

This Constitution and By-laws, dated March 15, 2009 shall supersede all others

CONSTITUTION
of the
FORT WOOD COMMUNITY SPOUSES' CLUB
FORT LEONARD WOOD, MISSOURI

ARTICLE I
NAME

The name of this organization will be the Fort Wood Community Spouses' Club hereafter referred to as, "FWCSC".

ARTICLE II
PURPOSE

The purpose of the FWCSC shall be to promote opportunities for its members to join in social, cultural, educational, and creative pursuits within the community. Members shall have the opportunity to volunteer support for fundraising activities in order to disperse donations through our Community Outreach Fund and Scholarships in accordance with the 7 Army Values.

This organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.

This organization's activities will not seek to deprive individuals of their civil rights.

ARTICLE III
PROVISIONS AND POLICIES

SECTION ONE:

FWCSC does not contemplate financial gain or profit to the members thereof and is organized for nonprofit purposes.

SECTION TWO:

FWCSC shall be a private organization authorized to operate in accordance with Department of Defense Instruction 1000.15 dated December 20, 2005, with the written permission of the Senior Mission commander, Fort Leonard Wood, Missouri, or his representative.

SECTION THREE:

Members are personally liable if FWCSC assets are insufficient to discharge all liabilities.

SECTION FOUR:

In case of any omission or conflict between this Constitution and the Department of Defense or other pertinent directives, the latter shall govern.

SECTION FIVE:

This Constitution shall supersede all previous written Constitutions and Bylaws of FWCSC. A copy of this Constitution, any amendments, and Bylaws shall be provided to the approving authority of this private

organization.

SECTION SIX:

Parliamentary and operating procedures not covered in this Constitution shall be governed by Bylaws, hereafter referred to as Bylaws, approved by the Governing Board of the FWCSC. All other questionable procedures shall be governed by "Roberts Rules of Order," The Modern Edition.

SECTION SEVEN:

A quorum at a regular or special meeting of FWCSC shall be one fourth of the voting members.

SECTION EIGHT:

This Constitution shall be adopted at a regular or special meeting of FWCSC's members, by some two thirds affirmative vote of a quorum of FWCSC's voting members present at said meeting, providing notice of the proposed adoption is given one month in advance to the voting members of FWCSC. The same provisions apply for amendments to the Constitution. Constitution and amendments become effective upon receipt of signed and dated approval documents from FWCSC's approving authority as stated in Section 2 of this Article.

SECTION NINE: Bylaws

Bylaws shall be adopted by and implemented by FWCSC's Governing Board.

Bylaws include but are not limited to the following:

1. Duties and responsibilities of the Executive Board, Governing Board, elected officers, advisory officers, and appointed officers.
2. Nominations, membership, elections, meetings, quorums and voting, Constitution, adoption and amendment, financial management and insurance, volunteer reporting, and after action reports.

Bylaws shall be reviewed at the February Governing Board meeting to determine necessary revisions; however revisions may be made any time of the membership year.

A majority vote of Governing Board members present at any Governing Board meeting constitutes authority for revisions of Bylaws.

Reviewed and revised Bylaws shall be provided no later than April to officers and chairpersons of the Governing Board.

ARTICLE IV
MEMBERSHIP

SECTION ONE:

The membership in FWCSC shall be voluntary and shall consist of honorary, active, and associate memberships. Descriptions, dues, terms, and privileges for each type of membership are in the Bylaws.

SECTION TWO:

Individuals eligible for active membership shall be spouses and surviving spouses of Armed Forces personnel: active duty, Reserves, National Guard, retired military, and active or retired DA civilians; and DA civilians.

SECTION THREE:

Individuals eligible for associate membership shall be members of the FLW community not eligible for active membership.

ARTICLE V
OFFICERS

SECTION ONE:

Elected officers of FWCSC shall be the President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer.

SECTION TWO:

Advisory officers of FWCSC shall be:

- a. Honorary President. The spouse of the Commanding General, Maneuver Support Center and Fort Leonard Wood or his/her designated representative shall serve in this position.
- b. Honorary Vice President. The spouse of the Post Command Sergeant Major, Maneuver Support Center and Fort Leonard Wood or his/her designated representative shall serve in this position.
- c. Retiree Advisor. The Retiree Advisor will be appointed by the Honorary President.
- d. Additional advisory officers of FWCSC shall be appointed at the discretion of the Honorary President.

SECTION THREE:

Appointed officers of FWCSC shall be the Parliamentarian and chairpersons of standing committees. Appointments shall be made by the FWCSC President with the approval of the Executive Board.

ARTICLE VI
GOVERNING BODY

The governing body of FWCSC shall be an Executive Board and a Governing Board. The Executive Board shall be the elected officers, the advisory officers and the Parliamentarian. The Governing Board shall be the elected officers, advisory officers, and appointed officers.

ARTICLE VII
MEETINGS

SECTION ONE:

There shall be a regular meeting held monthly from September through May unless the Governing Board orders otherwise and due notification is made to the members of FWCSC.

SECTION TWO:

There shall be monthly meetings of the Governing Board.

SECTION THREE:

There shall be special meetings as designated in the Bylaws.

ARTICLE VIII
FINANCES

SECTION ONE:

The revenue of FWCSC shall consist of income derived from membership dues, profits from Ways and Means sales, bank account interest, donations, and any other fundraising projects subject to the approval of the Directorate of Morale, Welfare, and Recreation, Fort Leonard Wood. Revenues shall come from events during a fiscal year running from June 1 to May 31.

SECTION TWO:

The Governing Board shall have management responsibilities of the revenue, which are fully outlined in the Financial Management of the Bylaws. The President, Treasurer and Assistant Treasurer shall be bonded.

SECTION THREE:

FWCSC voting membership shall approve the annual Operating and Expense Budget, the semi-annual or annual disbursements of Community Outreach Fund, and the annual disbursements of Scholarships.

SECTION FOUR:

The Treasurer shall be custodian of the financial records. The Treasurer shall prepare and submit monthly and fiscal year-end financial reports to the Fort Leonard Wood Garrison Commander and the Governing Board of FWCSC. The Treasurer shall submit all financial records for an audit to a qualified auditor (a public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction) or three FWCSC members who hold no office. The Executive Board must approve the qualified auditor or the three FWCSC members. The audit will be done biannually or when the financial duties are passed from one Treasurer to another. It is the Treasurer's responsibility to acquire the above mentioned services. A copy of the audit shall be submitted to the President and the Garrison Commander upon completion.

SECTION FIVE:

FWCSC acknowledges that, in accordance with Army Regulation, it may be responsible to reimburse the Army for any utilities it consumes in meeting or function space on demand, and agrees to pay any such expenses shown to be due to FWCSC's operations. Fort Leonard Wood will normally waive this requirement in the best interest of community relations unless it is proven that FWCSC utility consumption is expensive.

ARTICLE IX
DISSOLUTION

Elizabeth Potkowski
Fort Wood Community Spouses' Club
2008-2009 President

In

Renee Midkiff
Fort Wood Community Spouses' Club
2008-2009 Parliamentarian

vote
or
the

case of
dissolution by
some two thirds
of the members
by direction of
Senior Mission
Commander of

Fort Leonard Wood, all residual assets and properties, after payment of outstanding debts, liabilities, and obligations, shall be disbursed to the Community Outreach Fund to recipients determined by a majority vote of the Governing Board. If there is no existing Governing Board, a majority decision of any remaining officers may direct the disbursement of residual net assets. If liabilities exceed assets, all active members shall be assessed their pro-rated share of the remaining debt after assets have been liquidated and disbursed toward debts and liabilities.

Neither the Installation nor the Government will have any liability for this organization's actions or debts.

Revisions approved by a majority vote of the membership on this 11th day of March 2009.

BYLAWS MEMBERSHIP

1. Eligibility is defined in FWCSA's Constitution.
1. Membership runs from June 1 to May 31.
1. Dues are \$20 per membership year or \$10 per half year.
1. The First Vice President has responsibility for all aspects of membership.
1. Members may have guests at the monthly members meeting. Guests eligible for membership can attend no more than one meeting per membership year.
1. Membership is voluntary and consists of active, honorary and associate members.
 - a. Active Membership
 - Will pay dues. Surviving spouses will not pay dues.
 - Should live on Fort Leonard Wood or in the surrounding communities.
 - Will have voting privileges.

May hold elected or appointed officer positions on the Governing Board.

May use FWCS silver.

May participate in all FWCS activities.

May attend Governing Board meetings if in good standing with FWCS and giving notification to the president 24 hours prior to said meeting. Visiting members may observe or present an item of business to the board.

Visiting members may participate in discussion of issues but may not vote.

May request the president to call a special meeting by submitting a petition signed by one-fourth of FWCS's voting members.

b. Honorary Membership

1. Are invited to this membership category by the Governing Board, e.g. spouses of community leaders.
2. Do not pay dues.
3. May participate in activities but without voting or office-holding privileges.

c. Associate Membership

1. Persons not eligible for regular membership may apply to the Governing Board for approval based on percentage of membership numbers.
2. The number of associate members shall not exceed twenty percent (20%) of the active membership.
3. Associate members shall pay dues and have voting privileges, but may not serve on the governing board.

1. Termination of membership with no refund of dues may occur when:

- a. There is permanent departure from the Fort Leonard Wood area during the club year.
- b. There are two consecutive months of non-payment on luncheon bills or returned checks.
- c. There is written resignation.
- d. There is a change of status affecting membership eligibility.
- e. There is just cause, upon consideration and majority vote of the Governing Board.

BYLAWS EXECUTIVE BOARD

1. Persons representing this board are the elected officers, advisory officers, and the Parliamentarian. Elected officers and advisory officers are listed in Article V of the Constitution.
2. This board serves in an advisory capacity to the president and may transact emergency business between Governing Board meetings.
3. Any board member may call a special meeting of the Executive Board providing all members are duly notified.
4. Actions requiring a vote of the Governing Board or the voting FWCS members will not be executed by this board.
5. A phone or electronic mail vote of the Governing Board may be ordered by the president after a special Executive Board meeting if an action is immediately required.
6. The Honorary President shall appoint Advisors to the Board. The Advisor(s) positions shall be advisory in nature and shall not be voting members of the Board; however, he/she will retain eligibility as General Member of the Club. The Advisor(s) may serve as an ex-officio member of all committees.
7. Honorary President and Advisors
 - a. Shall be invited to attend all regularly scheduled and special meetings of the Executive Board and Governing

Board.

- b. Serve in an advisory capacity as an ex-officio member of the Executive Board, the Governing Board and all special committees, but have no voting privileges on these committees; however, he/she will retain eligibility as General Member of the Club.

8. The President shall have the following duties:

- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
- b. Ensure the Constitution and Bylaws of the Club are upheld and that all board members have a current copy.
- c. Supervise the overall affairs of the Club.
- d. Preside at all general membership, Executive Board and Governing Board meetings.
- e. Call special meetings or Executive Board meetings as necessary.
- f. Appoint Chairpersons of all standing committees and a Parliamentarian with the advisement of the Executive Board.
- g. Sign checks for authorized expenditures in the absence of the Treasurer and/or Asst-Treasurer; perform all duties of the Treasurer and/or Asst Treasurer in their absence.
- h. Prepare a budget.
- i. Represent or designate a representative to all Ft. Leonard Wood Councils and other boards requiring the presence of a FWCSB board member.

3. The First Vice-President shall have the following duties:

- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
- b. Perform the duties of the President in her absence or if the position was vacated.
- c. Assist the President as needed.
- d. Purchase the farewell gift for the President (maximum \$100).
- e. Responsible for all aspects of membership to include; membership applications, membership drive, welcome book for membership drive, membership roster, membership directory, and membership birthdays at luncheons
- f. Be a member of the Budget Committee and the Constitution and By-laws Committee.

4. The Second Vice-President shall have the following duties:

- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
- b. Plan themes and tentative schedule of general membership luncheons.
- c. Select a Service Project for each luncheon and contact a representative from that organization to be a guest speaker at the luncheon.
- d. Plan set up and necessities for each luncheon to include microphones, lighting, sound and staging needs.
- e. Coordinate with Reservations chair and collect reservations number to include any vendors who will be joining us for lunch.
- f. Be a member of the Budget Committee and the Constitution and By-laws Committee.

5. The Secretary shall have the following duties:

- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
- b. Keep an accurate record of all meetings to include the Executive Board, Governing Board, Budget, and all other special meetings.
- c. Submit copies of each month's board minutes to all members of the Board.
- d. Be a member of the Budget Committee and the Constitution and By-laws Committee.

6. The Treasurer shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Treasurer is the custodian of financial records and authorized signatory on FWCSA Checking Accounts.
 - c. Shall be bonded.
 - d. Prepare a proposed budget for the Governing Board to review and make revisions and subsequently vote to approve.
 - e. Chair the biannual budget meeting in both July & January.
 - f. Prepare monthly & year-end financial reports, to be presented to the board each month.
 - g. Attend all club social functions where there will be money exchanged.
 - h. Prepare vouchers for reimbursement, deposits and payments.
 - i. Complete Form 990or 990EZ return.
 - j. Assure the club is following Bylaws/Financial Management.
 - k. Have financial records audited every other year or when there is a change of Treasurer (which ever comes first). A copy of the audit shall be submitted to the President and Garrison Commander upon completion.
 - l. Be a member of the Constitution and By-laws Committee.

7. The Assistant Treasurer shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Serve as the assistant custodian of all funds for the Club and the secondary check writer.
 - c. Assist the Treasurer with any duties to include preparing financial statements
 - d. Attend all club social functions where there will be money exchanged.
 - e. Assist the Treasurer in preparing vouchers for reimbursements, deposits, and payments as needed.
 - f. Assist the Treasurer in completing form 990.
 - g. Pick-up and distribute mail from Post Office Box.

8. The Parliamentarian shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Shall be appointed by President and serves as a non-voting member of both the Executive Board and Governing Board.
 - c. Advise the President and Board on matters of parliamentary procedure.
 - d. Conduct all electronic voting.
 - e. Chair the Nominating Committee in accordance with the section of Bylaws – “Nominations.”
 - f. Chair the Constitution and Bylaws Review Committee in accordance with the section of the Bylaws “Constitution Adoption and Amendments.”
 - g. Submit packet to MWR for FWCSA revalidation in the spring of every odd year.
 - h. Be a member of the Budget Committee.

BYLAWS
GOVERNING BOARD

1. Persons representing this board are the elected officers, advisory officers, and the appointed officers. Members meet monthly on a specific date, time, and place determined by a majority vote of the Board or at a special request of the President. Appointed officers are (but are not limited to): Parliamentarian, Ways & Means, Scholarships, Community Outreach Fund, Activities, Historian, Postscripts, Public Relations, Fundraising (Craft, Basket, and Wild West), and Reservations.
2. The duties of the members of the Board are written in these Bylaws for their respective positions, those specified in the FWCSA Constitution and these Bylaws.
3. Duties in these Bylaws include but are not limited to the following:
 - a. Members will be present at each Board meeting or notify the president of their absence. Should a member miss two consecutive monthly meetings without notification, the president should inquire as to the circumstances. At

the discretion of the president, an Executive Board meeting will be called to discuss dismissal of said board member. If dismissal is required, the president will appoint a new officer for the position. If the position is an elected officer, the Governing Board must approve the appointment.

- b. Members will submit a monthly report (preferably typed, but may be handwritten), to include any agenda items, one week before each meeting. If the president does not receive notice of an agenda item, she has the authority to table the item until the next regularly scheduled meeting. There should be three copies, one for the president, one for the secretary, and one for the member's notebook.
- c. Members should support revenue-producing activities.
- d. Members should attend regular membership meetings.
- e. Members should appoint their own committee members, subject to approval of the President, unless otherwise stated in Constitution or Bylaws.
- f. Members will submit a proposed budget for income and expenditures, if required for their position, at the July meeting.
- g. Members will maintain a notebook including but not limited to the following:
 1. One copy of current Constitution and Bylaws
 2. A list of current board members
 3. A list of FWCS membership
 4. Copies of agendas and minutes from current year board meetings
 5. Copies of treasurer's reports for the current year
 6. Copy of the tax exempt letter
 7. Copy of monthly report of position
 8. Contracts necessary for position, explained in position Bylaws and AARs
 9. Copies of after-action reports, budgets, and requests for reimbursement for current year
 10. Copies from the previous year including but not limited to:
 - a. After-action reports
 - b. Contracts
 - c. Constitution and By-laws
 - d. Approved budgets and budget requests
 - e. Requests for reimbursements
 - f. Any other documents required in respective position AARs
 11. Board members will turn over notebooks to include an end of year after-action report, to the president upon resignation or termination of membership from FWCS; to their replacement at the May joint Governing Board meeting; or to the president no later than May 31.
- h. Requests for revisions to members' respective Bylaws will be submitted at the February board meeting, provided the member has at least one week to review the notebook. Any other requests for revisions during the remainder of the FWCS year must be made directly to the president and subsequently reviewed by the Executive board at the soonest date possible.
- i. Resignations must be submitted in writing to the president and will become effective immediately.
- j. Each officer position only has 1 vote, especially in the case where there are co-chairs for appointed positions. All co-chairs may attend Board meetings, but only 1 vote for that position will be counted.
- k. One vote will be shared by the 'Fundraising Chairs', (Craft, Basket, and Wild West).
- l. Phone or electronic mail votes may be ordered by the president and carried out by the parliamentarian, if special meetings are not possible and a vote of the Governing Board is required immediately. The board member will give a simple yes or no vote when being contacted. A quorum is required in accordance with these Bylaws. A majority vote will be required to pass any measure.

- m. Voting may be by show of hands or secret ballot at the discretion of the president. Absentee ballots are not accepted.
 - n. Governing board members will be reimbursed for childcare at the Child Development Center rate for Board meetings and membership meetings when attendance is required for their position or requested by an Executive Board member.
4. The Activities Chairperson shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Prepare Activities sign-up sheets for Membership Drive and attend Drive in order to encourage participation, welcome new members, and answer questions about Activities.
 - c. Invite volunteers to serve as point of contacts (POCs) or leaders of small interest groups. Each month, collect meeting times and locations and/or other pertinent information from point of contacts to be published in monthly club newsletter (Postscripts) and on the Website.
 - d. Attend activities throughout year to support volunteer POCs and take photos of meetings and events for club newsletter (Postscripts) and Website. Submit summary write-ups for publication in Postscripts and Website or solicit volunteer to act as a guest writer.
 5. The Basket Auction Chairperson shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Arrange for date, time place of auction. Submit to President for approval.
 - c. Coordinate with MWR and Garrison to approve event.
 - d. Compose and mail solicitation letters to local businesses.
 - e. Coordinate Basket Auction planning committee meetings.
 - f. Appoint committee chairs, with the consensus of the President, comprised of members of the FWCSA. Committees need to include but not limited to: Club arrangements, Solicitation, Publicity, Decorations, Bidder Registration, Pictures, Room Arrangements, Hostess Chair, Silent Auction Chair, Basket Vannas, Programs, MC, and Auctioneer.
 - g. Responsible for all aspects of Basket Auction planning and execution.
 6. The Craft Fair Chairperson shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Arrange for date, time and place of Craft Fair. Submit to President for approval
 - c. Coordinate with MWR and Garrison to approve event.
 - d. Appoint a Craft Fair Committee, with the consensus of the President. The Craft Fair Committee members include but are not limited to, the following; Publicity, Door Prize Coordinator, Vendor Relations Coordinator, Administrative Coordinator, Volunteer Coordinator, Santa’s Kitchen Coordinator, and Mrs. Claus’ Pantry Coordinator.
 - e. Responsible for all aspects of Craft Fair planning and execution.
 7. The Historian shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Take pictures, newspaper clippings, flyers, etc. of all events that relate to the Fort Wood Community Spouses Club for historical data.
 - c. Maintain 3 photos albums: Commanding General's Spouse (Honorary President), FWCSA President, and FWCSA Historical Album. The last one is kept with the club at the Spouse House.
 8. The Hospitality Chairperson shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Coordinate with Reservations to determine new members or guests. Welcome new guests at each luncheon.
 - c. Sell opportunities at luncheons.
 - d. Work with 2nd Vice-President and assist with luncheon planning and execution.
 9. The Postscripts Chairperson shall have the following duties:
 - a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Publish the monthly newsletter from September – May (9 issues.)

- c. Appoint a staff to help with the writing and distribution of the monthly newsletter.
 - d. Maintain a file of all newsletters printed.
 - e. Maintain a file for all advertisers in the newsletter and mail newsletter to advertising clients.
 - f. Request from Executive and Governing Board members monthly updates, flyers and articles for the position they hold to be printed for General Membership information.
 - g. Determine best method of distribution of newsletter, regular postal rates, application for bulk postal rates, or e-mail distribution or some combination of methods.
10. The Property Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Maintain a current inventory of all FWCS property and a check-out log of all property.
 - c. Coordinate repair or refurbishment of property with Governing Board approval.
 - d. Responsible for key control.
11. The Public Relations Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Publicize all FWCS activities and events through, but not limited to, the local radio stations, television stations, and other venues suggested in the AAR.
12. The Reservations Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Responsible for taking reservations (email and phone) for all general membership functions and report the number to the 2nd Vice-President by agreed upon deadline.
 - c. Maintain permanent reservation list.
 - d. Collect full payment from each member to attend the event. After each function, notify in writing a request for payment from those who did not attend and failed to cancel their reservation.
13. The Scholarship Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Appoint a committee, with the consensus of the President, consisting of representation from the Executive Board, the Advisors, and each major command on Post. This committee will propose recommendations for a timeline, the application, criteria and distribution.
 - c. Appoint the Scholarship judges, with the consensus of the President,
 - d. Present the proposed scholarship award criteria, timeline and method of application to the Governing Board for approval.
 - e. Present the proposed distribution of Scholarship funds to the Governing Board for approval.
 - f. Organize Scholarship Award ceremony.
14. The Ways and Means Chairperson/Co-Chairs shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Responsible for purchasing merchandise to sell at FWCS events.
 - c. Coordinate Vendors and vendor tables with 2nd Vice-President.
 - d. Maintain current inventory and replenish inventory when funds are available.
 - e. Be a member of the Budget Committee and the Constitution and By-laws Committee.
15. The Webmaster Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Responsible for updating and maintaining Website.
 - c. Coordinate with Postscripts Chairperson, Publicity Chairperson, and all other relevant Chairs for keeping updated and pertinent information on the Website.
16. The Community Assistance Fund Chairperson shall have the following duties:
- a. All duties listed under *Bylaws – Governing Board 1-3* and *Bylaws – After Action Reports*
 - b. Develop and distribute a Community Assistance Fund solicitation letter to be distributed to the community.
 - c. Conduct a Community Assistance Fund meeting prior to each distribution (annually or bi-annually). This meeting should have at least two representatives from the Executive Board and a representative from each major Command on Post. This committee will select recipients and propose funds to be distributed.
 - d. Present final Community Assistance Fund recipients and amounts to Governing Board for approval and subsequently to the membership for approval.

BYLAW MEETINGS

1. A Membership Signup special meeting will be held in August.
2. Regular FWCSO meetings will be held monthly from September through May.
3. The Governing Board will meet monthly these meetings are the responsibility of the President.
4. Special meetings of the Executive Board, the Governing Board, or FWCSO may be called to conduct business that cannot be conducted at regularly scheduled meetings because of content or timely matters. An attempt must be made to notify participants and inform them of the intent of the meeting. Instructions for these meetings are included in these Bylaws for the Executive Board, the Governing Board, and the Membership.
5. Meetings of standing committees will be held according to these.

BYLAWS QUORUM AND VOTING

1. Quorums.
 - a. A membership quorum is one-fourth of the voting members of FWCSO.
 - b. An Executive Board or Governing Board quorum is two-thirds of its members.
 - c. A special meeting called of the Governing Board will require a quorum of two-thirds of its members in order to conduct business.
2. Voting.
 - a. At a regular or special Governing Board meeting, an affirmative vote, or negative vote, or abstention is obtained by a majority. Other requirements are listed in these Governing Board Bylaws.
 - b. At a regular FWCSO meeting, quorum requirements must be met before voting can take place. The parliamentarian will report voting outcome to the president no later than the next scheduled Governing board meeting for inclusion in the meeting minutes. Voting results will be announced at the next regularly scheduled FWCSO meeting and published in the next issue of FWCSO newsletter. Other requirements are included in these Bylaws for Election of Officers and Constitution Adoption and Amendments.
 - c. Voting at regular or special Governing Board meetings may be by secret ballot or show of hands. The parliamentarian will count the vote and report to the president. The president will then announce the voting results to the Board.
 - d. Absentee ballots are not accepted.

BYLAWS CONSTITUTION ADOPTION AND AMENDMENTS

1. Adoption of Constitution will be obtained by a two-thirds affirmative vote of a quorum of FWCSO voting members. A quorum is one-fourth of the voting members. Notice of motion to adopt or amend the Constitution must be given at least one month prior to the vote. Discussion between Governing Board members and voting members should take

place during this time. Proposed Constitution changes should be published in the FWCSA newsletter for review one month prior to expected vote.

2. Justifications for needing an adoption of a new Constitution would be a major change in membership eligibility, a major change in purpose of FWCSA, etc.
3. Amendments to the Constitution should be for major changes, such as changes required by the approving authority, etc. When possible, issues should be resolved by revising Bylaws rather than amending the Constitution.
4. The Parliamentarian will chair a committee to review the Constitution and By-laws at least every two years. This review will occur as part of the Post revalidation process in the spring of every odd year. This committee will be composed of the Parliamentarian, the President, Honorary President, Honorary Vice-President, Advisor(s) and any other FWCSA members who have expert knowledge of the issues at hand. After the committee reviews the Constitution, proposed revisions should be submitted at the next regularly scheduled Governing Board meeting for discussion and subsequent vote.
5. A proposed amendment from outside the Governing Board must be signed by ten club members and submitted in writing to the Governing Board at a regularly scheduled meeting. Notice to attend meeting must be given in accordance with membership Bylaw privileges. If proposed amendment is approved by the Governing Board, it will be presented to the voting membership at the next regularly scheduled member meeting. A vote on the proposed amendment will take place at the following month's regularly scheduled member meeting.
6. The Governing Board will have the authority for recommending or repealing an amendment in a regular or special meeting of the board in accordance with the quorum and voting Bylaws.
7. Amendments to the Constitution will become effective immediately upon approval of the Club membership, subject to receipt of approval documents from the DMWR of Fort Leonard Wood.

BYLAWS

NOMINATIONS

1. Nominations for elected officers will be made by a Nominating Committee. Persons being nominated may come from the active membership of the FWCSA. The Nominating Committee will choose a slate from all eligible persons being considered for office. The parliamentarian will chair the Nominating Committee. The committee will include the Honorary President, the Honorary Vice President, Advisors, and at least two FWCSA members who are not seeking Executive Board positions. The Nominating Committee's purpose is to select a slate of individuals who fulfill the intended purpose of the FWCSA as indicated in Article II of the Constitution.
2. Members of the committee will canvass the active FWCSA membership to find prospective candidates for elected offices. Permission will be obtained from prospective candidates before their nomination.
3. Prospective candidates should be sought from the active FWCSA membership at member meetings several months prior to the actual slating of candidates. All names of prospective candidates will be given to the parliamentarian or the president of the FWCSA.
4. The nominating committee should meet in February to discuss prospective candidates and nominate a slate of officers. In March, the slate should be announced at the member meeting. Additional nominations from the floor may be made at this time. Nominations will be accepted upon a second and with the consent of the nominee who must be present.
5. The slate of candidates should be published prior to the election in the March and April FWCSA newsletters. A short biography on each candidate including volunteer and/or work experience may be included in the newsletter to familiarize the FWCSA members with the candidates.
6. In April the slate should be voted of by the General Membership.

BYLAWS

ELECTION OF OFFICERS

1. Elected officer positions are the president, 1st Vice President, 2nd Vice President, Treasurer, Assistant Treasurer, and

Secretary.

2. A quorum for election of officers is one-fourth of the voting membership.
3. Elections for officer positions are by secret ballot prepared by the parliamentarian.
4. Ballots will be distributed and collected at the April members meeting by the parliamentarian.
5. The parliamentarian and the President will count the vote at the April meeting, provided they are not candidates on the ballot. If one or both of these officers is a candidate, the Honorary President will appoint one or two other present board members who are not candidates to count the vote. Positions which have only one candidate will be elected by acclamation (i.e., acceptance without secret ballot). The candidate who receives a plurality (the larger number) of votes cast for the position will be elected.
6. Elected officers will be announced before the closing of the April meeting by one of the persons counting the vote.
7. Installation of elected officers will be at the May members meeting. Each officer will serve one year commencing June 1 and ending May 31 of the following year. Officers are authorized to assume whatever duties deemed necessary for the coming year immediately upon election. This is necessary in case an officer departs the area during the time frame between the April elections and June 1.
8. No individual will occupy the same elected position in the FWCSA for a period longer than 2 full and consecutive years.
9. Vacancies of elected officers will be filled as follows:
 - a. Should the office of president become vacant, the 1st vice president will assume the duties of president.
 - b. Vacancies occurring in any elected position will be filled at the discretion of the President, the Honorary President, the Honorary Vice-President and the Advisor(s) and approved by a majority vote of the Governing Board members.

BYLAWS FINANCIAL MANAGEMENT

1. The Governing Board has the responsibility of financial management for FWCSA revenues. The FWCSA Constitution will be referred to for liabilities and financial reporting under Article III, Section 3, Provisions and Policies, Article VIII, Finances, and Article IX, Dissolution.
2. The treasurer is the custodian of all financial records.
3. Management will be executed by a yearly budget consisting of income and expenditures of Operating, Community Outreach Fund, and Scholarship Accounts.
4. A budget meeting should be held in June to discuss expected yearly income and expenditures. The treasurer is responsible for organizing the meeting. The following board members should be present: Honorary President, Honorary Vice President, Advisors, President, 1st Vice President, 2nd Vice President, Assistant Treasurer, Treasurer as chairperson, Secretary, Parliamentarian, and ways and means. Following the budget meeting the treasurer will prepare a proposed budget for the next scheduled Governing Board meeting in July. In July, the Governing Board will review the proposed budget, make any necessary revisions, and vote to approve. The proposed budget will be presented to the active membership at the regular membership meeting in September for approval. Upon approval, the Governing Board will implement this budget for managing FWCSA revenues and obligations. In January, a budget meeting should be held to review the budget and propose necessary revisions. Any revisions must be presented to the Governing Board for approval in January.
5. The Governing Board will approve actual expenditures within the budget guidelines and the purpose for which the FWCSA is established. The Governing Board must authorize any expenditure exceeding \$100.00 not designated in the budget. A single item expenditure of over \$500.00 not covered in the budget must be approved by the regular membership.

6. The Operating Account will be funded by membership dues, donations, 100% of revenue generated by Ways and Means, bank account interest, and if needed, up to 30% of revenues generated by fundraising projects. The treasurer will make disbursements from the Operating Account for debts, liabilities, and obligations incurred in operation of the FWCSA. Disbursements will be made in a timely manner and in accordance with the FWCSA Constitution.
7. The Community Outreach Fund and Scholarship Accounts will be funded by a minimum of 70% of revenues generated by fundraising projects, and by any designated donations for Community Outreach Fund or scholarships acquired by the FWCSA. The revenue generated by each fundraising project to Community Outreach Fund and Scholarship accounts will be divided as follows:
 - a. Community Outreach Fund will receive 40%
 - b. Scholarships will receive 60%
8. Disbursements from the Community Outreach Fund and Scholarship Accounts will be made to organizations, agencies, and/or individuals after approval of Community Outreach Fund and scholarship committees, the Governing Board, and the regular members. Community Outreach Fund disbursements may be semi-annual or annual disbursements.
9. The president, treasurer, and assistant treasurer will be authorized signatories of the FWCSA bank checking account and will be bonded by a reputable bonding firm for a sum sufficient to protect the FWCSA from loss.
10. At the end of the fiscal year or membership year, the Governing Board will ensure a sufficient cash reserve as a minimum of \$2,500.00 (uncommitted) remaining in the FWCSA bank account to meet financial obligations that extend beyond its term of office.
11. During the FWCSA year, if the Operating Fund is insufficient to meet the financial obligations of the FWCSA, the Governing Board may authorize a transfer of 10% or less of the funds from the Community Outreach Fund and Scholarship Accounts to the Operating Account. These must be uncommitted funds and the transfer may occur only once during each FWCSA year.
12. During the FWCSA year, if the Operating Fund exceeds the amount budgeted, the Governing Board may authorize a transfer of funds to the Community Outreach Fund and Scholarship Accounts.

BYLAWS
AFTER ACTION REPORTS

1. After Action Reports (AARs) will be written for the following: all fundraising events, amendments to Constitution or these Bylaws, board positions, meetings held by special committees, and any other important activities needing documentation.
2. AARs should include, but are not limited to:
 - a. Detailed day-to-day or month-to-month report of activities, meetings, etc.
 - b. Copies of correspondence, forms, etc.
 - c. Copies of reimbursement requests and their receipts.
 - d. Volunteer hours.
 - e. Comments and suggestions accumulated during activities.
 - f. Copies of applicable financial reports (income and expense), if available.
1. The signed original will be provided to the president. One copy will be provided to the secretary and a file copy will be maintained in the notebook for that position or activity.