

Hohenfels Community & Spouses' Club
(HCSC) Constitution 2024-2026

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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 on 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 Fundraising 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 duplicate or compete with those of any Appropriated Fund (AF) or Non-appropriated Fund (NAF) activity.

Part 3. This organization may be dissolved 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. 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.

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. The DA, USAREUR, the installation, and the government will assume no liability for this organization's actions or debts.

Part 5. 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 6. 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 clubhouse, 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.

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 guests. These activities may be educational, recreational, or social in nature. The activities will be based on the General Membership's interests, 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 Fundraising 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 RSVP 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 Executive Board and billed by the Treasurer. 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.

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 shall be limited to small children, unless otherwise addressed by the coordinator of the event/function with approval of the Executive Board. Parents/guardians are responsible for supervising their children at all times.

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 to or living in the USAG Bavaria area as well as their spouses and/or dependents over the age of 18 who are ID Cardholders.
- b. Civilians (DoD Employees) who are ID Cardholders 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 Cardholders.
- c. Other civilians who are ID Cardholders, 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 Cardholders.

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 and may not vote or hold office.

Section B: Membership Requirements and Voting Rights:

Part 1. Membership dues are neither refundable nor transferable.

Part 2. Dues will be set annually by the Executive Board for the upcoming board year. Full year membership is from June – May, and half year membership may be offered from January to May at a discounted rate.

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.

Part 5. Only active members are eligible to vote and hold office. Associate and Honorary members may participate in HCSC activities with no voting rights. Voting rights are terminated upon PCS.

Part 6. Membership in the HCSC is required to participate in all member-only programs and advertised member-only functions, to serve on the HCSC Governing Board or any of its committees, and 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 between the 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 to the respective organization.

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 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 to the Executive Board. Members who need more time to respond may request additional time from the executive board.

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 and social media groups upon PCSing 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 retired JMRC Command Team, 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. 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.

Part 6. The Honorary President may 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 (President (votes as tie-breaker), 1st Vice President, 2nd Vice President, Secretary, and Treasurer) and the Parliamentarian. 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.

Part 2. 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.

Part 3. 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 President, Vice President, and Treasurer shall have SOFA status as outlined in Private Organization policy. A member of the Executive Board may only hold one position.

Part 4. The Executive Board shall have all power of the Board of Governors (BOG) between meetings.

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 or Co-Chairs shall be appointed by the President on the advice of the Executive Board.

Part 2. Standing Committee Chairs may include but are not limited to:

- a. Membership Committee Chair
- b. Property Committee Chair
- c. Publicity Committee Chair
- d. Grants & Scholarships Committee Chair
- e. Thrift Shop Liaison

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 fill more than one standing committee chair if needed at the discretion of the Executive Board and shall receive one vote per position, not to exceed 2 votes.

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

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.

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.

Part 4. No member shall enter into 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, indemnify 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 must be filled by HCSC members in good standing.

ARTICLE VII - Elections and Voting of Executive Board

Section A: Annual Election

Part 1. The Parliamentarian will oversee nominations and elections and may appoint and chair a committee that includes at least one advisor.

Part 2. The annual nomination for the upcoming executive board will be announced at least 30 days prior to the election.

Part 3. Information on each position and the nomination procedures shall be provided to the General Membership a minimum of three (3) ways, which may include verbal announcements during member meetings, social media accounts, email, and website.

Part 4. The annual election shall be held in April following procedures outlined in Section C: Election Procedures. The slate of officers will be publicly announced following the election.

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 the date set forth by the Parliamentarian.

Part 3. All nominees considered for an office will be contacted by the Parliamentarian.

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.

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

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 voting members in good standing may vote at this event. Good standing is defined as being a dues paying member 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 at least 30 days in advance of the election.

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. If only one person is running for an elected position, the vote will be by a show of hands.

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 officers 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. If 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.

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 may choose to 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 nominee must have been an active member of the club and residing in the Hohenfels Community.

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

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, if there is evidence of substantial misconduct, illegal conduct, or dereliction of duty such as repeated failures to meet outlined responsibilities.

Part 3. 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. A new custodian will be installed per bank and garrison private organization policy and requirements.

Part 4. 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 or keys.
- b. Remove a signer from any HCSC bank account ASAP or NLT 30 days.
- c. Remove the member from any board specific social media pages.

Section G: Member Grievances

Part 1. Member grievances should be sent to Parliamentarian and/or HCSC Advisor at least 48 hours prior to monthly Executive Board Meeting.

Part 2. Executive board will be advised of the complaint and it will be added to the meeting agenda. The Parliamentarian and HCSC Advisor(s) may determine that a special Executive Board meeting should be called. During the Executive Board meeting, a decision will be made whether to rebut the complaint in writing or to cast a vote.

Part 3. Member will be advised of planned action by the Executive Board to address complaint within 24 hours of the decision.

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 unless canceled by majority vote of the Executive Board.

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.

Part 3. A Quorum must be present to hold a vote. At any General Membership meeting, a quorum shall consist of 25% of all due paying members, including at least half of the Governing Board. All matters may be approved by a simple majority.

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 portions of Membership meetings shall be governed by Robert's Rules

of Order, unless otherwise provided for in HCSC's Constitution or Bylaws.

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 HCSC Constitution or By-Laws, any item shall be approved by a simple majority. The President shall vote in case of a tie.

Part 4. Executive Board members are expected to attend all scheduled Executive Board, General Board, and General Membership meetings and monthly member events.

Part 5. Executive Board members failing to attend scheduled monthly meetings and/or two or more scheduled monthly member events 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 all members of the Executive Board monthly (located on the shared drive, paper copy or email) and at least quarterly to the Approving Authority 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 to attend all scheduled General Board meetings and scheduled monthly member events.

Part 3. General Board members failing to attend scheduled monthly meetings and/or two or more scheduled monthly member events may be asked by the President, on advice of the Honorary President and/or Advisors, to resign.

Part 4. Copies of minutes and approved financial statements will be provided to all members of the Governing Board monthly (located on the shared drive, paper copy or email) and at least quarterly to the Approving Authority as stipulated in USAREUR Private Organization and Fundraising Policy or upon special request.

Part 5. A quorum must be present to hold a vote, and shall consist of 51% of all voting members, plus one Advisor. All matters shall be approved by a simple majority, with the President voting in case of a tie.

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

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 email/telephone votes deemed necessary.

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

Part 6. When a phone/email 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. 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 transferred to the HCSC account regularly as dictated in Thrift Shop or Treasurer SOPs. At least 90% of net income from the Thrift Shop shall go directly to the HCSC Welfare funds. Up to 10% may be used for HCSC operating expenses.

Part 3. Funds will be maintained in an approved community checking account as required by USAREUR Private Organization and Fundraising policy. Separate accounts will be maintained for HCSC and the Thrift Shop, with internal ledger accounting for operational and welfare funds and expenses.

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. 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 5. 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.

Part 6. Reimbursement requests exceeding \$500.00 will require 2 approval signatures.

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 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 Governors.

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

Part 3. The VAT (value added tax) form may not be used for any HCSC related purchases and HCSC is unable to reimburse any funds spent using a VAT form.

ARTICLE XI – INSURANCE COVERAGE

Section A: Bonding

Part 1. HCSC is not eligible for the Risk Management Program (NAF Insurance

Program) (AR 210-1).

Part 2. When the total cash and/or assets on hand to which any official, member, or employee has access to exceeds \$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 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 4. 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 on the advice of 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 will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by Garrison.


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

This HCSC Constitution supersedes all previous versions and becomes effective on the date approved by the Approving Authority (evidenced by memo of Permission to Operate).

President: Michelle Smith Date: 28/04/24

Parliamentarian: Heidi McKenna Date: 28/04/24

Signature: 
Heidi McKenna (Apr 28, 2024 12:41 GMT+2)
Email: parliamentarian.hohenfelscsc@gmail.com

Signature: 
Michelle Smith (Apr 28, 2024 12:59 GMT+2)
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