



BYLAWS
2023-2024

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ARTICLE I

Purpose and Duties of Officers

PURPOSE: The purpose of these Bylaws is to establish standard operating procedures for STUTTGART COMMUNITY SPOUSES CLUB (hereinafter referred to as "SCSC") in accordance with the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense Installations, AEA 210-22, Private Organizations and Fundraising Policy, and pertinent local regulations.

The Governing Board (GB) will consist of the Executive Board (EB), Standing Committee Chairs, Honorary Officers, and Committee Chair Advisors.

Elected (EB), Appointed, Honorary Positions, and Exclusions

Section 1: The elected EB positions will consist of the President, Operations Vice President (OPS VP), Thrift Shop Vice President (TS VP), Welfare Vice President (Welfare VP), Operations Treasurer (OPS Treasurer), Administrative Manager, Communications Manager, and Welfare Treasurer. The Parliamentarian is appointed by the incoming President. All EB members must have SOFA status.

Duties of Elected Officers

a. President

1. Is a voting position on EB and GB in the event of a tie.
2. Maintain signing privileges on all bank accounts.
3. Must maintain SOFA status.
4. Preside at all General Membership (GM), GB, and EB meetings of the SCSC.
5. Appoint Chairpersons for all committees.
6. Enforce the Constitution, Bylaws, and policies of the organization.
7. Will, in conjunction with the Administrative Manager, ensure all requirements for operational policy, including those necessary to maintain the club's status as a Private Organization (PO) within USAG Stuttgart, are forwarded to the USAG Stuttgart Private Organizations Coordinator (PO Coordinator) in a timely manner.
8. Signs copies of all meeting minutes required by the PO Coordinator.
9. Collaborate with the Parliamentarian to establish rules of order.
10. Coordinate with all VPs to establish the chain of authority for Committee Chairs.
11. Attend as an ex-officio member of all committees and meetings, except the Nominating Committee, as able.
12. Conduct activities authorized by the GB.
13. Call special meetings of the EB, GB, and/or GM as necessary.
14. Signs TS staff member contracts on behalf of the EB.
15. Signs any necessary checks in the absence of either Treasurer.

16. Coordinate with the Administrative Manager and TS VP to maintain a fixed-asset inventory of all SCSC and TS property by 30 April annually.
17. Serves on all Budget Committees.
18. Coordinate submission of Volunteer Awards with oversight by all VPs and the Administrative Manager by the Army Community Service (ACS) deadline and the SCSC Volunteer Recognition event.
19. Maintain administrator access and passwords for all accounts, committees, and sub-committees, including social media and emails.
20. Responsible for purchasing gifts for the Volunteer Recognition Event with the Member Events Chair, based on the budget line item.
21. Responsible for purchasing outgoing GB and Honorary Officers' farewell gifts.
22. Actively builds trust and effective partnerships with, but not limited to, USO, Red Cross, AWAG, SFRG's, GAWC, ACS, and other POs within the USAG Stuttgart footprint.
23. All other duties, as assigned by USAG Stuttgart or a majority vote of EB or GB.

b. Operations Vice President (OPS VP)

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Maintain signing privileges on all bank accounts.
3. Must maintain SOFA status.
4. Oversee all activities, protocols, and logistics for social events between the sponsoring organization and all other chairs participating in that day's event.
5. Procures gifts for special occasions.
6. Coordinate with and oversee Member Events, Member Events DIY, Membership, Reservations, Special Interest Groups (SIG), Ways and Means, and Trip and Tours and will execute duties in the absence of the aforementioned chairs.
7. Serve on the Operations Budget Committee.
8. Executes the Welcome GM Sign-up event and, at the discretion of the Honorary Officers, their Welcome and Farewell events.
9. Responsible for purchasing the current President's end-of-board year gift.
10. Coordinate submission of Volunteer Awards with oversight by President, TS, and Welfare VPs, and Administrative Manager by the ACS deadline and SCSC Volunteer Recognition event.
11. All other duties as assigned by the President.

c. Thrift Shop Vice President (TS VP)

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Establish and chair the TS Advisory Committee (TSAC), which will supervise and provide oversight of the TS and make recommendations to EB for action. The committee will consist of the following members: President, Welfare Treasurer, two members-at-large, TS manager(s) and associates, and TS Advisor. Each will be a voting member of the TSAC, except the President and TS Advisor. Motions will pass with 51% of total committee members present.
3. Ensure changes of TS personnel are managed in accordance with Bylaws and TS SOP.
4. Work closely with the Welfare Treasurer.
5. Maintain signing privileges on all bank accounts.
6. Must maintain SOFA status.
7. Coordinate with the TS Manager(s) to maintain and complete an annual fixed asset inventory of the TS by 30 April annually. Will also provide a copy to the President and Administrative Manager.
8. Coordinate submission of Volunteer Awards with oversight by the President, OPS and Welfare VPs, and Administrative Manager by the ACS deadline and SCSC Volunteer Recognition event.
9. Conduct supply inventory by the 15th of each month.
10. Ensure "Memorandum to Operate" is posted in the TS.
11. Serve on the TS Budget Committee.
12. Maintain the overall appearance of the TS to include, but not limited to, the outside flower beds and the seating area.
13. Serve on the Community Enhancement, Scholarship, and Grant Committees.
14. Coordinate with and oversee the Volunteer Coordinator.
15. Sign payroll checks in absence of the Welfare Treasurer.
16. All other duties as assigned by the President.

d. Welfare Vice President (Welfare VP)

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Maintain signing privileges on all SCSC accounts.
3. Must maintain SOFA status.
4. Coordinate with and oversee the duties of the Community Enhancement, Scholarship, and Grant Committees and ensure the implementation of each committee's SOP. Will execute the duties in the absence of the aforementioned chairs.
5. Serve on the Welfare Budget Committee.

6. Coordinate submission of Volunteer Awards with oversight by the President, OPS and TS VPs, and Administrative Manager by the ACS deadline and SCSC Volunteer Recognition event.
7. All other duties as assigned by the President.

e. Administrative Manager

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Record, present, and keep minutes of the Board meetings, special meetings, and monthly functions, as necessary.
3. Prepare the Monthly Board meeting Agenda prior to the Board meeting. The agenda will be sent out via Google Docs, and Board members shall insert their board reports before the deadline the Administrative Manager sets.
4. Maintain access and passwords for all email and social media accounts, including those generated by committees and subcommittees.
5. Serve as the Volunteer Management Information System Organization Point of Contact (VMIS OPOC) for all committees.
6. Along with a Thrift Shop Manager(s), coordinate the submission of Volunteer Awards with oversight by the President and all Vice Presidents by the ACS deadline and SCSC Volunteer Recognition event.
7. Maintain a current Board roster and Notify board members of all meetings.
8. Maintain the building key log.
9. Oversee routine maintenance of electronic and computer inventory, including virus scanning of computers and end-of-year backup of all electronic information retained by the SCSC by 31 May annually.
10. Coordinate with the President and Thrift Shop Vice President to compile a fixed-asset inventory by 30 April annually.
11. Oversee and store a quarterly backup of all Treasurers' electronic financial records.
12. Retrieve and distribute incoming mail.
13. Assist the Parliamentarian with recording amendments to the Constitution and Bylaws.
14. Maintain all non-financial records for seven years.
15. Perform the duties of the Parliamentarian in their absence.
16. In conjunction with the President, ensure all requirements for operational policy, including those necessary to maintain the club's status as a Private Org within USAG Stuttgart, are forwarded to the PO Coordinator in a timely manner.
17. Attend all Budget Committee meetings.
18. All other duties as assigned by the President.

f. Communications Manager

1. Serve as a voting member of the EB, the GB, the GM.
2. Responsible for creating, publicizing, and distributing necessary information for all events and meetings after approval from appropriate GB members.
3. Coordinate with USAG-Stuttgart Public Affairs Officer and AFN to publicize events and essential information.
4. Oversee the content of the website and all other social media accounts and ensure no soliciting is present on any social media pages unless approved by EB.
5. Coordinate with USAG Stuttgart Media Office to provide updated information for the Garrison Information outlets.
6. Provide President and Administrative Manager administrative access to all SCSC publicity and Social Media outlets.
7. Monitor and control the content of all SCSC media pages.
8. Provide Membership Chair access to membership SCSC facebook groups to ensure paid members access to the primary private social media membership pages as of 1 October annually. Serve as backup to approve membership requests, as needed.
9. Enforce no soliciting on any SCSC pages.
10. Keep social media pages current regarding SCSC and TS events.
11. Maintain the SCSC social media pages to include updating relevant information, approving new member requests, and replying to comments and messages in a timely manner.
12. Work with the TS Manager(s) to maintain the SCSC Thrift Shop Facebook page to include replying to comments in a timely manner.
13. Collect and maintain photograph submissions throughout the year for use as needed and archival purposes.
14. Attend as a non-voting member the Member Events, Community Enhancement, Grants, and Scholarship Committee Meetings as necessary in order to publish relative information.
15. Coordinate with TS VP, and TS Manager(s) on Thrift Shop publicity.
16. All other duties as assigned by the President.

g. Operations Treasurer (OPS Treasurer)

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Maintain signing privileges on all bank accounts.
3. Must maintain SOFA status.
4. Serve as Primary Custodian of the Operations Accounts with the bank.
5. Sign bank signature cards for the Operations Accounts, and ensure all signature cards for the Operations Accounts at the bank are accurate and up to date upon any change of authorized officers.

6. Receive and disburse operating funds upon approval of the budget by the GB.
7. Record receipts and expenditures for all operating funds.
8. Coordinate with Membership, Reservations, and Ways & Means Chairs to provide cash box and petty cash as necessary.
9. Prepare an annual estimated Operating Budget for the Board Year (1 June to 31 May). Will present the proposed budget to the board no later than the annual May GB meeting.
10. Prepare and submit accounting records of the OPS Treasurer to President for audit in compliance with these Bylaws and current USAG Stuttgart Private Organizations Policies and Procedural Handbook upon the conclusion of the May membership meeting but no later than 15 June annually, and as needed.
11. Coordinate with the Welfare Treasurer to facilitate an auditing board.
12. Assist the Welfare Treasurer as necessary.
13. Perform the duties of the Welfare Treasurer in their absence.
14. Procure all insurance and bonding documents and make payments as necessary.
15. Submit the OPS Treasurer computer to Administrative Manager for quarterly backup procedures.
16. Upload all financial reports, to include bank statements, Profit and Loss YTD, Monthly Reconciliation Detail, Updated Budget, and Balance Sheet to their position-specific Google Drive, as well as the shared Google Drive provided by Administrative Manager by the 5th business day of each month.
17. Complete and maintain monthly updates in the PO Renewal binder.
18. Chair the Operations Budget Committee meetings.
19. All other duties as assigned by the President.

h. Welfare Treasurer

1. Serve as a voting member of the EB, the GB, the GM, and any committee.
2. Maintain signing privileges on all bank accounts.
3. Must maintain SOFA status.
4. Serve as Primary Custodian of the Welfare accounts inclusive of the Welfare, TS, and Scholarships accounts.
5. Receive and disburse Welfare funds upon approval of the budget by the GB.
6. Record the receipts and expenditures of all TS, Welfare, and Scholarship accounts.
7. Present annual estimated budgets for each of the Scholarship, TS, and Welfare accounts no later than the annual May GB meeting.
8. Serve on the Community Enhancement, Scholarship, and Grants Committees and present a treasurer's report at each meeting.
9. Sign the payroll and operations checks for the TS.

10. Pay monthly TS payroll checks by the 5th working day of the TS of the following month.
11. Coordinate with the OPS Treasurer to facilitate an auditing board.
12. Assist the OPS Treasurer as necessary.
13. Perform the duties of the OPS Treasurer in their absence.
14. Monitor the TS's fiscal policies.
15. Disburse payable expenses in a timely manner.
16. Submit the Welfare Treasurer computer to Administrative Manager for quarterly backup.
17. Prepare and submit accounting records of the Welfare Treasurer to the President for audit in compliance with these Bylaws and current USAG Stuttgart Private Organizations Policies and Procedural Handbook upon the conclusion of the May membership meeting, but no later than 15 June annually, and as needed.
18. Prepare and upload all financial reports, including bank statements, Profit and Loss YTD, Monthly Reconciliation Detail, Updated Budget, Balance Sheets, and Reconciliation Summary to the position-specific Google Drive with a copy emailed to the Administrative Manager by the 5th business day of each month.
19. Chair the budget committee meetings for Scholarship, TS, and Welfare.
20. All other duties as assigned by the President.

Duties of the Appointed Officer - Parliamentarian

1. Serve as a non-voting member of the EB, the GB, the GM, and any committee.
2. Chair the Nominating Committee, conduct elections, and conduct the installation of the new Board.
3. Chair the Constitution and Bylaws Review Committee, whose membership shall be according to the Constitution Article IX, Section 3.
4. Obtain approval of suggested Bylaw revisions from GB.
5. Obtain approval of suggested Constitution revisions from GB and final approval from GM.
6. Responsible for preparing and reproducing the Constitution and Bylaws for distribution to the GB and on the position-specific Google Drive.
7. Provide a copy of the Constitution and Bylaws to members upon request.
8. Ensure an updated copy of the Bylaws and Constitution is posted at the TS and on the website.
9. Attend any meetings deemed necessary by the President as a member of the EB.
10. Advise the officers and members regarding parliamentary procedure.
11. Conduct all votes.
12. All other duties as assigned by the President.

Honorary Officers and Advisors

1. The spouse of the senior-ranking military officer in the Stuttgart military community will be the Honorary President of the SCSC. The Honorary President serves as an advisor to the SCSC. If the spouse is unable or unwilling to serve as Honorary President, the Executive Board shall appoint an Honorary President. The Honorary President will appoint Honorary Vice Presidents, who are spouses of the next senior-ranking military officers, one from AFRICOM and one from EUCOM.
2. The Honorary President may appoint Advisors.
3. The duties of the Honorary Officers and the Advisors will be established according to the interests of the President and with the concurrence of the Honorary President. The GB will be advised of these allocations and any changes or adjustments made.
4. The Honorary President and Honorary Officers shall serve as advisors and non-voting members of the EB and GB and any committee they serve. The Advisors serve as non-voting members of the GB and any committee they serve. They are voting members at the GM events.
5. The Honorary President or designee shall serve on the Biennial Constitution and Bylaws Review Committee (Constitution Article IX, Section 3).

Exclusions

- a. Paid staff members of the TS who serve on the GB shall abstain from voting on any items regarding the TS.
- b. No elected or appointed EB or GB member will perform any paid or unpaid audits nor perform an audit as a gift in kind for any other community organization.

Section 2: Officers at the end of their term of office will ensure that all organization records are complete, including: checkbook, financial statements (bank statements), meeting minutes, PO Handbook, etc. These items will be handed off to the new board of governors/officers.

Section 3: At the end of their board year, elected officers will ensure that any electronic devices, and Continuity Binders will be handed over to their successors within one week of the June turnover meeting or placed in a permanent file should either person not be available to conduct the turnover during that time. Documents, both printed and digital, pertaining to the SCSC are not the property of the individual officers and may not be withheld or destroyed.

Section 4: Each elected officer and the Parliamentarian shall submit to the President and Administrative Manager via email the following: (1) a detailed After-Action Report (AAR) within 30 days of the last position activity or no later than 31 May annually; (2) a Standard Operating Procedure (SOP) for the effective operation of the position or committee no later than 31 May annually. All financial records and other files will be maintained for seven years.

Section 5: Each elected officer shall have one vote, with the exception of the President, who shall only vote in the event of a tie.

Section 6: No GB members will disparage or denigrate the SCSC or its Board members orally or in writing, nor publish, post or otherwise release any such material in written or electronic format.

Section 7: The President, with the advice of the Honorary Officers, is authorized to terminate an appointed GB member for good cause or violation of the Constitution or Bylaws.

Section 8: The President and Honorary Officers will determine which EB member shall fulfill duties in the temporary absence of the President and which EB member will succeed to the Presidency upon vacancy of the President.

ARTICLE II Elections

Section 1: Information regarding EB positions and the following election will be posted in December on the SCSC website and on other social media outlets and announced at the December, and subsequent GM meetings until nominations are closed.

a. Nominating Committee

1. The Parliamentarian will chair the Nominating Committee.
2. The Honorary President or designee will serve as advisor to the Committee.
3. The Committee will consist of the Chair and at least four additional members, including at least one member-at-large. The President may not serve on the Committee.
4. The Parliamentarian will request nominations by email, website, and social media outlets. **Nominations and Elections** - The Parliamentarian, with the assistance of the Nominating Committee, may accept nominations for the EB beginning each December.
5. The Nominating Committee will present a slate of nominees at the GB meeting in March. The Nominating Committee Chair will present the slate of nominees via public announcement, including, but not limited to, social media, website, and email, no later than thirty days prior to the April GM meeting.
6. Elections will be conducted at the April GM meeting by the Parliamentarian.
7. Each active member has one vote. The vote will be by ballot, with absentee voting permitted. The President's vote will be placed in a sealed envelope and will be opened in the case of a tie.
8. The election may be by acclamation if a single slate of candidates is presented.

Section 2: Elected Officers - Terms and Conditions

- a. Officers are elected for a one-year term and may run for a 2nd term for the same position. In exceptional circumstances, officers may be elected beyond a second term with presidential approval and 2/3 majority vote by the GB. The President may be elected beyond a second term with approval of the Honorary Officers and 2/3 majority vote by the GB. The year of service is 01 June to 31 May.
- b. The President, with the EB approval, will fill any EB vacancy with the exception of the office of the President. If the Presidency is vacated during the term of office, the President, with guidance from the Honorary Officers, will determine which EB member will assume the Presidency (see Constitution Article VII, Section 4).
- c. All elected Board Members must submit their membership application and pay their dues before the June board meeting or upon acceptance of their position.

d. Any EB member may be removed from office by motion and a 2/3 vote of GB. Cause for removal includes failure to comply with or meet any of their position duties, perform their position with decorum and professional behavior, or violation of any Bylaws or Constitutional directives.

ARTICLE III Membership and Meetings

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

- a. Eligible persons apply to become Active or Associate Members by completing the membership form and paying the required dues. The dues amount is reviewed annually by the Operations Budget Committee and approved by the GB no later than the annual May GB meeting.(SCSC Constitution Article V)
- b. Membership is non-transferable and non-assignable, and the dues are non-refundable.
- c. Persons eligible for membership, including partners of members, may attend only one GM meeting, unless as otherwise advertised, per board year prior to application and payment of annual dues. Advertised couples' functions are exempt.
- d. Persons ineligible for membership (i.e., out-of-town guests) will be allowed as guests for monthly meetings and SIG events (space permitting).
- e. Any person or organization speaking on behalf of SCSC must have prior authorization from the President.

Meetings

- a. The EB and GB will meet monthly, June through May, unless otherwise announced by the President.
- b. Dates of all the monthly GB meetings will be set and on the calendar by 1 July annually.
- c. Notification of meetings will be made to the GB by the Administrative Manager.
- d. The President will reschedule the GB meetings when canceled for any reason.
- e. The yearly GB Turnover meeting will be held no later than the June GB meeting.
- f. GB meetings are open for all members to attend unless otherwise announced by the EB. Members who wish to speak at a GB meeting must contact the Parliamentarian or President in advance of the meeting to be placed on the agenda.
- g. GM meetings/events will be on the third Tuesday of each month unless otherwise announced by the EB.
- h. All attendees to GM meetings or SIG events, including volunteers, must pay event fees.
- i. Refunds for paid events or activities will be at the discretion of the President and at least one EB member.
- j. The most recent edition of Robert's Rules of Order for Parliamentary Procedures will be used at all meetings.
- k. All Board Members are expected to attend GB meetings and encouraged to attend GM functions.

Quorum

- a. A quorum for any in-person or electronic vote of the GM is the number of members present at the meeting or electronic votes received.
- b. A quorum for in-person or electronic voting of the GB meetings is 51% of the voting members of the Board, including at least three EB Members.
- c. A quorum for EB meetings is 51% of the elected officers.
- d. A quorum must be present at any meeting in order to conduct business and vote.

Voting

- a. The Honorary Officers, and Advisors are non-voting Board members and are voting members during the GM events.
- b. Active and Associate members will be allowed to vote at GM meetings.
- c. Unless otherwise specified, all votes pass with a simple majority when a quorum is present.
- d. The President shall vote only in the event of a tie in all circumstances. In the absence of the President, their designee shall chair the EB, GB, and GM meetings and shall vote only in the event of a tie.
- e. Absentee voting is allowed only for the election of Officers at the annual April Membership meeting.
- f. There shall be no proxy voting.
- g. At the President's direction, the Parliamentarian shall hold an electronic vote of EB and GB members or the GM for decisions that cannot wait until the next meeting. The results shall be included in the next GB meeting minutes.
- h. Electronic votes by the GM must be received within seven days from the initial posting of the pending motion.

Inclement Weather and other Extenuating Circumstances.

- a. The TS may be closed by USAG Stuttgart or by the TS VP or President when circumstances require it and for inclement weather.
- b. SCSC Events and meetings may be canceled due to extenuating circumstances and /or inclement weather at the discretion of the President, as necessary. Virtual meetings may be held as an alternative.

Section 2: Upon change of officers, an updated list that includes name, complete CMR address, private telephone numbers, and private, non-DoD email addresses of all officers will be forwarded to the PO Coordinator.

ARTICLE IV Standing Committees and Duties

Section 1: Committee Chairs are current Governing Board members. Chair positions may include Volunteer Coordinator, Community Enhancement, Member Events, Membership, Member Events DIY, Reservations, Scholarship, Special Interest Groups (SIGs), Trips & Tours, Ways and Means, Website, and Grants

- a. The President will appoint Chair(s) for each Committee. Chairs may be appointed for a second term. After a second term, EB approval is required.
- b. The President can create or eliminate Committee Chair positions or re-designate the responsibilities of Committees or their Chairs with 51% vote of the EB.
- c. Committee Chairs have one vote each on the GB. In cases where there is a Co-Chair, the committee shall have only one vote.
- d. The Committee Chairs' responsibilities will include:

Record Keeping and Reporting

- a. Keep a notebook (the electronic position-specific Google Drive file is acceptable) containing a record of Board activities, reports, and committee work pertaining to their position. This notebook shall include the previous and current year's committee meeting minutes, financial statements, and the Constitution and Bylaws. These documents shall be transferred to their successor at the end of the board year.
- b. Prepare and present a written report of the activities of their committee for the GB meeting each month. Reports will be uploaded no later than seven days prior to the Board meeting to the position-specific Google Drive, and a copy emailed to the Admin Manager by Word document.
- c. Submit information to the Communications Manager in time for designated deadlines.
- d. Submit a comprehensive AAR and SOP/notebook to the Administrative Manager no later than 31 May annually.
- e. Treasurers and Administrative Manager shall maintain seven years, including the current year, of Board Minutes, financial statements, and Board Reports. These are stored at headquarters.
- f. Committee chairs shall submit monthly meeting minutes to the Administrative Manager within one week of the meeting, with the exception of the Scholarship Committee. The Scholarship Committee shall submit their minutes after scholarships are awarded but no later than 31 May annually.

Additional Duties

- a. Each committee chair shall attend monthly GB meetings or appoint a committee proxy to GB as needed. Notice must be given to the President before the meeting time.
- b. Each Board member shall submit receipts with appropriate documentation for authorized expenditures within 30 days of purchase.
- c. The President shall approve all meetings with outside entities regarding SCSC business. The President may attend such meetings.

Chair Positions

a. Volunteer Coordinator

1. Communicate and coordinate various activities and events between other organizations and our SCSC community.
2. Advertise all SCSC volunteer opportunities to the membership and community in coordination with TS VP.
3. Recruit volunteers for SCSC events as well as Thrift Shop.

4. Ensure volunteer names and contact information are entered and maintained in the volunteer database and obsolete volunteer data is deleted. The database can be established with support from the Administrative Manager.
5. Report the status of volunteer support to appropriate board member(s), including but not limited to Member Event, OPS, and TS VPs and TS for event support.
6. Maintain a TS volunteer binder at the TS with volunteer agreement forms.
7. Assist the TS VP, Thrift Shop Manager(s), or Thrift Shop Assistant Manager to ensure all volunteer hours are correctly documented.
8. Create with TS VP a sign-in sheet for volunteers who do not have a TimeStation pin and input their hours in TimeStation monthly.
9. Provide a monthly task list and activity report for the TS VP.
10. Participate in volunteer recruitment events as directed by the President or TS VP.
11. Generate volunteer opportunities and recruitment notices and send them to Communications Manager for publicity.
12. As one of two OPOCs: attend OPOC training at ACS and coordinate with Administrative Manager regarding OPOC duties.
13. Work with Administrative Manager and President to coordinate end-of-year volunteer nominations to ACS.
14. Assist board member(s), as requested, with volunteer support during or preparing for any SCSC event.
15. Implement the Volunteer Incentive Program (VIP) and Moosebucks.
16. All other duties, as assigned by the TS VP.

b. Community Enhancement Chair

1. Will establish and chair a committee in order to
 - (a) investigate requests for assistance from the Community Enhancement funds.
 - (b) submit findings and recommendations to the GB
 - (c) assist with ongoing support for single and unaccompanied service members
 - (d) develop ideas to enhance and execute projects.
2. The Committee will consist of the Chair, President, TS VP, Welfare VP, Welfare Treasurer, Advisor, any other GB member, and three to five members at large. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large.
3. Manage and oversee both the Random Acts of Kindness program and Barracks Cheer programs, as well as additional programs to enhance the community.
4. Photograph and submit events to the Communications Manager within five days after an event.
5. Attend the Welfare Budget Committee meetings.

6. All other duties as assigned by the Welfare VP.

c. Member Events Chair

1. Establish and chair a committee to execute eight monthly GM meetings with the assistance of the GB.
2. The Committee will consist of the Chair, President, OPS VP, OPS Treasurer, Member Events DIY, and any other GB or member(s)-at-large, as needed. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large.
3. Submit a yearly program at the July GB meeting for approval. Any changes to said program will require GB approval.
4. Purchase items/prizes and execute details of regular GM events with approval of GB, and coordinate logistics with facilities management for monthly GM meetings based on the operations budget.
5. Coordinate with the OPS Treasurer to ensure payment for monthly events at the conclusion of the event.
6. Coordinate event information with Administrative Manager, Member Programs DIY, Membership, Reservations, Ways and Means, e.g., meeting room set-up, door prizes, and program prizes.
7. Work in coordination with Member Events DIY to plan event decorations and themes for monthly membership events.
8. Assist the President with planning and coordinating Volunteer Recognition Events as needed.
9. 9) Will assist the President with purchasing prizes for Volunteer Recognition Events based on budget line items as needed.
10. Coordinate the Rental program of club event supplies, including maintenance of an inventory log and rental agreement.
11. Submit quarterly to Administrative Manager an inventory of member programs, supplies, and prizes.
12. Attend all Operations Budget Committee meetings.
13. All other duties as assigned by the OPS VP.

d. Member Events DIY Chair

1. Establish a committee to assist with the creation of decorations and needed DIY supplies for monthly events within the established budget.
2. Work in coordination with the Member Events Chair to plan event decorations and themes for monthly membership events.
3. Attend all Operations Budget Committee meetings.
4. All other duties as assigned by the OPS VP.

e. Membership Chair

1. Collect membership dues and verify status for all new members.
2. Transfer all membership dues to the Ops Treasurer by the last day of the calendar month.
3. Provide the Nominating Committee Chair with a current membership roster.
4. Provide name tags for members and guests at all monthly functions.
5. Coordinate with the Operations Treasurer to obtain a cash box and petty cash for each event, as needed.
6. Purchase and distribute annual membership gifts with GB approval.
7. Utilize computer programs to maintain rosters and payments.
8. Attend all member events to assist with set up, check-in, and tear down. Will designate a suitable replacement if unable to attend.
9. Attend all Operations Budget Committee meetings.
10. Lead the planning for the information table at any USAG Stuttgart community information event.
11. All other duties as assigned by the OPS VP.

f. Website Chair

1. Responsible for creating, publicizing, and distributing information fliers as needed for all events and meetings after approval from GB members requesting the flier and Communication Chair.
2. Coordinate with Communications Manager to provide updated information for the website.
3. Monitor content of all SCSC media pages.
4. Coordinate with the Membership Chair to ensure only paid members access primary private social media membership pages as of 1 October annually. Will validate membership requests as required.
5. Ensure no soliciting is present on any pages.
6. Keep social media pages current regarding SCSC and TS events.
7. Responsible for maintaining the SCSC Facebook pages to include approving new member requests and replying to comments in a timely manner.
8. All other duties as assigned by the Communications Manager.

g. Reservations Chair

1. Accept reservations for all SCSC functions.
2. Provide Member Events Chair an attendance headcount no later than seven days prior to an event unless otherwise designated.
3. Coordinate with the OPS Treasurer to obtain cash box and petty cash for each event, as needed.
4. Utilize computer programs to maintain rosters.
5. All other duties as assigned by the OPS VP.

h. Scholarship Chair

1. Establish and chair a committee to determine the criteria and procedures for scholarship allocation for the SCSC Scholarship Program.
2. The Committee will consist of the Chair, President, Welfare VP, TS VP, Scholarship Advisor, Welfare Treasurer, and no fewer than three and no greater than five members-at-large. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large. Committee members may not be related to any applying high school junior(s), senior(s), college student(s), or be an applicant or married to an applicant. An EB member may serve as a proxy for a disqualified EB member. The disqualified EB member shall recommend their replacement, contingent upon EB approval.
3. Submit recommendations for substantial changes in the scholarship criteria to the GB for approval. The committee shall retain responsibility for all routine administrative decisions for the scholarship program.
4. Form a selection panel annually to review applications based on criteria and procedures established by the Scholarship Committee. The Scholarship Chair or designee and the Scholarship Advisor shall assist the selection panel. The panel may include members of the Scholarship Committee, members-at-large, and nonmembers.
5. Form an essay judging panel to grade the essay portions of the application based on criteria and procedures established by the Scholarship Committee. The Scholarship Chair may designate a member of the Committee for this responsibility. The essay judging panel shall include at least five members of the USAG Stuttgart Military Community, including a Senior Commissioned Officer, a Senior Non-Commissioned Officer, and at least one civilian. They may not be members of the SCSC and may not be related in any way to a current high school, college student, or spouse who has applied.
6. Any person with a fiduciary relationship (direct supervisor/subordinate, persons with employment at the high school, parent, close family member, or guardian) to any applicant may not serve in any part of the judging process. Other criteria for panel membership shall be established in writing and maintained by the Scholarship Chair. Panel members' identities and deliberations shall remain confidential.
7. Coordinate with the Welfare Treasurer regarding funds available for scholarship distribution.
8. Attend all Scholarship Budget Committee meetings.
9. All other duties as assigned by the Welfare VP.

i. Special Interest Groups (SIG) Chair

1. Recruit individuals to run the SIGs.
2. Provide support and help with logistics for the SIGs.
3. Host a quarterly meeting with all SIG leaders to coordinate schedules and communication.
4. Coordinate SIG information with the Communication Manager to advertise upcoming events.
5. Update the calendar with SIG dates.

6. Provide Administrative Manager with administrative access and login information to SIG social media accounts.
7. Create and distribute SOP to SIG leaders.
8. Attend all OPS Budget Committee meetings.
9. All other duties as assigned by the OPS VP.

j. Trips and Tours Chair

1. Plan, coordinate, and administer all details for tours under SCSC sponsorship.
2. Coordinate tour publicity with Communications Manager.
3. Collect payments and submit all monies to the OPS Treasurer.
4. Work with OPS Treasurer to pay appropriate travel expenses, promptly notify members of cancellations, and expediently refund monies involved when necessary.
5. Attend all Operations Budget Committee meetings.
6. Coordinate with OPS VP prior to publicizing information.
7. Plan a minimum of three events per board year.
8. All other duties as assigned by the OPS VP.

k. Ways and Means Chair

1. Conduct fundraising activities at monthly membership events/meetings for operating expenses.
2. Coordinate with the OPS Treasurer to obtain cash box and petty cash for each GM event as needed.
3. Submit all monies and forms to the OPS Treasurer at the conclusion of the event.
4. Responsible for purchasing prizes for drawings in accordance with all pertinent regulations.
5. Organize, work, and staff Ways and Means at Thriftmas Market, as well as any additional special events as directed by the President.
6. Submit a record of sales and remaining inventory to Administrative Manager quarterly. Final report due no later than 31 May annually.
7. Attend all Operations Budget Committee meetings.
8. All other duties as assigned by the OPS VP.

m. Grants Chair

1. Establish and chair a committee to review grant requests from the Welfare funds and submit findings and recommendations to the GB.
2. The Committee will consist of the Welfare Chair, President, Welfare VP, TS VP, Welfare Treasurer, Welfare Advisor, and no fewer than three and no greater than five members-at-large. One member of the Welfare Committee will serve as the Recording Secretary. Members-at-large may not serve on any other committees. Members of the GB may not serve on the committee as a member-at-large.

3. Forward a list of all yearly donations/welfare contributions to the Administrative Manager and President for annual reporting.
4. Develop an annual pie chart with the Welfare VP no later than the Scholarship awards ceremony and forward to President, TS VP, and Welfare Treasurer.
5. Attend all Welfare Budget Committee meetings.
6. Assist grant applicants in completing their application process.
7. Promptly notify all grant applicants of the committee or board decision.
8. Submit documentation to the Welfare Treasurer verifying delivery of funds.
9. Collect reconciliation from grant recipients within 60 days of the event. Copies, either paper or electronic, must be kept in storage for seven years.
10. All other duties as assigned by the Welfare VP.

ARTICLE V

Expenditures

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

Section 2: There shall be no petty cash funds, except for those issued with cash boxes for SCSC functions as established by the OPS Treasurer to include Membership, Reservations, and Ways and Means. The TS shall maintain its own petty cash funds and is audited internally using the current TS SOP.

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

- a. A gift for the outgoing President, not to exceed 100 Euro.
- b. A gift for each of the outgoing GB members, not to exceed 25 euros each.
- c. A gift for the Honorary Officers, not to exceed 25 Euro each.
- d. Reimbursements to GB members for childcare while attending board or committee meetings shall be equally distributed and shall not exceed the budget line item.

Section 4: The following budgets will be prepared annually (1 June - 31 May): OPS, Scholarship, TS, and Welfare.

- a. The OPS Budget Committee will include: President, OPS VP, Administrative Manager, OPS Treasurer, Member Events Chair, Member Events DIY Chair, Membership Chair, Reservations Chair, SIG Chair, Trip and Tours Chair, Ways and Means Chair, Honorary Officer, or Advisor, and an additional member-at-large appointed by the President.
- b. The Scholarship Budget Committee will include President, Welfare VP, Administrative Manager, Welfare Treasurer, Scholarship Chair, Honorary Officer or Advisor, and an additional member-at-large appointed by the President.
- c. The TS Budget Committee will include: President, TS VP, Administrative Manager, Welfare Treasurer, TS Manager(s), an Honorary Officer or Advisor, and an additional member-at-large appointed by the President.

d. The Welfare Budget Committee will include: President, TS VP, Welfare VP, Administrative Manager, Welfare Treasurer, Community Enhancement Chair, Grants Chair, an Advisor, and an additional member-at-large appointed by the President.

e. A minimum of \$5,000.00 will be maintained in the Operations and Welfare accounts at the end of each fiscal year. To ensure the fiscal survival of the SCSC, shortfalls of the Operations account may be augmented by funds drawn from the Welfare accounts. The amount must be approved by a 2/3 majority vote of the GB and a subsequent 51% vote of the GM.

f. The President may call Operations and/or Welfare Budget meetings for review as necessary.

g. The outgoing Treasurers will present the proposed budget to the GB for approval at the annual May GB meeting. Within 24 hours of approval, the proposed budget shall be emailed to all members in anticipation of the May GM meeting and vote.

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

ARTICLE VI

Income

Section 1: Active and Associate Members will pay yearly dues. Other sources of income may include funds from the TS, external (outside the GM) fundraisers, and various internal (members-only) fundraisers as deemed necessary by the GB.

Section 2: The refund policy will be as specified in Article III of these Bylaws. The Membership Chair will transfer all dues collected to the OPS Treasurer, within the month collected. The fiscal year will be 01 June through 31 May

ARTICLE VII

Financial Control

Section 1: Accounting records will be maintained that reflect the assets, liabilities, net worth and financial transactions of the organization. A Financial Standard Operating Procedure (SOP) describing the accounting system will be prepared and maintained in a permanent file for reference and inspection purposes.

Section 2: SCSC will utilize on-post banking services, if applicable. Audit reports, will be sent to the PO Coordinator upon biennial renewal requests to operate and at any change of treasurer, when the annual revenue is \$1,000 or more.

Section 3: Operations and Welfare financial statements will be prepared monthly and presented during the GB meeting. Quarterly financials will be presented for approval by the GM. A copy of the approved quarterly financial statements, signed by the President and respective treasurer, will be forwarded to the PO Coordinator annually according to AR 210-22, Chap 2-1c (a) (b).

ARTICLE VIII
Bonding

Section 1: In accordance with AEA 210-22, Section II, 4(c)(3), the PO will purchase fidelity bonding from a commercial firm for members or employees handling monthly cash flow exceeding \$500. The amount of fidelity bonding will be equal to the normal maximum amount of cash handled, and will be sufficient to provide full protection of assets.

The following individuals who have access to cash on hand, cash in the bank and/or merchandise in excess of \$500.00 shall be covered by a Fidelity Bond. The Fidelity Bond will be in an amount sufficient to provide full protection of assets and will be purchased from a reputable commercial firm at SCSC expense:

President, OPS VP, TS VP, Welfare VP, OPS Treasurer, Welfare Treasurer, Member Events Chair, Member Events DIY Chair, Membership Chair, Reservations Chair, SIG Chair, Trips and Tours, TS Manager(s), and Associates, Ways and Means Chair(s), and others as deemed necessary by the President.

The insurance companies shall be notified of any changes by the President.

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

ARTICLE IX
Liability Insurance

Section 1: In accordance with AR 210-22, Chapter 5, paragraph 5-2, the PO will obtain adequate insurance protection against public liability claims, property damage claims, or other legal actions arising from PO activities, one or more of the PO's members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the PO.

SCSC will maintain two insurance policies: for the TS and Operations. The SCSC will maintain General Liability insurance for Bodily Injury, Fidelity Bonding, Fire, Property Damage, and an Extended Coverage policy.

Section 2: In accordance with AEA 210-22, Section II, paragraph 4(c)(4), proof of the current liability insurance will be submitted to the PO Coordinator. Insurance will be obtained from commercial firms at the organization's expense.

ARTICLE X
Audit

Section 1: Auditors contracted by POs must comply with audit procedures and requirements in accordance with AEA 210-22.

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

Section 3: As required under AR 210-22, Chapter 5, paragraph 5-3, the organization will be audited at least once every 2 years and upon change of treasurer, regardless of the time elapsed since the last audit, at its own expense, by a qualified auditor, or a PO member or a committee of three PO members who hold no office within the organization when the PO annual revenue is \$1,000 or more. The audit will, at a minimum, include:

- a. A thorough check to ensure all transactions are recorded and properly documented. This establishes an audit trail.
- b. Inventory of organization owned property.
- c. Verification that financial statements (bank statements) are accurate and are issued as required for review.
- d. A cash count of all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities.
- e. A review of the PO's Financial SOP.

Section 4: The auditor or committee will furnish the organization's president and the PO Coordinator with a written report on the audit results. Copies of the audit reports will be submitted to the PO Coordinator at the time of renewal. A written report of each of the audit results will be provided to Treasurers. Results of any audit will be submitted to the GB for review and presented to the GM.

Section 5: A corrective action reply will be forwarded to the PO Coordinator within 30 days after receipt of the audit by the organization's President.

Section 6: The organization will retain audit reports and financial records for at least seven years.**Section 7:** The organization will comply with all Federal, State, and local tax laws and codes (AR 210-22, Chapter 5, paragraph 5-4(c)).

Section 8: The organization will not submit tax returns to host nation tax agency.

ARTICLE XI

Donations / Welfare Contributions

A list of all welfare and scholarship contributions made throughout the organizational year will be prepared by the Welfare VP and forwarded by the President to the PO Coordinator annually, together with the most current audit report. The list should contain the name(s) of the recipient organization, the purpose of the donation, the date the donation was made, and dollar amount.

ARTICLE XII

Resale and Fundraising Activities

Section 1: The organization will not engage in any fundraising or donation drive type activities without prior written approval from the approval authority or their designee. The written approval from the approval authority will be posted at the fundraising site during any activity.

Section 2: A letter requesting permission to conduct a fundraising or donation drive type event should be forwarded through the PO Coordinator to the approval authority at least 30 days prior to the event. If fundraising or donation drive type events take place within the immediate vicinity of a DFMWR facility, Exchange, and DeCA facility or on the grounds of the facility, the PO will obtain written permission of the according facility manager. If pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.

Section 3: AEA 210-22, Section III, paragraph 11(d), prohibits POs from engaging in the distribution or sale of alcoholic beverages at any time.

Section 4: Participation in fundraising or donation drive type activities will be limited to members of the US Forces, their family members, and members of the civilian component of the US Forces and their family members who are authorized logistical support pursuant to IMCOM-Europe Regulation 600-700. (Money will not be solicited or accepted from host nation citizens or other individuals not authorized SOFA status or Individual Logistic Support (ILS) under USAREUR-AF Regulation 600-700.)

Section 5: The organization will specify risk management procedures when planning and carrying out activities for their organization to ensure the safety of all participants.

Section 6: The organization will make a statement as to how duty time will be accounted for on those days that are not official or training holidays or weekends.

ARTICLE XIII

Contractors / Paid staff / Patrons

Section 1: The SCSC sponsors and operates the TS in accordance with AEA 210-22 & AR 210-22. The purpose of the TS is to provide the community's authorized patrons an on post used personal property donation and resale facility. The net profits of the TS will be distributed to the Welfare Funds and Scholarship Funds in accordance with Article VI herein.

Thrift Shop Advisory Committee (TSAC) will meet monthly and additionally as needed.

The TS has paid staff; for example, the paid staff may consist of associates, a bookkeeper, and manager(s).

The duties and compensation of staff are stated in the contract.

- a. Each staff member must hold a valid DoD ID card and SOFA status, be at least 18 years of age, be an active SCSC member, and be a US citizen.
- b. In accordance with TS SOP, the TS VP will coordinate with the President and TS Advisor prior to advertising any vacant position. The vacancy must be advertised on all SCSC media for at least one week prior to initiating interviews. At least two out of the TS VP, TS Manager(s), TS Advisor and President will make the hiring decisions and will notify the EB of their decisions.
- c. TS associates may serve on the GB only as a standing committee chair but cannot vote on matters pertaining to the TS.
- d. Family members of an EB member may not be employed by the TS.

Section 2: Upon being hired, all staff shall read and sign the associate or manager contract. The contract shall be valid, and work may commence upon signing by the staff and President. The contract shall include compensation, duties, and guidelines for the individual position. Contracts are valid from the time of signature until June 15 or the first board meeting of the following board year, whichever comes first.

Compensation for all staff will be approved by the EB and shared with the GB. Total compensation, including bonuses, will not exceed 29.9% of gross income.

All contracts pursuant to this section are considered At-Will and may be terminated by a vote of the EB at any time, for any reason, with written notice.

Staff may terminate a contract at any time, with a minimum of 14 days written notice to the President. The President may waive this notice requirement and will forward the notice of termination to the EB.

Patrons - authorized patrons must have a valid DOD-issued ID card as defined by the USAG Stuttgart Customs Office. Retired military personnel and their dependents are allowed to make purchases in accordance with Memorandum AEAJA, July 2, 2010.

Section: 3 SCSC is not a U.S. employer within the scope of the United States Employment Tax Regulation.

Section 4: The TS VP will follow the approved budget voted on during the May Membership Meeting in regard to TS expenses. The EB must approve unbudgeted purchases over \$500. The GB must approve unbudgeted purchases over \$1000.

Section 4: The TS financial records held by the Welfare Treasurer will be audited as per USAG Stuttgart PO guidelines.

Section 5: The TS will be dissolved at the direction of USAG Stuttgart and/or the GB or upon the dissolution of the SCSC. Property disposition will be in accordance with the Constitution, AR 210-22 and AEA 210-22.

ARTICLE XIV Affiliated Chapters

Section 1: The Stuttgart Community Spouses' Club is not an affiliated chapter of a PO whose national Constitution and Bylaws have been reviewed by the Department of the Army.

ARTICLE XV Rescission

Section 1 The Constitution and Bylaws shall be effective immediately after approval by the organization and upon subsequent written approval by the approval authority.

Section 2: Upon approval of the Constitution and the Bylaws, all previously published Constitutions and Bylaws will be rescinded.

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

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

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

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

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

Section 5: The Constitution will be reviewed every two years. The Parliamentarian will chair the Constitution and Bylaws Review Committee, whose membership shall be according to the Constitution Article IX, Section 3.

Section 6: Amendments to the Bylaws may be proposed by any GB member with voting status. The Constitution and Bylaws Review Committee, EB, or Parliamentarian, together with the President, shall be authorized to make Bylaw formatting and other minor grammatical and technical changes as may be necessary to reflect the intent of the membership of SCSC in connection with these Bylaws. Sufficient time prior to a vote shall be allocated for research and to obtain pertinent information. The approved amendment(s) shall be submitted to the PO Coordinator in accordance with all pertinent regulations.

Section 7: The PO Annual Reporting Requirements shall be submitted by the President no later than the date determined by the PO Coordinator.

Section 8: The Renewal Request for Approval to operate as a PO to USAG Stuttgart will be submitted by the President and will include all required documentation by the Stuttgart Private Organizations Policies and Procedural Handbook. Required documents will be forwarded to the PO Coordinator to arrive no later than 90 days before the operating approval of the organization expires. If the request for renewal of approval to operate is not obtained, the current permit automatically expires two years from the last approval date.

Section 9: Pertinent regulations: AE 210-22, AEA 210-22, AR 600-29, AER 600-700, DODI 1000.15, 5CFR 2635.705, and USAG Stuttgart Policy Letter #12 for PO.

ARTICLE XVII
Ratification

Pursuant to the Constitution, Article IX, Section 1, these Bylaws were approved by the Governing Board on January 08, 2024 .

Changes do not conflict with any pertinent regulations.

SCSC PRESIDENT SIGNATURE

DATE

OPERATIONS OR WELFARE VICE PRESIDENT SIGNATURE

DATE

ADMINISTRATIVE MANAGER

DATE

PARLIAMENTARIAN

DATE

Submitted by Parliamentarian: RHONDA ROSEBERRY on January 23, 2024