

**BYLAWS**  
OF THE COMMUNITY SPOUSES' CLUB  
OF FORT BENNING, GEORGIA

**ARTICLE I**  
**PURPOSE**

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

**ARTICLE II**  
**GENERAL DUTIES OF BOARD MEMBERS**

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

- a. Attend all Executive Board meetings, if applicable, monthly Board of Director meetings, luncheons, and CSC fundraiser/functions. At any Board and/or General Meeting, parents of children 6 months and over must utilize childcare. Notify the President in the event of an absence.
- b. Submit a monthly report in writing to the President and Lane chair 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:
  1. President: Parliamentarian, Thrift Shop
  2. 1<sup>st</sup> Vice President: Membership, Reservations/Sub Clubs, Int'l Liaison, ODYD
  3. 2<sup>nd</sup> Vice President: Fundraising Chairs, Benning Benevolence Fund, Scholarships/Grants, Volunteer Coordinator
  4. Secretary: Historian, Social Media/Webmaster
  5. Treasurer: Bit of Benning Ways & Means, 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:
  1. A current copy of the CSC Constitution and Bylaws
  2. 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.
  3. Some positions may require additional materials to be placed in their continuity files.
  4. Minutes and financial statements of the preceding board year.
  5. After Action Reports from the preceding year.
- f. Submit a proposed budget for the upcoming board year no later than 31 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 After-Action Reports (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 CSC 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 CSC, its officers, and its members will comply with all provisions of the following regulations:

- a. DODI 1000.15, Private Organizations on DOD Installations
- b. DOD 5500.7R, Joint Ethics Regulation
- c. AR 210-22, Private Organizations on Department of the Army Installations
- d. US Army Maneuver Center of Excellence (MCOE) policy memorandum regarding Private Organizations
- e. AR 600-29, Fund Raising within the Department of the Army, 7 June 2010
- f. Fort Benning Policy Memo 600-29-14, Fund Raising Activities on Fort Benning, 12 Dec 2018

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.

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 Board of Directors and in consultation with the Senior Advisor and Honorary President(s).

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

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

### **ARTICLE III HONORARIUM**

Section 1. Senior Advisor(s) shall:

- a. Be present and support each Board Meeting or notify the President.
- b. Serve as the Advisor to the President.
- c. Be a non-voting member of the Executive and Governing Boards
- d. Installs 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 IV  
DUTIES OF EXECUTIVE BOARD**

Section 1. President shall

- a. Preside over all meetings of the Executive Board, Board of Directors, and the general meetings of the CSC and assure that CSC 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 a CSC 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 Board of Directors, except President.
- h. Ensure consistent attendance at and participation in Board of Director meetings and CSC 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 CSC. Ensure the First Vice President, the Second Vice President, Treasurer, and the Benning Benevolence Fund Chair positions are covered by the bond.
- j. Review, with the Treasurer, all contracts and obligations authorized by the Board of Directors, including Bit of Benning Ways and Means purchases, Thrift Shop 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 2020).
- l. Sign for Buildings 1712 and 1713 and all government property. With First Vice President, maintain accountability for furniture and keys therein.
- m. Cosign (or in his/her absence, the First Vice President shall cosign) all checks in excess of \$500.
- n. Maintain, with the Secretary, the board roster.
- o. Monitor the CSC social media accounts maintained by the CSC Webmaster/Social Media Chairperson.
- p. Review and approve all forms, letters, correspondence sent on behalf of the CSC. Confirm child policy is included on all communications for events.
- q. Ensure pertinent records are reviewed, i.e. Thrift Shop SOP, Bit of Benning Ways and Means purchases, insurance and bond policies, license, and taxes.
- r. Set the dates (in conjunction with the Executive Board) for all CSC events, to include fundraisers, and submit requests through DFMWR.
- s. Coordinate and contract for dates, times, and places for Executive Board and Board of Directors meetings.
- t. Review the list of current Complimentary Members and consider the invitation of new Complimentary Members.
- u. In coordination with the Executive Board, participate in the hiring and firing of all Thrift Shop employees and be aware of all volunteer and employee issues in coordination with the Thrift Shop Manager.

- v. Assist in the decision-making process about the disbursal of all CSC funds, through scholarships and community grant donations with approval from the Board of Directors.
- w. Fill vacancies in elected offices IAW Article IV of the CSC constitution.
- x. Coordinate the purchase of gifts for members of the Board of Directors not to exceed \$15 per member.

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 monthly functions.
  - i. Plan dates, times, venues, programs, decorations, and meals for the monthly 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 monthly function 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. Recruit volunteers to form a committee or assume responsibilities for various aspects of the monthly program, including but not limited to door prizes, vendors, and decorations.
- g. 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 Fundraising) shall

- a. Assist the President and perform the duties of the President in the absence of the President and First Vice President.

- b. Be a voting member of the Executive Board, Board of Directors, General Membership, and any committees on which he/she serves.
- c. Oversee all fundraiser committee chairpersons and all fundraisers.
- d. Oversee approval process for all CSC fundraisers and ensure all fundraising requests are submitted through DFMWR as outlined in the Fort Benning Policy Memo 600-29-14, Fund Raising Activities on Fort Benning, 12 December 2018.
- e. Oversee completion of Fundraising AARs by individual fundraising chairpersons within 30 days of event as stated in each position description in Article II of these Bylaws.
- f. Perform any other duties that the President may assign.
- g. Take minutes and perform the duties of the Secretary if the Secretary is unable to attend the board meeting.
- h. In the absence of a Party Pantry Chairperson, perform the duties of the Party Pantry Chairperson.
- i. Oversee the Party Pantry position and the program to ensure effective program management.
- j. Assume responsibility for any government building, fixtures, and furniture loaned to the CSC.
- k. Assume responsibility for upkeep, appearance, cleanliness, and use of the CSC Board Room.
- l. Maintain a copy of the donation letter.
- m. Sign and approve all of the donation receipts.

#### Section 6. Secretary shall

- a. Be a voting member of the Executive Board, Board of Directors, General Membership, and any committees on which he/she serves.
- b. Keep a record of all CSC Board meetings and their proceedings whenever business is conducted. 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 Executive 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 board agenda in advance of meeting.
- e. Ensure the minutes of the 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 CSC 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 CSC relative to general CSC 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. Send thank-you notes 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 CSC stationery, note cards, and CSC printer.

- l. Type up and maintain the CSC Board Member Roster in cooperation with the President. Provide DFMWR with a roster, updating as required.
- m. Check the CSC mailbox at least once a week, and distribute mail accordingly. The combination for the CSC mailbox will be maintained in the continuity book for the Secretary position.
- n. Ensure that new Board members are welcomed to the Club and receive all pertinent materials (continuity book, CSC Constitution and Bylaws, Budget, SOP's etc.).

#### Section 7. Treasurer shall

- a. Be a voting member of the Executive Board, Board of Directors, General Membership, and any committees on which he/she serves.
- b. Maintain separate General Operating Fund, Community Outreach Fund, Benning Benevolence Fund and Scholarship Monies in Trust accounts. A second treasurer may be appointed by the President in order to maintain the two accounts if needed. If two treasurers exist, each will share a single vote on the board.
- 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 three business days following collection or each event.
- e. Be responsible for income received at all fundraiser events, (Fall Fundraiser, CSC Auction, Tour of Homes, etc.) Deposits should be made no later than five business days following collection or each event.
- f. Be responsible for net income received for Thrift Shop and deposit funds. Keep copies of all Thrift Shop financial statements. Prepare Thrift Shop budget in May and review in October in conjunction with President and Executive Board.
- g. Disburse the CSC funds as directed by the President and Board of Directors.
- h. Present and provide copies of monthly financial reports (for all accounts held by the CSC) to the Board of Directors at the monthly Board meetings. The records of all bank accounts will be available for inspection by the members of the CSC, with approval from the President.
- i. Use the general provisions of AR 37-1, Chapter 32. 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).
- j. Present a written financial report at the last general membership meeting of the year, in May.
- k. Ensure and obtain all necessary audits and reviews are performed by a third party. Audit performed whenever change of Treasurer and at the request of MWR.
- l. Provide copies of the monthly and year-end financial statements to the Private Organization liaison at DFMWR. Ensure bonding and insurance are updated annually. Provide documents to the President and Secretary for the Continuity Book.
- m. 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 Ways and Means and the Thrift Shop).
- n. 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.
- o. Track income and disbursements for the Benning Benevolence Fund by Organization.

- p. Lead the Budget Committee consisting of at least 2 members of the Executive Board, 2 members of the Board of Directors, and 2 general members, if possible.
- q. Prepare the annual operating budget for the fiscal year in conjunction with the Budget Committee.
  - 1. Receive budget proposals no later than the March Board of Directors meeting.
  - 2. Prepare a proposed budget for the new fiscal year at the April Board of Directors meeting.
  - 3. Present the proposed budget at the May General Membership meeting for approval in accordance with Article VIII, Section 4 of these Bylaws. Prepare and update annual budget (if needed) for the August Board of Directors meeting.
  - 4. Present the updated annual budget (if needed) to the General Membership for approval no later than the September General Membership meeting.
- r. Prepare a midyear budget review for the December Board of Directors meeting.

Section 8. Parliamentarian shall

- a. Serve as a non-voting member of the Executive Board and Board of Directors, and any committees on which he/she serves.
- b. Possess a good working knowledge of the CSC Constitution and Bylaws, post and DA regulations related to private organizations, 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 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 CSC Board members, a minimum of two general members, and an advisor, every two years, or as required for updating the CSC Constitution and Bylaws. The bylaws can be updated at any time.
- g. Convene and serve as Chairman of the CSC Presidential Nominating Committee.
- h. Publicize, distribute, and collect all 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.

Section 9. Executive Board, as outlined in the Constitution (Article 3, Section 8) will ensure that the purpose and objectives of the Thrift Shop are in accordance with the Constitution and:

- a. Review and approve the Thrift Shop Income/Expense Budget annually with a semi-annual review. The Thrift Shop Budget is prepared annually in May by the Thrift Shop Manager and reviewed at mid-year in October by the Thrift Shop Manager and Executive Board.

- b. At least annually, review and approve the Thrift Shop SOP employee job descriptions, consignment contracts, and volunteer materials.
- c. Direct resources and activities as needed to meet the objectives of the CSC

Section 10. The Executive Board will determine eligible Benevolence organizations and present to the Board of Directors for approval.

## **ARTICLE V APPOINTED BOARD POSITIONS**

Section 1. The President shall appoint the 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 Board of Directors.

Section 2. The Board of Directors positions are as follows: Fundraising Chair(s) including Tour of Homes, Benning Benevolence Fund, Bit of Benning Ways and Means, Community Liaison, Historian, International Liaison, Operation Deploy Your Dress, Membership, Party Pantry, Website/Social Media, Reservations/Sub Clubs, Scholarships and Community Grants, Thrift Shop Chair, and Volunteer Coordinator.

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 Board of Directors.

Section 4. Job Descriptions of the Committee Chairmen are as follows:

- a. Fundraising (Fall Fundraiser/Tour of Homes/Spring Auction) Chair(s) (this position may be held by up to three people with one vote each) shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Coordinate with the Executive Board to establish date for event no later than July 1st of the board year.
  - iii. Meet with Fort Benning Private Organizations/Fundraising Coordinator at DFMWR to ensure understanding of post and local regulations regarding fundraising activities within 90 days of scheduled event.
  - iv. Establish/recruit committee members from the General Membership to assist with all aspects of the Fall 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 Fall Fundraiser business before, during, and after the event.
  - vi. Under approval authority of the First 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 2VP, President and Secretary.

- b. Benning Benevolence Fund Chair shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. As directed by the Executive Board and approved by the Board of Directors, liaise with the selected Benevolence Organization(s) to identify their needs.
  - iii. In conjunction with the Executive Board and as approved by the Board of Directors, create an action plan for each organization including, but not limited to:
    - a. Create community awareness of the Benning Benevolence program, its functions and its needs.
    - b. Create a Benevolence Committee, to include the Treasurer, if needed.
    - c. Proactively organize food, fund and supply drives, including but not limited to, monthly donations at CSC member meetings, and Brown Bag Food Drives at the Commissary, to benefit the Battle Buddy Resource Center. Ensure delivery of items to the Organization.
    - d. Identify and recruit individuals, business and community-based organizations that may sponsor food, fund and supply drives or want to donate funds for the benefit of the Organization.
    - e. Turn in expenditure receipts at the board meeting following the expenditure, verified as received via signature of the Organizations' point of contact.
    - f. Provide monthly analysis of activities to the Board.
  - ii. Provide AAR within 30 days of any specific event with copies to any chairs of those events. Include event AAR in year-end comprehensive AAR.
  
- c. Bit of Benning Ways and Means Chair shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Keep the President and Board of Directors informed as to the operation and status of the Bit of Benning Ways and Means. The chair shall be prepared to attend Executive Board meetings when requested.
  - iii. Present an annual purchase and spending plan to the Board of Directors in August for budget approval.
  - iv. Set up Ways and Means sales table at all CSC functions.
  - v. Oversee the sales of Ways and Means items at the CSC Thrift Shop. Manage inventory, and ensure items are effectively marketed and displayed at the Thrift Shop. Reconcile inventory against Thrift Shop 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 statement from sales to the Treasurer and Board of Directors at the monthly Board meetings. Present report of income and expenditures.
  - x. Obtain approval from the President for all Ways and Means 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. Submit a proposed budget for the upcoming board year no later than 31 March

- xii. Provide AAR for any event in which Ways and Means has a prominent role within 30 days of event and provide copies to event chair(s). Include event AARs in comprehensive AAR
  
- d. Community Liaison shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Serve as the link between spouses from the Tri-city community and the CSC.
  - 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 newsletter editor and social media chairs monthly for publication.
  - v. Ensure all events, activities, and fundraisers are publicized to the Tri-city community and assist with explaining events or functions as needed.
  
- e. Historian shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Take photographs at all official CSC functions, to include fundraisers and special events.
  - iii. Be responsible for the preparation of four (4) scrapbooks or photo books of the CSC year: one each for the President, Mentor, Senior Advisor, and the CSC Board Room for historic use. Pictures should be taken at ALL functions.
  - iv. Coordinate with Webmaster/Social Media to upload photos to the CSC website and Facebook page following each event.
  - v. Design end-of-year slideshow for use at final luncheon of the board year.
  
- f. International Liaison shall
  - i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Serve as the link between spouses from the international community and the CSC.
  - iii. Send a welcome letter (electronically) to all international spouses by August 1st with information about the CSC and an invitation to attend the first function of the year (Super Sign-up).
  - iv. Coordinate with the Membership Chair to be informed of all new international members' applications. The Membership Chair will account for the dues and maintain the International members on the main CSC roster.
  - v. Ensure all luncheons, events, activities, and fundraisers are publicized to international spouses and assist with explaining events or functions as needed.
  - vi. Recruit CSC members to assist with hosting international spouses who attend monthly functions (if needed). Assign hostesses to sit with international spouses to make them feel welcome.
  - vii. Introduce new international members in attendance to the membership at monthly CSC luncheons.
  
- g. Operation Deploy Your Dress Chair shall

- i. Be a voting member of the 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 lent. Purge dresses as needed and donate to other charity, 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.
- h. Membership Chair shall
- i. Be a voting member of the 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. The CSC will advertise and solicit membership by hosting the “Super Sign-Up” or similar event at the beginning of the membership year, and throughout the year through distribution of flyers and/or other communication to all individuals, agencies and organizations associated with Fort Benning.
  - iv. Implement any changes in membership dues as determined by the Executive Board with approval of the Board of Directors.
  - v. Order and maintain the CSC 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 at the Fort Benning Newcomers’ Orientations, Better at Benning Expo and other Fort Benning events when possible.
  - vii. Create and maintain an accurate and up-to-date membership roster and distribute this list to the Treasurer, Volunteer Coordinator and Reservations Chair as updates are made. Provide a copy of the final roster to the Secretary and Treasurer at the end of the board year.
  - viii. Introduce new members in attendance to the membership at monthly CSC luncheons.
  - ix. Assemble and publish, digitally or in hard copy, the CSC Membership Directory no later than November 1st. If printed copies are required, work with Webmaster/ Social Media to find advertising to offset printing costs.
  - x. Provide AAR within 30 days of super sign-up event with copy to First Vice President.
- 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 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 attend all fundraising committee meetings and promote all CSC fundraisers.
- iv. 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.
- v. Maintain and share graphics via Canva with the First Vice President and Second Vice President
- vi. Recruit/appoint committee chairs as needed to ensure completion of all aspects of the position – e.g. advertising chair, media outreach, etc.
- vii. Train for OPSEC. Access online training at: <http://cdsetrain.dtic.mil/opsec/>
- viii. for the website:
  - a. Maintain the CSC 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. Maintains website links and keeps pages flowing and organized for easy user navigation.
  - d. Ensures 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.
- ix. for Social Media:
  - a. Maintain and update organization Facebook and 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.
- j. 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 Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. For Reservations:
    - a. Maintain all reservations for all CSC functions as needed, luncheons, and fundraisers. Reservations can be made through the email, Evite system, and/or the website.
    - b. Coordinate with the Second Vice President and Treasurer to ensure an efficient process for handling payments at CSC functions.
    - c. Order and maintain supplies needed to prepare nametags for the general membership, new members, and guests.
    - d. Coordinate with the President for special nametags for the Board of Directors, if desired.
    - e. Coordinate the distribution and collection of nametags 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).

- iii. For Sub Clubs:
  - a. Shall 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. Ensures 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.
    - 1. POCs duties shall include, but are not limited to:
      - a. Schedule regular activities with wide appeal.
      - b. Coordinated details of each activity. Details should include, but are not limited to: location, time, activity and fees.
      - c. Determine number of people that activity will accommodate.
      - d. Maintain sign-up sheets with contact information for each member and make sure participant is in good standing with the club.
      - e. Notify participants in the event of a change of plans.
      - f. Activity fees, if applicable, for any activity cannot be refunded, except in the case of cancellation of the activity by the Point of Contact.
  
- k. Scholarships and Community Grants Chair (may be divided amongst two people with one vote each) shall
  - i. 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.
    - 2. The President, who shall only vote to break a tie.
    - 3. The Parliamentarian and at least one of the Honorary President(s) and/or Advisor(s) as non-voting members.
    - 4. At least four members in good standing from the General Membership who are approved by the President and do not sit on boards of applying organizations nor have relatives applying for CSC scholarships.
    - 5. Ensure no committee member is involved with any student or grant application, including but not limited to writing of letters or recommendations, etc.
    - 6. Committee members should consist of a diverse representation of the Fort Benning community (i.e. NOC spouse, retired spouse, active duty member).
  - e. Organizing and distributing application information needed for use by the selection committee. Safeguard all personal information and collect any printed materials at the end of the evaluation process.
  - f. Ensuring decisions will be made on a merit-basis only by removing names of individual applicants from information presented to the selection committee and taking other steps as deemed appropriate.
- viii. Committee(s) shall vote on recommended scholarships and community grants disbursements and present them to the Board of Directors for approval no later than the April Board of Directors Meeting. The final disbursement shall be presented to General Membership for approval no later than the April General Membership meeting or luncheon.
- ix. After approval by the General Membership, notify Grants and Scholarships applicants of their selection or non-selection and award amounts by:
  - a. Providing copies of all notification letters to the President and/or Executive Board for review and approval.
  - b. For scholarship award recipients, prepare letter of procedures for payment to educational institution and invite recipients to attend the annual CSC Scholarship Award Reception.
  - c. Sending letters postmarked no later than a week following approval by General Membership or April 30, whichever comes first.
- x. Orchestrate disbursement plan and coordinating with the Treasurer for the issuance of checks for all disbursements after final disbursement approvals.

- a. For Scholarships, request the Treasurer write checks to be mailed with appropriate letter to each institution when all necessary school verification information has been received from the scholarship recipients.
  - xi. Plan, organize, and execute the annual CSC Scholarship Award Ceremony. Members may be recruited from inside or outside the committee to collaborate on all aspects of the ceremony. (The CSC is the executor of a few scholarships from the local community, and these will be a part of this process. Thank you notes must be sent to these donors).
  - xii. Maintain accurate records of requests and awards in one master file in the CSC files for reference. Keep Community Grant applications for 10 years. Keep Scholarship applications, with sensitive personal information removed, for 10 years. Destroy all other copies.
  - xiii. Provide AAR within 30 days of event. Include in comprehensive year-end AAR.
- l. Thrift Shop Chairperson shall
- i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Act as a liaison with the Thrift Shop manager, employees, and the Executive Board.
  - iii. Assist the President and Executive Board in understanding Thrift Shop needs.
  - iv. Visit the Thrift Shop 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 Shop in Board of Directors meetings.
  - vi. Review and propose revisions to the Thrift Shop SOP to the President and Executive Board at least once per year.
- m. Party Pantry Chairperson shall
- i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Be the custodian of all CSC property, including but not limited to the CSC silver and the CSC Party Pantry.
  - iii. Organize and maintain all CSC 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 CSC 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. Print a list of all items available in the Party Pantry and display list at monthly luncheons. Submit list to Newsletter Chair in August for inclusion in monthly newsletter.
  - 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 CSC 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 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 CSC website, social media, or newsletter.
- n. Volunteer Coordinator shall
- i. Be a voting member of the Board of Directors, General Membership, and any committees on which he/she serves.
  - ii. Ensure all Board members are registered with the Army Volunteer Corps Coordinator (AVCC). The Volunteer Coordinator will maintain records of the monthly volunteer hours of each Board member and register these with the post AVCC.
  - iii. 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.
  - iv. Work in conjunction with the President to coordinate recognition of all volunteers for installation recognition/awards to include community awards such as the Volunteer of the Month and the Volunteer of the Quarter as they qualify and as needed. (If the President is nominated for recognition, work in conjunction with the Advisor or Mentor/ Honorary President.)
  - v. Work in conjunction with the President to recognize units or organizations that provide support to the CSC throughout the year by awarding CSC Certificates of Appreciation signed by the President.
  - vi. With approval of the Executive Board, coordinate and submit one CSC nomination for the Fort Benning Volunteer of the Year award typically held in April. Present volunteer certificates to each member of the Board of Directors. Submit for recognition any CSC volunteers who qualify for the post Volunteer of Excellence award (500+ hours per year).
  - vii. Submit the CSC for Organization of the Year, if and when eligible.
  - viii. Work in conjunction with the Second Vice President to coordinate a volunteer recognition program for the April luncheon.
  - 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 Shop, working with the respective Volunteer Chairs and Thrift Shop Manager. Ensure the Volunteer Handbook for the Thrift Shop 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.
  - xi. Provide AAR for each event within 30 days of completion of event. Provide copies to event/activity chair. Provide comprehensive AAR for position and include in position continuity 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 CSC continuity book.

## **ARTICLE VI ELECTION AND VOTING**

Section 1. All Officers, except the Mentor/ 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 one time, serving in any position for a total of two 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 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.

Section 6. Voting at a Board of Directors meeting will be in accordance with Robert's Rules of order (Revised). Two-thirds of the members of the 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 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 as needed.
- b. Active and Associate Members shall pay annual dues.
- c. Honorary Members and Complimentary Members shall not be assessed dues.
- d. The Mentor/ 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. CSC members and their family members are eligible to participate in all CSC activities. Non-members are eligible to participate in any CSC activity open to the public.

## **ARTICLE VIII FINANCES AND TAXES**

Section 1. All CSC books (except the Thrift Shop) are maintained by the Treasurer and shall be audited IAW AR 210-22 Private Organization Regulation paragraph 3-3 and Fort Benning 600-29-13. The Thrift Shop books are maintained by the Bookkeeper under the direct supervision of the Thrift Shop Manager with oversight by the Treasurer and President and engagement by the Executive Board as stated in Bylaws (Article IV, Section 9). The Thrift Shop will adhere to prescribed audit guidelines and provide all necessary information to the Treasurer in a timely manner.

Section 2. The 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 CSC or the members of the CSC.

Section 4. The Board of Directors shall approve all expenditures essential for the operation of the CSC and shall ensure that all disbursements are within the purpose for which the CSC 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 May to the President and Treasurer, and conduct a mid-year review in October. The Executive Board will review and approve all budgets and amendments as required. The Executive Board will ensure the thrift shop budget is aligned to the purpose for which the CSC was established as stated in Article I, Section 3 of the Constitution, in accordance with sound business practices.
- b. The CSC proposed budget will be presented to the general membership for approval at the May General Membership meeting.
  - a. The official CSC budget will be presented for approval at the first General Membership meeting of a fiscal year. The official CSC budget can be amended by a vote of the Board of Directors and general membership during the year provided the proposed amended budget has been made available at least one week prior to such a vote.
  - b. A mid-year budget review shall take place at the December Board of Directors meeting. Any revisions must be presented to the general membership for approval at the December General Membership meeting.

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

Section 6. The Board of Directors shall authorize any non-budgeted single expenditure of funds in the amount of \$200.00 to \$499.99. The General Membership shall authorize any non-budgeted single expenditure of funds in the amount of \$500.00 or more.

Section 7. The Operating Fund account shall not exceed \$12,000 as of April 1<sup>st</sup>. (See Article VI, Section 2 of Constitution.)

Section 8. The CSC 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 August 1<sup>st</sup> through July 31<sup>st</sup>. The fiscal year shall run from May 1<sup>st</sup> thru April 30<sup>th</sup>.

Section 9. The treasurer will provide all financial documentation to the accountant by the 12<sup>th</sup> of May.

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

Section 11. The CSC maintains registration of nonprofit corporation status with Georgia Secretary of State annually.

Section 12. The CSC 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 CSC.

## **ARTICLE IX AWARDS/GIFTS**

### **AWARDS**

Section 1. The President will have an approved budget for gifts for the outgoing Board of Directors.

Section 2. In April of each year, recognition will be granted to one volunteer as the CSC'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 for recognition.

Section 3. Throughout the year, units or organizations that provide support to the CSC will be awarded Certificates of Appreciation signed by the President.

Section 4. CSC volunteers will be nominated for community awards (e.g. Volunteer of the Month, Volunteer of the Quarter, etc.) as they qualify and as needed.

Section 5. The Thrift Shop will recognize their volunteers in conjunction with the CSC Volunteer recognition.

### **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 Board of Directors not to exceed \$15 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 \$10.

**ARTICLE X  
HIRING AND SUPERVISION OF EMPLOYEES**

Section 1. The CSC will comply with applicable laws that apply to private sector employment. The CSC 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 CSC Thrift Shop SOP.

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These Bylaws were approved by the Board of Directors by a vote held on May 2, 2022.

In witness whereof, the following officers affix their signature:

President Misty Ferguson  
Misty Ferguson

Date 5/2/22

First Vice President Tutt McCracken  
Tutt McCracken

Date May 2, 2022

Secretary Alex Hill  
Alex Hill

Date 2nd May 2022

These Bylaws supersede all previous Bylaws.