

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 the 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 the *Fort Knox Private Organization and Fundraising Policy*.

ARTICLE II – GENERAL PROVISIONS

Section A. AUDIT

Audits shall be performed by a qualified auditor at the expense of the FKSCC, in accordance with the *Fort Knox Private Organization and Fundraising Policy* and AR 210-22 (*Private Organization and Fundraising Policy*.)

1. No US Government auditing service shall conduct FKSCC audits.
2. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years plus the current year.
3. An audit shall 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.
4. Audits shall proceed as follows:
 - a. All FKSCC Officers and Committee Chairs with accounts shall submit financial records to the Treasurer no later than 15 June.
 - b. The Treasurer shall gather all necessary financial records and submit them to an independent auditor NLT 30 June.
 - c. The President shall present the audit report to the Board of Governors for review upon receipt.
 - d. The President shall ensure a copy of the audit report is sent to the Approving Authority.
 - e. Should corrective action be 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 – *Article XII of the FKSCC Constitution* is incorporated by reference into this Article for all purposes.

ARTICLE IV – MEMBERSHIP

Section A. ELIBIBILITY AND STATUS - *Article IV of the FKSCC Constitution* is incorporated by reference into this Article for all purposes.

ARTICLE V –GOVERNING BODY OF THE FKSCC

Section A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Elected Officers: President, 1st and 2nd Vice Presidents, Secretary, Treasurer; the Appointed Officer, the Parliamentarian; and the Honoraria.
2. The Elected Officers' year shall commence after the installation of new Officers in May and end with the next year's installation.
3. The first order of business for the Executive Committee shall be to approve the nominations of the Standing Chairs and the Selected (Subsidiary) Position Chairs as appointed by the President; all presidential appointments should be made after conference with the Honoraria and may require approval by the Executive Committee.
4. Voting members of the Executive Committee include the 1st and 2nd Vice Presidents, Secretary, and Treasurer; Honoraria and the Parliamentarian have no committee vote; the President shall vote only in the event of a tie.
5. The Executive Committee's responsibilities shall be to discuss business and forward recommendations to the Board of Governors for a vote.

Section B. BOARD OF GOVERNORS (BOG)

1. The Board of Governors shall consist of the Elected Officers, the Honoraria, the Parliamentarian, and the Standing Committee Chairs; Selected (Subsidiary Committee) Chairs are represented at the Board of Governors by the Standing Chairs.
2. The Board of Governors operates and administers all FKSCC activities as volunteers, never paid employees.
3. Voting members of the Board of Governors include the 1st and 2nd Vice Presidents, Secretary, Treasurer, and Standing Committee Chairs. Non-voting members include the Honoraria and Parliamentarian; the President shall vote only in case of a tie.
 - a. Each member shall have only one (1) vote; in cases of shared responsibility for a committee, there shall be one vote reached through consensus of that committee.
 - b. A quorum must be first established prior to any call to vote. See the *Constitution, Article XII, Section B.*
4. The Board of Governors shall have the following responsibilities:
 - a. Coordination and supervision of all activities of the FKSCC.
 - b. Collection and disbursement of FKSCC monies and establishment of proper accounting procedures.
 - c. Initiation of changes to the Constitution and Bylaws for the efficient and orderly operation of the organization and its activities; 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.
5. The duties of the Board of Governors shall be outlined in *Article VI*.

Section C. SEPARATION FROM THE BOARD

1. Any member of the Executive Committee or the Board of Governors causing hardship, conflict, or failing to attend three (3) board meetings may be asked to resign by the President; consequently any member of the Board of Governors can be terminated for just cause by written request from the Executive Committee after having received approval by the Governing Board.
2. Any member of the Board of Governors who, for just cause, will be temporarily unable to fulfill their duties will request, in writing to the President, a leave of absence. Their office will be temporarily filled using the same process to address vacancies.
3. Resignations shall be submitted in writing to the President and presented at the first available time to allow as much notice as possible prior to the resignation.
4. Vacancies within the board are addressed in the *Constitution, Article VI, Section D*.

ARTICLE VI – GENERAL DUTIES OF BOARD OF GOVERNORS MEMBERS

The general duties of all members of the Board of Governors shall be those implied by their respective titles and those specified by these Bylaws and by the Constitution. All members of the Board of Governors are responsible to the office they hold and to the General Membership they represent. The duties in this article describe the general duties of the Board of Governors with the exception of the Honoraria, whose responsibilities are outlined in *Section B*. Specific duties of Board of Governors members are outlined in *Article VII*.

Section A. THE BOARD OF GOVERNORS of the FKSCC shall:

1. Be members of the FKSCC in good standing prior to their election or appointment.
2. Be voting members as prescribed in *Article V, Section B, (3)*.
3. Be present at each scheduled meeting, reporting verbally – even if “no report” - or notify the President of their absence in advance.
4. Provide a written monthly report to the President and Secretary, even if “no report.” Should the board member be absent, their written report may be read *in absentia*.
5. Recommend Selected Committee Chairs and/or Committee Members as required by their position to the President for appointment.
6. Have the responsibilities implied by their respective titles, and those specifically listed in *Articles VII-X*.
7. Prepare and submit a proposed budget no later than 30 June and a proposed revision at the halfway point (January) to the Chair of the Budget Committee.
8. Review and revise, if necessary, any existing SOPs within their purview; SOP shall be presented to the Executive Board for approval and a copy of the signed SOP will be maintained with the Policy and Precedents File.
9. Regularly submit articles or notices relevant to their position, the FKSCC, and/or the community to the Publicity Chair prior to the posted monthly deadline.
10. Maintain a record of volunteer service (i.e. log hours) utilizing the Volunteer Management Information Service (VMIS).
11. Compile a current After Action Report (AAR) detailing activities and responsibilities during the year to be completed no later 30 April of the association year. AARs shall be included in the Policy and Precedents File. See *Article XVII – Historical Records*
12. Maintain a notebook and/or electronic media storage, hereinafter referred to as the Policy and Precedents File, containing all documents required as per *Article XVII – Historical Records*.
13. Familiarize successor with all records and job duties, if possible, to ensure an orderly transition of his/her position.

14. Pass Policy and Precedents File, as well as any supplies (or a proper inventory should items be located in the FKSCC Storage facility) to their successor upon the departure or expiration of term of office. Should there be no successor in place at this time, these documents shall be passed to the President.

Section B. **HONORARIA** are defined in the *Constitution, Article V, Section D – Officers and Governing Bodies*. The Honoraria of the FKSCC shall:

1. Be invited to all FKSCC Executive Committee and Board of Governors meetings; attend when possible.
2. Serve in an advisory capacity as an *ex officio* member of the Executive Committee; the Board of Governors; and on all Standing, Selected, or Special Committees when their participation is requested or where they may advise. Honoraria have no voting privileges on these committees.
3. Offer counsel, mentorship and coaching; advise concerning appropriate policy guidelines; and liaise with the Installation, while allowing the FKSCC Board of Governors to make their own decisions.
4. Familiarize successor with position responsibilities, when possible.

ARTICLE VII – RESPONSIBILITIES OF THE ELECTED OFFICERS

Section A. **THE PRESIDENT** shall have the duties described in *Article VI, Section A* with the addition of, but not limited to the following:

1. Preside at all meetings of the General Membership, the Executive Committee, the Board of Governors, and shall be an *ex officio* member of all committees with the exception of the Nominations and Election Committee.
2. Be entitled to vote in the event of a tie and/or when the vote is by ballot.
3. Ensure that the Constitution and Bylaws of the FKSCC are upheld.
4. Appoint a Parliamentarian, Standing Committee Chairs, Selected (Subsidiary) Committee Chairs/Coordinators, and a Chairperson for any Special Committee deemed necessary. *Presidential appointments shall only be made after conference with the Honoraria and an approval vote from the Executive Committee.*
5. Approve all committee members with the exception of the Nominations and Elections Committee members, after conference with the Honoraria.
6. Appoint Community Representatives to the FKSCC Board of Governors when deemed necessary by the Honoraria and Executive Committee.
7. Appoint a member to fill any vacancy occurring in the Executive Committee or Governing Board, except those filled by succession. These appointments shall have the approval of the Board of Governors.
8. Represent the FKSCC to the Fort Knox community at such events as the Community Installation Exchange or other community forums. The President may designate representatives to attend these meetings when/if necessary.
9. Confer with members of the Board of Governors to review job descriptions and SOPs.
10. Be bonded at FKSCC expense as per the *Constitution, Article X, Section B – Insurance and Bonding*.
11. Oversee and monitor the responsibilities of the following:
 - a. Executive Committee: 1st and 2nd Vice Presidents, Secretary, Treasurer, and Parliamentarian.
 - b. Standing Committee Chairs: Membership, Publicity, Community Outreach, Scholarship, Ways and Means, and Volunteerism.
12. Remove or request the resignation of any member of the Governing Board for just cause, with the approval of the Executive Committee and/or the Board of Governors, as per *Article V, Section C*.
13. Call special or emergency meetings of the Executive Committee, Board of Governors, or General Membership as needed, after conference with the Honoraria.
14. Have authority to sign write and sign checks in the absence of the Treasurer, and co-sign with the Treasurer any checks in excess of five hundred dollars (\$500.00).
15. Ensure audits are conducted in accordance with approved audit procedures. *See Article II, Section A.*

16. Prepare a written monthly article for the FKSCC newsletter, the *On Track*.
17. Request approval from Approving Authority and sign memos of agreement for major fundraisers.
18. Approve and sign appropriate contracts for the FKSCC.
19. Authenticate by signature, all acts, orders, and proceedings of the organization and in general, to represent and stand for the FKSCC.
20. Request approval, biennially, from the Approving Authority to operate as a Private Organization on Fort Knox.
21. Direct an orderly and complete transition to the succeeding board; preside over a joint session of the outgoing and incoming boards in May.

SECTION B. THE 1ST VICE PRESIDENT shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Perform the duties of the President during a temporary absence, with the exception of signing legal documents; fulfill the term should the position be vacated, assuming all responsibilities of the President.
2. Be a signatory on the FKSCC financial accounts to act as an alternate in the event the President is unavailable to sign checks in excess of five hundred dollars (\$500.00).
3. Be bonded at FKSCC expense as per the *Constitution, Article X, Section B – Insurance and Bonding*
4. Be available to perform other duties as assigned or deemed appropriate by the President.
5. Act as the Parliamentarian in the absence of the Parliamentarian.
6. Represent the FKSCC at community events when invited to do so by the President.
7. Be a voting member of the Executive Committee, the Board of Governors, and the General Membership.
8. Establish, monitor and coordinate a **FUNDRAISING COMMITTEE**, comprised of the following Selected (Subsidiary) Committees, acting as an official member of each. See *Article X – Responsibilities of Selected Committees* for specific roles of each.
 - a. Holiday Bazaar
 - b. Gold Rush
 - c. Holiday Gift Wrap
 - d. Wreath and Tree Auction (in cooperation with the 2nd Vice President)
9. Select a token of appreciation for the President, not to exceed \$50.00, to be presented at the end of the year or upon his/her departure from office. The President may request that, in lieu of a gift, the funds are returned to the Community Outreach account.
10. Serve on the Constitution and Bylaws Committee as an official member.
11. Serve on the Budget Committee as an official member.

Section C. THE 2ND VICE PRESIDENT shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Preside at meetings in the absence of the President and 1st Vice President.
2. Be responsible for making the necessary arrangements for the General Membership meetings (i.e. Luncheons.)
3. Represent the FKSCC at community events when invited to do so by the President.
4. Be a voting member of the Executive Committee, Board of Governors, and the General Membership.
5. Plan and execute monthly programs (General Membership meetings) with the assistance of a committee.
 - a. Propose a tentative program schedule no later than the August Board of Governors meeting; upon approval, coordinate publication of program schedule with the Publicity Chair.
 - b. Ensure dates are reserved with the appropriate event locations and obtain signed contracts with the assistance of the President.
 - c. Liaise with the event facility and assume responsibility for the details of each function to include menu, price, linen, tables/chairs, table decorations, and opportunities as needed.

- d. Review bills received for all functions for accuracy, correct if necessary, and turn over to FKSCC Treasurer for payment.
- e. When appropriate, invite guest speakers to monthly programs; be responsible for purchasing speaker and/or guest gifts for FKSCC functions;
- f. Coordinate details of each function with the Executive Committee; the Publicity Chair who will ensure optimal coverage and widespread publicity for the event through approved media, the FKSSC newsletter *On Track*, and the FKSCC official website; Reservations; Ways and Means; Historian; Volunteers; and any other member of the FKSCC needed to ensure a well-run event.
- g. Arrange for vendors for each function
 - i. Establish a vendor policy and/or contract to be presented to the Executive Committee for approval no later than 1 August. Said policy shall be posted on the official FKSCC website.
 - ii. Ensure all vendors are approved through Fort Knox Commercial Concerns and the Approving Authority.
 - iii. Ensure vendors have a signed vendor contract. The 2nd Vice President may receive delegated authority from the President to sign vendor contracts.
 - iv. Collect monthly vendor fees, when applicable.
6. Serve on the Budget Committee as an official member.
7. Establish, monitor and coordinate a **SPECIAL EVENTS COMMITTEE**, comprised of the following Selected (Subsidiary) Committees, acting as an official member of each. See *Article X – Responsibilities of Selected (Subsidiary) Committees* for specific roles of each Selected Committee.
 - a. Property
 - b. Silver Closet
 - c. Wreath and Tree Auction

Section D. THE SECRETARY shall have the duties of *Article VI, Section A* with the addition of, but not limited to the following:

1. Be the recording officer for all meetings of the Executive Committee and the Board of Governors; minutes shall also be kept for General Membership meetings when official business is conducted.
 - a. Submit a rough draft of meeting minutes to the President no later than seven (7) days after each meeting; an approved copy will then be distributed to the Board of Governors no less than one week prior to the next meeting.
 - b. Provide (email) a final copy of meeting minutes with any necessary amendments to the board, with one copy being sent to the Approving Authority or his/her designee. A copy of the monthly financial statements will be included with this dispatch.
 - c. Properly enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes at the next scheduled board meeting.
 - d. Provide copies of minutes of the Board of Governors or General Membership meetings to any member upon request. Minutes of the Executive Committee meetings shall remain within the committee only.
 - e. Minutes shall include the names of all members in attendance.
2. Be a voting member of the Executive Committee, Board of Governors, and the General Membership.
3. Prepare and distribute a roster of the Board of Governors to same.
4. Liaise with the FKSCC Historian, a Selected (Subsidiary) Committee Position. See *Article X – Responsibilities of Selected Committee Positions* for specific role of Historian.
5. Check the FKSCC post office box no less than weekly and distribute all mail to the appropriate Officer or Chairperson in a timely manner.
6. Serve on the Budget Committee, acting as recorder at the request of the Treasurer.

7. Maintain the FKSCC Policy and Precedents File with a back-up of files in a separate location. Documents shall be maintained for four (4) inactive years plus the current year. See *Article XVII – Historical Records* for a listing of all required documents.
8. Be responsible for the storage and eventual destruction of FKSCC files, as per *Article XVII– Historical Records*.

Section E. **THE TREASURER** shall have the duties of *Article VI, Section A*, with the addition of, but not limited to the following:

1. Ensure that all accounting procedures follow accepted accounting procedures and are in accordance with the *Fort Knox Private Organizations and Fundraising Policy*.
2. 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.
3. Be a voting member of the Executive Committee, Board of Governors, and the General Membership.
4. Deposit all monies in respective accounts immediately upon receipt, or as soon as feasibly possible but no later than seventy-two (72) hours after receipt.
5. Reconcile all financial accounts on a monthly basis, with any discrepancy reported to the Executive Committee immediately upon discovery.
6. Ensure a valid signature card for all financial accounts is signed no later than 1 June. Officers to be listed on the signature card include the Treasurer, Assistant Treasurer if appointed, President, and 1st Vice President.
7. Sign checks and pay all bills/disbursements within thirty (30) days as approved in the respective budget and as authorized by applicable committee.
 - a. All checks exceeding five hundred dollars (\$500.00) require must be co-signed by the President.
8. Sign checks required for payment of non-budgeted expenditures
 - a. Amounts up to one hundred dollars (\$100.00) require approval of the President.
 - b. Amounts over one hundred dollars and one cent (\$100.01) and upwards to one thousand five hundred dollars (\$1,500.00) require approval of the President and Board of Governors.
 - c. Amounts over one thousand five hundred dollars and one cent (\$1,500.01) require approval of the President, Board of Governors, and the General Membership.
9. Submit a monthly financial statement, in writing, to the Board of Governors for review and inclusion in the meeting minutes.
 - a. The financial statement should include year-to-date information in comparison with budgeted figures.
10. Serve as Chair of the Budget Committee. Committee procedures shall be defined in *Article XI, Section B*.
11. Prepare the annual budget for the fiscal year (1 June through 31 May) for all accounts and present a proposed budget to the Budget Committee for review no later than 1 August.
12. Submit all necessary financial records and supporting documentation for audit in accordance with audit procedures, *Article II, Section A- Audits*; completed audit report will be given to the President for review and presentation to the Board of Governors.
13. Ensure all appropriate Board of Governors members are bonded in accordance with the *Fort Knox Private Organizations and Fundraising Policy* and with *Article X – Insurance and Bonding* of the Constitution.
14. Present a yearly financial review to the General Membership at the final General Membership meeting of the year.
15. Review, along with the President and Honoraria, the insurance coverage maintained by the organization and amend if necessary.
16. Maintain a copy of the Inventory of all fixed assets as provided by:
 - a. Property Room Coordinator
 - b. Silver Closet Coordinator
 - c. 2nd Vice President
 - d. Gold Rush Chair
 - e. Any other FKSCC board member with inventoried assets

17. Perform collection duties on insufficient funds checks received by the FKSCC.
18. Ensure the following start up funds for the Incoming Board
 - a. The General Fund must have a minimum of five thousand dollars (\$5,000.00)
 - b. The Community Grants 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).
 - c. All designated monies and scholarships are not considered part of this start up money.
19. Ensure that tax documents are valid, prepared, authenticated, and filed.
20. File the IRS Form 990 (Federal Income Tax Return for Non-Profit Organizations) as prescribed by Federal Law, and mail this return by certified mail, return receipt requested; provide copies of same to the President.
21. Maintain a current SOP for respective accounts as a reference and for audit purposes.
22. Recommend to the President an Assistant Treasurer to assist with the above job duties if necessary. Upon appointment, the Assistant Treasurer will comply with all requirements of the Treasurer.

ARTICLE VIII – THE APPOINTED OFFICER

Section A. THE PARLIAMENTARIAN shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Be a non-voting member of the Executive Committee; the Board of Governors; and any Committees upon which he/she may serve, specifically the Budget Committee, the Nominations and Elections Committee, and the Constitution and Bylaws Committee.
3. Advise the President, Board of Governors, and Committees on matters of parliamentary procedure.
4. Act as the parliamentary authority on all procedures to ensure orderly conduct as outlined in Robert's Rules of Order, Revised.
5. Execute electronic votes of the Executive Committee or Board of Governors at the President's request and report the results to the Secretary for inclusion at the next board meeting.
6. Chair the Constitution and Bylaws Committee and will:
 - a. Convene Constitution and Bylaws Committee by 1 February in years ending with an even number.
 - b. Ensure Committee will be in accordance with prescribed procedures outlined in *Article XI, Section C*.
 - c. Submit the approved documents to the Approving Authority.
7. Prepare the FKSCC Constitution and Bylaws for availability to the General Membership of the FKSCC.
 - a. Any FKSCC member may request a copy of the Constitution and Bylaws.
 - b. Said documents shall be posted on the official website of the organization.
8. Chair the Nominations and Elections Committee following procedures outlined in *Article XI, Section D*.
9. Preside over elections at the April General Membership meeting in accordance with *Article XI, Section C*.
10. Officiate ceremony inducting the new Officers at the May General Membership meeting.

ARTICLE IX – RESPONSIBILITIES OF THE STANDING COMMITTEE CHAIRS

Section A. THE COMMUNITY OUTREACH PROGRAM CHAIR shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Be a voting member of the Board of Governors and the General Membership.
3. Report directly to the President.

4. Establish a Community Outreach Program guideline at the beginning of the association year and present it to the Board of Governors for approval no later than the August meeting. The guideline must incorporate the current year's FKSCC Mission Statement and include:
 - a. Open and close dates for Community Grant solicitation and application.
 - b. Eligibility criteria for those wishing assistance.
 - c. Disbursement formula and distribution plan, using an established budget.
 - i. To encourage fairness in distribution and to ensure the widest diversity of population are served, no one organization or entity may receive more than thirty percent (30%) of the entirety of funds available.
5. Chair the Community Outreach Program Committee:
 - a. Establish a committee (no later than 1 October) of no less than ten (10) members to serve for the full association year; submit recommendations to the President for official appointment.
 - i. All Committee Members must be FKSCC members in good standing.
 - ii. Committee members must represent a diverse demographic of the Fort Knox Community with representatives invited from, but not limited to, the following major units: Fort Knox Garrison, Accessions Command, 3/1 BCT, USAREC, MEDDAC/DENTAC, 3rd ESC, the Reserve Community, the Retiree Community, USAARMC, HRC, and Cadet Command.
 - iii. The FKSCC Treasurer and President shall be *ex officio* members of this committee; they shall have no vote.
 - iv. One member of the committee shall have the additional duty of recorder.
 - v. Chair shall ensure that no committee member may have a vested or conflicting interest when voting.
 - vi. Community Outreach Program Chair shall vote only in the event of a tie.
 - b. Outreach Program Grant Committee shall officially convene twice yearly, November and March.
 - i. Application process and availability of funds shall be publicized no less than sixty (60) days prior to the application deadline.
 - ii. Committee shall coordinate notice of grant availability with the Publicity Chair who will ensure optimal coverage and widespread publicity of same through approved media, to include the *On Track* and official FKSCC website.
 - iii. Courtesy notifications of grant availability and future review schedules shall be made to all past recipients and/or organizations falling within the current board year's Mission Statement beginning 1 June 2010.
 - c. Request emergency Community Outreach Grant assistance from the Board of Governors not to exceed one thousand dollars (\$1,000.00), with the consensus of the President and Honoraria. Emergency grant requests will be handled on an individual basis and remain within the purview of the FKSCC Board of Governors.
6. Forward committee recommendations to the Board of Governors for approval; approved grants shall then be presented to the Treasurer for processing.
7. Individual grants approved by the Committee in excess of one thousand five hundred dollars and one cent (\$1500.01) will be first approved by the Board of Governors and second by the General Membership before being presented to the Treasurer for processing.
8. Ensure all approved grants are within the approved Community Outreach Program budget.
9. Coordinate with the Treasurer the issuance of checks for all disbursements.

SECTION B. THE SCHOLARSHIP CHAIR shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.

2. Be a voting member of the Board of Governors and the General Membership.
3. Report directly to the President.
4. Chair the **FKSCC SCHOLARSHIP COMMITTEE**:
 - a. Recommend five (5) committee members representing a diverse demographic of the Fort Knox Community to the President for appointment.
 - i. All Committee Members must be FKSCC members in good standing and may not be the parent of a senior or be a paid employee of any school district.
 - ii. FKSCC President shall be an *ex officio* member of this committee.
 - iii. Scholarship Chair shall vote only in the event of a tie.
 - b. Present a proposed scholarship awards criteria and method of application assessment to the Board of Governors no later than the October meeting.
 - i. Scholarship awards criteria will be included in the scholarship application.
 - ii. Scholarship applications shall be ready for distribution to the community-at-large no later than 30 November and received by the Committee no later than 15 April.
 - iii. Coordinate notice of scholarship availability with the Publicity Chair who will ensure optimal coverage and widespread publicity of same through approved media, the FKSCC newsletter *On Track*, and the FKSCC official website.
 - c. Forward scholarship recommendations to the Board of Governors at the May meeting for approval.
 - d. Coordinate with the Treasurer the issuance of checks of all disbursements.
 - e. Present awards to recipients no later than 31 May; General Membership shall be advised the names of the awardees and the scholarships they have received at the May General Membership meeting.
 - f. If a scholarship is not claimed by the recipient by 30 October, the scholarship shall be deemed forfeit and the funds returned to the FKSCC.

Section C. THE MEMBERSHIP CHAIR shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Be a voting member of the Board of Governors and the General Membership.
3. Report directly to the President.
4. Recommend a token membership gift to the Board of Governors; membership gifts will be budgeted for and paid from the Operations Account.
5. Review and update membership forms upon appointment.
 - a. Ensure membership forms are widely available and at all FKSCC-sponsored events.
 - b. Coordinate with Publicity Chair and/or Webmaster the posting of membership form on official FKSCC website.
6. Conduct membership campaigns, to include a Membership Sign-Up Day event; coordinating publicity of same with the Publicity Chair.
7. Verify eligibility as per the *Constitution, Article IV – Membership* and enroll all new members into the FKSCC.
 - a. Maintain the membership forms and a database roster; forms and database is the sole property of the FKSCC and will not be sold or loaned.
8. Collect membership dues and remit to the Treasurer within five (5) working days.
9. Compile, publish, and distribute the FKSCC Membership Directory no later than 30 December and any supplements as needed.
10. Maintain a permanent roster of all Honorary Members, updating as necessary.
11. Recommend membership fees to the Board of Governors in May for the following fiscal year.
12. Provide a year-end copy of the membership list for the Policy and Precedents file.

13. Establish, monitor and coordinate a **MEMBERSHIP SERVICES COMMITTEE**, comprised of the following Selected (Subsidiary) Committee, acting as an official member of each. See *Article X – Responsibilities of Selected Positions* for specific roles of each.
 - a. Reservations

Section D. THE PUBLICITY CHAIR shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the President.
3. Be a voting member of the Board of Governors and the General Membership.
4. Review and revise, if necessary, the **PUBLICITY SOP**; present proposed revisions to the Executive Committee no later than 1 September for approval.
 - a. The PUBLICITY SOP must incorporate the activities of Publicity, the FKSCC newsletter, and the FKSCC website into a cohesive and consistent plan to provide the General Membership and the Fort Knox Community approved and official information concerning FKSCC activities as well as the club's operating standards and practices.
5. Publicize all FKSCC activities in accordance with the PUBLICITY SOP.
 - a. Ensure that all copying and mailing is in accordance with the *Fort Knox Private Organizations and Fundraising Policy* and *AR 210-22 Private Organizations on US Army Installations*.
6. Establish, monitor and coordinate a **PUBLICITY COMMITTEE**, comprised of the following Selected (Subsidiary) Committees, acting as an official member of each. See *Article X – Responsibilities of Selected (Subsidiary) Positions* for specific roles of each.
 - a. Newsletter Coordinator
 - b. Webmaster

SECTION E. THE WAYS AND MEANS CHAIR shall have the duties of *Article VI, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the President.
3. Be a voting member of the Board of Governors and the General Membership.
4. Review and revise the **WAYS AND MEANS SOP**; present proposed revisions to the Executive Committee for approval.
5. Establish an inventory forecast that includes proposals of new items to be offered; purchases of items currently not on existing inventory require approval from the Board of Governors.
6. Act as the sole purchasing agent for the Ways and Means concern.
7. Organize, and conduct a Ways and Means sales activity at FKSCC functions when feasible.
8. Maintain inventory of Ways and Means merchandise.
9. Ensure Ways and Means is self-sustaining.
10. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures.
11. Coordinate with the Treasurer payment for purchases or orders.
12. Remit all sales proceeds to Treasurer within five (5) working days.
13. Be bonded at FKSCC expense as per the *Constitution, Article X, Section B – Insurance and Bonding*.

SECTION F. THE VOLUNTEER CHAIR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the President.
3. Be a voting member of the Board of Governors and the General Membership.
4. Solicit, organize, and manage volunteer corps to perform the service activities of the FKSCC.
5. Maintain volunteer service and information records for each volunteer.
6. Act as the Organization Point of Contact (OPOC) for the FKSCC.
 - a. Complete VMIS training classes as provided by the Fort Knox AVCM.
 - b. Review and edit if necessary all posted volunteer job descriptions.
 - c. Encourage all FKSCC volunteers to utilize VMIS for their volunteer service recording.
 - i. Should a volunteer be unable to register in VMIS, the Volunteer Coordinator will assist the volunteer in recording their hours.
 - d. Ensure any volunteer who is (1) bonded or (2) volunteers directly with children has additionally completed the Army Volunteer Corps Program Background Clearance Form (IMSE-KNX-MWA Form 1312, August 2008); submit same to AVCM for processing.
7. Record and submit volunteer hours to the AVCM on a monthly basis; a copy of this report shall be included with the written monthly report submitted to the President.
8. Regularly nominate volunteers for recognition through the Fort Knox Installation Volunteer Recognition program.

ARTICLE X – RESPONSIBILITIES OF THE SELECTED (SUBSIDIARY) POSITIONS

Section A. **Selected (Subsidiary) Positions** shall be non-voting members of the Board of Governors, operating as Subsidiary Committees under Elected Officers or Standing Committee Chairs. Subsidiary Committee Coordinators shall:

1. Be appointed by the President.
2. Be members of the FKSCC in good standing prior to their appointment by the President.
3. Be non-voting members of the Board of Governors, however may vote on their respective committees unless otherwise specified. Selected (Subsidiary) Committee Chairs/Coordinators shall retain their voting eligibility when the vote is by ballot at a General Membership Meeting.
4. Be present at each scheduled meeting of their respective committee.
5. Provide a written monthly report of their committee's activities to their Reporting Chair, the FKSCC President, and the Secretary to be read and included in the minutes of the Board of Governors.
6. Review and revise, if necessary, any existing SOPs within their purview; SOP shall be presented to the Executive Board for approval and a copy of the signed SOP will be maintained with the Policy and Precedents File.
7. Recruit and recommend committee members to the President for approval.
 - a. Committee must consist of FKSCC members in good standing.
 - b. Committee Members must be approved by the President, but do not require Board of Governors approval.
8. Prepare and submit a proposed budget at the beginning of each fiscal year and a proposed revision at the half-way point (January) to the Chair of the Budget Committee – the Treasurer.
9. Submit articles relevant to their position to the Publicity Chair prior to the posted monthly deadline.
10. Maintain a record of volunteer service utilizing the Volunteer Management Information System (VMIS.)
11. Compile a current AAR detailing activities and responsibilities during the year to be completed no later than the May meeting of the Board of Governors. See *Article XVII – Historical Records*.
12. Maintain a notebook (Policy and Precedents File) containing all documents required as per *Article XVII – Historical Records*.

13. Familiarize successor with all records and files, if possible, to ensure an orderly transition of his/her position.
14. Pass After Action Report and Policy and Precedents File/Book, as well as any supplies (or a proper inventory should items be located in the FKSCC Storage facility) to their successor upon the departure or expiration of term of office. Should there be no successor in place at this time, these documents shall be passed to the President.

Section B. THE BAZAAR COORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the 1st Vice President.
3. Coordinate with Fort Knox Garrison and the Executive Committee a date for the annual Holiday Bazaar and to modify/amend a contract for same.
4. Establish a **BAZAAR COMMITTEE** from FKSCC membership to plan and execute the FKSCC Holiday Bazaar. Committee positions shall include, but will not be limited to the following:
 - a. Security Liaison
 - b. Vendor Chair
 - c. Donations Chair
 - d. Opportunities Chair
 - e. Set Up / Logistics / Clean Up Chair
 - f. Entrance Table Chair
 - g. Decorations Chair
 - h. Food Court Chair
5. Present a proposed budget for the Holiday Bazaar to the Budget Committee for review at the July, January, and April Budget Committee meetings.
6. Prepare an EVENT AAR within thirty (30) days of the close of the bazaar, in addition to the standard AAR; see *Article XVII – Historical Records* for reference.

SECTION C. THE GOLD RUSH COORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the 1st Vice President.
3. Establish a **GOLD RUSH COMMITTEE** from FKSCC membership to plan and execute Gold Rush. Committee positions shall include, at a minimum:
 - a. Entertainment
 - b. Gaming
 - c. Ticket Sales
 - d. Decorations
 - e. Set Up/Take Down/Logistics
 - f. Opportunities
 - g. Donations
4. Present a proposed budget to the Budget Committee for review at the July, January and April meetings.
5. Select and present a list of donations to the Fort Knox Garrison representative for approval.
6. Coordinate with Fort Knox Garrison and the Executive Committee a date for the annual Gold Rush and to modify/amend a contract for same.
7. Prepare an EVENT AAR within thirty (30) days of the close of the event, in addition to the standard AAR; see *Article XVII – Historical Records* for reference.

Section D. **THE HISTORIAN** SHALL have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the Secretary.
3. Coordinate coverage of all FKSCC-sponsored functions
4. Organize and maintain historical data in scrapbooks and/or photo albums, including Board of Governors rosters, Membership, Scholarship, and Community Outreach grant figures and highlights, Special Event synopses, local newspaper articles, including those appearing in The Turret, photos from FKSCC-sponsored events, and other items of historical interest.
5. Prepare a digital photo album for the President highlighting important events within the organization.
6. Ensure that a group photo is taken of the Board of Governors and included in the scrapbook/photo album.
7. Coordinate long and short term storage of FKSCC scrapbooks with the Property Coordinator.

Section E. **HOLIDAY GIFT WRAP COORDINATOR** shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the 1st Vice President.
3. Review and revise if necessary the **GIFT WRAP FUNDRAISER SOP** with the 1st Vice President; SOP will be presented to the Executive Committee for review and approval no later than the October meeting.
4. Coordinate with Fort Knox Garrison, AAFES, and the Executive Committee a date for the Gift Wrapping Fundraiser and to modify/amend a contract for same.
5. Coordinate a volunteer schedule and appropriate staffing with the FKSCC Volunteer Coordinator.
6. Coordinate and conduct a public lottery to establish gift wrapping schedule.
7. Coordinate appropriate publicity for the event with the FKSCC Publicity Chair.
8. Coordinate pickup of monies collected and disbursement of portions to participating volunteer organizations with the FKSCC Treasurer.
9. Prepare an EVENT AAR within thirty (30) days of close of event, in addition to the standard AAR; see *Article XVII – Historical Records* for reference.

Section F. **THE NEWSLETTER COORDINATOR** shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the Publicity Chairperson.
3. Review and revise if necessary the **NEWSLETTER SOP** in cooperation with the Publicity Chair and in consideration of the **PUBLICITY SOP**.
4. Set and publish deadlines for publication; deadlines will be approved by the Executive Committee.
5. Acquire draft approval of the newsletter from the President prior to publishing same.
6. Publish and distribute the newsletter *On Track*, conforming to the standards of the Newsletter SOP.
 - i. FKSCC members shall receive their *On Track* electronically via email unless the member specifically and in writing requests otherwise.
 - ii. All copying and mailing shall be in accordance with the *Fort Knox Private Organizations and Fundraising Policy*.

Section G. THE PROPERTY CORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the 2nd Vice President.
3. Maintain a current inventory of all FKSCC property, providing copies to appropriate parties when necessary.
4. Maintain a member check out log or hand receipt record, as appropriate, of all FKSCC property.
5. Coordinate repair or refurbishment of real property items with Board of Governors approval using the established budget.
6. Update maintenance agreements and provide copies to the Secretary.
7. Recommend the proper amount of insurance coverage to the Board of Governors for consideration based upon current appraisals for fixed assets.
8. Ensure that all keys to FKSCC storage facilities are accounted for and properly signed for; key control registry for all keys and locks must be updated regularly
9. Provide a list of fixed assets, to include key registries, to the Treasurer for inclusion in annual or special audits.
10. Conduct an inventory, to include photographs, upon change of chair under the supervision of the Incoming and Outgoing 2nd Vice President.
11. Coordinate repair and key reproduction/replacement of the FKSCC storage facilities with the Fort Knox Garrison representative and/or DPW.
12. Coordinate with the 2nd Vice President, Holiday Bazaar Coordinator, Gold Rush Coordinator, the Special Events Coordinator and any other board member for decorations needed at FKSCC events.

Section H. THE RESERVATIONS COORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President.
2. Report directly to the Membership Chair.
3. Review and revise, if necessary, the Reservations Policy to be presented to the Executive Committee for approval no later than 1 September.
 - a. Reservations Policy must include provisions for “no shows”, walk-ins, and arrearages.
 - b. Reservations Policy shall be made public to membership in cooperation with the Publicity Chair.
4. Coordinate reservations for General Membership meetings and special events sponsored by the FKSCC; maintain an accurate guest list of each function; collect payments from attendees at same.
 - a. Accurate guest count and/or list must be reported to the 2nd Vice President prior to the catering deadline.
 - b. Reservation list shall be verified against roster, as per *Article IV-Membership* of the Constitution.
5. Ensure members who make reservations for FKSCC activities are held responsible for payment.
6. Coordinate with the 2nd Vice President or Special Events Chair mutual needs and expectations for each function requiring reservations.
7. Prepare, distribute, and store permanent name tags for membership and temporary name tags for guests.
8. Remit all funds collected at functions to the Treasurer at the end of that function.
9. Submit all funds collected through the mail or after an event to the Treasurer within five (5) business days of receipt.

Section I. THE SILVER CLOSET COORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to, the following:

1. Be appointed by the President
2. Report directly to the 2nd Vice President.

3. Be bonded at FKSCC expense as per the *Constitution, Article X, Section B – Insurance and Bonding*.
4. Review and revise if necessary the **SILVER LOAN CLOSET SOP**; coordinate publication of same with Publicity Chair.
5. Maintain an inventory, to include photos, of all FKSCC silver, ensuring inventory matches insured property.
 - a. A final inventory will be conducted upon change of coordinator under the supervision of the Incoming and Outgoing 2nd Vice President.
6. Maintain a member check out log or hand receipt record, as appropriate, of all FKSCC silver.
7. Coordinate repair or refurbishment of silver items with Board of Governors approval using the established budget.

Section J. THE SPECIAL EVENTS COORDINATOR shall have the duties of *Article X, Section A* with the addition of, but not limited to the following:

1. Be appointed by the President.
2. Report directly to the 2ND Vice President.
3. Be responsible for the planning and execution of the annual Wreath and Tree Auction.
4. Establish a committee to plan and execute the annual Wreath and Tree Auction that will convene no later than 1 October. The committee shall consider the following positions:
 - a. Wreath and Tree donations
 - b. Corporate/FMWR Liaison
 - c. Decorations (performed by FKSCC Decorations Chair)
 - d. Catering
 - e. Opportunities
 - f. Auctions
 - g. Set Up / Logistics / Clean Up
5. Prepare an EVENT AAR within thirty (30) days of close of event, in addition to the standard AAR; see *Article XVII – Historical Records*.

Section K. THE WEBMASTER shall have the duties of *Article X, Section A* with the addition of, but not limited to the following:

1. Be appointed by the President.
2. Report directly to the Publicity Chair.
3. Maintain and update the official FKSCC website, www.fortknoxsc.org, as needed and/or as requested.
4. Solicit timely and relevant information from the Board of Governors for inclusion on the website.
5. Ensure that member privacy is respected in regard to web input.
6. Review and revise if necessary the contract with the Internet Provider.
 - a. President shall sign final contract.

ARTICLE XI – AD HOC (SPECIAL) COMMITTEES

Section A. SPECIAL COMMITTEES shall exist for specific purposes and for specific periods of time in order to execute special tasks required for the orderly and efficient operation of the FKSCC. Upon completion of tasks assigned, Special Committees shall be dissolved. Special Committees shall consist of the following:

1. A Chair appointed by the President who shall:
 - a. Preside at the Committee meetings.
 - b. Vote only in case of a tie.

- c. Report to the Executive Committee and/or Board of Governors.
 - d. Submit a written report to the President upon completion of task at hand, along with any supporting documents; Report and supporting documents shall be included in the official minutes of the next meeting of the Board.
 - e. Submit a current and accurate AAR at Committee's end.
2. FKSCC members who are in good standing and who are approved by the President.

Section B. THE BUDGET COMMITTEE shall comply with *Article XI, Section A* with the following additions:

- 1. Be Chaired by the Treasurer
- 2. Include the Executive Committee, Community Grants Chair, and the Ways and Means Chair; other FKSCC members may be included as needed.
- 3. Committee shall convene and recess in conjunction with the fiscal year (meeting in July, January, and April.)
- 4. Review entire budget to include all financial accounts.
- 5. Determine budget limitations for all committees and projected expenditures; budget must be balanced.
- 6. Present the proposed budget first to the Executive Committee and second to the BOG for approval.
- 7. Present the proposed budget for final approval by the General membership at the September General Membership meeting.

Section C. THE CONSTITUTION AND BYLAWS COMMITTEE shall comply with *Article XI, Section A* with the following additions/substitutions:

- 1. Be chaired by the Parliamentarian.
- 2. Convene in February of even-numbered years.
- 3. Include the President, 1st Vice President, Honoraria, and at least two FKSCC members in good standing who are appointed by the Parliamentarian.
 - a. The Secretary may act as recorder should the Parliamentarian request his/her services.
- 4. Review the Constitution and Bylaws and present proposed revisions first to the Executive Committee and second to the Board of Governors for approval.
- 5. Present approved revisions and/or amendments to the General Membership.
 - a. General Membership should have proposed Constitution and Bylaws no less than one month prior to the approval vote; Parliamentarian is to coordinate this with the Publicity Chair.
 - b. General Membership vote shall take place at the April General Membership meeting.
- 6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority no later than 30 April.
- 7. Complete, in necessary, any corrective action required by the Approving Authority, within thirty (30) days. Extensions may be granted.

Section D. THE NOMINATIONS AND ELECTIONS COMMITTEE shall comply with *Article XI, Section A* with the following additions/substitutions:

- 1. Be Chaired by the Parliamentarian.
- 2. Convene no later than 1 February.
- 3. Include the Honoraria, the Parliamentarian, and at least six (6) FKSCC members in good standing who represent community demographics and the major commands. The Honoraria and Parliamentarian shall serve as non-voting members. The President may not serve on this committee, nor shall he/she be required to approve the committee members.

4. Coordinate publicity of the elections process and selection of nominees with the Publicity Chair.
5. Present the Slate of Officers to the Board of Governors at the March meeting.
6. Submit a Slate of Officers at the March General Membership meeting; the Slate should also be made known to the membership through the *On Track* and the FKSCC official website.
7. Accept nominations from the floor at the March General Membership meeting.
 - a. Written consent of the nominee must be received prior to nomination.
8. Ensure the following conditions are met:
 - a. No member of the committee shall run for elected office.
 - b. In the event a committee member elects to run, he/she shall remove him/herself from the committee.
 - c. Slate of Officers shall come from the existing FKSCC membership.

Section D. 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 XII – ELECTIONS AND VOTING

Section A. BOARD AND COMMITTEE VOTING POLICIES

1. Each elected member of the Executive Committee shall have one (1) vote on the Board of Governors, with the exception of the President who shall vote only in the event of a tie.
2. The Chair or Co-Chair (not both) of each Standing Committee shall have one (1) vote.
3. One-half (1/2) of the voting members must be present to constitute a quorum. A simple majority constitutes a valid vote.
4. No absentee or proxy votes will be counted.
5. An electronic vote of the Executive Committee or Board of Governors may be conducted by the Parliamentarian at the request of the President only if an immediate decision is required. The process is as follows:
 - a. A board member makes a motion to the President.
 - b. President notifies the Secretary and Honoraria; the Secretary may second the motion. The President may refer a member who would like to do so. In the latter case, the Secretary shall phone that person to verify the second. The Secretary notifies the President that a valid motion is on the floor.
 - c. The President notifies the Parliamentarian that a telephonic or electronic vote is in order.
 - d. The Parliamentarian emails the Executive Committee and/or Board of Governors and states the motion and that it was seconded. The Executive Committee member and/or Board of Governor member is asked how he/she votes.
 - e. One-half (1/2) of the voting members must be reached and must reply to reach a quorum.
 - f. The Parliamentarian notifies the President if a quorum is achieved and gives the result of the vote to include the number in favor, number opposed, and number of abstentions.
 - g. The President emails the Secretary with the results of the vote.
 - h. The Secretary states the motion and the voting results at the next Executive Committee or Board of Governors meeting and includes same in the minutes for that meeting.

Section B. GENERAL ELECTIONS OF OFFICERS

1. Elections of Officers are at the April General Membership meeting using the slate proposed by the Nominations and Elections Committee.
2. If a single slate is presented, a voice vote may be taken; if a multiple slate is presented, elections shall be by secret ballot.
3. The Parliamentarian shall conduct the vote, providing ballots if necessary, and ensuring that only eligible FKSCC members in attendance participate in the vote.
4. There shall be no absentee or proxy voting.
5. All nominees require a majority vote (one more than one-half (½) of votes cast) to be elected.
6. Newly elected Officers shall be installed at the May General Membership meeting in a ceremony officiated by the Parliamentarian.

ARTICLE XIII – FUNDING SOURCES

Section A. *Article VIII of the FKSCC Constitution* is incorporated by reference into this Article for all purposes.

Section B. Expenditures

1. Expenditures shall be limited to those required to support FKSCC’s mission and activities as listed in the Constitution.
2. Expenditures shall be categorized and disbursed in accordance with the *Fort Knox Private Organizations and Fundraising Policy*.
3. Expenses shall not exceed income under any circumstance.
4. 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.
5. 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 XIV – TAXES

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

ARTICLE XV – INSURANCE COVERAGE

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

ARTICLE XVI – MEETINGS AND QUORUMS

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

ARTICLE XVII – HISTORICAL RECORDS

Section A. All members of the FKSCC Board of Governors shall be required to maintain an official Policy and Precedents File. The Policy and Precedents File may be stored in written and/or electronic format, or a combination of both by each member of the Board of Governors for the current year plus the previous year. The President, Secretary, and Property Chair shall coordinate collection, transfer, and storage of all Policy and Precedents Files for a period of four (4) inactive years plus the current year; thereafter records may be placed in permanent storage. See *Appendix 2*.

Section B. The **POLICY AND PRECEDENTS FILE OF THE FKSCC** must contain:

1. Current Constitution and Bylaws
2. Official DOD Instructions, Army Regulations, and Policy Letters
 - a. DODi 1000.15
 - b. AR 210-22 Private Organizations on Department of the Army Installations
 - c. AR 600-29 Fundraising within Department of the Army
 - d. Fort Knox Private Organizations and Fundraising Policy
3. Approved FKSCC policies, guidelines, and SOPs
 - a. Reservation Policy
 - b. Community Grants Policy
 - c. Vendor Policy
 - d. Publicity SOP
 - e. Silver Closet Loan Policy
 - f. Newsletter SOP
 - g. Gift Wrap Fundraiser SOP
 - h. Ways and Means SOP
4. Insurance and Tax Forms
 - a. Statement of Insurance and Liability
 - b. Certificates of Bonding
 - c. Tax Returns
 - d. Tax Exempt Certificate
 - e. Any correspondence from the US Treasurer regarding FKSCC tax status
5. Volunteer Service Records
 - a. DD 2793
 - b. Volunteer Position Descriptions
 - c. Volunteer award nominations
 - d. Monthly report of Volunteer Activity
6. Meeting Minutes, to include Financial Statements
7. Rosters
 - a. Honorary Members
 - b. Membership rosters for current and previous year only; thereafter, only a roster of the Board of Governors shall be kept and all previous roster information shall be destroyed, however a numerical count will be maintained.
8. Inventory of Assets
9. Memoranda of Agreements and Letters of Approval
 - a. Approval to operate as a PO on Fort Knox
 - b. Approval to conduct fundraisers
 - c. Memoranda of Agreement between FKSCC and the Fort Knox Enlisted Spouses Club
10. After Action Reports

ARTICLE XVIII – DISSOLUTION

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

ARTICLE XIV – ADOPTION

Section A. These *Bylaws* shall become effective upon adoption in a duly constituted regular or special meeting of the General Membership and a majority vote of the voting members present, and upon approval of the Installation Commander or his representative.

Section B. Once approved, these *Bylaws* shall supersede all previous Bylaws and amendments except that it shall not affect Officers elected or specific agreements and contracts entered into under the terms of the previous Bylaws until such terms of agreements or contracts have reached their expiration date.

Section C. These Bylaws were approved by the Board of Governors on 11 May 2010 and by the General Membership on 13 May 2010. In witness thereof, the following officers affix their signature.

(signed copies on file)
Leah Brown, FKSCC President

Date

(signed copies on file)
Lynnette Burge, FKSCC Parliamentarian

Date

APPENDIX I

Definitions:

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

After Action Report: A retrospective analysis of goal-oriented actions previously undertaken by the board or committee member. The AAR should identify problematic issues with the position and needs for improvement; propose measures to counteract problematic elements, and stress key issues promoting success of ongoing activities.

Biennial: Every two years

Event After Action Report: A retrospective analysis of a specific FKSCC event that identifies problematic issues, proposes measures to counteract problematic elements, and stresses key factors contributing to the success of an event.

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.