
- p. Track income and disbursements for the Benevolence Fund by Organization.
- q. Lead the Budget Committee consisting of at least 2 members of the Executive Board, 2 members of the Governing Board of Directors, and 2 general members, if possible.
- r. Prepare the annual operating budget for the Club and Thrift Store Operations for the fiscal year in conjunction with the Budget Committee.
 - i. Receive budget proposals no later than the 1 March Governing Board of Directors meeting.
 - ii. Prepare a proposed budget for the new fiscal year at the April Governing Board of Directors meeting.
 - iii. Present the proposed budget at the April General Membership meeting for approval in accordance with Article VIII, Section 4 of these Bylaws.
 - iv. Present the updated annual budget (if needed) to the General Membership for approval no later than the September General Membership meeting.
- s. Prepare a midyear budget review for the December Governing Board of Directors meeting.
- t. Oversee the Party Pantry position and the program to ensure effective program management. In the absence of a Party Pantry Chairperson, perform the duties of the Party Pantry Chairperson.
- u. Oversee the Bit of Benning Store position and the program to ensure effective program management. In the absence of a Bit of Benning , perform the duties of that position.
- v. Maintain accountability for all assets assigned or loaned to the FBSC to include government buildings, fixtures and furniture.
- w. Work with outside accountant to ensure all taxes are filed on time & that accounts are reconciled quarterly.

Section 6. Parliamentarian shall

- a. Serve as a non-voting member of the Executive Board and Governing Board of Directors, and any committees on which he/she serves.
- b. Possess a good working knowledge of the FBSC Constitution and Bylaws, post and DA regulations related to non-federal entities, and ensure compliance with those rules and regulations.
- c. Possess a good working knowledge of Robert's Rules of Order and general parliamentary procedure, to facilitate Board of Directors meetings.
- d. Ensure all motions at the monthly Governing Board of Directors and Executive Board meetings are conducted according to Robert's Rules of Order and general parliamentary procedure. Additionally, conduct all electronic motions and votes.
- e. In the absence of the President and both Vice Presidents, call the meeting to order and preside until the board members elect a temporary chairperson.
- f. Convene a revision committee, consisting of FBSC Board members, a minimum of two general members, and an advisor, every two years, or as required for updating the FBSC Constitution and Bylaws. The bylaws can be updated at any time.
- g. Convene and serve as Chairman of the FBSC Presidential Nominating Committee.
- h. Publicize, distribute, and collect all Governing Board of Director and Executive Board member applications from February to April. The Parliamentarian will pass these applications onto the incoming President, as described in Article VI, Section 2 of these Bylaws.
- i. Assist in the voting (if needed) for General Membership meetings to include the election for the new Executive Board.
- j. Notify all incoming and outgoing board members of need to attend the May Board Meeting to provide Left Seat/Right Seat for each position.

ARTICLE III DUTIES OF GOVERNING BOARD MEMBERS

Section 1. The duties of the board chairs shall be implied by their respective titles and those specified by these Bylaws. These duties shall include but are not limited to:

- a. Attend Executive Board meetings, (if applicable), monthly Governing Board of Director meetings, luncheons, and FBSC fundraiser/functions. At any Board and/or General Meeting, parents of children 6 months and over must utilize childcare, unless permitted at/by the discretion of the President. Notify the President in the event of an absence.
- b. Submit a monthly report in writing to the Secretary before the Board of Directors meeting. Report orally to the Board at the monthly meeting as needed.
- c. If a Board member will be absent from a meeting, they will also forward their report to their Lane Committee Chair. Lane Committees are as follows:
 - i. President: Parliamentarian, Thrift Store
 - ii. 1st Vice President: Membership, Reservations, Sub Clubs, Community Liaison, ODYD
 - iii. 2nd Vice President: Fundraising Chairs, Scholarship/Grant, Volunteer Coordinator
 - iv. Secretary: Historian, Social Media/Webmaster
 - v. Treasurer: A Bit of Benning Store, Party Pantry

- d. Appoint committee members and/or co-chairs with the approval of the President. If a Board position has a co-chair, the position receives one vote.
- e. Maintain a continuity file in Google Drive and/or physical binder containing:
 - i. A current copy of the FBSC Constitution and Bylaws.
 - ii. The current year's minutes, financial statements, reports, and other materials pertinent to the position such as contracts, property inventories, articles published, policies, and procedures, record of all income and expenditures related to the position, and After Action Reports (AARs) for the designated position.
 - iii. Some positions may require additional materials to be placed in their continuity files.
 - iv. Minutes and financial statements of the preceding board year.
 - v. After Action Reports from the preceding year.
- f. Each chairperson shall submit a proposed budget for the upcoming board year no later than 1 March.
- g. Submit any receipts for reimbursement within 30 days or at board meeting following the expense, whichever comes first.
- h. Maintain and update position description and submit annually to the President for review.
- i. Provide event-specific AARs where indicated. Provide comprehensive year-end AAR for position, including event-specific AARs, and include in continuity file and physical binder. Submit three copies of AAR of the year's activities at the combined May board meeting, providing one copy for the President's binder, one copy for the Secretary's binder, and one copy for the FBSC continuity book.
- j. Provide continuity binder/file to successor at combined May board meeting, or in his/her absence, provide to the incoming President. Have the binder handed off to a member of the Executive Board in the event there is no President.

Section 2. The FBSC, its officers, and its members will comply with all provisions of the following regulations:

- a. DOD 5500.7R, Joint Ethics Regulation

Section 3. Resignations must be submitted in writing to the President and Parliamentarian and will become effective immediately. In the event there is no President, resignations must be submitted to the Senior Advisor(s).

Section 4. Elected positions that remain vacant after the beginning of the board year may be appointed by the President, with a majority vote of the Governing Board of Directors and in consultation with the Senior Advisor(s) and Honorary President.

Section 5. Board/Committee members who also serve on boards of organizations that solicit funds from the FBSC may not sit on the Community Grants Committee.

Section 6. The following Board members shall be provided a key to the FBSC clubhouse and be responsible for keeping their keys secured: President, Treasurer, First Vice President, Second Vice President, Secretary, ODYD, and others as needed.

Section 7. Executive and Governing Board members may serve up to three years in an appointed position, and no more than five continuous years on the board.

Section 8. Thrift Store employees are not allowed to run for any position on the FBSC executive or governing board unless 6 months have passed since employment. Employees who leave on bad terms or are terminated are ineligible to run.

Section 9. Current FBSC executive or governing board members are not eligible for employment at the Fort Benning Thrift Store for 6 months from the conclusion of the tenure of the board.

ARTICLE IV HONORARIUM

Section 1. Senior Advisor(s) shall:

- a. Be present and support each Board Meeting or notify the President.
- b. Serve as the Advisor and mentor to the President.
- c. Be a non-voting member of the Executive and Governing Boards
- d. Install new executive board members at the end of each board year.
- e. Advise the President and Parliamentarian on the appointment of directors and chairs.
- f. Serve on the Constitution and Bylaws Review Committee.

Section 2. Honorary President(s) shall:

- a. Serve as a mentor to the President and Senior Advisor.
- b. Be a non-voting member of the Executive and Governing Boards.
- c. Install new Senior Advisor(s) when needed.

ARTICLE V APPOINTED BOARD POSITIONS

Section 1. The President shall appoint the Governing Board of Directors. Each standing committee shall be present or be represented at every board meeting and will make a report in writing, monthly, or as otherwise directed, to the Governing Board of Directors.

Section 2. The Governing Board of Directors positions are as follows but not limited to: Thrift Store Chair, Membership, Reservations, Sub Clubs, Community Liaison, Operation Deploy Your Dress, Fundraising Chair(s), Scholarships and Grants, Volunteer Coordinator, Historian, Website, Social Media, A Bit of Benning Store, and Party Pantry.

Section 3. Positions may be created, changed, or abolished at the direction of the President in consultation with the Executive Board with the approval of the Governing Board of Directors.

Section 4. Job Descriptions of the Committee Chairpersons organized by Lane Chair are as follows:

- a. Thrift Store Chairperson shall
 - i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
 - ii. Act as a liaison with the Thrift Store manager, employees, and the Executive Board.
 - iii. Assist the President and Executive Board in understanding Thrift Store needs.
 - iv. Visit the Thrift Store in person at least once weekly to check on their wellbeing, morale, welfare, and to volunteer, if needed, or assist in finding volunteers for their needs.
 - v. Vote on behalf of the needs of the Thrift Store in Governing Board of Directors meetings.
 - vi. Plan events for Board of Directors and Thrift Store team to interact.
 - vii. Review and propose revisions to the Thrift Store SOP, and other Thrift Store Documents to the President and Executive Board at least once per year.
 - viii. Post and distribute SOP and Handbook to Thrift Store team.
- b. Membership Chair shall
 - i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
 - ii. Update and maintain the membership forms each year for the new board year.
 - iii. With the First Vice President, plan and coordinate the annual Super Sign-up Event to be held in August and at mid year to advertise and solicit membership.
 - iv. Implement any changes in membership dues as determined by the Executive Board with approval of the Governing Board of Directors.
 - v. Order and maintain the FBSC Pins. (The first pin is free for each member during their first year. Additional pins are available for purchase.)
 - vi. Seek opportunities to recruit new members.
 - vii. Create and maintain an accurate and up-to-date membership roster and publish to google drive.
 - viii. Welcome new members in attendance to the membership at monthly FBSC luncheons.
 - ix. Provide AAR within 30 days of the super sign-up event with copy to First Vice President.
 - x. Responsible for tracking all Club guests (non-members) attending FBSC events.
- b. Reservations/Sub Club Chair (this position's duties may be split between two people with one vote each) shall
 - i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
 - ii. For Reservations:
 - a. Maintain reservations for all FBSC functions, luncheons, and fundraisers.
 - b. Coordinate with the First Vice President and Treasurer to ensure an efficient process for handling payments at FBSC functions.
 - c. Order and maintain supplies needed to make name tags. Make name tags for all club meetings and events.

- d. Coordinate with the President for special name tags for the Governing Board of Directors, if desired.
- e. Coordinate the distribution and collection of name tags at events. This includes any activity or event for which reservations may be taken.
- f. Contact any outstanding or delinquent funds and refer them to the treasurer for payment at the monthly luncheons.
- g. Maintain a current email list of all general members (obtained from the Membership Chair).
- h. Maintain record of visiting guests attending FBSC events. Non-paying guests (non-members) are allowed to attend one sub-club event (or luncheon) prior to paid membership. The Reservation Chair must notify the Membership Chair of guests at each event.
- i. Send event email as soon as it is posted to website; and send reminder 1 week prior to event.
- iii. For Sub Clubs:
 - a. Serve as the liaison between the Club and independent/informal groups that meet periodically for a common interest known as Sub Clubs.
 - b. Responsible for recruiting Points of Contacts (POCs) for all Sub Clubs. Coordinate with Membership Chair to ensure POCs and participants are members in good standing.
 - c. Ensure that no Sub Club engages in its own fundraising activities
 - d. Provide flyers and detailed information to be distributed to the general membership about the different Sub Clubs.
 - e. A fee and/or supplies may be associated with a sub club and is the responsibility of the member who chooses to participate in the sub club. These fees will be determined by the POC for the sub club. No POC shall make a profit from the sub club members.
 - f. POCs duties shall include, but are not limited to:
 - (1) Schedule regular activities with wide appeal.
 - (2) Coordinate details of each activity. Details should include, but are not limited to: location, time, activity and fees.
 - (3) Determine number of people that activity will accommodate.
 - (4) Maintain sign-up sheets with contact information for each member and make sure participant is in good standing with the club.
 - (5) Notify participants in the event of a change of plans.
 - (6) Activity fees, if applicable, for any activity cannot be refunded, except in the case of cancellation of the activity by the Point of Contact.
 - (7) Maintain record of visiting guests attending FBSC events. Non-paying guests (non-members) are allowed to attend one sub-club event (or luncheon) prior to paid membership. The Sub-Club Chair must notify the Membership Chair of guests at each event.

c. Community Liaison shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Serve as the link between spouses from the surrounding community and the FBSC.
- iii. Establish a relationship with each of the surrounding communities' Chambers of Commerce and other significant community leaders.
- iv. Submit a list of events in the surrounding communities to the Reservations and Social Media chairs monthly for publication.
- v. Ensure all events, activities, and fundraisers are publicized to the surrounding community and assist with explaining events or functions as needed.

d. Operation Deploy Your Dress Chair shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Maintain Operation Deploy Your Dress room and submit all work orders through the First Vice President in a timely manner.
- iii. Establish and post hours of operation.
- iv. Coordinate with Volunteer Coordinator when volunteers are needed and have sign-ups at super sign-up and monthly luncheons as needed.
- v. Develop training program and schedule for volunteers. Establish sign-in and sign-out procedures for volunteers; submit all volunteer hours to the Volunteer Coordinator.
- vi. Document inventory. Keep accurate records of all dresses and items donated. Purge dresses as needed and donate to other charities, if appropriate.
- vii. Maintain Operation Deploy Your Dress Facebook page. Work with Webmaster, Social Media to promote program and advertise services.
- viii. Develop a Standard Operating Procedure (SOP) for conducting all Operation Deploy Your Dress business.

e. Fundraising (Events such as Fall Fundraiser/Tour of Homes/Spring Fundraiser) Chair(s) (this position may be held by up to three people with one vote each) shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Coordinate with the Executive Board to propose date for event no later than 1 July of the board year.
- iii. Meet with Fort Benning Non-public entity/Fundraising Coordinator at DFMWR to ensure understanding of post and local regulations regarding fundraising activities within 45 days of scheduled event.
- iv. Establish/recruit committee members from the General Membership to assist with all aspects of the Fundraiser and organize all actions of committee members.
- v. Determine venue, recruit vendors, establish and oversee vendor application process, coordinate contracts, and serve as the point of contact and overseer for all Fundraiser business before, during, and after the event.
- vi. Under approval authority of the Second Vice President, work directly with Website, Social Media, Reservations, the Volunteer Coordinator, Community

- Liaison, and the Treasurer for needed support of activity. Preparation for the event will be presented and discussed at monthly Board meetings.
- vii. Document all donations and ensure thank you cards are provided to all donors and Sub-Committee members.
- viii. Provide AAR within 30 days of completion of fundraising events with copies to the Second Vice President, President and Secretary.

g. Volunteer (VMIS) Coordinator shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Serve as the Organization Point of Contact (OPOC) for the organization in the Volunteer Management Information System (VMIS). Ensure all Board members are registered in VMIS.
- iii. Maintain records of the monthly volunteer hours of each Board member and register these with VMIS if volunteers have not entered hours themselves.
- iv. Work in conjunction with the President to coordinate recognition of all volunteers for installation recognition/awards to include community awards as needed. (If the President is nominated for recognition, work in conjunction with the Senior Advisor or Honorary President.)
- v. Work in conjunction with the President to recognize units or organizations that provide support to the FBSC throughout the year by awarding FBSC Certificates of Appreciation signed by the President.
- vi. With approval of the Executive Board, coordinate and submit one FBSC nomination for the Fort Benning Volunteer of the Year award typically held in April. Present volunteer certificates to each member of the Governing Board of Directors. Submit for recognition any FBSC volunteers who qualify for the post Volunteer of Excellence award (500+ hours per year).
- vii. Submit the FBSC for Organization of the Year, if and when eligible.
- viii. Work in conjunction with the President to coordinate an end of board year volunteer recognition program.
- ix. Assist with the recruitment and organization of all volunteers for all fundraising/events that require volunteer support. Coordinate that support with the respective volunteer chairs.
- x. Ensure job descriptions are updated for all volunteer positions including the Thrift Store, working with the Thrift Store Chair and Thrift Store Manager. Ensure the Volunteer Handbook for the Thrift Store is updated as required, and work with the Webmaster to post all volunteer positions on social media. Ensure the volunteer positions are accurately reflected on the membership application form.

h. Historian shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Photo document all FBSC functions, with subclubs being optional.
- iii. Be responsible for the preparation of at least four (4) scrapbooks or photo books of the FBSC year: one each for the President, Honorary President, Senior Advisor(s), and the FBSC Board Room for historic use.

- iv. Coordinate with Webmaster, Social Media to upload photos to the FBSC website and Facebook page following each event.

i. Webmaster/Social Media (this position may be filled by up to two people with one vote each) shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Work with the First Vice President to publicize the monthly luncheons.
- iii. Work with the Second Vice President to promote all FBSC fundraisers.
- iv. Share Child Policy for all events held by FBSC, (see Article IV, Section 1, P)
- v. Train for OPSEC. Access online training at:
<https://securityawareness.usalearning.gov/opsec/index.htm>

For Webmaster:

- a. Maintain the FBSC website and update information on the website on a regular basis, as needed.
- b. Receive information (via email) for posting on the website from the Board
- c. Maintain website links and keep pages flowing and organized for easy user navigation.
- d. Ensure graphics are properly sized for efficient downloading, for quality display on users' computers, and for appropriate storage space on the server.
- e. Ensure there are at least two administrators of the website.
- f. Renew and maintain domain name and hosting platform.

For Social Media:

- a. Maintain and update organization Facebook and/or Instagram.
- b. Remove inappropriate content as needed.
- c. Create albums on Facebook for each event and maintain them.
- d. Maintain security of the Social Media accounts, including the use of strong passwords and multifactor authentication where practicable.
- e. Ensure there are at least two administrators of each Social Media account.
- f. Work with the Community Liaison to publicize events and activities to the local community. Ensure effective means of connecting to the community are established and maintained.
- g. Maintain and share graphics via Canva with board members as needed.

j. A Bit of Benning Store Chair shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Keep the President and Governing Board of Directors informed as to the operation and status of the Bit of Benning Store.
- iii. Present an annual purchase and spending plan to the Governing Board of Directors by 1 March for budget approval.
- iv. Set up Bit of Benning sales table at all FBSC functions.
- v. Oversee the sales of Bit of Benning items at the FBSC Thrift Store. Manage inventory, and ensure items are effectively marketed and displayed at the Thrift Store. Reconcile inventory against Thrift Store sales.
- vi. Work in conjunction with Website, Social Media to establish additional ways to market available items to members and community.

- vii. Fulfill all order requests.
- viii. Purchase and manage all inventory. Provide an asset list to the Treasurer at the end of the year.
- ix. Provide monthly financial statements from sales to the Treasurer and Governing Board of Directors at the monthly Board meetings. Present report of income and expenditures.
- x. Obtain approval from the President for all Bit of Benning expenditures over \$100.
- xi. Maintain, in a secure manner, a cash box and the square. The cash box and square can be confiscated at any time if it is deemed necessary.
- xii. Provide AAR for any event in which A Bit of Benning Store has a prominent role within 30 days of the event and provide copies to event chair(s). Include event AARs in comprehensive AAR

k. Party Pantry Chairperson shall

- i. Be a voting member of the Governing Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Be the custodian of FBSC silver and the FBSC Party Pantry.
- iii. Organize and maintain all FBSC Party Pantry forms, records, and keys.
- iv. Be responsible for maintaining and collecting all hand receipts for the Party Pantry. Inform the President if a member fails to honor their obligations to the FBSC resulting from their use of items from the Party Pantry.
- v. Operate the Party Pantry according to the Party Pantry SOP.
- vi. Maintain a current inventory of all physical assets of the Party Pantry and provide a copy to the Treasurer.
- vii. Maintain a list of all items available in the Party Pantry and share with membership.
- viii. Be responsible for decorations and Party Pantry items, which shall include:
 - a. Prepare and maintain an inventory of items and submit a copy to the Board of Directors upon request.
 - b. Organize the Party Pantry items
 - c. Utilize existing inventory and allocate for any new items as needed.
 - d. Maintain all items and ensure proper storage.
 - e. Inform the Board of disposal of FBSC property.
 - f. Coordinate the use of items for use by the General Membership or Board as needed. This includes maintaining a calendar of scheduled events that use the Party Pantry items.
 - g. Establish a rental contract yearly and present to the Governing Board of Directors for approval no later than 1 August.
 - h. Make application and contract available to the Treasurer and Webmaster/Social Media chair to be published on the FBSC website, social media.

l. The Queen Bee Chair shall

- i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
- ii. Maintain and update as needed Bee Brigade order forms and Anti-Sting Insurance

- iii. Recruit, maintain and update Bee Brigade Roster
- iv. Maintain and upkeep Bee Hive
- v. Execute Bee Brigade missions with the help of Bee Brigade volunteers

ARTICLE VI ELECTION AND VOTING

Section 1. All Officers, except the Honorary President and the Senior Advisors, shall be elected from and by active membership in April for a term of one year, commencing with the installation of officers in May of the year in which elected. Elected officers may run for re-election two times, serving in any position for a total of three years. In addition, Executive Officers may serve on the Executive Board for no more than three years in total.

Section 2. The Parliamentarian shall put forth information about applications being available to any member or persons interested in serving on the following year's Executive Board no later than one week prior to the February Monthly Membership meeting. The receipt of all applications will be no later than one week prior to the March Monthly Membership meeting. At the March meeting, nominations may be made from the floor provided the consent of the nominee has been obtained in writing. Nominations are closed following the March Membership Meeting unless no candidate for an office(s) is named. In that case, those positions may be held open until a date no later than the April Membership Meeting. If any positions remain unfilled, the new President may appoint that position with the approval of the Executive Board. If there is no President elected, the new Executive Board shall appoint the new President.

Section 3. A general membership meeting will be held in April for the purpose of election of officers. The officers shall be elected by a majority of the votes cast. If there is only one (1) nominee per position, voting shall be by acclamation. If two (2) or more nominees are slated for one position, voting shall be by secret ballot. If necessary, upon recommendation from the Nominating Committee, the election of officers may be delayed until the May membership meeting, only with the approval of a majority of members present at the April membership meeting.

Section 4. All voting members of the general membership are entitled to vote in elections or other business requiring a vote by the general membership.

- a. All members present at a luncheon or general membership meeting may vote in person.
- b. No member may vote more than once for any motion or matter under consideration.
- c. Members not present for a vote may submit their vote electronically.
 - 1. The Parliamentarian will send matters requiring a vote to all general members via email at least five (5) days prior to the in-person meeting.
 - 2. Electronic voting deadlines shall be midnight local time preceding the in-person meeting.
- d. Outcomes are decided based on the majority of total votes cast.

Section 5. The President will have the authority to initiate a vote by telephone and/or electronically of the voting members of the Governing Board of Directors in the event of the requirement of an immediate decision of such urgency to preclude a called meeting per Article VIII, Section 3, of the Constitution. A quorum of the voting members must respond. A simple majority of those members polled is required to reach a decision.

- a. A telephonic vote is to be administered by the Parliamentarian. The Parliamentarian will call each voting member by telephone no fewer than two times within a 48 hour period, leaving voice messages if available, before counting that member as unreachable and marking their vote as an abstention. Each voting member must be informed of the voting procedure and must be provided with the exact wording of the motion under consideration. The Parliamentarian will note the vote given by phone for each board member and communicate this information to the Secretary to record the final vote as listed below in the minutes.
- b. An electronic or email vote is to be administered by the Parliamentarian. Each voting member must be informed of the voting procedure and must be provided with the exact wording of the motion under consideration. All board members will be given 48 hours from the time the email was sent or the electronic vote was posted to respond to the request to vote. If a board member fails to respond within the 48-hour period, the member's vote will be recorded as an abstention.
- c. All telephonic or electronic votes are to be reflected in the minutes as stipulated in Article IV, Section 6, of the Bylaws. The minutes will include the exact wording of the motion, the names of those voting members who could not be contacted, and an exact accounting of each member's vote.
- d. Any decision is rendered effective immediately.

Section 6. Voting at a Governing Board of Directors meeting will be in accordance with Robert's Rules of order (Revised). Two-thirds of the members of the Governing Board of Directors will constitute a quorum. A simple majority vote shall govern as long as there is a quorum present. The actions of a majority vote shall be binding upon the membership. If co-chairs exist, there will be only one vote allowed per Standing Committee.

Section 7. If a board member is unable to attend a meeting, they may assign a proxy to another voting member. This proxy must be submitted in writing or by e-mail to the Parliamentarian. Any single board member may use proxies no more than two times during the board year. For the purpose of establishing a quorum, the proxy can be counted as attendance. In the event an officer is unable to attend a total of three announced board meetings during the current club year, they may be removed in accordance with Article IV of the Constitution.

ARTICLE VII DUES AND FEES

Section 1. Membership Dues

- a. The Governing Board of Directors shall establish and pay membership dues at the first board meeting of the new board year. Half-price membership will be available starting 1 January.
- b. Active and Associate Members shall pay annual dues.
- c. Honorary Members and Complimentary Members shall not be assessed dues.

- d. The Honorary President and Senior Advisors may individually choose to pay dues and participate in general membership vote. They may not, however, hold elected office or committee chairmanship.

Section 2. FBSC members and their family members are eligible to participate in all FBSC activities. Non-members are eligible to participate in any FBSC activity open to the public.

ARTICLE VIII FINANCES AND TAXES

Section 1. All FBSC books are maintained by the Treasurer and Accounting Firm and shall be audited IAW 600-29-13.

Section 2. The Governing Board of Directors shall not incur any financial obligations that extend beyond its term in office.

Section 3. In no event shall the United States Government be held liable, in fact or in spirit, for any actions taken or indebtedness incurred by the FBSC or the members of the FBSC.

Section 4. The Governing Board of Directors shall approve all expenditures essential for the operation of the FBSC and shall ensure that all disbursements are within the purpose for which the FBSC was established as stated in Article I, Section 3 of the Constitution in accordance with sound business practices.

- a. The Thrift Store Manager shall present an income/expense budget annually in March to the President and Treasurer, and conduct a mid-year review in September. The Executive Board will review and approve all budgets and amendments as required. The Executive Board will ensure the Thrift Store budget is aligned to the purpose for which the FBSC was established as stated in Article I, Section 3 of the Constitution, in accordance with sound business practices.
- b. The FBSC proposed budget will be presented to the general membership for approval at the April General Membership meeting.
- c. A mid-year budget review shall take place at the September Governing Board of Directors meeting. Any revisions must be presented to the general membership for approval at the September General Membership meeting.

Section 5. Only members of the Governing Board of Directors may actively collect funds on behalf of the FBSC.

Section 6. Any budgeted transaction up to \$500.00 may be approved by either the President or the Treasurer. Budgeted expenditures of \$500.00 or higher must be approved by the President and signed by both the Treasurer and the President. The Governing Board of Directors shall authorize any non-budgeted single expenditure of funds in the amount of \$500 to \$999.99. The General Membership shall authorize any non-budgeted single expenditure of funds in the amount of \$1000 or more. At each monthly Board meeting, the Treasurer will present each Board member with a list of

all transactions in the amount of \$500.00 or higher. This list will give the payee name, date, and amount of each transaction and will include all such transactions since the last Board meeting.

Section 7. The Club Operations Fund account shall not exceed \$12,000 as of 30 April. (See Article VI, Section 2 of Constitution.) The Thrift Store Operations Fund shall never have a balance below \$10,000.

Section 8. The FBSC Board year shall run from the date of the installation of officers in May to the installation of officers the following May. The membership year shall run from 1 June through 31 May. The fiscal year shall run from 1 May thru 30 April.

Section 9. The treasurer will provide all financial documentation to the accountant by 30 June.

Section 10. The FBSC maintains a tax-exempt status under Internal Revenue Service Code 501(c) (3).

Section 11. The FBSC maintains registration of nonprofit corporation status with Georgia Secretary of State annually (Renew anytime between 1 January and 1 April).

Section 12. The FBSC shall comply with applicable fire and safety regulations, environmental laws, local, State, and Federal tax codes, and any other applicable statutes and regulations within the operation of the FBSC.

ARTICLE IX AWARDS/GIFTS

AWARDS

Section 1. In April of each year, recognition will be granted to one volunteer as the FBSC's nominee for Fort Benning Volunteer of the Year. Additionally, each member of the Board of Directors will be presented a volunteer certificate. Any volunteers who qualify for the post Volunteer of Excellence award (500+ hours) will be submitted to ACS for recognition.

Section 2. Throughout the year, units or organizations that provide support to the FBSC will be awarded Certificates of Appreciation signed by the President.

Section 3. FBSC volunteers will be nominated for community awards as they qualify and as needed.

Section 4. The Thrift Store will recognize their volunteers in conjunction with the FBSC Volunteer recognition. The president will recognize all Spouses Club volunteers at a joint event in April.

GIFTS

Section 6. The First Vice President shall coordinate the purchase of a gift to recognize the outgoing President not to exceed \$100.

Section 7. The President shall coordinate the purchase of gifts for members of the Governing Board of Directors, ODYD, Thrift Store (volunteers that contribute a minimum of 50 hours during board year) not to exceed \$20 per member.

Section 8. The First Vice President shall determine appropriate speaker gifts to acknowledge speaker contributions. Options may include paying for lunch or providing a small gift not to exceed \$20.

ARTICLE X HIRING AND SUPERVISION OF EMPLOYEES

Section 1. The FBSC will comply with applicable laws that apply to private sector employment. The FBSC employment practices will not discriminate based on sex, age, religion, race, color, sexual orientation, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicap.

ARTICLE XI DUTIES OF EMPLOYEES AND EMPLOYEE BENEFITS

Section 1. Duties of employees and employee benefits are as stated and maintained in the FBSC Thrift Store SOP.

These Bylaws were approved by the Executive Board of Directors by a vote held on March 20th, 2025.

These Bylaws supersede all previous Bylaws.

Version revised on March 19th, 2025 (by Jaci Beauman, Parliamentarian)