

**FORT KNOX SPOUSES AND COMMUNITY CLUB, INC.
BYLAWS**

ARTICLE I – ORGANIZATION NAME AND PURPOSE

Section A. DECLARATION OF BYLAWS

The Board of Governors (the Board) 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 Installation 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 and Coordinators 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 no later than 30 June.
 - c. The President shall present the audit report to the Board of Governors if any significant errors were discovered by the auditor.
 - d. The President, or his or her designee, 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.
4. Any other documentation requested by the Approving Authority.

ARTICLE III – GOVERNING BODY OF THE FKSCC

Section A. GENERAL

1. The Executive Committee and Board of Governors shall have supervision of and direction over all activities, operations, and disbursements of the FKSCC.
2. Based on recommendation made by the Executive Committee, the Board of Governors shall:
 - a. Establish the scope of activities, services, and facilities of the FKSCC;
 - b. Ensure that the FKSCC is properly administered and its funds safeguarded; and
 - c. In accordance with the Constitution and these Bylaws, take any other action consistent with, and required to fulfill, the FKSCC's objectives.
3. **Only** the President or Treasurer may sign contracts entered into on behalf of the FKSCC, unless the President has signed an official delegation of authority to a member of the Board of Governors who may have limited ability to sign short term contracts for special events.

Section B. 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' term shall be for one (1) year, beginning on 1 June and ending on 31 May.
3. The Executive Committee shall vote on the recommendations made by the President for the Standing and Special Committee Chairs and Coordinators. All presidential recommendations shall be made after conference with the Honoraria.
4. The Executive Committee shall vote on recommendations made by the President to fill vacancies on the Board of Governors, except for those vacancies filled by automatic succession. All such Presidential recommendations shall be made after conference with the Honoraria.
5. 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.
6. The Executive Committee's responsibilities shall be to discuss business and forward recommendations to the Board of Governors for a vote. However, the President may commit funds in the amount of \$250.00 or less without the approval of the Board of Governors; provided that this authorization is disclosed at the next Board meeting

Section C. BOARD OF GOVERNORS

1. The Board of Governors shall consist of the Elected Officers, the Honoraria, the Parliamentarian, and the Standing and Special Committee Chairs and Coordinators.
2. The Board of Governors operates and administers all FKSCC activities as volunteers, never as paid employees.
3. Voting members of the Board of Governors include the 1st and 2nd Vice Presidents, Secretary, Treasurer, and Standing and Special Committee Chairs and Coordinators. 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. 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.
 - 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.
5. Additional duties of the Board of Governors are described in *Article IV*.

Section D. SEPARATION FROM THE BOARD

1. Upon approval of the Executive Committee and advice of the Honoraria, the President may ask any member of the Board of Governors to resign, whether for cause or without cause. However, the President may ask any member of the Board of Governors to resign without approval of the Executive Committee in the event any member has failed to attend three board meetings (unexcused).
2. Upon approval of the Board of Governors by a 2/3 majority vote of all Board of Governors' members and advice of the Honoraria, the Executive Committee may ask any member of the Executive Committee to resign.
3. Any member of the Board of Governors who will be temporarily unable to fulfill his or her duties will request, in writing to the President, a leave of absence. The President, upon the advice of the Honoraria, will grant or deny the request. If the request is granted, his or her position will be temporarily filled using the same process to address vacancies.
4. Resignations shall be submitted in writing to the President and presented to the Executive Committee at the first available time to allow as much notice as possible prior to the resignation.
5. Vacancies within the Board shall be addressed as set forth in the *Constitution, Article IV, Section D*.

ARTICLE IV – DUTIES OF BOARD OF GOVERNORS MEMBERS

Section A. 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 the Constitution. All members of the Board of Governors are responsible to the position 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 *Article V*. More specific duties of Board of Governors members are outlined in *Articles VI through XIII*.

Section B. Each member of **THE BOARD OF GOVERNORS** of the FKSCC shall:

1. Be members of the FKSCC in good standing prior to their election or appointment.
2. Serve as voting members as prescribed in *Article III*.
3. Be present at each scheduled meeting, reporting verbally – even if “no report” - or notify the President or Secretary of his or her absence in advance.

4. Provide a written monthly report to the President or Secretary, even if “no report”, by the deadline set by the Secretary. Should the Board member be absent, their written report may be read *in absentia*.
5. Have the responsibilities implied by his or her title(s), and those specifically listed in *Articles V-XIII*.
6. Review the proposed budget as required by the Chair of the Budget Committee.
7. Present Standard Operating Procedures (an SOP) for his or her position to the Executive Board by 1 August of the Club Year in which he or she is serving; a copy of the SOP will be maintained with the Master Corporate Record Book described in *Article XIII – Historical Records*.
8. Regularly submit articles or notices relevant to his or her position, the FKSCC, and/or the community to the Publicity Chair prior to the posted monthly deadline.
9. Maintain a record of volunteer service (i.e. log hours) utilizing the Volunteer Management Information Service (VMIS).
10. Compile a current After Action Report (AAR), which consists of 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. AARs must be completed no later than 30 April of the Club Year, unless otherwise specified in these Bylaws or by the President. AARs shall be included in the Policy and Precedents File relevant to the member’s position.
11. Maintain a binder and electronic media storage related to his or her position, hereinafter referred to as the position’s Policy and Precedents File, containing all documents required as per *Article XIII – Historical Records*.
12. Familiarize successor with all records and job duties, if possible, to ensure an orderly transition of his or her position.
13. Pass his or her Policy and Precedents File, as well as any supplies (or a proper inventory should items be located in the FKSCC storage facility) to the President.

ARTICLE V – RESPONSIBILITIES OF THE HONORIA

Section A. The **HONORARIA** strengthen the position of the President, providing counsel and mentorship. Members of the Honoraria shall serve in an advisory capacity, as an *ex officio* member of both the Executive Board and the Board of Governors, and may serve on certain Committees as invited. Honoraria provide counsel, mentorship, coaching, appropriate policy guidelines, and liaison between the FKSCC and the Installation, while allowing the FKSCC Board of Governors to make their own decisions. Members of the Honoraria shall not be voting members of the Board of Governors. However they shall retain voting privileges as Active Members of the organization.

Section B. The spouse of the Fort Knox Senior Mission Commander shall be invited to serve as the FKSCC **Honorary President**. If the Senior Mission Commander is unmarried or his or her spouse is unable or unwilling to serve in this position, the Senior Mission Commander may designate the spouse of a Fort Knox Senior Officer or Senior NCO to serve as the Honorary President.

Section C. The spouse of the Fort Knox Senior Mission Command Sergeant Major shall be invited to serve as the FKSCC **Honorary Vice President**. If the Senior Mission Command Sergeant Major is unmarried or his or her spouse is unable or unwilling to serve in this position, the Senior Mission Command Sergeant Major may designate the spouse of a Fort Knox Senior Officer or Senior NCO to serve as the Honorary Vice President.

Section D. The **Advisor** will be the spouse of a Fort Knox Senior Officer or Senior NCO invited to serve by the Honorary President. The Advisor will serve on the Fort Knox Council of Advisors if such a council exists. The Advisor will advise the President on all matters specified in the Constitution and Bylaws requiring conference with the Honoraria. The Advisor will be the first point of contact for any Board of Governor's member requiring conference or council from the Honoraria. The Honorary President, with the assistance of the President, may appoint additional Honorary Advisors as deemed necessary.

ARTICLE VI – RESPONSIBILITIES OF THE ELECTED OFFICERS

Section A. The **PRESIDENT** shall have the duties described in *Article IV, Section B* 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. Vote in the event of a tie.
3. Ensure that the Constitution and Bylaws of the FKSCC are upheld.
4. Appoint a Parliamentarian after conference with the Honoraria and an approval vote from the Executive Committee.
5. Recommend all Standing and Special Committee Chairs and Coordinators, after conference with the Honoraria, and present such recommendations to the Executive Committee for approval.
6. Recommend a member to fill any vacancy occurring in the Executive Committee or Board of Governors, except those filled by succession, and present such recommendations to the Executive Committee for approval. Vacant positions shall be filled in accordance with *Section V of the Constitution*.
7. Represent the FKSCC to the Fort Knox community at such events as the Command Information Exchange (CIE) or other community forums. The President may designate representatives to attend these meetings when/if necessary.
8. Confer with members of the Board of Governors to review position descriptions and SOPs.
9. Be bonded at FKSCC expense as per the *Constitution, Article X– Insurance and Bonding*.
10. Oversee and monitor the responsibilities of each member of the Board of Governors, except the Honoraria.
11. Remove or request the resignation of any member of the Board of Governors after conference with the Honoraria, with the approval of the Executive Committee and/or the Board of Governors, as per *Article III, Section D*.
12. Call special or emergency meetings of the Executive Committee, Board of Governors, or General Membership as needed, after conference with the Honoraria.
13. Write checks in the absence of the Treasurer, and co-sign with the Treasurer all checks. In the event the Treasurer is absent, the President may co-sign checks with another officer who is a signatory on the accounts.
14. Ensure audits are conducted in accordance with approved audit procedures. *See Article II, Section A*.
15. Prepare a written monthly article for the FKSCC newsletter.
16. Request approval from Approving Authority and sign memos of agreement for major fundraisers.
17. Approve and sign appropriate contracts for the FKSCC.

18. Authenticate by signature, all acts, orders, and proceedings of the organization and in general, to represent and stand for the FKSCC; such authentication may occur by the President signing the minutes of Board meetings
19. Request approval, biennially, from the Approving Authority to operate as a Private Organization on Fort Knox.
20. Direct an orderly and complete transition to the succeeding board including presiding over a joint session of the outgoing and incoming boards prior to the end of the Club Year.
21. Provide an orientation sufficient to inform all Board of Governors members of their duties.
22. Maintain a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
23. Coordinate retention of the FKSCC records as set forth in *Section XIII – Historical Records*.
24. Upon expiration of his or her term as President, pass the FKSCC gavel to the incoming President. The gavel shall remain the property of the FKSCC.
25. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

Section B. The **1ST VICE PRESIDENT** shall have the duties of *Article IV* 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.
2. Should the position of President be vacated, assume all responsibilities of the President until the end of the Club Year. 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 Board of Governors and elected by the General Membership.
3. Be a signatory on the FKSCC financial accounts to act as an alternate in the event the President is unavailable to sign checks.
4. Be bonded at FKSCC expense as per the *Constitution, Article X– Insurance and Bonding*
5. Be available to perform other duties as assigned or deemed appropriate by the President.
6. Act as the Parliamentarian in the absence of the Parliamentarian.
7. Represent the FKSCC at community events when invited to do so by the President.
8. Be a voting member of the Executive Committee, the Board of Governors, and the General Membership.
9. Oversee and monitor the following Committees:
 - a. Holiday Bazaar;
 - b. Gold Rush; and
 - c. Any other committees assigned by the President
10. Select a token of appreciation for the President to be presented at the end of the year or upon his or her departure from office.
11. Serve on the Constitution and Bylaws Committee as an official member.
12. Serve on the Budget Committee as an official member.
13. Maintain a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
14. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

Section C. The 2ND VICE PRESIDENT shall have the duties of *Article IV* 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. As part of planning and executing the programs, the 2nd Vice President shall:
 - a. Propose a tentative General Membership meeting 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. Coordinate with the event facility and assume responsibility for the details of each function to include but not be limited to menu, luncheon 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, Reservations, Ways and Means, Historian, Volunteers, and any other member of the FKSCC needed to ensure a well-run event.
 - g. At his or her discretion, arrange for vendors for each function, and, in making such arrangements:
 - i. Use the currently established vendor policy and/or contract. In the event he/she wishes to change the established vendor contract, he/she will obtain prior approval from the Executive Committee. The policy shall be posted on the official FKSCC website.
 - ii. Ensure vendors have a signed vendor contract. The 2nd Vice President may receive delegated authority from the President to sign vendor contracts.
 - iii. Collect vendor fees prior to each luncheon.
6. Serve on the Budget Committee as an official member.
7. Oversee and monitor the following Special Committee Chairs and Coordinators:
 - a. Property.
 - b. Any other committees as assigned by the President.
8. Maintain a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
9. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

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

1. Serve as 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. As part of such duties, the Secretary shall:
 - 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 a final copy of meeting minutes with any necessary amendments to the Board. A copy of the monthly financial statements will be included with this dispatch.
 - c. Provide a final copy of the meeting minutes with any necessary amendments to the President so that he or she may send them to the Approving Authority with the FKSCC's annual submission to the Approving Authority.
 - d. 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.
 - e. Provide copies of minutes of the Board of Governors or General Membership meetings to any member upon request. Minutes of the Executive Committee meetings require written permission from the Parliamentarian.
 - f. Minutes of the Executive Committee and Board of Governors meetings shall include the names of all members in attendance.
2. Serve as 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. Coordinate with the FKSCC Historian, a Standing Committee Coordinator. See *Article VIII – Standing Committee Chairs and Coordinators* 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 a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
8. Maintain the Master Corporate Record Book with a back up of files in a separate location. See *Article XIII – Historical Records* for a listing of all required documents.
9. Be responsible for the storage and eventual destruction of FKSCC files, as per *Article XIII– Historical Records*.
10. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

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

1. Follow generally accepted accounting principles and procedures that are in accordance with the *Fort Knox Private Organizations and Fundraising Policy*.
2. Limit all expenditures to those required to support the mission and activities listed in the Constitution and ensure petty cash is not used to pay expenses.
3. Serve as a voting member of the Executive Committee, Board of Governors, and the General Membership.

4. Deposit all monies in respective accounts in a timely manner, 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. All checks must be co-signed by the President or another officer who is a signatory on the applicable account if the President is unavailable.
8. Sign checks required for payment of non-budgeted expenditures
 - a. Amounts up to two hundred fifty dollars (\$250.00) require approval of the President.
 - b. Amounts over two hundred fifty dollars and one cent (\$250.01) 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. The copy to be included in the meeting minutes should include a year-to-date comparison with budgeted figures.
10. Serve as Chair of the Budget Committee. Committee procedures are defined in *Article X, 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.
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. When the annual statement arrives, 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. Ways and Means Coordinator.
 - c. 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 and reserve funds for the Incoming Board
 - a. The Operating Fund must have a minimum of five thousand dollars (\$5,000.00)
 - b. The Community Outreach Fund must have a minimum of two thousand five hundred dollars (\$2,500.00).
 - c. All designated monies and scholarships are not considered part of this start up or reserve money.
19. Ensure that tax documents are valid, prepared, authenticated, and filed.

20. In conjunction with the auditor, file the IRS Form 990 (Federal Income Tax Return for Non-Profit Organizations) as prescribed by Federal Law, and maintain a copy of proof of filing. Provide copies of return 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, including voting in the Treasurer's absence.
23. Oversee and monitor the Donation Receipt Coordinator. See *Article VIII – Standing Committee Chairs and Coordinators* for specific role.
24. Maintain a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
25. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

ARTICLE VII – THE APPOINTED OFFICER

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

1. Be appointed by the President.
2. Serve as 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 Executive Board, 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. Review requests for Executive Board meeting minutes and advise the Secretary in writing of permission or declination.
7. Chair the Constitution and Bylaws Committee and will:
 - a. Convene Constitution and Bylaws Committee by 1 October in years ending with an odd number.
 - b. Ensure Committee will be in accordance with prescribed procedures outlined in *Article X, Section C*.
 - c. Submit the approved documents to the Approving Authority.
8. 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.
9. Chair the Nominations and Elections Committee following procedures outlined in *Article X, Section D*.
10. Preside over elections at the April General Membership meeting in accordance with *Article XI, Section B*.
11. Officiate ceremony inducting the new Officers at the May General Membership meeting.

12. Maintain a Policy and Precedents file for his or her position, which shall contain the latest SOP and AAR, as well as any other documents relevant to his or her position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
13. Perform any other duties incident to his or her position or otherwise required by the Constitution, these Bylaws or any other laws, rules or regulations.

ARTICLE VIII – STANDING COMMITTEE CHAIRS AND COORDINATORS

Section A. The FKSCC shall have the standing chairs/coordinators set forth in this *Article VIII*, unless the Board of Governors, by a 2/3 majority vote of all Board members, determines that any one or more of the chairs/coordinators is unnecessary during the then-present Club Year.

Section B. The **COMMUNITY GRANTS CHAIR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the President.
3. Maintain and follow the SOP for the Community Grants Program. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Ensure that no one organization or entity receives more than thirty percent (30%) of the entirety of funds available.
5. Chair the COMMUNITY GRANTS COMMITTEE:
 - a. Establish a Committee (no later than 1 October) of no less than ten (10) members to serve for the full Club Year.
 - 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 all major units, the Reserve Community, and the Retiree Community.
 - 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. Chair shall vote only in the event of a tie.
 - b. Community Grants Committee shall officially convene at a minimum of once a year. When the Grants Committee meets twice yearly, those meetings should be held in 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.
 - 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. Ensure that individual grants approved by the Committee in excess of one thousand five hundred dollars and one cent (\$1500.01) are 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 Grants Program budget.
9. Coordinate with the Treasurer the issuance of checks for all disbursements.
10. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 31 May of the Club Year in which he or she is serving.
11. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section C. The **DONATION RECEIPT COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Report directly to the Treasurer.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Write all requests for donation letters using the appropriate disclosures, as requested.
5. Compile a list of all donations received each year formatted to the auditor's specifications.
6. Ensure that all who donate receive a thank you letter.
7. The Donation Receipt Coordinator will **not** be responsible for actually soliciting donations. That will remain the duty of the specific event coordinators.
8. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
9. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section D. The **HISTORIAN** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the Secretary.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Coordinate coverage of all FKSCC-sponsored functions.
5. Organize and maintain historical data in scrapbooks, photo albums and/or digital media.
6. Prepare a photo album for the President highlighting important events within the organization.
7. Ensure that a group photo is taken of the Board of Governors and included in the scrapbook/photo album.
8. Coordinate long and short term storage of FKSCC scrapbooks with the Property Coordinator.
9. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
10. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

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

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
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 Operating 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 and coordinating publicity of said event with the Publicity Chair.
7. Verify eligibility as per the *Constitution, Article IV – Membership* and enroll all new members into the FKSCC.
8. 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.
9. Collect membership dues and remit to the Treasurer within five (5) working days.
10. Compile, publish, and distribute the FKSCC Membership Directory no later than 30 December and any supplements as needed.
11. Maintain a permanent roster of all Lifetime Members and Honorary Members, updating as necessary.
12. Recommend membership fees to the Board of Governors in May for the following fiscal year.
13. Provide a year-end copy of the membership list for the Policy and Precedents file.
14. Oversee and monitor the Reservations Chair. See *Article VIII – Standing Committee Chairs and Coordinators* for specific role.
15. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
16. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

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

1. Report directly to the Publicity Chairperson.
2. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
3. Set and publish deadlines for publication; deadlines will be approved by the Executive Committee.
4. Acquire draft approval of the newsletter from the President and Publicity Chair prior to publishing same.
5. Publish and distribute the FKSCC newsletter conforming to the standards of the Newsletter SOP.
6. All copying and mailing shall be in accordance with the *Fort Knox Private Organizations and Fundraising Policy*.

7. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
8. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section G. The **PROPERTY COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the 2nd Vice President.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Maintain a current inventory of all FKSCC property, providing copies to appropriate parties when necessary. In the case of the FKSCC silver: (a) the inventory shall include photos of all silver, ensuring inventory matches insured property, and (b) a final inventory will be conducted upon change of the Property Coordinator under the supervision of the incoming and outgoing 2nd Vice Presidents.
5. Maintain a member check out log or hand receipt record, as appropriate, of all FKSCC property.
6. Coordinate repair or refurbishment of property items with Board of Governors approval.
7. Update maintenance agreements and provide copies to the Secretary.
8. Recommend the proper amount of insurance coverage to the Board of Governors for consideration based upon current appraisals for fixed assets, and provide information to the Treasurer so that adequate insurance can be procured.
9. 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
10. Provide a list of fixed assets, to include key registries, to the Treasurer for inclusion in annual or special audits.
11. Conduct an inventory, to include photographs, upon change of Property Coordinator under the supervision of the incoming and outgoing 2nd Vice President.
12. Coordinate repair and key reproduction/replacement of the FKSCC storage facilities with the Fort Knox Garrison representative and/or DPW.
13. Coordinate decorations needed at FKSCC events with the appropriate Board of Governors members.
14. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
15. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section H. The **PUBLICITY CHAIR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. The Publicity SOP must incorporate the activities of publicity for all forms of media; including the FKSCC newsletter the FKSCC website and all other forms of social media, 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 FKSCC's operating standards and practices.

5. Publicize all FKSCC activities in accordance with the Publicity SOP.
6. Ensure that all his or her 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*.
7. Oversee and monitor the Newsletter Coordinator and Webmaster.
8. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
9. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section I. The RESERVATIONS CHAIR shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the Membership Chair.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
 - 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 mutual needs and expectations for each function requiring reservations.
7. Prepare, distribute, and store permanent nametags for membership and temporary nametags 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.
10. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 31 May of the Club Year in which he or she is serving.
11. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section J. The SCHOLARSHIP CHAIR shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the President.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures. The scholarship applications shall be part of the SOP and cannot be changed without prior approval by the Executive Committee.

4. Chair the **FKSCC SCHOLARSHIP COMMITTEE**:

- a. Appoint a minimum of five (5) committee members representing a diverse demographic of the Fort Knox Community.
 - i. All Committee Members must be FKSCC members in good standing and may not be the parent of a senior or be a permanent employee of any high school.
 - ii. FKSCC President shall be an *ex officio* member of this Committee.
 - iii. Scholarship Chair shall vote only in the event of a tie.
 - iv. 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 28 February.
 - v. Coordinate notice of scholarship availability with the Publicity Chair who will ensure optimal coverage and widespread publicity of same through approved media.
- b. High School Applicant Eligibility. The applicant must be one of the following:
 - i. The dependent child of an Active Duty/AGR (Active Guard/Reserve) U.S. military sponsor assigned or attached to Fort Knox.
 - ii. The dependent child of a deceased or retired member of the U.S. Military Forces residing in the Fort Knox area.*
 - iii. A child residing in the Fort Knox area* who is the dependent of an Active Duty/AGR U.S. military sponsor. *Fort Knox area = Fort Knox Housing, Hardin, Meade, or Bullitt Counties.

All applicants must be high school graduates of the current academic year, as indicated by the following:

Hold a high school equivalency certificate.

Graduate before the end of the year in which the scholarship is awarded.

Graduate an accredited home school program of the year the scholarship is awarded.

The applicant must be accepted by an accredited institution of higher learning (i.e., college, vocational, or correspondence) or expect to be accepted by such an institution for their first Undergraduate Degree.

The applicant must possess a valid U.S. military identification card.

- c. Military Spouse Applicant Eligibility: The applicant must be one of the following:
 - i. The spouse of an Active Duty or AGR (Active Guard/Reserve) U.S. military sponsor assigned or attached to Ft. Knox.
 - ii. The spouse of a deceased or retired member of the U.S. military forces residing in the Fort Knox area*.
 - iii. The spouse of an Active Duty or AGR (Active Guard/Reserve) U.S. military sponsor residing in the Fort Knox area*. * Fort Knox area = Fort Knox Housing, Hardin, Meade, or Bullitt Counties.

The applicant must be a high school graduate or hold a valid high school equivalent.

The applicant must be accepted by an accredited institution of higher learning (i.e., college, vocational, or correspondence) or expect to be accepted by such an institution for an **undergraduate/graduate** degree. Persons pursuing a second undergraduate or graduate degree are **NOT ELIGIBLE**.

The applicant must possess a valid U.S. military identification card.

Active duty service members are not eligible.

Those who have previously applied but did not receive a scholarship are eligible to apply.

- d. Forward scholarship recommendations to the Board of Governors at the April meeting for approval.
 - e. Coordinate with the Treasurer the issuance of checks of all disbursements.
 - f. Present awards to recipients no later than 31 May; General Membership shall be advised of the awarded scholarships no later than the May General Membership meeting. Names of winners will be available upon request via the FKSCC President or FKSCC Scholarship Committee Chairperson.
 - g. If a scholarship is not claimed by the recipient by 31 October, the scholarship shall be deemed forfeit and the funds returned to the FKSCC.
5. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 31 May of the Club Year in which he or she is serving.
 6. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section K. The **VOLUNTEER COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Solicit, organize, and manage volunteer corps to perform the service activities of the FKSCC.
 - a. Act as the Organization Point of Contact (OPOC) for the FKSCC.
 - b. Complete Volunteer Management Information System (VMIS) training classes as provided by the Fort Knox Army Volunteer Corps Manager (AVCM).
 - c. Review and edit if necessary all posted volunteer job descriptions in VMIS.
 - d. Conduct a VMIS training class for all Board of Governors members on or before the October Board of Governors meeting.
 - e. Ensure all FKSCC volunteers utilize VMIS for their volunteer service recording.
 - f. Ensure any volunteer who volunteers directly with children has additionally completed the Army Volunteer Corps Program Background Clearance Form; submit same to AVCM for processing.
5. Nominate volunteers for recognition through the annual Fort Knox Installation Volunteer Recognition program.
6. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
7. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section L. The **WAYS AND MEANS COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.

4. 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.
5. Act as the sole purchasing agent for the Ways and Means concern.
6. Organize and conduct a Ways and Means sales activity at FKSCC functions when feasible.
7. Maintain inventory of Ways and Means merchandise.
8. Ensure Ways and Means is self-sustaining.
9. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures.
10. Coordinate with the Treasurer payment for purchases or orders.
11. Remit all sales proceeds to Treasurer within five (5) working days.
12. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
13. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section M. The **WEBMASTER** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the Publicity Chair.
3. Maintain and follow the SOP for his or her position. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Maintain and update the official FKSCC website, www.fortknoxsc.org and social media sites as needed or as requested.
5. Solicit timely and relevant information from the Board of Governors for inclusion on the website.
6. Ensure that member privacy is respected in regard to web input.
7. Review and revise if necessary the contract with the Internet Provider. President shall sign final contract.
8. Prepare an AAR for the Club Year in which he or she is serving, which he or she shall submit to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
9. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

ARTICLE IX – SPECIAL COMMITTEE CHAIRS AND COORDINATORS

Section A. In accordance with these Bylaws, the Executive Committee will select Special Committee Chairs and Coordinators to manage fundraising or other special events. The Special Committee Chairs and Coordinators will include those described in Sections B through D of this Article IX, unless a simple majority of the Board members present and eligible to vote determine that having one or more of such Special Committee Chairs/Coordinators is impractical or unnecessary for the present Club Year.

Section B. The **BAZAAR CHAIR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the 1st Vice President.
3. Maintain and follow the SOP for his or her position and for the event. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.

4. Coordinate with the Executive Committee and Fort Knox Garrison to schedule a date for the annual Holiday Bazaar and to modify/amend a contract for same.
5. Establish a **BAZAAR COMMITTEE** from FKSCC membership to plan and execute the FKSCC Holiday Bazaar.
6. Present a proposed budget for the Holiday Bazaar to the Budget Committee for review at the July, January, and April Budget Committee meetings.
7. Prepare an AAR for the Club Year in which he or she is serving and collect AARs from each of his or her key Committee members. He or she shall submit all such AARs to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
8. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section C. THE GOLD RUSH CHAIR shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as a voting member of the Board of Governors and the General Membership.
2. Report directly to the 1st Vice President.
3. Maintain and follow the SOP for his or her position and for the event. If he or she wants to change the existing SOP or create a new SOP, he or she shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Establish a **GOLD RUSH COMMITTEE** from FKSCC membership to plan and execute Gold Rush.
5. Present a proposed budget to the Budget Committee for review at the July, January and April meetings.
6. Coordinate with Fort Knox Garrison and the Executive Committee to schedule a date for the annual Gold Rush and to modify/amend a contract for same.
7. Prepare an AAR for the Club Year in which he or she is serving and collect AARs from each of his or her key Committee members. He or she shall submit all such AARs to the Executive Committee for review by 30 April of the Club Year in which he or she is serving.
8. Maintain a Policy and Precedents File as set forth in *Article XIII - Historical Records*.

Section D. The Board of Governors may establish Special Committees (or appoint Special Coordinators) in addition to the Special Committees described above if a simple majority of the Board members present and eligible to vote determine that doing so is practical or necessary for the present Club Year.

ARTICLE X – AD HOC COMMITTEES

Section A. The **AD HOC COMMITTEES** described in this *Article X, Sections B through E* 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, as specified in these Bylaws, 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.
2. FKSCC members who are in good standing and who are approved by the President.

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

1. Be Chaired by the Treasurer
2. Include the Executive Committee, Community Grants Chair, Scholarship Chair, Bazaar Chair, Gold Rush Chair, and the Ways and Means Coordinator; 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 Board 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 X, Section A* with the following additions/substitutions:

1. Be chaired by the Parliamentarian.
2. Convene in October of odd-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. The Secretary may act as recorder should the Parliamentarian request his or 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; the 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, if 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 X, Section A* with the following additions/substitutions:

1. Be Chaired by the Parliamentarian.
2. Convene no later than 1 January.
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 Executive Committee members.
4. Coordinate publicity of the elections process and selection of nominees with the Publicity Chair.

6. Submit a Slate of Officers at the April General Membership meeting; the Slate should also be made known to the membership through the *FKSCC newsletter* and the FKSCC official website.
7. Accept nominations from the floor at the April General Membership meeting. Written consent of the nominee must be received prior to nomination. No nominations will be accepted once the floor has been closed for nominations.
8. Ensure the following conditions are met:
 - a. No member of the Nominations 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. In the event that the Nomination Committee Chair elects to run, he/she shall remove him/herself from the position as Nomination Committee Chair, and a board member NOT running for a position on the Executive Board may be assigned as the Nomination Committee Chairperson.
 - d. Slate of Officers shall come from the existing FKSCC membership.

Section E. OTHER COMMITTEES AND TEMPORARY POSITIONS

The President, with approval of the Executive Committee, may form other ad hoc committees and appoint chairs for such committees. The Executive Committee shall determine the duties and term of office of such chairs, who shall have no vote on the Board.

ARTICLE XI – 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/Coordinator or Co-Chair/Co-Coordinator (not both) of each Standing or Special 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 with the exception of the Assistant Treasurer in the absence of the Treasurer.
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.
6. Additional information regarding meetings and quorums is set forth in *Article XII* of the Constitution.

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 (1/2) of votes cast) to be elected.
- 6. Newly elected Officers shall be installed, with an effective start date of 1 June, at the May General Membership meeting in a ceremony officiated by the Parliamentarian.

ARTICLE XII – 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 Board and the General Membership.
- 6. 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 XIII – 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 shall be stored in written format, and in electronic format when practicable, by each member of the Board of Governors for the current Club Year plus the previous Club Year. Each Board member shall include in his or her Policy and Precedents file: (a) the

SOP(s); (b) AARs; (c) any other documents required by the Constitution, these Bylaws or the President; and (d) all other documentation relevant to his or her position or necessary to assist an individual serving in the position in the subsequent Club Year. Each Board member shall give his or her Policy and Precedents File to the President by 1 May of the Club Year in which he or she is serving. The President shall coordinate collection, transfer, and storage of all Policy and Precedents Files for a period of four (4) inactive years plus the current Club Year and provide documents to the Secretary as needed for the Secretary to maintain the Master Corporate Record Book described in Section B below.

Section B. The **MASTER CORPORATE RECORD BOOK OF THE FKSCC** shall be maintained by the Secretary and must contain the following documents:

1. Current Constitution and Bylaws.
2. Current, official DOD Instructions, Army Regulations, and Policy Letters, as applicable, such as:
 - 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; and
 - d. Fort Knox Private Organizations and Fundraising Policy.
3. Current SOPs.
4. Insurance and Tax Forms as follows:
 - a. All Tax Returns;
 - b. Application for Tax-Exempt Status;
 - c. Federal Tax Exempt Certificate;
 - d. State Sales Tax Exemption Letter; and
 - e. Any correspondence from the US Treasurer regarding FKSCC tax status.
5. All Meeting Minutes, to include financial statements.
6. Rosters as follows:
 - a. Rosters of the all Boards of Governors; and
 - b. A numerical count of members for each Club Year.
7. Cost of Assets
8. Agreements and Letters of Approval, such as:
 - a. Approval to operate as a Private Organization on Fort Knox;
 - b. Approval to conduct fundraisers;
 - c. Memoranda of Agreement between FKSCC and the Fort Knox Enlisted Spouses Club; and
 - d. Any other long-term or permanent, special agreements or arrangements.

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 27 March 2018 and were presented to the General Membership on 10 April 2018. In witness thereof, the following officers affix their signature.

Christine Simmons
Christine Simmons, FKSCC President

10 April 2018
Date

Loretta L. Sonsalla
Loretta L. Sonsalla, FKSCC Parliamentarian

10 April 2018
Date