

MARNE COMMUNITY AND SPOUSES' CLUB BYLAWS

**Fort Stewart and Hunter Army Airfield, Georgia
March 2020**

ARTICLE I PURPOSE

Section 1. The purpose of these Bylaws is to establish a Standard Operating Procedure (SOP) for the Marne Community and Spouses' Club (MCSC).

ARTICLE II TERMS OF OFFICE

Section 1. The MCSC Board will abide by the following term limits and conditions:

- A. A Board Member may only hold a particular Board position for two (2) consecutive years.
- B. A Board Member may not serve on the Executive Board in any capacity more than two consecutive years, after which they must have at least a one-year break before being able to hold an Executive Board position; however, they may hold a Governing Board position.
- C. No member shall hold more than one (1) Governing Board position at a time unless approved by the Executive Board while the search to fill the position continues.

ARTICLE III GENERAL DUTIES OF THE GOVERNING BOARD MEMBERS

Section 1. The duties of the board positions shall be implied by their respective titles and those specified by these Bylaws. These duties shall include but are not limited to:

- A. Be present at each Board meeting or notify the President and your Lane Committee Chair (LCC) via the MCSC Email, of their absence. Board Members may not miss more than two (2) meetings without the approval of the President and their Lane Committee Chair.
- B. Submit a monthly board report to the Executive Board by the last Tuesday of the month. Report orally to the Board at the monthly meetings as needed.
- C. Check and answer all email traffic sent to MCSC position email.
- D. Attend General Membership meetings and assist with day-of execution duties as needed.
- E. Support all MCSC events and activities.
- F. Appoint Committee Members and/or Co-Chairs, with the approval of the LCC and President.
- G. Submit a proposed budget one week prior to the March Governing Board meeting.
- H. Compile an End of Year After Action Report (AAR) detailing activities and responsibilities during the Board Year. Email AAR to the President, Parliamentarian,

and LCC. Upload AAR to the Google Drive. This report is to be turned in by the Tuesday following the final General Membership meeting.

- I. All physical property of the MCSC must be turned in by the end of the May General Membership meeting, unless otherwise specified by position.
- J. In case of early departure from Board position, pass on all physical property and electronic information to their successor or the Property Chair, prior to departure or expiration of term.
- K. Maintain an electronic record containing:
 - 1. A current copy of the MCSC Constitution and Bylaws.
 - 2. The current year's minutes, financial statements, reports, and other materials pertinent to their position – such as contracts, property inventories, articles published, policies and procedures, AR 210-22. Some positions may require additional materials to be placed in their binders.
 - 3. Minutes and financial statements for the preceding year.
 - 4. AARs from the preceding two (2) years.
- L. Board members must turn in receipts for reimbursement to the Treasurer within 30 days of purchase.
 - 1. Any receipts for items purchased for the May General Membership meeting must be turned in at the May General Membership meeting.
- M. Establish policies, procedures, and documentations (i.e. applications etc.) at the beginning of the Board year for their positions and/or committee(s) to be approved by the Governing Board no later than the August governing board meeting.

Section 2. Resignations must be submitted in writing to the President. In the event there is no President, resignations must be submitted to the 1st Vice President.

Section 3. Board members may be relieved due to cause or for not fulfilling their duties in accordance with (IAW) MCSC Constitution Article III, Section 6. That determination will be made by the majority of the Executive Board and with the advice of at least one member of the Honorary Officers & Advisors. Notification will be made by certified letter to the last known address on record with the MCSC by the President.

ARTICLE IV

HONORARY OFFICERS & ADVISORS

Section 1. At least one (1) member of the Honorary Officers & Advisors will be present at all Board, Committee, and Membership meetings.

Section 2. Honorary President and Honorary Vice President

- A. Honorary President shall be the spouse of the Commanding General or their appointed representative. Honorary Vice President shall be the spouse of the Division Command Sergeant Major or their appointed representative.
- B. Serves as a mentor to the President and Advisor(s) advising, when necessary. Non-voting member of the Executive Board and Governing Board. Retains voting rights as a General Member.

- C. Appoints Advisor(s).
- D. Along with the Advisor(s), advises on the Appointed positions filled by the President. This also requires a majority vote of the Executive Board.
- E. Honorary President and Honorary Vice President advises on members of the Slate from the Nominating Committee.
- F. Along with Advisor(s), advises on the removal of any member of the Board or ad hoc Committee, for just cause, which will be carried out by the President.
- G. In the event the situation arises that the President may need to be asked to step down, the Honorary President/Vice President and Advisor(s) may do so with just cause, after appropriate measures have been taken to provide counsel and mentorship.

Section 3. Advisor(s)

- A. Serves as advisor(s) to the President, advising when necessary. Non-voting member of the Executive Board and Governing Board. Retains voting rights as a General Member.
- B. Along with Honorary President/Vice President, may advise on appointed positions filled by the President. This also requires a majority vote of the Executive Board.
- C. May advise on each member of the Slate from the Nominating Committee.
- D. Along with Honorary President/Vice President, may advise on the removal of any member of the Board or ad hoc Committee for just cause, which will be carried out by the President.
- E. In the event the situation arises that a President may need to be asked to step down, the Honorary President/Vice President and Advisor(s) may do so with just cause, after appropriate measures have been taken to provide counsel and mentorship.
- F. Coordinates with the President to welcome and farewell the spouses of the Commanding General and the Division Command Sergeant Major, to the MCSC.
- G. Assist the President with the Governing Board end of year recognition.

ARTICLE V
DUTIES OF THE EXECUTIVE BOARD

Section 1. President

- A. Preside at all meetings of the Executive Board, Governing Board, and General Membership and shall be an ex-officio member of all Committees with the exception of the Nominations Committee. The President will only vote in the event of a tie.
- B. Ensure that the Constitution and Bylaws of the MCSC are upheld.
- C. Be bonded at the expense of the MCSC.
- D. Appoint a Parliamentarian and Appointed Chairs. Presidential appointments shall be made after receiving a majority approval vote from the Executive Board.
- E. Appoint a General Member in good standing, to fill any vacancies occurring in the Executive Board or Governing Board. These appointments shall be made after receiving a majority approval vote from the Executive Board.
- F. Meet with potential Appointed Chairs to ensure full understanding and acceptance of the job duties and responsibilities.
- G. Approve all dates, times, and locations of all MCSC events and activities.

- H. Represent the MCSC to the Fort Stewart Community at such events as the CLIF meetings, Volunteer Ceremonies, or any other Community Forums. The President may designate representatives to attend these meetings.
- I. Act as the LCC for the 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, and ODYD.
- J. Remove or request the resignation of any member of the Governing Board in accordance with Article 3, Section 3.
- K. Call special or emergency meetings of the Executive Board and Governing Board IAW with the MCSC Constitution and Bylaws.
- L. Sign signature cards at the bank within 10 days of verification of Secretary of State of the elected year.
- M. The President is an authorized signatory on all MCSC checking accounts.
 - 1. Any check written in the amount of \$500 or greater, that is not associated with a contract (i.e. luncheon, auction, etc.) must cosign with either the Treasurer or 1st Vice President.
 - 2. May, at the request of the Treasurer, cosign check of any amount.
 - 3. May write check of any value less than \$500, in the absence of the Treasurer.
- N. In conjunction with the Treasurer, ensure audits are conducted IAW approved audit procedures.
- O. Retain a copy of all MCSC property inventories, to include (but not limited to): Property Room and Ways and Means.
- P. Approve and sign appropriate contracts for the MCSC.
- Q. Coordinate for the purchase and presentation of thank you gifts to the Honorary Officers & Advisors and Board Members.
- R. Upon request, may coordinate with the spouse of the Chief of Staff or designated person, to host the Welcomes and Farewells for the spouses of General Officers or Division Command Sergeant Majors.
- S. Direct an orderly and complete transition to the Governing Board to include a joint session of the outgoing board and incoming Executive board in May.
- T. Maintain Property Room and ODYD keys.

Section 2. 1st Vice President

- A. Preside at meetings in the absence of the President.
- B. Assume the duties of the President, if for any reason the President cannot fulfill their term.
- C. Be a voting member of the Executive Board, Governing Board, and General Membership.
- D. Meet with potential Appointed Chairs to ensure full understanding and acceptance of the job duties and responsibilities.
- E. Be bonded at the expense of the MCSC
- F. The 1st Vice President is an authorized signatory on all MCSC checking accounts.
 - 1. Any check written in the amount of \$500 or greater, that is not associated with a contract (i.e. luncheon, auction, etc.) must cosign with either the Treasurer or President.
 - 2. May, at the request of the Treasurer, cosign check of any amount.

3. May write check of any value less than \$500, in the absence of the President and Treasurer.
- G. Act as the LLC for the Special Events, Scholarships, and Grants Chairs.
1. Provide oversight to all assigned committees.
 2. Ensure all documentation and paperwork is completed for the committees.
 3. Serve as back up until Appointed Chairs are filled.
 4. Coordinate with Chairs to ensure appropriate committees are formed.
- H. Be responsible for organizing all fundraising activities for the MCSC, to include:
1. Compile a list of donations received each year – formatted to the auditor’s specifications, if applicable.
 2. Work with Vendor Relations Chair to avoid overtaxing our most supportive organizations and/or businesses.
 3. Present all proposed fundraising activities for the board year with estimated costs to the Executive Board for approval preferably by June, no later than the July Executive Board Meeting.
 4. Request approval from Approving Authority for major fundraisers and act as liaison with the DFMWR and Garrison Command.
 5. Coordinate with other Chairs (Reservations, Hospitality, Public Relations, Membership, Ways and Means, Treasurer, Vendor Relations, and Webmaster) for activities.
 6. Ensure dates are reserved with the appropriate event locations. Sign contracts after consultation with the President and Treasurer.

Section 3. 2nd Vice President

- A. Be a voting member of the Executive Board, Governing Board, and General Membership.
- B. Meet with potential Appointed Chairs to ensure full understanding and acceptance of the job duties and responsibilities.
- C. Act as LLC for Membership, Ways and Means, Vendor Relations, Hospitality, Reservations, Retiree Representative, Community Outreach, and Property Chairs.
 1. Provide oversight to all assigned Chairs.
 2. Ensure all proper paperwork is submitted.
 3. Serves as back up until Appointed Chairs are filled.
- D. Plan and execute monthly programs for General Membership meetings (i.e. Luncheons) with the assistance of the Governing Board.
 1. Propose tentative program schedule no later than August Governing Board meeting. Upon approval, coordinate publication of program schedule with the Membership Chair for Membership Welcome, and with the Public Relations Chair.
 - a. Coordinate with Special Events Chair, so that they may run any fundraising event held at each General Membership meeting
 2. Ensure dates are reserved with the appropriate event locations. Sign contracts after consultation with the President and Treasurer.
 - a. Operate as a liaison with the event facility and assume responsibility for the details of each function to include menu, price, linen, tables, and chairs.

- b. Review bills received for all functions for accuracy, correct if necessary, and turn over to the Treasurer for payment.
- 3. When appropriate, invite guest speakers to monthly programs, be responsible for purchasing speaker and/or guest gifts.
- 4. Coordinate with the Public Relations Chair to ensure optimal coverage and widespread publicity for events through approved media: Facebook page, MCSC website, and Community forums (i.e. CLIF and Chamber of Commerce).
- 5. Coordinate with the Reservations Chair to ensure invitations go out in a timely manner with the correct information.
- 6. Obtain the final number of attendees for General Membership Meetings to submit to the venue.
- 7. Coordinate with the Property Chair for any decorations needs.
- 8. Submit all Childcare needs to YMCA for all MCSC meetings, luncheons, and events.

Section 4. Secretary

- A. Be a voting member of the Executive Board, Governing Board, and General Membership.
- B. Meet with potential Appointed Chairs to ensure full understanding and acceptance of the job duties and responsibilities.
- C. Act as LLC for HAAF Liaison, Historian, Public Relations, and Webmaster chairs.
 - 1. Provide oversight to all assigned Chairs.
 - 2. Ensure all proper paperwork is submitted.
 - 3. Serves as back up until Appointed Chairs are filled.
- D. Be the recording officer for all meetings of the Executive Board, Governing Board, Committees, and General Membership.
 - 1. If unable to be present, the Parliamentarian will act as recording officer.
 - 2. If neither the Secretary nor the Parliamentarian are available, a representative will be appointed by the Secretary in advance.
- E. The recording of official business conducted at MCSC Executive Board, Governing Board, and General Membership meetings will be included in the official MCSC Governing Board Minutes.
 - 1. No later than five (5) days after each meeting, electronically submit a rough draft of meeting minutes to the Governing Board.
 - 2. Upon approval at the Governing Board Meeting, after any necessary corrections, submit a final copy electronically to MCSC Governing Board.
 - 3. Submit a copy of the approved minutes and monthly financial statements to the Approving Authority/Garrison Command.
 - 4. Minutes shall include the names of all Governing Board members present and absent.
- F. Update the Constitution and Bylaws on the Google Drive as changes are voted on and approved by the Governing Board throughout the year. Send revised copies to the Webmaster to update on the website.
- G. House the MCSC printer and be available to print as needed. Maintain the HP instant ink subscription.

- H. Rewrite Committee meeting minutes shall be submitted to the appropriate Chair and President no later than five (5) days after each meeting.
- I. Distribute the monthly Minutes, Treasurer report, and any special reports at each Board meeting.
- J. Prepare and distribute a Governing Board roster to Board Members, update as necessary.
- K. Prepare and dispatch correspondence on behalf of the MCSC after approval from the President.
- L. Maintain passwords to all MCSC emails, G Suite, Website and change as needed. Provide access to all accounts to the President as requested.
- M. Check MCSC mailbox weekly.
- N. Familiarize successor with all records and files of the MCSC.

Section 5. Treasurer

A. General Duties

1. Be bonded at the MCSC's expense.
2. Be a voting member of the Executive Board, Governing Board, and the General Membership.
3. Have authorization to sign all checks, pay all bills and reimbursements in a timely manner as authorized by the Governing Board and approved in the budget. These bills include, but are not limited to: liability insurance, fidelity bonding, tax preparation fees, and the mailbox rental fee.
4. Be responsible for the coordination of collection of the money at every event including completed receipt vouchers with proper documentation and deposit these funds within three (3) business days.
 - a. If the Treasurer is not able to collect the funds at the event, they must arrange for a Bonded representative to act in their stead.
 - b. At the end of the event, all cash received must be held by a bonded position until deposited.
 - c. Ensure the money is deposited within three (3) business days.
5. Consult with President, 1st Vice President, and/or 2nd Vice President prior to all contracts being signed.
6. Disburse funds for authorized expenses as approved by the budget of the MCSC, using a disbursement voucher to record expenses, attaching all receipts. No requests will be honored after 30 days of the expense.
7. Be responsible for and maintain all financial records and financial reports, with electronic backup, for the current and previous seven budget years.
8. Continuously update an itemized account of all receipts and disbursements belonging to the MCSC.
9. Prepare a report on financial transactions of the previous month and email it to the Governing Board prior to the monthly Governing Board meeting.
10. Arrange for timely and orderly transfer of the financial records with the newly elected Treasurer.
11. Ensure an SOP is maintained and updated. This SOP will be reviewed by the Executive Board and at least one of the Honorary Officers & Advisors at the start of the board year and as needed thereafter.

B. Accounts

1. Maintain two (2) separate accounts for the MCSC. The income and expenses of the (1) Operating and (2) Welfare Accounts shall be reported separately IAW Article VIII, Section 2 of the Constitution.
2. Properly allocate all 3rd Party Payments deposits (i.e. Square and PayPal) within the Budget.
3. Ensure a valid signature card for all financial accounts is signed within 10 days of verification with the Secretary of State. Officers to be listed on the signature cards are the President, 1st Vice President, and Treasurer.
4. The Treasurer is an authorized signatory on all MCSC checking accounts.
 - a. Any check written in the amount of \$500 or greater, that is not associated with a contract (i.e. luncheon, auction, etc.) must cosign with either the President or the 1st Vice President.
 - b. May request the President or 1st Vice President cosign a check of any amount.
 - c. May be the sole signer of a check of any value less than \$500.
5. Keep an itemized listing of all Financial Logins and Passwords. Change passwords as needed. Provide a copy to all signatories for retention.
6. Provide a copy of all bank statements to the President and 1st Vice President on a monthly basis.

C. Taxes

1. Be responsible for submitting required tax documents and comply with current Internal Revenue Service (IRS) requirements IAW Article VIII Section 6 of the MCSC Constitution.
2. Be the MCSC liaison with the IRS and Georgia Department of Revenue.
3. Maintain the “Letter of Determination” from the IRS stating we are a tax-exempt charitable organization that falls under section 501(c)3 of the Internal Revenue Code.

Section 6. Parliamentarian

- A. Serve as a non-voting member of the Executive Board and Governing Board. Retains General Membership voting rights.
- B. Ensure that all meetings (Executive, Governing or General) are governed by the Robert’s Rules of Order and executed IAW the Constitution and Bylaws.
- C. Have one-year experience on any board that uses Robert’s Rules of Order, Revised.
- D. Advise the President in matters of interpretation of the Constitution and Bylaws, and if necessary, seeks competent legal advice on these matters. However, the decision of the President will be final and binding.
- E. Ensure the Secretary has access to the current Constitution, Bylaws and Amendments.
- F. Provide updated copy to Approving Authority/Garrison Command.
- G. Submit a revalidation request for a Private Organization Operating permit to DFMWR biannually, or as required by DFMWR.
- H. Responsible for the storage and eventual destruction of MCSC files.
- I. Maintain the permanent files stated in MCSC Constitution, Article XIII, Section 1.
- J. Chair the Constitution and Bylaws Review Committee in accordance with Article VII, Section II.

- K. Chair the Nominating Committee and appoint members at least eight (8) weeks prior to elections.
- L. Oversee voting procedures and ensure votes are conducted IAW Constitution, Bylaws, and Robert's Rules of Order, Revised.
- M. Administer any telephonic and/or email votes and properly enter such action and its results into minutes to be read at the next scheduled Governing Board meeting.
- N. Assume duties of the Secretary in their absence.

ARTICLE VI
DUTIES OF THE APPOINTED CHAIRS

Section 1. Community Outreach

- A. Determine and present recommendations for Charities of the Month to the Board for approval for the months of September- December, no later than the August Governing Board meeting and for the months of January – May, no later than the November Governing Board meeting.
- B. Brief the Charities and collect the donations for the Charities of the Month at the General Membership Meetings.
- C. Ensure materials for advertising the Charities of the Month are given to the Public Relations Chair in a timely manner.
- D. Solicit, organize and manage volunteer cooperation to assist with activities of the MCSC.
- E. Serves as Organizational Point of Contact (OPOC) for the MCSC), Army Volunteer Corps Advisory Council (AVCAC), and attend all scheduled council meetings.
- F. Review and edit, if necessary, all posted volunteer job descriptions in Volunteer Management Information System (VMIS).
- G. Provide VMIS training for all Governing Board Members on or before the August Governing Board meeting and to the General Membership as needed.
- H. Ensure all volunteers are properly registered with all required forms.
- I. Track and monitor all volunteer applications.
- J. Ensure all MCSC volunteers utilize VMIS to record their volunteer hours.
- K. Approve all recorded hours in VMIS.
- L. Record all volunteer positions, awards, and training hours in VMIS.
- M. Work with committee chairs & board members to assist in recruiting volunteers for activities or events.
- N. Provide volunteer scheduling and sign-in sheets for general membership at any MCSC event.
- O. Coordinate with the Installation Volunteer Coordinator (IVC) to obtain the appropriate information and deadline dates for submission of Volunteer of the Quarter/Year nominees.
- P. Work with the President for nominations and prepare for the Volunteer of the Quarter/Year award packets for submission.
- Q. Help the President plan the end-of-year Volunteer Appreciation event as needed.
- R. Recommend appropriate tokens of appreciation for volunteers at the end of the year.

Section 2. Grants Chair

- A. Present a proposed Grant application and grading criteria to the Governing Board for approval no later than the August Governing Board meeting.
 - 1. Grant applications shall be ready for distribution to the community at large, no later than 15 December. The completed applications must be submitted by 1 March and made available to the committee.
 - 2. Coordinate notice of Grant availability with the Public Relations Chair to ensure optimal coverage and widespread publicity of the same through approved media, to include the Fort Stewart newspaper and the official MCSC website.
- B. Establish a committee (no later than the end of February) of five (5) General Members and submit the recommendations to the President for official appointment.
 - 1. All committee members must be MCSC members in good standing and may not be a sitting member of the Governing Board.
 - 2. The President and Advisor(s) shall be *ex officio* members of the committee.
 - 3. In the event the President has a conflict of interest, the 1st Vice President will serve in his/her stead.
- C. Ensure all grant applications are appropriate and are approved in accordance with Article VIII, Section III of the Bylaws. Any change in criteria must be documented and approved by the Board before implementation.
- D. Present grant disbursement recommendations to the Governing Board for approval at the April Governing Board meeting followed by the General Membership at the April General Membership meeting.
- E. Coordinate with the Treasurer for the issuance of checks for disbursement to the recipients.
- F. Archive all applications, both approved and unapproved on the G Suite.
- G. Present awards to recipients prior to the May General Membership meeting. The General Membership shall be advised of the name of the awardees and the grant they received at the May General Membership meeting.
- H. If a grant is not deposited by the recipient by 31 May, the grant shall be deemed forfeited and the funds returned to the MCSC. This will be made clear on the grant application.

Section 3. Hunter Army Airfield (HAAF) Liaison

- A. Must be the spouse of a soldier assigned to Hunter Army Airfield (HAAF).
- B. Will act as a representative of the MCSC at all events held on HAAF to include but not limited to: Super Sign Up, CLIF Meetings, MISC HAAF community events.
- C. Will act as a liaison between the MCSC and HAAF community. Shall be directly responsible for disseminating information about the MCSC to HAAF community as well as bringing HAAF community info, issues, and concerns back to MCSC via board meetings.
- D. Will work with Membership Chair and Public Relations Chair to ensure Super Sign Up and CLIF meetings are executed successfully.

Section 4. Historian

- A. Provide photos for the Public Relation Chairs and submit photos of events to Public Affairs for publication (as needed), and any other requirements designated by the Board.

- B. Take photographs at all MCSC events. Coordinate coverage of all MCSC-sponsored functions. Designate a replacement to cover the event if you are unable to attend.
- C. Organize and maintain historical data in scrapbooks, video, and/or digital photo albums.
 - 1. Historical data may include: Governing Board members, Membership, Scholarship, Community Outreach and Grant recipients.
 - 2. Highlights, Special Event synopses in local newspaper articles and other items of historical interest.
- D. Maintain one digital photo album for the MCSC board year highlighting important events within the organization.
- E. Ensure that a group photo is taken of the Governing Board and included in the photo album.
- F. Coordinate long and short-term storage of MCSC scrapbooks and/or digital photo albums.
- G. Coordinate with Hospitality to get pictures of Sub Clubs for use in the historical documentation.

Section 5. Hospitality Chair

- A. Welcome members to MCSC functions.
- B. At the General Membership meetings, honor and recognize members who have birthdays.
- C. Assist the Membership Chair in providing hospitality duties at the Membership Drive.
- D. Assist the 2nd Vice President in providing hospitality duties at the General Membership Meetings.
- E. Assist the President in the planning and execution of Governing Board parties.
- F. Welcome vendors to the General Membership Meetings and collect items they are donating as opportunity prizes.
- G. Purchase "hospitality gifts" that coincide with the General Membership Meeting theme for the opportunity drawing.
- H. Facilitate the selling of opportunity tickets and distribution of prizes for the events.
 - 1. Ensure each General Member in attendance at the Monthly General Membership Meeting receives one (1) complimentary opportunity ticket.
- I. Upon request, may coordinate with the spouse of the Chief of Staff or designated person, to host the Welcomes and Farewells for the spouses of General Officers or Division Command Sergeant Majors.
- J. Responsible for obtaining Point of Contacts (POCs) for any and all Sub Clubs. These may include but are not limited to Coastal Eats, Book Club, Creative Club, Wine Club, Explore Savannah, Bunco, Cooking Club, or Running Club.
 - 1. If no POC is identified, then the Hospitality Chair will be the POC until one is identified.
 - 2. Coordinate with Membership Chair to ensure POCs are members in good standing.
- K. Ensure sign-ups for all Sub Clubs are available at the General Membership meetings and Membership Drives.
- L. Maintain one Sub Club Facebook Group for the purpose of deconflicting event scheduling.

- M. Provide Public Relations Chair with a flyer or detailed information for publication about upcoming events.
- N. Collect designated fees for events and remit to the Treasurer within three (3) business days.
- O. POCs duties shall include, but are not limited to:
 - 1. Schedule monthly activities with wide appeal.
 - 2. Coordinate details of each activity. Details should include, but are not limited to, departure, location and time, travel route, itinerary at destination, activity itinerary, and possible lunch locations.
 - 3. Determine number of people that activity will accommodate.
 - 4. Maintain a sign-up sheet.
 - 5. Notify participants in the event of a change of plans.
 - 6. Activity fees, if applicable, for any MCSC activity cannot be refunded with the exception of a cancellation by the MCSC Hospitality Chair.

Section 6. Membership

- A. Review and update membership forms upon appointment.
 - 1. Ensure membership forms are widely available at all MCSC sponsored events.
 - 2. Coordinate with Webmaster for the posting of membership forms on official MCSC website.
- B. Plan and conduct Membership Drive and coordinate publicity for the event with the Public Relations Chair.
- C. Verify eligibility as per the Constitution, Article III and enroll qualified applicants into MCSC.
 - 1. Retain the membership forms.
 - 2. Maintain a database roster on G suite and update monthly
- D. Verify members in "good standing" as requested.
- E. Collect membership dues and remit to the Treasurer within three (3) business days.
- F. Promote MCSC membership opportunities throughout the Greater Fort Stewart Community, to include the Newcomers Orientation.
- G. Maintain a volunteer roster for Governing Board members to attend and present at every Newcomers Brief. Compile and maintain Newcomers Brief information packet to have at each brief.
- H. Compile, publish, and distribute the MCSC Membership Directory no later than the November General Membership meeting and any supplements as needed.
- I. Recommend Membership fees to the Governing Board in April for the following fiscal year.
- J. Provide a year-end copy of the Membership list for the continuity file.
- K. If the Executive Board deems necessary, select and purchase membership pins.

Section 7. Operation Deploy Your Dress

- A. Maintain Operation Deploy Your Dress (ODYD) shop, to include organization of dresses, formal wear, shoes, and accessories, and ensure the cleanliness of the shop.
- B. Provide inventory of fixtures to include all shelving, racks and furniture, to MCSC Property Chair and Secretary.
- C. Provide ODYD shop schedule to the MCSC Governing Board.
- D. Provide MCSC Community Outreach with list of ODYD shop volunteers.

- E. Maintain a log of distribution and receipts and provide a quarterly list to the MCSC Secretary.
- F. Write and send thank you notes to large donors.
- G. Provide and submit ODYD Founders Monthly Report using the sample provided by ODYD National.
- H. Maintain an installation specific ODYD Facebook page that is co-administered by ODYD Founders, where photos of recipients, special events, news, and schedules can be posted.
- I. ODYD Founders will be responsible for directing/redirecting donations to and from the “shop” based on needs information provided.
- J. In the event of the dissolution of the MCSC, all ODYD donations (dresses, formal wear, accessories, etc.) shall be donated back to ODYD National.

Section 8. Property Chair

- A. Be the primary custodian of the MCSC property room and ensure proper storage.
- B. Prepare and maintain an inventory of property items and submit an initial report of property no later than August Governing board meeting. Submit changes as needed at the monthly Governing Board Meeting.
- C. Assist 2nd Vice President in organizing the property for each General Membership Meeting based upon the theme decided.
- D. Inform the Governing Board of disposal of MCSC property and allocate for any new items as needed.
- E. Establish a rental application/contract yearly and present to the Governing Board for approval no later than August Governing Board Meeting.
- F. Coordinate the use of property for use by the General Membership and Greater Fort Stewart Community as needed. This includes obtaining and maintaining a calendar of all scheduled rentals and use by MCSC.
- G. Make rental contract available to the Public Relations and Webmaster chair to be published on MCSC website, Facebook page, and/or any other means of approved media sites.
- H. Be responsible for the MCSC property room key in addition to the President.
- I. Collect funds and remit to the Treasurer within three (3) business days.
- J. Complete an in-person inventory with the incoming chair prior to 31 May.

Section 9. Public Relations

- A. Gather MCSC event/activity information through the following channels:
 - 1. Attending monthly Governing Board Meetings.
 - 2. Coordination with the Fundraising Committee Chairs and/or the 1st Vice President.
- B. Maintain a Master Calendar of Community Events.
- C. May attend Planning Committee planning meetings to gain knowledge/information about upcoming events.
- D. Publicize all MCSC activities approved by the Board in a timely manner through the appropriate internal/external channels, which include:
 - 1. Announcements in the Monthly CLIF meetings.
 - 2. Coordination with the 3rd ID Post newspaper.

3. Coordination with the Hinesville and/or Richmond Hill City Chambers of Commerce.
4. Notify the membership via email, Facebook page, and other applicable social media accounts.
5. Serve as a Social Media Administrator and may designate additional administrators.
6. Update Facebook page and social media as needed and/or as requested
- E. Act as a liaison between the MCSC and the Greater Fort Stewart Community by attending Fort Stewart CLIF and Chamber of Commerce meetings.
- F. Develop and maintain any key promotional materials which communicate information about MCSC.
- G. Maintain a Public Relations file on G suite consisting of:
 1. A list of contacts.
 2. Examples of any publicity materials that were made (i.e. flyers, trifold, etc.)
- H. Serve as a Social Media Administrator and may designate additional administrators.
- I. Maintain and update the Facebook page and social media as needed and/or as requested.

Section 10. Reservations

- A. Reservations Policy is to be presented to the Governing Board for approval no later than August Governing Board Meeting.
 1. Reservations Policy must include provisions for "no shows", walk-ins, and past due funds.
 2. Reservations Policy shall be made public to membership in cooperation with the Membership and Webmaster Chairs for inclusion on the MCSC Website, Facebook page, and Membership application.
- B. Maintain an accurate member and guest list of each function.
 1. Accurate guest count must be reported to the 2nd Vice President prior to the catering deadline.
 2. Accurate guest list must be reported to the Treasurer within 24 hours of the General Membership Meeting.
- C. Send out monthly General Membership meeting invitations (electronically via email, evite or as preferred). Invitation must include the program, service project, menu, cost, RSVP date, and policy of "no shows" to membership.
- D. Confirm receipts of reservations.
- E. Send out monthly reminders about upcoming MCSC activities.
 1. Reservation list shall be verified against membership roster, as per Article III of the MCSC Constitution
- F. Prepare, distribute and store permanent name tags for membership and temporary name tags for guests.

Section 11. Retiree Representative

- A. Act as a liaison between MCSC and those members who are spouses of retired military and government civilian members.
- B. Provide information for invitations to MCSC events for distribution through the retiree organizations throughout the community. (3ID Association, etc.)

Section 12. Scholarship

- A. Create and present a Scholarship application to the Governing Board for approval no later than August Governing Board Meeting.
- B. Establish a committee (no later than the end of January) of five (5) General Members and submit the recommendations to the President for official appointment.
 1. All committee members must be MCSC members in good standing and may not be a sitting member of the Governing Board.
 2. The President, and/or 1st Vice President, and Advisor(s) shall be *ex officio* members of the committee; they shall have no voting privileges.
 3. The Scholarship Chair shall only vote in the event of a tie.
 4. In the event the President has a conflict of interest, the 1st Vice President will serve in his/her stead and vice versa.
- C. Present a proposed scholarship awards criteria and method of application assessment to the Governing Board for approval no later than the August Governing Board Meeting.
 1. Scholarship awards criteria will be included in the scholarship application.
 2. Scholarship applications shall be ready for distribution to the community at large, no later than 1 December. The completed applications must be postmarked by 15 February to be made available to the committee.
 3. Coordinate notice of scholarship availability with the Public Relations Chair and Webmaster to ensure optimal coverage and widespread publicity of same through approved media, to include the Fort Stewart newspaper and the official MCSC website.
- D. Review the committee procedures for scoring applications to be used by the committee members to ensure committee members maintain confidentiality and anonymity amongst the applicants.
- E. Forward scholarship disbursement recommendations to the Governing Board for approval at the April Governing Board meeting followed by the General Membership at the April General Membership meeting.
 1. The first award given to a spouse will be named the “Rita Ackerman Award”.
- F. Coordinate with the Treasurer for the issuance of checks for disbursement to the recipients’ college/university.
- G. Present awards to recipients either prior to the May General Membership meeting or at the May General Membership meeting. The General Membership shall be advised of the name of the awardees and the scholarship they received at the May General Membership meeting if an awards ceremony does not take place at the May General Membership meeting.
- H. If a scholarship is not deposited by the college/university by 30 October, the scholarship shall be deemed forfeited and the funds returned to the MCSC.
- I. Due to the sensitive nature of information contained in scholarship applications and supporting documents, scholarship chair must ensure all information is collected via official MCSC email only.

Section 13. Special Events Chair

- A. Establish and/or revise the *Fundraising Event SOP* for each event at the beginning of MCSC year and present it to the Governing Board for approval no later than the August meeting.
- B. Serve on all Fundraising committees for the purposes of continuity.
- C. Compile a list of all donations received each year formatted to the auditor's specifications, if applicable.
- D. Coordinate Community support to avoid overtaxing our most supportive organizations and/or businesses.
- E. Present a proposed budget for each of the Fundraising events to the Budget committee to review at the July and January Budget committee meetings.
- F. Coordinate the date with the Approving Authority and 1st Vice President for the annual major fundraiser(s).
- G. 1st VP shall sign final contract, if applicable.
- H. If the Special Events Chair position becomes vacant, then the 1st Vice President, with the approval of the President and Executive Board, will appoint coordinators for the major fundraising events.

Section 14. Vendor Relations

- A. Coordinate with the 2nd Vice President for vendor needs for General Membership meetings.
- B. Coordinate with the 1st Vice President for all vendor needs for fundraising events.
- C. Establish a vendor contract yearly and present to the Governing Board for approval no later than 1 week prior to the August Governing Board meeting.
 - 1. Make the vendor contract and policy available to the Webmaster Chair for distribution to the MCSC Website, Facebook page, and/or any other means of approved social media.
- D. Recruit, notify, and encourage participation of vendors for each of the General Membership meetings.
- E. Serve as the POC for all vendors invited to MCSC functions.
 - 1. Ensure that Vendor space is available and ready for event vendors at least one (1) hour prior to MCSC functions.
 - 2. Coordinate vendor space and ensure vendor spaces are correctly identified and assigned.
 - 3. Greet and assist vendors upon their arrival.
- F. Collect and monitor all signed vendor contracts and fees, ensuring a variety of vendors are available at General Membership meetings when appropriate.
 - 1. Submit one-day MWR Solicitation pass information to MWR.
- G. Follow up with vendors within 24 hours of the event, thanking them for their participation and reminding them of the next available opportunity.
- H. Coordinate with Treasurer to ensure payment has been received one week prior to event.

Section 15. Ways and Means

- A. Be bonded at MCSC's expense.
- B. Establish an initial inventory forecast that includes proposals of the new items to be offered by August Governing Board Meeting.
- C. Purchases of items currently not on existing inventory require approval from the Governing Board.
- D. Act as the sole purchasing agent for Ways and Means.
- E. Organize and conduct a Ways and Means sales table at the MCSC General Membership Meetings.
- F. MCSC property intended for sale by Ways and Means shall be inventoried monthly.
 - 1. A copy of the current inventory shall be submitted with the monthly board report.
 - 2. A final inventory shall be conducted between the last General Membership Meeting of the year and 31 May.
- G. Coordinate with the Treasurer for payment of purchases or orders.
- H. Remit all sales proceeds to Treasurer at the end of each General Membership Meeting.
- I. Work with Public Relations to promote availability of items.

Section 16. Webmaster

- A. Maintain and update the official MCSC website. Design, develop, and implement web pages and on-line applications as needed.
- B. Recommend that the appropriate hardware and software is being utilized for the MCSC web architecture.
- C. Solicit timely and relevant information from the Governing Board for inclusion on the website to inform the general public about MCSC events.
- D. Ensure Technology needs for General Membership meetings and events are met.
- E. Ensure all web issues and problems are addressed in a timely manner.
- F. Ensure that member privacy is respected in regard to web input.
- G. Review and revise, if necessary, the contract with the Internet Provider.
- H. Maintain the Master Calendar of Events in conjunction with the Public Relations Chair.
- I. Webmaster will generate and upload the approved applications or documents as google forms. Full access to google forms and response sheets will be given to appropriate chair, lane chair, and the President.

ARTICLE VII
SPECIAL COMMITTEES

Section 1. The Budget Committee

- A. The Budget Committee shall be chaired by the Treasurer and consist of the Treasurer, the Executive Board and at least one (1) of the Honorary Officers & Advisors.
- B. After the June Governing Board meeting all positions shall submit to the Treasurer their budget requests based on their position's expenses from the prior year and their expected needs for the upcoming year.

- C The Budget Committee will prepare a proposed budget for the year to be submitted to the Governing Board prior to the first available general membership meeting.
- D The approved budget will be presented to the membership for final approval at the first available General Membership meeting. The Board will operate off of the working document until such time as the budget is approved by the membership.
- E If necessary, the budget committee may meet in January for a review of the current budget year and amend the budget as required at that time. The revised budget must then be approved by the Governing Board and published for the membership to view.

Section 2. The Constitution and Bylaws Committee

- A. Shall be chaired by the Parliamentarian.
- B. Shall consist of the President, Advisor, the Secretary, a member of the Governing Board, and three (3) General Members in good standing.
- C. The committee will meet anytime following the beginning of the new General Membership year in August.
 - 1. Recommendations made by this committee must be completed and presented by the March Governing Board meeting in even years.
 - 2. Documents must be sent electronically to the General Membership for review, two weeks prior to the April General Membership meeting.
 - 3. Present the documents at the April General Membership for approval.
 - 4. Should the vote not pass, the committee will re-convene and present updates to the May Governing Board and the May General Membership for final approval.
 - 5. Submit the newly signed Constitution and Bylaws to the Garrison or his/her Designee for approval after the May General Membership meeting.
- D. Once the documents are returned as approved, they are adopted and put into immediate effect and all preceding Constitution and Bylaws become null and void.

Section 3. The Grant Committee

- A. Shall be chaired by the Grant Chair.
- B. This committee shall consist of the President, Advisor, a secretary, and five (5) General Members in good standing.
 - 1. In the event that one of the above has a conflict of interest, they will recuse themselves and alternates will be named by the Committee Chair and appointed by the President.
 - 2. In the event the President has a conflict of interest, the 1st Vice President will serve in his/her stead. Any person filling in this capacity must abide by all the rules affixed to the title.
- C. Each committee member will have one vote. The President and Advisor will be *ex officio*. The Chair shall only vote in the event of a tie.
- D. Committee will review and approve grant applications on an objective and nondiscriminatory basis, ensure the applicants meet the following criteria:
 - 1. Must directly benefit persons in the Marne Community, which is the following counties: Bryan, Chatham, Effingham, Evans, Liberty, Long, McIntosh, or Tattnall
 - 2. Serves at least 25% of military members, dependents, or veterans.

3. Request for grant must specifically benefit military members, dependents, or veterans.
4. Is actively fundraising.
5. Request cannot be for events, travel, salaries, or other operating expenses, which establish a business' existence.
6. Has business account in which the check is made payable.
7. If has received a grant within 6 months, must show evidence that the grant was used for intended purpose as stated on prior application. If evidence is not provided, the applicant will be ineligible for the following year.

Section 4. The Nominations Committee

- A. Shall be chaired by the Parliamentarian.
- B. The committee shall convene no later than 1 February.
- C. The committee shall include the Parliamentarian, recording secretary, Advisor, and three (3) MCSC Members in good standing.
- D. Coordinate with Public Relations Chair to ensure widespread distribution of the Election, the process, and the selection of the nominees.
- E. Present the Ballot of Officers to the March Governing Board meeting.
- F. Present the Ballot of Officers at the March General Membership meeting. The Ballot should also be made known to the Membership through the MCSC official website.
- G. Accept nominations from the floor at the March General Membership meeting.
 1. Written consent of the nominee for the position, must be received.
- H. Ensure the following conditions are met:
 1. No member of the committee shall run for elected office.
 2. In the event a committee member elects to run, he/she shall remove themselves from the committee.
 3. Ballot of Officers shall come from the existing MCSC Membership. Members ~~of~~ in good standing with an active membership are eligible for nominations.

Section 5. The Scholarship Committee

- A. Shall be chaired by the Scholarship Chair.
 1. The Scholarship Chair may not have a Family Member applying for a scholarship.
- B. Is comprised of the following committee members: The President, and/or 1st Vice President, Advisor, a secretary, and five (5) General Members in good standing.
 1. If one of the above has a conflict of interest, they will recuse themselves and alternates will be named by the Committee Chair and appointed by the President.
 2. In the event the President has a conflict of interest, the 1st Vice President will serve in his/her stead and vice versa. Any person filling in this capacity must abide by all the rules affixed to the title.
- C. Each committee member will have one vote. The President, 1st Vice President, and Advisor will be *ex officio*. The Chair shall only vote in the event of a tie.

- D. The committee members shall read each application and score it based upon a rubric provided.
 - 1. Identity of the committee members shall only be known to the President, 1st Vice President, Advisor(s) and Committee Chair if they do not have an applicant. If the President has a Family Member applying, then they must recuse themselves and the 1st Vice President will step in and vice versa.
 - 2. The committee members decide the number of scholarships given and what amounts will be.
- E. The Chair shall forward scholarship recommendations to the Governing Board by the April meeting for approval.
- F. The Chair will present the proposed distributions to the General Membership at the April meeting for a vote.

ARTICLE VIII
BYLAW AMENDMENT PROCEDURE

Section 1. Proposed amendments to the Bylaws must be made available in writing to the Governing Board for a vote at a Governing Board meeting.

Section 2. Amendments to the Bylaws must be approved in the following order

- A. A two-thirds vote of the members of the Governing Board, appointed and voting, in a duly constituted regular or special meeting.
- B. Written notice of proposed amendments must be given to the Governing Board at least seven (7) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken

Section 3. Any member desiring to propose an amendment to the Bylaws shall present a written and signed proposal to the Parliamentarian at the Board meeting or submitted with their monthly Board Report.

ARTICLE IX
REVISIONS AND RENEWAL

Section 1. A Constitution and Bylaws Review Committee (Article VII, Section 2) will meet biennially (even-numbered years). This committee will review the Constitution and Bylaws and report its recommendation to the Governing Board no later than the March Governing Board meeting. The Parliamentarian, with the approval of the President, will appoint the committee.

These By-laws were approved by the Governing Board on _____.

In witness whereof the following officers affix their signatures:

President _____ *Date* _____

Secretary _____ *Date* _____

Parliamentarian _____ *Date* _____

These By-laws were approved by the Ft. Stewart Commander and adopted by the MCSC on
_____.