

THE FORT GORDON SPOUSES' & CIVILIANS' CLUB
Fort Gordon, Georgia

GENERAL CONSTITUTION

AND

GENERAL BYLAWS

GENERAL CONSTITUTION

ARTICLE I NAME, AUTHORITY, AND PURPOSE

The name of this organization is the “Fort Gordon Spouses’ & Civilians’ Club.” All business will be transacted under the name of “Fort Gordon Spouses’ and Civilians’ Club,” herein after referred to as “FGSCC.” The purpose of the FGSCC shall be to promote friendship; to develop and foster a spirit of goodwill and community responsibility; to provide monetary support for scholarships for individuals and grants to organizations within the military and local community; and to provide opportunities for social, cultural, and creative pursuits. The FGSCC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government (AR 210-22, para. 2-1a(2)(f)). Per DOD 1000.15 the FGSCC will include the following disclaimer on all print and electronic media:

Fort Gordon Spouses’ & Civilians’ Club, a private, non-profit organization, is not affiliated with Fort Gordon or the US Army.

ARTICLE II GENERAL PROVISIONS

SECTION A: The FGSCC is established under the provisions of Army Regulation 210-22 and Department of Defense Instruction 1000.15, as a private organization operating with the consent of the installation commander. The business of this club will be conducted as a private organization with no affiliation, sponsorship, or guarantee whatsoever with or by the Government of the United States of America, or through its agencies. No assets or funds of this club may in any case be claimed by said government, except through lawful contract or due process. Neither the installation nor the Government will have any liability for the actions or debts of this club and the installation commander may revoke this club’s permission to operate at any time.

SECTION B: This organization adheres to the Internal Revenue Code 501(c)(3), a federal tax-exempt status of a private organization (or the corresponding provision of any future United States revenue law). This organization fully supports the Fort Gordon policy on equal opportunity and will not discriminate on the basis of race, color, sex, age, gender, marital status, national origin, political affiliation, religion, or handicap. This club will not seek to deprive individuals of their civil rights in accordance with AR 210-22.

SECTION C: In accordance with the Army Environmental Management Policy, Army Regulation 200-1, protection of precious environmental resources is incumbent upon all members of the Total Army to include users of Army facilities and property. That responsibility includes accepting liability for both environment and property damage incurred during routine operations as well as special programs/events. As a private organization sanctioned to operate on

Fort Gordon, the FGSCC hereby agrees to comply with all environmental protection laws, rules, regulations, and procedures and further agrees to reimburse the Garrison for any and all damages arising from the conduct of its programs/events on the Garrison.

SECTION D: This organization is not an instrumentality of the United States Government. This organization will not compete with any Non-Appropriated Fund instrumentality, Recreation Services, or any other Government functions using Appropriated Funds, on the installation.

ARTICLE III MEMBERSHIP

Membership will be voluntary and will become effective upon payment of dues as stated in the Bylaws of this organization. Members must be in good standing with the FGSCC and their sponsors must be assigned to the Fort Gordon area or residing in the area under official exception to policy. Membership shall consist of Active and Honorary members as defined below.

SECTION A: ACTIVE MEMBERSHIP shall be extended to all persons affiliated with the Fort Gordon, Georgia community and will entitle the individual to the right to vote, the right to hold elected office, and the right to receive appointment to chair committees. This includes: military ID card holders, civilians employed by the US Government, and spouses of civilians employed by the US Government. Members must be 18 years or older. Members must have paid dues and be without outstanding debt.

SECTION B: HONORARY MEMBERSHIP may be extended at the discretion of the Executive Board to individuals who have been involved in the coordination of military and civilian community life. Honorary membership shall be offered on an annual basis and shall include all the rights and privileges of active member, except the right to vote or chair committees. Honorary members are exempt from the payment of dues but may do so if they wish. An invitation will be extended by the Club President to the spouse of the highest ranking General Officer affiliated with Fort Gordon to serve as an Advisor. An additional Advisor will be selected from the population of Nominative Senior Enlisted Spouses. The Advisors will serve to advise the Governing Board, will perform their duties in his or her personal capacity to avoid appearance of favoritism.

SECTION C: As a condition of membership, members understand it is their responsibility to read this Constitution and Bylaws. Member's signature on the membership application constitutes agreement and understanding of this responsibility.

**ARTICLE IV
OFFICERS, ADVISORS, AND GOVERNING BODY**

SECTION A: ELECTED OFFICERS shall include the President, Vice President, Fundraising Coordinator, Secretary, and Treasurer. They will act in accordance with the duties outlined in the Bylaws.

SECTION B: A PARLIAMENTARIAN, appointed by the President, shall serve without the privilege of voting or making motions at Executive Board, Governing Board, or general membership meetings.

SECTION C: The **ADVISORS** shall serve in an advisory capacity without the privilege of voting or making motions at Executive Board, Governing Board, or general membership meetings. There shall be no more than two Advisors for each board year.

SECTION D: The **EXECUTIVE BOARD** shall be comprised of the elected officers, the Parliamentarian, and the Advisors. The **GOVERNING BOARD** shall be comprised of the Executive Board and the appointed Committee Chairpersons. The President shall appoint committee chairpersons. The Governing Board shall conduct all business of the club, approve all major plans and policies, supervise the Fort Gordon Thrift Shop, and be responsible for the club organization, direction, finances, and operation. It will foster good will between the organization and others on the installation and in the surrounding community and perform all other duties as specified by this Constitution and its Bylaws.

SECTION E: The **GENERAL MEMBERSHIP** shall consist of members of the club.

SECTION F: The **ELECTION OF OFFICERS** shall be conducted annually in accordance with the procedures established by the Constitution and Bylaws. Tenure of office for elected officers shall be one year from the date of installation. An elected officer may only hold that office for two consecutive years, after which they must take a one (1) year break from serving in that position. If the assumption of any office is by succession, or by appointment to fill a vacancy, the tenure of office shall be until the installation of the new board.

SECTION G: Should a **VACANCY** occur in the office of President, the Vice President will fill the office. If vacancies exist in both offices, the Advisors will obtain nominations from the Governing Board and the vacancies will be filled by a simple majority vote of the Governing Board. Any vacancies other than the President will be filled by a presidential nomination with a simple majority vote of the Governing Board. Officers may resign by giving written notice to the Executive Board through the President.

ARTICLE V FISCAL POLICIES

SECTION A: GENERAL MEMBERSHIP MEETINGS will be held quarterly or at the call of the President. A quorum for any meeting held for the purpose of transacting business, voting on election of officers, amending the Constitution, or dissolving the Constitution, shall consist of a simple majority of those active members (1) who are present and eligible to vote for an in-person election or (2) who participate in the election and are eligible to vote in the case of electronic voting. A quorum in person, or through electronic voting, will consist of a simple majority.

SECTION B: Each active member shall pay dues as set forth in the Bylaws of this organization.

SECTION C: No monetary benefit will accrue to any member of this organization, except through award of scholarships or tuition assistance for higher education. No member or their immediate family shall profit from this organization. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section A, hereof. No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

SECTION D: The membership and fiscal year shall run 1 June through 31 May of the following year.

SECTION E: The FGSCC agrees to reimburse the Army for utility expenses, unless use is incidental.

ARTICLE VI LIABILITY

The club will secure and maintain adequate insurance in accordance with AR 210-22.

ARTICLE VII ADOPTION

SECTION A: The general membership will be informed at least thirty (30) days prior to the meeting date in which the organization will adopt a new, revised, or amended Constitution.

SECTION B: This Constitution will be adopted by a simple majority of those active members who participate and are eligible to vote.

SECTION C: This adoption shall become effective upon the approval of the Garrison Commander, Fort Gordon, Georgia.

SECTION D: The Governing Board is empowered to amend the Bylaws of the Constitution. A simple majority of the quorum of the Governing Board must be present to amend the Bylaws.

SECTION E: Amendments to the Constitution and Bylaws become effective upon approval of the Garrison Commander or his/her designee.

SECTION F: The Constitution and Bylaws shall be reviewed at least every two years.

SECTION G: Any previous Constitutions and Bylaws of this organization are rescinded.

ARTICLE VIII DISSOLUTION

SECTION A: The Fort Gordon Spouses' and Civilians' Club, Fort Gordon, Georgia, may dissolve voluntarily only upon the approval by ballot of not less than a simple majority vote of the membership in good standing who participate and are eligible to vote or by determination of the Garrison Commander, or his/her designee.

SECTION B: If the organization is dissolved, all funds in the Treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of through distribution of grants or scholarships.

Approved by majority vote of the general membership on _____

Signature
President, FGSCC

Signature
Secretary, FGSCC

GENERAL BYLAWS

ARTICLE I PURPOSE

The purpose for these Bylaws is to establish a standard operating procedure for the Fort Gordon Spouses' and Civilians' Club, hereafter, referred to as the FGSCC.

ARTICLE II SPECIFIED DUTIES OF ELECTED OFFICERS

SECTION A: The PRESIDENT shall:

1. Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Preside at all meetings and serve ex-officio on all committees except the Nominating Committee.
3. Appoint all Committee Chairpersons with input from the Advisors and the Parliamentarian.
4. Sign, with the Treasurer, all checks excluding those addressed to him or herself. In the event of the President's absence the Vice President may sign in lieu of the President. Sign, with the Vice President, all checks addressed to the Treasurer.
5. Sign all contracts on behalf of the FGSCC that are not directly related to or signed by other officers or chairpersons.
6. Call for a reading of the minutes at the Governing Board meetings; ask for corrections and conduct the vote for the approval of the minutes.
7. Will vote in any ballot elections as a general member and may vote in other elections in order to break a tie.
8. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

SECTION B: The VICE PRESIDENT shall:

1. Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.

2. Perform the duties of the President in his/her absence, including signing checks; and will assume the office of President if it becomes vacant.
3. Be responsible for the overall coordination and planning of the monthly programs and functions.
 - a. Coordinate meeting arrangements, to include date/time and location of program and activity, social hour, menu selections and decorations, at least two months ahead.
 - b. Present a tentative agenda for the year, to the Governing Board, no later than the July board meeting.
 - c. Coordinate with the President, Membership Chairperson, Hospitality Chairperson, Webmaster Chairperson and Publicity Chairperson.
 - d. Coordinate with the Reservations Chairperson regarding attendance and unpaid reservations.
 - e. Be responsible for the submission of the contract price to the Treasurer for settlement of the account with the provider of services.
 - f. Introduce speakers and special guests at the general membership meetings.
 - g. Be responsible for the purchase of the President's farewell gift.
4. Maintain a complete inventory of all FGSCC property. Maintain a key control list and ensure any transfers of keys are logged in. Assume responsibility for all FGSCC material wealth, including any facility keys. These assets are to be stored at the FGSCC Thrift Shop.
5. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

SECTION C: The FUNDRAISING COORDINATOR shall:

1. Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Organize all fundraising functions.
 - a. Insure fundraising on Army property will be in accordance with the DOD 5500.7, AR 600-29, and Garrison Commander's Policy Memorandum No 17-On-Post-Fundraising.
 - b. Coordinate with the Installation Directorates.
 - c. Coordinate with the President, Treasurer, Webmaster, Publicity, Newsletter, and Ways and Means Chairpersons.

3. Work closely with the Grants Chairperson and serve on the Grants and Scholarship Committees to recognize recipients of scholarships and grants. See Article X, Section A.2.
4. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

SECTION D: The SECRETARY shall:

Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.

1. Record and maintain a permanent record of all meetings of the Club and the Governing Board.
2. Maintain a current file of minutes and financial statements of the current year.
3. Distribute Governing Board meeting minutes to board members via official email.
4. Maintain a historical file with the following:
 - a. Approval to operate the club on the Installation.
 - b. Constitution and Bylaws with current revisions.
 - c. Copy of computer file(s) containing Constitution and Bylaws.
 - d. Copy of minutes from previous five years.
 - e. Copy of audits previous three years.
 - f. Maintain copies of AARs and any contracts, and distribute copies as appropriate.
5. Have the President sign copies of minutes prior to each monthly Governing Board meeting.
6. Submit all minutes and the Treasurer's report to DFMWR Support Services Division, ATTN: Private Organizations, per their requirements, monthly.
7. Be responsible for all Club correspondence as directed by the President.
8. Be responsible for all designated mail received by the Club.
9. Coordinate with Parliamentarian and enter electronic vote results as addendum to the minutes to be read at the next board meeting.
10. Draft and distribute the agenda for Governing Board meetings.
11. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

SECTION E: The TREASURER shall:

1. Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Maintain the club's nonprofit status according to the Internal Revenue Code 501 (c)(3) by submitting the appropriate 990 form by the date required by law, will obtain an extension if necessary, and will review the form with the President prior to submission. Will prepare and submit the FGSCC financial records for an annual audit at the end of his/her term in office, but no later than 30 June. The incoming Treasurer for the next board year will present the results of the audit to the Governing Board at their October meeting for approval.
3. Maintain a file containing current Tax Identification Number, IRS Publication 557, catalogue #W46573c and applicable section of AR 600-50, re: gifts and awards.
4. Receive, safeguard, disburse and account for all funds and monetary assets of the club and maintain files for six years. Sign checks and pay expenses as approved by the Governing Board and/or as reflected in the budget.
5. Reconcile monthly bank statements and be bonded.
6. Attend the general membership meetings and fundraisers to confirm cash receipts and disbursements.
7. Maintain a monthly receipt/voucher file and ledger by committee. These will be maintained a minimum of six years: the current and the previous five.
8. Provide one copy of the monthly financial statement to the Secretary for submission to DFMWR.
9. Provide a complete, current, and signed financial statement for review and/or distribution to each Board Member at each Governing Board meeting.
10. Maintain a file of correspondence regarding all matters pertaining to club's insurance company. Review, with the Thrift Shop Liaison and the Say Hooah to the Dress Chairperson(s) the FGSCC insurance and bonding policies no later than August.
11. Consolidate the proposed budgets for individual committee chairpersons into an estimated budget for the year and present it to the Governing Board at the April/May board meetings. Prepare and present a finalized budget for approval after the May officer installation meeting.
12. Conduct a mid-year review in January and present a revised budget to the Governing Board in February. Receive an inventory list of all property owned by the club from the Vice President.

13. Prepare and forward to the Secretary and the President an annual report of the year's financial activities.
14. Prepare the financial records of the club for an annual audit, in accordance with the AR 210-22, annually. The record will also be ready for audit upon demand. A copy of results of any audit will be forwarded to DFMWR. See Article VI, Section C.2.
15. Work closely with the Scholarship and Grants Committees to recognize recipients. See Article X, Section A.2.
16. Sit on the Scholarship Committee and Grants Committee.
17. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, the Say Hooah to Dress Standard Operating Procedures, and the Thrift Shop Standard Operational Procedures.

ARTICLE III

DUTIES OF APPOINTED EXECUTIVE BOARD MEMBERS

SECTION A: The PARLIAMENTARIAN shall:

1. Be an impartial mediator in the conduct of all club business.
2. Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
3. Be appointed by the President.
4. Sit by the President's side at all meetings and advise him/her on the orderly conduct of business in accordance with FGSCC Bylaws and Robert's Rules of Order Newly Revised.
5. Have no voting privileges at the Executive or Governing Board meetings but may vote in general membership meetings.
6. Serve as chairperson of the Constitution Review Committee when the Constitution/Bylaws are up for renewal. See Article X, Section A.1.
7. Sit on the Scholarship Committee and serve on the Grants Committee.
8. Coordinate with the Newsletter Chairperson and Webmaster for the distribution of the Constitution/Bylaw changes.
9. Prepare and present the revised Constitution/Bylaws for approval by the general membership.

10. Present the revised Constitution/Bylaws to DFMWR for approval by the Garrison Commander and JAG.
11. Serve as the Nominating and Election Chairperson.
12. Install newly elected officers at the May general membership meeting.
13. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

SECTION B: The ADVISORS shall:

1. Insure that the FGSCC operates according to military regulations that pertain to private organizations.
2. Assist the Treasurer to ensure that sound financial practices are in place and followed.
3. Assist the Parliamentarian to ensure that the FGSCC abides by its Constitution and Bylaws.
4. Sit on the board in recognition of their wide experience and keen interest in community affairs. They will not represent any specific unit or organization but will serve on behalf of all of Fort Gordon.
5. Sit on the Scholarship and Grants Committees as a non-voting/scoring member.

**ARTICLE IV
DUTIES OF APPOINTED COMMITTEE CHAIRPERSONS**

SECTION A: The ACTIVITIES CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Find and appoint leaders of special interest activity groups of the FGSCC.
3. Promote all activity groups of the FGSCC through the Newsletter, Webmaster, Publicity Chairpersons and any other appropriate avenues.
4. Report to the Governing Board the status and activities of the groups.

5. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION B: The GRANTS CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Submit on a monthly basis to the Governing Board a brief report of community projects, requests and recommendations for Governing Board approval and bring requests for their approval on a varying schedule or emergency basis as they arise.
3. Chair the Grants Committee consisting of the Advisor, President, Treasurer, Thrift Shop Liaison, Scholarship Chairperson, Parliamentarian, Fundraising Coordinator, and two other standing members designated by the President. See Article X, Section A.2.
4. Work closely with the Scholarship Chairperson to recognize recipients of scholarships. See Article X, Section A.3.
5. Sit on the Scholarship Committee.
6. Disburse Grant Funds for the Treasurer, including the necessary correspondence.
7. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION C: The HISTORIAN shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Take photographs at all club functions, develop and document these photographs.
3. Compile photographs and biographies of Advisors and Governing Board members for website and scrapbooks.
4. Prepare four (4) scrapbooks/photo albums; one for the Club, one for the President, one each to the Advisors to be given when they leave. Scrapbooks/photo albums shall include publicity flyers, newsletter excerpts, pictures/articles from "The Globe" and/or the Augusta Chronicle, and photographs taken during the year. Digital scrapbooks will be acceptable.
5. Be responsible for the safe storage of FGSCC scrapbooks/photo albums.
6. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION D: The HOSPITALITY CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Support the Vice President and Membership Chairperson in the planning and execution of the August Membership Kickoff.
3. Assist the Vice President in providing hospitality duties at the monthly membership luncheons.
4. Work with Membership chair to ensure new members are welcomed.
5. Recognize birthdays of FGSCC members.
6. Coordinate greeters for the monthly membership meetings.
7. Develop and propose a list of courtesy cards, flowers and gifts to be given to FGSCC members on special occasions, per the approval of the Governing Board.
8. Coordinate meals for members in need (babies, illnesses, deaths) if and as requested by that individual.
9. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION E: WEB MASTER

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Produce, maintain, and supervise the FGSCC website and official email accounts.
3. Serve as the alternate for all FGSCC social media accounts.
4. Update the website with accurate and timely information, including updating passwords.
5. Set up and provide troubleshooting for official email accounts for Governing Board Members.
6. Coordinate payment with the Treasurer for the web hosting company and domain registration.
7. Re-register domain (www.fgsc.com) as necessary.

8. Publicize for all FGSCC activities and provide support for the Thrift Shop and Say Hooah to the Dress via the website.
9. Publicize current minutes of Governing Board meetings to general membership electronically.
10. Instruct the Governing Board of advance requirements and timelines for publication.
11. Be familiar with Garrison publicity procedures and guidelines.
12. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION F. PUBLICITY CHAIRPERSON

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary
2. Produce, publicize, and supervise advertising for all FGSCC activities and provide support for the Thrift Shop and Say Hooah to the Dress.
3. Shall coordinate with the Vice-President, Newsletter Chairperson, Scholarship Chairperson, Grants Chairperson, and Fundraising Chairperson to support their efforts.
4. Update social media accounts with accurate and timely information to include updating passwords.
5. Coordinate with all committee chairpersons on publicity needs of all activities being planned throughout the year.
6. Will instruct the Governing Board of advance requirements and timelines for publication.
7. Will be familiar with Garrison publicity procedures and guidelines and will contact the Public Affairs Office if necessary.
8. Shall design, produce, and distribute flyers to advertise the monthly functions. Shall submit public service announcements/press releases to TV, radio and newspaper organizations as needed.
9. Assure locations where the FGSCC has permission to display publicity materials have current Club flyers, brochures, etc.
10. Responsible for the updating of the Community Information Briefing slide each month with input from the Vice-President, including meeting or luncheon fliers.
11. Shall provide Webmaster with information on events and FGSCC activities.

SECTION G: The MEMBERSHIP CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Develop and produce application forms no later than 1 June.
3. Assist the Hospitality and Reservations Chairpersons welcoming new and prospective FGSCC members.
4. Be knowledgeable about FGSCC activities, benefits and rewarding volunteer opportunities.
5. Record and process all membership applications, while maintaining a master file of membership data.
6. Forward membership dues to the Treasurer and membership names, email addresses and/or street addresses to the Newsletter Chairperson.
7. Keep an updated membership roster including names, mailing addresses, email addresses, and phone numbers. If membership data will be published and distributed within FGSCC as a whole, assures a release clause will be included for approval in the membership application.
8. Distribute updated monthly rosters to the Governing Board.
9. Coordinate with the Vice President for a membership table at each function. May request \$100.00 in petty cash from the Treasurer to use at each function for membership transactions.
10. Shall develop, distribute, and update an annual membership directory of the current club year.
11. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION H: The NEWSLETTER EDITOR shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Create and email the monthly newsletter to all FGSCC members on the first of every month from August to May.
3. Electronically publish the newsletter from August through May with supplements as deemed necessary by the Governing Board.

4. Procure, if needed, advertisers to defray expenses and provide an electronic copy to all advertisers.
5. Create a permanent electronic file of each edition of the monthly newsletter.
6. Synchronize with the Webmaster and Publicity Chairpersons to publish the newsletter on the FGSCC website and on appropriate social media sites.
7. Create and provide a Community Events Calendar to be available for all FGSCC Luncheons.
8. Publish a schedule of key dates, to include when material is due to the editor and when the newsletters will be emailed to the membership.
9. Send a weekly email, on approval of the President and Advisors, to all FGSCC members, informing them of any upcoming events. Information is collected from board members, and POCs of special activities.
10. Obtain information from the Grants and Scholarship Chairpersons in regard to committee and event information that may need to be communicated through the Newsletter.
11. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION I: The RESERVATIONS CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Be responsible for reservations for all FGSCC functions.
3. Report the reservation numbers to the Vice President prior to the luncheon.
4. Send out reminders of event RSVP deadlines to Membership, Website, and Publicity Chairpersons.
5. Be responsible for the collection and prompt submission of all event monies to the Treasurer at each function or activity.
6. Be responsible for the collection of all money due to the FGSCC for non-cancellation of reservations.
7. Coordinate with the Vice President to set an unpaid reservation policy.
8. Make arrangements to have \$100.00 in petty cash at each function.

9. Create and maintain nametags for all members and their guests at each function, in some way highlighting the FGSCC board members.
10. Establish a policy for the RSVP deadline, to be in effect for the entire year. MUST notify Webmaster, Publicity, and Newsletter Chairpersons of this policy.
11. Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION J: The SCHOLARSHIP CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Be responsible for the oversight and management of all aspects of the FGSCC annual scholarship awards program.
3. Produce and distribute scholarship applications.
4. Prepare applications for the Scholarship Committee.
5. Chair the Scholarship Committee consisting of the Advisors, President, Parliamentarian, Grants Chairperson, Fundraising Coordinator, Treasurer, and two other members in good standing designated by The President. See Article X, Section A.3.
6. Work closely with the Grants Chairperson to recognize recipients of grants. See Article X, Section A.2.
7. Serve on the Grants Committee.
8. Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION K: The THRIFT SHOP LIAISON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Be knowledgeable about Thrift Shop operations and procedures and serve as a liaison between the Thrift Shop and the Governing Board.
3. Submit a monthly financial statement to the Governing Board.
4. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC and the Thrift Shop Standard Operational Procedures.

SECTION L: The VOLUNTEER COORDINATOR shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Approve on a monthly basis all volunteer applications and hours.
3. Submit volunteer hours to the AVCC.
4. Provide the Garrison Volunteer Coordinator with the necessary information to nominate FGSCC members for Post Volunteer of the Quarter and provide the Newsletter Chairperson with the volunteers' names and qualifications for the nomination.
5. Follow all Army Community Service and Volunteer Management Information Systems procedures for recognition of volunteers and recording of hours.
6. Be the Operational Point of Contact for Volunteer Management Information Systems (VMIS).
7. Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION M: The WAYS AND MEANS CHAIRPERSON shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Ensure the operation and coordination of the Ways and Means table at appropriate FGSCC functions.
3. Be responsible for the Ways and Means stock and inventory. MUST submit a monthly/annual report to the Governing Board.
4. Be responsible for the monthly opportunity drawing(s) to be conducted at the monthly luncheons.
5. Keep a current inventory of all table merchandise.
6. Coordinate with the Vice President to find vendors for monthly functions, as needed.
7. Coordinate with the President, if deemed necessary, to form a committee charged with coordination of vendors for functions.
8. Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION N: The **SAY HOOAH TO THE DRESS CHAIRPERSON(S)** shall:

1. Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
2. Be knowledgeable about SHD operations and procedures and serve as a liaison between SHD and the Governing Board.
3. Submit a monthly financial statement to the Governing Board.
4. Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC and Say Hooah to the Dress Standard Operating Procedures.

ARTICLE V MEMBERSHIP

Membership is necessary for participation in all activities and committees sponsored by FGSCC. The Governing Board, by a majority vote, may open functions to guests. Membership shall run from 1 June through 31 May of the following year.

SECTION A: An active **MEMBER IN GOOD STANDING** of the FGSCC must meet the following requirements:

1. It shall be the duty of all members to pay dues as specified in Article V, Section B of the Constitution.
2. Members shall have no outstanding financial obligation to the Club (see Article V, Section D.2.b).
3. Members are expected to volunteer to support the Club sponsored activities as much as time and personal obligations allow.

SECTION B: FGSCC members have the privilege of bringing guests to FGSCC activities. Guests are required to abide by the FGSCC Constitution. Guests who are eligible for FGSCC membership may attend one function per year without becoming an FGSCC member. Spouses or immediate family of members are exempt from this rule.

SECTION C: HONORARY MEMBERS become active members as outlined in Article III, Section B, of the Constitution.

SECTION D: MEMBERSHIP IN THE FGSCC MAY BE TERMINATED:

1. Automatically when a member no longer meets the requirements as stated in Article III of the Constitution.
2. By a simple majority vote of the Executive Board when:
 - a. The best interests of the Club dictate membership should be terminated.
 - b. A member fails to meet any financial obligation to the club thirty (30) days following the month in which the obligation was incurred. This will include payment for “no-show” reservations for Club functions.

ARTICLE VI METHODS OF FINANCE

SECTION A: DUES

1. Dues are payable annually for the membership year which will run from 1 June through 31 May.
2. Dues will be set annually at the May board meeting prior to the start of the new fiscal year.
3. New members joining the Club after January 1 shall pay one half of the annual membership dues amount for the remaining year.
 - a. Membership dues are non-refundable.
 - b. Any promotional exceptions to the dues will be made by the Governing Board.

SECTION B: RESERVATIONS

1. A member is financially responsible for all reservations made in his/her name.

SECTION C: FINANCES

1. The accounting year will run from 1 June through 31 May. A single-entry cash system of accounting will be used. A commonly accepted computer software program will be used. Supporting documents containing referenced receipts and disbursement vouchers will be maintained. Financial statements shall be prepared monthly for Governing Board review and forwarded to DFMWR.
2. There shall be a review for accounting records on an annual basis and/or upon change of the Treasurer. The review will include a thorough check to ensure that all transactions are recorded and properly documented and that accounts are currently posted. Verification that financial statements are accurate and issued monthly, a cash count of all money on hand, reconciliation of accounts payable and other liabilities should be included in the audit. A

copy of the review report and a statement of corrective action, if needed, shall be furnished to DFMWR. Copies of financial reviews should be maintained permanently.

3. No FGSCC member shall incur any financial obligation for the club without the approval of the Governing Board and/or the general membership, except as stated in the Constitution.
4. The Governing Board shall not incur any financial obligations extending beyond its term of office for which funds have not been reserved.
5. The Governing Board must approve expenditures in excess of \$1,000.00. Expenditures in excess of \$5,000 must be approved by the General Membership.
6. The revenue of this club will consist of income derived from the dues, Thrift Shop proceeds, and revenue producing projects.
7. Group activities and special activities shall be self-sustaining.

SECTION D: ACCOUNTING OF FUNDS

The FGSCC will maintain separate accounts for its Grants and Operating Funds. A balance of not less than \$1,000.00 will be left in each account at the end of the Board year.

1. The Grants Fund:

a. The Grants Fund will be used for financial aid to support organizations, the Garrison and the community. Allocations over \$5,000.00 must be approved by the General Membership. This fund shall consist of monies derived from major fundraisers, the Thrift Shop and donations.

b. The Thrift Shop shall maintain a separate account for funds derived from its operation. Net profits, in excess of an operating balance as set forth by the Thrift Shop Committee, shall be disbursed to the Grants/Scholarship Fund as prescribed by the Thrift Shop Committee.

2. The Operating Fund:

a. The Operating Fund will be used to cover administrative expenses. Expenditures not included in the budget can be approved on a case by case basis by the President when the amount does not exceed \$500.00. Expenditures exceeding the budget by \$500.00 or more can be approved on a case by case basis by the Governing Board. The Operating Fund shall consist of monies derived from membership dues, activities conducted by Ways and Means, and not more than 25% fundraising and projects approved by the Governing Board.

b. Petty cash may be used. The Treasurer shall be routinely authorized to disburse up to \$100.00 per month from the Operating Fund without Governing Board approval. Receipts shall be maintained.

SECTION E: CHILDCARE

1. Childcare expenses will be reimbursed for board members upon receipt of child care vouchers. Reimbursements will be made for one-quarter (1/4) hour before and after each event, and will be paid compatible per CDC rate per child for non-school aged children for the following:
 - a. FGSCC monthly functions for members whose attendance is required at the function.
 - b. Executive and Governing Board meetings.
 - c. Reimbursement is not to exceed five hours per month per household.

SECTION F: INSURANCE

FGSCC shall maintain bonding and liability insurance policies sufficient to provide full protection of assets and to comply with Garrison recommendations.

ARTICLE VII MEETINGS AND QUORUMS

SECTION A: GENERAL MEETINGS

1. Meetings of the General Membership will normally be held monthly from September through May. The meeting schedule may be changed by the Governing Board.
2. Special meetings of the general membership, for the purpose of conducting business, may be called by the President with the concurrence of a majority of the Governing Board's voting members.
3. A quorum will consist of a simple majority of the membership, in good standing, present at any regular or specially called General Membership Meeting.
4. The annual election of officers will be conducted by electronic ballot in April. The election announcement will be publicized to the membership not less than thirty (30) days in advance.
5. New officers will be installed in their respective offices as the last official act at the May general membership meeting.

SECTION B: GOVERNING BOARD MEETINGS

1. The Governing Board will meet monthly when possible, but no less than ten times a year.
2. At least 3 Executive Board members and half of the appointed chairpersons must be present to constitute a quorum and transact business.

3. All motions before the Governing Board will pass with a simple majority vote.
4. Any member of the club in good standing may request to address the Governing Board with at least 24-hours prior notice to the President. Said member will have no vote and will comply with Robert's Rules of Order Newly Revised at those meetings.
5. No proxy voting is authorized for Governing Board meetings.
6. The President is authorized to call for an electronic vote of the Governing Board if a decision of such urgency is required as to preclude a called meeting of the Board. The Parliamentarian will conduct the vote. The process is as follows:
 - a. The Parliamentarian must administer the vote.
 - b. All of the members of the Governing Board must be polled.
 - c. The members of the Governing Board must be informed that it is a voting procedure. They must be read the full motion, the name of the member who made the motion and the name of the member who seconded the motion. Their vote will then be recorded.
 - d. The polling must be conducted in a timely manner.
 - e. A majority vote is necessary to approve a motion.
 - f. Electronic votes are to be reflected in the minutes as stipulated by these Bylaws. The minutes will include the exact words of the motion, names of the members who could not be contacted, and the outcome of the vote.

ARTICLE VIII ELECTION PROCEDURES

SECTION A: The **NOMINATION COMMITTEE** will be responsible for filling the slate of elected officers of the club's Executive Board:

President
Vice President
Secretary
Treasurer
Fundraising Coordinator

1. The nominating committee consists of the Parliamentarian, the Advisors, and up to five randomly selected members in good standing. Interested nominees are ineligible to serve on the nominating committee.

2. The nominating committee will meet no later than February.
3. Announcement of the upcoming elections will be made at the January general membership meeting.
4. The nominating committee will review the applications sent in by prospective officers.
5. The nominating committee may select a slate of officers not to exceed three (3) nominees for each office.
6. The Nominating Committee will, with the consent of the nominees, develop a slate of one or more candidates for each of the elected officers. The Nominating Committee will attempt to ensure that the slate is representative of the club's membership.
7. At the March general membership function, the Parliamentarian will present the slate to the general membership. Nominations from the floor may be made at this time. If these nominees give their consent, their names will be added to the slate. Nominations will then be closed.
8. Nominees will have biographies published in the March Newsletter. If another newsletter is published prior to the April general membership meeting, the biographies may be published again.
9. Members must hold membership for at least ninety (90) days prior to the election in order to vote.
10. This committee is authorized to conduct business via email.
11. The final responsibility of the Nominating Committee is to compile a list of recommendations for Committee Chairpersons for consideration by the incoming President.

SECTION B: VOTING

1. Voting shall be by electronic ballot unless an unopposed slate is adopted by acclamation. The newly elected officers will assume their duties no later than 1 June of the installation year.
2. The candidates will be chosen by the outcome of a simple majority vote of the general membership.
3. In case of a tie, a run-off election will be held the following month for that position.

SECTION C: The Parliamentarian shall serve as the **ELECTION OFFICER**. The election officer shall prepare and dispense ballots, oversee the election process, count the ballots with an impartial club member, and announce the results to the general membership. If the

Parliamentarian is ineligible to serve as the election officer, the President shall appoint an impartial election officer.

SECTION D: Any dispute or contest of an election must be submitted to the current President in writing and signed by ten (10) members within five (5) days after the election. The current President shall submit the dispute to the Governing Board for resolution within ten (10) days after the election.

ARTICLE IX THRIFT SHOP

SECTION A: NAME AND PURPOSE

1. The name of the activity is the Fort Gordon Thrift Shop, referred to as the Thrift Shop.
2. The purpose of the Thrift Shop is to generate revenue for the FGSCC Grants/Scholarship Fund and to provide a clearinghouse for the donation, consignment, sale, purchase, and disposal of serviceable goods at a nominal cost to patrons.

SECTION B: OPERATIONS AND ADMINISTRATION

1. The Thrift Shop will be a financially self-sufficient FGSCC activity.
2. The operations and administration of the Fort Gordon Thrift Shop will be set forth in the Thrift Shop Standard Operating Procedures.
3. Operation and administration of the Fort Gordon Thrift Shop is the responsibility of the Thrift Shop Manager, functioning under the supervision of the FGSCC Executive Board.
4. No individual in a paid Thrift Shop Staff position may run for or be elected to the position of President or Treasurer of the FGSCC.

SECTION C: DISSOLUTION

1. Advance notice of closing will be publicized.
2. All liabilities and obligations will be liquidated from the Thrift Shop assets.
3. All assets, property and equipment that cannot be converted to cash will be disbursed as deemed appropriate by the Executive Board.
4. All residual cash assets will be donated to the FGSCC Grants and Scholarship Funds.

ARTICLE X

SAY HOOAH TO THE DRESS

SECTION A: NAME AND PURPOSE

1. The name of the activity is Say Hooah to the Dress (SHD).
2. Say Hooah to the Dress provides free formal wear to members of the Armed Forces/ DoD civilians and their family members who will be attending formal events within the CSRA.
3. Our objective is to help reduce costs for military families and provide them the opportunity to participate in and experience a Military Ball, Military Dining Out, High School prom, etc.
4. This is a 100% donation based and volunteer run program.

SECTION B: OPERATIONS AND ADMINISTRATION

1. SHD will be a financially dependent FGSCC activity. However, monetary donations received by SHD may be utilized to cover minor expenses.
2. The operations and administration of Say Hooah to the Dress will be set forth in the SHD Standard Operating Procedures.
3. Operation and administration of SHD is the responsibility of the SHD Chair(s), functioning under the supervision of the FGSCC Executive Board.

SECTION C: DISSOLUTION

1. Advance notice of closing will be publicized.
2. All liabilities and obligations will be liquidated from SHD assets.
3. All assets, property and equipment that cannot be converted to cash will be disbursed as deemed appropriate by the Executive Board.
4. All residual cash assets will be transferred to the FGSCC Grants and Scholarship Funds.

ARTICLE XI COMMITTEES

SECTION A: STANDING COMMITTEES

The following committees are provided to support the Governing Board in the operations and activities of the FGSCC: Constitution Review, Grants, Say, Scholarship, Thrift Shop, and Say Hooah to the Dress.

1. **The Constitution Review Committee** will review the Constitution in accordance with AR 210-22. This committee will include the Advisors, President, and at least two other Governing Board members. This committee is chaired by the Parliamentarian.
2. **The Grants Committee** will review all grant fund requests and recommend disbursements to the Grants Chairperson to be approved by the Governing Board. This committee will consist of the Treasurer, Thrift Shop Manager, Scholarship Chairperson, President, Parliamentarian, Fundraising Coordinator, Advisors and at least two other FGSCC members in good standing. Five voting members in attendance shall constitute a quorum. It shall be the obligation of the Committee to decide the division of budgeted monies between Grants allocation and a Scholarship allocation. At least one half of the funds shall go to Grants and no less than one quarter shall go to Scholarships. The Committee shall determine their proposed grants and the Chairperson will present them to the Governing Board at the April Governing Board Meeting.
 - a. The FGSCC Budget Committee shall prepare as part of its duties a proposed Grants Fund budget. After Governing Board approval this budget will provide a framework for monies tentatively available for disbursement. Prior to the annual Grants Disbursement Committee meeting a final assessment and determination of funds available for use will be made by the Treasurer and the Thrift Shop Manager with Governing Board approval.
 - b. Whenever possible, the procedure of choice will be to advertise, collect, and evaluate requests by the Grants Disbursement Committee. The committee will then propose a list of grants to the Governing Board for their approval at the April board meeting.
 - c. A grants request form will be developed, implemented, and include who is applying for the funds, the purpose intended for the funds, the amount desired, and the date the funds are desired. The organization requesting funds will be asked if it belongs to or supports the Army Community in some way. The intent is for the Grants Chairperson or committee to be able to factually, objectively, and competently assess requests.
 - d. Assist in planning the recognition of the recipients and send recognition information to the Newsletter Editor for publication.
 - e. Shall contact groups or individuals receiving funds and invite them to the recognition function.
3. **The Scholarship Committee** will review and revise the FGSCC scholarship application form and will assist in the evaluation of the applications received and will oversee the distribution of funds allotted to Scholarship by the Grants Committee. The Committee will consist of the FGSCC President, Advisor, Treasurer, Fundraising Coordinator, Grants Chairperson, two members in good standing, and the Parliamentarian. The Scholarship Committee Chairperson is not eligible to score applications. No member of the committee shall be applying for or have a family member applying for an FGSCC scholarship. The

committee will review and revise as necessary the SOP for the committee and will set forth in the SOP the requirements for eligibility for FGSCC scholarships. The committee shall choose recipients and alternates for scholarships based upon careful study and blind scoring of applicant files. All information will remain strictly confidential within the committee. This committee is chaired by the Scholarship Chairperson.

- a. Prepare applications for the committee. Applications will clearly set forth eligibility for scholarships as determined by the Scholarship Committee and Scholarship SOP.
 - b. The purpose and intent of the scholarship awards shall be to recognize and acknowledge a student's scholastic achievements and good citizenship and to help defray school expenses.
 - c. It is the obligation of the Scholarship Chairperson to review the SOP of the Scholarship Committee each year and bring recommendations for changes to the attention of the Scholarship Committee for their approval.
 - d. Shall assist in planning the recognition of the recipients. Shall give a brief report and otherwise participate in the program as needed. Shall also send recognition information to the Newsletter Editor.
4. **Thrift Shop Committee** will meet no less than quarterly and at the direction of the Thrift Shop Liaison, who will also chair the Committee. Members will include the Thrift Shop Liaison, the FGSCC President, an Advisor, Thrift Shop Manager, a Thrift Shop Volunteer and two FGSCC members in good standing. This committee will establish Thrift Shop Policies and Thrift Shop SOP and set the Thrift Shop calendar for the next FGSCC Board fiscal year. The Thrift Shop Cashier, Consignment Clerk, Donation Clerk, Flex Clerk, and janitor will be interviewed and hired by the Thrift Shop Manager. The Thrift Shop Manager will be interviewed and hired by the Committee. Their salary will be determined by the Executive Board with Governing Board approval. Annual employee job performance reviews will be held in March. Contracts will be renewed, or new employees hired in April.
5. **Say Hooah to the Dress (SHD) Committee** will meet no less than quarterly and at the direction of the Committee Chair(s). Committee members will be selected at the discretion of the Committee Chair(s). Members will include the Chairperson, Vice-Chairperson, a Senior Advisor, Secretary, Marketing Manager, Inventory Manager, Donations Manager, and Volunteer Manager. This committee will establish SHD policies, the SHD SOP, and set their calendar for the next FGSCC Board fiscal year. The Committee will prepare and present to the Governing Board a proposed budget for each fiscal year.

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the FGSCC in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order FGSCC may adopt.

ARTICLE XIII AMENDMENTS AND REVISION

SECTION A: PROCEDURE FOR AMENDMENTS

1. Amendments may be proposed by any active member or may be recommended by a member of the Executive Board.
2. Amendments must be submitted by an active member and must be in writing to the Governing Board through the President.
3. Upon approval by a vote of the Governing Board, the President will ensure the publishing of the proposed changes.
4. All amendments must be published after approval of the Governing Board before coming to a vote of the general membership.
5. FGSCC approval of the Bylaw amendment(s) will be by majority vote of active members present at a regular or specially called general meeting.
6. Approved amendments to the Bylaws will become effective upon approval of the Garrison Commander or his/her designee.

SECTION B: REVIEW AND REVISION

1. The Constitution and Bylaws of the FGSCC will be reviewed and revised at least every two years in accordance with Fort Gordon Garrison requirements and Army Regulation 210-22, Private Organizations on Department of the Army Garrisons and Official Participation in Private Organizations.
2. Upon approval by a vote of the Governing Board, the proposed Constitution and Bylaws will be published on the FGSCC web site and members will be directed to review the document on line before voting.
3. FGSCC approval of a Constitution amendment(s) will be by majority vote of members eligible to vote by electronic ballot.

4. The Constitution and Bylaws will be submitted to the appropriate agency for review and revalidation. The FGSCC will begin operating under the new Constitution and Bylaws as soon as the document is approved by the membership.

**ARTICLE XIV
NULLIFICATION**

In the event an article of these Bylaws or a portion thereof is declared invalid, the remaining portion of the article or portion thereof, will remain in effect as a governing document of our organization.

**ARTICLE XV
DISSOLUTION**

SECTION A: The Fort Gordon Spouses' and Civilians' Club, Fort Gordon, Georgia, may be dissolved under the provisions of pertinent Army Regulations, upon inactivation of the post, or by a vote of 2/3 or majority vote whichever is greater of those active members eligible to vote.

SECTION B: If the organization is dissolved, all funds in the Treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of through distribution of grants or scholarships.

Approved by majority vote of the general membership on _____

Signature
President, FGSCC

Signature
Secretary, FGSCC