

**BYLAWS OF THE
FORT POLK SPOUSES' CLUB
FORT POLK, LOUISIANA**

**ARTICLE I
PURPOSE**

The purpose of the Bylaws is to establish operating procedures for the Fort Polk Spouses' Club (hereinafter referred to as *FPSC*).

**ARTICLE II
PARLIAMENTARY AUTHORITY**

In all matters not covered by the Constitution, Bylaws and Standing Rules the *FPSC* shall be governed by Robert's Rules of Order. A copy of Robert's Rules of Order shall be available for reference at each meeting/luncheon of the *FPSC* Board of Directors and general membership.

**ARTICLE III
BOARD OF DIRECTORS**

SECTION 1--General. The *FPSC* Board of Directors shall supervise the administration of the *FPSC* in accordance with its Constitution, Bylaws and Standing Rules, promote the programs and activities of the *FPSC* and shall discuss and prepare all business to be presented to the general membership.

SECTION 2—Composition of the Board of Directors. The *FPSC* Board of Directors shall consist of a combination of the Executive Board and the Governing Board. The Executive Board shall be comprised of Elected Officers, Parliamentarian, Honorary President(s) and Honorary Advisor(s). The Elected Officers of the *FPSC* shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The Appointed Officers of the *FPSC* shall be the Chairpersons of Standing Committees and the Parliamentarian.

SECTION 3--Duties. The duties of each Elected and Appointed Officer shall be those implied by his or her respective office, as well as those specified by these Bylaws and the Constitution of the *FPSC*.

a. The Executive Board shall:

1. Attend all Executive Board meetings and remain until the business is completed, or if unable to attend, notify the President in advance of the meeting.
2. Review and revise Standing Rules annually at beginning of board year and as necessary throughout the year.
3. Ensure that the *FPSC* complies with all applicable federal, state and/or local laws concerning taxation, licensing, certification or registration in regard to its activities.
4. Approve expenditures between fifty-one dollars (\$51.00) and one thousand dollars (\$1000.00) until annual budget is approved.

b. The Elected and Appointed Officers shall:

1. Maintain a working knowledge of the Constitution, Bylaws and Standing Rules and operate the *FPSC* in accordance with same.
2. Ensure that the purpose and objectives of the *FPSC* are met during the transaction of its routine business and activities by supporting other Board

- members, actively participating and running events and meetings as efficient as possible.
3. Ensure that the programs and activities of the FPSC are not conducted in the name of Fort Polk and do not prejudice or discredit the military or other agencies of the United States government.
 4. Ensure that all budgeted and non-budgeted expenditures further the purposes for which this organization was established, comply with sound business practices and do not exceed the budget as approved by the general membership.
 5. Notify the President of any item that should be added to a meeting's agenda in advance, excluding officer or committee reports.
 6. Compile and maintain a Digital Continuity File containing:
 - a. A current copy of the Constitution, Bylaws and Standing Rules of the FPSC.
 - b. A current copy of the monthly minutes of the Board of Directors, monthly officer and/or committee reports and any office and/or committee-related AARs, reports, contracts, financial records, inventories, newspaper articles, policies and procedures, and other pertinent documents.
 - c. Two previous year's budget information.
 - d. AARs from the previous two years.
 7. Submit the Digital Continuity File to the incoming officer upon expiration of the Term of Office, or, should there no successor, to the Secretary.
 8. Ensure that the Constitution, Bylaws and Standing Rules are upheld.

SECTION 4--Meetings. See Article VI of the Constitution.

- a. General Membership meetings/socials shall be held monthly from September to May.
- b. Executive Board and Board of Directors meetings shall be monthly and must precede general membership meetings at the discretion of the Executive Board.

SECTION 5—Voting. Voting may be done electronically, telephonically, by ballot or official show of hands. General Members and the Board of Directors must be notified at least two business days prior to any upcoming ballot votes. Electronic, telephonic votes do not require notice. Proxy voting allowed by discretion of the Parliamentarian.

- a. Each member of the Board of Directors, with the exception of the President, Parliamentarian, Honorary President(s) and Honorary Advisor(s), shall be entitled to cast one (1) vote. In the event that any Elected or Appointed Officer holds more than one position on the Board of Directors or a Standing Committee is co-chaired, said officer or committee shall be entitled to cast only (1) vote. The President shall vote only in case of a tie.
- b. The President, and Parliamentarian shall be allowed to vote as a participating member of the Budget Committee for that specific purpose only.
- c. The President shall have the authority to schedule other business meetings or conduct a telephonic or electronic vote of the Board of Directors or general membership in the event that an immediate decision is required, precluding a scheduled meeting, so long as the notification guidelines are adhered to as stated in Article VI of the Constitution (*Meetings & Quorums*).

SECTION 6--Standing Committee Appointments. Appointed Officers serving as Chairpersons of Standing Committees may appoint as many active and/or associate members as they require to serve on their committees. Active and/or associate members appointed by a Chairperson shall not be considered members of the Board of Directors. Additional Committee appointments may be made at the discretion of the Executive Board.

SECTION 7--**Term of Office.** Elected and Appointed Officers may only serve three (3) consecutive years and only two (2) consecutive years in the same position.

ARTICLE IV VACANCIES IN ELECTED AND APPOINTED OFFICES

SECTION 1—**Vacancies in Elected Offices.** Vacancies in elected offices other than the President shall be filled by nomination of the President. Upon fulfillment of the notification requirements set forth in Article VI, Section 4 of the Constitution, a simple majority vote of the Board of Directors shall be conducted by the Parliamentarian at the next regularly-scheduled meeting or at a business meeting specially called by the President for this purpose. Installation of the elected officer shall occur immediately concluding the vote. If vacancy occurs in the office of the President, the First Vice-President shall fill the office. If the First Vice-President is not willing to serve as President for the remainder of the term, the Parliamentarian shall obtain nominations from the board for vote. Installation of the elected President shall occur immediately concluding the vote. In the case of simultaneous vacancies in the office of the President and First Vice-President, the Second Vice-President shall temporarily fill the office of President.

SECTION 2—**Vacancies in Appointed Offices.** Vacancies in appointed offices shall be filled by appointment of the President.

ARTICLE V RESIGNATION AND REMOVAL OF ELECTED AND APPOINTED OFFICERS

SECTION 1—**Resignation of Elected and Appointed Officers.** Elected and Appointed Officers shall submit a written resignation to the President at least one (1) week prior to the time of resignation. All property of the *FPSC*, including the continuity digital file and/or notebook, shall be submitted to the *FPSC* Secretary by the effective date of resignation.

SECTION 2—**Removal of Elected and Appointed Officers.** The *FPSC* Board of Directors, upon recommendation by the Executive Board, may vote to remove an elected officer for failing to fulfill his or her job duties, failing to attend two (2) or more board or general membership meetings without valid explanation, and/or for any other good and sufficient reason. Approval by a two-thirds (2/3) ballot vote of the Board of Directors is required to remove an elected officer. All property of the *FPSC*, including the continuity notebook, shall be submitted to the *FPSC* Corresponding Secretary immediately upon removal. Appointed officers may be removed by the President at the discretion or recommendation of the Executive Board.

ARTICLE VI DUTIES OF ELECTED OFFICERS

SECTION 1--**General.** The duties of Elected Officers shall include those described in Article VI, as well as those set forth herein below.

SECTION 2--**President.** The President shall:

- a. Schedule and preside over all meetings of the general membership, the Board of Directors and the Executive Board and prepare an agenda for each meeting.
- b. Serve as an *ex officio* member of all Special Committees, except the Nominating and Election Committee.

- c. Vote at the Board of Directors meeting only in the event of a tie.
- d. Ensure that the Constitution, Bylaws and Standing Rules are upheld.
- e. Appoint all Board Officers not in elected positions.
- f. The President will be responsible for:
 - i. writing checks in an amount not to exceed Five Hundred Dollars (\$500.00), in the absence of the treasurer
 - ii. Writing checks payable to the Treasurer
 - iii. Co-signing all checks exceeding five hundred dollars (\$500.00).
 - iv. Signing the bank signature cards for the *FPSC* accounts.
- g. Represent or appoint a designee to represent the *FPSC* on the non-governing boards of the installation, including, but not limited to, the Community Information Forum and Thrift Shop.
- h. Invite the spouses of the Commanding General and Command Sergeant Major of JRTC Fort Polk to serve as Honorary Presidents.
- i. Be responsible for all *FPSC* and government equipment.
- j. Prepare a monthly article for submission to the Newsletter Chairperson.
- k. Ensure that validation and tax documents are properly prepared, filed and maintained.
- l. Authenticate, by signature, all acts, orders and proceedings of the *FPSC*, and, in general, represent and stand in for the *FPSC*.
- m. Sign monthly financial statements and approved minutes of the Board of Directors and return to the Secretary.
- n. Coordinate the purchase and presentation of farewell and/or appreciation gifts for the Board of Directors. The funds for these gifts will be budgeted for under general operating revenue.
- o. In the event of Change of Command or responsibility, if requested by the spouse of the Fort Polk/JRTC Commanding General, Command Sergeant Major and/or Chief of Staff, assist in coordination of Welcomes and Farewells for the spouses of Fort Polk/JRTC Commanding General, Command Sergeant Major and Chief of Staff. It is not the responsibility of the club to be in charge or host these events.
- p. Schedule the date, time and location of Super Sign-up. Submit application to DFMWR for post approval
- q. Prepare and distribute a Board roster to the Board of Directors.
- r. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the Executive Board.
- s. Submit and acquire approval for on-post fundraisers to DFMWR, as recommended, one-hundred and twenty (120) days prior to event.

SECTION 3--First Vice-President. The First Vice-President shall:

- a. Assume the duties of the office of President during an absence or succeed to the office of President if that office is vacated.
- b. Sign the bank signature cards for the *FPSC* account.
- c. In the temporary absence of the President, co-sign all checks exceeding five hundred dollars (\$500.00).
- d. Conduct and maintain inventory of all *FPSC* property, records and keys.
- e. Maintain a record of all rentals of property. Ensure renters sign a contract and collect a deposit for items rented. Ensure that all monies are given to Treasurer within five (5) days.

- f. Coordinate with the Historian Chairperson to ensure that a scrapbook is completed and presented to the President as an appreciation gift on behalf of the Board of Directors or coordinate some other appropriate gift. Cost shall not exceed \$30.00 per scrapbook/gift.
- g. Serve as coordinator of the *FPSC* sub clubs and maintain membership rosters for each. Ensure clubs are chaired and assist, as needed.
- h. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 4--Second Vice-President. The Second Vice-President shall:

- a. Assume the duties of the President during an absence of both the President and First Vice-President and temporarily succeed to the office of President until position is filled.
- b. Present a proposed list of general membership meeting/luncheon programs for the membership year to the Board of Directors at least by the August meeting.
- c. Organize, coordinate and promote each general membership meeting/luncheon program with an invitation and/or flyer. Ensure that the meeting/luncheon activities and dates are communicated within all internal media channels. (Publicity, Newsletter)
- d. Coordinate decorations/theme, catering and event location for each general membership meeting/luncheon within established budget at least one week prior to meeting/luncheon. Create special committees as needed to accomplish these tasks.
- e. Purchase opportunity prizes and gifts for honored guests and/or guest speakers as needed.
- f. Introduce the program at each general membership meeting/luncheon and work with Hospitality Chair to ensure that any honored guests and/or guest speakers are properly attended to.
- g. Coordinate with the Scholarship and Community Grants Chairpersons to honor scholarship and community grants recipients at the May meeting/luncheon of the general membership.
- h. Coordinate with the Reservations Chairperson regarding the number of paid reservations at least one (1) week prior to a general membership meeting/luncheon.
- i. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 5--Secretary. The Secretary shall:

- a. Take minutes at all meetings of the Board of Directors and other functions as directed by the President. Electronically provide a copy of the minutes to all board members within 10 days of the minutes being taken. Submit the minutes to the Board of Directors for approval at the next regularly-scheduled board meeting. Sign copies of the approved minutes and give to the President for signature. Retain one (1) copy for *FPSC* and another copy for *MWR*.
- b. Obtain copies of the monthly financial statements from the Treasurer and give to the President for signature. Retain one (1) copy of the signed financial statements and another copy for *MWR*.
- c. Take notes at all Executive Board meetings and electronically provide a copy of the minutes to the Executive Board members for approval within ten (10) working days following the meeting. Once approved, sign one (1) copy and give to the President for signature. Retain the signed copy of the minutes.
- d. Serve as custodian of the records of the *FPSC* Board of Directors, including minutes, reports of officers, chairpersons and committees.
- e. Maintain a yearly historical file as set forth in Article XI of the Constitution and be responsible for the storage of said file.

- f. Record the results of any telephonic or electronic vote of the Board of Directors or electronic vote of the general membership, as reported by the Parliamentarian, and attach to the minutes to be submitted at the next regularly-scheduled meeting or luncheon.
- g. Ensure that the Constitution, Bylaws, Standing Rules, financial statements and minutes of the general membership, Board of Directors and Executive Board are available for reference at all meetings of the Board of Directors and at all meetings/luncheons of the general membership.
- h. Collect monthly officer and/or committee reports and make two (2) copies of each--one to keep and one to be given to the President.
- i. Ensure that all AARs are submitted by the May meeting of the Board of Directors and that all addendums thereto are submitted by May 31st or when a position has been vacated.
- j. Collect all FPSC property, including the continuity files, from any officer who has resigned or been removed from office and from any officer who does not have a successor on the following year's board. Provide club property to appropriate successor and obtain hand receipt.
- k. Prepare and post the correspondence of the FPSC, to include thank-you notes, invitations, letters and certificates of appreciation, as needed by the FPSC Board of Directors and as directed by the President.
- l. Collect mail from the Post Office and arrange for timely delivery. Ensure P.O. Box is renewed.
- m. Order and distribute FPSC stationary and office supplies as necessary.
- n. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 6-- Treasurer. The Treasurer shall:

- a. Sign the bank signature cards for the *FPSC* accounts.
- b. Sign all checks, except those checks that are payable to the Treasurer. Checks exceeding five hundred (\$500) dollars must be co-signed by the President, or in the temporary absence of the President, by the First Vice-President.
- c. Be primarily responsible for making deposits to and withdrawals from the *FPSC* accounts.
- d. Act as the custodian of the *FPSC* accounts and keep itemized records of all receipts and disbursements, along with accompanying documentation.
- e. Receive all dues and monies and disburse all monies in accordance with the approved annual budget and, for unbudgeted expenditures, upon the approval of the Board of Directors or general membership.
- f. Maintain the *FPSC* accounts in a Federally Insured Institution.
- g. Deposit all monies within five (5) business days of receipt.
- h. Pay legitimate bills and reimbursements in a timely manner.
- i. Ensure that the accounting system conforms to requirements of DOD Instruction 1000.15.
- j. Prepare a monthly financial statement, in addition to a written officer and/or committee report, to be presented at each regularly-scheduled meeting of the Board of Directors. These financial reports are for information only and need not be accepted or voted on by the Board of Directors.
- k. Keep a copy of all property inventories created by the First Vice-President for insurance purpose.
- l. Purchase liability and personal property insurance and Fidelity Bond(s) or renew existing policies, following the guidelines set forth by the Board of Directors. Maintain and safeguard the policies.

- m. Serve as the chairperson of the Budget Committee. *See* Article IX, Section 2 of the Bylaws for specific duties relating to this Committee.
- n. Serve as a member of the Community Grants Committee, Fundraising/Philanthropy and Scholarship Review Committee.
- o. Comply with current IRS requirements. Ensure tax exempt status under IRS code section 501 (c)(4) is in force.
- p. Prepare an annual financial report of receipts and disbursements, with supporting voucher files and bank statements, at the end of the Fiscal Year. A copy of this financial report shall be given to the Secretary. The original of this report shall be forwarded to the auditor by 10th of June. A copy of the auditor's report shall be furnished to the Secretary and approving authority upon completion of the audit. The approving authority is Private Organizations, DFMWR located at 6661 Warrior Trail, Bldg. 350, 4th Floor. (If the Treasurer resigns or is terminated during a Term of Office, an audit of the books up to that point must be completed before they are handed over to the replacement and again at the end of the Fiscal Year.)
- q. Prepare such other reports pertaining to the financial function of the *FPSC* as required by federal, state, and/or Army regulation (i.e. revalidation).
- r. Provide Secretary with three (3) copies of the monthly financial statements for signature by the President and later submission to *FPSC* and *MWR*.
- s. Manage *FPSC* debit card, checkbook and other forms of payment.
- t. Provide guidance to incoming Treasurer and board at June meeting.
- u. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

ARTICLE VIII DUTIES OF APPOINTED OFFICERS

SECTION 1--General. The duties of Appointed Officers shall include those described in Article VI, as well as those set forth herein below.

SECTION 2—Community Grants. The Community Grants Chairperson shall:

- a. Schedule service projects for the monthly meetings/luncheons of the general membership at least on a quarterly basis.
- b. Submit articles and advertisements to the Newsletter Chairperson and Publicity Chairperson to publicize community outreach projects and the community grants program.
- c. Create a notebook of all thank-you cards/notes sent to the *FPSC* on behalf of the various groups and agencies who have received community grants.
- d. Chair the Community Grants Committee. *See* Article IX, Section 3 of the Bylaws for specific duties relating to this Committee.
- e. Keep notes for each committee meeting and submit a copy to the President and Secretary.
- f. Draft a letter of congratulations and regret to community grants applicants and submit to President and Secretary to be approved and mailed.
- g. Coordinate with the Second Vice-President to honor community grants recipients at the May meeting/luncheon of the general membership.
- h. Along with the President present community grants disbursements to each attending recipient at the May meeting/luncheon.
- i. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.
- j. Determine and present recommendations for the Charities of the Month to the Board for approval prior to the September General Membership meeting.

- k. Brief the Charities and collect the donations for the Charities of the Month at the General Membership meetings.
- l. Ensure materials for advertising the Charities of the Month and Community Outreach Application are given to Publicity and Newsletter chairpersons in a timely manner.

SECTION 3—Hospitality. The Hospitality Chairperson shall:

- a. Organize, plan and schedule the date, time, location, etc. of the Newcomers' Welcome, which shall be held soon after the Fall Super Sign-up but prior to the first meeting/luncheon of the general membership. Consult Honorary Presidents to determine location. Coordinate with other board members for respective responsibilities.
- b. Inform the Board of Directors at the August board meeting of the scheduled date and time of the Newcomer's Welcome and the proposed theme.
- c. Coordinate with Second Vice-President to ensure that any honored guests and/or guest speakers at FPSC events are properly attended to.
- d. Greet members and guests as they arrive at FPSC events and assist new members in connecting with other members.
- e. Coordinate with membership/2nd VP to recognize new members at monthly events (as determined by the board).
- f. Coordinate with President to plan date, location, etc. of Holiday and end of the year board parties.
- g. Coordinate with the 2nd VP to honor retirees at a regularly scheduled general membership event during the board year.
- h. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 4—Membership. The Membership Chairperson shall

- a. Review and revise the membership application and present to the Board of Directors at June board meeting.
- b. Maintain a current membership roster. The membership roster should include the names, addresses, phone numbers and e-mail addresses of each member. The membership roster should be updated regularly and shared with board members.
- c. Collect Membership dues and submit to Treasurer with income form.
- d. Ensure and provide a sufficient number of applications are available for Super sign up and monthly luncheons.
- e. Submit a copy of the membership application to the Publicity Chairperson for posting on the website.
- f. Select and purchase a membership gift that all members shall receive when signing up for general membership (i.e., membership pins).
- g. Send out emails and notifications to the general membership regarding *FPSC* business, upon request from members of the Board of Directors.
- h. Work with President to plan and execute Super Sign-up.
- i. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.
- j. Coordinate with the 2nd VP to recognize birthdays for all members

SECTION 5—Newsletter. The Newsletter Chairperson shall:

- a. Assemble, edit and proof the content of each newsletter. Submit to President for approval prior to distribution to Membership and Publicity.

- b. Set monthly submission deadlines and remind the members of the Board of Directors of said deadline at least forty-eight (48) hours in advance.
- c. Coordinate with members of the Board of Directors regarding proposed or routine submissions.
- d. Arrange for and oversee publication of the first newsletter for Super Sign-up (paper copy)
- e. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 6—Parliamentarian. The Parliamentarian shall:

- a. Ensure that all meetings of the Executive Board, Board of Directors and meetings/luncheons of the general membership are conducted according to proper procedures as outlined in Roberts Rules of Order. Maintain copies of all annual policies.
- b. As requested, answer inquiries regarding the content of the Constitution and Bylaws.
- c. In the event of a vacancy in the office of the President and if the First Vice-President is not willing to serve out the term, obtain nominations from the Board of Directors, ensure that the nominees are willing to serve, and as soon as practical, in accordance with the notification requirements set forth in Article VI, Section 2 of the Constitution, conduct a simple majority ballot vote of the general membership at the next regularly-scheduled meeting/luncheon.
- d. At the request of the President, administer any telephonic or electronic vote of the Board of Directors or electronic vote of the general membership and report the results to the Secretary.
- e. Submit a revalidation request for Private Organization Operating Permit to DFMWR at least biennially. This is due in October.
- f. Chair the Nominating and Election Committee and the Constitution and Bylaw Review Committee. *See Article IX, Sections 1 and 3 of the Bylaws for specific duties relating to this Committee.*
- g. Research all amendments to the Bylaws, not proposed as part of the bi-annual review of the Constitution and Bylaw Revision Committee and not requiring an extensive revision, for the Executive Board. *See Article IX, Section 2 of the Constitution.*
- h. Submit a copy of the revised Constitution and Bylaws to the DFMWR for approval after appropriate approval by the Board of Directors and the general membership. *See Article IX, Section 2 of the Constitution.*
- i. Serve as the chairperson of the Teller’s Committee. *See Article VIII, Section 1 of the Bylaws.*
- j. Ensure that each member of the Board of Directors has a copy of the most current Constitution and Bylaws.
- k. Maintain copies of Robert Rules and bring to each board meeting and membership meeting for reference.
- l. Keep one copy of Robert Rules at FPSC clubhouse.
- m. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 7 – Philanthropy Chair. The Philanthropy Chair shall:

- a. Present all proposed fundraisers to the Executive Board for approval, along with proposed budget.
- b. Create a fundraising committee to organize and plan all fundraisers and to schedule the date, time, location, and other details. Take notes at each meeting and attach to written monthly officer and/or committee report.

- c. Maintain a record of all contracts, sales, donations, receipts, purchases, partners, donors, persons or businesses solicited from, and any other documentation relating to each fundraiser.
- d. Ensure partners and donors are appropriately and promptly thanked. Coordinate with the Secretary regarding the composition and posting of thank-you notes.
- e. Coordinate all publicity of each fundraiser with the Publicity and Newsletter chairpersons.
- f. Collect and turn over any monies, with accompanying documentation, to the Treasurer within five (5) business days of receipt or end of fundraising event.
- g. Draft an AAR for each fundraiser at its conclusion and submit a copy to the President and Secretary within two (2) weeks of event.
- h. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 8—Publicity. The Publicity Chairperson shall:

- a. Maintain FPSC publicity.
- b. Promote and publicize all *FPSC* fundraisers and special events.
- c. Coordinate with all board members regarding publishing to media outlets, as needed.
- d. Maintain and monitor/moderate the *FPSC* website.
- e. Proactively obtain information for the website from the members of the Board of Directors.
- f. Purchase software and contract with an internet service provider as necessary.
- g. Provide weekly updates on website of all official *FPSC* events, such as sub clubs, etc.
- h. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 9—Reservations. The Reservations Chairperson shall:

- a. Establish a reservation policy and present it in writing to the Board of Directors for approval by July meeting. Submit to Publicity and Newsletter chairpersons for uploading to the website.
- b. Take reservations for each general membership meeting/luncheon or special event and maintain accurate records of reservations.
- c. Collect all meeting/luncheon fees on day of scheduled luncheon and submit to the Treasurer at luncheon. Additionally, contact Treasurer of all no-shows within 48 hours for Treasurer to contact and collect monies.
- d. Set reservation deadlines for each event and report the number of paid reservations to the Second Vice-President at least one (1) week prior to the general membership meeting/luncheon.
- e. Make name tags for all general membership meetings/luncheons and collect afterwards.
- f. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 10—Scholarship. The Scholarship Chairperson shall:

- a. Serve as chairperson of the Review Committee. *See Article VIII, Section 5 of the Bylaws* for specific duties relating to this Committee.
- b. Create and serve as chairperson of the Scholarship Selection Committee to review all scholarship applications, apply the judging criteria set forth by the Scholarship Review Committee, and rank all scholarship recipients. This committee shall be composed of at least six (6) members and should be a diverse representation of the community. (For example, an enlisted soldier, a Non-Commissioned Officer, a junior officer, a senior

officer, an enlisted spouse, an officer's spouse, a civilian education specialist or some combination thereof. As many subordinate commands as possible should be represented.) The President shall be an *ex officio* member of this Committee so long as he or she and/or his or her dependent(s) are not currently applying for a Scholarship.

- c. Coordinate funds from other Fort Polk organizations, such as the Thrift Shop, as well as private organizations and individuals.
- d. Submit articles advertising the scholarship program and eligibility requirements to the Newsletter and Publicity Chairpersons for publication, no later than January and up to the application deadline.
- e. Submit scholarship application to the Publicity Chairperson for upload to the website.
- f. Hand deliver one application packet to the guidance counselor at the following schools: DeRidder High School, Rosepine High School, Leesville High School, Anacoco High School, Faith Training Christian Academy, Northwestern University, Louisiana Technical College (Salter Campus) and the Ed Center on post. Along with the application, the packet should include a flier for display which announces the scholarship and provides the pertinent contact information with website address.
- g. Maintain a list of schools contacted with notes in digital continuity file.
- h. Prepare received applications for anonymous judging.
- i. Ensure scholarship applicants remain anonymous from submission of application through the selection of scholarship recipients by the Review Committee.
- j. Draft a letter of congratulations and regret to scholarship applicants and submit to President and Secretary to be approved and mailed.
- k. Send out invitations to attend the May meeting/luncheon of the general membership to scholarship recipients, and regular contributors. Coordinate with the Secretary regarding this correspondence.
- l. Coordinate with the President and Second Vice-President to honor scholarship recipients at the May meeting/luncheon of the general membership.
- m. Coordinate with Secretary and Treasurer to ensure that the funds are distributed to the appropriate college, university or technical school under the name of the Fort Polk Spouses' Club in a timely manner.
- n. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 11—Vendor Coordinator. The Vendor and Advertising Chair shall:

- a. Update written vendor guidelines, fees and application to be approved by the Executive Board at the July board meeting.
- b. Update advertising application, and fees for approval by Executive Board at the July board meeting.
- c. Solicit advertisers and submit formatted ads to newsletter chair for publication monthly.
- d. Recruit and coordinate vendors for Super Sign-up, membership luncheons/meetings, and any other official FPSC event as requested by the Executive Board.
- e. Collect all vendor and advertising fees and submit to the treasurer.
- f. Serve as an Administrator for the FPSC Vendor Corner Facebook group.
- g. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 12—Volunteer Coordinator. The Volunteer Coordinator shall:

- a. Recruit and maintain a roster of all FPSC volunteers and provide as needed.
- b. Coordinate volunteers as needed to assist with official FPSC events.
- c. Attend the training offered by the Army Volunteer Corps Coordinator (AVCC) and

- become a registered OPOC.
- d. Attend Quarterly OPOC meetings coordinated by AVCC.
- e. Collect nominations for Volunteer of the Month and present to the Board of Directors at each monthly meeting for ballot vote. Introduce and present the Volunteer of the month with a Certificate of Appreciation at the next regularly-scheduled meeting/luncheon of the general membership.
- f. Submit paperwork for Volunteer of the Month to VCC by due date.
- g. Submit the names of all Volunteers of the Month to the Board of Directors for ballot vote to select a Volunteer of the Year, in accordance with AVCC.
- h. Fill out Nomination Packet for the Volunteer of the Year and submit to AVCC.
- i. Notify Volunteer of the Month and invite to the next scheduled luncheon to receive certificate.
- j. Introduce and present the Volunteer of the Year with a Certificate of Appreciation and appropriate gift at the May meeting/luncheon of the general membership.
- k. Perform any and all additional responsibilities deemed necessary for the benefit of the FPSC or as delegated by the President.

SECTION 13—Ways and Means. Ways and means shall:

- a. Develop ideas and plans for the purchase and sale of merchandise and present to the Executive Board for approval.
- b. Coordinate with Second Vice-President for setting up and operating a sales table at each general membership meeting/luncheon.
- c. Coordinate with the Membership Chairperson for setting up and operating a sales table at Super Sign-Up.
- d. Ways and Means inventory intended for sale shall be inventoried monthly. A copy of the current inventory shall be submitted with the board report monthly. A final inventory shall be conducted between the last General Membership function and 31 May.
- e. Maintain copies of all purchase receipts and submit copies to Treasurer within seven (7) days of receipt.
- f. Maintain copies of all sales (via sales book) and submit copies to Treasurer with monthly board report.
- g. Shall ensure that all monies are counted and turned in to the Treasurer within seven (7) days from the event where sales took place.
- h. The chairperson shall not enter into a contract or legal obligation that extends beyond a fiscal year.
- i. Perform any and all additional responsibilities deemed necessary for the benefit of the *FPSC* or as delegated by the President.

SECTION 14---Historian. The Historian shall:

- a. Take all photographs at FPSC meetings/socials and special events.
- b. Submit digital copies of photographs taken at FPSC meetings/socials to the Publicity, Newsletter chairpersons for their use.
- c. Coordinate the creation of an official photograph of the FPSC Board of Directors.
- d. Maintain an electronic copy of scrapbook and all photos annually in both FPSC google drive and external hard drive
- e. Create identical scrapbooks---One for retention by the FPSC, one for presentation to the President and copies requested and paid for by any member of the governing board. Advisors. Give all copies to the 1st Vice-President for presentation.

ARTICLE IX
SPECIAL COMMITTEES

SECTION 1—*Ad Hoc* Committees. The President shall have the power to appoint such committees as become necessary to promote the work of the FPSC. They shall be chaired by a member appointed by the President upon prior approval by the Executive Board and shall consist of a minimum of two (2) members.

SECTION 2—Budget Committee. The Budget Committee shall:

- a. Be chaired by the Treasurer.
- b. Be composed of the Honorary President(s), Honorary Advisor(s), President, Parliamentarian and Secretary.
- c. Collect and review the proposed budgets submitted by each Elected and Appointed officer and vote according to Article III, Section 4.
- d. Submit the finalized budget to the Board of Directors for approval. Submit the Board approved budget to the general membership for approval at the September meeting/luncheon.
- e. Reconvene the Budget Committee in January and review any revised budget requests. Submit the revised budget to the Board of Directors for approval. Submit the Board approved budget to the general membership for approval at the February meeting/luncheon.
- f. Take notes at each committee meeting and submit to Secretary.

SECTION 3. —Community Grants Committee. The Community Grants Committee shall:

- a. Be chaired by the Community Grants Chairperson.
- b. Be composed of the Treasurer, at least two (2) members of the Board of Directors and at least two (2) other *FPSC* members. The President shall be an *ex officio* member.
- c. Begin meeting no later than October of each year to ensure adequate time to review and finalize the community grants application and eligibility requirements.
- d. Review and revise the application and eligibility requirements for community grants and submit to the Board of Directors for approval at least by the December meeting.
- e. Review received applications, select community grants recipients and determine disbursal amounts prior to the April meeting of the Board of Directors.
- f. Submit a list of community grants recipients and disbursement amounts at the April meeting for approval. The disbursements do not have to be approved *en masse* and may be singled out for declination.
- g. Take notes at each committee meeting, which shall be submitted to the Secretary and saved in Digital Continuity File.
- h. Maintain confidentiality of all committee proceedings.

SECTION 4—Constitution and Bylaw Revision Committee. The Constitution and Bylaw Committee shall:

- a. Be chaired by the Parliamentarian.
- b. Be composed of at least five (5) members of the Board of Directors. The President shall be an *ex officio* member.
- c. Convene every other year, for the biennial revalidation requirement, or, as necessary, when a revision is needed.

- d. Prepare a minority report, in the event that the Committee cannot reach a consensus on certain amendments/revisions, for submission to the Board of Directors along with the Revised Constitution and Bylaws.
- e. Submit a copy of the Constitution and Bylaws, as revised, and any minority report to the Board of Directors at a regularly-scheduled meeting for approval.
- f. Upon approval by the Board of Directors, submit a copy of the Constitution and Bylaws to the general membership at a regularly-scheduled meeting/luncheon for approval.

SECTION 5— Nominating and Election Committee. The Nominating and Election Committee shall:

A nomination and election committee shall be created and chaired by the Parliamentarian and consist of at least 5 members of the FPSC who do not wish to hold an elected office. In the event that the Parliamentarian desires to hold an elected office, the Executive Board shall select an alternative Chairperson.

Chairperson shall:

- a. Identify committee members and start meeting 3 months prior to scheduled election
- b. Keep confidential documentation of all decisions and discussions that occur in committee meetings and make available to Executive Board if requested.
- c. Submit nomination packet to Executive board for approval before making it available to membership. Ensure that approved packet is publicized through the newsletter, social media, website, and at FPSC events throughout January and February.
- d. Present the Nomination and election committee's slate at the March membership event along with biographies of each candidate and approved voting guidelines. Additional nominations must be taken from the floor at this time and will be considered write in candidates. Nominations are considered closed following this event.
- e. Chair the teller committee and present election report to membership after voting ends and ballots are counted.

Committee Shall:

- a. Review and Revise the Nomination packet to be approved by the Executive Board before being made available to the membership.
- b. Identify potential candidates for elected positions. Contact identified individuals and present them with a job description of the office and ensure that they are willing to serve.
- c. Review all nomination packets and produce a slate consisting of one or more nominees for each elected position for presentation to the membership at the March membership meeting.
- d. Create a ballot and voting guidelines for the election for approval by the executive board.
- e. Maintain confidentiality of all committee meetings and proceedings.

SECTION 6— Scholarship Review Committee. The Scholarship Review Committee shall:

- a. Be chaired by the Scholarship Chairperson.
- b. Be composed of the Treasurer, at least two (2) members of the Board of Directors, at least two (2) other *FPSC* members, a Thrift Shop representative, and any other regular contributor. The President shall be an *ex officio* member.
- c. Begin meeting no later than October of each year to ensure adequate time to review and finalize the scholarship application, judging criteria and eligibility requirements.
- d. Review the scholarship application, judging criteria and eligibility requirements. Revise as needed.
- e. Present the revised scholarship application, judging criteria and eligibility requirements to the Board of Directors for approval at least by the December meeting.

- f. Submit a list of scholarship recipients and disbursement amounts at the April meeting for approval. The disbursements do not have to be approved *en masse* and may be singled out for declination.
- g. Take notes at each committee meeting, which shall be submitted to the Secretary and saved in Digital Continuity File.
- h. Maintain confidentiality of all committee proceedings.

ARTICLE X MEMBERSHIP DUES

SECTION 1—**General.** Membership dues are not refundable or transferable.

SECTION 2—**Annual Review.** Membership dues shall be determined annually by the Board of Directors at the June meeting.

SECTION 3—**Payment of Membership Dues.** The membership year shall run from June the first to May 31st. Membership dues for a membership year may not be paid prior to the start of said year.

SECTION 4—**Membership Dues.** All Active and Associate members shall pay dues in the same amount. The Honorary Presidents, Honorary Advisors and Honorary Guests shall not be required to but may pay dues and shall not hold any office, whether elected or appointed, or vote during general membership meetings and elections.

SECTION 5—**Half-Year Membership.** Anyone eligible for membership joining the *FPSC* after January 1st shall pay a discounted price, determined by the *FPSC* Board of Directors at the beginning of the membership year.

SECTION 6—**Board Members.** Board members will be covered under a conditional membership, allowing them to conduct business in preparation of the upcoming year. However, board members must officially join the club once application is approved.

ARTICLE XI FINANCE AND TAXES

SECTION 1—**Requests for Approval of Fundraising Activities.** Requests for approval of all fundraising activities shall be sent to: Private Organizations, DFMWR, 6661 Warrior Trail, Bldg. 350, 4th Floor Fort Polk, Louisiana 71459 at least one hundred twenty (120) days prior to the date of the activity. The *FPSC* will adhere DoD Instruction 1000.15, stating that a private organization cannot compete with either appropriated or non-appropriated fund activities on a DoD installation, such as fundraisers that offer merchandise similar to that sold at the Main Post Exchange.

SECTION 2—**Fundraising Outside the Installation.** Funds raised and contributions received off the installation, in support of scholarships for members and non-club members and the *FPSC* Community Grants program, which supports local and national causes, shall adhere to all financial reporting rules that apply to a 501(c)(4).

SECTION 3—**End of Fiscal Year General Operating Revenue.** A minimum amount of three thousand dollars (\$3,000.00) of general operating revenue shall be left in the *FPSC* accounts at the end of the fiscal year in order for the newly elected Board of Directors to operate through September 30th. A minimum of one thousand dollars (\$1000.00) of general operating revenue shall be left in the *FPSC* accounts at all times.

SECTION 4—End of Fiscal Year Philanthropy Revenue. An amount of two thousand dollars (\$2,000.00) of philanthropy revenue not designated by donor shall be left in the *FPSC* accounts at the end of the fiscal year for use by the newly elected Board of Directors as philanthropy funds or fundraisers. A minimum of five hundred dollars (\$500.00) of philanthropy revenue shall be left in the *FPSC* accounts at all times.

SECTION 5—Unbudgeted Expenditures. For unbudgeted expenditures, to include community grants disbursements, which total individually between fifty-one dollars (\$51.00) and one thousand dollars (\$1000.00), a vote of the Executive Board must be taken. For unbudgeted expenditures, to include community grants disbursements, which total one thousand (\$1000.00) or more, a vote of the Board of Directors must be taken.

SECTION 6—Transfer of revenue from General Operating to Philanthropy Fund. Any general operating revenue in the *FPSC* accounts at the end of the fiscal year, over and above what is budgeted, may be transferred to philanthropy revenue at the discretion of the President and with approval by the Executive Board.

SECTION 7—Limitation on use of Banking Institution. All funds belonging to the *FPSC* shall be kept in deposit in a Federally Insured Institution.

SECTION 8—Tax Exempt Status. The *FPSC* shall maintain a tax-exempt status under Internal Revenue Service Code, Section 501 (C) (4).

SECTION 9--- Utility Expenses. The *FPSC* agrees to reimburse the Army for utility expenses incurred by the Army as a result of the *FPSC*'s activities on the installation.

ARTICLE XII CHILD CARE

All Elected and Appointed Officers and Special Committee members shall be reimbursed for childcare expenses incurred at Post Child Development Services during their attendance at any meetings of the Board of Directors and/or Special Committees. The maximum amount that may be reimbursed is six (6) hours per child per month. However, childcare expenses shall not be reimbursed to those officers or committee members who have a child in an established childcare program (i.e. Parents/Mother's Day Out, preschool) if the meetings of the Board of Directors and/or Special Committees occur at the same time the child would normally be in the respective program. Child care expenses incurred while attending other *FPSC* business may be approved for reimbursement at the discretion of the Executive Board. Childcare shall be set as pre-pay only and those seeking reimbursement must submit a reimbursement voucher, with explanation of expenses and receipts, to the Treasurer within thirty (30) days of when the expenses were incurred or by the end of the fiscal year, depending upon which date is closest.