

**STUTTGART COMMUNITY SPOUSES' CLUB (SCSC)
BYLAWS**

Dated June 1, 2020

**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, Welfare Treasurer, 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. 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 the June GB meeting 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 google drive. 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.

Section 8: Duties of Elected Officers:

a. President

- 1) Can sign on all SCSC accounts.
- 2) Will preside at all General Membership, Governing, and EB meetings of the SCSC.
- 3) Will appoint a Parliamentarian and the Chairperson of all committees as deemed necessary.
- 4) Will enforce the Constitution, Bylaws and policies of the organization.
- 5) 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.
- 6) Will sign copies of all meeting minutes that are required by the approval authority.
- 7) 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.
- 8) Will serve as an ex-officio member of all committees except the Nominating Committee.
- 9) Will attend Community Enhancement, Scholarship, Thrift Shop, and Welfare Committee Meetings as able.
- 10) Will conduct activities authorized by the SCSC General Board.
- 11) Will call special meetings of the SCSC Executive Board, membership and/or the SCSC GB as necessary.
- 12) Will vote at any GB, committee meeting, or during elections only in the case of a tie vote.
- 13) Will sign Thrift Shop staff member contracts on behalf of the SCSC GB.
- 14) Will coordinate with the IMO and Third Vice President to keep a fixed-asset inventory of all SCSC and Thrift Shop property, respectively.
- 15) Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- 16) Will serve on all Budget Committees.
- 17) Will coordinate submission of Volunteer Awards with oversight by 1st, 2nd, 3rd Vice Presidents and IMO by 15 February, with Volunteer Recognition by 25 March.

- 18) Will have administrator access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- 19) Will be responsible for purchasing prizes for Volunteer Recognition Event with Member Programs Chair based on budget line item.
- 20) Will be responsible for other duties as assigned by USAG Stuttgart or MWR.

b. The First Vice President (1st VP)

- 1) 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.
- 2) Can sign on all SCSC accounts.
- 3) Will oversee Ways and Means' fundraising activities.
- 4) 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.
- 5) Will schedule monthly GB meetings for the upcoming year by the June GB meeting.
- 6) Will procure the gifts for special occasions.
- 7) Will coordinate with and oversee the duties of the Operations Committee Chairs: Members' Programs, Membership/ Reservations, Special Interest Groups , Ways and Means, Members' Programs DIY.
- 8) Will serve on the Operations Budget Committee.
- 9) 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 at their discretion.
- 10) Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- 11) Will be responsible for purchasing the current SCSC President's end of board year gift.
- 12) Will be responsible for other duties as assigned.

c. The Second Vice President (2nd VP)

- 1) Will oversee welfare grant activities.
- 2) Can sign on all SCSC accounts.
- 3) Will coordinate with and oversee the duties of the Welfare, Scholarship, Community Enhancement Committees and ensure the accountability of each committee's SOPs
- 4) Will serve on the Welfare Budget and Scholarship Budget Committee.
- 5) Works closely with the Welfare Treasurer.

- 6) Will coordinate submission of Volunteer Awards with oversight by the SCSC President, IMO or OPOC by 15 February.
- 7) Will serve as a member of the Constitution and Bylaws Review Committee.
- 8) Will be responsible for other duties as assigned.

d. **The Third Vice President (3rd VP)**

- 1) Will coordinate to ensure changes of SCSC Thrift Shop (TS) personnel and are managed in accordance with SCSC Bylaws and SCSC TS SOPs.
- 2) Will work closely with the Welfare Treasurer
- 3) Can sign on the Thrift Shop account.
- 4) Will conduct and coordinate with the Thrift Shop Training Coordinator to maintain and complete an annual fixed-assets inventory of the Thrift Shop by 30 April each year. Will also provide a copy to the President and the Welfare Treasurer. Will coordinate submission of Volunteer Awards with oversight by the SCSC President and IMO or OPOC by 15 February.
- 5) Will conduct monthly supply inventory by the fifteenth (15th) of each month.
- 6) Will ensure “Memorandum to Operate” is posted in the Thrift Shop in accordance with Garrison and Thrift Shop SOP.
- 7) Will serve on the TS Budget Committee
- 8) Will maintain the overall appearance of the Thrift Shop to include but not limited to the outside flower beds and the seating area.
- 9) Will serve on the Constitution and Bylaw revisions committees.
- 10) Will be responsible for other duties as assigned.

e. **The Recording Secretary**

- 1) Will pick up and distribute incoming mail.
- 2) Will record and distribute a draft of the minutes of the SCSC GB meetings in a timely manner. At a minimum, Board minutes will post all Board Reports to the google drive one week before the next monthly board meeting. Minutes will have all reports attached to the body of the minutes. Will track attendance at all EB meetings.
- 3) Will record the minutes of EB meetings and Committee meetings deemed necessary by the President.
- 4) Will post minutes of SCSC meetings on the bulletin board at the SCSC TS monthly after approval.

- 5) Will forward SCSC GB minutes and reports of General Membership meetings, by appropriate regulations to USAG-Stuttgart, ATTN: FMD, (Financial Management Division) Private Organizations.
- 6) Will assist the Parliamentarian with recording amendments to the Constitution and Bylaws.
- 7) Will maintain all non-financial SCSC records for seven (7) years.
- 8) Will perform the duties of the IMO in her/his absence.
- 9) Will perform the duties of the Parliamentarian in her/his absence.
- 10) Will ensure all governing documents and budgets are posted in the appropriate venues.
- 11) 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.
- 12) Will have administrator access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- 13) Establish contact with community organizations for communication throughout the board year. (i.e.GAWC, Red Cross, USO, AWAG)
- 14) Will attend all Budget Committee meetings.
- 15) Will be responsible for other duties as assigned.

f. The Information Management Officer (IMO)

- 1) Will coordinate with and oversee the Webmaster.
- 2) Will serve as Volunteer Management Information Systems (VMIS) Organization Point of Contact (OPOC) for all committees.
- 3) Will notify board members of special meetings and Board Report due dates.
- 4) Will coordinate with the President to maintain and complete a fixed-asset inventory by 30 April.
- 5) Will perform the duties of the Recording Secretary in her/his absence.
- 6) Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- 7) Will oversee the content and upkeep of the SCSC website.
- 8) Will oversee the content and administration of all other social media.
- 9) Will maintain a current SCSC GB roster.
- 10) Will be responsible for SCSC office equipment, supplies, and control of all SCSC keys.

- 11) Will oversee routine maintenance of SCSC electronic and computer inventory to include virus scanning of computers and end-of-year backup of all electronic information retained by the SCSC by 30 June.
- 12) Will oversee and store quarterly back-up of all Treasurers' electronic financial records.
- 13) Will coordinate submission of Volunteer Awards with oversight by SCSC, 1st, 2nd and 3rd Vice President by 15 February.
- 14) Will maintain access and passwords for all SCSC accounts, Committees, and Sub-Committees including social media and emails.
- 15) Will create monthly Board Report folders on the shared GDrive and share the folders to the appropriate board members.
- 16) Will have administrator access to all public communication & marketing and private communication social media and web pages for the Thrift Shop.
- 17) Will publicize and distribute information fliers as needed for all SCSC events and meetings.
- 18) Will coordinate with USAG-Stuttgart Public Affairs Officer and AFN to publicize SCSC events.
- 19) Will coordinate with USAG-Stuttgart Media Office to provide updated SCSC information for the Garrison information outlets,
- 20) Will provide President and Recording Secretary with administrative access to all SCSC publicity and Social Media outlets.
- 21) Will coordinate with Membership/Reservations Chair to ensure only paid members will have access to SCSC social media membership pages following the October Event each year.
- 22) Will ensure no soliciting is present on any pages.
- 23) Will keep social media pages up to date on SCSC event happenings.
- 24) Will maintain the SCSC Facebook pages to include approving new member requests, approving comments, and creating events.
- 25) Will maintain a folder for photograph submission throughout the year by GB members for use as needed and archival purposes.
- 26) Will be responsible for other duties as assigned.

g. The Operations Treasurer

- 1) Will be authorized to sign on all SCSC checks.
- 2) Will serve as Primary Custodian of the SCSC Operations Accounts with the bank and maintain log in privileges for Fundraising Welfare accounts .

- 3) Will sign signature cards at the bank for the Operations and the Fundraising Welfare accounts, and ensure all signature cards for the Operations Accounts at the bank are accurate and up to date upon any change of authorized officers.
- 4) Will receive and disburse, upon SCSC GB authorization, SCSC operating funds.
- 5) Will record receipts and expenditures for all SCSC operating funds.
- 6) Will coordinate with Membership/Reservations, Ways & Means and Chairs to provide cash boxes and petty cash as necessary.
- 7) At SCSC GB meetings, will present a report of all receipts and operating and Fundraising Welfare account disbursements made since the last meeting, as well as a year-to-date budget analysis in said report.
- 8) 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 GB meeting.
- 9) Will prepare the Operations Accounts for audit.
- 10) Will coordinate with the Fundraising Welfare Treasurer to hire a qualified auditor.
- 11) Will submit accounting records of the Operations Treasurer for audit in compliance with these Bylaws and USAG Stuttgart Private Org P&P handbook 2020 edition, upon the conclusion of the May membership meeting but no later than June 15th, or after a change of Treasurer.
- 12) Will assist the Welfare Treasurer as necessary.
- 13) Will perform the duties of the Welfare Treasurer in her/his absence.
- 14) May serve as a member of the Constitution and Bylaws Biennial Review Committee.
- 15) Will procure all insurance and bonding documents and make payments as necessary.
- 16) Works closely with 1st and 2nd VPs.
- 17) Will submit Treasurer computer to IMO for Quarterly back-up procedures.
- 18) Will upload all financial reports, to include bank statements, Profit and Loss YTD, Profit and Loss Monthly, Reconciliation detail, Updated Budget, Balance Sheet (Operations and Fundraising Welfare only) and Reconciliation Summary (Operations and Fundraising Welfare only) to the G-drive by the 5th business day of each month.
- 19) Will complete and maintain monthly updates in the Private Organization Renewal binder.
- 20) Will chair the Operations Budget and Welfare Budget Committee meetings.
- 21) Will be responsible for other duties as assigned.

h. Welfare Treasurer (Welfare)

- 1) Will be authorized to sign on all SCSC checks.
- 2) Must attend budget meetings.
- 3) Will serve as Primary Custodian of the SCSC Welfare Accounts which may include the Welfare, Thrift Shop, and Scholarships accounts.
- 4) Will sign signature cards at the bank for the Operations and Welfare Accounts.
- 5) Will receive and disburse, upon SCSC GB authorization, Welfare funds.
- 6) Will record the receipts and expenditures of all Thrift Shop and Scholarship Accounts.
- 7) At SCSC GB meetings, will present a report of receipts and disbursements made since the last meeting, to include the Thrift Shop and Scholarship Accounts, as well as a periodic year-to-date budget analysis.
- 8) Will prepare annual estimated budgets for each of the Scholarship and Thrift Shop accounts, for the Board Year (1 June to 31 May). The outgoing Welfare Treasurer will present the proposed Thrift Shop and Scholarship Budgets to the outgoing board no later than the April GB meeting
- 9) Will serve on the Scholarship Finance Committee. Will attend all Scholarship Committee Meetings as needed. If the Welfare Treasurer can't attend in person a treasurer report will be provided to the Operations Treasurer and the President to be present on the Welfare treasurer's behalf.
- 10) Will sign the payroll and operations checks for the Thrift Shop.
- 11) Thrift Shop payroll checks will be paid monthly by the 5th working day of the Thrift Shop of the following month.
- 12) Will maintain a ledger-journal to reflect the assets, liabilities and net worth of the Thrift Shop accounts.
- 13) Will prepare monthly income/expense reports for the Thrift Shop and Scholarship Committees.
- 14) Will coordinate with the Operations Treasurer to hire a qualified auditor.
- 15) Will assist the Operations Treasurer as necessary.
- 16) Will perform the duties of the Operations Treasurer in her/his absence.
- 17) May serve as a member of the Constitution and Bylaws Biennial Review Committee.
- 18) Will monitor the Thrift Shop's fiscal policies.
- 19) Will disburse payable expenses in a timely manner after notification of payable expenses.
- 20) Works closely with 2nd and 3rd Vice Presidents.

- 21) Will submit Treasurer computer to IMO for Quarterly back-up procedures.
- 22) Will submit accounting records of the Welfare Treasurer for audit in compliance with these Bylaws and USAG Stuttgart Private Org P&P handbook 2020 edition, upon the conclusion of the May membership meeting but no later than June 15th, or after a change of Treasurer.
- 23) Will upload all financial reports, to include bank statements, Profit and Loss YTD, Profit and Loss Monthly, Reconciliation detail, Updated Budget, Balance Sheet (Thrift Shop and Scholarship only) and Reconciliation Summary (Thrift Shop and Scholarship only) to the G-drive by the 5th business day of each month.
- 24) Will chair the Scholarship Budget and Thrift Shop Budget committee meetings.
- 25) Will be responsible for other duties as assigned.

Section 9: Duties of the Appointed Officer

1) **Parliamentarian**

- 1) Will serve as a non-voting member of the EB, the GB, and the General Membership.
- 2) Will chair the Nominating Committee, conduct elections and conduct the installation of the new Board.
- 3) 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.
- 4) Will be responsible for preparing and reproducing the SCSC Constitution and Bylaws for distribution to the GB for display and on the google drive.
- 5) Will provide a copy of the SCSC Constitution and Bylaws to members upon request.
- 6) Will ensure that a copy of the SCSC Bylaws and Constitution are posted at the SCSC Thrift Shop, and on the SCSC website.
- 7) Will attend any meetings deemed necessary by the President, as a member of the EB.
- 8) Will advise the officers and members regarding Parliamentary Procedure.
- 9) Will conduct electronic votes as deemed necessary by the President.
- 10) Will be responsible for other duties as assigned.

Section 10: Exclusions

- a. No elected or appointed Executive or General Board member will be a paid staff member of the SCSC Thrift Shop.
- b. 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

- a. The Honorary President may appoint the SCSC Advisors.
- b. The Honorary President will serve as an advisor.
- c. 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.
- d. 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 posted in December on our website and on 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.

- a. The Nominating Committee will present a slate of nominees 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, and email, no later than 30 days prior to the April General Membership meeting.
- b. Elections will be held at the April General Membership meeting. The Parliamentarian will, with the assistance of the Nominating Committee, conduct elections.
- c. 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.
- d. 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 five SCSC members. The Honorary President will serve as advisor to the committee or her/his appointed representative. The Parliamentarian will request nominations and interested individuals by email, website and Facebook outlets.

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. All elected Board members must have approval by the President authorizing any person or organization as a spokesman for the SCSC.
- e. Any EB member may be removed from office by introducing a motion to do so and a 2/3 vote of the general board.
- f. Cause for removal includes failure to comply with, or meet any of their position duties, perform their position with decorum and professional behavior, or violation of any SCSC bylaws or SCSC constitutional directives

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. 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. (The reduced fee reflects membership from Jan.-June for \$30).
- 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 (unless SIG leader states no guests for the event or space does not permit) prior to application and payment of annual dues. Anyone ineligible for membership (i.e. out of town family members) will be allowed as guests for our monthly events and for SIG events unless SIG leaders state no guests for a particular event or space does not permit.
- e. Refunds may be given at the discretion of the President and at least one other EB member.

Section 2: Meetings

- a. The SCSC GB will meet the first Tuesday of each month, June through May at 0930, unless otherwise announced by the President.
- b. Dates of all the monthly GB meetings will be set and on the SCSC calendar by 1 July each year.
- c. Notification of meetings will be made through the IMO to the SCSC GB.
- d. The President will reschedule the SCSC GB meetings when cancelled for any reason.
- e. The Turnover GB meeting will be held no later than the June GB meeting 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. A Quorum for any General Membership meeting shall be the number of members present.
- b. A Quorum for SCSC GB meetings is fifty-one percent (51%) of the voting members of the Board, including at least three EB Members.
- c. A Quorum for EB meetings is five (4) elected officers.
- d. If directed by the President, the Parliamentarian shall hold an electronic (eVote) vote from EB members for decisions that cannot wait until the next EB meetings.

- e. When a Quorum is not present, the President will reschedule the vote if a quorum is necessary.

Section 8: Voting

- a. The Advisors and the Parliamentarian cannot vote at the GB meetings.
- b. The Active Members of the SCSC shall be allowed to vote at General Membership meetings.
- c. 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.
- d. All Committee Chairs and Elected Officers shall have a vote.
- e. A quorum must be present at any meeting in order for business to be conducted.
- f. Absentee voting is allowed only for the election of Officers at the April Membership Meeting.
- g. There shall be no proxy voting.
- h. 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. Electronic voting by general membership will require only a majority of received electronic voting responses after seven days from the initial posting of the pending motion.

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. A signed copy of all SCSC GB Meeting Minutes will comply with USAG-Stuttgart Regulations.
- b. Appropriate financial statements, in accordance with current regulations, will be forwarded to USAG Stuttgart.
- c. 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, Welfare, Community Enhancement, -, Member Programs, Membership/Reservations, Scholarship, Special Interest Groups, Thrift Shop, Ways and Means, Member Programs DIY and Webmaster.

Section 2: The President will appoint one or more Committee Chairs for each of the Committees. Chairs may succeed themselves only twice 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. Record keeping 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 compiling information for IMO for Publicity and Social Media 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 or proxy GB as needed. Notice must be given to the President before the meeting time.
- 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.

Section 5: Chair Positions

a. **Community Enhancement Chair**

- 1) Will form a committee which includes active members-at-large who may not be on the SCSC GB, 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.
- 2) Will establish a committee to assist with ongoing support for single and unaccompanied service members.
- 3) Will manage and oversee both the Random Acts of Kindness program (minimally quarterly), Barracks Cheer, and additional events or programs to enhance the community.
- 4) Will photograph and submit events to IMO within five (5) days after an event.
- 5) Will plan and coordinate with the German American Women's Club (GAWC) to host the Great American Bake Sale at the annual Pfennig Bazaar.
- 6) Will attend the Welfare Budget Committee meetings.
- 7) Will be responsible for other duties as assigned.

b. **Member Programs Chair**

- 1) Will form a committee to plan, set up, and take down member events.
- 2) Will coordinate, plan, purchase items/prizes and execute details of regular General Membership events.
- 3) Will coordinate logistics (menu, room, charges, etc.) with facilities management for monthly membership meetings based on line item budget.
- 4) Will coordinate with Operations Treasurer to ensure payment for monthly events at conclusion of the event. Payments are required the day prior to the event.
- 5) Will coordinate event information with all the Operational Committee Chairs and Information Management Officer.
- 6) Will coordinate with the Ways and Means Chair for meeting room set-up and door prizes.
- 7) Will plan and coordinate Volunteer Recognition Event with President.
- 8) Will purchase prizes for Volunteer Recognition Event with President based on budget line item.
- 9) Will coordinate the SCSC rental program of club event supplies (glass, linens) to include maintenance of an inventory log and a rental agreement.

- 10) Will work in coordination with DIY to plan event decorations and themes for monthly membership events.
- 11) 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.
- 12) Will attend all Operations Budget Committee meetings.
- 13) Will be responsible for other duties as assigned

c. Member Programs DIY Chair

- 1) Will work in coordination with Member Programs Chair to plan event decorations and themes for monthly membership events.
- 2) Will establish a committee as needed to assist with the creation of decorations and needed DIY supplies for monthly events within the established budget.
- 3) Will attend all Operations Budget Committee meetings.
- 4) Will be responsible for other duties as assigned

d. Membership/Reservations Chair

- 1) Will collect membership dues and issue membership cards.
- 2) Will turn over all membership dues, with a report, to the Operations Treasurer by the last day of the calendar month.
- 3) Will provide the Nominating Committee with a current membership roster.
- 4) Will purchase inserts and print nametags for all members and spares for event guests.
- 5) Will provide nametags for the General Membership and guests at all monthly functions.
- 6) Will coordinate with the Operations Treasurer to obtain a cash box, and petty cash if necessary, for each General Membership event.
- 7) Will submit a monthly report to the IMO Chair containing current membership numbers and procedures for membership applications.
- 8) Will know and utilize membership/reservation computer programs to maintain rosters and payments. This includes programs such as Wild Apricot and PayPal.
- 9) Will attend all member events to set up, check in, and tear down. Will find a replacement if unable to attend.
- 10) Will be responsible for taking reservations for all SCSC functions.
- 11) Will provide nametags for the guests at all monthly functions in conjunction with Membership chair.

- 12) Will provide Member Programs a member headcount no later than seven (7) days prior to an event.
- 13) Will form and chair a committee as necessary to help welcome members at SCSC events.
- 14) Will purchase and distribute an annual hospitality item for all members.
- 15) Will lead the planning for the SCSC information table at any USAG-Stuttgart community informational event in coordination with the Membership Chair.
- 16) Will coordinate with the Honorary President and Honorary Vice Presidents to extend SCSC welcome information to any new Senior Command Spouses Will attend all Operations Budget Committee meetings.
- 17) Will be responsible for other duties as assigned.

e. Scholarship Chair

- 1) 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 2nd VP, the Scholarship Advisor, Welfare Treasurer, and three (3) SCSC members-at-large from a diverse population who are not on the SCSC GB or , Community Enhancement, or Welfare committees. Committee members cannot have applying high school juniors, seniors, college students, or be an applicant or married to an applicant. An EB representative will attend as a proxy in the event of any above listed EB members are related to applying high school Juniors, seniors, college students, or spouse applicant.
- 2) 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.
- 3) 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.
- 4) 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 applicants, or have a spouse that has applied.

- 5) 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.
- 6) Will coordinate with the Welfare Treasurer concerning the amount available for scholarship distributions.
- 7) Will send Scholarship committee meeting minutes to the EB.
- 8) Will attend all Scholarship Budget Committee meetings.
- 9) Will be responsible for other duties as assigned.

f. Special Interest Groups (SIG) Chair

- 1) Will recruit individuals to run the different SIGs (these may include: Book Club, Lunch Bunch Club, Gourmet Club, etc.).
- 2) Will provide support and help with logistics for the Special Interest Groups.
- 3) Will host a quarterly meeting with all SIG leaders to coordinate schedules and communication.
- 4) Will coordinate SIG information with the IMO and Webmaster Chairs to advertise upcoming events.
- 5) May submit a monthly report to IMO for Publicity/Social Media.
- 6) Will submit SIG group dates to IMO for Administrative access to wild apricot and have access to the the SCSC calendar.
- 7) Will create and distribute SOP for adherence by SIG leaders.
- 8) Will attend all Operations Budget Committee meetings.
- 9) Will be responsible for other duties as assigned.

g. Thrift Shop (TS) Training Coordinator Chair

- 1) Will serve as the Training Coordinator for all TS associates and volunteers.
- 2) Will ensure all training requirements in accordance on TS SOP.
- 3) Will attend all TS Budget Committee meetings..
- 4) Will report monthly TS volunteer hours to IMO for submission to VMIS no later than the fifteenth (15th) of the following month.
- 5) Will be cross trained in all TS positions and may be called upon to temporarily and voluntarily fill vacant positions without pay.

- 6) Will coordinate with the 3rd VP to maintain and complete an annual fixed-assets inventory of the Thrift Shop by 30 April each year.
- 7) Will “update” moosebucks by the 2nd of each month.
- 8) Will work closely with the 3rd VP
- 9) Will be responsible for other duties as assigned.

h. Ways and Means Chair

- 1) 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.
- 2) Will submit all monies and forms to the Operations Treasurer at the conclusion of the event.
- 3) Will be responsible for purchasing items for door prizes in accordance with all pertinent regulations..
- 4) Will run, work, and staff Ways and Means at Thriftmas Market, as well as any additional special events as directed by the SCSC President.
- 5) An annual inventory of items will be done no later than 30 April. Copies should be provided to 1st VP, Operations Treasurer and IMO.
- 6) Will attend all Operations Budget Committee meetings.
- 7) Will keep records of all inventories.
- 8) Will be responsible for other duties as assigned.

i. Webmaster

- 1) Will be responsible for updating stuttgartspousesclub.org website’s content to include past event photographs, and future event information.
- 2) Will be responsible for updating and maintaining all aspects of Wild Apricot.
- 3) 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.
- 4) Will ensure that the website’s domain name, website builder/hosting package, and Wild Apricot do not expire.
- 5) Will be responsible for coordinating any GDrive-related or Google-calendar related training with the IMO.
- 6) Will develop and maintain SOP for Wild Apricot.
- 7) Will be responsible for other duties as assigned.

j. Welfare Chair

- 1) 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.
- 2) The Committee will consist of the Welfare Chair, the President, Thrift Shop Chair, 2nd VP, Welfare Treasurer, three 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 three Active Members-at-large may not be on the SCSC GB, Community Enhancement, or Scholarship Committee. At least one (1) of the voting positions should not have any children in the Stuttgart footprint.
- 3) Will prepare a list of all donations/welfare contributions made throughout the year and forward to the USAG-Stuttgart annually. Will work with Welfare Treasurer to develop the annual 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.
- 4) Will attend all Welfare Budget Committee meetings.
- 5) Chair will work with all grant applicants to develop complete applications. All complete applications will be presented and decided upon by the Committee.
- 6) Will promptly notify point of contact for all grant requests with official approval or denial after final board decision.
- 7) 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 for records.
- 8) Will collect reconciliation from grant recipients with sixty (60) days of event. Copies, either paper or electronic, must be kept in SCSC storage for seven years.
- 9) Will send Welfare committee meeting minutes to the EB.
- 10) Will be responsible for other duties as assigned.

Section 5: 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 is audited internally using the current TS SOP.

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 per individual.
- c. Honorary President and Honorary Vice Presidents' farewell gifts, not to exceed twenty-five (25) Euro each.
- d. To reimburse GB members for child care while attending all SCSC GB, Welfare Committee, Budget Committee, Nominations Committee, Constitution and Bylaws Review or Organization Renewal reference the following guidelines. Reimbursement will not exceed the length of the respective meeting, plus travel time of one 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. 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: Operations Budget, Scholarship Budget, Thrift Shop Budget, and Welfare Budget.

- a. The Operations Budget Committee will include: SCSC President, 1st VP, , Operations Treasurer, , Member Programs Chair, , Membership/Reservations Chair, SIG Chair, Ways and Means Chair, Member Programs DIY Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the SCSC President.
- b. The Scholarship Budget Committee will include: SCSC President, 2nd VP, Welfare Treasurer, Scholarship Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the SCSC President.
- c. The Thrift Shop Budget Committee will include: SCSC President, 3rd VP, Welfare Treasurer, TS Training Coordinator Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the SCSC President.
- d. The Welfare Budget Committee will include: SCSC President, 2nd VP, Welfare Treasurer, Welfare Chair, Community Enhancement Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the SCSC President.
- e. 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 as 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.

- f. 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.
- g. 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 double-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 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
- Operations Treasurer
- Welfare Treasurer
- Trips and Tours SIG
- Ways and Means Chair(s)
- Thrift Shop Training Coordinator Chair
- Thrift Shop staff members - Manager and Associates (on Thrift Shop Policy)
- Membership/Reservations Chair
- Community Enhancement Chair
- Member Programs DIY 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 three) insurance policies: Patch Thrift Shop, Ways and Means 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 such as AER 210-22.

Section 2: The SCSC Treasurers use double-entry systems of bookkeeping and accounting. 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 (AER 210-22) 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 1st VP, 3rd 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. 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 Thrift Shop Advisory Committee, from here notated as TSAC will supervise and provide oversight of the TS and make recommendations to the SCSC EB for action.

- a. The TSAC will consist of the following members: SCSC President, 3rd VP, TS Training Coordinator Chair, TS Associates, Welfare Treasurer, two(2) other SCSC members-at-large, and the TS Advisor. Each will be a voting member of the TSAC, with the exception of the TS Advisor and the President who only votes in case of a tie. The 3rd VP will preside over the TSAC meetings, unless otherwise directed by the President. Motions will pass with a quorum of fifty-one percent (51%) of total committee members.
- b. The TSAC will meet monthly and additionally as requested by any member of the TSAC.

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

- a. Each contractor must have SOFA status and be at least eighteen (18) years of age.
- b. TS contractors must be active members of the SCSC. Paid contractors are not allowed to be GB members.
- c. The 3rd VP in accordance with TS SOP, will coordinate with the SCSC President and advisors 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 3rd VP will make recommendations to the EB for approval.
- d. Contract must be signed by both contractor and President prior to working.
- e. Each contractor approved and contracted by the EB will sign a contract stating compensation, duties and guidelines for the individual position, and will read and sign the TS SOP approved by the EB. Every contract will be valid from time of signature until 31 May of each board year or if termination occurs.
- f. To terminate a contract before the expiration of the contract term, a contractor must give the President advance written notice of at least fourteen (14) days. The President, in extenuating circumstances, may waive this fourteen (14) day notice requirement. The President will forward this notice of termination to the EB.
- g. The EB may terminate a contractor's contract at any time with written notice to the contractor.

- h. 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 stated in the onsite SOP with guidance from the TSAC.

a. **Compensation**

- 1) Compensation for all Thrift Shop Contractors will be recommended by the EB 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 EB. 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 SOP. Income and revenue will be measured monthly or yearly for the purpose of this limitation. The 3rd VP must approve any unbudgeted purchase not to exceed two-hundred fifty dollars (\$250.00). The SCSC EB must approve unbudgeted purchases over \$250.

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 the Welfare Treasurer will be audited annually by a qualified auditor. A copy of the TS audit report will be provided to the TS Managers and kept on file with the EB.

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 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. A memorandum requesting renewal to operate as a PO. (Appendix sample V)
- II. One copy of the current PO constitution and bylaws. If no changes have occurred, the PO must state this fact in the letter of request for renewal, if changes were made to the PO's constitution and bylaws a memo detailing those changes must be included. Regardless, the PO must provide a signed copy of the current year's constitution and bylaws. The bylaw must state the frequency of the PO's meetings.
- III. A current list of officers of the SCSC to include their complete APO addresses, private telephone numbers and private, non-DoD email addresses.
- IV. Proof of insurance and bonding, including a copy of any insurance policy covering PO activities.

- V. A summary of the SCSC's key activities and fundraisers sponsored during the previous year.
- VI. A summary of any major changes in the PO or its operations (activities, objectives, organization, constitution, bylaws, etc.).
- VII. One copy of the latest audit report, either annual audits for the previous two (2) years, or last change of treasurer, financial statements covering that entire period and any corrective action reply.
- VIII. A Copy of the GB Minutes for the previous two (2) years.
- IX. An affidavit, verified by the Stuttgart Legal Center reflecting the SOFA Status of membership and signed by the President. Location and types of on-post bank accounts, including account numbers
- X. A copy of the License to Use USAG Stuttgart Facilities Form signed by a representative of the PO (Appendix Form 6)
- XI. A Request for Space Renewal document. If the PO has been granted space and is requesting to keep the space during the renewal period, this form must be included. (Appendix, Form 5)

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 #14 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 June 1, 2020 and presented to the General Membership via email. Changes do not conflict with any pertinent regulation.

Signed

President: _____

First Vice President: _____

Treasurer: _____

Parliamentarian: _____