

Ansbach Spouses' & Civilians' Club BYLAWS

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ARTICLE I – Organization Name and Purpose

Section A. Declaration of Bylaws

The Executive Board hereby declares these Bylaws for the management of the "USAG Ansbach Spouses' and Civilians' Club, Inc," hereinafter referred to as ASCC, in accordance with the ASCC Constitution. The ASCC shall operate with the approval of the USAG Ansbach Garrison Commander, hereinafter referred to as the Approving Authority. This approval is contingent on compliance with the requirements and conditions of all Army regulations, specifically DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600-20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private

Organizations on Department of the Army Installations), AER 210-22 (Private Organizations and Fundraising Policy) and any USAG Ansbach Private Organization and Fundraising Policy.

ARTICLE II – General Provisions

Section A. Audit

Audit Procedures shall be conducted as follows:

1. Audits shall be performed in accordance with the USAG Ansbach Private Organization and Fundraising Policy.
 - a. No US Government auditing service shall conduct ASCC audits.
 - b. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years, plus the current year.
 - c. An audit will be conducted on all ASCC accounts at the conclusion of the ASCC Board year and/or upon change of Treasurer, regardless of time elapsed since the last audit.
2. Audit Procedures shall be performed as follows:
 - a. The Treasurer shall gather all financial records and submit them to an independent auditor no later than 15 June.
 - b. Upon completion of the audit, the auditor shall send a written report to the ASCC.
 - c. The President shall present the audit report to the Executive Board members for review as soon as possible upon receipt of the audit report.
 - d. The President shall present the audit report to the Board at the first General Board meeting following receipt of the audit report.
 - e. The President shall ensure a copy of the audit report is sent to the Approving Authority.
 - f. If corrective action is required, the President shall ensure a corrective action reply is sent to the Approving Authority within thirty (30) days of receiving the audit report. Extensions may be granted.

ARTICLE III – Functions/Activities and Operating Procedures

Section A. Meetings

1. General membership meetings shall be held on a monthly basis, unless otherwise noted. The notification shall be made through the ASCC website and/or other media sources.
2. The membership shall be notified of any special general membership meetings. The notification shall include business to be transacted, date, time, and place of meeting.

ARTICLE IV – Membership

Section A. Guests: Non – members may attend may attend ASCC functions paying a designated non-member price. Guests are not permitted to participate in member-only activities.

Section B. Good Standing: Current with dues; Uphold the mission of the organization exemplifying unity and service

Section D. Removal of Member /Termination: Removal or termination will occur if a member is not in good standing.

ARTICLE V – Officers and Governing Bodies

Section A. Executive Board

1. The Executive Board shall consist of:
 - a. Elected Officers to include President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer,
 - b. Advisors, and Parliamentarian.
2. The Executive Board year shall commence effective 1 June.
3. The Executive Board's first order of business after installation is to approve the nominations of the Standing Committee Chairs as chosen by the President.
4. The Executive Board's responsibility shall be to discuss business and forward recommendations when deemed necessary to the General Board for a vote.
5. The Executive Board shall be responsible for reviewing the proposed annual budget prior to presentation to the General Board.
6. At the request of any Executive Board member, the President may call an emergency meeting of the Executive Board.
7. Any time a member of the Executive Board causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Board can require the resignation of said member.
8. In the event of a vacancy of an elected office, except in the office of the President, the office shall be filled by appointment made by the President and approved by the General Board. If the presidency is vacated at any time, the 1st Vice President shall fill this position. In the event the 1st Vice President is unable or declines to serve, a nominee selected by the Executive Board, approved by the General Board, and elected by the general membership will fill the position.

Section B. General Board

1. The General Board operates and administers all ASCC activities. The ASCC shall not pay General Board Members for services rendered. The General Board shall consist of:
 - a. Voting Members:
 - i. The Executive Board
 - ii. Standing Committee Chairs
 - b. Non-voting Members:
 - i. Advisors
 - ii. Parliamentarian
 - iii. Unit Representatives
 - c. The President shall vote only in case of a tie.

2. The duties of the General Board shall be:
 - a. To coordinate and supervise activities of the ASCC.
 - b. To direct collection and disbursement of ASCC monies and establish proper accounting procedures.
 - c. To initiate changes to the Constitution and Bylaws for the efficient and orderly operation of the ASCC.
 - d. To ensure that no program or activity shall be conducted by the ASCC that would prejudice or discredit the military service or other agencies of the United States government.

3. Voting policies:
 - a. Each elected member of the Executive Board shall have one (1) vote on the General Board with the exception of the President, who shall vote only in the case of a tie.
 - b. The Chair or Co-Chair of each Standing Committee shall have one (1) vote.
 - c. The Advisors and Parliamentarians shall have no vote.
 - d. One-half (1/2) of the voting members of the General Board and three (3) members of the Executive Board must be present to constitute a quorum. A simple majority will constitute a valid vote.
 - e. There shall be no absentee voting, but written proxy votes are allowed. Written proxy votes do not count toward the quorum.
 - f. In an emergency, an electronic vote of the Executive Board and/or General Board may be conducted at the request of the President and with the advice of the or Advisor(s). The Parliamentarian shall conduct the vote as the Secretary records. The process is as follows:
 - i. A General Board member makes a motion to the President.
 - ii. The President notifies the Secretary and Advisor(s).
 - iii. The Secretary may second the motion, or the President may refer a member who would like to do so. In the latter case, the Secretary shall contact that person first to verify the second. The Secretary notifies the President that a valid motion is on the floor.
 - iv. The President notifies the Parliamentarian that a vote is in order.
 - v. The Parliamentarian or Secretary emails the Executive Board members and/or General Board members and states the motion and that it was

seconded. The Executive Board Member and/or General Board member is asked how he/she votes.

- vi. One-half (1/2) of the voting members of the General Board and at least three (3) Executive Board members must respond in order to constitute a quorum. A simple majority will constitute a valid vote.
- vii. The Parliamentarian and or Secretary then notifies the President and states that a quorum has been reached and gives the result of the vote to include the number in favor, number opposed, and a number of abstentions.
- viii. Secretary states the motion and the voting results at the next General Board meeting and includes the motion, the second, and the results of the vote in the minutes for that meeting.

4. At the request of any General Board member, the President may call an emergency meeting of the General Board.

5. Any time a member of the General Board is unable or unwilling to carry out responsibilities according to the Constitution, causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Board can require the resignation of said member.

ARTICLE VI – Duties of Officers

Section A. Advisors and Unit Representatives

1. The Advisors Shall:

- a. Be invited to attend all regularly scheduled meetings of the General Board and the Executive Board.
- b. Be invited to attend all special meetings of the General Board and/or committees they advise.

C. Serve in an advisory capacity as an ex-officio member of the Executive Board, the General Board and on all Special Committees they may advise but have no voting privileges on these committees. The Advisors shall retain voting eligibility as a General Member of the ASCC in an open election or forum.

D. Give the Secretary a copy of the following no later than the April General Board meeting:

(1) End of Year After Action Report

(2) SOP/Job Description

1. The Unit Representatives Shall:

1. Be invited to attend all regularly scheduled meetings of the General Board

1. Be invited to attend all special meetings of the General Board and/or committees of which they are apart
1. Serve in a liaison capacity between the unit and the general Board and on all special committees they are apart but have no voting privileges on these committees. The Advisors shall retain voting eligibility as a General Member of the ASCC in an open election or forum.

Section B. Elected Officers

1. Elected Officers (President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer) shall:

A. Be elected by the general membership. Appointed Officers filling vacancies of Elected Officers shall adhere to the same guidelines as Elected Officers.

B. Be voting members of the Executive Board. The President shall vote only in case of a tie.

C. Be voting members of the General Board. The President shall vote only in case of a tie.

D. Be voting members of the general membership.

E. Be responsible to the President, Executive Board, General Board, and the general membership. The President shall be responsible to the Executive Board, General Board, and the general membership.

F. Arrange with the Volunteer Coordinator to complete at least two mandatory hours of volunteer time at the ASCC Community Thrift Shopper month. If unable to complete volunteer hours as originally scheduled, Officers are responsible for contacting the Volunteer Coordinator. Officers who fail to complete Thrift Shop volunteer hours for two (2) months shall be reported to the President, and the Executive Board can require the resignation of said Officer if circumstances warrant.

G. In the case that an Officer conducts an event, s/he will submit an AAR no later than 14 days or at the next General Board meeting (whichever is greater) to the Secretary, unless for an event for which the Officer was required to submit a Fundraising Request. In that case:

(1) Completed fundraising event AARs will be submitted by the requesting Officer to the President and Secretary no later than eight (8) business days following the event.

(2) Completed fundraising event AARs will be forwarded by the President to Approving Authority no later than ten (10) business days, or other amount of days specified by Approving Authority, following the event.

H. Provide a written/emailed monthly report to the President and Secretary at 24 hours before the General Board Meeting.

I. Review and revise SOP/Job Description, subject to General Board approval.

J. Maintain a file containing the following items for submission to successor:

(1) SOP/Job Description

(2) Monthly reports (Includes financial statements and reports, if applicable.)

(3) Minutes (1 inactive year plus current year)

(4) After Action Report (1 inactive year plus current year)

(5) Most current Constitution and Bylaws

(6) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 210-22 (Private Organizations on Department of the Army Installations), and USAG Ansbach Private Organization and Fundraising Policy.

K. Give Secretary a copy of the following no later than the April General Board meeting:

(1) End of Year After Action Report

(2) SOP/Job Description (See Appendix)

2. The President shall have the following duties:

A. All duties as listed under Article VI, Section B 1 of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Appoint the Parliamentarian and all Standing Committee Chairs, subject to approval of the Executive Board.

(b) Preside at Executive Board, General Board, and general membership meetings.

(c) Preside at the joint meeting of the newly elected Officers and outgoing Officers at the regular meeting of the General Board in May.

(d) Oversee responsibilities of the Board

(2) Financial:

(a) Be the custodian of all ASCC accounts. Ensure that appropriate persons are authorized signatories on the ASCC accounts.

(b) Is authorized to sign checks in the absence of the ASCC Treasurer. Authorized Co-sign with checks exceeding five hundred dollars (\$500.00). Ensure two authorized users cosign all checks over \$500.

(c) Be responsible for General Board appreciation gift, using the established budget.

(d) Ensure that an audit is performed in accordance with ASCC Audit Procedures (See Article II, Section A.)

(e) Monitor the total wages paid for Community Thrift Shop employees to ensure they do not exceed the pre-determined amount allowed by the governing Authority. Income and revenue may be measured monthly or yearly for the purpose of this limitation.

(3) Committee:

(a) Be an ex officio member of all committees, with the exception of the Nominations and Election Committee.

(b) Approve all committee members, with the exception of the Nominations and Election Committee members.

(c) Be a member of the Budget Committee.

(d) Be a member of the Constitution and Bylaws Committee.

(e) Appoint special committees and representatives of the ASCC to community activities.

(f) Monitor the activities of all committees.

(5) Administrative:

(a) Request approval from the Approving Authority and sign memoranda of agreement for major fundraisers.

(b) Approve and sign appropriate contracts for the ASCC.

(c) Direct an orderly and complete transition to the succeeding Board.

(d) Annually request approval from Approving Authority to operate as a Private Organization.

3. The 1st Vice President shall have the following duties:

A. All duties as listed under Article VI, Section B 1 of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Perform the duties of the President in his or her absence and fulfill the term should the position be vacated.

(b) Act as Programs Coordinator:

(1) Plans and Coordinates the details of each function.

(2) Be responsible for purchasing speaker and/or guest gifts and send thank you notes/cards to presenters and speakers for ASCC functions.

(3) Coordinate details of each function with the President, Treasurer, and provide details to Publicity Chair, Ways and Means Chair, Digital Communications Chair.

(4) Propose a tentative Program schedule for the current year and submit it to the General Board for approval.

(5) Maintain an accurate guestlist for each function

(c) Be a member of the Budget Committee.

(d) Serve as Parliamentarian in the absence of the Parliamentarian.

(2) Financial

(a) Be responsible for the President's appreciation gift, using the established budget.

4. The 2nd Vice President (Welfare) shall have the following duties:

A. All duties as listed under Article VI, Section B 1 of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Assist the ASCC President as needed.

(b) Chair the Welfare Committee, with the consensus of the President, consisting of the following members:

(1) Treasurer (non-voting member).

(2) No less than three (3) ASCC general board and or general membership who are not paid employees of the thrift shop

(3) One Advisor – non voting member

(c) The Welfare Chair will assign one member the additional duty of Welfare Committee Secretary.

(d) Voting:

(1) A valid Committee vote consists of a simple majority.

(2) The Welfare Chair shall only vote in case of a Committee tie.

(3) A quorum consists of one half ($\frac{1}{2}$) of the voting members to establish a meeting.

(4) A Vote by the Welfare Committee to grant Welfare requests

of \$1001.00 or more will be presented to the ASCC General Board for approval.

(2) Committee:

(a) Be a member of the Budget Committee.

(b) Monitor and coordinate with the President activities of the Standing Committees.

5. The Secretary shall have the following duties:

A. All duties as listed under Article VI, Section B 1 of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Keep accurate records of General Board or special (Executive Board, Budget, and general membership) meeting minutes, provide copies, and make the minutes available to the general membership.

(b) Submit copies of each month's board minutes to all General Board members within ten (10) working days after each meeting.

(c) Provide a copy of General Board meeting and general membership meeting minutes to any member upon request.

(d) Be responsible for:

(1) Collecting and distributing mail to general members.

(2) Ordering necessary office supplies.

(3) Handling correspondence for President upon request.

(4) In the event of an email vote, recording the votes as reported by the Parliamentarian.

(5) Provide actionable items to committee chairs

(6) Collect and Collette monthly reports from committee chairs before general board meeting to present with the agenda

(2) Committee:

(a) Be a member of the Budget Committee.

(b) Be a member of the Constitution and Bylaws Committee.

(3) Administrative:

(a) Forward approved General Board meeting minutes and General Membership meeting minutes to the President monthly.

(b) Maintain the ASCC Policy and Precedents file and maintain a back-up of files in a separate location. Documents shall be maintained for four (4) inactive years plus the current year (5 years total). These shall include:

(1) Constitution, Bylaws, and Amendments

(2) Copy of Authorization to Operate

(3) Financial statements, reports, and/or ledgers with documents

(4) Copy of inventory of all fixed assets

(5) Audit reports

(6) Meeting minutes

(7) Copies of insurance policies

(8) Copies of contracts

(9) All documentation necessary for proper function of the ASCC

(10) Copies contracts, and After-Action Reports

(11) General Board SOP/Job Descriptions

(12) DoDI 1000.15 (Private Organization Operating on DoD Installations), AR 600- 20 (Army Command Policy), AR 600-29 (Fund-Raising within the Department of the Army), AR 210-22 (Private Organizations on Department of Army Installations), and USAG Ansbach Private Organization and Fundraising Policy.

(d) Store all committee records in the ASCC Property Room and electronically for committees that have recessed.

(e) Collect all After Action Reports and SOP/Job Descriptions from General Board and committee members no later than the April board meeting. These documents shall be reviewed by the President and filed in the Policy and Precedents file.

6. The Treasurer shall have the following duties

A. All duties as listed under Article VI, Section B 1 of these Bylaws.

B. Other duties as follows:

(1) Official:

(a) Ensure that all accounting procedures are done in accordance with the USAG Ansbach Private Organizations and Fundraising Policy.

(b) Ensure that all financial accounts follow proper accounting procedures. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution, and ensure petty cash is not used.

(c) Maintain a current and accurate SOP/Job Description for respective accounts as a reference and for audit purposes.

(2) Administrative:

(a) Collecting charges for ASCC general membership meetings and special events.

- (b) Ensure that members who make reservations for ASCC activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Treasurer is responsible for collecting all appropriate charges. Members are responsible for reservations of guests.
 - (c) Deposit all monies into the ASCC bank account immediately upon receipt.
 - (d) Sign checks and pay all bills/disbursements within thirty (30) days, as approved in respective budget, and as authorized by applicable committee, the General Board, or the general membership.
 - (e) Receive, review, and approve fund request forms from General Board prior to spending; any request over \$500 must be signed and approved by the President.
 - (f) Ensure two authorized signers sign all checks exceeding five hundred dollars (\$500.00).
 - (g) Maintain a valid signature authorization for the ASCC bank account.
 - (h) Reconcile respective financial accounts on a monthly basis.
 - (i) Submit a monthly financial report in writing to the General Board for approval. Provide copies to the Secretary for Approving Authority and Policy and Precedents file.
 - (j) Prepare the proposed annual budget for the board year (1 June to 31 May). Present a proposed budget to the Budget Committee for review by April 1.
 - (k) The outgoing Treasurer will present a proposed budget to the outgoing General Board no later than the May meeting for submission with Budget Committee recommendations to the newly appointed General Board.
 - (l) Maintain a current and accurate budget report with financial records.
 - (m) Submit respective financial records for audit in accordance with Audit Procedures and provide the audit report to the President and Secretary.
 - (n) Sign checks required for payment of non-budgeted expenditures.
- (1) Amounts up to one hundred dollars (\$100.00) require approval of the President.
 - (2) Amounts over one hundred dollars and one cent (\$100.01) and up to one thousand five hundred dollars (\$1500.00) require approval of the President and the General Board.
 - (3) Amounts over one thousand five hundred dollars and one cent (\$1500.01) require approval of the President, the General Board, and the general membership.

- (o) With the President, ensure the bonding of appropriate ASCC Officers and Standing Committee members is accomplished in accordance with the USAG Ansbach Private Organizations and Fundraising Policy and with Article XI of these Bylaws.
- (p) Collect financial documents from all financial sources for audit in accordance with Audit Procedures.
- (q) Serve as Chair of the January and April Budget Committee meetings.
- (r) Perform collection duties on insufficient funds checks.
- (s) Ensure the following startup funds for the Incoming Board: The ASCC account must have a minimum of five thousand dollars (\$5,000.00).
- (t) Work with the President to arrange an audit of the ASCC Community Thrift Shop books annually. Submit a copy to the Approving Authority and the ASCC General Board.

Section C. Appointed Officers

1. The Parliamentarian shall:

- a) Be appointed by the President upon approval of the Executive Board.
- b) Be a non-voting member of the Executive Board.
- c) Be a non-voting member of the General Board.
- d) The Parliamentarian shall retain voting eligibility as a General Member of the ASCC in an open election or forum.
- e) Be responsible to the President, Executive Board, General Board, and the general membership.
- f) Advise the President, General Board, and committees on matters of parliamentary procedure.
- g) Be the parliamentary Authority on all procedures to ensure orderly conduct as outlined in Robert's Rules of Order, Revised 12th Edition. As a non-voting member, the Parliamentarian shall attend all General Board and special (Executive Board, Budget, and general membership) meetings of the ASCC.
- h) Robert's Rules of Order, Revised 12th Edition. As a non-voting member, the Parliamentarian shall attend all General Board and special (Executive Board, Budget, and general membership) meetings of the ASCC.
- i) At the President's request, take an email vote of the General Board and report the results to the Secretary.

- j) Chair the committee that reviews the Constitution and Bylaws every two years, to be convened by 1 February. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority.
- k) Be responsible for typing and reproducing the ASCC Constitution and Bylaws for distribution to members of the General Board. The Constitution and Bylaws should be made available to the general membership. The Parliamentarian shall provide a copy of the Constitution and Bylaws to members upon request.
- l) Serve as the Chair of the Nominations and Elections Committee and member of the Budget Committee.
- m) Preside over elections in April, in accordance with Article VII of the Constitution.
- n) Arrange with the Volunteer Coordinator to complete at least two mandatory hours of volunteer time at the ASCC Community Thrift Shopper month. If unable to complete a month's volunteer hours as originally scheduled, the Parliamentarian is responsible for contacting the Volunteer Coordinator. Suppose the Parliamentarian fails to complete or make up his/her Thrift Shop volunteer hours for three (2) months. In that case, s/he shall be reported to the President, who may require the resignation of the Parliamentarian if circumstances warrant.
- o) Review and revise SOP/Job Description, subject to General Board approval.
- p) Maintain a file containing the following items for submission to successor:
 - 1) SOP/Job Description
 - 2) Monthly reports
 - 3) Minutes (1 inactive year plus current year)
 - 4) After Action Report (1 inactive year plus current year)
 - 5) Constitution and Bylaws
 - 6) DoDI 1000.15 and USAG Ansbach Private Organizations and Fundraising Policy
 - 7) Roberts Rules of Order 12th Edition
- q) Give Secretary a copy of the following no later than the April General Board meeting:
 - 1) End of Year After Action Report
 - 2) SOP/Job Description

ARTICLE VII – Standing Committee Chairs

Section A. Standing Committee Chairs shall:

1. Be appointed by the President upon approval of the Executive Board. Vacancies shall be filled in the same manner.
2. Be voting members of the General Board.
3. Be responsible to the President, Executive Board, General Board, and general membership.
4. Submit, in writing to the President, a proposed list of committee members.
5. Standing Committee chairs will complete (2) mandatory hours of volunteer time at the ASCC Community Thrift Shopper month. If unable to complete a month's volunteer hours as originally scheduled, Chairs are responsible for contacting the Volunteer Coordinator. Chairs who fail to complete their Thrift Shop volunteer hours for three (2) months shall be reported to the President, and the Executive Board can require the resignation of said Officer.
6. Submit monthly reports to the Secretary and present the report at the General Board Meeting.
7. Review and revise Committee SOP/Job Description(s), subject to General Board approval.
8. Maintain a file containing the following items for submission to successor:
 - A. SOP/Job Description(s)
 - B. Monthly reports (Includes financial statements and reports, for those to whom it applies)
 - C. Minutes (1 inactive year plus current year)
 - D. After Action Reports
 - E. Constitution and Bylaws
- 9.. When a Chaired event occurs, submit an AAR no later than 14 days or at the next General Board meeting (whichever is greater) to the Secretary and President, unless for an event for which the Chair was required to submit a Fundraising Request. In that case:
 - A. Completed fundraising event AARs will be submitted by the requesting Chair to the President and Secretary no later than eight (8) business days following the event.

B. Completed fundraising event AARs will be forwarded by President to Approving Authority no later than ten (10) business days, or other amounts of days specified by Approving Authority, following event.

10. Give Secretary a copy of the following no later than the April General Board meeting:

A. End of Year After Action Report

B. SOP/Job Description(s) (See Appendix)

Section B. The Membership Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

A. Coordinate with the 1st Vice President on welcoming members into the ASCC.

B. Monitor membership applications to determine active, associate, honorary in accordance with the ASCC Constitution.

C. Ensure the number of associate and honorary members does not exceed the limits established by the ASCC Constitution. Coordinate percentages with the Parliamentarian for voting procedures and submit at monthly General Board meetings.

D. Present membership applications for consideration to the General Board for associate and honorary membership.

E. Ensure that the ASCC Constitution and Bylaws are available to all members.

F. Review and update membership application forms.

G. Review and update Membership Directory

H. Prepare, distribute membership cards

I. Coordinate with the Treasurer monies received from membership.

Section C The Publicity Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.

2. Other duties as follows:

- A. Appoint a Publicity Committee, as needed, with the consensus of the President, with the following responsibilities:
 1. Publicizing all ASCC activities after coordinating with the appropriate General Board members and with the approval of the President and ensuring Operation and Security (OpSec) guidelines are followed.
 2. Said activities shall be publicized through multiple media sources in a timely manner with the President's approval.
 3. Coordinate with Digital Communications Chair as needed
- B. Ensure that all copying and mailing is in accordance with the USAG Ansbach Private Organizations and Fundraising Policy.

Section D. Digital Communications Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - a. Appoint a Digital Communications Committee, as needed, with the consensus of the President, with the following responsibilities:
 - i. Maintain and update the ASCC website after coordinating with the appropriate General Board members and the President's approval.
 - ii. Maintain and update ASCC's social media platforms
 - iii. Coordinated with Publicity chair as needed
3. Ensure that all materials posted online are appropriate and in accordance with the ASCC mission and the USAG Ansbach Private Organizations and Fundraising Policy and OpSec guidelines are followed.

Section E. The Scholarship Awards Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - a. Appoint a Scholarship Committee with the consensus of the President, consisting of at least five (5) ASCC members who are not paid employees of the ASCC, or have a family member, relative, or someone who resides with them that is eligible for a scholarship. The ASCC members on this committee should represent community demographics for example, Garrison, Ansbach Middle/High School, and ASCC members-at-large.
 - b. Present a clearly defined proposed scholarship awards criteria and method of application assessment to the General Board no later than the October General Board meeting.
 - c. Present the awardees of Scholarship monies to the General Board for approval no later than the April General Board meeting.
 - d. Maintain copies of the USAG Ansbach Private Organization and Fundraising Policy.
3. The Scholarship Awards Committee shall have the following duties:

- a. Review and determine the scholarship awards criteria and method of application assessment.
- b. Ensure that publicity, applications, and criteria with application deadlines are ready for distribution to the community-at-large by mid-December.
- c. Prepare the distribution of Scholarship Awards monies for presentation at the April General Board meeting.
- d. Announce list of scholarship recipients to the general membership at the May general membership meeting.
- e. Send out notification letters to those individuals who applied but did not receive a scholarship.

Section F. The Ways and Means Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - a. Appoint a Ways and Means Committee, as needed, with the consensus of the President, responsible for conducting Ways and Means sales activities at designated ASCC functions.
 - b. Maintain Ways and Means inventory.
 - c. Ensure that Ways and Means is self-sustaining.
 - d. Transfer all Ways and Means monies to the Treasurer within five (5) business days following a sales activity.
 - e. Provide budget requirements to the Treasurer for submission to the Budget Committee.
 - f. Provide a proposed inventory for approval to the General Board by the July General Board meeting.
 - g. Coordinate with the 1st Vice President about whether the monthly Program will need opportunity prizes and, if so, be responsible for obtaining the opportunity prizes.
 - h. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures. The inventory count shall be conducted with the Treasurer and/or the President.
 - i. Maintain copies of DODI 1000.15 and the USAG Ansbach Private Organizations and Fundraising Policy.

Section G. The Volunteer Chairperson will:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - a. Act as an Organizational Point of Contact (OPOC) for ASCC
 - b. Complete VMIS training classes as provided by USAG Ansbach AVCC.
 - c. Encourage the registration of volunteers on www.myarmyoncesource.com. If a volunteer should be unable to register in VMIS, the Volunteer Chair will assist the volunteer in recording their hours.
 - d. Solicit, organize, and manage an ASCC volunteers to perform the service activities of ASCC.
 - e. Work with Thrift Shop Liaison to ensure that every Executive and General Board member signs up for and completes two (2) mandatory volunteer hours at the ASCC Thrift Shop per month. Report to President any Executive or General Board member who fails to complete Thrift Shop volunteer hours for three (2) months.
 - f. Work with the President to nominate volunteers for the annual volunteer recognition ceremony through the USAG Ansbach Army Volunteer Corps Coordinator (AVCC).
 - g. Plans and executes monthly and yearly volunteer recognition
 - h. Review and edit/update, if necessary, all posted volunteer job descriptions.
 - i. Submit on a monthly basis all volunteer hours to the Secretary with a written monthly report.

Section H. Thrift Shop Liaison

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
 - a. Have working knowledge of all ASCC Community Thrift Shop operations, policies, SOP, as the General Board has approved them; of the ASCC Constitution and Bylaws; of AER 210-22 in conjunction with AR 210-22 and DODI 1000.15; and of decisions made by the ASCC Community Thrift Shop Committee.
 - b. Communicate between the ASCC Thrift Shop manager and the President.
 - c. Be responsible for regular communication with the ASCC Thrift Shop manager about Thrift Shop daily operations, performance, objectives, developments, and issues. Be responsible for relaying this information regularly and in a timely manner to the President and the Thrift Store Committee.
 - d. Coordinate between Thrift Shop manager and Thrift Shop Committee designated sort days each month.
 - e. Work with the Volunteer Coordinator to ensure that every Executive and General Board member sign up for and completes two mandatory volunteer hours at the ASCC Thrift Shopper month.

- f. Present a copy of the ASCC Community Thrift Shop monthly financial reports to the General Board.
 - g. Ensure the President procures bonds for the thrift shop liaison, manager, cashier(s), and any other employees of ASCC Community Thrift Shop who have access to total cash on hand, more than \$500.00.
 - h. Assist ASCC Community Thrift Shop manager to interview and hire employees for approved Thrift Shop positions with the approval of the ASCC Community Thrift Shop Committee.
 - i. Assist the manager in hire or terminate decisions following employees' probationary period with the approval of the Thrift Shop Committee.
3. The Thrift Shop Liaison will serve on the ASCC Community Thrift Shop Committee. Membership of the Committee will consist of but is not limited to:
- a. ASCC Community Thrift Shop manager (chair, non-voting)
 - b. Thrift Shop Liaison (voting)
 - c. ASCC President (non-voting, unless in case of a tie)
 - d. At least two or more volunteers from the ASCC General Membership (voting)
 - e. One ASCC Community Thrift Shop Advisor (voting)
 - f. At least two General Board Members (voting)

Section H. The Constitution and Bylaws Committee shall:

1. Be chaired by the Parliamentarian
2. Include the following:
 - a. Advisor(s)
 - b. President
 - c. Secretary
 - d. The Parliamentarian, with the President's approval, appoints remaining members.
3. Review the Constitution and Bylaws biannually by 1 February, in accordance with Article III, Section C, of the Constitution, and present their conclusions to the General Board for approval.
4. Present revisions and/or amendments to the Constitution. The general membership should have these in writing two weeks prior to the approval vote, with the vote taking place no later than the April function.

5. Ensure that the General Board approves revisions and/or amendments to the Bylaws in accordance with Article III, Section D, of the Constitution. Upon approval by the General Board, the Bylaws shall be adopted, amended, or repealed by a two-thirds (2/3) majority of members present at a general membership meeting or electronic vote, provided that proposed changes be announced to the membership at a previous general membership meeting or by club-sponsored media.

6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority by the President.

7. Upon completion of the Constitution and Bylaws review, this committee is dissolved.

Section I. The Nominations and Elections Committee:

1. The Nominations and Elections Committee shall:

- a. Be Chaired by the Parliamentarian.
- b. Convene no later than 1 February.
- c. Include the Advisor(s), the Parliamentarian, and at least three (3) ASCC members in good standing who represent community demographics. The Advisor(s) and Parliamentarian shall serve as non-voting members. The President may not serve on this committee, nor shall s/he be required to approve the committee members.
- d. Coordinate publicity of the elections process and selection of nominees with the Publicity Chair and Digital Communications Chair.
- e. Present the slate of Officers to the General Board at the March meeting.
- f. Submit a Slate of Officers at the March general membership meeting; the Slate should also be made known to the membership through the ASCC official website.
- g. Accept nominations from the floor at the March general membership meeting.
- h. Consent of the nominee must be received prior to nomination.
- i. 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, s/he shall remove him/herself from the committee.
 - 3) Slate of Officers shall come from the existing ASCC membership.

- 4) Elections are held in accordance with Article VII of the Constitution at the April general membership meeting.
- 5) If a single Slate is presented, a voice vote may be taken. If a multiple Slate is presented, elections shall be by secret ballot.
- 6) The Parliamentarian shall provide ballots and handle the procedure for ballot voting.
- 7) There shall be no absentee or proxy voting.
- 8) All nominees require a majority vote (one more than 1/2 of votes cast) to be elected.
- 9) The new Officers shall be installed at the May general membership meeting for a term of one year (1 June – 31 May).
- 10) Upon completion of the elections, this committee is dissolved.

Section K. Other Committees and Temporary Positions

The President, with approval of the Executive Board, may appoint other committees. This shall include any temporary committee or position. The Executive Board shall determine their duties and term of office; they shall have no vote on the General Board.

ARTICLE VIII - Finances

Section A. Revenue

Revenue shall consist of monies received as dues and derived from donations and approved fundraising activities of the ASCC.

Section B. Annual Dues

1. Each ASCC Board Year is from 1 June until 31 May.
2. The dues for Active and Associate members who join between 1 June and 31 December shall be twenty dollars (\$20) for single membership and thirty dollars (\$30) for families, payable in full at the time of registration.
3. The dues for Active and Associate members who join between 1 January and 31 May shall be ten (\$10) dollars for single membership and twenty dollars (\$20) for families, payable in full at the time of registration.
4. Dues will not be increased or decreased by more than 20% without the approval of the general membership.
5. Dues are not refundable.

Section C. Reservations

1. A reservation for an ASCC function constitutes an agreement to pay the cost of the function either in cash or check on the day of the function. Failure to comply with this requirement shall result in a suspension of reservation privileges for future functions until the outstanding balance is paid in full.

Section D. Budgets

1. The annual budgets for the ASCC bank account will be prepared by a committee composed of the following members: President, 1st Vice President, 2nd Vice President, the Treasurer, Ways and Means Chairperson, and the Advisor.

A. The Budget shall be presented to the General Board for consideration and approval no later than 31 April, and to the general membership for approval in May.

B. Comparative budget revisions shall be submitted for approval in the same manner in January to the General Board and February to the general membership.

Section E. Bank Accounts

1. The ASCC will maintain two (2) ACC bank accounts as follows:

- a. ASCC General bank account
- b. ASCC Community Thrift Shop Account

2. All monies will be deposited wherein and administered in accordance with the ASCC Constitution and Bylaws and AER 210-22, in conjunction with AR 210-22 and DODI 1000.15.

- a. The primary account custodian for each account is the ASCC President.
- b. The Primary Signers on each account are as follows:
 - 1) ASCC General bank account: Treasurer is the primary signer.
 - 2) ASCC Community Thrift Shop Account: Thrift Shop manager.

3. Adequate accounting records will be maintained by the Treasurer and ASCC Thrift Shop Manager to reflect assets, liabilities, net worth, and financial transactions of the ASCC in accordance with AER 210-22, in conjunction with AR 210-22 and DoDI 1000.15. These records should include a single-entry ledger recording the organization's financial transactions, a checkbook, monthly Treasurer and Thrift Shop account reports, and monthly account balances. The monthly Treasurer and Thrift Shop account reports will be submitted to the Approving Authority.

Section F. Audits

1. All ASCC accounts will be subject to audit annually and/or upon change of the Treasurer. Such audits are at the expense of each account. Audit procedures will be in accordance with AER 210-22, in conjunction with AR 210-22 and DODI 1000.15. All audits will be performed by a certified auditor.

Section G. Insurance

1. When any Officer or member of the ASCC or any employee of any of the above accounts has access to total cash on hand, in bank, and/or salable merchandise exceeding \$500.00, the club will purchase fidelity insurance.

Section H. Liability Coverage

1. The ASCC will maintain liability coverage in the amount of \$25,000.00.

ARTICLE IX – Funding Sources

Section A. Income

1. Dues:

- a. The annual dues to active and associate members from 1 June until 31 May shall be at the discretion of the General Board.
- b. If an eligible person joins in January or later, the dues shall be one-half (1/2) of the designated amount, as is reflected in Article IX, Section B of these Bylaws.
- c. Dues will not be increased or decreased by more than 20% without the approval of the general membership.
- d. Dues are not refundable.

2. Fundraising activities:

- a. All fundraising shall be conducted in accordance with the USAG Ansbach Private Organizations and Fundraising Policy, and approved by the Approving Authority and the General Board.
- b. Completed fundraising event AARs will be submitted by the requesting Chair to the President and Secretary no later than eight (8) business days following the event.
- c. Completed fundraising event AARs will be forwarded by President to Approving Authority no later than ten (10) business days, or other amount of days specified by Approving Authority, following

3. Thrift Store Disbursements

Section B. Expenditures

1. Expenditures shall be limited to those required to support ASCC's mission and activities as listed in the Constitution.

2. Expenditure Types

A. Expenditures will be categorized and disbursed in accordance with the USAG Ansbach Private Organizations and Fundraising Policy.

B. Expenses shall not exceed income.

C. ASCC shall categorize all expenditures as either non-discretionary expenses or discretionary expenses in the form of an annual budget with line item amounts approved by the General Board and the general membership.

3. Petty cash will not be used.

Section C. Financial Control

ASCC shall maintain and record all assets, liabilities, net worth, and financial transactions in accordance with the USAG Ansbach Private Organizations and Fundraising Policy, in the form of a General Ledger using generally accepted accounting procedures.

ARTICLE X – Insurance Coverage

Section A. ASCC Bonding

The ASCC will purchase fidelity bonding for members or employees handling monthly cash flow exceeding \$500.00 (Bonding will be equal to the normal maximum amount of cash handled.) (AR 210-22).

Section B. ASCC Liability Insurance

Liability insurance shall be maintained by this Private Organization and shall be adjusted as needed.

ARTICLE XI – Meetings and Quorums

Article XII of the ASCC Constitution is incorporated by reference into this Article for all purposes.

ARTICLE XII - POLICY AND PRECEDENTS FILE

The Policy and Precedents file of the ACSS must contain:

1. Current Constitution and Bylaws
2. Official DOD Instructions, Army Regulations, and Policy Letters
 - a. Dodi 1000.15
 - b. AR 210-22 Private Organizations on Department of the Army Installations
 - c. AER 210-22
 - d. AR 600-29 Fundraising within Department of the Army
 - e. USAG Ansbach Private Organizations and Fundraising Policy
 - f. Robert's Rules of Order Newly Revised 12th Edition
3. Approved ASCC policies, guidelines, and SOPs
 - a. Reservation Policy
 - b. Community Grants/Welfare Policy
 - c. Publicity SOP /Job Description
 - d. Ways and Means SOP/Job Description
 - f. Scholarship SOP/Job Description
 - g. ASCC Thrift Shop and Liaison SOP/Job Description
 - h. Welfare SOP/Job Description
 - i. Programs SOP /Job Description
 - j. Volunteer SOP/Job Description
 - k. Treasurer SOP/Job Description
 - l. Digital Communications SOP /Job Description
 - m. President SOP/Job Description
 - n. Secretary SOP/Job Description
 - o. Parliamentarian SOP/Job Description
 - p. Advisor SOP/Job Description
 - q. Unit Representatives SOP / Job Description
4. Insurance and Tax Forms
 - a. Statement of Insurance and Liability
 - b. Certificates of Bonding
 - c. Tax Returns
 - d. Tax Exempt Certificate
 - e. Any correspondence from the US Treasurer regarding ASCC tax status
5. Volunteer Service Records
 - a. DD 2793
 - b. Volunteer Position Descriptions
 - c. Volunteer award nominations
 - d. Monthly report of Volunteer Activity

6. Meeting Minutes, to include Financial Statements and Reports
7. Rosters
 - a. Membership rosters for current and previous year only.
 - b. Thereafter, only a roster of the General Board shall be kept, and all previous roster information shall be destroyed; however, a numerical count will be maintained.
8. Inventory of Assets
9. Memoranda of Agreements and Letters of Approval
 - a. Approval to operate as a PO on USAG Ansbach
 - b. Approval to conduct fundraisers
10. After Action Reports and Continuity Binders going back 7 years.

ARTICLE XIII – ADOPTION

Section A. These Bylaws shall become effective upon adoption in a duly constituted regular electronic/virtual or special meeting of the General Board during which a quorum is present and upon a simple majority vote of approval, a subsequent meeting of the general membership upon a two-thirds (2/3) majority vote of approval (provided that proposed changes be announced to the membership at a previous general membership meeting or by club-sponsored media), and upon approval of the Approving Authority.

Section B. Once approved, these Bylaws shall supersede all previous Bylaws and amendments except that it shall not affect Officers elected or specific agreements and contracts entered into under the terms of the previous Bylaws until such terms of agreements or contracts have reached their expiration date.

Section C. These Bylaws were approved by the General Board on 16 March 2021 and by the general membership on 16 March 2022
In witness thereof, the following officers affix their signature.

ARTICLE XIV – Dissolution

Section A. The ASCC may be dissolved at any time by a simple majority vote of the General Membership on the advice of the President and/or advisors, or when required by order of the Approving Authority.

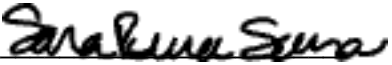
Section B. Upon dissolution of the ASCC, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the active membership or Approving Authority and must be used exclusively for exempt purposes.

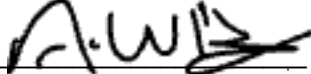
Section C.

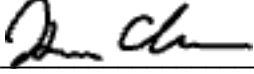
Upon dissolution of the ASCC, the Thrift Shop shall be dissolved or removed from ASCC responsibility in accordance with AR Reg 210-22 and AER Reg 210-22.

This Constitution supersedes all previous Constitutions and amendments. It is effective upon adoption by an affirmative vote of two-thirds (2/3) majority of members present and voting at a general membership meeting.

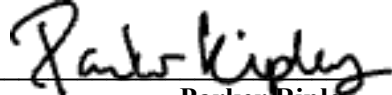
See Article XIII of the ASCC Constitution.

///ORIGINAL SIGNED/// 
Sara Renee Serna
President, ASCC
Board Year 2022-2023

///ORIGINAL SIGNED/// 
Astrid Wisniewski
1st Vice President, ASCC
Board Year 2022-2023

///ORIGINAL SIGNED/// 
Kathleen Glauner
2nd Vice President, ASCC
Board Year 2022-2023

///ORIGINAL SIGNED/// _____
Dani Corey
Treasurer, ASCC
Board Year 2022-2023

///ORIGINAL SIGNED/// 
Parker Ripley
Recording Secretary, ASCC
Board Year 2022-2023

///ORIGINAL SIGNED/// _____
Dymphna Roman
Parliamentarian, ASCC
Board Year 2022-2023

APPENDIX

Definitions:

Audit: An official examination, verification, and correction of account books that show a Private Organization's financial status. (AR 210-22, AER 210-22)

Biennially: Every two years unless there is a change in the President and or Treasurer

Qualified Auditor: An auditor, public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction. (AR 210-22, AER 210-22)

Standard Operating Procedure (SOP): Includes duties from Bylaws, job description, and procedures for performing the duties of the position.