

Hohenfels Community and Spouses' Club (HCSC)

Bylaws 2024-2026

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Article I – General Duties

Section A: The duties of the Executive and General Boards are to -

- Part 1. Have a thorough working knowledge of HCSC's Constitution, Bylaws, and all regulations pertaining to this organization, as per USAREUR Private Organization (PO) and Fundraising Policy.
- Part 2. Apply for position via Volunteer Management Information System (VMIS) and sign all needed documentation to hold position.
- Part 3. Attend respective monthly Executive and/or Governing Board meetings.
- Part 4. Attend monthly General Membership meetings and events. Will not miss more than 3 meetings in a term year.
- Part 5. Submit committee volunteer hours monthly through VMIS.
- Part 6. Ensure budget is maintained per the approved budget.
- Part 7. Submit a monthly report to the Secretary to include expenditures.
- Part 8. Monitor the HCSC website and social media for accuracy and report needed updates to the Publicity Committee.
- Part 9. Recruit board or committee members.
- Part 10. Volunteer for the Thrift Shop monthly when able or recruit volunteers.
- Part 11. Take on committee responsibilities and volunteer at all major fundraisers.
- Part 12. Maintain a digital and/or physical continuity file through term of office. 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. all paperwork generated throughout the position
 - d. budget recommendations for the next year
- Part 13. Return position binder to the Secretary to be updated with reference material (i.e., Constitution, and appropriate regulations) by the final joint board meeting.
- Part 14. Special committee chairs shall submit an AAR within 30 days of the event. The President must approve exceptions in advance.
- Part 15. To preserve the business records and ensure continuity and information retention, all correspondence must be conducted via the official HCSC position email addresses. Digital records (meeting minutes, project notes, AARs, etc.) will be kept in shared drive and at least view access provided to President and Secretary. Official business must be sent to members' official HCSC email address but may also be sent to personal accounts to ensure emails are received in a timely manner.
- Part 16. Show respect and represent HCSC in the community with high standards.
- Part 17. Other duties may be requested by the President pending the needs of the club.

Article II – Elected Officers

Section A: The President duties are to -

- Part 1. Supervise and provide guidance to the Executive and General Board. 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 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 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. Call any special meetings of the Governing Board following the guidance in the Constitution.
- Part 11. Have signatory authority for the disbursement of funds with the Treasurer. Ensure funds and reimbursements are distributed per processes in Constitution and SOPs.
- Part 12. Reconcile end-of-month statements with end-of-month reports with the treasurer.
- Part 13. Designate people who receive keys to HCSC Clubhouse and Thrift Store.
- Part 14. Serve as backup Organizational Point of Contact (OPOC) and oversee volunteer recruitment and recognition with support from 1st VP, Membership Committee, and Governing Board as needed.
- Part 15. Serve as HCSC representative to Installation Volunteer Coordinator and attend all Army Volunteer Committee meetings or designate someone to do so. Submit nominations for Volunteer Recognition monthly.
- Part 16. Coordinate submission of Volunteer Awards with the 1st VP by the Army Community Service (ACS) deadline and the HCSC Volunteer Recognition event.
- Part 17. Vote only in the event of a tie in all circumstances except where it involves the President voting for themselves.
- Part 18. Sign Thrift Shop (TS) staff member contracts on behalf of the Executive Board.
- Part 19. Assign special duties or responsibilities to any Governing Board Member as needed to improve the organizational accomplishments and structure of HCSC.
- Part 20. Distribute formal invitations, thank you notes, and letters alongside the Secretary.
- Part 21. Ensure each chairperson submits a monthly report to include but not limited to, activities, volunteer hours, committee member names, and general information.

Part 22. Ensure each chairperson submits an After-Action Report (AAR) of each fundraiser to the Approving Authority in accordance with timelines established by USAREUR Private Organization and Fundraising Policy.

Part 23. Organize and coordinate all Board social events (i.e., Christmas Party, End of Year Party). Purchase farewell gifts for outgoing board members and advisors with all gifts being of equal value, not exceeding \$25.00 each or equivalent local currency.

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

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Assist the President, fulfill duties in the absence of the President, and succeed to the Presidency upon vacancy.

Part 3. Have signatory authority for the disbursement of funds with the Treasurer and President.

Part 4. Assist President to supervise and provide guidance to the Membership Committee Chair and the Thrift Shop Liaison.

Part 5. Take the Organization Point of Contact Training and serve as OPOC for HCSC.

Part 6. Assist President with volunteer recruitment and recognition.

Part 7. Present all proposed fundraisers to the Executive board for approval along with proposed budget.

Part 8. Chair a committee to organize and plan Bazaar and other fundraisers. Schedule committee meetings and include minutes in monthly board report.

Part 10. Serve as a liaison between the HCSC and the Private Organization Office and MWR. Be familiar with AER 210- 22, Private organization and fund-raising policy August 2020, and maintain a current file of all fundraising procedures applicable to club functions and activities. Attend Private Organization Training conducted by FMWR when available.

Part 11. Submit necessary forms for Fundraising to Approving Authority, 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 12. Maintain a record of all documentation including contracts, sales, donations, receipts, purchases, partners, donors, persons, or businesses solicited from.

Part 13. Coordinate publicity of each fundraiser with the Publicity Committee.

Part 14. Collect and turn over all monies with accompanying documentation to the Treasurer within 5 business days of receipt or end of fundraising event.

Part 15. Coordinate purchase and sales of Ways and Means items. HCSC will reimburse the cost of mileage at the current government rate when using a privately owned vehicle. Reimbursement is not to exceed 10% of the annual Ways and Means budget.

Part 16. Safeguard and maintain accurate inventory of Ways and Means items.

Part 17. Ensure Ways and Means table is staffed at monthly functions and events. Submit

sales reports and monies to Treasurer asap after each event or purchase.

Part 18. Report record of sales and purchases to the Governing Board monthly.

Part 19. 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.

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

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Perform the duties of the 1st Vice President in his or her absence and assume that office should it become vacant, with their consent per the Constitution.

Part 3. 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 4. 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 5. Maintain a current file of applicable regulations related to Club events and activities per the USAREUR Private Organization and Fundraising Policy.

Part 6. Have a tentative plan for monthly programs and dates set for the year before the first general board meeting.

Part 7. Plan, coordinate, and execute one general membership function per month for September through May.

Part 8. Give the Membership Committee Chair event information no later than one month prior to the event to push out to General Membership.

Part 9. Inform Publicity Committee Chair of planned functions no later than one month prior to the event to push out to General Membership.

Part 10. Assist President to supervise and provide guidance to Publicity Committee Chair.

Section D: The Secretary duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Accurately record the minutes of all meetings in which business is conducted. If absent, designate another board member to record minutes.

Part 3. Manage all required HCSC correspondence and pick up/distribute mail.

Part 4. Ensure the boardroom is set up for monthly board meeting.

Part 5. Prepare minutes from board meetings and distribute copies to HCSC Board members at the subsequent board meeting for approval. Submit signed copies to President for submission to Approving Authority.

Part 6. Maintain a record of all HCSC minutes for the previous seven (7) years.

Part 7. Maintain a record with copies of all minutes, duties, and correspondence completed to assist the incoming secretary.

Part 8. Assist Parliamentarian with maintenance of current copies of the Constitution, Bylaws, Policies, and Guidelines, providing all board members with copies as necessary.

Part 9. Send email reminders one week prior to Board meetings with a reminder to notify the President and Secretary if member is unable to attend. Notify members of any changes in the meeting time and location.

Part 10. Maintain a current roster of Governing Board Members and Advisors for submission to Approving Authority.

Part 11. Order name tags for Executive and General Board members.

Part 12. Maintain key and binder logs and communicate with DPW for building maintenance or repair needs.

Part 13. Prepare correspondence, formal invitations, thank you notes as requested by the President or other Board members pertaining to HCSC business or social functions.

Part 14. Purchase office supplies as necessary.

Part 15. Assist President to supervise and provide guidance to the Property Committee Chair.

Part 16. Update and prepare board notebooks and drive for each position to include standardized reference material (i.e., Constitution, and appropriate regulations).

Part 17. Ensure all form publications are maintained.

Part 18. Update and reset all email account passwords and websites used by board members prior to first General Board Meeting.

Section E: The Treasurer duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Have a SOFA status in accordance with Private Organization Regulations.

Part 3. Develop a budget proposal for the next board year to present for approval by the General Membership at the May member event. Budget proposal should be approved by the Executive Board prior to presentation to the General Membership. The vote is the total budget and not an individual vote.

Part 4. Hold the custodian role or be an authorized signer for all bank accounts along with the President and 1st Vice President.

Part 5. Ensure that all funds and reimbursements are issued per SOP. Funds must be authorized by someone other than the requestor. Reimbursement requests over \$500 must have two approval signatures.

Part 6. Keep an accurate record of all receipts and expenditures which is accessible to the President and 1st VP. The current Treasurer will be responsible for keeping all financial records for seven years prior.

Part 7. Collect, receive, deposit, and record the collection of HCSC monies and sign all checks (except those payable to Treasurer), paying all approved HCSC debts.

Part 8. Transfer profits from the TS and ensure employees are paid per applicable SOPs.

Part 9. Monitor and attend all Scholarship and Grant activities as a non-voting committee member to ensure compliance with necessary regulations and Bylaws and to ensure successful operation of the Welfare Program as a whole.

Part 10. Present written detailed financial report to the Executive and General Boards monthly and line-item balances to board members upon request.

Part 11. Submit the books for an annual audit in May. Request a special audit if resigning prior to the end of the HCSC Board year.

Part 12. Maintain the credit card payment system and ensure payment links are available to the board members for publication.

Part 13. Review the club and TS liability insurance policies annually (property insurance and bonding for the President, First Vice President, Ways and Means Chair, Treasurer, TS employees, and others designated by the Executive Board). Present changes to Approving Authority for review prior to renewal submission by the Treasurer. Renew and pay for policies prior to expiration in May.

Part 14. Work with all Chairs to facilitate the receipt and payments of any bills, reimbursement, and income for all functions.

Part 15. Assist President to supervise and provide guidance to the Grants and Scholarships Committee Chair.

Part 16. Maintain current books and prepare monthly financial statements for HCSC and TS. Submit signed copies monthly to President for submission to the Approving Authority.

Part 17. Disburse checks for approved Welfare requests, grants, and scholarships in a timely manner per applicable SOPs.

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 Advisor and always serves in a non-voting capacity.

Part 2. Fulfill all requirements listed above under Article 1- General Duties.

Part 3. 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, and have a copy available at all meetings during which HCSC business is conducted.

Part 4. Supply each Governing Board member with Robert's Rules of Order Simplified Parliamentary Procedure and advise the Board of correct parliamentary conduct during meetings.

Part 5. Serve as Chairperson of the biennial Constitution and Bylaws Review Committee.

Part 6. Ensure standing committee SOPs are reviewed, revised, and submitted to Executive Board for approval annually no later than the August board meeting.

Part 7. Oversee nominations and elections as laid out in the Constitution.

Part 8. Post Constitution and Bylaws for the general membership to reference as laid out in the Constitution.

Part 9. Coordinate with President to 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 10. 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 described in the HCSC Constitution.

Part 2. The Honorary President may appoint Advisors. In the absence of an Honorary President, the President may do so.

Part 3. Attend all appropriate meetings and functions, and coordinate with President, Secretary, and other Advisors if unable to attend. An advisor must be present for quorum.

Part 4. Offer support and guidance to the organization as needed using applicable regulations and local policies. Apprise the Executive Board of base level activities and other pertinent information to benefit the decision-making process of HCSC.

Part 5. Serve in a support capacity and not as a voting member when in the advisory role. Advisors may vote at General Membership meetings if they are active HCSC members as defined in the Constitution.

Part 6. The Honorary President or a designated representative or Advisor will conduct the installation of officers at the beginning of the Board year.

Article IV – Committee Chairs

Section A. The Publicity Committee Chair duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Recruit and oversee additional committee members for publicizing and documenting HCSC activities. May designate a committee member as Webmaster or Event Photographer.

Part 3. Have administrator access and maintain all public communications and marketing and private communications on social media and web pages for the club.

Part 4. Monitor and post upcoming events to social media (2 – 3 posts a week minimum). Upload functions and event photos to the HCSC social media monthly.

Part 5. Submit advertising copy to the community digital board for upcoming events.

Part 6. Create, print, and distribute flyers to multiple locations in the community promoting club functions and events.

Part 7. Coordinate advertising, Public Service Announcements, news stories, interviews, and other broadcast coverage with AFN at least 30 days prior to the event.

Part 8. Ensure that a representative is present to brief monthly at ACS “Hallo Hohenfels” newcomers’ event.

Part 9. Maintain historical records, in digital format (scrapbook/slideshow), of the HCSC activities throughout the year. Present a copy to the outgoing President, the Governing Board, and place one in the archives.

Part 10. Maintain a personal digital camera for use of fulfilling HCSC obligations.

Part 11. Have a thorough working knowledge of website design and maintenance on WIX. Maintain and update HCSC website at least weekly with input from Board members.

Section B: The Membership Committee Chair duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Recruit and oversee a committee to assist with duties.

Part 3. Conduct a membership drive at the beginning of the board year. Identify and engage in activities to increase membership. Recognize new members.

Part 4. Update membership application as needed and present changes to President prior to

implementation. Ensure digital application links are functional.

Part 5. Maintain a current roster of members' contact information and their sub-club/volunteer interests, as well as SOFA status for compliance with PO regulations. View only copy should be shared with all Board Members so they can confirm membership status as needed for fulfilling their roles.

Part 6. Coordinate with Treasurer and follow up with members to ensure dues are paid timely.

Part 7. Collect all new membership applications from the TS twice a month.

Part 8. Ensure members are aware of upcoming events and activities and track reservations for General Member Events. Comprise a list of broken reservations from each event and submit to Treasurer no later than a week after each event.

Part 9. Turn over monies collected to Treasurer with a cash collection sheet.

Section C: The Thrift Shop Liaison duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Meet at least monthly with the TS Manager to report and make recommendations for action to the Executive Board. Attend monthly TS staff meetings. Ensure that TS operations are conducted in accordance with the HCSC Constitution, By-Laws, SOPs, and applicable PO regulations.

Part 3. Present monthly TS financial reports and TS news at HCSC Board meetings.

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

Part 5. Assist the TS Manager and employees as necessary to include training of volunteers and new employees.

Part 6. Assist TS Manager with volunteer recruitment and recognition.

Part 7. Assist with interviewing applicants for open positions.

Part 8. Work with TS Manager and Executive Board to maintain and update TS SOPs annually. Ensure employees and board members have access to current SOPs.

Section D: The Grants & Scholarships Committee Chair duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Recruit and chair a committee that includes at least 2 members-at-large. Treasurer and an Advisor may participate in a non-voting capacity. The committee shall be composed of an odd number of voting members to eliminate the possibility of a tie vote. Committee members are not eligible to apply for scholarships, should not be relatives of scholarship applicants or board members/active volunteers of organizations seeking grants, and should not stand to directly benefit from the awards..

Part 3. Work with the committee to review and revise SOPs and application forms and submit to the Executive Board for approval no later than the August board meeting.

Part 4. Confer with the Treasurer periodically to confirm the available budget.

Part 5. Ensure Grant and Scholarship opportunities as advertised as widely as possible, application materials are available, and digital application links are functional.

Part 6. Research grant and scholarship requests to confirm eligibility. Ensure scholarship

applications are sanitized prior to sharing with the committee.

Part 7. Arrange committee meetings to discuss applications and make awards or recommendations. Minutes should be kept in the shared drive. Panel members' identity and deliberations shall remain confidential.

Part 8. Ensure that grant recommendations are approved by proper votes as outlined in the Constitution.

Part 9. Notify applicants of the outcome of their applications in a timely manner, and coordinate with Treasurer to ensure payments are made and required receipts are received per HCSC SOPs.

Part 10. Coordinate with the 2nd VP to organize and execute Scholarship Recipient Ceremony for award recipients in conjunction with the May Event.

Part 11. Act as the official Liaison between HCSC and Americans Working Around the Globe (AWAG) and be responsible for all AWAG publicity throughout the board year.

Part 12. Publicize the AWAG Annual Conference in the community and make recommendations to the HCSC Governing Board to decide who will attend the Annual Conference using the AWAG Scholarship Funds.

Section E: The Property Committee Chair duties are to -

Part 1. Fulfill all requirements listed above under Article 1- General Duties.

Part 2. Recruit and oversee a committee to assist with duties.

Part 3. Maintain the HCSC Building. Coordinate with the Secretary all for repair or maintenance of the building and grounds through the DPW or the appropriate oversight unit.

Part 4. Maintain a current inventory and digital catalog of all HCSC property.

Part 5. Update and disburse all forms needed for checking out property belonging to the HCSC and maintain a property check-out log.

Part 6. Maintain a key for the club house and set up check-out or opening and closing appointments for all property rentals.

Part 7. Maintain a hand receipt record of appropriate property.

Article V – Committees

Section A: Periodic Committees

Part 1. In addition to the Standing Committees of the Governing Board set forth herein, periodic, or special committees may be established by the President.

Part 2. The Constitution and Bylaws Review Committee shall convene biannually and will be chaired by the parliamentarian. The committee will include an Executive Board member, 1 or more General Board members, 1 or more members-at-large, and an advisor.

Part 3. Periodic or Special Committees will draft or update SOPs and submit to the Executive Board for approval by the August board meeting or prior to beginning work.

Part 4. Quorum will be 51% of voting committee membership and all efforts will be made to recruit an odd number of voting members. Votes will follow Roberts' Rules of Order with motions passing by a simple majority.

Section B: Standing Committees

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 Board.

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.

Part 4. Standing Committees should include the chair and at least two additional members, including 1 member-at-large, unless otherwise specified in the Constitution and Bylaws.

Part 5. Votes will be conducted following Roberts' Rules of Order with motions passing by a simple majority.

Part 6. Standing committees will review and revise SOPs annually and submit to the Executive Board for approval no later than the August Board meeting. Substantial changes to scholarship or grant eligibility criteria shall be approved by the General Board.

Article VI – Awards & Gifts

Section A: Certificates of Appreciation

Part 1. Certificates of Appreciation will be presented to all Governing Board Members upon completion of term or PCS.

Part 2. Certificates of Appreciation may be presented to HCSC members when deemed appropriate by the President.

Section B: Gifts

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

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. The President may extend honorary membership and/or sponsored event tickets to TS employees.

Part 2. All Thrift Shop employees will operate in accordance with the Thrift Shop SOP.

Part 3. HCSC is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

Article VIII - Amendments

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

Part 2. Constitution and 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.

Approved by majority vote of HCSC membership at General Membership meeting on April 12, 2024.

These HCSC By-Laws supersede all previous versions and become effective on the date approved by the Approving Authority (evidenced by memo of Permission to Operate).

President _____ Date _____

Parliamentarian _____ Date _____

Signature:  _____
Heidi McKenna (Apr 28, 2024 12:40 GMT+2)

Email: parliamentarian.hohenfelscsc@gmail.com

Signature:  _____
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