

**Hohenfels Community and Spouses' Club (HCSC)**  
**Bylaws**  
**2020-2022**

**ARTICLE I – ALL BOARD OF GOVERNORS' DUTIES**

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.
2. Maintain HCSC position email account by checking and replying within 48 hours.
3. Submit a yearly AAR with 1) a complete description of job duties performed for that board year, 2) any official paperwork submitted for functions and events, and 3) all paperwork generated throughout the position, to the President, Secretary and the incoming board member.
4. 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 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.
5. Submit committee volunteer hours monthly to the Volunteer Coordinator Chair or through the Volunteer Management Information System (VMIS).
6. Submit budget to Treasurer for the next year no later than the April Board meeting.
7. Monitor the HCSC website for accuracy (i.e. dated information, Standard Operating Procedures (SOPs) etc.)
8. Responsible for recruitment of new board members.
9. Volunteer for the Thrift Shop monthly when able or recruit volunteers.
10. Submit monthly AAR to Secretary and President by deadline.
11. Take on committee responsibilities and volunteer at all major fundraisers.
12. Attend all monthly board meetings and all club functions.
13. Other duties may be requested by the President pending the current need of the club.

**ARTICLE II – OFFICERS AND THEIR DUTIES**

*Section A. The President will:*

1. Preside at all meetings of the Executive Board, Board of Governors (BOG), and club functions.
2. Serve as ex-officio member on all committees.
3. Act as the official spokesperson for the HCSC.
4. Ensure all committee annual reports and all HCSC records are available for the succeeding board.
5. Ensure that all quarterly Treasurer's reports and copies of official minutes are submitted to the Approving Authority, USAG Hohenfels.
6. Appoint all Committee Chairs and a Parliamentarian.
7. Maintain oversight of the Executive Board.

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8. Sign checks and expenditures of funds in the absence of the Treasurer, and sign all checks exceeding \$500 in accordance with the Constitution.
9. Call any special meeting of the BOG.
10. Designate persons who are responsible for the keys to Thrift Store.
11. Assume committee responsibilities for all major fundraisers when necessary.
12. Award certificates of appreciation to members when deemed appropriate.
13. Distribute formal invitations, thank you notes, and letters alongside the Secretary.
14. Purchase a gavel, upon exodus of office, for incoming President and present it during spring installation of officers.
15. 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.
16. 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.
17. Ensure each chairperson submits a monthly AAR to include but not limited to, activities, volunteer hours, committee member names and general information.
18. Submit article to Newsletter/Webmaster Chair by newsletter publication deadline.

*Section B. The First Vice President will:*

1. Assist the President; and, in the President's absence, perform the duties of that office.
2. Fulfill any non-expired term of the Presidency.
3. Provide oversight of any Sub Clubs, the Website/Newsletter, AWAG, Thrift Shop and Publicity.
4. Serve on Thrift Shop Board.
5. Maintain a current file all fundraising procedures applicable to club functions and activities.
6. Purchase a farewell gift for the President. Cost not to exceed \$100.00 or equivalent in local currency.
7. Serve on the Constitution and Bylaws Revision Committee.

*Section C. The Second Vice President will:*

1. Chair Programs Committee to assist with and execute all monthly programs throughout the Board year.
2. Preside at meetings in the absence of President and First Vice President.
3. Have a working knowledge of President and First Vice President duties.
4. Maintain a current file of applicable regulations related to all fund raising procedures.
5. Coordinate all monthly programs.
6. Have a tentative plan for monthly programs and dates no later than 3 months prior to event.
7. Plan, coordinate and execute one general membership function per month for September through May.
8. Chair and coordinate Membership drive(s) in conjunction with Membership Chair.
9. Give Membership Chair event information no later than 30 days prior to the event.

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10. Submit article to Publicity Chair by publication deadline.
11. As Programs Chair:
  - a. Inform Publicity Chair of planned functions no later than 1 month prior and inform the BOG of planned programs.
  - b. Introduce the speaker at social functions.
12. Provide oversight for the Bazaar, Spring Fundraiser, Hospitality, Membership, Reservations and the Volunteer Coordinator.

*Section D. The Secretary will:*

1. 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, and:
  - a. Acknowledge all incoming and outgoing correspondence at board meetings.
  - b. Pick up mail from HCSC mailbox and distribute weekly.
  - c. Maintain HCSC Information email account by checking twice weekly.
  - d. Maintain HCSC position email account by checking and replying within 48 hours.
  - e. Ensure boardroom is set up for monthly board meeting.
2. 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.
4. 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.
5. Notify members of the BOG of any changes in the meeting time and location.
6. Prepare correspondence requested by the President or other BOG members pertaining to HCSC business or social functions.
7. Act as point of contact for all communication related services (i.e. phone, fax, etc.).
8. Purchase supplies to include paper, pens, printer cartridges, etc. as necessary.
9. Provide oversight for the Historian and Property Manager
10. Distribute formal invitations, thank you notes, and letters alongside the President.
11. Update and prepare board notebooks for each position to include standardized reference material (i.e. Constitution, and appropriate regulations).

*Section E. The Treasurer will:*

1. Have a SOFA status in accordance with Private Organization Regulations.
2. Be custodian of all HCSC funds.
3. Collect, receive, deposit, and record the collection of the HCSC monies and sign all checks, paying all approved HCSC debts.
4. Receive profits from the Hohenfels Thrift Shop and submit all reports quarterly to MWR USAG Hohenfels Approving Authority.
5. Keep an accurate record of all receipts and expenditures. The current Treasurer will be responsible for keeping all financial records for four years prior.
6. Present written detailed financial report to the BOG monthly.
7. Submit the books for an annual audit. Request a special audit if resigning prior to the end of the HCSC Board year.

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8. The Treasurer on advice of an advisors will select the auditor and inform the BOG prior to turning the books over for audit.
9. Review the club's liability insurance annually, property insurance and bonding for the President, First Vice President, Ways and Means Chair, Treasurer and Special Events (Bazaar, Spring Fundraiser, etc.). Present changes to Approving Authority for review prior to renewal submission by the Treasurer.
10. Coordinate with Membership Chair on outstanding monthly bills and collect monies for broken reservations.
11. Provide financial oversight for the Welfare Committee, the Thrift Shop, Ways and Means, and the Scholarship Committee.
12. Prepare quarterly financial statement for the Approving Authority according to regulations.
13. Submit and vote on HCSC's proposed budget composed of all board positions (required to submit annual budgets) at the May Board meeting. Approved budget will then be presented at the last general membership meeting for the board year (Installation of Officers).
14. Update Welfare and Scholarship Committees with a written report of funds available.
15. Disburse checks for approved Welfare requests within seven business days.
16. Disburse checks for approved Scholarships no later than July 31.
17. Serve on fundraiser committees as Treasurer.
18. Collect budget for the next year from all board committee members that require a budget no later than the April Board meeting.

*Section F. The Parliamentarian will:*

1. Be appointed by the HCSC President as a non-voting member of the Executive Board.
2. Have a copy available of Robert's Rules of Order, the Constitution, and the Bylaws at all meetings during which HCSC business is conducted.
3. Supply each new BOG member with Robert's Rules of Order Simplified Parliamentary Procedure.
4. Advise the BOG of the correct parliamentary conduct during meetings.
5. Submit a monthly AAR to the President and Secretary by deadline.
6. Serve as Chairperson of the annual Bylaws and the biennial Constitution revision.
7. Serve as Chairperson of the Nominating Committee and conduct elections at April function.
8. Post Constitution and Bylaws for the general membership to view at all times where determined by the BOG.
9. Supply Membership Chairperson with electronic copies of the Constitution and Bylaws and to HCSC website for each member to review.
10. 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.

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**ARTICLE III – COMMITTEE CHAIRS AND THEIR DUTIES**

*Section A. AWAG Liaison will:*

1. Be appointed by the HCSC President.
2. Be responsible for all AWAG information throughout the board year.
3. Act as a contact between the AWAG Area Representative and HCSC to pass information.
4. Serve on the Fall Area Conference committee.
5. 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 club funds.

*Section B. The Bazaar Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committees to include the HCSC Treasurer and Hospitality Chair.
3. Obtain permission from the USAG Hohenfels MWR to hold the annual Bazaar as a major fund-raising activity.
4. Organize and coordinate the annual HCSC Bazaar with MWR.
5. Complete and submit all required documents to official agencies.
6. 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.

*Section C. The Historian will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, comprised of HCSC general membership, if needed.
3. Maintain historical records, in digital format (scrapbook/slideshow), of the HCSC activities throughout the year. A digital record will be presented to the outgoing President, the entire BOG, and one will be placed in the archives.
4. Maintain a personal digital camera for use of fulfilling HCSC obligations.
5. Upload functions and event photos to the HCSC Social Media monthly.

*Section D. The Hospitality Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, comprised of HCSC members-at-large, if needed.
3. Identify new members at each event for recognition and presentation of membership pin.
4. Welcome each guest at social functions.
5. Coordinate hostess sign-up for board meeting lunches and events.
6. Support and coordinate with Membership whenever necessary.
7. Assist Second Vice President with implementing events, on the day of event.

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*Section E. The Publicity Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, comprised of HCSC members-at-large, if needed.
3. Ensure that a representative is present to brief ACS "Hallo Hohenfels" attendees about HCSC
4. Update the welcome letter for the ACS newcomer packets annually.
5. Monitor and post upcoming events to Social Media (2/3 weeks minimum) in coordination with the Webmaster/Newsletter Chair.
6. Prepare and submit advertising copy to the community digital board for upcoming events.
7. Disseminate membership trifolds and flyers for upcoming events at the monthly Hallo Hohenfels.
8. Create, print, and distribute flyers to multiple locations in the community promoting club functions and events.
9. Coordinate advertising, Public Service announcements, news stories, commercials interviews and other broadcast coverage with AFN at least 30 days prior to the event.
10. Assist First Vice President and Membership Chair with Fall Sign-up Function.
11. Support and coordinate with the Membership Chair whenever necessary

*Section F: The Membership Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, if needed.
3. Contact prospective members.
4. Maintain a membership table at general membership functions where allowed and at HCSC activities, at which time required fees are collected.
5. Coordinate with the Thrift Shop and Treasurer to collect all new membership applications twice a month.
6. Maintain a current list of members and furnish list to the Reservation Chair with monthly corrections and updates.
7. Maintain a current email contact list on general HCSC account.
8. Turn over monies collected to Treasurer with a cash collection sheet.
9. Coordinate membership drives with the First Vice President.

*Section G. The Reservation Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, if needed.
3. Send program and/or events invitations to general membership no later than 14 days prior to an event.
4. Take reservations and cancellations for all HCSC functions.
5. Create and provide nametags for all monthly functions.
6. Create invitation on Cheddar Up.
7. Comprise a list of broken reservations from each event and submit to Treasurer no later than a week after each event.
8. Turn over monies collected to Treasurer with a cash collection sheet.

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*Section H. The Webmaster Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee, if needed.
3. With fist vice president approval, determine an appropriate schedule for the release of the newsletter.
4. Have a thorough working knowledge of website design and maintenance.
5. Maintain and update HCSC website as needed.
6. Request information from Board members to be updated on website.
7. Coordinate with the Publicity Chair to collect and disseminate information throughout the Club and Community.

*Section H. The Scholarship Chair will:*

1. Be appointed by the HCSC President.
2. Chair a committee composed of an Advisor and four or five members from the General Membership. 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.
3. Confer with the Treasurer prior to the Scholarship Committee meeting to confirm the available budget.
4. Provide High School Counselor with current application for students.
5. Receive scholarship applications via the MPS (Military Postal System) and research validity of each request.
6. Coordinate with the 2<sup>nd</sup> VP to organize and execute Scholarship Recipient Ceremony for adult recipients in conjunction with the May Luncheon.
7. Coordinate with the High School to organize and execute a Scholarship Recognition Ceremony for High School recipients in conjunction with the Senior Dinner.
8. Notify scholarship awardees and include check voucher, including the recipient's name and award amount, to be returned to Treasurer (no later than October 1<sup>st</sup>) who will then send a check to school.
9. Present Webmaster with scholarship information.
10. Attend high school College Night.

*Section I. The Thrift Shop Liaison will:*

1. Be appointed by the HCSC President.
2. Be an active volunteer at the Hohenfels Thrift Shop.
3. Present monthly Thrift Shop financial reports to the HCSC Board monthly meeting.
4. 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.
5. Assist the Thrift Shop Manager and employees as necessary to include training of volunteers and new employees.
6. Attend Thrift Shop monthly meetings.

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7. 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.
8. Submit newsletter articles for each publication to the Webmaster at the monthly Board meeting prior to newsletter deadline.
9. Interview and screen applicants along with the Thrift Shop Advisor for the manager position.

*Section J. The Volunteer Coordinator will:*

1. Be appointed by the HCSC President.
2. Appoint a committee if needed.
3. Prepare all certificates of appreciation presented by HCSC.
4. Serve as HCSC representative to Installation Volunteer Coordinator and attend all Army Volunteer Committee meetings. Submit nominations for Volunteer Recognition monthly.

*Section K. The Ways and Means Chair will:*

1. Be appointed by the HCSC President.
2. Appoint committee if needed to run the Ways and Means table at monthly functions and events as necessary.
3. Be responsible for purchasing items for monthly Ways and Means merchandise will be purchased and only reimbursed after expense vouchers have been submitted to the Treasurer.
  - a. 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.
  - b. Hotel and food at your own expense.
4. Be responsible for Ways and Means purchases and sales reports to be submitted to the Treasurer after each purchase or sales activity.
5. Maintain accurate inventory records of Ways and Means items and safeguarding of merchandise.
6. Operate Ways and Means table at Bazaars as allowed.

*Section L. The Welfare Chair will:*

1. Be appointed by the HCSC President.
2. 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.
3. Solicit requests from community organizations and individuals seeking community grants submit a written statement of need per US ARMY Private Organization and Fundraising Policy.



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4. Receive Welfare requests by email via the HCSC email account and research validity of each request.
5. Ensure that all approved Welfare requests are voted on by the General Membership at the next monthly event.
6. Obtain and disburse checks for approved Welfare requests and return signed receipts to Treasurer.
7. Submit to Webmaster and Publicity Chair a report of funds granted for inclusion in media after each meeting.

*Section M. Event Fundraising Chair will:*

1. Be appointed by the HCSC President.
2. Appoint a committee (to include the HCSC Treasurer).
3. Obtain permission from the USAG Hohenfels MWR to hold the annual Spring Fundraiser as a major fund-raising activity.
4. Organize and coordinate the annual HCSC Spring Fundraiser with MWR.
5. Coordinate and chair all community organizational meetings as HCSC representative.
6. Complete and submit all required documents to official agencies.
7. 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.

*Section N. The Property Manager will:*

1. Be appointed by the HCSC President.
2. Maintain the HCSC Building. Shall coordinate all maintenance of the building and grounds through the Directorate of Public Works (DPW) or the appropriate oversight unit.
3. Maintain a current inventory of all HCSC property.
4. Maintain a member check out log of all HCSC property.
5. Maintain a hand receipt record of appropriate property.

**ARTICLE IV – ADVISORS**

1. The Advisors will attend Board meetings and Membership Functions whenever possible.
2. An advisor may recommend, counsel, or give information. An Advisor may not make motions or vote at BOG meetings.
3. The Advisors will offer support and guidance to the HCSC as needed using applicable regulations and local policies.
4. At least one Advisor must be in attendance at all decision-making meetings/committees unless advisor gives approval to do otherwise.
5. The Honorary President or a designated representative will conduct the installation of officers at the beginning of the Board year.

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**ARTICLE V – DUES AND FEES**

1. Dues are determined according to the Membership Chair. The membership year runs 1 June – 31 May. Dues are not refundable or transferable.

**ARTICLE VI – MANAGEMENT OF FUNDS**

*Section A. Administrative*

1. Funds
  - a. Monies are derived from Membership dues, Vendor revenues, Ways and Means sales, and other fundraisers.
  - b. At least \$1,000.00 must be available in the Operating Account at the end May for the next board year.
  - c. Funds will be for HCSC only. HCSC will manage no other private organizational funds.
2. Expenditures
  - a. Expenditures up to \$250.00, not previously approved in the annual budget, must be approved by the majority vote of the Executive Officers.
  - b. The BOG may approve expenditures from \$250.01 to \$500.00.
  - c. Expenditures of \$500.01 or more, not previously approved in the annual budget, must be approved by a majority vote of the BOG, and approved by a majority vote by the active membership present at the next scheduled event.

*Section B. Welfare Funds*

1. Funds
  - a. Monies are derived from net revenues from Hohenfels Thrift Shop.
  - b. Monies are derived from projects involving non-members of HCSC and their guests (Major Fundraisers).
  - c. Grants and scholarships are made from the Welfare Fund.
2. Expenditures
  - a. Expenditures up to \$1000.00 may be made by the Welfare Committee.
  - b. The BOG approves expenditures presented by the Welfare Committee.

**ARTICLE VII – INSURANCE COVERAGE**

*Section A. Bonding*

1. When the total cash and/or assets on hand to which any official, member, or employee has access to monies exceeding \$500.00, the position will be covered by Zurich Insurance, procured at the organization's expense, in an amount sufficient to provide full protection of assets.

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2. The President, First Vice President, Treasurer, Ways and Means Chair, Thrift Shop Manager, Thrift Shop bookkeeper, Thrift Shop cashier's, or any other Thrift Shop employee who handles monthly cash flow in excess of \$500.00 will be bonded. The Thrift Shop Manager, bookkeeper, cashier, and any other Thrift Shop employee handling money, bonding insurance will be paid for from Thrift Shop funds.

*Section B. Liability Insurance*

1. Liability insurance will be maintained as specified in USAREUR Private Organization and Fundraising Policy. Insurance amount must adequately protect the organization and its members.

**ARTICLE VIII – AWARDS AND GIFTS**

*Section A. Certificates of Appreciation*

1. Certificates of Appreciation will be presented to all BOG 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 BOG member and Advisor upon completion of the term or PCS not to exceed \$25.00 each or equivalent local currency.

**ARTICLE IX – MEETINGS**

1. General Membership function shall be held at least once a month unless otherwise designated by the BOG.
2. Special functions may be held at the discretion of the BOG.
3. The President and Executive BOG may call special meetings at any time, or by the written request of one fifth (1/5) of the General Membership.
4. The BOG shall meet once a month unless otherwise specified. BOG members are expected to attend monthly board meetings, functions and fundraisers regularly.
5. The Honorary President, advisor(s), and the Executive Officers may meet prior to the BOG meeting, if such a meeting is deemed necessary.
6. Any of the above mentioned meetings may be changed, canceled, or combined when deemed advisable by the Executive Officers.
7. Notice of General Membership functions, BOG meetings, and special meetings shall be made by publicication, posting of a flyer or invitation, announcement at the monthly function, or via telephone/e-mail/social media.

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8. Copies of minutes and approved financial statements will be provided to the Approving Authority as stipulated in USAREUR Private Organization and Fundraising Policy or upon request.

**ARTICLE IX – PAID EMPLOYEES**

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

APPROVED BY HCSC Board:

PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_

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