



Stuttgart
Community
Spouses'
Club

BYLAWS

2021 – 2022

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STUTTGART COMMUNITY SPOUSES' CLUB (SCSC) BYLAWS

ARTICLE I Duties of Officers

The Governing Board (GB) will consist of the Executive Board (EB) Standing Committee Chairs, Honorary Officers, and Advisors.

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: The Executive Board (EB) are elected officers and will consist of 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. The Governing Board (GB) will consist of the Executive Board (EB), Committee Chairs, Advisors, and Liaisons
3/28 orig 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 GB meeting each month. Reports will be uploaded seven (7) days prior to the Board meeting to the position-specific Google drive and a copy emailed to the IMO by PDF when possible.

Section 3: Each officer shall submit to the President, Recording Secretary and IMO via email the following: (1) a detailed After-Action Report (AAR) within thirty (30) days of the last position activity or no later than 31 May; (2) a Standard Operating Procedure (SOP) as needed for the effective operation of the position or committee no later than 31 May. All financial records and other 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 their successors on the incoming GB within one (1) 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: The Treasurers shall hold SOFA status. The President or at least one VP shall hold SOFA status.

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

Section 7: No GB members will disparage or denigrate the SCSC or its Board Members orally or in writing, nor publish, post, or otherwise release any such material in written or electronic format.

Section 8 The President is authorized to terminate an appointed GB member for good cause or violation of Constitution or Bylaws.

Section 9: Duties of Elected Officers

a. President

- 1) Will maintain signing privileges on all bank accounts if they hold SOFA status.
- 2) Will preside at all General Membership (GM), GB, and EB meetings of the SCSC.
- 3) Will appoint a Parliamentarian and the Chairperson of all committees.
- 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 (PO) within USAG Stuttgart, are forwarded to the USAG Stuttgart Private Organizations Coordinator (PO Coordinator) in a timely manner.
- 6) Will sign copies of all meeting minutes that are required by the PO Coordinator.
- 7) Will collaborate with the Parliamentarian to establish rules of order. Will coordinate with the 1st, 2nd and 3rd VPs 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 (TS) Welfare Committee and Member Programs meetings, as able.
- 10) Will conduct activities authorized by the GB.
- 11) Will call special meetings of the EB, membership and/or the GB as necessary.
- 12) Will vote only in the event of a tie in all circumstances.

- 13) Will sign TS staff member contracts on behalf of the EB.
- 14) Will coordinate with the IMO and 3rd VP to maintain a fixed-asset inventory of all SCSC and TS property by 30 April.
- 15) Will serve on all Budget Committees.
- 16) Will coordinate submission of Volunteer Awards with oversight by 1st, 2nd, 3rd VPs and IMO by the Army Community Service (ACS) deadline and the SCSC Volunteer Recognition event.
- 17) Will have administrator access and passwords for all accounts, Committees, and Sub-Committees including social media and emails.
- 18) Will be responsible for purchasing gifts for Volunteer Recognition Event with Member Programs Chair based on the budget line item.
- 19) Will be responsible for purchasing outgoing GB, Honorary President and Honorary VPs farewell gifts.
- 20) Will be responsible for other duties as assigned by USAG Stuttgart or a majority vote of EB or GB.

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) Will maintain signing privileges on all bank accounts if holds SOFA status.
- 3) Will oversee all social activities, protocol, and logistics for all social events between the sponsoring organization and all other Chairs participating in that day's event.
- 4) Will procure the gifts for special occasions.
- 5) Will coordinate with and oversee the duties of the Operations Committee Chairs, Members' Programs, Membership/ Reservations, Special Interest Groups (SIG), Ways and Means, and Members' Programs DIY.
- 6) Will serve on the Operations Budget Committee.
- 8) Will be in charge of the Welcome GM Sign-up event and the Welcome and Farewell events for the Honorary President and Honorary Vice Presidents at their discretion.
- 9) Will be responsible for purchasing the current SCSC President's end of board year gift.

10) Will coordinate submission of Volunteer Awards with oversight by President, 2nd, 3rd VPs and IMO by the ACS deadline and SCSC Volunteer Recognition event.

11) Will be responsible for other duties as assigned.

c. The Second Vice President (2nd VP)

1) Will maintain signing privileges on all SCSC accounts if holds SOFA status.

2) Will coordinate with and oversee the Welfare, Scholarship, and Community Enhancement Committees and ensure the implementation of each committee's SOP.

3) Will serve on the Welfare and Scholarship Budget Committees.

4) Will work closely with the Welfare Treasurer.

5) Will coordinate submission of Volunteer Awards with oversight by the President, 1st, 3rd VPs and IMO, by the ACS deadline and SCSC Volunteer Recognition event.

6) Will be responsible for other duties as assigned.

d. The Third Vice President (3rd VP)

1) Will establish and chair the TS Advisory Committee (TSAC) which will supervise and provide oversight of the TS and make recommendations to EB for action. The committee will consist of the following members: President, TS Training Coordinator Chair, TS Associates, Welfare Treasurer, two (2) members-at-large, and TS Advisor. Each will be a voting member of the TSAC, with the exception of the TS Advisor. Motions will pass with fifty-one percent (51%) of total committee members present.

2) Will coordinate to ensure changes of TS personnel are managed in accordance with SCSC Bylaws and TS SOP.

3) Will work closely with the Welfare Treasurer.

4) Will maintain signing privileges on all bank accounts if holds SOFA status.

5) Will coordinate with the TS Training Coordinator or TS Manager to maintain and complete an annual fixed-asset inventory of the TS by 30 April each year. Will also provide a copy to the President and IMO.

6) Will coordinate submission of Volunteer Awards with oversight by the President, 1st and 2nd VPs and IMO by the ACS deadline and SCSC Volunteer Recognition event.

7) Will conduct supply inventory by the fifteenth (15th) of each month.

8) Will ensure "Memorandum to Operate" is posted in the TS.

- 9) Will serve on the TS Budget Committee.
- 10) Will maintain the overall appearance of the TS to include, but not limited to, the outside flower beds and the seating area.
- 11) Will serve on the Welfare, Community Enhancement and Scholarship Committees.
- 12) Will be responsible for other duties as assigned.

e. The Recording Secretary

- 1) Will pick up and distribute incoming mail.
- 2) Will record minutes of EB, GB, and GM meetings which shall include attendance.
- 3) Will distribute a draft of the minutes to include position reports of the GB meetings in a timely manner, no later than one week before the next board meeting.
- 4) Will post meeting minutes on the bulletin board at the TS monthly after approval.
- 5) Will forward approved GB and GM meeting minutes to PO Coordinator.
- 6) Will assist the Parliamentarian with recording amendments to the Constitution and Bylaws.
- 7) Will maintain all non-financial 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 their absence.
- 10) 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 PO within USAG Stuttgart, are forwarded to the PO Coordinator in a timely manner.
- 11) Will maintain contact with community organizations for communication throughout the board year. (i.e., GAWC, Red Cross, USO, AWAG)
- 12) Will attend all Budget Committee meetings.
- 13) 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 System, Organization Point of Contact (VMIS OPOC) for all committees.
- 3) Will notify board members of special meetings and Board Report due dates.
- 4) Will coordinate with the President and 3rd VP to compile a fixed-asset inventory by 30 April.
- 5) Will perform the duties of the Recording Secretary in their absence.
- 6) Will oversee the content of the website and all other social media accounts.
- 7) Will maintain a current GB roster.
- 8) Will be responsible for key log.
- 9) Will oversee routine maintenance of electronic and computer inventory to include virus scanning of computers and end-of-year backup of all electronic information retained by the SCSC by 31 May.
- 10) Will oversee and store quarterly back-up of all Treasurers' electronic financial records.
- 11) Will coordinate submission of Volunteer Awards with oversight by President, 1st, 2nd and 3rd VPs by the ACS deadline and SCSC Volunteer Recognition event.
- 12) Will maintain access and passwords for all email and social media accounts including those generated by Committees and Sub-Committees.
- 13) Will create monthly Board Report folders on the shared position-specific Google drive and share the folders to the appropriate board members.
- 14) Will have administrator access to all public communication & marketing and private communication social media and web pages for the TS.
- 15) Will publicize and distribute information fliers as needed for all events and meetings.
- 16) Will coordinate with USAG Stuttgart Media Office, Public Affairs Officer and AFN to publicize events and activities.
- 17) Will provide the President with administrative access to all publicity and Social Media outlets.

18) Will coordinate with Membership/Reservations Chair to ensure only paid members will have access to the primary private social media membership pages following the October event each year.

19) Will ensure no soliciting is present on any social media pages unless approved by EB.

20) Will keep social media pages current regarding SCSC and TS events.

21) Will maintain the TS social media sites to include approving new member requests, approving comments, and creating events.

22) Will maintain a folder for photograph submission throughout the year by GB members for use as needed and archival purposes.

23) Will be responsible for other duties as assigned.

g. The Operations Treasurer

1) Will maintain signing privileges on all bank accounts.

2) Will serve as Primary Custodian of the Operations Accounts with the bank and maintain login privileges for Fundraising Welfare accounts.

3) Will sign signature cards at the bank for the Operations 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 operating funds upon GB authorization.

5) Will record receipts and expenditures for all operating funds.

6) Will coordinate with Membership/Reservations and Ways & Means Chairs to provide cash boxes and petty cash as necessary.

7) Will prepare an annual estimated Operating Budget for the Board Year (1 June to 31 May). The Operations Treasurer will present the proposed budget to the board no later than the May GB meeting.

8) Will prepare the Operations Accounts for audit.

9) Will coordinate with the Welfare Treasurer to hire a qualified auditor.

10) Will submit accounting records of the Operations Treasurer for audit in compliance with these Bylaws and current USAG Stuttgart Private Organizations Policies and Procedural Handbook upon the conclusion of the May membership meeting but no later than 15 June, and after a change of Treasurer.

- 11) Will assist the Welfare Treasurer as necessary.
- 12) Will perform the duties of the Welfare Treasurer in their absence.
- 13) Will procure all insurance and bonding documents and make payments as necessary.
- 14) Works closely with 1st VP.
- 15) Will submit the Operations Treasurer computer to IMO for quarterly back-up procedures.
- 16) Will upload all financial reports, to include bank statements, Profit and Loss YTD, Monthly Reconciliation Detail, Updated Budget, and Balance Sheet to their position-specific Google drive, as well as the shared Google drive provided by IMO by the 5th business day of each month.
- 17) Will complete and maintain monthly updates in the PO Renewal binder.
- 18) Will chair the Operations Budget Committee meetings.
- 19) Will be responsible for other duties as assigned.

h. Welfare Treasurer

- 1) Will maintain signing privileges on all bank accounts.
- 2) Will serve as Primary Custodian of the Welfare accounts which include the Welfare, TS, and Scholarships accounts.
- 3) Will receive and disburse Welfare funds upon GB authorization.
- 4) Will record the receipts and expenditures of all TS, Welfare and Scholarship accounts.
- 5) Will present annual estimated budgets for each of the TS, Welfare and Scholarship accounts no later than the May GB meeting.
- 6) Will serve on the Welfare, Community Enhancement, and Scholarship Committees and present a treasurer's report at each meeting.
- 7) Will sign the payroll and operations checks for the TS.
- 8) Will pay monthly TS payroll checks by the 5th working day of the TS of the following month.
- 9) Will coordinate with the Operations Treasurer to hire a qualified auditor.

- 10) Will assist the Operations Treasurer as necessary.
- 11) Will perform the duties of the Operations Treasurer in her/his absence.
- 12) Will monitor the TS's fiscal policies.
- 13) Will disburse payable expenses in a timely manner.
- 14) Will work closely with 2nd and 3rd VPs.
- 15) Will submit the Welfare Treasurer computer to IMO for quarterly back-up.
- 16) Will submit accounting records of the Welfare Treasurer for audit in compliance with these Bylaws and current USAG Stuttgart Private Organizations Policies and Procedural Handbook, upon the conclusion of the May membership meeting, but no later than 15 June, or after a change of Treasurer.
- 17) Will prepare and upload all financial reports, to include bank statements, Profit and Loss YTD, Monthly Reconciliation Detail, Updated Budget, Balance Sheets and Reconciliation Summary to the position-specific Google-drive with a copy emailed to the IMO by the 5th business day of each month.
- 18) Will chair the Scholarship, Welfare and TS Budget committee meetings.
- 19) Will be responsible for other duties as assigned.

Section 9: Duties of the Appointed Officer - Parliamentarian

- a. Will serve as a non-voting member of the EB, the GB, and the GM.
- b. Will chair the Nominating Committee, conduct elections and conduct the installation of the new Board.
- c. Will chair the Biennial Constitution and Bylaws Review Committee, whose membership shall be according to the Constitution. (see Constitution Article IX, Section 3)
- d. Will obtain approval of suggested Bylaw revisions from GB.
- e. Will obtain approval of suggested Constitution revisions from GB and final approval from GM.
- f. Will be responsible for preparing and reproducing the Constitution and Bylaws for distribution to the GB and on the position-specific Google drive.
- g. Will provide a copy of the Constitution and Bylaws to members upon request.
- h. Will ensure that a copy of the Bylaws and Constitution are posted at the TS and on the website.

- i. Will attend any meetings deemed necessary by the President, as a member of the EB.
- j. Will advise the officers and members regarding parliamentary procedure.
- k. Will conduct all votes.
- l. Will be responsible for other duties as assigned.

Section 10: Exclusions

- a. Paid staff members of the TS who serve on the GB, shall abstain from voting on any items regarding the TS.
- b. No elected or appointed EB or GB 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 Advisors.
- b. The duties of the Honorary VPs 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.
- c. The Honorary President and Honorary VPs shall serve as advisors and non-voting members of the EB and GB. The Advisors serve as non-voting members of the GB.
- d. The Honorary President or designee shall serve on the Biennial Constitution and Bylaws Review Committee. (see Constitution Article IX, Section 3)

**ARTICLE II
Elections**

Section 1: Information regarding 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 GM meetings.

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 GB meeting in March. The Nominating Committee Chair will present the slate of nominees via public announcement, to include, but not limited to social media, website, and email, no later than thirty (30) days prior to the April GM meeting.
- b. Elections will be held at the April GM meeting. The Parliamentarian will, with the assistance of the Nominating Committee, conduct elections.

c. Each active member has one vote. 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. The election may be by acclamation if a single slate of candidates is presented.

Section 3: Nominating Committee

a. The Parliamentarian will chair the Nominating Committee.

b. The Honorary President or designee will serve as advisor to the Committee.

c. The Committee will consist of the Chair and at least four (4) additional members including no fewer than one member at large. The President may not serve on the Committee.

d. The Parliamentarian will request nominations by email, website and social media outlets.

Section 4: Elected Officers - Terms and Conditions

a. Officers are elected for a one (1) year term and may run for a 2nd term for the same position. Officers may be elected to a 3rd term with presidential approval and 2/3 majority vote by the GB. The President may be elected to a 3rd term with approval of the Honorary President and 2/3 majority vote by the GB. 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 1st VP will assume the Presidency if it is vacated. (see Constitution Article VII, Section 6 for progression of authority)

c. All elected Board Members must submit their membership application and pay their dues before the June board meeting or upon acceptance of their position.

d. Any person or organization speaking on behalf of SCSC must have prior authorization from the President.

e. Any EB member may be removed from office by motion and a 2/3 vote of GB. 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 Bylaws or 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 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 May GB meeting.
- b. Membership fees are generally not refundable. One half of the membership fee is refundable if the member moves from the USAG Stuttgart area on or before 31 December and has previously notified the Membership Chair in writing. No other reimbursement or partial payment of dues will be allowed.
- c. Persons eligible for membership, including partners of members, may attend only one GM meeting or SIG event (space permitting) per board year, prior to application and payment of annual dues. Advertised couples' function are excepted.
- d. Any member may bring a guest(s) to any GM meeting, except for those specifically stipulated.
- e. Persons ineligible for membership (i.e., out of town family members) will be allowed as guests for monthly meetings and SIG events (space permitting).

Section 2: Meetings

- a. The EB and GB will meet monthly, June through May unless otherwise announced by the President.
- b. Dates of all the monthly GB meetings will be set and on the calendar by 1 July each year.
- c. Notification of meetings will be made through the IMO to the GB.
- d. The President will reschedule the GB meetings when cancelled for any reason.
- e. The yearly GB Turnover meeting will be held no later than the June GB meeting.

Section 3: GB meetings are open for all members to attend, unless otherwise announced by the EB. Members who wish to speak at a GB meeting must contact the Parliamentarian and President in advance of the meeting to be placed on the agenda.

Section 4:

- a. GM meetings/events will be the third Tuesday of each month, unless otherwise announced by the EB.

- b. All attendees to GM meetings or SIG events, including volunteers, must pay event fees.
- c. Refunds for paid events or activities will be at discretion of President and at least one EB member.

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

Section 6: All Board Members are expected to attend GB meetings and encouraged to attend GM functions.

Section 7: Quorum

- a. A quorum for any in-person or electronic vote of the GM is the number of members present at the meeting or electronic votes received.
- b. A quorum for in-person or electronic voting of the 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 fifty-one percent (51%) of the elected officers.
- d. A quorum must be present at any meeting in order to conduct business and voting.

Section 8: Voting

- a. The Honorary President, Honorary VPs, Parliamentarian and Advisors are non-voting Board members.
- b. Active and Associate members will be allowed to vote at GM meetings.
- c. Unless otherwise specified, all votes pass with a simple majority when a quorum is present.
- d. The President shall vote only in the event of a tie in all circumstances. In the absence of the President, the 1st VP shall chair the EB, GB, and GM meetings and shall vote only in the event of a tie.
- e. Absentee voting is allowed only for the election of Officers at the April Membership meeting.
- f. There shall be no proxy voting.
- g. At the President's direction, the Parliamentarian shall hold an electronic vote of EB and GB members or the GM for decisions that cannot wait until the next meeting. The results shall be included in the next GB meeting minutes.
- h. Electronic votes by the GM must be received within seven (7) days from the initial posting of the pending motion.

Section 9: Inclement Weather and other Extenuating Circumstances.

The TS may be closed and meetings will be cancelled by USAG Stuttgart when circumstances require and for inclement weather. Cancellations may also occur at the discretion of EB as necessary. Virtual meetings may be held as the alternative.

**ARTICLE IV
GB / Standing Committees / Committee Chairs**

Section 1: Committee Chairs must be current members. Chair positions may include, Welfare, Community Enhancement, Member Programs, Membership/Reservations, Scholarship, Special Interest Groups (SIGs), TS Training Coordinator, Ways and Means, Member Programs DIY and Webmaster.

Section 2:

a. The President will appoint Chair(s) for each Committee. Chairs may be appointed for a second term. After a second term, EB approval is required.

b. The President can create or delete Committee Chair positions or re-designate the responsibilities of Committees or their Chairs with fifty-one percent (51%) vote of the EB.

Section 3:

Committee Chairs have one (1) vote each on the GB. In cases where there is a Co-Chair, the committee shall have 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 position-specific Google drive file is acceptable) containing a record of Board activities, reports, and committee work pertaining to their position. This notebook shall include the previous and current year's committee meetings minutes, financial statements, and the Constitution and Bylaws. These documents shall be transferred to their successor at the end of the board year.

2) Each Board member shall submit pertinent information in a brief written Board Report, using the format and guidelines established, seven (7) days prior to each GB meeting.

3) Each Board member shall submit information to IMO for Publicity and Social Media in time for designated deadlines as needed.

4) Each Board member shall submit a comprehensive AAR and SOP/notebook to the IMO no later than 31 May each year.

5) Treasurers and Secretary shall maintain seven (7) years, including the current year, of Board Minutes, financial statements, and Board Reports These are stored at headquarters.

6) Committee chairs shall submit monthly meeting minutes to the IMO and Recording Secretary within one (1) week of the meeting, with the exception of the Scholarship Committee. The Scholarship Committee shall submit their minutes after scholarships are awarded but no later than 31 May.

b. Additional Duties

1) Each committee chair shall attend monthly GB meetings or appoint a proxy to GB as needed. Notice must be given to the President before the meeting time.

2) Each Board member shall submit receipts for authorized expenditures within fifteen (15) days.

c. The President shall approve all meetings with outside entities regarding SCSC business. The President may attend any such meeting.

Section 5: Chair Positions

a. **Community Enhancement Chair**

1) Will establish a committee to: (a) investigate requests for assistance from the Community Enhancement funds; (b) submit findings and recommendations to the GB for approval; and (c) assist with ongoing support for single and unaccompanied service members.

2) The Committee will consist of the Chair, President, 2nd VP, Welfare Treasurer, and any other GB member as deemed necessary. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large.

3) Will manage and oversee both the Random Acts of Kindness program , and Barracks Cheer, programs as well as additional 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 Basar.

6) Will attend the Welfare Budget Committee meetings.

7) Will be responsible for other duties as assigned.

b. Member Programs Chair

1) Will establish a committee to execute eight (8) monthly GM meetings with the assistance of the GB

2) The Committee will consist of the Chair, President, 1st VP, Operations Treasurer, Member Programs DIY, and any other GB or member(s)-at-large as needed. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large

3) Will submit a yearly program at the July GB meeting for approval. Any changes of said program will require GB approval.

4) Will purchase items/prizes and execute details of regular GM events with approval of GB, and coordinate logistics with facilities management for monthly GM meetings based on the operations budget.

5) Will coordinate with Operations Treasurer to ensure payment for monthly events at conclusion of the event.

6) Will coordinate event information with Member Programs DIY, Membership / Reservations, Ways and Means, and IMO, e.g., meeting room set-up, door prizes, and program prizes.

7) Will work in coordination with Member Programs DIY to plan event decorations and themes for monthly membership events.

8) Will assist President with planning and coordinating Volunteer Recognition Event as needed.

9) Will assist President with purchasing prizes for Volunteer Recognition Event based on budget line item as needed.

10) Will coordinate the Rental program of club event supplies including maintenance of an inventory log and rental agreement.

11) Will submit quarterly to IMO an inventory of member programs, supplies and prizes.

12) Will attend all Operations Budget Committee meetings.

13) Will be responsible for other duties as assigned

c. Member Programs DIY Chair

- 1) May establish a committee to assist with the creation of decorations and needed DIY supplies for monthly events within the established budget.
- 2) Will work in coordination with Member Programs Chair to plan event decorations and themes for monthly membership events.
- 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 create membership cards.
- 2) Will turn over all membership dues, 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 provide nametags for members and guests at all monthly functions.
- 5) Will coordinate with the Operations Treasurer to obtain a cash boxes and petty cash for each event as needed.
- 6) Will submit a monthly report to the IMO Chair containing current membership numbers and procedures for membership applications.
- 7) Will utilize Membership/Reservation computer programs to maintain rosters and payments, e.g., Wild Apricot and PayPal.
- 8) Will attend all member events to set up, check in, and tear down. Will find a replacement if unable to attend.
- 9) Will be responsible for taking reservations for all SCSC functions.
- 10) Will provide Member Programs Chair an attendance headcount no later than seven (7) days prior to an event.
- 11) Will form and chair a committee as necessary to help welcome members at SCSC events.
- 12) Will purchase and distribute an annual hospitality item for all members.

13) Will lead the planning for the information table at any USAG Stuttgart community informational event.

14) Will coordinate with the Honorary President and Honorary VPs to extend welcome information to any new Senior Command Spouses.

15) Will attend all Operations Budget Committee meetings.

16) Will be responsible for other duties as assigned.

e. Scholarship Chair

1) Will establish a committee to determine the criteria and procedures for scholarship allocation for the SCSC Scholarship Program.

2) The Committee will consist of the Chair, the President, 2nd VP, 3rd VP, Scholarship Advisor, Welfare Treasurer, and no fewer than three (3) and no greater than five (5) members-at-large. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large. Committee members may not be related to any applying high school junior(s), senior(s), college student(s), or be an applicant or married to an applicant. An EB member may serve as a proxy for a disqualified EB member.

3) Will submit recommendations for substantial changes in the scholarship criteria to the GB for approval. The committee shall retain responsibility for all routine administrative decisions for the scholarship program.

4) Will form a selection panel annually to review applications based on the criteria and procedures established by the Scholarship Committee. The Scholarship Chair or designee and the Scholarship Advisor shall assist the selection panel. The panel may include members of the Scholarship Committee, members-at-large, and non-members.

5) 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. Essay judges may not be related in any way to a current high school, college student, or spouse who has applied.

6) 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 in any part of the judging process. Other criteria for panel

membership shall be established in writing and maintained by the Scholarship Chair. Panel members' identities and deliberations, shall remain confidential.

7) Will coordinate with the Welfare Treasurer concerning the funds available for scholarship distribution.

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 SIGs.

2) Will provide support and help with logistics for the SIGs.

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 update calendar with SIG dates.

7) Will provide IMO with administrative access to SIG social media accounts as well as email passwords.

8) Will create and distribute SOP to SIG leaders.

9) Will attend all Operations Budget Committee meetings.

10) 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 with 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 temporarily fill vacant positions without pay.

6) Will coordinate with the 3rd VP to maintain and complete an annual fixed-assets inventory of the TS by 30 April each year.

7) Will update "moosebucks" by the 2nd business day 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 at monthly membership events/meetings for operating expenses.

2) Will coordinate with the Operations Treasurer to obtain cash boxes and petty cash for each GM event as needed.

3) Will submit all monies and forms to the Operations Treasurer at the conclusion of the event.

4) Will be responsible for purchasing items for door prizes in accordance with all pertinent regulations.

5) Will run, work, and staff Ways and Means at Thriftmas Market, as well as any additional special events as directed by the President.

6) Will submit a record of sales and remaining inventory to IMO quarterly, final report due no later than 31 May.

7) Will attend all Operations Budget Committee meetings.

8) Will be responsible for other duties as assigned.

i. Webmaster

1) Will be responsible for updating and maintaining website content to include past event photographs, and future event information.

2) Will be responsible for updating and maintaining the website's domain name, website builder/hosting package and an SOP.

3) Will maintain third-party tools, e.g., PayPal and Event Bee, for member payments.

4) Will ensure that the website's domain name, website builder/hosting package, and any platform do not expire.

5) Will be responsible for coordinating any position-specific Google drive and Google-calendar related training with the IMO.

6) Will be responsible for other duties as assigned.

j. Welfare Chair

1) Will establish a committee to review grant requests from the Welfare funds and submit findings and recommendations to the GB for approval.

2) The Committee will consist of the President, 2nd VP, 3rd VP, Welfare Treasurer, Welfare Advisor, and no fewer than three (3) and no greater than five (5) members-at-large. One (1) member of the Welfare Committee will serve as the Recording Secretary. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large.

3) Will forward a list of all yearly donations/welfare contributions to the Recording Secretary and President for annual reporting. Will develop the annual Pie Chart with the Welfare Treasurer no later than the Scholarship awards ceremony and forward same to 3rd VP, Welfare Treasurer, and President.

4) Will attend all Welfare Budget Committee meetings.

5) Will assist grant applicants to complete the application process.

6) Will promptly notify all grant applicants with the committee or board decision.

7) Will submit documentation to the Welfare Treasurer verifying delivery of funds.

8) Will collect reconciliation from grant recipients within sixty (60) days of event. Copies, either paper or electronic, must be kept in storage for seven (7) years.

9) Will be responsible for other duties as assigned.

**ARTICLE V
Expenditures**

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

Section 2: There shall be no petty cash funds, except for those issued with cash boxes for SCSC functions as established by the Operations Treasurer to include Ways and Means, Reservations, and Membership. The TS maintains 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, not to exceed one hundred (100) Euro.
- b. A gift for each of the outgoing GB members, not to exceed twenty-five (25) Euro each.
- c. A gift for the Honorary President and Honorary VPs, not to exceed twenty-five (25) Euro each.
- d. Reimbursements to GB members for childcare while attending board or committee meetings shall be equally distributed and shall not exceed the budget line item.

Section 4: The following budgets will be prepared, annually (1 June to 31 May): Operations Budget, Scholarship Budget, TS Budget, and Welfare Budget.

- a. The Operations Budget Committee will include: 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 President.
- b. The Scholarship Budget Committee will include: President, 2nd VP, Welfare Treasurer, Scholarship Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the President.
- c. The TS Budget Committee will include: President, 3rd VP, Welfare Treasurer, TS Training Coordinator Chair, TS Manager, Recording Secretary, an Advisor, and an additional member-at-large appointed by the President.
- d. The Welfare Budget Committee will include: President, 2nd VP, 3rd VP, Welfare Treasurer, Welfare Chair, Community Enhancement Chair, Recording Secretary, an Advisor, and an additional member-at-large appointed by the President.
- e. A minimum of five thousand dollars (\$5,000.00) will be maintained in the Operations Accounts at the end of each fiscal year. To ensure the fiscal survival of the SCSC, shortfalls of the Operations account may be augmented by funds drawn from the Welfare accounts. . The amount must be approved by a two-thirds (2/3) majority vote of the GB and a subsequent fifty-one (51%) vote of the GM.
- f. The President may call Operations and/or Welfare Budget meetings for review as necessary.
- g. The President or their designee and at least one Advisor shall be present at all Budget Committee meetings.
- h. The outgoing Treasurers will present the proposed budget to the GB for approval at the April GB meeting. The proposed budget will be posted at the TS for no fewer than thirty (30) days prior to the May GM meeting when it will be submitted for a vote.

Section 5: Annual Operating and Welfare budgets will be approved by the GB and the GM. 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 GM at the next GM meeting. The President may ask for, with concurrence of the Parliamentarian, an electronic vote of the GB and/or the GM on any Budget approval or unfunded Welfare requests.

ARTICLE VI Income

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

Section 2: Other sources of income may include: funds from the TS, external (outside the GM) fundraisers, and various internal (members only) fundraisers as deemed necessary by the 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 GB meeting. A copy of the approved quarterly financial statements, signed by the President and respective treasurer, will be forwarded to the PO Coordinator annually according to AR 210-22, Chap 2-1c (a) (b).

ARTICLE VIII Bonding

Section 1: The following individuals who have access to cash on hand, cash in the bank and/or merchandise in excess of five-hundred dollars (\$500.00), shall be covered by a Fidelity Bond. The Fidelity Bond will be in an amount sufficient to provide full protection of assets and will be purchased from a reputable commercial firm at SCSC expense:

President, 1st VP, 2nd VP, 3rd VP, Operations Treasurer, Welfare Treasurer, Trips and Tours SIG, Ways and Means Chair(s), Membership/Reservations Chair, Member Programs DIY Chair, TS Training Coordinator Chair, TS Manager and Associates, and others as deemed necessary by the President.

The insurance companies shall be notified of any changes by the President.

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

ARTICLE IX Liability Insurance

Section 1: The SCSC will maintain two (2) insurance policies: TS, and Operations. The SCSC will maintain 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 PO Coordinator. t. The insurance will be purchased at SCSC expense. Insurance and bonding coverage must be obtained from a reputable commercial firm.

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 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 on change of a Treasurer. A qualified auditor (AER 210-22) who is not a member of the SCSC and who is hired at the SCSC expense will perform the audit as per the USAG Stuttgart Private Organizations Policies and Procedural Handbook, to include:

- a. A thorough check to ensure that all transactions are recorded and properly documented. This establishes an audit trail.
- b. An inventory of SCSC fixed-assets.
- c. Verification that financial statements are accurate and are issued as required, for review.

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.

e. A review of Financial SOP.

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

Section 5: When required by the audit, a corrective action reply will be forwarded to PO Coordinator within thirty (30) days after receipt of the audit by the President.

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 list of all welfare and scholarship contributions made throughout the organizational year will be prepared by the Welfare Chair and forwarded by the President to the PO Coordinator annually, 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 PO Coordinator to arrive at least thirty (30) days prior to the event. If any pre-event ticket sales or advertising is required, the fundraising 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 shall be in accord with USAG Stuttgart Private Organizations Policies and Procedural Handbook.

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 USAG 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 specify risk management procedures when planning and carrying out activities for the organization.

Section 6: 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 TS in accordance with AER 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 Welfare Funds and Scholarship Funds in accordance with Article VI herein.

Section 2: Individuals must have a valid overseas ID card, as defined by the USAG Stuttgart Customs Office.

Section 3: TSAC will meet monthly and additionally as requested by any member. (see Article I, Section 9 (d)).

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

a. Each contractor must have SOFA status, be at least eighteen (18) years of age and be Active members.

b. The 3rd VP in accordance with TS SOP, will coordinate with the President and TS Advisor 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.

c. Upon approval by the EB, the contractor shall read the TS SOP. The contract shall be valid and work may commence upon signing by both the contractor and President. The contract shall include compensation, duties and guidelines for the individual position. Contracts are valid from time of signature until 31 May of each board year or upon termination.

d. To terminate a contract before the expiration of the contract term, a contractor must give the President at least fourteen (14) days advance written notice. The President, may waive this fourteen (14) day notice requirement. The President will forward this notice of termination to the EB.

e. The EB may terminate a contract at any time with written notice to the contractor.

f. 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. Compensation for all TS Contractors will be recommended by the EB and require the approval of the GB. Total compensation, including potential bonuses, will not exceed twenty-nine point nine percent (29.9%) of gross income.

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 to 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 which are subject to limitations specified in the TS SOP. The 3rd VP must approve any unbudgeted purchases not to exceed two-hundred fifty dollars (\$250.00). The EB must approve unbudgeted purchases over \$250.

Section 7: 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 8: The TS will be dissolved at the direction of the USAG Stuttgart and/or the GB, or upon the dissolution of the SCSC. Property dispersion will be in accordance with the Constitution, AR 210-22 and AER 210-22.

ARTICLE XIV
Affiliated Chapters

The Stuttgart Community Spouses' Club is not an affiliated chapter of a PO 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 Constitution 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 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 Biennial Constitution and Bylaws Review Committee, whose membership shall be according to the Constitution. (see Constitution Article IX, Section 3)

Section 6: Amendments to the Bylaws may be proposed by any GB member with voting status. The Biennial Constitution and Bylaws Review Committee, EB, or Parliamentarian together with the President shall be authorized to make Bylaw formatting, and other minor grammatical and technical changes as may be necessary to reflect the intent of the

membership of SCSC in connection with these Bylaws. Sufficient time prior to a vote shall be allocated for research and to obtain pertinent information. The approved amendment(s) shall be submitted to the PO Coordinator in accordance with all pertinent regulations.

Section 7: Submission Requirements to USAG Stuttgart

The PO Annual Reporting Requirements shall be submitted by the President no later than the date determined by the PO Coordinator.

Section 8: The Biennial Renewal Request for Approval to operate as a PO to USAG Stuttgart will be submitted by the President and will include all required documentation by the Stuttgart Private Organizations Policies and Procedural Handbook.

Required documents will be forwarded to the PO 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 9: 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

Pursuant to the Constitution, Article IX, Section 2, these Bylaws were approved by a majority vote of the GB members on April 6, 2021 presented to the GM on April 23, 2021.

Changes do not conflict with any pertinent regulations.

Signed

President: _____

Either First or Second Vice President: _____

Recording Secretary: _____

Parliamentarian: _____

Submitted by Parliamentarian Jamey Hueston

Date