

STUTTGART COMMUNITY SPOUSES' CLUB (SCSC) BYLAWS

ARTICLE I Duties of Officers

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

Elected, Appointed, Honorary, and Advisor Positions

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

Section 2: Each officer will prepare and present a written report of the activities of their office for the SCSC GB meeting each month. Reports will be emailed in advance of the Board meeting to the SCSC Google Drive; one copy in the positions file, and one copy in the Secretary's appropriate monthly folder.

Section 3: Each of the officers, upon completion of duty, will present a detailed After Action Report (AAR) and Standard Operating Procedure (SOP) as needed for the effective operation of the position or committee, and recommendations to the President and the Recording Secretary via electronic copy. In addition, they will retain a hard copy for their Board Position Continuity Binder. All SCSC financial records, membership applications, and other SCSC files will be maintained for four years.

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

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

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

Section 7: The President is allowed to terminate an appointed GB member for good cause.

Section 8: Duties of Elected Officers

President

- Can sign on all SCSC accounts.
- Will preside at all General Membership, Governing, and EC meetings of the SCSC.
- Will appoint a Parliamentarian and the Chairperson of all committees, and any Liaisons as deemed necessary.
- Will ensure all governing documents and budgets are posted in the appropriate venues.
- Will enforce the Constitution, Bylaws and policies of the organization.
- Will ensure that all requirements for operational policy, to include those necessary to maintain the club's status as a Private Organization within USAG–Stuttgart, are forwarded to the required approval authorities in a timely manner.
- Will sign copies of all meeting minutes that are forwarded to the approval authority.
- Will collaborate with the Parliamentarian to establish rules of order.
- Will coordinate with the First and Second Vice Presidents to establish the chain of authority for Committee Chairs.
- Will serve as an ex-officio member of all committees except the Nominating Committee.
- Will conduct activities authorized by the SCSC GB.
- Will call special meetings of the SCSC membership and/or the SCSC GB as necessary.
- Will vote at any GB, committee meeting, or during elections only in the case of a tie vote.
- Will sign Thrift Shop staff member contracts on behalf of the SCSC GB.
- Will coordinate with the IMO to keep an inventory of all SCSC property.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.

The First Vice President (1st VP)

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

The Second Vice President (2nd VP)

- Will oversee all welfare fundraising activities.
- Can sign on all SCSC accounts.
- Will coordinate with and oversee the duties of all fundraising and community support Committee Chairs: Bazaar, Scholarship, CE and Welfare, and the Thrift Shop Chair.
- Will serve on the CE and Welfare Budget Committee.
- Will coordinate with and serve as a member of the Bazaar, Scholarship, CE and Welfare, and Thrift Shop Executive Committees (TSEC).
- Will coordinate with the TSEC to ensure changes of SCSC Thrift Shop (TS) personnel are managed in accordance with SCSC Bylaws and SCSC TS Policies and General Operating Procedures (PaGOP).
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.

The Recording Secretary

- Will pick up and distribute incoming mail.
- Will record and distribute a draft of the minutes of the SCSC GB meetings in a timely manner. At a minimum, Board minutes will be sent to all Board members one week before the next monthly board meeting. Minutes will have all attachments and reports listed in the body of the minutes.
- Will track attendance at all EC meetings.
- Will record the minutes of EC meetings and Committee meetings deemed necessary by the President.
- Will post minutes of SCSC meetings on the bulletin board at the SCSC TS monthly after approval.
- Will forward SCSC GB minutes and reports of General Membership meetings, by appropriate regulations to USAG–Stuttgart, ATTN: FMD, (Financial Management Division) Private Organizations.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will assist the Parliamentarian with recording amendments to the Constitution and Bylaws.
- Will maintain all non–financial SCSC records for four years.
- Will perform the duties of the IMO in her/his absence.
- Will perform the duties of the Parliamentarian in her/his absence.
- Will serve as a member of the Operations and CE and Welfare Budget Review Committees.

The Information Management Officer (IMO)

- Will coordinate with and oversee Information Management Committee Chairs: Historian, and Chairs of Newsletter, Webmaster and Publicity.
- Will serve as Volunteer Management Information Systems (VMIS) Organization Point of Contact (OPOC) for all committees.
- Will notify board members of special meetings and Board Report due dates.
- Will coordinate with the President to maintain a current inventory of assets of value.
- Will perform the duties of the Recording Secretary in her/his absence.

- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will be responsible for overseeing the content and upkeep of the SCSC website.
- Will be responsible for overseeing the content and administration of all other social media.
- Will maintain a current SCSC GB roster.
- Will be responsible for office equipment, supplies, and control of SCSC office keys.
- Will oversee routine maintenance of electronic and computer inventory to include virus scanning of computer and end-of-year backup of all electronic information retained by the SCSC.

The Operations Treasurer

- Will be authorized to sign on all SCSC checks.
- Will serve as Primary Custodian of the SCSC Operations Accounts with the bank.
- Will sign signature cards at the bank for the Operations and the Welfare accounts, will ensure all signature cards for the Operations Accounts at the bank are accurate and up to date upon any change of authorized officers.
- Will receive and disburse, upon SCSC GB authorization, SCSC operating funds.
- Will record receipts and expenditures for all SCSC operating funds.
- Will coordinate with Membership, Reservations and Ways & Means Chairs to provide cash boxes and petty cash as necessary
- At SCSC GB meetings, will present a report of all receipts and operating account disbursements made since the last meeting, as well as a year-to-date budget analysis in said report.
- Will prepare an annual estimated Operating Budget for the Board Year (1 June to 31 May). The outgoing Operations Treasurer will present the proposed budget to the outgoing board no later than the April GB meeting.
- Will prepare the Operations Accounts for audit.
- Will coordinate with the CE and Welfare Treasurer to hire a qualified auditor.
- Will submit accounting records of the Operations Accounts for audit in compliance with these Bylaws, upon the conclusion of the May membership meeting but no later than June 15th, or upon a change of Treasurer.
- Will assist the CE and Welfare Treasurer as necessary.
- Will perform the duties of the Welfare Treasurer in her/his absence.

- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will procure all insurance and bonding documents and payments as necessary.
- Will serve as Bazaar Finance Co-Chair.

The Community Enhancement and Welfare Treasurer (CE and Welfare)

- Will be authorized to sign on all SCSC checks.
- Will serve as Primary Custodian of the SCSC CE and CE and Welfare Accounts which may include the Welfare, Bazaar, Thrift Shop, and Scholarships accounts.
- Will sign signature cards at the bank for the Operations and Welfare Accounts.
- Will receive and disburse, upon SCSC GB authorization, CE and Welfare funds.
- Will record the receipts and expenditures of all CE and Welfare Accounts.
- At SCSC GB meetings, will present a report of receipts and disbursements made since the last meeting, to include the CE and Welfare, Thrift Shop, Scholarship, and Bazaar Accounts, as well as a periodic year-to-date budget analysis.
- Will prepare annual estimated budgets for each of the CE and Welfare Accounts, to include Bazaar, Thrift Shop, and Scholarship, for the Board Year (1 June to 31 May). The outgoing CE and Welfare Treasurer will present the proposed Welfare Budgets to the outgoing board no later than the April GB meeting.
- Will serve on the CE and Welfare, Scholarship, and Thrift Shop Executive Committees.
- Will serve on the Bazaar Finance Committee as Chair, also known as Bazaar Treasurer. The SCSC Operations Treasurer will serve as the Co-Chair to the Bazaar Treasurer.
- Will sign the payroll and operations checks for the Thrift Shop.
- Will maintain a ledger-journal to reflect the assets, liabilities and net worth of all Welfare accounts.
- Will prepare a monthly income and expense financial statement for all welfare accounts.
- Will reconcile CE and Welfare bank statements and prepare books for audit.
- Will coordinate with the Operations Treasurer to hire a qualified auditor.
- Will submit accounting records of CE and Welfare Accounts, including CE and Welfare, Bazaar, Scholarship, and Thrift Shop, for audit in compliance with all regulations, upon the conclusion of the May General Membership meeting but no later than 15 Jun, or upon a change of Treasurer.

- Will assist the Operations Treasurer as necessary.
- Will perform the duties of the Operations Treasurer in her/his absence.
- Will serve as a member of the Constitution and Bylaws Biennial Review Committee.
- Will be responsible for monitoring the Thrift Shop fiscal policies.
- Will be responsible for disbursing payable expenses in a timely manner after notification of payable expenses.

Section 9: Duties of the Appointed Officer

Parliamentarian

- Will serve as a non-voting member of the EC, the GB, and the General Membership.
- Will chair the Nominating Committee, conduct elections and conduct the installation of the new Board.
- Will chair the Biennial Constitution and Bylaws Review Committee and present suggested revisions to the SCSC GB and General Membership for approval, as required.
- Will be responsible for preparing and reproducing the SCSC Constitution and Bylaws for distribution to the GB.
- Will provide a copy of the SCSC Constitution and Bylaws to members upon request.
- Will ensure that a copy of the SCSC Bylaws and Constitution are posted at the SCSC Thrift Shop, and on the SCSC website.
- Will attend any meetings deemed necessary by the President, as a member of the EC.
- Will advise the officers and members regarding Parliamentary Procedure.
- Will conduct telephone/email votes as deemed necessary by the President.

Section 10: Exclusions

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

Section 11: Duties of Honorary positions and Advisors

- The Honorary President will appoint the SCSC Advisors.

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

ARTICLE II Elections

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

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

- The Nominating Committee will select a slate of nominees and present the recommended slate to the SCSC GB meeting in February. The Nominating Committee Chair will present the slate of nominees at the February General Membership meeting.
- Elections will be held at the April General Membership meeting. The Parliamentarian will, with the assistance of the Nominating Committee, conduct elections.
- Each active member has one vote, unless otherwise stated herein. The vote will be by ballot with absentee voting permitted. The President's vote will be placed in a sealed envelope and will be opened in the case of a tie.
- If a single slate of candidates is presented, the election may be made by acclamation. Installation of new officers will take place no later than the May General Membership meeting.

Section 3: Nominating Committee

a. The Parliamentarian will chair the Nominating Committee.

b. The Nominating Committee will consist of the Chair and at least four SCSC members. Two members will be appointed by the Committee Chair and two members by the SCSC President. The Membership Chair will provide a current membership roster to the committee. The Advisor will be the Honorary President or her/his appointed representative.

Section 4: Elected Officers – Terms and Conditions:

a. Officers are elected for one year and may succeed themselves only once. Officers may be elected to an additional term with presidential approval and 2/3 majority vote by the Governing Board. The year of service is 01 June to 31 May.

b. The President, with the EC approval, will fill any EC vacancy due to PCS or resignation, with the exception of the office of the President. The First Vice President will assume the Presidency if it is vacated.

c. All elected Board members must complete their membership application and pay their dues upon acceptance of their position on the Board or by 30 June of their serving year, whichever is earlier.

ARTICLE III Membership and Meetings

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

a. Eligible persons apply to become Active or Associate Members by completing the membership form and paying the required dues. Membership dues are \$60 annually. The dues amount is reviewed annually by the Operations Budget Committee and approved by the GB, no later than the April GB meeting.

b. No membership fees are refundable, or due back to a member, upon withdrawal from the club. Exception to this may be approved when: One half of the membership fee may be refundable after payment if the paid member moves from the USAG–Stuttgart area on or before December 31st of the paid membership year. In order to receive the refund, the member must notify the Membership Chair in writing (letter or email) of their departure prior to December 31st. No other reimbursement or partial payment of dues will be allowed. (For example, members who "know" they are PCS'ing (permanent change of station move) mid-year must still pay the entire amount and then ask for this reimbursement in writing prior to the deadline). Also, members who PCS after the 31st of December or who are remaining in the area, but simply no longer wish to attend functions, are not eligible for refund.

c. With the limited exceptions of announced "couples functions" where a non-member spouse may always accompany his/her own member spouse as a guest, persons eligible for membership in the SCSC may attend only one General Membership meeting per board year as a guest of any member.

d. Anyone eligible to be a member of SCSC may attend only one event or meeting of a special interest group prior to application and payment of annual dues.

Section 2: Meetings

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

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

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

Section 4: The General Membership meetings of the SCSC will be the third Tuesday of each month, unless otherwise announced by the SCSC EC.

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

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

Section 7: Quorum

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

Section 8: Voting

- The Advisors and the Parliamentarian shall be without vote at the GB meetings.
- The Active Members of the SCSC shall be allowed to vote at General Membership meetings.
- The President should vote only in the event of a tie. In the absence of the President, the 1st VP shall chair the GB meetings and shall vote only in the event of a tie.
- All Committee Chairs and Elected Officers shall have a vote.
- A quorum must be present at any meeting in order for business to be conducted.
- Absentee voting is allowed only for the election of Officers at the April Membership Meeting.
- There shall be no proxy voting.

- If directed by the President, the Parliamentarian shall hold an electronic (eVote) vote from GB members or the General Active Members for decisions that cannot wait until the next GB or Membership meetings. The results shall be included in the next GB meeting minutes.

Section 9: Inclement Weather

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

Section 10: Submission Requirements to USAG–Stuttgart

- A signed copy of all SCSC GB meeting Minutes will be forwarded to the approval authority within 30 days after the meeting.
- Appropriate financial statements, in accordance with current regulations, will also be prepared quarterly and forwarded to USAG Stuttgart.
- The IMO will maintain a current roster of the SCSC GB members, to include full names, full addresses, daytime telephone numbers, and email addresses. A copy of the roster will be forwarded to the USAG Stuttgart at the beginning of each board year, and upon any change of officers.

ARTICLE IV

GB / Special Committees / Committee Chairs / Liaisons

Section 1: The Committee Chairs must be current members of the SCSC. Chair positions may include, Bazaar, CE and Welfare, Historian, Hospitality, Luncheons and Programs, Membership, Newsletter, Publicity, Reservations, Scholarship, Special Interest Groups, Special Events, Thrift Shop, Trips & Tours, Ways and Means, and Webmaster.

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

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

Section 4: The Committee Chairs responsibilities will include:

A. Recordkeeping and Reporting

1. Each Board member shall keep a notebook (the electronic GDrive file is acceptable) containing a record of Board activities, reports, and committee work pertaining to her/his position, to include minutes, financial statements, and the current Constitution and Bylaws, for the previous and current year, which shall be transferred to her/his successor at the end of the board year.

2. Each Board member shall submit any pertinent information in a brief written report, using the format and guidelines established, prior to each GB meeting.
3. Each Board member shall be responsible for giving pertinent information to the Newsletter and/or Publicity Chair in time for designated deadlines.
4. Each Board member shall prepare a comprehensive AAR and SOP to be submitted in the Google Drive no later than May 15th each year.
5. The Treasurers and Secretary shall maintain four years of Board minutes, financial statements, and Board reports; the current year and three previous years for a total of four years.

B. Additional Duties

1. Each Board member shall make a concerted effort to attend all applicable Board meetings, even if there is no report to be given. This is due to the quorum requirements of voting, the need for input from all officers and chairs, and the importance of obtaining information to adequately fulfill Board obligations.
2. Each Board member shall appoint sub-committee members as needed.
3. Each Board member shall submit receipts for authorized expenditures within 30 days.

Bazaar

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

Community Enhancement and Welfare (CE and Welfare)

- Will form a committee to investigate requests for assistance from the SCSC's CE and Welfare funds and submit findings and recommendations to the SCSC GB for approval.
- The Committee will consist of the CE and Welfare Chair, Thrift Shop Chair, 2nd VP, Welfare Treasurer, Bazaar Chair, four Active Members-at-large, and the Welfare Advisor to the SCSC GB. One member of the CE and Welfare Committee will serve as the Recording Secretary. The four Active Members-at-large may not be on the SCSC GB.
- A listing of all donations/welfare contributions made throughout the year will be prepared and forwarded to the USAG-Stuttgart annually by the CE and Welfare Chair.
- Will serve on the CE and Welfare Budget Committee.

Historian

- Will maintain a photographic record of SCSC events.
- Will be responsible for maintaining the digital camera and other equipment needed to perform the duties of the position.
- Will prepare two scrapbooks: one to remain with the SCSC and one to be presented to the outgoing President at the May General Membership meeting.

Hospitality

- May form a committee to welcome new members and inform them about the local community and SCSC activities.
- Will be responsible to purchase and distribute an annual hospitality item for all members.
- Will lead the planning for the SCSC information table at any USAG-Stuttgart community informational event in coordination with the Membership Chair.
- Will coordinate with the Honorary President and Honorary Vice Presidents to extend SCSC welcome information to any Senior Command Spouses.

Membership

- Will collect membership dues and issue receipts and membership cards.
- Will turn over all membership dues, with a report, to the Operations Treasurer within the month it was collected.
- Will provide the Nominating Committee with a current membership roster.

- Will purchase inserts and print nametags for all members.
- Will coordinate with Reservations Chair to provide nametags for the General Membership and guests at all monthly functions.
- Will coordinate with the Operations Treasurer to obtain a cash box, and petty cash if necessary, for each General Membership event.
- Will submit a monthly article to the Newsletter and Publicity Chairs containing current membership numbers and procedures for membership application.
- Will coordinate with the Hospitality Chair to plan the information table at any USAG–Stuttgart community informational events.

Newsletter

- Will compile information from the SCSC GB members, and edit and format a draft copy of the SCSC monthly newsletter.
- Will notify Board members of deadlines sufficient to ensure timely distribution of information.
- Will e–mail a draft copy of the newsletter to the President and IMO for review and approval.
- Will coordinate with the Membership Chair to maintain an accurate roster for distribution.
- Will distribute the approved SCSC monthly newsletter to all members via e–mail

Luncheons and Programs

- Will coordinate, plan and execute details of regular General Membership meetings.
- Will coordinate logistics (menu, room, charges, etc.) with facilities management for monthly membership meetings based on line item budget.
- Will coordinate with Operations Treasurer to ensure timely payment for monthly meetings.
- Will coordinate function information with all the Operational Committee Chairs and Information Management Committee Chairs.
- Will coordinate with the Ways and Means Chair for meeting room set–up and door prizes.

Publicity

- Is responsible for publicizing and distributing information fliers as needed for all SCSC events and meetings.
- Will coordinate with USAG–Stuttgart Public Affairs Office and AFN to publicize SCSC events.
- Will coordinate with USAG–Stuttgart Media Office to provide updated SCSC information for the Garrison information outlets, and with the IMO to provide updated SCSC information for the SCSC website.

Reservations

- Will be responsible for taking reservations for all SCSC functions and maintaining a Permanent Reservations list as needed.
- Will coordinate with Membership Chair to provide nametags and membership cards to the general membership.
- Will coordinate with Operations Treasurer to obtain a cash box, and petty cash if necessary, for each event.
- Will be responsible for collecting payments and turning them over to the Operations Treasurer within the month collected.

Scholarships

- Will form a committee to determine the criteria and procedures for scholarship allocation for the SCSC Scholarship Program. The Scholarship Committee will consist of the Chair, the President, the 2nd VP, the Scholarship Advisor, the CE and Welfare Treasurer, and three SCSC members–at–large who are not on the SCSC GB.
- Will submit recommendations for substantial changes in the scholarship criteria to the SCSC GB for approval. The committee shall retain responsibility for all routine administrative decisions for the scholarship program.
- Will form a selection panel annually to review applications based on the criteria and procedures established by the Scholarship Committee. The Scholarship Chair may designate a member of the committee for this responsibility. The Scholarship Chair or a designee and the Scholarship Advisor shall assist the selection panel when it convenes. The panel may include members of the Scholarship Committee, SCSC members at large, and non SCSC members.
- Will form a separate essay judging panel to grade the essay portions of the application based on the criteria and procedures established by the Scholarship Committee. The Scholarship Chair may designate a member of the Committee for this responsibility. The essay judging panel shall include at least five 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.

- Any person with a fiduciary relationship (direct supervisor/subordinate, parent, close family member, or guardian) to any applicant may not serve on the panel. Other criteria for panel membership shall be established in writing and maintained by the Scholarship Chair. Panel members' identities, all information, deliberations, and decisions shall remain confidential.
- Will coordinate with the CE and Welfare Treasurer concerning the amount available for scholarship distributions.

Special Events

- Will plan and coordinate the Crystal Bingo and other special events as deemed necessary by the President.
- Will plan and coordinate with the German American Women's Club (GAWC) to host the Great American Bake Sale at the annual Pfennig Bazaar.
- Will be responsible for purchasing prizes for Crystal Bingo and other events as deemed necessary by the President, based on line item budget.
- Will coordinate all logistics (menu, room, decorations, charges, etc.) with facilities management for special events, based on line item budget.
- Will coordinate with Operations Treasurer to ensure timely payment for the function.
- Will coordinate Special Events information with the Newsletter, Publicity and Reservations Chairs to advertise upcoming events.
- May submit a monthly article to the SCSC Newsletter/Publicity Chair.
- Will coordinate with the Ways and Means Chair for room set-up as needed.

Special Interest Groups (SIG)

- Will recruit individuals to run the different SIG's (these may include: Book Club, Lunch Bunch Club, Gourmet Club, etc.)
- Will provide support and help with logistics for the Special Interest Groups.
- Will coordinate SIG information with the Newsletter, Publicity, Webmaster, and Reservations Chairs to advertise upcoming events.
- May submit a monthly article to the SCSC Newsletter and Publicity Chairs.
- Will support the Reservations and Membership Chairs at the monthly SCSC events.

Thrift Shop (TS)

- Will be authorized to sign on the TS Operating account(s).
- Will chair the Thrift Shop Executive Committee (TSEC) and serve as liaison between TS Manager and TSEC and the SCSC GB.
- Will keep the TSEC informed on a regular basis.
- Will serve on the CE and Welfare Committee, the CE and Welfare Budget Committee, and the TS Budget Committee.
- Will report monthly TS volunteer hours; input hours into VMIS and submit these totals to the 2nd VP.
- Will coordinate with the TSEC and the 2nd Vice President to ensure changes of TS staff members are managed in accordance with SCSC Bylaws and TS PaGOP.
- May be cross trained in all TS positions and may be called upon to temporarily and voluntarily fill vacant positions without pay.
- Will help recruit staff members and/or volunteers.
- Will monitor the TS's activities to ensure compliance with pertinent regulations and TS PaGOP.

Trips and Tours

- Will plan, coordinate and administer all details for tours under SCSC sponsorship.
- Will be responsible for tour publicity, collecting payments, paying appropriate travel expenses, promptly notifying members of cancellations, and expediently refunding monies involved when necessary.

Ways and Means

- Will conduct fundraising activities for operating expenses.
- Will coordinate with the Operations Treasurer to obtain cash boxes and petty cash as needed for each event.
- Will turn over all income, with a report, to the Operations Treasurer after each function.
- Will be responsible for purchasing items for raffles and for sale to SCSC Active Members only, in accordance with all pertinent regulations.

Webmaster

- Will be responsible for updating stuttgartspousesclub.org website's content to include past event photographs, newsletters, and future event information.
- Will be responsible for updating the Google event calendar so that future events are also seen on the website's calendar.
- Will be responsible for ensuring that people will be able to pay for membership and future events via the website and by utilizing third-party tools, such as PayPal.
- Will ensure that the website's domain name and website builder/hosting package do not expire.
- Will be responsible for creating monthly Board Report folders on the shared GDrive, and sharing the folders to the appropriate board members.
- Will be responsible for coordinating any GDrive-related or Google-calendar related training with the IMO.
- Will be responsible for maintaining the SCSC Facebook page to include approving new member requests, approving comments, and creating events.

Section 5: Liaisons

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

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

Section 6: The President can create or delete Committee Chair positions and Liaison positions, or re-designate the responsibilities of the Committees or their Chairs as needed for the welfare of the SCSC, with the concurrence of the SCSC EC.

ARTICLE V Expenditures

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

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

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

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

Section 4: The following budgets will be prepared, at a minimum, annually:

Operations Budget – The Operations Treasurer will prepare a budget for the Operations Accounts for the SCSC fiscal year (1 June to 31 May).

- The outgoing Operations Treasurer will present the proposed budget to the GB for approval at the April SCSC GB meeting. The proposed budget will be posted at the TS for at least thirty days prior to the May General Membership meeting and will be voted on at the May General Membership meeting.
- At the end of the fiscal year a minimum of \$5,000.00 will be kept in the SCSC Operations Accounts. In case of unforeseen circumstances, and to ensure the fiscal survival of the SCSC, any shortfall of the SCSC Operations account may be augmented by funds drawn from the CE and Welfare accounts if needed. The amount must be approved by a 2/3 majority vote of the GB.
- The Operations Budget Committee will include: the Operations and CE and Welfare Treasurers, 1st Vice President, 2nd Vice President, Recording Secretary, the President, an Advisor, and one other SCSC GB member. The President will designate committee members.

Community Enhancement and Welfare Budget – The CE and Welfare Treasurer will prepare estimated budgets for each of the CE and Welfare Accounts; Bazaar, Patch TS and CE and Welfare and Scholarships for the SCSC fiscal year (1 June to 31 May).

- The outgoing Welfare Treasurer will present the proposed Welfare budgets to the GB no later than the April SCSC GB meeting. The proposed budgets will be

posted at the Thrift Shop for at least thirty days prior to the May General Membership meeting and will be voted on at the May General Membership meeting.

- The Welfare Budget Committee will include: the Welfare and Operations Treasurers, the Recording Secretary, First Vice President, Second Vice President, the Bazaar Chair, Welfare Chair, Thrift Shop Chair, the President, an Advisor, and one other SCSC GB member. The President will designate committee members.

The President may call Operations and/or CE and Welfare Budget meetings for review as necessary. The President or her/his designated representative and at least one Advisor shall be present at all Budget Committee meetings.

Section 5: Annual Operating and CE and Welfare budgets will be approved by the GB and the General Membership. The GB has the approval authority for budgeted and unbudgeted expenses funds up to \$5000.00. Expenditures for unbudgeted expenses over \$5,000.00 will be presented to, and approved by the General Membership at a General Membership meeting. The President may ask for, with concurrence of the Parliamentarian, an electronic vote (eVote) of the GB and/or the General Membership on any Budget approval or unfunded Welfare requests.

ARTICLE VI

Income

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

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

ARTICLE VII

Financial Control

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

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

ARTICLE VIII Bonding

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

- a. The following Elected Officers, Committee Chair or Subcommittee Chair, and TS staff members will be bonded at SCSC's expense:
- President,
 - 1st VP
 - 2nd VP
 - Operation Treasurer
 - Welfare Treasurer
 - Bazaar
 - Trips and Tours
 - Ways and Means
 - TS
 - TS staff members – Manager and Associates
 - Others as deemed necessary by the President.

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

ARTICLE IX Liability Insurance

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

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

ARTICLE X

Audit

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

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

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

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

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

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

Section 6: The SCSC will retain audit reports and financial records for at least four years after audit completion.

Section 7: The organization will, when required, submit tax returns and other documentation to the host nation tax agency in accordance with all pertinent regulations.

ARTICLE XI

Donations / Welfare Contributions

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

ARTICLE XII

Resale and Fundraising Activities

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

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

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

Section 3: Fundraising is limited to individuals with SOFA Status. The SCSC may only sell raffle tickets to those 18 years of age and older. Money will not be solicited or accepted from host nation citizens or other individuals not authorized SOFA status or Individual Logistic Support (ILS) under USAREUR Regulation 600–700. Any request for an exception to policy must be sent through the U.S. Army Garrison–Stuttgart Commander and the Regional Director IMA–Europe, for approval by the DCG/CoS, USAREUR/7A, after consultation with the CG USAREUR Customs Executive Agency (AEAPM–CEA–NS) and any required coordination with the Host Nation.

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

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

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

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

ARTICLE XIII

Employees / Paid staff members

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

Section 2: Individuals authorized to consign and purchase items through the TS are limited to ID Card Holders.

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

- a. The TSEC will consist of the following members: TS Chair, TS Manager, 2nd VP, CE and Welfare Treasurer, two other SCSC member-at-large, and the TS Advisor. Each will be a voting member of the TSEC, with the exception of the TS Advisor. The TS Chair will preside over the TSEC meetings, unless otherwise directed by the President. The President may attend the meetings as a non-voting member.
- b. The TSEC will meet monthly, and additionally as requested by any member of the TSEC.

Section 4: The TS will have the following paid staff member positions: Manager and TS Associate.

- a. Each staff member must be have SOFA status and be at least 18 years of age. TS staff members will automatically be made Active Members of the SCSC. Paid staff are not allowed to be GB members.
- b. The TSEC, in accordance with PaGOP, will advertise open staff positions. The TSEC will make recommendations to the GB for approval.
- c. Each staff member approved and contracted by the GB will sign a contract with the GB stating compensation, duties and guidelines for the individual position, and will read and sign the TS PaGOP approved by the GB. Every staff member contract will be valid from time of signature until 31 May of each board year.
- d. To terminate a contract before the expiration of the contract term, a staff member must give the TSEC advance written notice of at least 30 days. The TSEC, in extenuating circumstances, may waive this 30-day notice requirement. The TSEC will forward this notice of termination to the GB.
- e. The GB may terminate a staff member's contract at any time with written notice to the staff member.
- f. The SCSC is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

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

Manager

- Make necessary rules and regulations for the operation of the TS with the consent of the TSEC.

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

TS Associate

- Be present during operating hours of the TS in accordance with their contracts or provide the TS Manager with sufficient advance notice of an absence to ensure that a trained substitute staff member is present.
- Assist in the supervision of the sales floor and perform other duties as assigned by the Manager.
- Will be trained and substitute, as needed at the request of the Manager.

Compensation

Compensation for all Thrift Shop Staff Members will be recommended by the TSEC and require the approval of the GB. Total compensation will not exceed 20% of gross income. A trained substitute may serve in the Manager's absence and will be paid the Manager's rate.

Section 6: The TSEC may recommend an award or bonus to any or all of the above described staff members. The recommendation for award or bonus will be voted on by the SCSC GB or General Membership, as appropriate to the amount of the award or bonus being recommended. Such bonuses shall not be part of any contract of employment and the discretionary authority given herein shall not create any right to payment of such bonuses and shall not be construed as promise of payment. The amount of the bonus, if recommended, shall be determined by the TSEC, but shall not exceed the amount of one month's salary of the affected staff member.

Section 7: TS expenditures will be limited to those associated with running a small business and those specifically authorized by the TSEC. Authorized expenditures include: compensation and bonuses of TS staff members, cost of financial bonding and required insurance, office administration and supplies, repairs to TS property, purchase

of equipment for operation of the TS, and reimbursement for volunteer child care expenses, which are subject to limitations specified in the TS PaGOP. Total compensations to TS staff members may not exceed twenty percent of the TS gross income. Income and revenue will be measured monthly or yearly for the purpose of this limitation. The TSEC must approve any unbudgeted purchase exceeding \$2000.00. The SCSC GB must approve unbudgeted purchases over \$2,000.00

Section 8: TS will be closed when the USAG–Stuttgart declares roads are red due to inclement weather.

Section 9: The TS records will be audited annually by an auditor approved by the USAG–Stuttgart and/or on replacement of the TS Manager in accordance with AR 210–22. A copy of the TS audit report will be provided to the TS Manager and kept on file with the TSEC.

Section 10: The TS will be dissolved at the direction of the U.S. Army Garrison–Stuttgart and/or the SCSC GB, or on the dissolution of the SCSC. Property dispersion will be in accordance with the SCSC Constitution, AR 210–22 and AER 210–22.

ARTICLE XIV Affiliated Chapters

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

ARTICLE XV Rescission

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

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

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

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

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

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

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

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

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

Two copies of the current SCSC Constitution and Bylaws.

A list of officers of the SCSC to include their complete addresses, telephone numbers and email addresses.

Proof of insurance and bonding, including a copy of any insurance policy covering PO activities.

A summary of the SCSC's key activities and fundraisers sponsored during the previous year.

A summary of any major changes in the PO or its operations (activities, objectives, organization, constitution, bylaws, etc.)

One copy of annual audits for the previous two years, and any corrective action reply.

A Copy of the GB Minutes for the previous two years.

A signed statement from the SCSC President stating the percentage of members with and without SOFA status.

Location and types of on-post bank accounts, including account numbers

A copy of any prior approval to operate documents, if approval to operate was granted.

The above listed documents will be forwarded to the USAG–Stuttgart Private Organization Coordinator to arrive no later than 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.

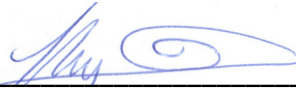
Section 8: Pertinent regulations – AE 210–22, AER 210–22, AR 600–29, AER 600–700, DODI 1000.15, 5CFR 2635.705, USAG–Stuttgart Policy Letter #32 for PO

ARTICLE XVII Ratification

As stated in the SCSC Constitution, Article IX, Section 2, these Bylaws were approved by a majority vote of the GB members on October 7, 2014 and presented to the General Membership in October 2014. Changes do not conflict with any pertinent regulation.

As stated in the SCSC Constitution, Article XVI, Section 6, these Bylaws were amended by a majority vote of the GB members on February 3, 2015 and presented to the General Membership on May 19, 2015. Changes do not conflict with any pertinent regulation.

Gretchen Cooper, President



Katie Whitehurst, First Vice President



Sherry Snider, Second Vice President



Jennifer Gilliam, Parliamentarian

