

Hohenfels Community & Spouses' Club (HCSC)
Constitution 2022-2024

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Article I - Organization Name and Purpose

Section A: Name, location and Authorities

Part 1. The legal name of this Private Organization (PO) will be Hohenfels Community and Spouses' Club, hereafter referred to as HCSC or Hohenfels Community & Spouses' Club. It is located at Joint Multinational Readiness Center, Hohenfels, Germany with an address of HCSC(Hohenfels) Unit 28216 CMR 414, APO AE 09173.

Section B: Purpose

Part 1. Mission Statement - The purpose of the HCSC will be to promote charitable, educational, social, and recreational activities among its members and the Hohenfels Community. This will be achieved through such activities as fundraisers, contributions to charitable organizations, social functions and special interest groups for club members.

Article II – Mandatory Statements

Section A: Requirements

Part 1. This organization operates and exists on a military installation only with the consent of the United States Army Garrison (USAG) Bavaria Commander, hereafter referred to as the Approving Authority. All pertinent paperwork is sent to the Approving Authority through the USAG Bavaria Private Organization Office. This consent is contingent in compliance with the requirements and conditions of all Army regulations.

- a. AR 210 – 22 Private Organization August 2020
- b. DoDI 1000.15 Procedures and Support for Non-Federal Entities Authorized to Operate on DOD Installations DATE
- c. AER 210- 22, Private organization and fund-raising policy August 2020
- d. DOD Regulation 5500.7R, Joint Ethics Regulation and all interim changes

Part 2. This organization will not engage in activities that compete with those of any Appropriated Fund (AF) or Non-appropriated Fund (NAF) activity.

Part 3. Through the vote of the general membership of HCSC or the installation Garrison Commander, who may withdraw permission to operate on the Army installation at any time, may discontinue an organization. Notification by either party will be in writing. On termination, the command may require written agreements that any abandoned PO assets will be considered as donation to the installation. The USAG Bavaria Commander has final approval over their disposition. It should be clearly understood that the USAG Bavaria Commander has the absolute discretion to determine whether the PO's continued operation is compatible with the Army's interest.

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Part 4. This organization is not an instrumentality of the United States, will be self-sustaining, and may not receive financial assistance from the Department of the Army (DA) or any NAF activity. This organization will not duplicate or compete with a NAF or AF activity. Neither the DA nor USAREUR will assume any liability for this organization's debts.

Part 5. Neither the installation nor the Government will have any liability for the PO actions or debts.

Part 6. All HCSC members, in accordance with host nation laws, will be personally liable to creditors, if the assets of the organization are insufficient to discharge all liabilities.

Part 7. This organization will conduct itself in a manner that is free of any form of discrimination and will provide equal opportunity and treatment for all members regardless of age, race, color, religion, sex (including pregnancy and gender identity and/or expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, retaliation, past or present military service, parental status or other non-merit factors.

Part 8. All HCSC members, as defined in Article IV of this document, upon joining the organization or renewing membership with the organization, are required to read the Constitution and By-Laws. Upon joining/renewing, the member will sign a statement found on the membership application, acknowledging their receipt of and their responsibility to read the above-mentioned documents which can be found on the HCSC website, posted at the club house and available upon request at the thrift shop.

Part 9. All functions and events are open to members who are upstanding and their bona fide guests (defined in Article IV Section 3).

Part 10. This organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

Part 11. This organization's activities will not seek to deprive individuals of their civil liberties

Part 12. Use of the HCSC name, logo or any of its components is strictly prohibited without the express written consent of the Executive Board.

Part 13. The HCSC fiscal year will be from 1 June to 31 May.

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Article III - Functions/Activities and Operating Procedures

Section A: Events

Part 1. The HCSC will sponsor and support activities to foster friendship and community among members and bona fide guest. These activities may be educational, recreational or social in nature. The activities will be based on the General Membership's interest, with HCSC Governing Board approval. The charitable activities supported by the HCSC may include charitable organizations, private organizations, and other special activities. These activities shall be designed to further the purpose of the HCSC as set forth in ARTICLE I.

Part 2. At the discretion of the Governing Board, HCSC may conduct virtual events or find other means to create activity within the membership. If a means of producing a virtual event is not found, the Governing board may vote to skip an event.

Section B: Fundraising

Part 1. All external fundraising activities must have prior approval from the USAG Bavaria Command. Any activities not listed above which the organization wishes to support/sponsor must have the written approval of the USAG Bavaria Commander.

Part 2. All Fundraising activities will be conducted in compliance with AR 210 -22 Private organization and Fund-Raising Policy.

Part 3. Funds (net profits) generated through HCSC fundraising activities will be disbursed in accordance with Article VIII and Hohenfels Community & Spouses' Club By-Laws.

Part 4. HCSC activities will be primarily conducted on-post per AR 210 – 22 Private Organization August 2020

Part 5. HCSC has oversight and direct responsibility in the daily operations of the Hohenfels Thrift Shop in accordance with AR 210-22 and current USAREUR Policy.

Section C: Reservations for Functions

Part 1. Members must contact the Reservation Chair no later than the designated time given by the invitation prior to attending a function. Those who cancel reservations must do so 48 hours prior to the time and date of the function or will be charged for that function at the discretion of the Reservations Chair. Outstanding bills will be submitted by the Reservations Chair to the Treasurer for billing to the member. Any member failing to settle an outstanding debt prior to the next activity will not be allowed admittance to that activity.

Part 2. Members who reserve a place for a bona-fide guest incur the debt for that guest, should they not attend. Participation in future activities will be granted only if the debt has been resolved. Membership may be revoked if the debt is not settled within 60 days.

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Part 3. Members/bona-fide guests without reservations can be admitted to the activity without guarantee of a meal and/or supplies at the discretion of the Executive Board member that the event falls under.

Part 4. Any member/bona-fide guest attending any part of an activity will be charged the entire price of that function.

Part 5. Outstanding debts will preclude membership renewal.

Section D: Attendance of Children

Part 1. Attendance of Children at all functions shall be limited to infants.

Article IV - Membership

Section A: Types of membership

Part 1. Active members will consist of:

- a. Members of the U.S. Forces (active or retired) assigned or living in the USAG Bavaria area as well as their spouses and/or dependents over the age of 18 who are ID Card holders.
- b. Civilians (DoD Employees) who are ID Card Holders and employees of the U.S. Forces or the U.S. Department of Defense in the USAG Bavaria area as well as their spouses and dependents over the age of 18 who are ID card holders
- c. Other civilians who are ID Card Holders, employees of organizations who are under contracts with the U.S. Forces or the DOD in the USAG Bavaria area as well as their spouses and dependents over the age of 18 who are ID Card holders.

Part 2. Associate membership may be extended by the President and/or Honorary President and will be reviewed annually. Associate members can consist of civilians holding U.S. Passports who are not ID card holders. These members shall have all privileges of active membership except for voting and holding office. Associate members will be required to pay membership fees.

Part 3. Honorary memberships will be extended at the discretion of the President. Honorary members will not be required to pay dues.

Section B: Membership Requirements:

Part 1. Membership dues are neither refundable nor transferable.

Part 2. Dues are for the full year July – May is \$20.00. Half year membership from January to May is \$10.00.

Part 3. At least 51 percent (%) of the organization membership must fall into the category of Active Membership, as prescribed by USAREUR Private Organization and Fundraising Policy.

Part 4. The number of nonvoting members may not exceed 49 percent (%) of the membership, as prescribed by USAREUR Private Organization and Fundraising Policy.

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Part 5. Voting rights:

- a. Active members are eligible to vote, hold office and participate in all HCSC activities.
- b. Associate members and Honorary members will not have any voting privileges.

Part 6. Membership in the HCSC is required in order to participate in all member-only programs and advertised member-only functions, to serve on the HCSC Governing Board or any of its committees, to apply for our annual scholarship program, to purchase from the HCSC Ways & Means store.

Part 7. Application for membership will be made by completing the membership form and the payment of dues by Active and Associate Members. Honorary Members will fill out a membership application but are not required to pay dues, although they may choose to do so. Membership fees are due upon application for membership.

Part 8. After a Permanent Change of Station (PCS) membership changes to a non-active membership status and voting rights are terminated.

Part 9. Membership is reciprocal among the spouses' clubs within the Joint Multinational Training Command (Bavaria Community & Spouses' Club and HCSC) Voting privileges remain at the spouses' club of which dues were paid. Membership will be issued upon payment of dues by the respective organization.

Part 10. Voting rights of membership are terminated upon PCS.

Section C: Guests

Part 1. Anyone eligible for active, associate or honorary membership in HCSC may attend only one activity as a guest of an active, associate or honorary member.

Part 2. Bona-fide guests are not entitled to membership discounts or voting.

Part 3. A Bona Fide Guest is defined as a person whose presence in the club event is in response to a specific invitation by a member and for whom the member assumes responsibility.

Section D: Conduct

Part 1. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization and/or who conduct themselves in a manner that could harm the organization, or its members may be removed from the organization.

Part 2. The Executive Board and an advisor will make the determination of whether a member should be removed from the organization.

Part 3. Before a determination is finalized, the member shall be notified of the charges against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Board. Members who need more time to respond may request additional time from the executive board.

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Part 4. The President of the Executive Board, or a Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond.

Part 5. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal.

Part 6. All members are strongly encouraged to notify the Executive Board of any questionable member activity.

Section E: Withdrawal of Membership

Part 1. Members may voluntarily leave the organization by submitting their resignation in writing to the membership chair in person or through email.

Part 2. Members will be automatically removed from the organization membership list, including all Facebook private groups upon PCSing from Germany or permanently leaving Germany.

Part 3. Members may override this automatic removal by providing a written statement to the Executive Board that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for the organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE V – Composition of the Governing Board

Section A. Honorary President and Advisors

Part 1. The spouses of the following community members are invited to participate as Associate Members, Advisors, or Honorary President.

- a. Spouse of the Commander of JMRC or their designee.
- b. Spouse of JMRC who may have oversight over all activities
- c. Spouse of the Command Sergeant Major of JMRC who may have oversight of Ways and Means, Property and Senior Advisor to the Thrift Shop.
- d. Spouse of the Garrison Manager of USAG Hohenfels who may serve as Senior Advisor to the Welfare Committee.

Part 2. In order to avoid any appearance of a Joint Ethics Regulation (JER) conflict the invited members may not hold office or have voting privileges.

Part 3. The Honorary Presidency will be extended, in writing, by the President, to the spouse of the Commander of the JMRC or their designee.

Part 4. The Honorary President may appoint an Honorary Vice President, who are spouses of the next senior ranking military officer.

Part 5. The Honorary President may also appoint additional Advisors, to include Advisors-at Large and Advisors to committees, which may include the Scholarship, Welfare & Grants, Ways and Means, Thrift shop and Philanthropy.

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Part 6. The Honorary President shall appoint a replacement advisor(s) when a designated Advisor chooses not to serve. The Honorary President may choose not to appoint a replacement advisor(s) when a designated Advisor chooses not to serve.

Part 7. Honorary Officers and Advisors are non-voting members of the Governing Board.

Section B. Executive Board

Part 1. The Executive Board is composed of all elected officers of HCSC and the Parliamentarian. The Executive Board may contain all or any combination of an Honorary President, Honorary Vice President, Senior Advisor and Advisor or their designees as non-voting members. All Executive Board members must be active members of HCSC and must be ID card holders (defined by Article IV Section A Part 1) The Parliamentarian, the Honorary President, Honorary Vice President, Senior Advisor and advisor are non-voting members of the Executive Board. The Executive Board shall have all power of the BOG between meetings.

Part 2. The Executive Board (EB) shall consist of the following Voting Officers

- a. President (as a tie breaker)
- b. First Vice President
- c. Second Vice President
- d. Secretary
- e. Treasurer
- f. Part 3. The Executive Board shall consist of the following Non-voting Officers
- g. Honorary President/Vice President and Advisor(s)
- h. Parliamentarian

Part 3. A member of the Executive Board may only hold one position.

Section C. Board of Governors

Part 1. The Board of Governors (BOG) shall be the governing body of HCSC and shall consist of the following:

- a. The Executive Board
- b. All Advisors (non-voting)
- c. Parliamentarian (non-voting)
- d. Standing Committee Chairs (voting)
- e. Special Committee Chairs (voting)

Section D. Standing Committee Chairs

Part 1. The Standing Committee Chairs shall be appointed by the President on the advice of the Executive Board.

Part 2. Any position may have a co-chair appointed by the president on the advice of the Executive Board.

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Part 3. Standing Committee Chairs may include but are not limited to:

- a. AWAG
- b. Historian
- c. Hospitality
- d. Membership
- e. Philanthropy
- f. Property
- g. Publicity
- h. Reservations
- i. Scholarship
- j. Thrift Shop Liaison
- k. Volunteer Coordinator
- l. Ways and Means
- m. Webmaster
- n. Welfare

Part 4. Shared Committee Chair positions also known as Co-Chair shall have one vote per position, not per person.

Part 5. A member may fulfill more than one standing committee chair if needed at the discretion of the Executive Board.

Part 6. The president with the advice of the Executive board may delegate additional duties to existing.

Part 7. All Board members agree not to disparage or denigrate the HCSC or its Board Members orally or in writing, nor publish, post, or otherwise release any such material in written or electronic format.

Section E: Parliamentarian

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

ARTICLE VI – Administration of Governing Board

Section A. Duties and Powers

Part 1. The job descriptions and responsibilities of elected/appointed officers, standing committee chairs and special committee chairs are contained in the HCSC By-Laws.

Part 2. The Executive Board and General Board of Governors shall have supervision and direction over all activities and operation of HCSC.

Part 3. The Executive Board and General Board of Governors shall exercise control over obligations and expenditures of HCSC funds and shall authorize all disbursements in addition to approved budget expenditures, regardless of amount.

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Part 4. No member shall enter any contract on behalf of HCSC without prior approval of the Executive Board and General Board of Governors.

Part 5. HCSC shall, by action of the Executive Board and General Board of Governors, identify any member who incurs a personal liability to a third party as a result of entering into a contract or agreement on behalf of HCSC as an officer, chair, or otherwise, provided said actions were previously approved by the Executive Board and General Board of Governors and the member acted within the scope of that approval.

Part 6. All positions in the HCSC are strictly unpaid volunteer positions and but be filled by HCSC members in good standing.

ARTICLE VII - Elections and Voting of Executive Board

Section A. Annual Election

Part 1. The Parliamentarian and all or one advisor will chair the Nominating Committee.

Part 2. The annual nomination for the upcoming executive board will be announced February of each year.

Part 3. The Parliament will request nominations by email, website and social media outlets.

Part 4. Information on each position shall be provided to the General Membership in February by posting at a minimum of three (3) ways, Facebook, email and website.

Part 5. The annual election shall be held in April at the general membership meeting.

Part 6. The slate of Officers will be publicly announced at the May general membership meeting.

Section B. Nominating Procedures

Part 1. Any Active Member residing in the Hohenfels Community, as well as those pending arrival, in good standing may be nominated to serve in an elected position. Any Active Member in good standing may self-nominate.

Part 2. All nominations must be submitted to the Parliamentarian in writing by March 1.

Part 3. Only the nominee considered for an office will be contacted by the Parliamentarian. If this person declines the nomination, then an alternate will be contacted.

Part 4. In the event the Parliamentarian is considered for an elected position, the member will recuse themselves from all election procedures. If the Parliamentarian must recuse themselves, an advisor on the committee will appoint a chairman.

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Part 5. The members of the nominated slate should have the privilege of knowing the identity of the other nominees. The general board will also be informed of the nominees prior to publication to the general membership. The Parliamentarian will bring the slate of proposed officers to the Executive Board and General Board of Governors for approval.

Part 6. All members of the Nominating Committee with reference to discussions and actions shall adhere to strict confidentiality.

Section C. Election Procedures

Part 1. Elections will be held in April at the scheduled monthly activity.

Part 2. Only members allowed to vote and considered in good standing may vote at this event. Good standing is defined as being a due paying member and residing in the JMRC community at the time of elections. The member must be present on the day of voting.

Part 3. Elections will be announced beginning in March on social media 30 days in advance of the scheduled activity.

Part 4. In the event there is more than one person running for an elected position, voting will be held by secret ballot.

Part 5. In the event that only one person is running an elected position, the vote will be by a show of hands. Regular, honorary and associated members shall be eligible to vote during the general membership meeting.

Part 6. The election of the Executive Board will be decided by a simple majority of fifty-one (51%) percent of the votes received to include those present. If a single slate of officer is presented, it may be approved by acclamation.

Part 5. The Parliamentarian, with the help of the advisor(s) on committee, will distribute, collect, and count the ballots and announce the newly elected officers at the event.

Part 6. In the event that an Executive Board position(s) is not filled by the April General Membership Election, said positions shall be filled by majority vote of the new incoming Executive Board.

Section D. Installation of Officers

Part 1. Newly elected officers will be recognized (installed) in May.

Part 2. The Honorary President or their designee will conduct the installation and will provide welcome comments to the new board. The First Vice-President and Membership Chair will organize the installation of the newly elected officers.

Section E – Resignation of Elected Officers

Part 1. Each officer shall hold office for a term of one year unless a written letter of resignation is submitted to the Parliamentarian. Resignations from the Executive Board must be submitted in writing no less than 30 days prior to desired release from office.

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Part 2. In the event the resigning officer is unable to submit a letter of resignation 30 days from departure of position, a reasonable explanation must be submitted. It is at the discretion of the Parliamentarian to accept or deny short term resignation.

Part 3. Resignation of the President will be submitted in writing to the HCSC Advisor(s) or designee.

Part 4. In the event the office of President becomes vacant, the First Vice President will become President and the Second Vice-President will assume the duties of the First Vice-President. A vacancy in any other elected office will be filled by majority vote of the Executive Board from the recommendations of the Active Membership submitted to the Parliamentarian. Vacancies in any other office will be filled by appointment by the President on advice of the Honorary President and advisors.

Part 5. To be eligible, a voting member must have been an active member of the club and residing in the Hohenfels Community. Votes must be cast in person and no absentee votes are permitted.

Part 6. In the case of a tie vote, the Parliamentarian will do a coin toss.

Part 7. The Second Vice-President will have the option to stay in the existing position instead of moving up to the First Vice President position.

Section F – Removal of Executive and Governing Board Members

Part 1. A member of the Executive or Governing Board may be removed from office by his/her own resignation.

Part 2. A member of the Executive or Governing Board may also be removed by a vote of the Executive Board with Consultation from the Advisor(s) or designee, in the event that substantial misconduct, illegal conduct, or dereliction of duty.

Part 3. Member grievances should be sent to Parliamentarian and/or HCSC Advisor 48 hours prior to monthly Executive Board Meeting.

Part 4. Executive board will be advised of complaint and will be added to Executive Board agenda for upcoming Executive Board meeting. The Parliamentarian and HCSC Advisor(s) may determine that a special Executive Board meeting be called. During the Executive Board, a decision will be made whether to rebut the complaint in writing or to cast a vote.

Part 5. Member will be advised or receipt of complaint within 24 hours and planned action by the Executive Board to address complaint.

Part 6. If at any time the custodian of the HCSC Bank Account is deemed unfit, the parliamentarian can call for a majority vote of the General Board to remove the person as custodian. The new custodian may take the results of this election along with these Bylaws to the Community Bank to be installed as the new account custodian.

Part 7. A member of the Executive or Governing Board may be removed if repeated failures to meet outlined responsibilities are discovered.

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Part 8. Upon resignation/removal Executive or General Board members, the following steps will be taken by the appropriate Board member:

- a. Resigning member will immediately hand over official HCSC email, passwords, bank passwords, accounting software passwords, HCSC binders, General member contact information and any HCSC property.
- b. Change HCSC office door code.
- c. Custodians will remove a signer from any HCSC bank account within 1 business day.
- d. Remove the member from any board specific social media pages (i.e.: Facebook groups, Facebook messenger chats, Instagram accounts and so forth).

Section E. Executive Board Vacancies

Part 1. Once an elected Executive Board position has been vacated, the Parliamentarian has 1 week to notify membership by posting on FB, emailing members and posting on website of the open position and to request applications. Membership will be given 7 days to apply. An election will be conducted at the next membership meeting, or an e-vote may be conducted. If no applications are submitted or are not approved, they the Executive board, the deadline will be extended an additional 7 days.

ARTICLE VIII - Meetings and Quorums

Section A General Membership Meetings

Part 1. A General Membership function shall be held at least once a month during the months of September - May. A majority vote by the Executive Board may cancel a scheduled event.

Part 2. The President, with the approval of the Governing Board and a minimum of one advisor, or a designee, may call special meetings of the General Membership. At least five (5) days' notice of any special meeting shall be given to the membership in at least three ways; Facebook, email and website.

Part 3. At any General Membership meeting, a quorum shall consist of 25% of all due paying members in attendance, to include up to at least ten (10) Governing Board members. A Quorum must be present to hold a vote. For any item brought to a vote at a General Membership meeting, such matter shall be approved if it receives the affirmative votes of a majority of HCSC members present and voting.

Part 4. Notice of General Membership functions, shall be made by publication, posting of flyers, or invitation, announced at the monthly function, or via telephone/email/social media.

Part 5. All business portion of the Active Membership meetings shall be governed by procedures as set forth in Robert's Rules of Order, unless otherwise provided for in HCSC's Constitution or Bylaws.

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Part 6. Any member in good standing may also attend the General Board meeting but may not make motions or vote.

Section B. Executive Board

Part 1. The Executive Board will meet monthly, except in July, prior to the Governing Board meeting and as necessary at the discretion of the President or majority vote of the Executive Board.

Part 2. At any meeting of the Executive Board, a quorum shall consist of 51% of all voting members plus one advisor. A quorum must be present to vote.

Part 3. Unless otherwise required by the By-Laws or the HCSC Constitution, any item brought before the Executive Board shall be approved if it receives the affirmative vote of a majority of voting members present and voting.

Part 4. Executive Board are expected attend all scheduled monthly meetings and scheduled monthly functions.

Part 5. Those Executive Board failing to attend scheduled monthly meetings and/or two or more monthly scheduled functions may be asked by the President, on advice of the Honorary President and/or Advisors, to resign.

Part 6. Copies of minutes and approved financial statements will be provided to the Approving Authority and all members of the Executive Board on a monthly basis (located on the google drive, paper copy or e-Mail) as stipulated in USAREUR Private Organization and Fundraising Policy or upon special request.

Section C. Governing Board

Part 1. The General Board will meet monthly, except in July, prior to the General Membership meeting and as necessary at the discretion of the President or majority vote of the Executive Board.

Part 2. General Board members are expected attend all scheduled monthly meetings and scheduled monthly functions.

Part 3. General Board members failing to attend scheduled monthly meetings and/or two or more monthly scheduled functions may be asked by the President.

Part 5. Copies of minutes and approved financial statements will be provided to the Approving Authority and all members of the Governing Board on a monthly basis (paper copy or e-Mail) as stipulated in USAREUR Private Organization and Fundraising Policy or upon special request.

Part 6. At any meeting of the Governing Board, a quorum shall consist of 51% of all voting members, plus one Advisor. A quorum must be present to hold a vote.

Part 7. A quorum is defined as a simple majority of the voting General Board members, simple majority of active member's present or simple majority of the voting Executive Board. The President must vote in the case of a tie

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Section D. Electronic Voting

Part 1. Electronic, email or telephone votes may be conducted of the General Membership, Executive Board, Governing Board, and standing committees on a case-by-case basis.

Part 2. Since e-mail/telephone votes limit the opportunity for discussion, they should be the exception and not the rule.

Part 3. Elections and business regarding the disbursement of funds (ex. Welfare, Scholarship and Budget Reallocation) cannot be made via phone/email vote but may be conducted via electronic meetings.

Part 4. The Secretary acts as a witness for the Parliamentarian for authorized/conducted electronic email/telephone votes deemed necessary.

Part 5. Electronic e-mail/telephone votes require the same approval threshold as an in-person vote.

Part 6. When a phone/e-Mail vote of the Board of Governors becomes necessary to conduct business, the following steps are to be taken:

- a. The President shall first inform the Parliamentarian, then the Secretary.
- b. The Parliamentarian calls/emails each of the voting members of the BOG to inform and collect their vote within 48 hours. All voting members must respond, or the vote fails.
- c. The Parliamentarian calls/emails the Secretary with the results within 24 hours with the results, then the President.
- d. The President calls/emails the advisors with the results.
- e. Part 7. Minutes are taken of the phone/e-Mail vote and submitted in addition to regular meeting minutes at the BOG meeting to be approved.

ARTICLE IX - Funding Sources

Section A. Income

Part 1. Income shall be derived from membership dues, fundraising activities, Ways and Means sales, and the net income of the Thrift Shop.

Part 2. The Thrift Shop net income will be submitted in the form of a check by the 10th of the month following the month of earnings (e.g., April net profits, check submitted to Treasurer on 10th of May). All net income from the Thrift Shop shall go directly to the HCSC Welfare account.

Part 3. Operational funds will be maintained in an approved community checking account with the title of General Account as required by USAREUR Private Organization and Fundraising Policy. NEED to Look into this as we are only allowed to have two accounts and the thrift shop takes up one and the club account second but is identified in ledger as general funds and welfare funds

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Part 4. HCSC must have a treasurer who is an elected officer to the executive board. The treasurer must be an active member and have SOFA status.

Section B. Operational Funds

Part 1. A minimum of \$1,000.00 must be available at month-end May for use by the incoming Executive Board.

Part 2. Funds, expenditures, and management of funds will be for HCSC funds only. HCSC will manage no other private organizational funds.

Part 3. Expenditures up to \$250.00, not previously approved in the annual budget, must be approved by a majority vote of the Executive Board.

Part 4. Checks exceeding \$500.00 will require two authorized signatures.

Part 5. Expenditures between \$250.01 and \$1,000.00, not previously approved in the annual budget, must be approved by a majority vote of the Board of Governors. Part 6. Expenditures of \$1,000.01 or more, not previously approved in the annual budget, must be approved by a majority vote of the Board of Governors and approved by a majority vote by the active membership present at the scheduled monthly event.

Section C. Welfare Funds

Part 1. After paying out of all Welfare commitments of previous Board year, at least \$1,000.00 must be available at month-end May for use by the incoming Welfare Committee.

Part 2. Fund for the welfare disbursements may be derived from net profits of the Thrift Shop.

Part 3. Additional funds must be requested from the Board of Governors on a month-by-month basis.

Section D. Grants

Part 1. Grants up to \$1000.00 may be approved by the Welfare Committee and passed by the Board of Governor.

Part 2. Grants over \$1000.01 must be approved and passed by majority vote of the Board of Governor and approved by a majority vote by the active membership present at the scheduled monthly event.

ARTICLE X - Taxes

Section A: Tax Regulations

Part 1. HCSC is subject to the SOFA Agreement and U.S. tax laws.

Part 2. HCSC is not a United States employer in the meaning of the United States Employment Tax Regulations and is not responsible for withholding U.S. income taxes and Federal Insurance Contribution Act deductions.

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Part 3. The VAT (value added tax) form may not be used for any HCSC related purchases.

Part 4. HCSC is unable to reimburse any funds used with purchase of a vat form.

ARTICLE XI – INSURANCE COVERAGE

Section A: Bonding

Part 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 Lloyd's Insurance Company, procured at the organization's expense, in an amount sufficient to provide full protection of assets.

Part 2. HCSC is not eligible for the Risk Management Program (NAF Insurance Program) (AR 210-1).

Part 3. The insurance coverage must also be adequate for protection for claims against one or more HCSC members acting on behalf of HCSC, or the operation of any equipment, apparatus, or device under the control and responsibility of HCSC.

Part 5. The Thrift Shop shall adhere to the same requirements as HCSC; however, payment for insurance and bonding will be made directly from the Thrift Shop account (operating expense).

ARTICLE XII - Dissolution


Section A: In the event of Dissolution


Part 1. Dissolution of HCSC may be approved at any time by a simple majority vote of the General Membership, by the advice or the Executive Board, or by order of the Approving Authority. Inactivation of HCSC may be accomplished at any time by simple majority vote of the Active Membership on advice of the President and Executive Board.

Part 2. Upon dissolution or inactivation of HCSC, all funds in the treasury at the time, will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by Garrison.

Approved by majority vote on:

President:  _____

Secretary:  _____

Parliamentarian:  _____

Approving Authority: _____ Date: _____

This HCSC Constitution supersedes all previous Constitutions of the Hohenfels Community Association, known as Hohenfels Community and Spouses' Club and become effective on the date signed by the Approving Authority.