

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 this name, hereinafter referred to as "FGSCC."

This organization is formed in and around Fort Gordon, Georgia.

The FGSCC Shall be exclusively for charitable and educational purposes. The goal of the FGSCC is to provide opportunities and support to the greater Fort Gordon community. To distribute scholarships for individuals, and grants to organizations within the military and local area. To foster a spirit of goodwill and friendship among the entire military, including all branches of service, active duty, retirees, spouses and others. The FGSCC will provide worthwhile community services and projects through revenue producing programs to encourage social, cultural, and creative activities for its members.

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 disclaimers 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 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, family members of military ID 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 members, 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 CCOE General Officer affiliated with Fort Gordon to serve as an Advisor. An additional Advisor may 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. A Member's signature on the membership application constitutes agreement and understanding of this responsibility.

SECTION D: In order to volunteer for FGSCC you have to be a member in good standing.

ARTICLE IV OFFICERS, ADVISORS, AND GOVERNING BODY

SECTION A: ELECTED OFFICERS shall include the President(s), Vice President, 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 composed of the elected officers, the Parliamentarian, and the Advisors. The **GOVERNING BOARD** shall be composed of the Executive Board and the appointed Committee Chairpersons. The President shall appoint committee chairpersons.

SECTION E: The Governing Board shall conduct all business of the club, approve all major plans and policies, and be responsible for the club organization, direction, finances, and operation. All sub committees and clubs, such as Say HOOAH, shall be supervised by the executive board. 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 F: The **GENERAL MEMBERSHIP** shall consist of members of the club.

SECTION G: 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 years. 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 H: 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. If resignation is tendered, officer(s) will accept a 12 month waiting period before they are permitted to apply for a position on the board.

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 substantial 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.

ARTICLE VI LIABILITY

The FGSCC will secure and maintain adequate insurance in accordance with AR 210-22. The President and Treasurer will keep copies of the insurance policy in their binders. The Treasurer shall be responsible for annual renewal of insurance. There will be no liability to individual club members for debts of, or claims against, the FGSCC, per rules of 501.c.3 incorporation. The FGSCC has met all State and jurisdictional laws.

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 FGSCC, 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 and assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Approved by majority vote of the general membership on **13 July 2021**



Co-President, FGSCC



Secretary, FGSCC



Co-President, 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:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Preside at all meetings and serve ex-officio on all committees except the Nominating Committee.
- Appoint all Committee Chairpersons and, with input from the Advisors, the Parliamentarian.
- 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.
- Sign all contracts on behalf of the FGSCC that are not directly related to or signed by other officers or chairpersons.
- 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.

- Will vote in any ballot elections as a general member and may vote in other elections in order to break a tie.
- Sit on the Scholarship and Grant Committee (only voting in the event of a tie).
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.
 - In the event that a co-presidency is determined, both officers must agree when voting as this position still carries 1 vote between them.
 - If an agreement can not be reached between them, their vote is to be nullified.

SECTION B: The VICE PRESIDENT shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Perform the duties of the President in his/her absence, including signing checks; and will assume the office of President if it becomes vacant.
- Be responsible for the overall coordination and planning of the monthly programs and functions.
 - Coordinate meeting arrangements, to include date/time and location of program and activity at least two months ahead.
 - Present a tentative agenda for the year, to the Governing Board, no later than the July board meeting.
 - Coordinate with the President and chair persons as needed.
 - Be responsible for the submission of the contract price to the Treasurer for settlement of the account with the provider of services.
 - Introduce speakers and special guests at the general membership meetings. •
- Be responsible for the purchase of the President's farewell gift.
- Maintain access to all FGSCC property. Maintain a key control list and ensure any transfers of keys are logged in.
- 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 SECRETARY shall:

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

- Record and maintain a permanent record of all meetings of the Club and the Governing Board.

- Maintain a current file of minutes and financial statements of the current year. •

Distribute Governing Board meeting minutes to board members via official email. •

Maintain a historical file with the following:

- Approval to operate the club on the Installation.
- Constitution and Bylaws with current revisions.
- Copy of computer file(s) containing Constitution and Bylaws.
- Copy of minutes from the previous five years.
- Copy of audits from the previous three years.
- Maintain copies of AARs and any contracts, and distribute copies as appropriate.
- Have the President sign copies of minutes each month.
- Submit all minutes and the Treasurer's report to DFMWR Support Services Division, ATTN: Private Organizations, 33720 Chamberlain Ave, Fort Gordon GA, 30905, per their requirements, monthly.
- Be responsible for all Club correspondence as directed by the President. •

Be responsible for all designated mail received by the Club.

- Coordinate with Parliamentarian and enter electronic vote results as addendum to the minutes to be read at the next board meeting.
- Draft and distribute the agenda for Governing Board meetings.
- 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 **TREASURER** shall:

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

- Maintain a file containing current Tax Identification Number, IRS Publication 557, catalogue #W46573c and applicable section of AR 600-50, re: gifts and awards.
- 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.
- Reconcile monthly bank statements and be bonded.
- Attend the general membership meetings and fundraisers to confirm cash receipts and disbursements.
- Maintain a monthly receipt/voucher file and ledger by committee. These will be maintained for a minimum of six years: the current and the previous five.
- Provide one copy of the monthly financial statement to the Secretary for submission to DFMWR.
- Provide a complete, current, and signed financial statement for review and/or distribution to each Board Member at each Governing Board meeting.
- Maintain a file of correspondence regarding all matters pertaining to the club's insurance company. Review the FGSCC insurance and bonding policies no later than August.
- 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.
- 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.
- Prepare and forward to the Secretary and the President an annual report of the year's financial activities.
- 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.

- Work closely with the Scholarship and Grants Committees to recognize recipients. See Article X, Section A.2.
- Sit on the Scholarship and Grant Committee as a non voting member.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC, and all Standard Operational Procedures.

ARTICLE III

DUTIES OF APPOINTED EXECUTIVE BOARD MEMBERS

SECTION A: The **PARLIAMENTARIAN** shall:

- Be an impartial mediator in the conduct of all club business.
- Be appointed by the President.
- 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.
- Have no voting privileges at the Executive or Governing Board meetings but may vote in general membership meetings.
- Serve as chairperson of the Constitution Review Committee when the Constitution/Bylaws are up for renewal. See Article X, Section A.1.
- Sit on the Scholarship and Grant Committee as a non voting member.
- Coordinate with the Newsletter Chairperson and Webmaster for the distribution of the Constitution/Bylaw changes.
- Prepare and present the revised Constitution/Bylaws for approval by the general membership.
- Present the revised Constitution/Bylaws to DFMWR for approval by the Garrison Commander's and JAG.
- Serve as the Nominating and Election Chairperson.
- Install newly elected officers at the May general membership meeting.
- 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:

- Entitled to all correspondence from DFMWR.
- Ensure that the FGSCC operates according to military regulations that pertain to private organizations.
- Assist the Treasurer to ensure that sound financial practices are in place and followed.
- Assist the Parliamentarian to ensure that the FGSCC abides by its Constitution and Bylaws.
- 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.
- Sit on the Scholarship and Grant Committee, as a Non-voting/scoring member.

ARTICLE IV

DUTIES OF APPOINTED COMMITTEE CHAIRPERSONS

SECTION A: The **FUNDRAISING CHAIR** shall:

- Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Organize or coordinate with other board members on fundraising functions.
 - Ensure fundraising on Army property will be in accordance with the DOD 5500.7, AR 600-29, and Garrison Commander's Policy Memorandum regarding fundraising. • Coordinate with the Installation Directorates.
- Work closely with the Grants Chairperson to recognize recipients of scholarships and grants. See Article X, Section A.2. Serve as a voting member on the Grants Committee.
- 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 **GRANTS CHAIRPERSON** shall:

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

- 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.
- Chair the Grants Committee consisting of the Advisor, President, Treasurer, Scholarship Chairperson, Parliamentarian, Fundraising Chair, and two other standing members designated by the President. See Article X, Section A.2.
- Work closely with the Scholarship Chairperson to recognize recipients of scholarships. See Article X, Section A.3.
- Sit on the Scholarship Committee.
- Disburse Grant Funds for the Treasurer, including the necessary correspondence.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION C: The COMMUNITY CHAIRPERSON shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Support the Vice President and Membership Chairperson in the planning and execution of the August Membership Kickoff.
- Be responsible for reservations for all FGSCC functions.
- Assist the Vice President in providing hospitality duties and reporting reservation numbers at the monthly membership events.
- Send out reminders of event RSVP deadlines to Membership and Media chairs.
- Establish a policy for the RSVP deadline, to be in effect for the entire year. MUST notify the media chair of this policy and the Vice President.
- Be responsible for the collection and prompt submission of all event monies to the Treasurer at each function or activity.
- Be responsible for the collection of all money due to the FGSCC for non-cancellation of reservations.
- Coordinate with the Vice President to set an unpaid reservation policy.
- Make arrangements to have \$100.00 in petty cash at each function.

- Work with the Membership chair to ensure new members are welcomed.
- Create and maintain name tags for all members and their guests at each function, in some way highlighting the FGSCC board members.
- Recognize birthdays of FGSCC members.
- Coordinate greeters for the monthly membership meetings.
 - 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.
- Coordinate meals for members in need (babies, illnesses, deaths) if and as requested by that individual.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION D: MEDIA CHAIR

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Produce, maintain, and supervise the FGSCC website and advertising for all FGSCC activities and official email accounts.
- Serve as the alternate for all FGSCC social media accounts.
- Update the website with accurate and timely information, including updating passwords.
- Set up and provide troubleshooting for official email accounts for Governing Board Members.
- Coordinate payment with the Treasurer for the web hosting company and domain registration.
- Re-register domain (www.fgsc.com) as necessary.
- Take photographs at all club functions, develop and document these photographs.
- Compile photographs and biographies of Advisors and Governing Board members for the website.
- Publicize all FGSCC activities and provide support for FGSCC projects.
- Publicize current minutes of Governing Board meetings to general membership electronically.

- Instruct the Governing Board of advance requirements and timelines for publication.
- Be familiar with Garrison publicity procedures and guidelines.
- Update social media accounts with accurate and timely information to include updating passwords.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION E: The MEMBERSHIP CHAIRPERSON shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Develop and produce application forms no later than 1 June.
 - Be knowledgeable about FGSCC activities, benefits and rewarding volunteer opportunities.
- Record and process all membership applications, while maintaining a master file of membership data.
- Forward membership dues to the Treasurer and membership names, email addresses and/or street addresses to the appropriate committee chairs.
- 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.
- Distribute updated monthly rosters to the Governing Board.
- 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.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution and Bylaws of the FGSCC.

SECTION F: The SCHOLARSHIP CHAIRPERSON shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Be responsible for the oversight and management of all aspects of the FGSCC Annual scholarship awards program.

- Produce and distribute scholarship applications.
- Prepare applications for the Scholarship Committee.
- Chair the Scholarship Committee consisting of the Advisors, President, Parliamentarian, Grants Chairperson, Fundraising chair, Treasurer, and two other members in good standing designated by The President. See Article X, Section A.3.
- Work closely with the Grants Chairperson to recognize recipients of grants. See Article X, Section A.2.
- Serve on the Grants Committee.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION H: The VOLUNTEER COORDINATOR shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Approve on a monthly basis all volunteer applications and hours.
- Submit volunteer hours to appropriate tracking entities.
- Be familiar with Robert's Rules of Order Newly Revised, the Constitution, and Bylaws of the FGSCC.

SECTION I: The WAYS AND MEANS CHAIRPERSON shall:

- Attend all Executive and Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Ensure the operation and coordination of the Ways and Means table at appropriate FGSCC functions.
- Be responsible for the Ways and Means stock and inventory. MUST submit a monthly/annual report to the Governing Board.
- Be responsible for the monthly opportunity drawing(s) to be conducted at the monthly luncheons.
- Keep a current inventory of all table merchandise and submit a list to the Vice President.
- Coordinate with the Vice President to find vendors for monthly functions, as needed.
- Coordinate with the President, if deemed necessary, to form a committee charged with

coordination of vendors for functions.

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

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

- Attend all Governing Board meetings, general membership meetings, and any special meetings deemed necessary.
- Be knowledgeable about SHD operations and procedures and serve as a liaison between SHD and the Governing Board.
- Submit a financial statement to the Governing Board.
- Provide an inventory list on a monthly basis to the Vice President.
- 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:

- It shall be the duty of all members to pay dues as specified in Article V, Section B of the Constitution.
- Members shall have no outstanding financial obligation to the Club (see Article V, Section D.2.b).
- 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:

- Automatically when a member no longer meets the requirements as stated in Article III of the Constitution.
- By a simple majority vote of the Executive Board when:
 - The best interests of the Club dictate membership should be terminated.
 - 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

- Dues are payable annually for the membership year which will run from 1 June through 31 May.
- Dues will be set annually at the May board meeting prior to the start of the new fiscal year.
 - Membership dues are non-refundable.
 - 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

- 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.
- 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.

- 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.
- The Governing Board shall not incur any financial obligations extending beyond its term of office for which funds have not been reserved.
- 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.
- The revenue of this club will consist of income derived from the dues and revenue producing projects.

SECTION D: ACCOUNTING OF FUNDS

The FGSCC will maintain separate accounts for its Grants/Scholarships 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.

• The Grants and Scholarships Fund:

- The Grants and Scholarships 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 and donations.
- Funds distributed for scholarships to individuals shall be made to advance that individual's educational purposes. Such awards shall be done in a non-discriminatory fashion, based on need and/or merit.

• The Operating Fund:

- The Operating Fund shall consist of monies derived from membership dues, activities conducted by Ways and Means, projects approved by the Governing Board, and not more than 25% of profits from fundraising.
- 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.
- 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

- 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:
 - FGSCC monthly functions for members whose attendance is required at the function. • Executive and Governing Board meetings.
 - 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

- Meetings of the General Membership will normally be held monthly from September through May. The meeting schedule may be changed by the Governing Board.
- 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.
- A quorum will consist of a simple majority of the membership, in good standing, present at any regular or specially called General Membership Meeting.
- 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.
- 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

- The Governing Board will meet monthly when possible, but no less than ten times a year.
- At least 3 Executive Board members and half of the appointed chairpersons must be present to constitute a quorum and transact business.
- All motions before the Governing Board will pass with a simple majority vote.
- 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.
- No proxy voting is authorized for Governing Board meetings.
- 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:
 - The Parliamentarian must administer the vote.
 - All of the members of the Governing Board must be polled.
 - The members of the Governing Board must be informed that it is a voting procedure. They must 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.
 - The polling must be conducted in a timely manner.
 - A majority vote is necessary to approve a motion.
 - 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

- 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.
- The nominating committee will meet no later than March.
- Announcement of the upcoming elections will be made at the February general membership meeting.
- The nominating committee will review the applications sent in by prospective officers.
- The nominating committee may select a slate of officers not to exceed three (3) nominees for each office.
- 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.
- At the April 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.
- Nominees will have biographies published in the April Newsletter or website.
- Members must hold membership for at least ninety (90) days prior to the election in order to vote.
- This committee is authorized to conduct business via email.
- 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

- Voting shall be by secret ballot unless an unopposed slate is adopted by acclamation. They newly elected officers will assume their duties no later than 1 June of the installation year.
- The candidates will be chosen by the outcome of a simple majority vote of the general membership.
- 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.

SECTION E:Electronic Voting: When extenuating circumstances make assembly impractical, the President may call for an electronic vote of any governing body. The Parliamentarian will conduct the vote, report results to the President, notify the voting body of the outcome, and ensure the Secretary records the vote in minutes. a. All of the body's voting members must be contacted as per roster. If any are unavailable a quorum of at minimum 3 executive officers and at minimum 3 general members must be met. b. Discussion and Voting 1) The window for discussion shall be no less than 12 hours. 2) The voting window shall be no more than 48 hours or until majority vote is reached.

ARTICLE IX SAY HOOAH TO THE DRESS

SECTION A: NAME AND PURPOSE

- The name of the activity is Say Hooah to the Dress (SHD).
- 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.
- 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.
- This is a 100% donation based and volunteer run program.

SECTION B: OPERATIONS AND ADMINISTRATION

- SHD will be financially dependent from FGSCC activity. However, monetary donations received by SHD may be utilized to cover minor expenses.
- The operations and administration of Say Hooah to the Dress will be set forth in the SHD Standard Operating Procedures.
- 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

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

ARTICLE X 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, and Scholarship's.

- **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.
- All other committees will function under their committee SOPs.
- **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 the Governing Board a proposed budget for each fiscal year.

ARTICLE XI 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 XII AMENDMENTS AND REVISION

SECTION A: PROCEDURE FOR AMENDMENTS

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

SECTION B: REVIEW AND REVISION

- 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.
 - 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.
- FGSCC approval of a Constitution amendment(s) will be by majority vote of members eligible to vote by electronic ballot.
- 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 XIII

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 XIV
DISSOLUTION**

SECTION A: The FGSCC, 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 and assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for public purpose. Any

such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Approved by majority vote of the general membership on **13 July 2021-**



Co-President, FGSCC



Secretary, FGSCC



Co-President FGSCC