

Hohenfels Community and Spouses' Club (HCSC)

Bylaws 2022-2024

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Article I – General Duties

Section A: The duties of the Executive and General Boards

- Part 1. Have a thorough working knowledge of HCSC's Constitution, Bylaws, and all regulations pertaining to this organization, as per USAREUR Private Organization and Fundraising Policy.
- Part 2. Apply for position via VMIS and sign all needed documentation to hold position on the board through the Volunteer Coordinator.
- Part 3. Attend respective monthly Executive and/or Governing Board meetings.
- Part 4. Attend monthly General Membership meetings and events.
- Part 5. Will not miss more than 3 meetings in a term year.
- Part 6. Submit committee volunteer hours monthly to the Volunteer Coordinator Chair or through the Volunteer Management Information System (VMIS).
- Part 7. Ensure budget is maintained per the approved budget voted on by the General Board.
- Part 8. Submit a monthly consolidated report to the Secretary on time to include monthly expenditures.
- Part 9. Monitor the HCSC website and social media for accuracy and report information to the webmaster (i.e., dated information, Standard Operating Procedures (SOPs) etc.)
- Part 10. Responsible for recruitment of new board members.
- Part 11. Volunteer for the Thrift Shop monthly when able or recruit volunteers.
- Part 12. Take on committee responsibilities and volunteer at all major fundraisers.
- Part 13. Submit a yearly AAR to the Secretary and President by the May board meeting with the following items included:
 - a. a complete description of job duties performed for that board year
 - b. any official paperwork submitted for functions and events
 - c. Submit all paperwork generated throughout the position, to the President, Secretary and the incoming board member
 - d. Submit budget recommendations for the next year
- Part 14. Submit a position binder to the Secretary to be updated with reference material (i.e., Constitution, and appropriate regulations) at the final joint board meeting but no later than June.
- Part 15. Special committee chairs shall submit an AAR within 30 days no later than 45 days after the event. The President must approve exceptions in advance.
- Part 16. Show respect and represent HCSC in the community with high standards.

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Part 17. To preserve the business records and ensure continuity and information retention, all correspondence by Executive Board members (with General Board members as well as outside organizations) must be conducted via the official HCSC position email addresses. Official business must be sent to members' official HCSC email address but may additionally be sent to personal accounts in order to ensure emails are received in a timely manner.

Part 18. Other duties may be requested by the President pending the current need of the club.

Article II – Elected Officers

Section A: The President duties are to -

Part 1. Preside and supervise the conduct of the Executive and Governing Boards and General Membership meetings and activities.

Part 2. Keep Advisors informed and ensure that one is present for all Governing and Executive Board meetings with the help of the Secretary.

Part 3. Serve as ex-officio member on all committees except Nominations and Elections.

Part 4. Act as the official spokesperson for the HCSC.

Part 5. Ensure all committee annual reports and all HCSC records are available for the succeeding board.

Part 6. Ensure that all Treasurer's reports and copies of official minutes are submitted to the Approving Authority, USAG Hohenfels on a quarterly basis.

Part 7. Appoint a Parliamentarian and Governing Board Standing Committee Chairs (except for the Bazaar and Spring Fundraiser), with the approval and advice of the Executive Board.

Part 8. Appoint special committee(s) and those chairperson(s), as needed, with at least two-thirds affirmative vote of the Executive Board.

Part 9. Fill all vacancies that occur on the Governing Board except where other provisions are made in the Constitution and Bylaws, with the approval of the Executive Board.

Part 10. Supervise and provide guidance to the Executive and General Board.

Part 11. Have signatory authority for the disbursement of funds with the Treasurer and sign all checks exceeding \$500 in accordance with the Constitution Article IX – Funding Sources Section B. Operational Funds.

Part 12. Call any special meetings of the BOG following the guidance in the Constitution Article VIII Meetings and Quorums.

Part 13. Reconcile end of month statements with end of month reports with the treasurer.

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Part 14. Will vote only in the event of a tie in all circumstances except where it involves the President voting for themselves.

Part 15 Will sign TS staff member contracts on behalf of the Executive Board

Part 16. Can assign special duties or responsibilities to any Governing Board Member in order to improve the organizational accomplishments and structure of HCSC.

Part 17. Distribute formal invitations, thank you notes, and letters alongside the Secretary.

Part 18. Purchase farewell gifts for outgoing board members and departing advisors with all gifts being of the equal value, not exceeding \$25.00 each or equivalent local currency.

Part 19. Ensure each chairperson submits an After-Action Report (AAR) of each fundraiser in accordance with timelines established by USAREUR Private Organization and Fundraising Policy. Copies should be furnished to the USAG-G through the USAG-H, to MWR upon request.

Part 20. Ensure each chairperson submits a monthly report to include but not limited to, activities, volunteer hours, committee member names and general information.

Part 21. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section B: The First Vice President (1st VP) duties are to -

Part 1. Attend all Executive and Governing Board meetings and all HCSC social functions.

Part 2. Will assist the President, fulfill duties in the absence of the President and succeed to the Presidency upon vacancy due to permanent change of station (PCS) or resignation of the President.

Part 3. Has signatory authority of the disbursement of funds with the Treasurer.

Part 4. Maintain a digital and/physical continuity file through term of office.

Part 5. Designate persons who are responsible for the keys to Thrift Store.

Part 6. Supervise and provide guidance to the following Governing Board positions and committees:

- a. Sub Clubs
- b. Thrift Shop
- c. Volunteer Coordinator.
- d. AWAG

Part 7. Take the Organization Point of Contact Training and serve as the backup OPOC for HCSC.

Part 8. Will establish and chair the Thrift Shop Advisory Committee (TSAC) which will supervise and provide oversight of the Thrift Shop and make recommendations to the Executive Board for action.

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Part 9. Will coordinate to ensure changes of Thrift Shop personnel are managed in accordance with the HCSC Bylaws, Constitution and Thrift Shop SOP.

Part 10. Serve on the Budget Committee.

Part 11. Purchase a farewell gift in conjunction with the Second Vice President for the President. Cost not to exceed \$100.00 or equivalent in local currency.

Part 12. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section C: The Second Vice President (2nd VP) duties are to -

Part 1. Attend all Executive and Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Perform the duties of the 1st Vice President in his or her absence and assumes that office should it become vacant, with their consent per the Constitution Article VII – Elections and Voting of Executive Board, Section E Resignation of Elected Officers.

Part 4. Purchase a farewell gift in conjunction with the First Vice President for the President. Cost not to exceed \$100.00 or equivalent in local currency.

Part 5. Will oversee all social activities, protocol, and logistics for all social events between the sponsoring organization and all other Chairs participating in that day's event.

Part 6. Maintain a current file of applicable regulations related to all fund-raising procedures per the USAREUR Private Organization and Fundraising Policy.

Part 7. Be a member of the Budget and Philanthropy Events committees.

Part 8. Have a tentative plan for monthly programs and dates set for the year before the first general board meeting.

Part 9. Plan, coordinate and execute one general membership function per month for September through May.

Part 10. Chair and coordinate Membership drive(s) in conjunction with Membership Chair.

Part 11. Give the Membership Chair event information no later than the previous months end prior to the event to push out to General Membership.

Part 12 Inform Publicity and Webmaster of planned functions no later than the previous months end prior to the event to push out to General Membership.

Part 13. Supervise and provide guidance to the following Governing Board positions and committees:

- a. Philanthropy
- b. Hospitality
- c. Membership

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- d. Publicity
- e. Reservations
- f. Website

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section D: The Secretary duties are to -

Part 1. Attend all Executive and Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Attend and accurately record the minutes of all meetings in which business is conducted. In the absence of the Secretary, the Secretary will designate another board member to record minutes.

Part 4. Manage all required HCSC correspondence to include picking-up, distributing and logging mail.

Part 5. Ensure boardroom is set up for monthly board meeting.

Part 6. Prepare minutes from board meetings and distribute copies to HCSC Board members at the subsequent board meeting for approval. Submit all reports (to include minutes and financial statements) to Approving Authority.

Part 7. Maintain a record of all HCSC minutes for seven (7) years.

Part 8. Maintain a record with copies of all minutes, duties, and correspondences completed to assist the incoming secretary.

Part 9. Be jointly responsible with the Parliamentarian for the maintenance of current copies of the Constitution, Bylaws, Policies and Guidelines; providing all board members with copies as necessary.

Part 10. Send email reminders one week prior to Board meeting date with a reminder to notify the President and Secretary if member is unable to attend.

Part 11. Notify members of the BOG of any changes in the meeting time and location.

Part 12. Maintain a current roster of Governing Board and Advisors.

Part 13. Order name tags for Executive and General Board members.

Part 14. Will maintain key log for the clubhouse and communication with DPW for building maintenance. .

Part 15. Prepare correspondence, formal invitation, thank you notes requested by the President or other BOG members pertaining to HCSC business or social functions.

Part 16. Purchase office supplies to include paper, pens, printer cartridges, etc. as necessary.

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Part 17. Supervise and provide guidance to the following Governing Board positions and committees:

- a. Historian
- b. Property Manager

Part 18. Update and prepare board notebooks and drive for each position to include standardized reference material (i.e., Constitution, and appropriate regulations).

Part 19. Will maintain a record of check in/out of board binders and notebooks.

Part 20. Maintain all form publications through Jotform or selected program.

Part 21. Update and reset all email account passwords and websites used by board members prior to first General Board Meeting.

Part 22. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section E: The Treasurer duties are to -

Part 1. Attend all Executive and Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Have a SOFA status in accordance with Private Organization Regulations.

Part 4. Chair the Budget Review Committee prior to the first scheduled meeting of the new board year and present the proposed budget at the first Governing Board meeting. Further guidance Article V – Committees Section C – General Funds Committee.

Part 5. Present the proposed budget to the General Membership for approval at the first General Membership meeting.

Part 6. Hold the custodian roll for all bank accounts.

Part 7. Have signatory authority for the disbursement of funds with the President and sign all checks exceeding \$500 in accordance with the Constitution Article IX – Funding Sources Section B. Operational Funds.

Part 8. Collect, receive, deposit, and record the collection of the HCSC monies and sign all checks, paying all approved HCSC debts.

Part 9. Receive profits from the Hohenfels Thrift Shop and submit all reports quarterly to MWR USAG Hohenfels Approving Authority.

Part 10. Keep an accurate record of all receipts and expenditures. The current Treasurer will be responsible for keeping all financial records for four years prior.

Part 11. Monitor and attend all Scholarship and Welfare activities by the HCSC to ensure compliance with necessary regulations, and Bylaws; and to ensure successful operation of the Welfare Program as a whole

Part 12. Present written detailed financial report to the Executive and Board monthly.

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Part 13. Submit the books for an annual audit. Request a special audit if resigning prior to the end of the HCSC Board year.

Part 14. Maintain the credit card payment system (i.e., cheddar up) and provide payment links to the board members for publication.

Part 15. Review the club's liability insurance annually, property insurance and bonding for the President, First Vice President, Ways and Means Chair, Treasurer and Philanthropy. Present changes to Approving Authority for review prior to renewal submission by the Treasurer.

Part 16. Work with all Chair's to facilitate the receipt and payments of any bills, reimbursement and income for all functions.

Part 17. Supervise, provide guidance and financial oversight to the following Governing Board positions and committees:

- a. Welfare Committee
- b. Thrift Shop
- c. Ways and Means
- d. Scholarship Committee.

Part 18. Serve as a non-voting member of the Welfare Committee.

Part 19. Prepare quarterly financial statement for the Approving Authority according to regulations.

Part 20. Update Welfare and Scholarship Committees with a written report of funds available.

Part 21. Disburse checks for approved Welfare requests within seven business days.

Part 22. Disburse checks for approved Grants with seven days of approval.

Part 23. Disburse checks for approved Scholarships no later than July 31.

Part 24. Collect budget for the next year from all board committee members that require a budget no later than the April Board Meeting.

Part 25. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Article III – Appointed Officers & Advisors

Section A: The Parliamentarian duties are to -

Part 1. Be appointed by the President on the advice of the Honorary President or Advisors and always serves in a non-voting capacity.

Part 2. Attend all Executive and Governing Board meetings and all HCSC social functions.

Part 3. Maintain a digital and/physical continuity file through term of office.

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Part 4. Have a copy available of Robert's Rules of Order, the Constitution, and the Bylaws at all meetings during which HCSC business is conducted.

Part 5. Supply each new BOG member with Robert's Rules of Order Simplified Parliamentary Procedure.

Part 6. Have a thorough working knowledge of HCSC's Constitution, Bylaws and all regulations pertaining to this organization, as per USAREUR Private Organization and Fundraising Policy.

Part 7. Advise the BOG of the correct parliamentary conduct during meetings.

Part 8. Submit a monthly AAR to the President and Secretary by deadline.

Part 9. Serve as Chairperson of the annual Bylaws and the biennial Constitution revision.

Part 10. Chair the Nominating and Elections Committee per the Constitution Article VI – Administration of Governing Board, Section A. Annual Election.

Part 11. Post Constitution and Bylaws for the general membership to always view, in person or digitally, determined by the Constitution Article II – Mandatory Statements Section A Requirements Part 8.

Part 12. Submit to Approving Authorities reports and requests for permission to operate as stipulated in USAREUR Private Organization and Fundraising Policy at least 90 days before expiration.

Part 13. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Part 14. If the Parliamentarian is unable to attend any meeting, the President will appoint a temporary parliamentarian.

Section B: Honorary Position(s) and Advisor(s) duties are to -

Part 1. Honorary Positions and Advisor(s) are selected according to the HCSC Constitution, Article V, Section A.

Part 2. The Honorary President may appoint Advisors.

Part 3. Advisors, or designees, should be available to attend all appropriate meetings and functions, when possible.

Part 4. Will offer support and guidance to the organizations as needed using applicable regulations and local policies.

Part 5. Serve in a support capacity and not as a voting member when in the advisory role but may vote at General Membership meetings.

Part 6. As leaders of the community, when possible, Advisors will apprise the Executive Board of base level activities and other pertinent information in order to benefit the decision-making process of HCSC and its officers.

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Part 7. The Honorary President or a designated representative will conduct the installation of officers at the beginning of the Board year.

Article IV – Committee Chairs

Section A: AWAG Liaison duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Act as the official Liaison for AWAG: Americans Working Around the Globe.

Part 5. Be responsible for all AWAG publicity throughout the board year.

Part 6. Act as a contact between the AWAG Area Representative and HCSC to pass information.

Part 7. Serve on the AWAG Fall Area Conference committee.

Part 8. Publicize the Annual Conference in the community and make recommendations to the HCSC Governing Board to decide who will attend the AWAG Annual Conference using the AWAG Scholarship Funds.

Part 9. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 10. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section B: The Historian duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Appoint a committee, comprised of HCSC members-at-large, if needed.

Part 5. Maintain historical records, in digital format (scrapbook/slideshow), of the HCSC activities throughout the year.

Part 6. Present a digital record to the outgoing President, the entire BOG, and one to be placed in the archives.

Part 7. Maintain a personal digital camera for use of fulfilling HCSC obligations.

Part 8. Upload functions and event photos to the HCSC social media monthly.

Part 9. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

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Part 10. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section C. The Hospitality Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Appoint a committee, comprised of HCSC members-at-large, if needed. May also have a sub chair.

Part 5. Organize a welcome event (i.e., open house) before the first General Membership Meeting/Event of the year.

Part 6. Organize and coordinate all Board social events (i.e., Christmas Party, End of Year Party).

Part 7. Identify new members at each event for recognition and presentation of membership pin.

Part 8. Welcome each guest at social functions.

Part 9. Coordinate hostess sign-up for board meeting lunches and events.

Part 10. Support and coordinate with Membership whenever necessary.

Part 11. Assist Second Vice President with implementing events, on the day of event.

Part 12. Assist the Philanthropic chair with any hospitality needs for events through the year including but not limited to the Bazaar and Spring Fundraiser.

Part 13. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section D. The Publicity Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Ensure that a representative is present to brief ACS "Hallo Hohenfels" attendees about HCSC

Part 5. Will have administrator access and maintain all public communications & marketing and private communications social media and web pages for the club.

Part 6. Update the welcome letter for the ACS newcomer packets annually.

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Part 7. Monitor and post upcoming events to social media (2 – 3 a week minimum) in coordination with the Webmaster.

Part 8. Prepare and submit advertising copy to the community digital board for upcoming events.

Part 9. Disseminate membership trifolds and flyers for upcoming events at the monthly Hallo Hohenfels.

Part 10. Create, print, and distribute flyers to multiple locations in the community promoting club functions and events.

Part 11. Coordinate advertising, Public Service announcements, news stories, commercials interviews and other broadcast coverage with AFN at least 30 days prior to the event.

Part 12. Assist First Vice President and Membership Chair with Fall Sign-up Function.

Part 13. Support and coordinate with the Membership Chair whenever necessary.

Part 14. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 15. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section E: The Membership Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Appoint a committee, comprised of HCSC members-at-large, if needed.

Part 5. Contact prospective members.

Part 6. Coordinate with the 2nd Vice President to conduct a membership drive at the beginning of the board year.

Part 7. Maintain a membership table at general membership functions when allowed and at HCSC activities, at which time required fees are collected.

Part 8. Coordinate with the Thrift Shop to collect all new membership applications twice a month.

Part 9. Maintain a current list of members and furnish list to the Reservation Chair with monthly corrections and updates.

Part 10. Assist Board of Governors on confirming membership status for the following for reasons listed but not limited to:

- a. attending events
- b. renting facility
- c. purchasing from ways and means store

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Part 11. Inform the Hospitality Chair of all newcomers.

Part 12. Maintain a current email contact list on general HCSC account.

Part 13. Turn over monies collected to Treasurer with a cash collection sheet.

Part 14. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 15. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section F: The Reservation Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Appoint a committee, if needed.

Part 5. Send program and/or events invitations to general membership at time designated by the 2nd Vice President.

Part 6. Track all reservations for General Member Events.

Part 7. Create and provide nametags for all functions.

Part 8. Provide Treasurer with information for payment program for each event needing payment taken.

Part 9. Comprise a list of broken reservations from each event and submit to Treasurer no later than a week after each event.

Part 10. Turn over monies collected to Treasurer with a cash collection sheet.

Part 11. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 12. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section G: Philanthropy Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Present all proposed fundraisers to the Executive board for approval along with proposed budget

Part 5. Appoint a committee to organize and plan individual events listed but not limited to:

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- a. Bazaar
- b. Spring Fundraiser
- c. Membership drive/Super Sign Up (with 2nd VP and Membership Chair)
- d. Blanket sales

Part 6. Schedule the date/time/location for all committee meetings. Take notes at each meeting and attach to written monthly committee report for board meetings.

Part 7. Familiarize yourself with the AER 210- 22, Private organization and fund-raising policy August 2020.

Part 8. Attend the annual Private Organization Training conducted by the MWR when available.

Part 9. Submit necessary forms to MWR for Fundraising including but not limited to

- a. Appendix J United State Army Garrison Bavaria Private Organization (PO) Fundraising Request Form
- b. Appendix I Requesting Use of a Facility for a fundraising event
- c. Appendix H After Action Report (AAR) to be submitted no later than 14 days post Fundraiser.
- d. Risk Mitigation Plan (if needed by MWR or Garrison)

Part 10. Maintain a record of all contracts, sales, donations, receipts, purchases, partners, donors, persons or business solicited from. And any other documentation relating to each fundraiser.

Part 11. Coordinate all publicity of each fundraiser with the Publicity and Webmaster chairpersons.

Part 12. Collect and turn over all monies with accompanying documentation to the Treasurer within 5 business days or receipt or end of fundraising event.

Part 13. Serve as a liaison between the HCSC and the Private Organization Office and MWR.

Part 14. Maintain a current file of all fundraising procedures applicable to club functions and activities.

Part 15. Submit an AAR for the fundraiser in accordance with timelines established by USAREUR Private Organization and Fundraising Policy. Copies should be furnished to the USAG-G through the USAG-H, to MWR upon request.

Part 16. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 17. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section H: The Webmaster Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

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- Part 2. Maintain a digital and/physical continuity file through term of office.
- Part 3. Be appointed by the President and Executive Board.
- Part 4. Appoint a committee, if needed.
- Part 5. Have a thorough working knowledge of website design and maintenance on WIX.
- Part 6. Maintain and update HCSC website on a minimum weekly.
- Part 7. Request information from Board members to be updated on website.
- Part 8. Coordinate with the Publicity Chair to collect and disseminate information throughout the Club and Community.
- Part 9. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.
- Part 10. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section I: The Scholarship Chair duties are to -

- Part 1. Attend all Executive and Governing Board meetings and all HCSC social functions.
- Part 2. Maintain a digital and/physical continuity file through term of office.
- Part 3. Be appointed by the President and Executive Board.
- Part 4. Chair a committee composed of the treasurer and no more than 3 members-at-large. Committee members shall not be comprised of parents of high school seniors and scholarship applicants, as not to create a conflict of interest to review all requests.
- Part 5. Confer with the Treasurer prior to the Scholarship Committee meeting to confirm the available budget.
- Part 6. Provide High School Counselor with current application for students.
- Part 7. Receive scholarship applications via the MPS (Military Postal System) and research validity of each request.
- Part 8. Coordinate with the 2nd VP to organize and execute Scholarship Recipient Ceremony for adult recipients in conjunction with the May Event.
- Part 9. Coordinate with the High School to organize and execute a Scholarship Recognition Ceremony for High School recipients in conjunction with the Senior Dinner or May Event.
- Part 10. Notify scholarship awardees and include check voucher, including the recipient's name and amount, to be returned to Treasurer (no later than October 1st) who will then send a check to school.
- Part 11. Present Webmaster with scholarship information.
- Part 12. Attend high school College Night.

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Part 13. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section J: The Thrift Shop Liaison Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Be an active volunteer at the Hohenfels Thrift Shop.

Part 5. Present monthly Thrift Shop financial reports to the HCSC Board monthly meeting.

Part 6. Present to the HCSC Board pertinent news related to the Thrift Shop at the monthly Board meeting to include closures and pay status of Thrift Shop employees as needed.

Part 7. Assist the Thrift Shop Manager and employees as necessary to include training of volunteers and new employees.

Part 8. Attend Thrift Shop monthly meetings.

Part 9. Recruit Thrift Shop volunteers at the General membership meetings. Maintain volunteer relations by proper recognition of specific volunteers and their achievements; submit monthly volunteer hours and quarterly/yearly recognition to be submitted to VMIS.

Part 10. Submit newsletter articles for each publication to the Webmaster at the monthly Board meeting prior to newsletter deadline.

Part 11. Interview and screen applicants along with the Thrift Shop Advisor for the manager position.

Part 12. Maintain and update all and Thrift Shop SOP and forms and provide to the management.

Part 13. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section K: The Volunteer Coordinator Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

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Part 4. Serve as the Organization Point of Contact (OPOC).

Part 5. Take all necessary OPOC training provided by Army Community Service

Part 6. Keep track of all volunteer hours submitted by all Board members.

Part 7. Assist the Philanthropist in setting up sign-ups for all necessary volunteer positions needed for an event.

Part 8. Keep and maintain a list of all general members who express interest in serving on committees or have previously served as a committee member.

Part 9. Prepare all certificates of appreciation presented by HCSC.

Part 10. Serve as HCSC representative to Installation Volunteer Coordinator and attend all Army Volunteer Committee meetings. Submit nominations for Volunteer Recognition monthly.

Part 11. Will coordinate submission of Volunteer Awards with oversight by the 1st VP, Volunteer Coordinator and by the Army Community Service (ACS) deadline and the HCSC Volunteer Recognition event.

Part 12. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 13. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Section L: The Ways and Means Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Appoint a committee if needed to run the Ways and Means table at monthly functions and events as necessary.

Part 5. Position may have a sub chair.

Part 6. Be responsible for purchasing items for monthly Ways and Means merchandise that will be purchased and only reimbursed after expense vouchers have been submitted to the Treasurer.

HCSC will reimburse the cost of mileage at a rate of 30 cents/mile when using a privately owned vehicle (day trips only). Reimbursement is not to exceed 10% of the annual Ways and Means budget.

Hotel and food at your own expense.

Part 7. Be responsible for Ways and Means purchases and sales reports to be submitted to the Treasurer after each purchase or sales activity.

Part 8. Maintain accurate inventory records of Ways and Means items and safeguarding of merchandise.

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Part 9. Provide pictures, descriptions, and links to the webmaster and publicity for posting sales online.

Part 10. Coordinate with Treasurer for all online sales.

Part 11. Operate Ways and Means table at all club events.

Part 12. Report record of sales and purchase to the General Board at monthly meetings.

Part 13. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian

Section M: The Welfare & Grants Chair duties are to -

Part 1. Attend all Governing Board meetings and all HCSC social functions.

Part 2. Maintain a digital and/physical continuity file through term of office.

Part 3. Be appointed by the President and Executive Board.

Part 4. Chair a committee composed of an Advisor and four or five members from the General Membership to review all requests and make recommendations for grants.

Part 5. Solicit requests from community organizations and individuals seeking community grants submit a written statement of need per US ARMY Private Organization and Fundraising Policy.

Part 6. Receive Welfare requests by email via the HCSC email account or Jotform and research validity of each request.

Part 7. Ensure that all approved Welfare requests are voted on by the General Membership at the next monthly event.

Part 8. Notify awardees and Treasurer of amounts after full approval.

Part 9. Obtain and disburse checks for approved Welfare requests and return signed receipts to Treasurer.

Part 10. Organize and maintain the Welfare and Grant SOP and provide for publishing on Website.

Part 11. Provide all necessary information for HCSC website and social media posts pertaining to guidelines, forms and dates.

Part 12. Submit to Webmaster and Publicity Chair a report of funds granted for inclusion in media after each meeting.

Part 13. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.

Part 14. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

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Section N: The Property Manager Chair duties are to -

- Part 1. Attend all Governing Board meetings and all HCSC social functions.
- Part 2. Maintain a digital and/or physical continuity file through term of office.
- Part 3. Be appointed by the President and Executive Board.
- Part 4. Maintain the HCSC Building. Shall coordinate with the Secretary all maintenance of the building and grounds through the Directorate of Public Works (DPW) or the appropriate oversight unit.
- Part 5. Maintain a current inventory of all HCSC property.
- Part 6. Update and disburse all forms needed for checking out any/all properties belonging to the HCSC.
- Part 7. Maintain a member check out log of all HCSC property.
- Part 8. Maintain a key for the club house to use for all property rentals.
- Part 9. Set up delivery/pickup appointment for all property rentals.
- Part 10. Maintain a hand receipt record of appropriate property.
- Part 11. Coordinate with the Publicity and Webmaster chair to create and maintain an online catalog.
- Part 12. Perform any and all additional responsibility deemed necessary for the benefits of the HCSC or as delegated by the President.
- Part 13. Submit an AAR and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

Article V – Committees

Section A: Periodic Committee

- Part 1. In addition to the Standing Committees of the Governing Board set for in Article VI, the following committees shall conduct business, from time to time as required by these bylaws.
- Part 2. The Constitution and Bylaw review Committee which shall be chaired by the parliamentarian and consist of an Executive Board member, one or more General Board members, 1 or more members-at-large, and an advisor.
- Part 3. The President may establish special committees.

Section B: Standing Committee

- Part 1. The President may appoint a new standing committee chair position for the period of one board year on a trial basis with a majority vote of the Executive Board and majority vote of the Governing Board.

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Part 2. The position shall be non-voting until the Bylaws have been changed accordingly.

Part 3. The President may combine or separate a standing committee chair position as deemed necessary and appropriate, with the Executive Board approval. Quorum will reflect these changes.

Section C: The General Fund Budget Committee

Part 1. Shall be chaired by the Treasurer and held prior to the first scheduled meeting of the new board year and present the proposed budget at the first Governing Board meeting.

Part 2. Committee shall consist of the Treasurer, Executive Board, and any General Board Member. Members-at-large may participate in the committee

Part 3. Budget suggestions shall be given by the previous board at the time of turning in their binders.

Part 4. Any Board Member has a right to justify their need for an increased budget and must do so in front of the committee.

Part 5. The Treasurer will present the budget review at the first General Board Meeting, and it will be voted on by quorum. The vote is the total budget and not an individual vote.

Part 6. The Treasurer will present the budget review at the first General Membership Meetings, and it will be voted on by quorum. The vote is the total budget and not an individual vote.

Part 7. All votes will follow the Roberts Rules of orders.

Section D: Thrift Shop Committee

Part 1. The committee will consist of the following members:

- a. President
- b. 1st Vice President
- c. Thrift shop Liaison
- d. Treasurer
- e. TS Managers

Part 2. Motions will pass with fifty-one percent (51%) of total committee members present.

Section E: The Scholarship Committee – General Guidelines

Part 1. The scholarship committee shall consist of the Chair, co-chair (if applicable), treasurer and at least one additional member-at-large. May consist of any additional board members and advisors.

Part 2. No one related to an applicant may serve as a voting member of the Scholarship Committee.

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Part 3. Voting Scholarship Committee members and their dependents are not eligible to apply for scholarships.

Part 4. The Scholarship Committee will

- a. Draft guidelines under which it will operate, with approval by the executive board.
- b. Determine the number and dollar amount of the individual scholarships.
- c. Distribute the funds predetermined by the scholarship budget.

Part 5. The chair shall present scholarship request requiring Governing Board approval in the form of a motion at the next regularly scheduled Governing Board meeting.

Part 6. Will submit recommendations for substantial changes in the scholarship criteria to the General Board for approval. The committee shall retain responsibility for all routine administrative decision for the scholarship program.

Part 7. Panel members' identity and deliberations shall remain confidential.

Part 8. The chair will present scholarships to rewarded participants at either the senior dinner or at our final General Membership Meeting.

Section F: Welfare & Grants Committee – General Guidelines

Part 1. The welfare committee will consist of the Chair, Co-chair (if applicable), the Treasurer and at least one member-at-large. May consist of any additional board members and advisors.

Part 2. No welfare committee member may vote on a request from a group or program in which they are their immediate family members are involved, or from which they will directly benefit from the proceeds.

Part 3. The chair shall present welfare requests requiring Governing Board approval in the form of a motion at the next regularly scheduled Governing Board meeting.

Part 4. The welfare committee shall draft guideline under which it will operate, with the approval of the Executive Board, no later than one month before grants opening of each season.

Section G: Bazaar Committee – General Guidelines

Part 1. The bazaar committee will consist of the Philanthropy Chair, Co-chair (if applicable), the 2nd Vice President, Hospitality Chair, Volunteer Coordinator and may contain any member-at-large. May consist of any additional board members and advisors.

Part 2. Must be familiar with the Contract established between the President of HCSC and MWR.

Part 3. The Bazaar chair along with the Philanthropy will set guidelines with the MWR representative to review contract and assign roles.

Part 4. Report to and keep the Executive Board informed of the progress of the Bazaar.

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Part 5. Oversee vendor contracts for vendor spaces and payment for such space.

Part 6. Design the Floor plan for placement of the Vendors.

Part 7. Develop a line of communication between HCSC and Vendors.

Part 8. Reach out to the community to request donations for the Auction Basket portion of the Bazaar.

Part 9. Ensure proper fundraising forms have been submitted to the MWR for the Auction portion.

Part 10. Authorize payment of any unforeseen (non-budgeted) bazaar expenses after consultation with the Philanthropy chair, President or Advisors.

Part 11. On Bazaar grounds, any conflicts between HCSC personnel/volunteers and outside organizations (sponsor, military units, or other private organizations) will be managed by the Bazaar chair. The Bazaar Chair will consult as appropriate with the Philanthropy Chair. Should the chair be unable to resolve any conflict, or at the request of the Philanthropy chair, President or advisors, the conflict will be brought to the attention of the MWR.

Part 12. Submit a completed AAR to the Philanthropist within 14 days after completion of event.

Section H: Spring Fundraiser Committee – General Guidelines

Part 1. The spring fundraiser committee will consist of the Philanthropy Chair, Co-chair (if applicable), the 2nd Vice President, Hospitality Chair, Volunteer Coordinator and may contain any member-at-large. May consist of any additional board members and advisors.

Part 2. Be familiar with the AER 210- 22, Private organization and fund-raising policy August 2020.

Part 3. The Committee will need to identify and report back to the Executive board on:

- a. When the event should take place
- b. Where the event should take place
- c. What the theme will be
- d. Budget necessary to accomplish a successful event

Part 4. Chair will become the liaison between HCSC and MWR.

Part 5. Make sure all necessary forms are submitted at least 60 days in advance of event to include but not limited to:

- a. Appendix J United States Army Garrison Bavaria Private Organization (PO) Fundraising Request Form
- b. Appendix I Requesting Use of a Facility for a fundraising event
- c. Appendix H After Action Report (AAR) to be submitted no later than 14 days post Fundraiser.
- d. Risk Mitigation Plan (if needed by MWR or Garrison)

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Part 6. Reach out to the community and organize the acceptance of Auction basket for the Auction portion of the event.

Part 7. Organize all facets of the event listed but not limited to:

- a. Tickets and sales
- b. Decorations
- c. Catering
- d. Giveaways
- e. Games (if applicable)
- f. Auction baskets

Part 8. Submit a completed AAR to the Philanthropy Chair within 14 days after completion of event.

Section I: Committee Guidelines

Part 1. The Bazaar, Scholarship, Welfare, Spring Fundraising committees and any other committees deemed necessary by the Executive Board, will draft or update guidelines at the beginning of the board year.

Part 2. Each committee will establish their own quorum at 51% of the voting committee membership for approval of updated guidelines prior to presentation to the Executive board.

Part 3. Committee guidelines, once voted on by said committee, will be presented to the Executive Board for approval.

Article VI – Awards & Gifts

Section A. Certificates of Appreciation

1. Certificates of Appreciation will be presented to all Board of Governors Members upon completion of term or PCS.
2. Certificates of Appreciation may be presented to HCSC members when deemed appropriate by the President.

Section B. Gifts

1. A gift of equal value will be presented to each Board of Governor Member and Advisor upon completion of the term or PCS not to exceed \$25.00 each or equivalent local currency.

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Article VII – Paid Employees

Part 1. Paid employees of the Thrift Shop do not have to be a member of HCSC but are encouraged to participate in Club functions. All Thrift Shop employees will operate in accordance with the Thrift Shop SOP.

Part 2. HCSC is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

Article VIII – Amendments

Section A. Bylaws

Part 1. HCSC Bylaws will be reviewed biennially and revised, as needed.

Part 2. Bylaws may be amended by a 51% vote of the Governing, Board, followed by the approval of the HCSC General Membership, in accordance with general voting procedures outlined in the Constitution Article VIII.

Section B. Constitution

Part 1. HCSC Constitution will be reviewed biennially and revised, as needed.

Part 2. HCSC Constitution may be amended by a 51% vote of the Governing Board, followed by the approval of the HCSC General Membership, in accordance with general voting procedures outlined in the Constitution Article VIII.

Approving Authority: Date: ___ __

These Bylaws supersede all previous Bylaws of the Hohenfels Community Association, known as Hohenfel Community and Spouses' Club and become effective on the date signed by the Approving Authority.

HCSC President



Date

March 14, 2022

HCSC Parliamentarian



Date

MARCH 10, 2022

HCSC Advisor (or Designee)



Date

3/14/2022