

Fort Knox Spouses and Community Club, Inc.

BYLAWS

ARTICLE I – Organization Name and Purpose

Section A. Declaration of Bylaws

The Board of Governors (BOG) hereby declares these Bylaws for the management of the “Fort Knox Spouses and Community Club, Inc.” hereinafter referred to as FKSCC, in accordance with the FKSCC Constitution. The FKSCC shall operate with the approval of the Fort Knox Garrison Commander, hereinafter referred to as the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all Army regulations, specifically DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600-20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of the Army Installations) and any Fort Knox Private Organization and Fundraising Policy.

ARTICLE II – General Provisions

Section A. Audit

Audit Procedures shall be conducted as follows:

1. Audits shall be performed in accordance with the Fort Knox Private Organization and Fundraising Policy.
 - A. No US Government auditing service shall conduct FKSCC audits.
 - B. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years plus the current year.
 - C. An audit will be conducted on all FKSCC accounts at the conclusion of the FKSCC Board year and/or upon change of Treasurer, regardless of time elapsed since the last audit.
2. Audit Procedures shall be performed as follows:
 - A. All FKSCC Officers and Standing Committee Chairs with accounts shall submit financial records to the Treasurer no later than 15 June.
 - B. The Treasurer shall gather all financial records and submit them to an independent auditor no later than 30 June.
 - C. Upon completion of the audit, the auditor shall send a written report to the FKSCC.
 - D. The President shall present the audit report to the Executive Committee members for review as soon as possible upon receipt of the audit report.
 - E. The President shall present the audit report to the Board at the first BOG meeting following receipt of the audit report.
 - F. The President shall ensure a copy of the audit report is sent to the Approving Authority.
 - G. If corrective action is required, the President shall ensure a corrective action reply is sent to the Approving Authority within thirty (30) days. Extensions may be granted.

Section B. Biennial Renewal

In accordance with the Fort Knox Private Organizations and Fundraising Policy, the FKSCC must request renewal from its Approving Authority biennially at least ninety (90) days prior to expiration. The following must be submitted with the renewal request:

1. Two (2) copies of the current Constitution and Bylaws.
2. Copies of the last two (2) audit reports from all FKSCC accounts.
3. List of current Officers.

ARTICLE III – Functions/Activities and Operating Procedures

Section A. Meetings

1. General membership meetings shall be held on a monthly basis, unless otherwise noted. Notification shall be made through the FKSCC newsletter and/or other media sources.
2. The membership shall be notified of any special general membership meetings. Notification shall include business to be transacted, date, time, and place of meeting.

ARTICLE IV – Membership

Section A. Guests

Any member of the FKSCC may pay for and bring a guest to FKSCC functions; however, persons eligible for membership in the FKSCC may attend only one (1) general membership meeting as a guest. Thereafter, persons must be members of FKSCC. Guests are not permitted to participate in member-only activities.

ARTICLE V – Officers and Governing Bodies

Section A. Executive Committee

1. The Executive Committee shall consist of:
 - A. Elected Officers to include: President, 1st Vice President, 2nd Vice President, Treasurer and Secretary.
 - B. Honorary President, Advisors and Parliamentarian.
2. The Elected Officers' year shall commence effective 1 June.
3. The Executive Committee's first order of business after installation is to approve the nominations of the Standing Committee Chairs as chosen by the President.
4. The Executive Committee's responsibility shall be to discuss business and forward recommendations to the BOG for a vote.
5. The Executive Committee shall be responsible for reviewing the proposed annual budget for administration prior to presentation to the BOG.
6. At the request of any member of the Executive Committee, the President may call an emergency meeting of the Executive Committee.
7. Any time a member of the Executive Committee causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Committee can require the resignation of said member.
8. In the event of a vacancy of an elected office, except in the office of the President, the office shall be filled by appointment made by the President and approved by the BOG. If the presidency is vacated at any time, this position shall be filled by the 1st Vice President. In the event the 1st Vice President is unable, declines or is unavailable to serve, the position will be filled by a nominee selected by the Executive Committee, approved by the BOG and elected by the general membership.

Section B. Board of Governors (BOG)

1. The BOG operates and administers all FKSCC activities. No BOG member shall be a paid employee of the FKSCC. The BOG shall consist of:
 - A. Voting Members:
 - (1) The Executive Committee
 - (2) Standing Committee Chairs
 - B. Non-voting Members:
 - (1) Advisors
 - (2) Honorary President
 - (3) Parliamentarian
 - C. The President shall vote only in case of a tie.
2. The duties of the BOG shall be:
 - A. To coordinate and supervise all activities of the FKSCC.
 - B. To direct collection and disbursement of FKSCC monies and establish proper accounting procedures.
 - C. To initiate changes to the Constitution and Bylaws for the efficient and orderly operation of the FKSCC.
 - D. To ensure that no program or activity shall be conducted by the FKSCC that would prejudice or discredit the military service or other agencies of the United States government.
3. Voting policies:
 - A. Each elected member of the Executive Committee shall have one (1) vote on the BOG with the exception of the President who shall vote only in the case of a tie.
 - B. The Chair or Co-Chair of each Standing Committee shall have one (1) vote.
 - C. The Honorary President, Advisors, and Parliamentarian shall have no vote.
 - D. One-half (1/2) of the voting members of the BOG must be present to constitute a quorum. A simple majority will constitute a valid vote. Three (3) of the voting members of the Executive Committee must be present to constitute a quorum.
 - E. There shall be no absentee voting but written proxy votes are allowed. Written proxy votes do not count toward the quorum.
 - F. In an emergency, a telephone vote of the Executive Committee and/or BOG may be conducted at the request of the President and with the advice of the Honorary President(s) and/or Advisor(s). The Parliamentarian shall conduct the vote. The process is as follows:
 - (1) A BOG member makes a motion to the President.
 - (2) The President notifies the Secretary, Honorary President(s) and/or Advisor(s).
 - (3) The Secretary may second the motion or the President may refer a member who would like to do so. In the latter case, the Secretary shall phone that person first to verify the second. The Secretary notifies the President that a valid motion is on the floor.
 - (4) The President notifies the Parliamentarian that a telephone vote is in order.
 - (5) The Parliamentarian phones the Executive Committee Members and/or BOG members and states the motion and that it was seconded. The Executive Committee Member and/or BOG member is asked how he/she votes.
 - (6) One-half (1/2) of the voting members must be reached in order to constitute a quorum.
 - (7) The Parliamentarian then notifies the President and states that a quorum has been reached and gives the result of the vote to include the number in favor, number opposed and number of abstentions.
 - (8) The President phones the Secretary with the results of the vote.
 - (9) Secretary states the motion and the voting results at the next BOG meeting and includes the motion, the second and results of the vote in the minutes for that meeting.
4. At the request of any member of the BOG, the President may call an emergency meeting of the BOG.

ARTICLE VI – Duties of Officers

Section A. Honorary President and Advisors

1. The Honorary President and Advisors shall:
 - A. Be invited to attend all regularly scheduled meetings of the BOG and the Executive Committee.
 - B. Be invited to attend all special meetings of the BOG and/or committees they advise.
 - C. Serve in an advisory capacity as an ex-officio member of the Executive Board, the Board of Governors and on all Special Committees they may advise, but have no voting privileges on these committees. The Honorary President and Advisors shall retain voting eligibility as a General Member of the FKSCC in an open election or forum.
 - D. Give the Secretary a copy of the following no later than the May BOG meeting:
 - (1) After Action Report
 - (2) SOP/Job Description (See Appendix)

Section B. Elected Officers

1. Elected Officers (President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer) shall:
 - A. Be elected by the general membership. Appointed Officers filling vacancies of Elected Officers shall adhere to the same guidelines as Elected Officers.
 - B. Be voting members of the Executive Committee. The President votes only in case of a tie.
 - C. Be voting members of the BOG. The President shall vote only in case of a tie.
 - D. Be voting members of the General Membership. The President shall vote only in case of a tie.
 - E. Be responsible to the President, Executive Committee, BOG, and the general membership. The President shall be responsible to the Executive Committee, BOG, and the general membership.
 - F. Provide a monthly report to the BOG.
 - G. Review and revise SOP/Job Description, subject to BOG approval.
 - H. Maintain a file containing the following items for submission to successor:
 - (1) SOP/Job Description
 - (2) Monthly reports (Includes financial statement, if applicable.)
 - (3) Minutes (1 inactive year plus current year)
 - (4) After Action Report (1 inactive year plus current year)
 - (5) Constitution and By-laws
 - (6) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 210-22 (Private Organizations on Department of the Army Installations) and any Fort Knox Private Organization and Fundraising Policy.
 - I. Give Secretary a copy of the following no later than the May BOG meeting:
 - (1) After Action Report
 - (2) SOP/Job Description (See Appendix)
2. The President shall have the following duties:
 - A. All duties as listed under Article VI, Section B of these Bylaws.
 - B. Other duties as follows:
 - (1) Official:
 - (a) Appoint the Parliamentarian and all Standing Committee Chairs subject to approval of the Executive Committee.
 - (b) Preside at Executive Committee, BOG, and general membership meetings.
 - (c) Preside at the joint meeting of the newly elected Officers and outgoing Officers at the regular meeting of the BOG in May.
 - (d) Oversee responsibilities of the 1st and 2nd Vice Presidents, Secretary, Treasurer and Parliamentarian.
 - (2) Financial:
 - (a) Be the custodian of all FKSCC Operating and Community Grants checking and saving accounts. Ensure that appropriate persons are authorized signatories on the FKSCC accounts.

- (b) Have authority to sign checks in the absence of the FKSCC Treasurer. Co-sign with Treasurer checks exceeding five hundred dollars (\$500.00).
- (c) Be responsible for BOG appreciation gifts using the established budget.
- (d) Ensure that an audit is performed in accordance with FKSCC Audit Procedures. (See Article II, Section A.)
- (3) Committee:
 - (a) Be an ex officio member of all committees with the exception of the Nominations and Election Committee.
 - (b) Approve all committee members with the exception of the Nominations and Election Committee members.
 - (c) Be a member of the Budget Committee.
 - (d) Be a member of the Constitution and Bylaws Committee.
 - (e) Appoint special committees and representatives of the FKSCC to community activities.
 - (f) Monitor the activities of the following committees: Bazaar, Community Grants, Gold Rush and Scholarship.
- (4) Publicity: Provide monthly information, in writing, to the Newsletter Editor, as needed.
- (5) Administrative:
 - (a) Request approval from Approving Authority and sign memoranda of agreement for major fund-raisers.
 - (b) Approve and sign appropriate contracts for the FKSCC.
 - (c) Direct an orderly and complete transition to the succeeding board.
 - (d) Biennially, request approval from Approving Authority to operate as a Private Organization.

3. The 1st Vice President shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

- (1) Official:
 - (a) Perform the duties of the President in his or her absence and fulfill the term should the position be vacated.
 - (b) Assist the FKSCC President as needed.
- (2) Financial
 - (a) Be responsible for farewell gifts for the BOG and others as designated by the President.
 - (b) Be responsible for the President's appreciation gift using the established budget.
 - (c) Maintain a valid signature card for all financial accounts.
- (3) Committee:
 - (a) Be a member of the Budget Committee.
 - (b) Monitor and coordinate with the President activities of the Standing Committees.
- (4) Serve as the Parliamentarian in the absence of a Parliamentarian.
- (5) Responsible for appointing an Advertising/Marketing Chair for the FKSCC newsletter to contract with advertisers.
- (6) Representative: Be the FKSCC representative on community related councils as requested by the President.

4. The 2nd Vice President shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

- (1) Official:
 - (a) Preside at meetings in the absence of the President and 1st Vice President.
 - (b) Be responsible for making the necessary arrangements, e.g. pastries, fruit, and coffee/juice served at BOG meetings.
 - (c) Act as luncheon/dinner coordinator:
 - (1) Coordinate the details of each function with the catering manager of the designated event location and obtain a signed contract.

- (2) Be responsible for the details of each function to include menu, price, linen colors, table decorations, and opportunity prizes as needed.
- (3) Be responsible for purchasing speaker and/or guest gifts for FKSCC functions.
- (4) Coordinate details of each function with the President, 1st Vice President, Publicity Chair, and Ways and Means Chair. Provide information to the Newsletter Editor for publication. Coordinate with the vendor(s) for each function to ensure they are approved vendors with the Approving Authority, they have signed a vendor contract and paid their monthly vendor fee, and fulfilled all other requirements of monthly vendors.
- (5) Receive information from the Reservations Chair regarding the number of members planning to attend the luncheon each month. Notify the catering staff at the event location prior to the function.
- (6) Send "thank you" notes to speakers/presenters.
- (7) Review luncheon and BOG meeting bills from the event location for accuracy. Correct with the catering staff, if necessary, and turn over to the FKSCC Treasurer for payment.

(2) Committee:

- (a) Chair the Programs Committee.
 - (1) Propose a tentative program schedule for the current year and submit it to the BOG for approval no later than the August BOG meeting.
 - (2) Coordinate, publicize, and introduce the programs for the monthly functions.
- (b) Be a member of the Budget Committee.

5. The Secretary shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

- (a) Keep an accurate record of BOG or special (Executive Committee, Budget and general membership) meetings minutes and provide copies and make the minutes available to the General Membership.
- (b) Submit copies of each month's board minutes to all members of the BOG within ten (10) working days after each meeting.
- (c) Provide a copy of BOG Meeting and general membership minutes to any member upon request.
- (d) Be responsible for:
 - (1) Taking messages from answering machine and fax machine.
 - (2) Collecting and distributing mail to BOG members.
 - (3) Ordering necessary office supplies.
 - (4) Handle correspondence for President upon request.
 - (5) In the event of a telephone vote, shall record the votes as reported by the Parliamentarian.

(2) Committee:

- (a) Be a member of the Budget Committee.
- (b) Be a member of the Constitution and Bylaws Committee.

(3) Administrative:

- (a) Forward approved BOG meeting minutes and general membership meeting minutes to the Approving Authority on a monthly basis.
- (b) Forward a copy of the following financial reports to the Approving Authority on a monthly basis.
- (c) Maintain the FKSCC Policy and Precedents file and maintain a back-up of files in a separate location. Documents shall be maintained for four (4) inactive years plus current year (5 years total).
 - (1) Constitution, Bylaws and Amendments
 - (2) Copy of Authorization to Operate

- (3) Memorandums of Understanding between FKSCC and community
- (4) Financial statements and/or ledgers with supporting documentation
- (5) Copy of inventory of all fixed assets
- (6) Audit reports
- (7) Meeting minutes
- (8) Copies of insurance policies
- (9) Copies of contracts
- (10) All documentation necessary for proper function of the FKSCC
- (11) Copies of committee policy statements, contracts and After Action Reports
- (12) BOG SOP/Job Descriptions
- (13) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600-20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of Army Installations) and any Fort Knox Private Organization and Fundraising Policy.
- (d) Store all committee records in the FKSCC Property Room for committees that have recessed.
- (e) Collect all After Action Reports and SOP/Job Descriptions from BOG and committee members no later than the May board meeting. These documents shall be reviewed by the President and filed in the Policy and Precedents file.

6. The Treasurer shall have the following duties:

A. All duties as listed under Article VI, Section B of these Bylaws.

B. Other duties as follows:

(1) Official:

- (a) Ensure that all accounting procedures are done in accordance with the Fort Knox Private Organizations and Fundraising Policy.
- (b) Ensure that all financial accounts follow proper accounting procedures. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution and ensure petty cash is not used.
- (c) Maintain a current and accurate SOP/Job Description for respective accounts as a reference and for audit purposes.
- (d) Train the Standing Committee Chairs who have financial accounts.

(2) Administrative:

- (a) Deposit all monies in respective accounts immediately upon receipt.
- (b) Sign checks and pay all bills/disbursements within thirty (30) days as approved in respective budget and as authorized by applicable committee, the BOG, or the general membership.
- (c) Co-sign with President all checks exceeding five hundred dollars (\$500.00).
- (d) Maintain a valid signature card for all financial accounts.
- (e) Reconcile respective financial accounts on a monthly basis.
- (f) Submit a monthly financial report in writing to the BOG for approval. Provide three (3) copies to the Secretary for Approving Authority and Policy and Precedents file.
- (g) Prepare the annual budget for the board year (1 June to 31 May) for respective accounts. Present proposed budget to the Budget Committee for review by September 1.
- (h) The out-going Treasurer will present a proposed budget to the out-going BOG no later than the May meeting for submission with Budget Committee recommendations to the newly appointed BOG.
- (i) Maintain a current and accurate budget report with financial records.
- (j) Submit respective financial records for audit in accordance with Audit Procedures and provide the audit report to the President and Secretary.
- (k) Sign checks required for payment of non-budgeted expenditures.
 - (1) Amounts up to one hundred dollars (\$100.00) require approval of the President.
 - (2) Amounts over one hundred dollars and one cent (\$100.01) and up to one thousand five hundred dollars (\$1500.00) require approval of the President and the BOG.

- (3) Amounts over one thousand five hundred dollars and one cent (\$1500.01) require approval of the President, the BOG and the general membership.
- (l) Ensure the bonding of appropriate FKSCC Officers and Standing Committee members is accomplished in accordance with the Fort Knox Private Organizations and Fundraising Policy and with Article XI of these By-laws.
- (m) Maintain a copy of the Inventory of all fixed assets as provided by the Silver Closet/Property Room Chair.
- (n) Collect financial documents from all financial sources for audit in accordance with Audit Procedures.
- (o) Serve as Chair of the Budget Committee.
- (p) Perform collection duties on insufficient funds checks.
- (q) Ensure the following start up funds for the Incoming Board: The General Fund must have a minimum of five thousand dollars (\$5,000.00) and the Community Grant Fund must have a minimum of two thousand five hundred dollars (\$2,500.00), but not more than twenty-five thousand dollars (\$25,000.00). All designated monies and scholarships are not considered part of this start up money.

Section C. Appointed Officers

- 1. The Parliamentarian shall:
 - A. Be appointed by the President upon approval of the Executive Committee.
 - B. Be a non-voting member of the Executive Committee.
 - C. Be a non-voting member of the BOG and the General Membership.
 - D. Be responsible to the President, Executive Committee, BOG, and the general membership.
 - E. Advise the President, BOG and committees on matters of parliamentary procedure.
 - F. Be the parliamentary authority on all procedures to ensure orderly conduct as outlined in Robert's Rules of Order, Revised. As a non-voting member, the Parliamentarian shall attend all BOG and special (Executive Committee, Budget, and general membership) meetings of the FKSCC.
 - G. At the President's request, take a telephone vote of the BOG and report the results to the Secretary.
 - H. Chair the committee that biennially reviews the Constitution and Bylaws to be convened by 1 February. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority.
 - I. Be responsible for typing and reproducing the FKSCC Constitution and Bylaws for distribution to members of the BOG. The Constitution and Bylaws should be made available to the general membership. The Parliamentarian shall provide a copy of the Constitution and Bylaws to members upon request.
 - J. Serve as a nonvoting member of the Nominations and Elections Committee and Budget Committee.
 - K. Preside over elections in April in accordance with Article VII of the Constitution.
 - L. Review and revise SOP/Job Description, subject to BOG approval.
 - M. Maintain a file containing the following items for submission to successor:
 - (1) SOP/Job Description
 - (2) Monthly reports
 - (3) Minutes (1 inactive year plus current year)
 - (4) After Action Report (1 inactive year plus current year)
 - (5) Constitution and Bylaws
 - (6) DoDI 1000.15 and Fort Knox Private Organizations and Fundraising Policy
 - N. Give Secretary a copy of the following no later than the May BOG meeting:
 - (1) After Action Report
 - (2) SOP/Job Description (See Appendix)

ARTICLE VII – Elections and Voting

Section A. The BOG

1. Voting policies:
 - A. Each elected member of the Executive Committee shall have one (1) vote on the BOG with the exception of the President who shall vote only in the case of a tie.
 - B. The Chair or Co-Chair of each Standing Committee shall have one (1) vote.
 - C. The Honorary President, Advisors, and Parliamentarian shall have no vote.
 - D. One-half (1/2) of the voting members must be present to constitute a quorum. A simple majority will constitute a valid vote.
 - E. There shall be no absentee voting but written proxy voting is allowed. Written proxy votes do not count toward the quorum.
 - F. In an emergency, a telephone vote of the BOG may be conducted at the request of the President. At least one-half (1/2) of the voting members must respond in order to constitute a quorum.

ARTICLE VIII – Standing Committees

Section A. Standing Committee Chairs shall:

1. Be appointed by the President upon approval of the Executive Committee. Vacancies shall be filled in the same manner.
2. Be voting members of the BOG. Only one (1) vote is allowed per Standing Committee.
3. Be responsible to the President, Executive Committee, BOG and general membership.
4. Submit in writing to the President, a proposed list of committee members.
5. Provide monthly information as needed, in writing, to the Newsletter Editor.
6. Submit monthly reports to the BOG.
7. Review and revise Committee SOP/Job Description(s), subject to BOG approval.
8. Maintain a file containing the following items for submission to successor:
 - A. SOP/Job Description(s)
 - B. Monthly reports (Includes financial statements for those to whom it applies.)
 - C. Minutes (1 inactive year plus current year)
 - D. After Action Report
 - E. Constitution and Bylaws
9. Give Secretary a copy of the following no later than the May BOG meeting:
 - A. After Action Report
 - B. SOP/Job Description(s) (See Appendix)

Section B. The Bazaar Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Assume position in January following appointment by the President and approval of the Executive Committee.
 - B. Coordinate with the Fort Knox Garrison and the FKSCC President to modify/amend contract for the Bazaar.
 - C. Coordinate with FKSCC President to sign a contract for the Bazaar with the management at the location of the Bazaar.
 - D. Responsibilities as Bazaar Chair include:
 - (1) Appoint a Bazaar Committee, with the consensus of the President. Committee members may not be paid employees of FKSCC and must be FKSCC members. The Bazaar Committee members include, but are not limited to, the following listed positions:
 - (a) Publicity/Corporate Sponsor Liaison
 - (b) Security Liaison
 - (c) Treasurer
 - (d) Vendors Chair

- (e) Volunteers Chair
- (f) Donations Chair
- (2) Present a proposed Bazaar budget to the Budget Committee for review at the July, January and April Budget Committee meetings.
- (3) In cooperation with the Vendor Chair, select and present a list of vendors to the Fort Knox Garrison representative for approval.
- (4) Coordinate Bazaar activities with all Community Activities.
- E. Maintain copies of the Fort Knox Private Organizations and Fundraising Policy.
- F. Give to successor and Secretary in writing:
 - (1) After Action Report within thirty (30) days of the Bazaar.
 - (2) SOP/Job Description no later than the May BOG meeting.

Section C. The Community Grants Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. The Community Grants Committee, with the Consensus of the President, consists of the following members:
 - (1) Treasurer (non-voting member).
 - (2) No less than three (3) FKSCC members who are not paid employees of the FKSCC or a BOG member. A quorum consists of ½ of the voting members to establish a meeting. The Community Grants Chair will assign one member the additional duty of Community Grants Committee Secretary.
 - (3) Community Grants Advisor (non-voting member).
 - B. Voting.
 - (1) A valid Committee vote consists of a simple majority.
 - (2) The Community Grants Chair shall only vote in case of a Committee tie.
 - (3) Recommendations of \$500.01 and over will be submitted by the Community Grants Chair to the BOG for approval.
 - (4) All expenditures in excess of one thousand five hundred dollars and one cent (\$1,500.01) must be approved by the General Membership.
3. Maintain copies of the Fort Knox Private Organizations and Fundraising Policy.

Section D: The Decorations Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate with the 2nd Vice President for the decorations needed for the monthly functions.
 - B. Chair the Decorations Committee for the Holiday Bazaar.
 - C. Chair the Decorations Committee for Gold Rush.

Section E. The Gold Rush Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Assume position in June following appointment by the President and approval of the Executive Committee.
 - B. Coordinate with the FKSCC President to sign a contract for Gold Rush with the management at the location of Gold Rush.
 - C. Responsibilities as Gold Rush Chair include:
 - (1) Appoint a Gold Rush Committee, with the consensus of the President. Committee members may not be paid employees of FKSCC and must be FKSCC members. The Gold Rush Committee members include, but are not limited to the following listed positions:
 - (a) Publicity
 - (b) Security Liaison
 - (c) Treasurer
 - (d) Donations

- (e) Live Auction
 - (f) Silent Auction
 - (g) Gaming
 - (h) Opportunities
 - (i) Sweet Shoppe
 - (j) Volunteers
- (2) Present a proposed Gold Rush budget to the Budget Committee for review at the July, January and April meetings.
 - (3) In cooperation of the Donations Chair, select and present a list of donations to the Fort Knox Garrison representative for approval.
 - (4) Coordinate Gold Rush activities with all Community Activities.
- D. Maintain copies of the Fort Knox Private Organizations and Fundraising Policy.
- E. Give to successor and Secretary in writing:
- (1) After Action Report within thirty (30) days of the Bazaar.
 - (2) SOP/Job Description no later than the May BOG meeting.

Section F. The Historian Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate all functions with the 1st Vice President.
 - B. Prepare a scrapbook for the FKSCC records and photo albums for the President.
 - C. Organize and maintain historical data in scrapbooks (include BOG officer rosters, membership and community grants figures, special event synopses, local newspaper articles naming FKSCC and other items of historical significance.
 - D. Ensure that a current BOG photograph is taken and maintained with FKSCC records.
 - E. Ensure that photos are taken at all FKSCC functions.

Section G. The Hospitality Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate all functions with the 1st Vice President.
 - B. Appoint a committee up to five (5) members.
 - C. Work with Membership Chair to ensure that new members are welcomed and receive their membership gifts.
 - D. Recognize the birthdays of all FKSCC members.
 - E. Welcome and acknowledge guests at monthly FKSCC functions.

Section H. The Membership Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate with the 1st Vice President and the Hospitality Chair on welcoming members into the FKSCC.
 - B. Monitor membership applications to determine active, associate, or honorary status in accordance with the FKSCC Constitution.
 - C. Ensure the number of associate and honorary members does not exceed the limits established by the FKSCC Constitution. Coordinate percentages with the Parliamentarian for voting procedures and submit at monthly BOG meetings.
 - D. Present membership applications as necessary to the BOG for associate and honorary membership.
 - E. Ensure that the FKSCC Constitution and Bylaws are available to all members.
 - F. Review and update membership application forms.
 - G. Review and update Membership Directory and have it finalized for distribution at the November General Membership meeting.

Section I. The Newsletter Chair (On Track) shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

- A. Appoint a newsletter committee, as needed, with the consensus of the President, and be responsible to:
 - (1) Publish the newsletter (On Track), conforming to the standards of the Newsletter Chair SOP, after approval of the President.
 - (2) Set deadlines for publications.
 - (3) Distribute via e-mail the newsletter. Coordinate with the Secretary to distribute the remaining copies.
 - (4) Provide budget requirements to the Treasurer for submission to the Budget Committee.
- B. Ensure that all copying and mailing is in accordance with the Fort Knox Private Organizations and Fundraising Policy.
- C. Solicit information of interest to FKSCC members from all BOG members.
- D. Work with the 1st Vice President and the Advertising/Marketing Chair to coordinate advertisers.

Section J. The Silver Closet/Property Room Chair shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Appoint a property committee, as needed.
- 3. Other duties as follows:
 - A. Maintain a current inventory of all FKSCC property.
 - B. Maintain a member check out log of all FKSCC property.
 - C. Maintain a hand receipt record of appropriate property.
 - D. Coordinate repair or refurbishment of real property items with BOG approval.
 - E. Keep maintenance agreements updated and provide copies to the Secretary.
 - F. Recommend the proper amount of insurance coverage to the BOG for consideration based upon current appraisals for fixed assets.
 - G. Ensure that all keys are signed for. Maintain a key control registry for all keys to FKSCC locks. Provide a copy of these lists to the Secretary.
 - H. Coordinate facility repair and key reproduction/replacement with the Fort Knox Garrison representative and/or DPW.
 - I. Provide budget requirements to the Treasurer for submission to the Budget Committee.
 - J. Provide a list of fixed assets, to include key registries to the Treasurer for inclusion in annual or special audits.
 - K. Conduct an inventory, to include photographs, upon change of Silver Closet/Property Room Chair under the supervision of the 1st Vice-President and/or President or annually under the supervision of both the outgoing and incoming 1st Vice-Presidents and/or Presidents.

Section K. The Publicity Chair shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Other duties as follows:
 - A. Appoint a publicity committee, as needed, with the consensus of the President, with the following responsibilities:
 - (1) Publicizing all FKSCC activities in accordance with the Publicity SOP, after coordinating with the appropriate BOG members and with the approval of the President.
 - (2) Said activities shall be publicized through multiple media sources in a timely manner.
 - B. Ensure that all copying and mailing is in accordance with the Fort Knox Private Organizations and Fundraising Policy.

Section L. The Reservations Chair shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Other duties as follows:
 - A. Appoint a reservations committee, as needed, with the consensus of the President, responsible for:

- (1) Coordinating reservations for FKSCC general membership meetings and special events and remit all monies to the Treasurer upon receipt.
 - (2) Maintaining an accurate guest list of each function.
 - (3) Collecting charges for FKSCC general membership meetings and special events.
 - (4) Preparing, distributing, and keeping permanent nametags for membership.
 - (5) Ensuring that members who make reservations for FKSCC activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Chair is responsible for collecting all appropriate charges. Members are responsible for reservations of guests.
- B. Coordinating details of each function's reservations with the 2nd Vice President.
- C. Determining child care requirements/availability and make appropriate recommendations to the BOG.

Section M. The Scholarship Awards Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Appoint a scholarship committee with the consensus of the President, consisting of at least five (5) FKSCC members who are not paid employees of the FKSCC. The FKSCC members on this committee should represent community demographics such as Garrison, USAREC, Fort Knox High School, the Enlisted Spouses Club and members-at-large of the FKSCC.
 - B. Present the proposed scholarship awards criteria and method of application assessment to the BOG for approval no later than the October BOG meeting.
 - C. Present the proposed distribution of Scholarship monies to the BOG for approval no later than the April BOG meeting.
 - D. Maintain copies of the Fort Knox Private Organization and Fundraising Policy.
3. The Scholarship Awards Committee shall have the following duties:
 - A. Review the scholarship awards criteria and method of application assessment. Propose recommendations to the Scholarship Awards Chair for approval by the BOG.
 - B. Ensure that applications and criteria are ready for distribution to the community-at-large by mid-December.
 - C. Prepare the proposed distribution of Scholarship Awards monies for presentation at the March BOG meeting for approval.
 - D. Present awards to recipients no later than 31 May.

Section N. The Ways and Means Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Appoint a Ways & Means committee, as needed, with the consensus of the President, responsible for conducting a Ways and Means sales activity at most FKSCC functions.
 - B. Maintain Ways and Means inventory.
 - C. Ensure that Ways and Means is self-sustaining.
 - D. Transfer all Ways and Means monies to the Treasurer within five (5) business days following a sales activity.
 - E. Provide budget requirements to the Treasurer for submission to the Budget Committee.
 - F. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures. The inventory count shall be conducted with the Treasurer and/or the President.
 - G. Maintain copies of DODI 1000.15 and the Fort Knox Private Organizations and Fundraising Policy.

Section O. The Volunteer Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - A. Coordinate all volunteers as needed by the event chair.

- B. Take VMIS training classes to be the Organization Point of Contact (OPOC) and be the primary OPOC for the FKSCC.
- C. Coordinate with the installation volunteers' representative to ensure that all FKSCC volunteers are registered as required, and that all volunteers hours are reported on a monthly basis.
- D. Submit a monthly article to the FKSCC newsletter naming the volunteer(s) of the month.
- E. Submit to the installation volunteers' representative the names of FKSCC volunteer of the month.
- F. Coordinate with the 2nd Vice President on the FKSCC volunteer appreciation function and ensure that all volunteers are recognized appropriately.

Section P. Special Committees shall consist of the following:

- 1. A Chair who shall:
 - A. Preside at the Committee meetings.
 - B. Vote only in case of a tie.
 - C. Report to the Executive Committee and/or BOG.
 - D. Submit a current and accurate SOP/Job Description, if needed, to the BOG for approval.
 - E. Submit a Report to the President upon completion of the Committee.
- 2. FKSCC members in good standing.
- 3. Members who are not paid employees of FKSCC.

Section Q. The Budget Committee shall:

- 1. Be chaired by the Treasurer.
- 2. Consist of the Executive Committee, Community Grants Chair, Bazaar Chair, Ways & Means Chair, and other BOG members as needed.
- 3. Convene and recess in conjunction with the club year.
- 4. Review the proposed budget for presentation to the general membership at the first general membership meeting of the club year.
- 5. Meet in July, January and April.
- 6. Review entire budget to include all financial accounts as follows:
 - A. Operating
 - B. Bazaar
 - C. Ways and Means
 - D. Community Grants
 - E. Scholarship
- 7. Determine budget limitations for committees.
- 8. Advise the BOG of budget imbalance and recommend changes necessary to balance the budget for approval.

Section R. The Constitution and Bylaws Committee shall:

- 1. Be chaired by the Parliamentarian
- 2. Include the following:
 - A. Honorary President
 - B. Any Advisors deemed necessary by the Honorary President
 - C. President
 - D. Secretary
 - E. The Parliamentarian, with the President's approval, appoints remaining members.
- 3. Review the Constitution and Bylaws by February 1 (bi-annually) and present to the BOG for approval.
- 4. Present revisions and/or amendments to the Constitution. The general membership should have these in writing one month prior to the approval vote with the vote taking place no later than the April function.
- 5. Ensure that revisions and/or amendments to the Bylaws are approved by the BOG in accordance with Article III, Section D, of the Constitution and are made known to the general membership.
- 6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority by the Parliamentarian.

7. Upon completion of the Constitution and Bylaws review, this committee is dissolved.

Section S. The Nominations and Elections Committee:

1. The Nominations and Elections Chair shall:
 - A. Be appointed in November by the President with the approval of the Honorary President.
 - B. Meet with the out-going President, Honorary President and/or Advisor periodically throughout the election process.
 - C. Select the committee by the January BOG meeting. The committee shall consist of the Honorary President or designee, the Parliamentarian and at least six (6) FKSCC members who represent community demographics. The Honorary President and the Parliamentarian shall serve as non-voting members.
 - D. Publicize elections process and selection of nominees no later than the February General Membership meeting.
 - E. Be responsible for presenting the slate of Officers at the March General Membership meeting.
2. The Nominations and Elections Committee shall:
 - A. Submit a slate of nominees to the general membership at the March General Membership meeting.
 - B. Accept nominations from the floor at the March function provided written consent of the nominee is received.
 - C. Ensure the following:
 - (1) The FKSCC President does not serve as a member of this committee.
 - (2) No member of the committee shall run for elected office. In the event a committee member elects to run, he/she shall remove him/herself from the committee.
 - (3) Elections are held in accordance with Article VII of the Constitution at the April general membership meeting.
 - (4) If a single slate is presented, a voice vote may be taken. If a multiple slate is presented, elections shall be by secret ballot.
 - (5) The Parliamentarian shall provide ballots and handle the procedure for ballot voting.
 - (6) There shall be no absentee or proxy voting.
 - (7) All nominees require a majority vote (one more than 1/2 of votes cast) to be elected.
 - (8) The new Officers shall be installed at the May general membership meeting for a term of one year (1 June – 31 May).
 - (9) Upon completion of the elections, this committee is dissolved.

Section T. Other Committees and Temporary Positions

The President, with approval of the Executive Committee, may appoint other committees. This shall include any temporary committee or position. The Executive Committee shall determine their duties and term of office; they shall have no vote on the BOG.

ARTICLE IX – Funding Sources

Section A. Income

1. Dues:
 - A. The annual dues to active and associate members from 1 June until 31 May shall be at the discretion of the Executive Board.
 - B. If an eligible person joins in January or later, the dues shall be one-half (1/2) of the designated amount.
 - C. Dues will not be increased or decreased by more than 20% without the approval of the general membership.
 - D. Dues are not refundable.
2. Fundraising activities:

- A. All major fundraising (Holiday Bazaar, Gold Rush, etc.) shall be conducted in accordance with the Fort Knox Private Organizations and Fundraising Policy, and approved by the Approving Authority, and the BOG.
- B. All minor fundraising, to include but not limited to; Bingo, auctions, opportunities, shall be conducted in accordance with the Fort Knox Private Organizations and Fundraising Policy and the approval of the BOG.

Section B. Expenditures

- 1. Expenditures shall be limited to those required to support FKSCC's mission and activities as listed in the Constitution.
- 2. Expenditure Types
 - A. Expenditures will be categorized and disbursed in accordance with the Fort Knox Private Organizations and Fundraising Policy.
 - B. Expenses shall not exceed income.
 - C. FKSCC shall categorize all expenditures as either non-discretionary expenses or discretionary expenses in the form of an annual budget with line item amounts approved by the BOG and the General Membership.
- 3. Petty cash will not be used.

Section C. Financial Control

FKSCC shall maintain and record all assets, liabilities, net worth, and financial transactions in accordance with the Fort Knox Private Organizations and Fundraising Policy, in the form of a General Ledger using generally accepted accounting procedures.

ARTICLE X – Taxes

Article X of the FKSCC Constitution is incorporated by reference into this Article for all purposes.

ARTICLE XI – Insurance Coverage

Section A. FKSCC Bonding

Fidelity bonding will be purchased by the FKSCC for members or employees handling monthly cash flow exceeding \$500.00. (Bonding will be equal to the normal maximum amount of cash handled.) (AR 210-22)

Section B. FKSCC Liability Insurance

Liability insurance shall be maintained by this Private Organization and shall be adjusted as needed.

ARTICLE XII – Meetings and Quorums

Article XII of the FKSCC Constitution is incorporated by reference into this Article for all purposes.

ARTICLE XIII – Dissolution

See Article XIII of the FKSCC Constitution.

Approved by majority vote of the FKSCC Governing Board on March 4, 2008

See Original Signed Copy

Heather Ward, FKSCC President, Board Year 2007-2008 (date)

See Original Signed Copy

Beth Maddox, 2nd Vice President, Board Year 2007-2008 (date)

Amendment 1: Article VI, Section B, Item 6, Paragraph b(2), August 12, 2008

Amendment 2: Article VIII, Section C, Item 2(C), August 12, 2008

Amendment 3: Article VI, Section A, Item 1, Paragraph C, October 1, 2008

See Original Signed Copy

Joyce Williams, President, FKSCC 2008-2009 (date)

See Original Signed Copy

Dianne Strode, First Vice President, FKSCC 2008-2009 (date)

APPENDIX

Definitions:

Audit: An official examination, verification, and correction of account books that shows the financial status of a Private Organization. (AR 210-22)

Biennial: Every two years

Qualified Auditor: An auditor, public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction. (AR 210-22)

Standard Operating Procedure (SOP): Includes duties from Bylaws, job description, and procedures for performing the duties of the position.