

STUTTGART COMMUNITY SPOUSES' CLUB (SCSC)
BYLAWS

Dated July 13, 2018

ARTICLE I
Duties of Officers

The Governing Board (GB) will consist of the Executive Board (EB), Committee Chairs, Advisors, and Liaisons. The EB will consist of the President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Information Management Officer, Operations Treasurer, Community Enhancement and Welfare Treasurer, Welfare Treasurer II, Parliamentarian, Honorary President and Honorary Vice President(s).

Elected, Appointed, Honorary, and Advisor Positions

Section 1: Elected Officers are the President, First Vice President (1st VP), Second Vice President (2nd VP), Third Vice President (3rd VP), Recording Secretary, Information Management Officer (IMO), Operations Treasurer, Welfare Treasurer I, and Welfare Treasurer II. The Parliamentarian is appointed by the incoming President.

Section 2: Each officer will prepare and present a written report of the activities of their office for the SCSC GB meeting each month. Reports will be uploaded seven (7) days prior the Board meeting to the SCSC Google Drive; one copy in the position's file, and one copy in the Secretary's appropriate monthly folder.

Section 3: Each of the officers, upon completion of duty, will present a detailed After-Action Report (AAR) within thirty (30) days of the last position event and no later than May 31st for those active throughout the entire year and Standard Operating Procedure (SOP) as needed for the effective operation of the position or committee, and recommendations to the President and the Recording Secretary via electronic copy. In addition, they will retain a hard copy for their Board Position Continuity Binder. All SCSC financial records, membership applications, and other SCSC files will be maintained for seven (7) years.

Section 4: At the end of their board year, officers will ensure that all club records, any electronic devices, and Continuity Binders will be handed over to the incoming counterparts on the new SCSC GB within one week of the turnover meeting or placed in a permanent file should either person not be available to conduct the turnover during that time. Records will include checkbooks, financial statements, meeting minutes, etc. Documents, both hard and digital, pertaining to the SCSC are not the property of the individual officers and may not be withheld or destroyed.

Section 5: Each elected and appointed officer must hold SOFA status.

Section 6: Each elected officer shall have one vote with the exception of the President, who only votes in the event of a tie.

Section 7: The President is authorized to terminate an appointed GB member for good cause or violation of Constitution, Bylaws, or Honor Code.

Section 8: Duties of Elected Officers:

President

- Can sign on all SCSC accounts.
- Will preside at all General Membership, Governing, and EB meetings of the SCSC.
- Will appoint a Parliamentarian and the Chairperson of all committees as deemed necessary.
- Will enforce the Constitution, Bylaws and policies of the organization.
- Will, in conjunction with the Recording Secretary, ensure that all requirements for operational policy, to include those necessary to maintain the club's status as a Private Organization within USAG-Stuttgart, are forwarded to the required approval authorities in a timely manner.
- Will sign copies of all meeting minutes that are required by the approval authority.
- Will collaborate with the Parliamentarian to establish rules of order.
- Will coordinate with the First, Second, and Third Vice Presidents and IMO to establish the chain of authority for Committee Chairs.
- Will serve as an ex-officio member of all committees except the Nominating Committee.
- Will attend Bazaar, Community Enhancement, Scholarship, Thrift Shop, and Welfare Committee Meetings.
- Will conduct activities authorized by the SCSC General Board.
- Will call special meetings of the SCSC Executive Board, membership and/or the SCSC GB as necessary.
- Will vote at any GB, committee meeting, or during elections only in the case of a tie vote.
- Will sign Thrift Shop staff member contracts on behalf of the SCSC GB.
- Will coordinate with the IMO and Second Vice President to keep a fixed-asset inventory of all SCSC and Thrift Shop property, respectively.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will serve on all Budget Committees.

- Will coordinate submission of Volunteer Awards with oversight by 1st, 2nd, and 3rd Vice Presidents, and IMO by 15 February, with additional Bazaar Volunteer Recognition by 25 March.
- Will have administrator access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- Will be responsible for purchasing prizes for Volunteer Recognition Event with Member Programs Chair based on budget line item.
- Will review and edit monthly Newsletter in conjunction with the Recording Secretary and IMO.
- Will be responsible for other duties as assigned.

The First Vice President (1st VP)

- Will assist the President, fulfill duties in the absence of the President and succeed to the Presidency upon vacancy due to permanent change of station (PCS) or resignation of the President.
- Can sign on all SCSC accounts.
- Will oversee all operations fundraising activities.
- Will oversee all SCSC social activities, protocol, and logistics for all social events between the sponsoring organization and all other Chairs participating in that day's event.
- Will schedule monthly GB meetings for the upcoming year by the June GB meeting.
- Will procure the gifts for special occasions.
- Will coordinate with and oversee the duties of the Operations Committee Chairs: Hospitality Members' Programs, Member Programs DIY, Membership, Reservations, Special Interest Groups, Trips & Tours Committees, and Ways and Means.
- Will serve on the Operations Budget Committee.
- Will be in charge of the Welcome General Membership Sign-up event and the Welcome and Farewell events for the Honorary President and Honorary Vice Presidents.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will be responsible for the purchasing the current SCSC President's gift.
- Will be responsible for other duties as assigned.

The Second Vice President (2nd VP)

- Will oversee all welfare fundraising activities.
- Can sign on all SCSC accounts.
- Will coordinate with and oversee the duties of all fundraising and community support Committee Chairs: Bazaar, and the Thrift Shop Chair.
- Will serve on the Thrift Shop and Bazaar Budget Committees.
- Will coordinate with and serve as a member of the Bazaar and Thrift Shop Executive Committees (TSEC).
- Will coordinate with the TSEC to ensure changes of SCSC Thrift Shop (TS) personnel are managed in accordance with SCSC Bylaws and SCSC TS Policies and General Operating Procedures (PaGOP).
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Works closely with Welfare Treasurer I.
- Will coordinate with the Thrift Shop Chair and Thrift Shop Manager to maintain and complete a fixed-asset inventory of the Thrift Shop by 30 April.
- Will coordinate submission of Volunteer Awards with oversight by SCSC President and 1st and 3rd Vice Presidents, and IMO by 15 February, with additional Bazaar Volunteer Recognition by 25 March.
- Will be responsible for other duties as assigned.

The Third Vice President (3rd VP)

- Can sign on all SCSC accounts.
- Will oversee all Welfare distribution activities.
- Will coordinate with and oversee the duties of all fundraising funds distribution and community support Committee Chairs: Scholarship, Community Enhancement, and Welfare.
- Will serve on the Welfare, Community Enhancement, and Scholarship Budget Committees.
- Will coordinate with and serve as a member of the Scholarship and Welfare Committees.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Works closely with Welfare Treasurer II for Welfare funds distribution.

- Will coordinate submission of Volunteer Awards with oversight by SCSC President and 1st and 2nd Vice Presidents, and IMO by 15 February, with additional Bazaar Volunteer Recognition by 25 March.
- Will be responsible for other duties as assigned.

The Recording Secretary

- Will pick up and distribute incoming mail.
- Will record and distribute a draft of the minutes of the SCSC GB meetings in a timely manner. At a minimum, Board minutes will be sent to all Board members one week before the next monthly board meeting. Minutes will have all attachments and reports listed in the body of the minutes.
- Will track attendance at all EB meetings.
- Will record the minutes of EB meetings and Committee meetings deemed necessary by the President.
- Will post minutes of SCSC meetings on the bulletin board at the SCSC TS monthly after approval.
- Will forward SCSC GB minutes and reports of General Membership meetings, by appropriate regulations to USAG-Stuttgart, ATTN: FMD, (Financial Management Division) Private Organizations.
- Will assist the Parliamentarian with recording amendments to the Constitution and Bylaws.
- Will maintain all non-financial SCSC records for seven (7) years.
- Will perform the duties of the IMO in her/his absence.
- Will perform the duties of the Parliamentarian in her/his absence.
- Will serve as a member of the Operations and Welfare Budget Review Committees.
- Will ensure all governing documents and budgets are posted in the appropriate venues.
- Will, in conjunction with the President, ensure that all requirements for operational policy, to include those necessary to maintain the club's status as a Private Organization within USAG-Stuttgart, are forwarded to the required approval authorities in a timely manner.
- Will have administrator access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- Will review and edit monthly Newsletter in conjunction with the President and IMO.

- Will be responsible for other duties as assigned.

The Information Management Officer (IMO)

- Will coordinate with and oversee Information Management Committee Chairs: Publicity and Social Media, Historian, Newsletter, and Webmaster.
- Will serve as Volunteer Management Information Systems (VMIS) Organization Point of Contact (OPOC) for all committees.
- Will notify board members of special meetings and Board Report due dates.
- Will coordinate with the President to maintain and complete a fixed-asset inventory by 30 April.
- Will perform the duties of the Recording Secretary in her/his absence.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will be responsible for overseeing the content and upkeep of the SCSC website.
- Will be responsible for overseeing the content and administration of all other social media.
- Will maintain a current SCSC GB roster.
- Will be responsible for office equipment, supplies, and control of SCSC office keys.
- Will oversee routine maintenance of electronic and computer inventory to include virus scanning of computer and end-of-year backup of all electronic information retained by the SCSC by 30 June.
- Will oversee and store quarterly back-up of all Treasurers' electronic financial records.
- Will coordinate submission of Volunteer Awards with oversight by SCSC President and 2nd and 3rd Vice Presidents, and IMO by 15 February, with additional Bazaar Volunteer Recognition by 25 March.
- Will have administrator access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- Will be responsible for creating monthly Board Report folders on the shared GDrive and sharing the folders to the appropriate board members.
- Will have administrator access to all public communication & marketing and private communication social media and web pages for Thrift Shop and Bazaar.
- Will review and edit monthly Newsletter in conjunction with the President and Recording Secretary.

- Will be responsible for other duties as assigned.

The Operations Treasurer

- Will be authorized to sign on all SCSC checks.
- Will serve as Primary Custodian of the SCSC Operations Accounts with the bank.
- Will sign signature cards at the bank for the Operations and the Welfare accounts, will ensure all signature cards for the Operations Accounts at the bank are accurate and up to date upon any change of authorized officers.
- Will receive and disburse, upon SCSC GB authorization, SCSC operating funds.
- Will record receipts and expenditures for all SCSC operating funds.
- Will coordinate with Membership, Reservations and Ways & Means Chairs to provide cash boxes and petty cash as necessary.
- At SCSC GB meetings, will present a report of all receipts and operating account disbursements made since the last meeting, as well as a year-to-date budget analysis in said report.
- Will prepare an annual estimated Operating Budget for the Board Year (1 June to 31 May). The outgoing Operations Treasurer will present the proposed budget to the outgoing board no later than the April ~~May~~ GB meeting.
- Will prepare the Operations Accounts for audit.
- Will coordinate with the Welfare Treasurers I and II to hire a qualified auditor.
- Will submit accounting records of the Operations Treasurer for audit in compliance with these Bylaws and USAG Stuttgart Private Org P&P handbook 2013 edition, upon the conclusion of the May membership meeting but no later than June 15th, or after a change of Treasurer.
- Will assist the Welfare Treasurers as necessary.
- Will perform the duties of the Welfare Treasurers in her/his absence.
- May serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will procure all insurance and bonding documents and payments as necessary.
- Will serve as Bazaar Finance Co-Chair.
- Works closely with 1st VP.
- Will submit Treasurer computer to IMO for Quarterly back-up procedures.

- All financial reports, to include bank statements, Profit and Loss YTD, Profit and Loss Monthly, Reconciliation detail, Updated Budget, Balance Sheet (Operations only) and Reconciliation Summary (Operations only) must be upload to the G-drive by the 10th of each month.
- Responsible for maintaining and doing monthly updates on Private Organization Renewal binder.
- Will be responsible for other duties as assigned.

Welfare Treasurer I (Welfare)

- Will be authorized to sign on all SCSC checks.
- Must attend budget and TSEC meetings.
- Will serve as Primary Custodian of the SCSC Welfare Accounts which may include the Welfare, Bazaar, Thrift Shop, and Scholarships accounts.
- Will sign signature cards at the bank for the Operations and Welfare Accounts.
- Will receive and disburse, upon SCSC GB authorization, Welfare funds.
- Will record the receipts and expenditures of all Thrift Shop and Bazaar Accounts.
- At SCSC GB meetings, will present a report of receipts and disbursements made since the last meeting, to include the Thrift Shop and Bazaar Accounts, as well as a periodic year-to-date budget analysis.
- Will prepare annual estimated budgets for each of the Bazaar and Thrift Shop accounts, for the Board Year (1 June to 31 May). The outgoing Welfare Treasurer I will present the proposed Thrift Shop and Bazaar Budgets to the outgoing board no later than the April GB meeting.
- Will serve on the Bazaar Finance Committee as Chair, also known as Bazaar Treasurer. The SCSC Operations Treasurer will serve as the Co-Chair to the Bazaar Treasurer.
- Will attend all Bazaar Committee Meetings, be present throughout Bazaar Weekend, meet ATM delivery, and make the nightly deposits during Bazaar.
- Will sign the payroll and operations checks for the Thrift Shop.
- Thrift Shop payroll checks will be paid monthly by the 5th working day of the Thrift Shop of the following month.
- Will maintain a ledger-journal to reflect the assets, liabilities and net worth of Bazaar and Thrift Shop accounts.
- Will prepare a monthly income/expense report for the Thrift Shop.

- Will prepare an income and expense financial statement for Bazaar accounts.
- Will coordinate with the Operations Treasurer to hire a qualified auditor.
- Will assist the Operations Treasurer as necessary.
- Will perform the duties of the Operations Treasurer in her/his absence.
- May serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will be responsible for monitoring the Thrift Shop's fiscal policies.
- Will be responsible for disbursing payable expenses in a timely manner after notification of payable expenses.
- Works closely with 2nd Vice President.
- Will submit Treasurer computer to IMO for Quarterly back-up procedures.
- Will submit accounting records of the Welfare Treasurer I for audit in compliance with these Bylaws and USAG Stuttgart Private Org P&P handbook 2013 edition, upon the conclusion of the May membership meeting but no later than June 15th, or after a change of Treasurer.
- All financial reports, to include bank statements, Profit and Loss YTD, Profit and Loss Monthly, Reconciliation detail, Updated Budget, Balance Sheet (Operations only) and Reconciliation Summary (Operations only) must be upload to the G-drive by the 10th of each month.
- Will be responsible for other duties as assigned.

Welfare Treasurer II

- Will be authorized to sign on all SCSC checks.
- Will serve as an authorized user of the SCSC Welfare Accounts which include the Welfare and Scholarship accounts.
- Will sign signature cards at the bank for the Operations and Welfare accounts.
- Will receive and disburse, upon SCSC GB authorization, Welfare and Scholarship funds.
- At SCSC GB meetings, will present reports of all receipts and disbursements made since the last meeting, to include Welfare and Scholarship accounts, as well as periodic year to date budget analysis.
- Will prepare annual estimated budgets for each of the Welfare and Scholarship, for the Board Year (1 June to 31 May). The outgoing Welfare Treasurer will present the proposed Welfare and Scholarship Budgets to the outgoing board no later than the April meeting.

- Will serve on the Welfare Committee and Scholarship Committee.
- Will serve on the Bazaar Finance Committee, reporting to Welfare Treasurer I.
- Will maintain a ledger-journal to reflect the receipts and expenditures, and the assets, liabilities, and net worth of Welfare and Scholarship accounts.
- Will prepare a monthly income and expense financial statement for Welfare and Scholarship Accounts.
- Will reconcile Welfare and Scholarship bank statements and prepare books for audit.
- Will coordinate with Operations Treasurer to hire a qualified auditor.
- Will assist the Operations Treasurer as necessary.
- Will perform the duties of the Welfare Treasurer I in his/her absence.
- May serve as a member of the Constitution and Bylaw Review Committee.
- Will be responsible for disbursing payable expenses in a timely manner after notification.
- Works closely with 3rd Vice President for Welfare and Scholarship funds distribution.
- Will submit accounting records of the Welfare Treasurer II for audit in compliance with these Bylaws and USAG Stuttgart Private Org P&P handbook 2013 edition, upon the conclusion of the May membership meeting but no later than June 15th, or after a change of Treasurer.
- Will submit Treasurer computer to IMO for Quarterly back-up procedures.
- All financial reports, to include bank statements, Profit and Loss YTD, Profit and Loss Monthly, Reconciliation detail, Updated Budget, Balance Sheet (Operations only) and Reconciliation Summary (Operations only) must be upload to the G-drive by the 10th of each month.
- Will work with Welfare Chair to develop SCSC Pie Chart numbers no later than at conclusion of Scholarship awards. This shall be provided to 3rd VP, Welfare Chair, and the President.
- Will be responsible for other duties as assigned.

Section 9: Duties of the Appointed Officer

Parliamentarian

- Will serve as a non-voting member of the EB, the GB, and the General Membership.

- Will chair the Nominating Committee, conduct elections and conduct the installation of the new Board.
- Will chair the Biennial Constitution and Bylaws Review Committee, will select a SCSC Board Advisor and two at large members to join the committee, and present suggested revisions to the SCSC GB and General Membership for approval, as required.
- Will be responsible for preparing and reproducing the SCSC Constitution and Bylaws for distribution to the GB.
- Will provide a copy of the SCSC Constitution and Bylaws to members upon request.
- Will ensure that a copy of the SCSC Bylaws and Constitution are posted at the SCSC Thrift Shop, and on the SCSC website.
- Will attend any meetings deemed necessary by the President, as a member of the EB.
- Will advise the officers and members regarding Parliamentary Procedure.
- Will conduct telephone/electronic votes as deemed necessary by the President.
- Will not serve on any other community board to avoid any potential conflicts of interest.
- Will be responsible for other duties as assigned.

Section 10: Exclusions

- No elected or appointed Executive or General Board member will be a paid staff member of the SCSC.
- No elected or appointed Executive or General Board member will perform any audits, paid, unpaid, or gift in kind, for any other community organization.

Section 11: Duties of Honorary positions and Advisors

- The Honorary President will appoint the SCSC Advisors.
- The Honorary President will serve as an advisor.
- The duties of the Honorary Vice Presidents and the Advisors will be established according to the interests of the President and with the concurrence of the Honorary President. These allocations, and any changes or adjustments thereto, will be made known to the GB.
- The Honorary President and Vice Presidents serve as non-voting members of the EB and GB. The Advisors serve as non-voting members of the GB.

ARTICLE II

Elections

Section 1: Information regarding SCSC EB positions and subsequent elections will be placed in the January publication of the SCSC Newsletter, and/or other social media outlets, and announced at the December and January SCSC General Membership Meeting.

Section 2: The Parliamentarian will, with the assistance of the Nominating Committee, begin accepting nominations for the EB each February.

- The Nominating Committee will select a slate of nominees and present the recommended slate to the SCSC GB meeting in February. The Nominating Committee Chair will present the slate of nominees via public announcement, to include, but not limited to SCSC Members Facebook page, SCSC Website, SCSC Newsletter, and email, no later than 30 days prior to the April General Membership meeting.
- Elections will be held at the April General Membership meeting. The Parliamentarian will, with the assistance of the Nominating Committee, conduct elections.
- Each active member has one vote, unless otherwise stated herein. The vote will be by ballot with absentee voting permitted. The President's vote will be placed in a sealed envelope and will be opened in the case of a tie.
- If a single slate of candidates is presented, the election may be made by acclamation. Installation of new officers will begin no later than the May General Membership meeting.

Section 3: Nominating Committee

- a. The Parliamentarian will chair the Nominating Committee.
- b. The Nominating Committee will consist of the Chair and at least Seven SCSC members. Four members will be appointed by the Committee Chair and three members by the SCSC President. The Membership Chair will provide a current membership roster to the committee. The Advisor will be the Honorary President or her/his appointed representative.

Section 4: Elected Officers - Terms and Conditions:

- a. Officers are elected for one year and may succeed themselves only once. Officers may be elected to an additional term with presidential approval and 2/3 majority vote by the Governing Board. The year of service is 01 June to 31 May.
- b. The President, with the EB approval, will fill any EB vacancy due to PCS or resignation, with the exception of the office of the President. The First Vice President will assume the Presidency if it is vacated.

- c. All elected Board members must complete their membership application and pay their dues upon acceptance of their position on the Board or by 01 June of their serving year, whichever is earlier.
- d. Any officer may be removed from office if they fail to comply with, or meet any of their position duties, perform their position with decorum and professional behavior, or are in violation with any SCSC bylaws or SCSC constitutional directives by a 2/3 vote of the general board.

ARTICLE III

Membership and Meetings

Section 1: Membership of the Club will consist of Active, Associate, and Honorary Members. The criteria for membership will be in accordance with the SCSC Constitution.

- a. Eligible persons apply to become Active or Associate Members by completing the membership form and paying the required dues. The dues amount is reviewed annually by the Operations Budget Committee and approved by the GB, no later than the April GB meeting.
- b. No membership fees are refundable, or due back to a member, upon withdrawal from the club. Exception to this may be approved when: One half of the membership fee may be refundable after payment if the paid member moves from the USAG-Stuttgart area on or before 31st December of the paid membership year. In order to receive the refund, the member must notify the Membership Chair in writing (letter or email) of their departure prior to 31st December. No other reimbursement or partial payment of dues will be allowed. (For example, members who "know" they are PCS'ing (permanent change of station move) mid-year must still pay the entire amount and then ask for this reimbursement in writing prior to the deadline). Also, members who PCS after the 31st of December or who are remaining in the area, but simply no longer wish to attend functions, are not eligible for refund.
- c. With the limited exceptions of announced "couple's functions" where a non-member spouse may always accompany his/her own member spouse as a guest, persons eligible for membership in the SCSC may attend only one General Membership meeting per board year as a guest of any member.
- d. Anyone eligible to be a member of SCSC may attend only one event or meeting of a special interest group prior to application and payment of annual dues.
- e. Refunds may be given at the discretion of the President and at least one other EB member.

Section 2: Meetings

- The SCSC GB will meet the first Tuesday of each month, June through May at 0930, unless otherwise announced by the President.

- Dates of all the monthly GB meeting will be set and on the SCSC calendar by 1 July each year.
- Notification of meetings will be made through the SCSC newsletter and reminders of the meetings sent by the IMO to the SCSC GB.
- The President will reschedule the SCSC GB meetings when cancelled for any reason.
- The Turnover GB meeting will be held no later than 31 May each year.

Section 3: SCSC GB meetings are open for all members to attend, unless otherwise announced by the SCSC EB. If a member wishes to speak at an SCSC GB meeting, they must contact the Parliamentarian and President ahead of time to be placed on the agenda.

Section 4: The General Membership meetings/events of the SCSC will be the third (3rd) Tuesday of each month, unless otherwise announced by the SCSC EB.

Section 5: The most recent edition of Robert's Rules of Order for Parliamentary Procedures will be used for all meetings of the SCSC.

Section 6: All Board Members are expected to attend SCSC GB meetings and General Membership functions.

Section 7: Quorum

- A Quorum for any General Membership meeting shall be the number of members present.
- A Quorum for SCSC GB meetings is fifty-one percent (51%) of the voting members of the Board, including at least four EB Members.
- A Quorum for EB meetings is five (5) elected officers.
- When a Quorum is not present, the President will reschedule the meeting.

Section 8: Voting

- The Advisors and the Parliamentarian cannot vote at the GB meetings.
- The Active Members of the SCSC shall be allowed to vote at General Membership meetings.
- The President should vote only in the event of a tie. In the absence of the President, the 1st VP shall chair the GB meetings and shall vote only in the event of a tie.
- All Committee Chairs and Elected Officers shall have a vote.
- A quorum must be present at any meeting in order for business to be conducted.
- Absentee voting is allowed only for the election of Officers at the April Membership Meeting.

- There shall be no proxy voting.
- If directed by the President, the Parliamentarian shall hold an electronic (eVote) vote from GB members or the General Active Members for decisions that cannot wait until the next GB or Membership meetings. The results shall be included in the next GB meeting minutes.

Section 9: Inclement Weather

SCSC meetings will be cancelled due to inclement weather. SCSC meetings will be cancelled when USAG-Stuttgart, Department of Defense Dependent Schools (DoDDS), or Department of Defense facilities are closed and/or restricted to essential personnel only.

Section 10: Submission Requirements to USAG-Stuttgart

- A signed copy of all SCSC GB Meeting Minutes will comply with USAG-Stuttgart Regulations.
- Appropriate financial statements, in accordance with current regulations, will be forwarded to USAG Stuttgart.
- The IMO will maintain a current roster of the SCSC GB members, to include full names, full addresses, daytime telephone numbers, and email addresses. A copy of the roster will be forwarded to the USAG Stuttgart at the beginning of each board year, and upon any change of officers.

ARTICLE IV

GB / Special Committees / Committee Chairs / Liaisons

Section 1: The Committee Chairs must be current members of the SCSC. Chair positions may include, Bazaar, Welfare, Community Enhancement, Historian, Hospitality, Member Programs, Member Programs DIY, Membership, Newsletter, Publicity and Social Media, Reservations, Scholarship, Special Interest Groups, Thrift Shops, Trips and Tours, Ways and Means, and Webmaster.

Section 2: The President will appoint one or more Committee Chairs for each of the Committees. Chairs may succeed themselves only once unless granted exception and approved by the EB.

Section 3: GB Committee Chairs must be Active Members of the SCSC and hold SOFA status. Committee Chairs have one (1) vote each. In cases where there is a Co-Chair, the committee has only one (1) vote.

Section 4: The Committee Chairs responsibilities will include:

A. Recordkeeping and Reporting

1. Each Board member shall keep a notebook (the electronic GDrive file is acceptable) containing a record of Board activities, reports, and committee work pertaining to her/his position, to include minutes, financial statements, and the

current Constitution and Bylaws, for the previous and current year, which shall be transferred to her/his successor at the end of the board year.

2. Each Board member shall submit any pertinent information in a brief written report, using the format and guidelines established, seven (7) days prior to each GB meeting.
3. Each Board member shall be responsible for composing articles for the Newsletter and/or Publicity and Social Media Chair in time for designated deadlines.
4. Each Board member shall prepare a comprehensive AAR and SOP/notebook to be submitted in the Google Drive no later than 25 May each year.
5. The Treasurers and Secretary shall maintain seven (7) years of Board minutes, financial statements, and Board reports; the current year and six (6) previous years for a total of seven (7) years. These are stored in the SCSC office.

B. Additional Duties

1. Each Board member shall make a concerted effort to attend all Board meetings, even if there is no report to be given. This is due to the quorum requirements of voting, the need for input from all officers and chairs, and the importance of obtaining information to adequately fulfill Board obligations.
2. Each Board member shall appoint sub-committee members.
3. Each Board member shall submit receipts for authorized expenditures within fifteen (15) days.

C. Meetings pertaining to SCSC with all outside entities will be made known to SCSC President for prior approval, confirmation, and notification to also attend meeting in conjunction with member/employee requesting or receiving meeting appointment.

Bazaar Chair

- Will coordinate with the 2nd VP to form a committee to be responsible for the SCSC activities associated with an annual Bazaar and/or other Welfare fundraising activities.
- Will appoint sub-committee chairs as needed for the Bazaar.
- Will coordinate with the 2nd VP and the USAG-Stuttgart FMWR, and others as needed, to secure contracts sufficient to operate and co-host the annual Bazaar.
- Will oversee and conduct Bazaar meetings as necessary.
- Will ensure that all Bazaar committee members are familiar and in compliance with all pertinent regulations.
- Will serve on the Welfare Committee and Scholarship Committee.

- Will serve on the Bazaar and Welfare Budget Committee.
- Will be responsible for other duties as assigned.

Community Enhancement Chair

- Will form a committee which includes active members-at-large who may not be on the SCSC GB, TSEC, Welfare, or Scholarship Committee, to investigate requests for assistance from the SCSC Community Enhancement funds and submit findings and recommendations to the SCSC GB for approval.
- Will establish a committee to assist with ongoing support for single and unaccompanied service members.
- Will plan quarterly meetings, or more often as needed, with 3rd VP, Advisor, Welfare Treasurer II, a member at large to act as a recording secretary, and four 4 members at large.
- Will manage and oversee both the Random Acts of Kindness program (minimally quarterly), Barracks Cheer, and additional events or programs to enhance the community.
- Will photograph and submit events to IMO and Historian within five (5) days after event.
- Will plan and coordinate with the German American Women's Club (GAWC) to host the Great American Bake Sale at the annual Pfennig Bazaar.
- Will be responsible for other duties as assigned.

Historian

- Will maintain a photographic record of SCSC events and submit to Website, Newsletter, and to Publicity within ten (10) days after each event.
- Will be responsible for maintaining the digital camera and other equipment needed to perform the duties of the position.
- Will prepare three (3) scrapbooks: one (1) to remain with the SCSC, one (1) to be presented to the outgoing President and one (1) to be presented to the outgoing Honorary President at the May General Membership meeting.
- Will be responsible for other duties as assigned.

Hospitality Chair

- Will form a committee to welcome new members and inform them about the local community and SCSC activities.
- Will be responsible to purchase and distribute an annual hospitality item for all members.

- Will lead the planning for the SCSC information table at any USAG-Stuttgart community informational event in coordination with the Membership Chair.
- Will coordinate with the Honorary President and Honorary Vice Presidents to extend SCSC welcome information to any Senior Command Spouses.
- Will be responsible for other duties as assigned.

Member Programs Chair

- Will form a committee to plan, set up, and take down member events.
- Will coordinate, plan, and execute details of regular General Membership events.
- Will coordinate logistics (menu, room, charges, etc.) with facilities management for monthly membership meetings based on line item budget.
- Will coordinate with Operations Treasurer to ensure payment for monthly events at conclusion of the event.
- Will coordinate event information with all the Operational Committee Chairs and Information Management Officer.
- Will coordinate with the Ways and Means Chair for meeting room set-up and door prizes.
- Will plan and coordinate Volunteer Recognition Event with President.
- Will be responsible for purchasing prizes for Volunteer Recognition Event with President based on budget line item.
- Will be responsible for other duties as assigned.

Member Programs DIY Chair

- Will work in coordination with Member Programs Chair to plan event decorations and themes for monthly membership events.
- Will establish a committee as needed to assist with the creation of decorations and needed DIY items for monthly events within the established budget for member programs.
- Will be responsible for other duties as assigned.

Membership Chair

- Will collect membership dues and issue receipts and membership cards.
- Will turn over all membership dues, with a report, to the Operations Treasurer by the last day of the calendar month.

- Will provide the Nominating Committee with a current membership roster.
- Will purchase inserts and print nametags for all members and spares for event guests.
- Will provide nametags for the General Membership and guests at all monthly functions in conjunction with Reservations chair.
- Will coordinate with the Operations Treasurer to obtain a cash box, and petty cash if necessary, for each General Membership event.
- Will submit a monthly article to the Newsletter and Publicity and Social Media Chairs containing current membership numbers and procedures for membership application.
- Will coordinate with the Hospitality Chair to plan the information table at any USAG-Stuttgart community informational events.
- Will know and utilize membership/reservation computer programs to maintain rosters and payments. This includes programs such as Wild Apricot and PayPal.
- Must attend all member events to set up, check in, and tear down. Must find a replacement if unable to attend.
- Will be responsible for other duties as assigned.

Newsletter

- Will compile information from the SCSC GB members and edit and format a draft copy of the SCSC monthly newsletter.
- Will notify Board members of deadlines in sufficient time to ensure timely distribution of information.
- Will e-mail a draft copy of the newsletter to the President, Recording Secretary, and IMO for review and approval.
- Will coordinate with the Membership Chair to maintain an accurate roster for distribution.
- Will distribute the approved SCSC monthly newsletter to all members via e-mail and provide to Webmaster.
- Will place hardcopy of newsletter on SCSC bulletin board at the Thrift Shop.
- Will be responsible for other duties as assigned.

Publicity and Social Media Chair

- Is responsible for publicizing and distributing information fliers as needed for all SCSC events and meetings.

- Will coordinate with USAG-Stuttgart Public Affairs Officer and AFN to publicize SCSC events.
- Will coordinate with USAG-Stuttgart Media Office to provide updated SCSC information for the Garrison information outlets, and with the IMO to provide updated SCSC information for the SCSC website.
- Will provide President, Recording Secretary, and IMO with administrative access to all SCSC publicity and Social Media outlets.
- Will coordinate with Membership Chair and Reservations Chair to ensure only paid members will have access to SCSC social media membership pages following the October Event each year.
- Will be responsible for monitoring and controlling the content of all SCSC media pages.
- Will ensure no soliciting is present on any pages.
- Will keep social media pages up to date on SCSC event happenings.
- Will be responsible for maintaining the SCSC Facebook pages to include approving new member requests, approving comments, and creating events.
- Will be responsible for other duties as assigned.

Reservations Chair

- Will know and utilize membership/reservation computer programs to maintain rosters and payments. This includes programs such as Wild Apricot and PayPal.
- Will be responsible for taking reservations for all SCSC functions.
- Will provide nametags for the guests at all monthly functions in conjunction with Membership chair.
- Will provide Member Programs a member headcount no later than five (5) days prior to an event.
- Must attend all member events to set up, check in, and tear down. Must find a replacement if unable to attend.
- Will be responsible for other duties as assigned.

Scholarships Chair

- Will form a committee to determine the criteria and procedures for scholarship allocation for the SCSC Scholarship Program. The Scholarship Committee will consist of the Chair, the President, the 3rd VP, the Scholarship Advisor, Welfare Treasurer II, and three (3) SCSC members-at-large from a diverse population who are not on the SCSC GB or

TSEC, Community Enhancement, or Welfare committees. All committee members, to include the chair, cannot have high school juniors or seniors, college students, or be an applicant or married to an applicant.

- If the President, 3rd Vice President, the Scholarship Advisor, and Welfare Treasurer II are an applicant or are related to an applicant they cannot be part of the question development, essay reading, or scoring of scholarship applications.
- Will submit recommendations for substantial changes in the scholarship criteria to the SCSC GB for approval. The committee shall retain responsibility for all routine administrative decisions for the scholarship program.
- Will form a selection panel annually to review applications based on the criteria and procedures established by the Scholarship Committee. The Scholarship Chair may designate a member of the committee for this responsibility. The Scholarship Chair or a designee and the Scholarship Advisor shall assist the selection panel when it convenes. The panel may include members of the Scholarship Committee, SCSC members at large, and non SCSC members.
- Will form a separate essay judging panel to grade the essay portions of the application based on the criteria and procedures established by the Scholarship Committee. The Scholarship Chair may designate a member of the Committee for this responsibility. The essay judging panel shall include at least five (5) members of the USAG-Stuttgart Military Community to include a Senior Commissioned Officer and a Senior Non-Commissioned Officer, and at least one (1) civilian. These five (5) members may not be members of the SCSC and therefore cannot be part of the distribution process or voting. All essay judges cannot have current high school or college students, be an applicant, or have a spouse that has applied.
- Any person with a fiduciary relationship (direct supervisor/subordinate, persons with employment at the high school, parent, close family member, or guardian) to any applicant may not serve on the judging panel. Other criteria for panel membership shall be established in writing and maintained by the Scholarship Chair. Panel members' identities, all information, deliberations, and decisions shall remain confidential.
- Will coordinate with the Welfare Treasurer II concerning the amount available for scholarship distributions.
- Will be responsible for other duties as assigned.

Special Interest Groups (SIG) Chair

- Will recruit individuals to run the different SIGs (these may include: Book Club, Lunch Bunch Club, Gourmet Club, etc.).
- Will provide support and help with logistics for the Special Interest Groups.
- Will host a quarterly meeting with all SIG leaders to coordinate schedules and communication.

- Will coordinate SIG information with the Newsletter, Publicity, and Webmaster Chairs to advertise upcoming events.
- May submit a monthly article to the SCSC Newsletter and Publicity/Social Media Chairs.
- Will submit SIG group dates to IMO for addition to SCSC calendar.
- Will be responsible for other duties as assigned.

Thrift Shop (TS) Chair

- Will chair the Thrift Shops-Executive Committee (TSEC) and serve as liaison between TS Managers and TSEC and the SCSC GB.
- Will keep the TSEC informed on a regular basis.
- Will serve on the Welfare Committee, the Welfare Budget Committee, Scholarship Committee, and the TS Budget Committee.
- Will report monthly TS volunteer hours; input hours into VMIS and submit these totals to the 2nd VP and IMO no later than the fifteenth (15th) of the following month.
- May be cross trained in all TS positions and may be called upon to temporarily and voluntarily fill vacant positions without pay.
- Must work with SCSC Publicity and Social Media Chairs to help recruit volunteers.
- Will be required to keep and maintain as indicated, their “Memorandum to Operate” in position binders and TS.
- Will conduct annual Fixed Assets Thrift Shop inventory no later than 30 April each year and provide copy to the 2nd VP and the Welfare I Treasurer.
- Will conduct monthly supply inventory by the fifteenth (15th) of each month in conjunction with the Thrift Shop Manager.
- Will be responsible for other duties as assigned.

Trips and Tours Chair

- Will plan, coordinate and administer all details for tours under SCSC sponsorship.
- Will be responsible for coordinating tour publicity with Publicity and Social Media Chairs, collecting payments, paying appropriate travel expenses, promptly notifying members of cancellations, and expediently refunding monies involved when necessary.
- Will meet with Operations Treasurer prior to publicizing information.
- Will plan a minimum of three (3) events per year.
- Will be responsible for other duties as assigned.

Ways and Means Chair

- Will conduct fundraising activities for operating expenses.
- Will coordinate with the Operations Treasurer to obtain cash boxes and petty cash as needed for each event.
- All monies and forms shall be submitted to the Operations Treasurer at the conclusion of the event.
- Will turn over all income, with a report, to the Operations Treasurer, and 1st Vice within one (1) week after each function.
- Will be responsible for purchasing items for raffles and for sale to SCSC Active Members only, in accordance with all pertinent regulations.
- Will run, work, and staff Ways and Means at Thriftmas Market and Bazaar Ways and Means Raffle, as well as any additional special events as indicated by the SCSC President.
- An annual inventory of items will be done no later than 30 April. Copies should be provided to 1st VP and Operations Treasurer.
- Will be responsible for other duties as assigned.

Webmaster

- Will be responsible for updating stuttgartspousesclub.org website's content to include past event photographs, newsletters, and future event information.
- Will be responsible for updating and maintaining all aspects of Wild Apricot.
- Will be responsible for ensuring that people will be able to pay for membership and future events via the website and by utilizing third-party tools, such as PayPal and Event Bee.
- Will ensure that the website's domain name, website builder/hosting package, and Wild Apricot do not expire.
- Will be responsible for coordinating any GDrive-related or Google-calendar related training with the IMO.
- Will coordinate with Bazaar Committee to update and maintain SCSC Spring Bazaar website.
- Will develop and maintain SOP for Wild Apricot.

- Will be responsible for other duties as assigned.

Welfare Chair

- Will form a committee to investigate requests for assistance from the SCSC's Welfare funds and submit findings and recommendations to the SCSC GB for approval.
- The Committee will consist of the Welfare Chair, Thrift Shop Chair, 3rd VP, Welfare Treasurer II, Bazaar Chair, five (5) Active Members-at-large, and the Welfare Advisor to the SCSC GB. One (1) member of the Welfare Committee will serve as the Recording Secretary. The four (4) Active Members-at-large may not be on the SCSC GB, TSEC, Community Enhancement, or Scholarship Committee. At least one (1) of the voting positions should not have any children in the Stuttgart footprint.
- A listing of all donations/welfare contributions made throughout the year will be prepared and forwarded to the USAG-Stuttgart annually by the Welfare Chair.
- Will work with Welfare Treasurer II to develop SCSC Pie Chart numbers no later than at conclusion of Scholarship awards. This shall be provided to 3rd VP, Welfare Treasurer II, and the President.
- Will serve on the Welfare Budget Committee.
- Chair will work with all grant applicants to develop complete applications. All complete applications will be presented and decided upon by the Committee.
- Will promptly notify point of contact for all grant requests with official approval or denial after committee discussion.
- When delivering checks, a signature list will be maintained for all approved grants for the month. List will be passed along to the Welfare Treasurer II for records.
- Will collect reconciliation from grant recipients with thirty (30) days of event. Copies, either paper or electronic, must be kept in SCSC storage for seven years.
- Will be responsible for other duties as assigned.

Section 5: Liaisons

The Liaison positions may include organizations such as the Americans Working Around the Globe (AWAG), German American Women's Club (GAWC), Red Cross, and the USO.

- Each liaison position should submit a report to the IMO before attending a GB meeting.
- Liaisons will be active participants in their organization and are seen as points of contact and conduits of information between the SCSC and each represented organization.
- Liaisons are non-voting guests on the SCSC GB.

Section 6: The President can create or delete Committee Chair positions and Liaison positions, or re-designate the responsibilities of the Committees or their Chairs as needed for the welfare of the SCSC, with fifty-one percent (51%) of the SCSC EB.

ARTICLE V Expenditures

Section 1: Expenditures will be limited to those required to support the activities outlined in the SCSC Constitution.

Section 2: There are to be no petty cash funds, except for those issued with cash boxes for SCSC functions as established by the SCSC Operations Treasurer to include Ways and Means, Reservations, and Membership. The TS has their own petty cash funds and are audited internally using the current PaGOP.

Section 3: The types of expenditures authorized include the following and will have a budgeted line item amount for:

- a. A gift for the outgoing President, which may not exceed one-hundred (100) Euro.
- b. A gift for each of the outgoing GB members may not exceed twenty-five (25) Euro.
- c. Honorary President and Honorary Vice Presidents' farewell gifts, not to exceed twenty-five (25) Euro each. The Farewell function will not exceed a budget of three-hundred (300.00) Euro.
- d. To reimburse GB members for child care while attending all SCSC GB, Welfare Committee, Budget Committee, Nominations Committee, Constitution and Bylaws Review, Organization Renewal, or TSEC meetings. Reimbursement will not exceed the length of the respective meeting, plus travel time of one half-hour. Receipts will be turned in to the Operations Treasurer on a monthly basis for those GB members whose positions require their attendance at a meeting. Child care for Bazaar Committee meetings, and work hours during the week of the Bazaar may be reimbursed in a similar manner by monthly submission to the Welfare Treasurer I. Reimbursement will be at a rate equal to that charged by the Child Development Center (CDC).

Section 4: The following budgets will be prepared, at a minimum, annually (1 June to 31 May). These budgets include: Bazaar Budget, Operations Budget, Scholarship Budget, Thrift Shop Budget, and Welfare Budget.

- The Budget Committee will include: SCSC President, 1st VP, 2nd VP, 3rd VP, Operations Treasurer, Welfare Treasurers I and II, Bazaar Chair, Welfare Chair, Community Enhancement Chair, Scholarship Chair, TS Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the SCSC President.

- At the end of the fiscal year a minimum of five thousand dollars (\$5,000.00) will be kept in the SCSC Operations Accounts. In case of unforeseen circumstances, and to ensure the fiscal survival of the SCSC, any shortfall of the SCSC Operations account may be augmented by funds drawn from the Welfare accounts if needed. The amount must be approved by a two-thirds (2/3) majority vote of the GB. Upon approval by two-thirds (2/3) majority of GB, a vote will be held by membership either in person or electronically for fifty-one (51%) approval of paid members.
- The President may call Operations and/or Welfare Budget meetings for review as necessary. The President or her/his designated representative and at least one Advisor shall be present at all Budget Committee meetings.
- The outgoing Treasurers will present the proposed budget to the GB for approval at the April SCSC GB meeting. The proposed budget will be posted at the TS for at least thirty (30) days prior to the May General Membership meeting and will be voted on at the May General Membership meeting.

Section 5: Annual Operating and Welfare budgets will be approved by the GB and the General Membership. The GB has the approval authority for budgeted and unbudgeted expenses funds up to five thousand dollars (\$5,000.00). Expenditures for unbudgeted expenses over five thousand dollars (\$5,000.00) will be presented to, and approved by the General Membership at a General Membership meeting. The President may ask for, with concurrence of the Parliamentarian, an electronic vote (eVote) of the GB and/or the General Membership on any Budget approval or unfunded Welfare requests.

ARTICLE VI

Income

Section 1: Active and Associate Members will pay dues each year. Amount of dues and refund policy will be as specified in Article III of these Bylaws. The Membership Chair will turn over all dues collected to the Operations Treasurer, within the month collected. The SCSC fiscal year will be 01 June through 31 May.

Section 2: Other sources of income may include: funds from the SCSC TS, external (outside the General Membership) fundraisers, and various internal (members only) fundraisers as deemed necessary by the SCSC GB.

ARTICLE VII

Financial Control

Section 1: The accounting records will be maintained to reflect the assets, liabilities, net worth, and financial transactions of the organization. The accounting system used by the organization will be the single-entry cash system. The accounting records, including a SOP describing the

accounting system used by the organization, will be maintained in a permanent file for reference inspection purposes.

Section 2: Operations and Welfare financial statements will be prepared monthly and presented during the SCSC GB meeting. In addition to the monthly GB meeting minutes, a copy of the approved quarterly financial statements, signed by the President and respective treasurer, will be forwarded to the approval authority.

ARTICLE VIII

Bonding

Section 1: When any SCSC officer or Committee Chair or member has access to cash on hand, cash in the bank and/or merchandise, in excess of five-hundred dollars (\$500.00), that person's position will be covered by a Fidelity Bond. The Fidelity Bond will be in an amount sufficient to provide full protection of SCSC assets and will be purchased from a reputable commercial firm at SCSC expense.

a. The following Elected Officers, Committee Chair or Subcommittee Chair, and TS staff members will be bonded at SCSC's expense:

- President
- 1st VP
- 2nd VP
- 3rd VP
- Operation Treasurer
- Welfare Treasurers I and II
- Bazaar Chair
- Bazaar Finance Team (on Bazaar Policy)
- Trips and Tours Chair(s)
- Ways and Means Chair(s)
- Thrift Shop Chair
- Thrift Shop staff members - Manager and Associates (on Thrift Shop Policy)
- Membership Chair
- Reservation Chair
- Community Enhancement Chair
- Others as deemed necessary by the President.

Section 2: Copies of the current fidelity insurance policy and bonding policies will be submitted to the approval authority annually, or as needed by policy updates.

ARTICLE IX

Liability Insurance

Section 1: The SCSC will carry four (4) insurance policies: Patch Thrift Shop, Bazaar, as applicable, and the SCSC Operation Policy. The SCSC will carry General Liability insurance for Bodily Injury, Property Damage, Fidelity Bonding, Fire, and an Extended Coverage policy.

Section 2: Copies of the current liability insurance policies will be submitted to the USAG-Stuttgart. The insurance will be purchased at SCSC expense. Insurance and bonding coverage must be obtained from a reputable commercial firm at SCSC expense.

ARTICLE X

Audit

Section 1: Auditors contracted by the SCSC must comply with audit procedures and requirements in all pertinent regulations.

Section 2: The SCSC Treasurers use single-entry systems of bookkeeping and accounting and SCSC engages in resale and fundraising.

Section 3: Accounting records will be audited once a year and/or on change of a Treasurer. A qualified auditor who is not a member of the SCSC GB and who is hired at the SCSC's expense will perform the audit. The audit will include at least the following:

- a. A thorough check to ensure that all transactions are recorded and properly documented (i.e., audit trail established and related accounts concurrently posted);
- b. An inventory of SCSC fixed-assets, which shall be performed at the conclusion of each year by 30 April by the 2nd VP (TS) and IMO;
- c. Verification that financial statements are accurate and are issued, as required, for monthly review by the SCSC GB;
- d. A cash count of all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities; and,
- e. A review of SCSC Financial SOP.

Section 4: A written report of each of the audit results will be provided to the SCSC President and Treasurers, and the approval authority.

Section 5: When required by the audit, a corrective action reply will be forwarded to USAG-Stuttgart within thirty (30) days. Extensions may be requested.

Section 6: The SCSC will retain audit reports and financial records for at least seven (7) years after audit completion.

Section 7: The organization will not submit tax returns to host nation tax agency.

ARTICLE XI

Donations / Welfare Contributions

A listing of all donations/welfare contributions made throughout the organizational year must be prepared and forwarded to the USAG-Stuttgart annually by the Welfare Chair, together with the annual audit report. The list should contain the name of the recipient organization, purpose of the donation, date the donation was made, and dollar amount.

ARTICLE XII

Resale and Fundraising Activities

Section 1: The SCSC will not engage in any resale or fundraising activities without prior approval from the USAG-Stuttgart. All fundraising events occurring on U.S. Forces Installations in the European theater will be conducted in accordance with all pertinent regulations. SCSC will post a copy of the approval letter at the fundraising site throughout the fundraising activity.

Section 2: A letter requesting permission to conduct a fundraising event will be forwarded through the Private Organization Coordinator to the USAG-Stuttgart to arrive at least thirty (30) days prior to the event. If any pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least thirty (30) days prior to the date that the ticket sales or advertising is scheduled to begin. The letter requesting permission will include the following information:

- a. Name of the sponsoring organization.
- b. Purpose for which funds will be raised.
- c. Names, addresses and telephone numbers of persons responsible for supervising the event.
- d. Date, place and time of the event.
- e. A written statement is required from the manager/director of any facility that authority is granted for use of the facility. The statement will provide the official title and full location of the facility.

Section 3: Fundraising is limited to individuals with SOFA Status. The SCSC may only sell raffle tickets to those eighteen (18) years of age and older. Money will not be solicited or accepted from host nation citizens or other individuals not authorized SOFA status or Individual Logistic Support (ILS) under USAREUR Regulation 600-700. Any request for an exception to policy must be sent through the U.S. Army Garrison-Stuttgart Commander and the Regional

Director IMA-Europe, for approval by the DCG/CoS, USAREUR/7A, after consultation with the CG USAREUR Customs Executive Agency (AEAPM-CEA-NS) and any required coordination with the Host Nation.

Section 4: Participating retired military personnel, their family members, and other personnel not authorized full logistical support under USAREUR Regulation 600-700, will be informed of their responsibility to notify appropriate Customs about any item purchased or won (other than for immediate consumption) if the value of the item exceeds fifty dollars (\$50.00).

Section 5: The SCSC will submit an AAR to the USAG-Stuttgart, within thirty (30) days of the conclusion of the event.

Section 6: The SCSC will specify risk management procedures when planning and carrying out activities for the organization.

Section 7: Requests for fundraising events will include a risk management assessment to ensure the safety of the participants.

ARTICLE XIII

Employees / Paid staff members

Section 1: The SCSC sponsors and operates the SCSC Thrift Shop in accordance with AE Reg. 210-22 & AR 210-22. The purpose of the TS is to provide the community's authorized patrons the on-post service of a second-hand or used personal property disposal and acquisition facility. The net profits of the TS will be distributed to the SCSC Welfare Funds and Scholarship Funds in accordance with Article VI herein.

Section 2: Individuals authorized to purchase items through the Thrift Shop are limited to ID Card Holders.

Section 3: The TSEC will supervise and provide financial oversight of the TS and make recommendations to the SCSC GB for action.

- a. The TSEC will consist of the following members: SCSC President, TS Chair, TS Manager, 2nd VP, Welfare Treasurer, two (2) other SCSC member-at-large, and the TS Advisor. Each will be a voting member of the TSEC, with the exception of the TS Advisor. The TS Chair will preside over the TSEC meetings, unless otherwise directed by the President. Motions will pass with a quorum of fifty-one percent (51%) of total committee members.
- b. The TSEC will meet monthly, and additionally as requested by any member of the TSEC.

Section 4: The TS will have the following paid contractor positions: Manager and TS Associates.

- a. Each contractor must have SOFA status and be at least eighteen (18) years of age. TS contractors must be active members of the SCSC. Paid contractors are not allowed to be GB members.

- b. The TSEC, in accordance with PaGOP, will coordinate with SCSC President, and 2nd VP two (2) weeks prior to advertising any new approved position. The position must be advertised on all SCSC media for one (1) week prior to initiating interviews. The TSEC will make recommendations to the GB for approval.
- c. Contract must be signed by both contractor and President prior to working.
- d. Each contractor approved and contracted by the GB will sign a contract stating compensation, duties and guidelines for the individual position, and will read and sign the TS PaGOP approved by the EB. Every contract will be valid from time of signature until 31 May of each board year.
- e. To terminate a contract before the expiration of the contract term, a contractor must give the TSEC advance written notice of at least fourteen (14) days. The TSEC, in extenuating circumstances, may waive this fourteen (14) day notice requirement. The TSEC will forward this notice of termination to the EB.
- f. The EB may terminate a contractor's contract at any time with written notice to the contractor.
- g. The SCSC is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

Section 5: The duties and compensation of TS contractors are as follows.

Manager and Assistant Manager

- Make necessary rules and regulations for the operation of the Thrift Shop with the consent of the TSEC.
- Recruit and train contractors, sufficient for the efficient and compliant operation of the Thrift Shop.
- As required, may assist TS Chair to recruit and train volunteers.
- Be present in the TS, in accordance with his or her contract, (or ensure that a trained substitute is in place) during operating hours, and at other times as necessary to ensure the effective operation of the TS.
- Will keep the TS Chair, TS Advisor, and 2nd VP informed of all TS activities.
- Sign for government property and keep adequate TS operational supplies on hand.
- Reclaim checks ninety (90) days past issue, maintain correspondence and records, and coordinate the collection and disposal of donations and TS property.
- Maintain a current key roster and forward a copy to the IMO, 2nd VP, and SCSC President.

- They must provide a key to a key holder from the Executive Board Member or Advisor who may respond as needed that resides on Patch Barracks.
- Manager, Assistant Manager, or assigned Manager on Duty (MOD) must be on-site during Thrift Shop open hours.
- Will coordinate with the President and the 2nd Vice President to ensure changes of Thrift Shop contractors are managed in accordance with SCSC Bylaws and TS Policy and General Operating Procedures.
- Must work with SCSC Publicity and Social Media Chairs to help recruit contractors and volunteers.
- Will monitor the TS's activities to ensure compliance with pertinent regulations and TS PaGOP.
- Will be responsible for other duties as assigned.

TS Associate

- Be present during scheduled hours of the TS in accordance with their contracts, or provide the TS Manager with sufficient advance notice, at a minimum of three (3) hours prior to scheduled shift, of an absence to ensure that a trained substitute contractor is present.
- Assist in the supervision of the sales floor and perform other duties as assigned by the Manager.
- Will be trained and substitute, as needed, at the request of the Manager.
- TS Associates are paid contractors and can choose to volunteer within the TS, and are welcome to volunteer in other areas and events within SCSC.
- Will be responsible for other duties as assigned.

Compensation

- Compensation for all Thrift Shop Contractors will be recommended by the TSEC and require the approval of the GB. Total compensation will not exceed nineteen point nine percent (19.9%) of gross income. A trained substitute may serve in the Manager's absence and will be paid the MOD's rate. Bonuses will be at the discretion of the EB and will not exceed nineteen point nine percent (19.9%) of sales divided by hours worked.

Section 6: TS expenditures will be limited to those associated with running a small business and those specifically authorized by the TSEC. Authorized expenditures include: compensation and bonuses of TS contractors, cost of financial bonding and required insurance, office administration and supplies, repairs to TS property, purchase of equipment for operation of the TS, and reimbursement for volunteer child care expenses, which are subject to limitations

specified in the TS PaGOP. Total compensations to TS contractors may not exceed nineteen point nine percent (19.9%) of the TS gross income. Income and revenue will be measured monthly or yearly for the purpose of this limitation. The TSEC must approve any unbudgeted purchase exceeding two-hundred fifty dollars (\$250.00). The SCSC EB must approve unbudgeted purchases over one-thousand-one dollars (\$1,001.00).

Section 7: TS will be closed when the USAG-Stuttgart declares roads closed due to inclement weather.

Section 8: The TS financial records held by Welfare Treasurer I will be audited annually by an auditor approved by the USAG-Stuttgart and/or on replacement of the TS Manager in accordance with AR 210-22. A copy of the TS audit report will be provided to the TS Managers and kept on file with the TSEC.

Section 9: The TS will be dissolved at the direction of the U.S. Army Garrison-Stuttgart and/or the SCSC GB, or on the dissolution of the SCSC. Property dispersion will be in accordance with the SCSC Constitution, AR 210-22 and AER 210-22.

ARTICLE XIV Affiliated Chapters

The Stuttgart Community Spouses' Club is not an affiliated chapter of a Private Organization whose national Constitution and Bylaws have been reviewed by Department of the Army.

ARTICLE XV Rescission

These Constitution and Bylaws shall be effective immediately upon approval by the SCSC and upon subsequent approval by the USAG-Stuttgart. Upon approval of the Constitution and Bylaws, all previously published SCSC Constitutions and Bylaws are rescinded.

ARTICLE XVI Restrictions / Revisions and Amendments / Authorization to Operate Renewal

Section 1: There is no official relationship between SCSC activities and official duties and responsibilities of DOD personnel who are SCSC members or participants.

Section 2: This Constitution and these Bylaws must authorize all SCSC functions and expenditures. Only the SCSC will choose its specific functions and expenditures. DOD personnel acting in an official capacity will not influence these choices.

Section 3: The SCSC was not created, operated, or administered by DOD personnel acting in an official capacity or on behalf of an official purpose to evade restrictions on expenditures of appropriated and/or non-appropriated funds.

Section 4: Except as authorized, the SCSC will not use for any improper purpose or in a manner that implies endorsement by any federal entity, or include in its title, logo, letterhead, name, seal, or acronym "DOD" or the name, abbreviation or seal of any military department, service or other federal entity. No member of or participant in the organization's activities will use their military or DOD title, logo, letterhead, name, seal or acronym in any manner in connection with the SCSC's activities.

Section 5: The Constitution and Bylaws will be reviewed biennially. The Parliamentarian will chair the EB in conducting the review. The Honorary President may designate another Advisor to take part in the review in her/his place.

Section 6: Amendment Procedures for the Bylaws are: Any GB member in a voting status may propose an amendment to the Bylaws. Sufficient time prior to a vote shall be allocated for research and to obtain pertinent information. The proposed amendment must be approved by a majority vote of a quorum of the GB. The approved amendment shall be submitted to the Private Organization representative with USAG-Stuttgart FMWR in accordance with all pertinent regulations.

Section 7: The request for biennial renewal of approval to operate as a private organization to USAG-Stuttgart will be submitted by the President and will include the following.

- I. Two (2) copies of the current SCSC Constitution and Bylaws.
- II. A list of officers of the SCSC to include their complete addresses, telephone numbers and email addresses.
- III. Proof of insurance and bonding, including a copy of any insurance policy covering PO activities.
- IV. A summary of the SCSC's key activities and fundraisers sponsored during the previous year.
- V. A summary of any major changes in the PO or its operations (activities, objectives, organization, constitution, bylaws, etc.).
- VI. One copy of annual audits for the previous two (2) years, and any corrective action reply.
- VII. A Copy of the GB Minutes for the previous two (2) years.
- VIII. A signed statement from the SCSC President stating the percentage of members with and without SOFA status.
- IX. Location and types of on-post bank accounts, including account numbers
- X. A copy of any prior approval to operate documents, if approval to operate was granted.

The above listed documents will be forwarded to the USAG-Stuttgart Private Organization Coordinator to arrive no later than ninety (90) days before the operating approval of the

organization expires. If request for renewal of approval to operate is not obtained, the current permit automatically expires two (2) years from the last approval date.

Section 8: Pertinent regulations – AE 210-22, AER 210-22, AR 600-29, AER 600-700, DODI 1000.15, 5CFR 2635.705, USAG-Stuttgart Policy Letter #32 for PO.

ARTICLE XVII
Ratification

As stated in the SCSC Constitution, Article IX, Section 2, these Bylaws were approved by a majority vote of the GB members on _____, 2018 and presented to the General Membership in _____, 2018. Changes do not conflict with any pertinent regulation.

Signed

President: _____

First Vice President: _____

Second Vice President: _____

Third Vice President: _____

Parliamentarian: _____

SCSC Bylaws Recognition and Acceptance Pledge.

I acknowledge that I have read, understand, and agree to uphold the bylaws of the Stuttgart Community Spouses Club. I understand the responsibilities of my position and agree to fulfill my duties with decorum, respect, and professionalism. I understand I may be removed from office if I fail to comply with, or meet any of my position duties, perform my position with decorum and professional behavior, or if I am found to be in violation with any SCSC bylaws or SCSC constitutional directives by a two-thirds (2/3) vote of the general board. By signing this pledge, I commit to transparency with meetings pertaining to SCSC with all outside entities will be made known to SCSC President for prior approval, confirmation, and notification to also attend meeting in conjunction with member/employee requesting or receiving meeting appointment.

Signed: _____ Date: _____

Printed: _____

Position: _____