



**BYLAWS**

**2022 – 2023**

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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 Committee Chair Advisors.

**Elected, Appointed, and Honorary Positions**

**Section 1:** The elected EB positions will consist of the President, Operations Vice President (OPS VP), Thrift Shop Vice President (TS VP), Welfare Vice President (Welfare VP), Information Management Officer (IMO), Operations Treasurer (OPS Treasurer), Recording Secretary, and Welfare Treasurer. The Parliamentarian is appointed by the incoming President.

**Section 2:** Each elected officer will prepare and present a written report of the activities of their office for the GB meeting each month. Reports, with the exception of the Treasurer's, will be uploaded no later than seven days prior to the Board meeting, to the position-specific Google drive and a copy emailed to the Recording Secretary by word document.

**Section 3:** Each elected officer, including Parliamentarian, shall submit to the President, Recording Secretary and IMO via email the following: (1) a detailed After-Action Report (AAR) within 30 days of the last position activity or no later than 31 May annually; (2) a Standard Operating Procedure (SOP) for the effective operation of the position or committee no later than 31 May annually. All financial records and other files will be maintained for seven years.

**Section 4:** At the end of their board year, elected 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 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 printed 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:** The President and Honorary Officers will determine which EB member shall fulfill duties in the temporary absence of the President, and which EB member will succeed to the Presidency upon vacancy of the President.

## **Section 10: 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 Chairpersons for 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 all VPs and IMO to establish the chain of authority for Committee Chairs.
- 8) Will attend as an ex-officio member of all committees and meetings except the Nominating Committee as able.
- 9) Will conduct activities authorized by the GB.
- 10) Will call special meetings of the EB, membership and/or the GB as necessary.
- 11) Will sign TS staff member contracts on behalf of the EB.
- 12) May sign any necessary checks in the absence of either Treasurer.
- 13) Will coordinate with the IMO and TS VP to maintain a fixed-asset inventory of all SCSC and TS property by 30 April annually.
- 14) Will serve on all Budget Committees.

15) Will coordinate submission of Volunteer Awards with oversight by all VPs and IMO by the Army Community Service (ACS) deadline and the SCSC Volunteer Recognition event.

16) Will have administrator access and passwords for all accounts, committees, and sub-committees including social media and emails.

17) Will be responsible for purchasing gifts for Volunteer Recognition Event with Member Programs Chair based on the budget line item.

18) Will be responsible for purchasing outgoing GB, Honorary Officers farewell gifts.

19) Will be responsible for other duties as assigned by USAG Stuttgart or a majority vote of EB or GB.

**b. Operations Vice President (OPS VP)**

1) Will maintain signing privileges on all bank accounts if they hold SOFA status.

2) Will oversee all activities, protocol, and logistics for all social events between the sponsoring organization and all other Chairs participating in that day's event.

3) Will procure gifts for special occasions.

4) Will coordinate with, and oversee Member Programs, Member Programs DIY, Membership, Reservations, Special Interest Groups (SIG), Ways and Means, and Trip and Tours. Will execute the duties in the absence of the aforementioned chairs.

5) Will serve on the Operations Budget Committee.

6) Will be in charge of the Welcome GM Sign-up event and at the discretion of the Honorary Officers, their Welcome and Farewell events.

7) Will be responsible for purchasing the current President's end of board year gift.

8) Will coordinate submission of Volunteer Awards with oversight by President, TS and Welfare VPs and IMO, by the ACS deadline and SCSC Volunteer Recognition event.

9) Will be responsible for other duties as assigned by the President.

**c. Thrift Shop Vice President (TS 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, Welfare Treasurer, two members-at-large, TS paid staff, and TS Advisor. Each will be a voting member of the TSAC, with the exception of the President and TS Advisor. Motions will pass with 51% of total committee members present.

- 2) Will coordinate to ensure changes of TS personnel are managed in accordance with Bylaws and TS SOP.
- 3) Will work closely with the Welfare Treasurer.
- 4) Will maintain signing privileges on all bank accounts if they hold 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 annually. Will also provide a copy to the President and IMO.
- 6) Will coordinate submission of Volunteer Awards with oversight by the President, OPS and Welfare VPs and IMO by the ACS deadline and SCSC Volunteer Recognition event.
- 7) Will conduct supply inventory by the 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 Community Enhancement, Scholarship and Welfare Committees.
- 12) Will be responsible for other duties as assigned by the President.

**d. Welfare Vice President (Welfare VP)**

- 1) Will maintain signing privileges on all SCSC accounts if they hold SOFA status.
- 2) Will coordinate with and oversee the duties of the Community Enhancement, Scholarship, and Welfare, Committees and ensure the implementation of each committee's SOP. Will execute the duties in the absence of the aforementioned chairs.
- 3) Will serve on the Welfare and Scholarship Budget Committees.
- 4) Will coordinate submission of Volunteer Awards with oversight by the President, OPS and TS VPs and IMO, by the ACS deadline and SCSC Volunteer Recognition event.
- 5) Will be responsible for other duties as assigned by the President.

**e. Recording Secretary**

- 1) Will retrieve 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, after GB approval, in the minutes' binder at the TS monthly after approval.
- 5) Will forward approved GB 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 years.
- 8) Will perform the duties of the IMO and the Parliamentarian in their absence.
- 9) 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 attend all Budget Committee meetings.
- 12) Will be responsible for other duties as assigned by the President.

**f. Information Management Officer (IMO)**

- 1) Will coordinate with and oversee the Website and Community Coordinator.
- 2) Will serve in conjunction with the Community Coordinator, as the Volunteer Management Information System, Organization Point of Contact (VMIS OPOC) for all committees.
- 3) Will notify board members of special meetings.
- 4) Will coordinate with the President and TS VP to compile a fixed-asset inventory by 30 April annually.
- 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 annually.
- 10) Will oversee and store quarterly back-up of all Treasurers' electronic financial records.
- 11) Will, with Community Coordinator, coordinate submission of Volunteer Awards with oversight by President and all 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 subcommittees.
- 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 and 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 Chair to ensure only paid members will have access to the primary private social media membership pages as of 1 October annually. Will validate membership requests as required.
- 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 by the President.



**g. Operations Treasurer (OPS Treasurer)**

- 1) Will maintain signing privileges on all bank accounts.
- 2) Will serve as Primary Custodian of the Operations Accounts with the bank. 3) Will sign bank signature cards 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 approval of the budget by the GB.
- 5) Will record receipts and expenditures for all operating funds.
- 6) Will coordinate with Membership, Reservations, and Ways & Means Chairs to provide cash box and petty cash as necessary.
- 7) Will prepare an annual estimated Operating Budget for the Board Year (1 June to 31 May). Will present the proposed budget to the board no later than the annual May GB meeting.
- 8) Will prepare and submit accounting records of the OPS Treasurer to the President 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 annually, and as needed.
- 9) Will coordinate with the Welfare Treasurer to facilitate an auditing board.
- 10) Will assist the Welfare Treasurer as necessary.
- 11) Will perform the duties of the Welfare Treasurer in their absence.
- 12) Will procure all insurance and bonding documents and make payments as necessary.
- 13) Will submit the OPS Treasurer computer to IMO for quarterly back-up procedures.
- 14) 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.
- 15) Will complete and maintain monthly updates in the PO Renewal binder.
- 16) Will chair the Operations Budget Committee meetings.
- 17) Will be responsible for other duties as assigned by the President.

#### **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 approval of the budget by the GB.
- 4) Will record the receipts and expenditures of all TS, Welfare and Scholarship accounts.
- 5) Will present annual estimated budgets for each of the Scholarship, TS and Welfare accounts no later than the annual May GB meeting.
- 6) Will serve on the Community Enhancement, Scholarship and Welfare 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 OPS Treasurer to facilitate an auditing board.
- 10) Will assist the OPS Treasurer as necessary.
- 11) Will perform the duties of the OPS Treasurer in their absence.
- 12) Will monitor the TS's fiscal policies.
- 13) Will disburse payable expenses in a timely manner.
- 14.) Will submit the Welfare Treasurer computer to IMO for quarterly back-up.
- 15) Will prepare and submit accounting records of the Welfare Treasurer to the President 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 annually., and as needed.
- 16) 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.
- 17) Will chair the Scholarship, TS Budget and Welfare committee meetings.
- 18) Will be responsible for other duties as assigned by the President.

### **Section 11: Duties of the Appointed Officer - Parliamentarian**

- a. Will serve as a non-voting member of the EB, the GB, the GM, and any committee.
- 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 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 12: 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 gifts in kind, for any other community organization.

### **Section 13: Honorary Officers and Advisors**

- a. The spouse of the senior ranking military officer in the Stuttgart military community, will be the Honorary President of the SCSC. The Honorary President serves as an advisor to the SCSC. The Honorary President may appoint a designee in their stead. The Honorary President will appoint Honorary Vice Presidents, who are spouses of the next senior ranking military officers, one from AFRICOM and one from EUCOM.
- b. The Honorary President may appoint Advisors.

c. The duties of the Honorary Officers and the Advisors will be established according to the interests of the President and with the concurrence of the Honorary President. The GB will be advised of these allocations, and any changes or adjustments made.

d. The Honorary President and Honorary Officers shall serve as advisors and non-voting members of the EB and GB and. any committee they serve The Advisors serve as non-voting members of the GB and any committee they serve.

e. The Honorary President or designee shall serve on the Biennial Constitution and Bylaws Review Committee (Constitution Article IX, Section 3).

## **ARTICLE II Elections**

**Section 1:** Information regarding EB positions and the following election will be posted in December on the SCSC website, on other social media outlets, and announced at the December and subsequent GM meetings until nominations are closed.

**Section 2:** The Parliamentarian, with the assistance of the Nominating Committee, may accept nominations for the EB beginning each December.

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 conducted at the April GM meeting by the Parliamentarian.

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 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-year term and may run for a 2<sup>nd</sup> term for the same position. Officers may be elected to an additional term with presidential approval and 2/3 majority vote by the GB. The President may be elected to an additional term with approval of the Honorary Officers 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 vacancy with the exception of the office of the President. If the Presidency is vacated during the term of office, the President with guidance from the Honorary Officers, will determine which EB member will assume the Presidency (see Constitution Article VII, Section 6).
- 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 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 shall 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 annual 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 annually 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' functions 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).

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

## **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 annually.
- c. Notification of meetings will be made to the GB by the IMO.
- 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 or 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 the 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 at 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 51% of the voting members of the Board, including at least three EB Members.
- c. A quorum for EB meetings is 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 Officers, 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, their designee 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 annual 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 days from the initial posting of the pending motion.

### **Section 9: Inclement Weather and other Extenuating Circumstances.**

The TS may be closed and meetings 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 Standing Committees**

**Section 1:** Committee Chairs must be current members. Chair positions may include, Community Coordinator, Community Enhancement, Member Programs, Membership, Member Programs DIY, Reservations, Scholarship, Special Interest Groups (SIGs), Trips & Tours, Ways and Means, Website and Welfare.

**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 eliminate Committee Chair positions or re-designate the responsibilities of Committees or their Chairs with 51% vote of the EB.
- c. Members-at-large may serve no more than two consecutive terms on the same committee.
- d. SIG leaders may serve no more than two consecutive terms.

**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 committee chair will prepare and present a written report of the activities of their committee for the GB meeting each month. Reports, will be uploaded no later than seven days prior to the Board meeting to the position-specific Google drive and a copy emailed to the Recording Secretary by word document.
  - 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 annually.
  - 5) Treasurers and Secretary shall maintain seven 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 Recording Secretary within one 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 annually.



b. Additional Duties

- 1) Each committee chair shall attend monthly GB meetings or appoint a committee proxy to GB as needed. Notice must be given to the President before the meeting time.
- 2) Each Board member shall submit receipts with appropriate documentation for authorized expenditures within 30 days of purchase.

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

**Section 5: Chair Positions**

**a. Community Coordinator**

- 1) Will communicate and coordinate various activities and events between other organizations and our SCSC community.
- 2) Will actively build trust and effective partnerships with, but not limited to USO, Red Cross, AWAG, SFRG's, GAWC, ACS, and other PO's within the USAG Stuttgart footprint.
- 3) Will advertise all SCSC volunteer opportunities to the membership and community in coordination with and approval of the IMO and Post.
- 4) Will recruit volunteers for SCSC events as well as Thrift Shop.
- 5) Will ensure volunteer names and contact information are entered and maintained in the volunteer database and obsolete volunteer data is deleted. The database can be established with support from the IMO.
- 6) Will report status of volunteer support to appropriate board member(s) to include but not limited to Member Programs, OPS and TS VPs and TS for event support.
- 7) Will maintain TS volunteer binder at the TS with volunteer agreement forms.
- 8) Will assist the TS VP and Thrift Shop Manager with TimeStation as needed.
- 9) Will create with TS VP a sign-in sheet for volunteers who do not have a TimeStation pin and input their hours in TimeStation monthly.
- 10) Will provide a monthly task list and activity report for the IMO.
- 11) Will participate in volunteer recruitment events as directed by IMO or President.

- 12) Will generate volunteer opportunity and recruitment notices and advertisements for approval.
- 13) Will submit online media, flyer, and/or poster placement to IMO for publication.
- 14) Will be one of two OPOC's and will attend OPOC training at ACS and coordinate with IMO regarding OPOC duties for both sides of SCSC.
- 15) Will work with IMO and President to coordinate end-of-year volunteer nominations to ACS.
- 16) Will assist board member(s) as requested for volunteer support during or preparing for any SCSC event.
- 17) Will be responsible for other duties as assigned by the IMO.

**b. 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; (c) assist with ongoing support for single and unaccompanied service members; and (d) develop ideas to enhance and execute projects.
- 2) The Committee will consist of the Chair, President, Ops 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 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 Pfennigbasar or like event.
- 6) Will attend the Welfare Budget Committee meetings.
- 7) Will be responsible for other duties as assigned by the Welfare VP.

**c. Member Programs Chair**

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

2) The Committee will consist of the Chair, President, OPS VP, OPS 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 OPS Treasurer to ensure payment for monthly events at conclusion of the event.

6) Will coordinate event information with IMO, Member Programs DIY, Membership, Reservations, Ways and Means, 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 by the OPS VP.

**d. 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 by the OPS VP.

**e. Membership Chair**

1) Will collect membership dues and verify status for all new members.

2) Will transfer all membership dues to the Ops Treasurer by the last day of the calendar month.

3) Will provide the Nominating Committee Chair 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 box and petty cash for each event as needed.

6) Will purchase and distribute annual membership gifts with GB approval.

7) Will utilize computer programs to maintain rosters and payments.

8) Will attend all member events to assist with set up, check in, and tear down. Will designate a suitable replacement if unable to attend.

9) Will attend all Operations Budget Committee meetings.

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

11) Will be responsible for other duties as assigned by the OPS VP.

**f. Reservations Chair**

1) Will accept reservations for all SCSC functions.

2) Will provide Member Programs Chair an attendance headcount no later than seven days prior to an event unless otherwise designated.

3) Will coordinate with the OPS Treasurer to obtain a cash box and petty cash for each event as needed.

4) Will utilize computer programs to maintain rosters.

5) Will be responsible for other duties as assigned by the OPS VP.

#### **g. 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, Welfare VP, TS VP, Scholarship Advisor, Welfare Treasurer, and no fewer than three and no greater than five 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 members of the USAG Stuttgart Military Community to include a Senior Commissioned Officer and a Senior Non-Commissioned Officer, and at least one civilian. These five 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 by the Welfare VP.

#### **h. 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 Website Chairs to advertise upcoming events.
- 5) Will update calendar with SIG dates.
- 6) Will provide IMO with administrative access to SIG social media accounts as well as email passwords.
- 7) Will create and distribute SOP to SIG leaders.
- 8) Will attend all OPS Budget Committee meetings.
- 9) Will be responsible for other duties as assigned by the OPS VP.

#### **i. Trips and Tours Chair**

- 1). Will plan, coordinate and administer all details for tours under SCSC sponsorship.
- 2) Will coordinate tour publicity with IMO.
- 3) Will collect payments, and submit all monies to the OPS Treasurer.
- 4) Will work with OPS Treasurer for paying appropriate travel expenses, promptly notify members of cancellations, and expediently refunding monies involved when necessary.
- 5) Will attend all Operations Budget Committee meetings.
- 6). Will coordinate with OPS VP prior to publicizing information. (Pete's language)
- 7). Will plan a minimum of three events per board year.
- 8) Will be responsible for other duties as assigned by the OPS VP.

**j. Ways and Means Chair**

- 1) Will conduct fundraising activities at monthly membership events/meetings for operating expenses.
- 2) Will coordinate with the OPS Treasurer to obtain cash box and petty cash for each GM event as needed.
- 3) Will submit all monies and forms to the OPS Treasurer at the conclusion of the event.
- 4) Will be responsible for purchasing prizes for drawings in accordance with all pertinent regulations.
- 5) Will organize, 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 annually.
- 7) Will attend all Operations Budget Committee meetings.
- 8) Will be responsible for other duties as assigned by the OPS VP.

**k. Website Chair**

- 1) Will update and maintain website content to include past event photographs, and future event information.
- 2) Will update and maintain the website's domain name, website builder/hosting package.
- 3) Will maintain third-party tools for member payments.
- 4) Will coordinate any position-specific Google drive and Google-calendar related training with the IMO.
- 5) Will be responsible for other duties as assigned by the IMO.

**l. 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, Welfare VP, TS VP, Welfare Treasurer, Welfare Advisor, and no fewer than three and no greater than five members-at-large. One 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 an annual pie chart with the Welfare Treasurer no later than the Scholarship awards ceremony and forward same to President, TS VP and Welfare Treasurer.
- 4) Will attend all Welfare Budget Committee meetings.
- 5) Will assist grant applicants in completing their 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 60 days of event. Copies, either paper or electronic, must be kept in storage for seven years.
- 9) Will be responsible for other duties as assigned by the Welfare VP.

## **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 OPS Treasurer to include Membership, Reservations and Ways and Means. The TS shall maintain 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 100 Euro.
- b. A gift for each of the outgoing GB members, not to exceed 25 Euro each.
- c. A gift for the Honorary Officers, not to exceed 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 - 31 May): OPS, Scholarship, TS, and Welfare.



- a. The OPS Budget Committee will include: President, OPS VP, Recording Secretary, OPS Treasurer, Member Programs Chair, Member Programs DIY Chair, Membership Chair, Reservations Chair, SIG Chair, Trip and Tours Chair, Ways and Means Chair, Honorary Officer or Advisor, and an additional member-at-large appointed by the President.
- b. The Scholarship Budget Committee will include: President, Welfare VP, Recording Secretary, Welfare Treasurer, Scholarship Chair, Honorary Officer or Advisor, and an additional member-at-large appointed by the President.
- c. The TS Budget Committee will include: President, TS VP, Recording Secretary, Welfare Treasurer, TS Manager, an Honorary Officer or Advisor, and an additional member-at-large appointed by the President.
- d. The Welfare Budget Committee will include: President, TS VP, Welfare VP, Recording Secretary, Welfare Treasurer, Community Enhancement Chair, Welfare Chair, an Advisor, and an additional member-at-large appointed by the President.
- e. A minimum of \$5,000.00 will be maintained in the Operations and Welfare 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 2/3 majority vote of the GB and a subsequent 51% vote of the GM.
- f. The President may call Operations and/or Welfare Budget meetings for review as necessary.
- g. The outgoing Treasurers will present the proposed budget to the GB for approval at the annual May GB meeting. Within 24 hours of approval, the proposed budget shall be emailed to all members in anticipation of the May GM meeting and 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 \$5,000.00. Expenditures for unbudgeted expenses over \$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 OPS 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. Quarterly financials will be presented for approval by the GM. 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 \$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, OPS VP, TS VP, Welfare VP, OPS Treasurer, Welfare Treasurer, Member Programs Chair, Member Programs DIY Chair, Membership Chair, Reservations Chair, SIG Chair, Trips and Tours, TS Manager and Associates, Ways and Means Chair(s), 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 insurance policies: for the TS and Operations. The SCSC will maintain General Liability insurance for: Bodily Injury, Fidelity Bonding, Fire, Property Damage, and an Extended Coverage policy

**Section 2:** Copies of the current liability insurance policies will be submitted to the PO Coordinator. 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:** The Auditing Board must comply with audit procedures and requirements in all pertinent regulations such as AER 210-22.

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

**Section 3:** Accounting records will be audited annually and upon change of a Treasurer. The Auditing Board will consist of three non-board members and will perform the audit as per the USAG Stuttgart Private Organizations Policies and Procedural Handbook, and Garrison policies.

**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 30 days after receipt of the audit by the President.

**Section 6:** Results of any audit requiring corrective action(s) will be submitted to the GB for review. The GB will determine if the information is to be presented to the GM.

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

**Section 8:** 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(s) 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 30 days prior to the event. If any pre-event ticket sales or advertising is required, the fundraising request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin. The letter requesting permission shall be in accordance 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 \$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 / Patrons**

**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 an on-post used personal property donation and resale 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:** Authorized patrons must have a valid DOD-issued ID card as defined by the USAG Stuttgart Customs Office. Retired military personnel and their dependents are allowed to make purchases in accordance with Memorandum AEAJA, July 2, 2010.

**Section 3:** Thrift Shop Advisory Committee (TSAC) will meet monthly and additionally as needed.

**Section 4:** The TS will have the following paid staff: Associates and Manager.

- a. Each staff member must hold a valid DoD ID card and SOFA status, be at least 18 years of age and be an active SCSC member.
- b. In accordance with TS SOP, the TS VP will coordinate with the President and TS Advisor prior to advertising any vacant position. The vacancy must be advertised on all SCSC media for at least one week prior to initiating interviews. The TS VP, TS Manager, TS Advisor and President will make the hiring decisions and will notify the EB of their decisions.
- c. TS associate may serve on the GB only as a standing committee chair but cannot vote on matters pertaining to the TS.
- d. Family members of an EB member may not be employed by the TS.
- e. Upon being hired, all staff shall read and sign the associate or manager contract. The contract shall be valid, and work may commence upon signing by the staff and President. The contract shall include compensation, duties, and guidelines for the individual position. Contracts are valid from time of signature until June 15, or the first board meeting of the following board year, whichever comes first.
- f. Staff may terminate a contract at any time, with a minimum of 14 days written notice to the President. The President may waive this notice requirement and will forward the notice of termination to the EB.
- g. All contracts pursuant to this section are considered At-Will and may be terminated by the EB at any time, for any reason, with written notice.
- h. The SCSC is not a U.S. employer within the scope of the United States Employment Tax Regulation.

**Section 5:** The duties and compensation of staff are stated in the contract. Compensation for all staff will be approved by the EB and shared with the GB. Total compensation, including bonuses, will not exceed 29.9% of gross income.

**Section 6:** The TS VP will follow the approved budget voted on during the May Membership Meeting in regards to TS expenses. The EB must approve unbudgeted purchases over \$500. The GB must approve unbudgeted purchases over \$1000.

**Section 7:** The TS financial records held by the Welfare Treasurer will be audited annually by the Auditing Board as per USAG Stuttgart guidelines.

**Section 8:** The TS will be dissolved at the direction of USAG Stuttgart and/or the GB, or upon the dissolution of the SCSC. Property disposition 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 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:** 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 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 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, and 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 May 10, 2022 presented to the GM on May 17, 2022

Changes do not conflict with any pertinent regulations.

**Signed and Dated:**

**President:** \_\_\_\_\_

**Operations or Welfare Vice President:** \_\_\_\_\_

**Recording Secretary:**

\_\_\_\_\_

**Parliamentarian:**

\_\_\_\_\_

**Submitted by Parliamentarian Jamey Hueston**

**Date May 10, 2022**