

**FORT KNOX SPOUSES AND COMMUNITY CLUB, INC.  
BYLAWS**

**ARTICLE I – ORGANIZATION NAME AND PURPOSE**

**Section A. DECLARATION OF BYLAWS**

The Board of Governors (the Board/BOG) hereby declares these Bylaws for the management of the “Fort Knox Spouses and Community Club, Inc.” hereinafter referred to as the FKSCC, in accordance with the FKSCC Constitution. The FKSCC shall operate with the approval of the Fort Knox Installation 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)*, and *AR 210-22 (Private Organizations on Department of the Army Installations)*.

**ARTICLE II – GENERAL PROVISIONS**

**Section A. AUDIT**

Audits shall be performed by a qualified auditor at the expense of the FKSCC, in accordance with the *AR 210-22 (Private Organization and Fundraising Policy.)* and the Approving Authority.

1. No US Government auditing service shall conduct FKSCC audits.
2. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years plus the current year.
3. An audit shall be conducted on all FKSCC accounts at the conclusion of the FKSCC Board year and/or upon change of Financial Officer, regardless of time elapsed since the last audit.
4. Audits shall proceed as follows:
  - a. All FKSCC Officers and Committee Coordinators with accounts shall submit financial records to the Financial Officer no later than 15 June.
  - b. The Financial Officer shall gather all necessary financial records and submit them to an independent auditor no later than 30 June.
  - c. The President shall present the audit report to the Board of Governors if any significant errors were discovered by the auditor.
  - d. The President, or their designee, shall ensure a copy of the audit report is sent to the Approving Authority
  - e. Should corrective action be required, the President shall ensure a corrective action reply is sent to the Approving Authority within thirty (30) days. Extensions may be granted.

**Section B. ANNUAL AND BIENNIAL REQUIREMENTS**

In accordance with the *AR 210-22* and Approving Authority the FKSCC must supply the following on a routine basis (but not less than annually) to the installation commander’s designee, as required by the installation commander:

1. Minutes or summaries of meetings
2. Financial statements
3. Any major changes in activities, membership requirements, officers, organization, constitution, bylaws, use of funds, and management functions

4. Names, addresses, and phone numbers of officers
5. A copy of audit reports
6. A copy of any correspondence about applicability of Federal, State, or local laws

Approval from the Approving Authority automatically expires 2 years from the date of last approval, unless revalidated. The FKSCC must request revalidation from its Approving Authority biennially at least ninety (90) days prior to expiration. (Commanders may establish longer suspense times)

### **ARTICLE III – GOVERNING BODY OF THE FKSCC**

#### **Section A. GENERAL**

1. The Executive Committee and Board of Governors shall have supervision of and direction over all activities, operations, and disbursements of the FKSCC.
2. Based on recommendation made by the Executive Committee, the Board of Governors shall:
  - a. Establish the scope of activities, services, and facilities of the FKSCC
  - b. Ensure that the FKSCC is properly administered, and its funds safeguarded
  - c. In accordance with the Constitution and these Bylaws, take any other action consistent with, and required to fulfill, the FKSCC’s objectives.
3. **Only** the President or Financial Officer may sign contracts entered on behalf of the FKSCC, unless the President has signed an official delegation of authority to a member of the Board of Governors who may have limited ability to sign short term contracts for special events.

#### **Section B. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the Elected Officers: President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Administrative Coordinator, Financial Officer; the Appointed Officer: The Parliamentarian; and the Honoraria.
2. The Elected Officers’ term shall be for one (1) year, beginning on 1 June and ending on 31 May.
3. Voting members of the Executive Committee include the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Administrative Coordinator, and Financial Officer; Honoraria and the Parliamentarian have no committee vote; the President shall vote only in the event of a tie.
4. The Executive Committee’s responsibilities shall be to discuss business and forward recommendations to the Board of Governors for a vote. However, the President may commit funds in the amount of \$250.00 or less without the approval of the Board of Governors, provided that this authorization is disclosed at the next Board meeting

#### **Section C. BOARD OF GOVERNORS**

1. The Board of Governors shall consist of the Elected Officers, the Honoraria, the Parliamentarian, and the Standing and Special Committee Coordinators.
2. The Board of Governors operates and administers all FKSCC activities as volunteers, never as paid employees.
3. Voting members of the Board of Governors include the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Administrative Coordinator, Financial Officer, and Standing and Special Committee Coordinators. Non-voting members include the Honoraria and Parliamentarian. The President shall vote only in case of a tie.
  - a. Each position shall have only one (1) vote; in cases of shared responsibility for a position or Committee, there shall be one vote reached through consensus of those Co Coordinators or that Committee. Each person can only hold one (1) Governing Board position.

- b. A quorum must be first established prior to any call to vote. See the *Constitution, Article XII, Section B*.
- 4. The Board of Governors shall have the following responsibilities:
  - a. Coordination and supervision of all activities of the FKSCC. No program or activity shall be conducted by the FKSCC that would prejudice or discredit the military service or other agencies of the United States government.
  - b. Collection and disbursement of FKSCC monies and establishment of proper accounting procedures.
  - c. Initiation of changes to the Constitution and Bylaws for the efficient and orderly operation of the organization and its activities.
- 5. Additional duties of the Board of Governors are described in *Article IV*.

**Section D. SEPARATION FROM THE BOARD**

- 1. Upon approval of the Executive Committee and advice of the Honoraria, the President may ask any member of the Board of Governors to resign, whether for cause or without cause. However, the President may ask any member of the Board of Governors to resign without approval of the Executive Committee in the event any member has failed to attend three board meetings (unexcused).
- 2. Upon approval of the Board of Governors by a 2/3 majority vote of all Board of Governors’ members and advice of the Honoraria, the Executive Committee may ask any member of the Executive Committee to resign.
- 3. Any member of the Board of Governors who will be temporarily unable to fulfill their duties will request, in writing to the President, a leave of absence. The President, upon the advice of the Honoraria, will grant or deny the request. If the request is granted, their position will be temporarily filled using the same process to address vacancies.
- 4. Resignations shall be submitted in writing to the President and Administrative Coordinator
- 5. Vacancies within the Board shall be addressed as set forth in the *Constitution, Article V, Section E* and the *Bylaws*

**ARTICLE IV – DUTIES OF BOARD OF GOVERNORS MEMBERS**

**Section A.** The general duties of all members of the Board of Governors shall be those implied by their respective titles and those specified by these Bylaws and the Constitution. All members of the Board of Governors are responsible to the position they hold and to the General Membership they represent. The duties in this Article describe the general duties of the Board of Governors with the exception of the Honoraria, whose responsibilities are outlined in *Article V*. More specific duties of Board of Governors members are outlined in *Articles VI through XIV*.

**Section B.** Each member of **THE BOARD OF GOVERNORS** of the FKSCC shall:

- 1. Be members of the FKSCC in good standing prior to their election or within 15 days of appointment.
- 2. Serve as voting members as prescribed in *Article III*.
- 3. Be present at each scheduled Board of Governors meeting, unless excused by the President, reporting verbally – even if “no report” - or notify the President or Administrative Coordinator of their absence in advance.
- 4. Provide a monthly board report to the Administrative Coordinator, even if “no report”, by the deadline set by the Administrative Coordinator. Should the Board member be absent, their report may be read *in absentia*.
- 5. Know the responsibilities of their position, and those specifically listed in *Articles V- XIV*.

6. Review the proposed budget as required by the Chair of the Budget Committee.
7. Log your volunteer hours on your monthly board report.
8. Pass any supplies (or a proper inventory should items be in the FKSCC storage facility), to the President.
9. Maintain an electronic media storage in FKSCC Google Drive related to their position, containing all documents required to fill position no later than 31 May of the Club Year (may include AARs, SOPs, and information described in *Articles V-XVI*)
10. Familiarize successor with all records and job duties, if possible, to ensure an orderly transition of their position.

## ARTICLE V – RESPONSIBILITIES OF THE HONORARIA

**Section A.** The **HONORARIA** strengthen the position of the President, providing counsel and mentorship. Members of the Honoraria shall serve in an advisory capacity, as an *ex officio* member of both the Executive Board and the Board of Governors and serve on certain Committees as invited. Honoraria provide counsel, mentorship, coaching, appropriate policy guidelines, and act as the liaison between the FKSCC and the Installation, while allowing the FKSCC Board of Governors to make their own decisions. Members of the Honoraria shall not be voting members of the Board of Governors. However, they shall retain voting privileges as Active Members of the organization.

**Section B.** The spouse of the Fort Knox Senior Commander shall be invited to serve as the FKSCC **Honorary President**. If the Senior Commander is unmarried or their spouse is unable or unwilling to serve in this position, the President and current Honoraria may ask the spouse of a Fort Knox Senior General Officer to serve as the Honorary President.

**Section C.** The spouse of the Fort Knox Senior Command Sergeant Major shall be invited to serve as the FKSCC **Honorary Vice President**. If the Senior Command Sergeant Major is unmarried or their spouse is unable or unwilling to serve in this position, the President and current Honoraria may ask the spouse of a Fort Knox Senior Command Select Sergeant Major to serve as the Honorary Vice President, or the club may request the participation of another Senior Select Command Sergeant Major’s spouse.

**Section D.** The Honorary **Advisor** will be the spouse of a Fort Knox Senior Officer or Senior NCO invited to serve by the President and Honorary President. The Advisor will advise the President on all matters-requiring conference with the Honoraria. The Honorary President, with the assistance of the President, may appoint additional Honorary Advisors as deemed necessary.

## ARTICLE VI – RESPONSIBILITIES OF THE ELECTED OFFICERS

**Section A.** The **PRESIDENT** shall have the duties described in *Article IV, Section B* with the addition of, but not limited to the following:

1. Preside at all meetings of the General Membership, the Executive Committee, the Board of Governors, and shall be an *ex officio* member of all Committees except for the Nominations and Election Committee.
2. Vote in the event of a tie.
3. Ensure that the Constitution and Bylaws of the FKSCC are upheld.
4. Appoint a Parliamentarian after conference with the Honoraria and an approval vote from the Executive Committee.
5. Recommend all Standing and Special Committee Coordinators, after conference with the Honoraria,
6. Recommend a member to fill any vacancy occurring in the Executive Committee or Board of Governors, except those filled by succession. Vacant positions shall be filled in accordance with *Section*

*V of the Constitution.*

7. Represent the FKSCC to the Fort Knox community at such events as the Command Information Exchange (CIE) or other community forums. The President may designate representatives to attend these meetings when/if necessary.
8. Confer with members of the Board of Governors to review position descriptions and SOPs (if applicable).
9. Be bonded at FKSCC expense as per the *Constitution, Article X– Insurance and Bonding*.
10. Oversee and monitor the responsibilities of each member of the Board of Governors, except the Honoraria, supervising directly the Volunteer Coordinator, the Sub Club Coordinator, the Newsletter Coordinator/Webmaster, the Social Media/Marketing Coordinator, and the Community Service Coordinator.
11. Remove or request the resignation of any member of the Board of Governors after conference with the Honoraria, with the approval of the Executive Committee and/or the Board of Governors, as per *Article III, Section D*.
12. Call special or emergency meetings of the Executive Committee, Board of Governors, or General Membership as needed.
13. Write checks in the absence of the Financial Officer, and co-sign, with the Financial Officer all checks. In the event the Financial Officer is absent, the President may co-sign checks with another officer who is a signatory on the accounts.
14. Ensure audits are conducted in accordance with approved audit procedures. *See Article II, Section A*
15. Prepare a written monthly article for the FKSCC newsletter.
16. Request approval from Approving Authority and sign memos of agreement for major fundraisers.
17. Approve and sign appropriate contracts for the FKSCC.
18. Authenticate by signature, all acts, orders, and proceedings of the organization and in general, to represent and stand for the FKSCC; such authentication may occur by the President signing the minutes of Board meetings
19. Request approval, biennially, from the Approving Authority to operate as a Private Organization on Fort Knox.
20. Direct an orderly and complete transition to the succeeding board including presiding over a joint session of the outgoing and incoming boards prior to the end of the Club Year.
21. Provide an orientation sufficient to inform all Board of Governors members of their duties.
22. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
23. Coordinate retention of the FKSCC Google Drive as set forth in *Section XIV – Historical Records*.
24. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

**Section B.** The **1<sup>ST</sup> VICE PRESIDENT** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Perform the duties of the President during a temporary absence, except for signing legal documents.
2. Be a voting member of the Executive Committee, the Board of Governors, and the General Membership
3. Should the position of President be vacated, assume all responsibilities of the President until the end of the Club Year. In the event the 1st Vice President is unable, declines, or is unavailable to serve, the position will be filled by a nominee selected by the Executive Committee, approved by the Board of Governors, and elected by the General Membership.
4. Be a signatory on the FKSCC financial accounts to act as an alternate in the event the President is unavailable to sign checks.

5. Be bonded at FKSCC expense as per the *Constitution, Article X– Insurance and Bonding*
6. Be available to perform other duties as assigned or deemed appropriate by the President.
7. Act as the Parliamentarian in the absence of the Parliamentarian.
8. Represent the FKSCC at community events when invited to do so by the President.
9. Oversee and monitor the following Positions:
  - a. Fall Fundraiser Coordinator
  - b. Spring Fundraiser Coordinator
  - c. Merchandising Coordinator
  - d. Property Coordinator
  - e. Any other committees assigned by the President
10. Select a token of appreciation for the President to be presented at the end of the year or upon their departure from office.
11. Serve on the Constitution and Bylaws Committee as an official member.
12. Serve on the Budget Committee as an official member.
13. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee
14. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

**Section C.** The **2<sup>ND</sup> VICE PRESIDENT** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Preside at meetings in the absence of the President and 1<sup>st</sup> Vice President.
2. Be a voting member of the Executive Committee, Board of Governors, and the General Membership.
3. Be responsible for making the necessary arrangements for the General Membership meetings (i.e. Mixers)
4. Represent the FKSCC at community events when invited to do so by the President.
5. Plan and execute monthly programs (General Membership meetings/Mixers) with the assistance of a committee that includes the following positions: Merchandising Coordinator, Volunteer Coordinator, Membership/Hospitality Coordinator, President, Vendor Coordinator, Reservations Coordinator, the Community Service Coordinator, and Other members/positions deemed necessary as chosen by the 2<sup>nd</sup> Vice President. As part of planning and executing the programs, the 2<sup>nd</sup> Vice President shall:
  - a. Propose a tentative General Membership meeting schedule no later than the August Board of Governors meeting, upon approval, coordinate publication of program schedule with the Social Media Marketing Coordinator.
  - b. Ensure dates are reserved with the appropriate event locations and obtain signed contracts with the assistance of the President.
  - c. Coordinate with the event facility and assume responsibility for the details of each function to include but not be limited to menu, price, linen, tables/chairs, table decorations, and opportunities as needed.
  - d. Review bills received for all functions for accuracy, correct if necessary, and turn over to FKSCC Financial Officer for payment.
  - e. When appropriate, invite guest speakers to monthly programs; be responsible for purchasing speaker and/or guest gifts for FKSCC functions.
  - f. Coordinate details of each function with the Executive Committee; the Social Media/Marketing Coordinator and the Marketing Coordinator who will ensure optimal coverage and widespread publicity for the event through approved media, the Reservations

Coordinator, the Merchandising Coordinator, the Historian, the Volunteer Coordinator, and any other member of the FKSCC needed to ensure a well-run event.

6. Serve on the Budget Committee as an official member.
7. Oversee and monitor the following Special Committee Coordinators:
  - a. Reservations,
  - b. Vendor,
  - c. Membership/Hospitality,
  - d. Any other committees as assigned by the President.
8. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee.
9. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

**Section D.** The **ADMINISTRATIVE COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Serve as the recording officer for all meetings of the Executive Committee and the Board of Governors; minutes shall also be kept for General Membership meetings when official business is conducted. As part of such duties, the Administrative Coordinator shall:
  - a. Submit meeting minutes electronically to FKSCC Google Drive and FKSCC Board of Governors Facebook Page no later than ten days after each meeting.
  - b. Provide a copy of the meeting minutes with any necessary amendments to the President so that they may send them to the Approving Authority with the FKSCC's annual submission to the Approving Authority.
  - c. Properly enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes at the next scheduled Board meeting.
  - d. Provide copies of minutes of the Board of Governors or General Membership meetings to any member upon request. Minutes of the Executive Committee meetings require written permission from the Parliamentarian.
  - e. Minutes of the Executive Committee and Board of Governors meetings shall include the names of all members in attendance.
2. Serve as a voting member of the Executive Committee, Board of Governors, and the General Membership.
3. Prepare and distribute a roster of the Board of Governors. Present a copy to the President so that they may send them to the Approving Authority with the FKSCC's annual submission.
4. Check the FKSCC post office box no less than weekly and distribute all mail to the appropriate Officer or Coordinator in a timely manner.
5. Serve on the Budget Committee, acting as recorder at the request of the Financial Officer.
6. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee
7. Maintain the FKSCC Google Drive and ensure all documents listed in *Article XIV, Section B* are uploaded by May 31 of the Club Year
8. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

**Section E.** The **FINANCIAL OFFICER** shall have the duties of *Article IV*, with the addition of, but not limited to, the following:

1. Follow generally accepted accounting principles and procedures that are in accordance with the

- AR 210-22 and the Approving Authority.
2. Serve as a voting member of the Executive Committee, Board of Governors, and the General Membership.
  3. Limit all expenditures to those required to support the mission and activities listed in the Constitution and ensure petty cash is not used to pay expenses.
  4. Deposit all monies in respective accounts in a timely manner, but no later than seventy-two (72) hours after receipt.
  5. Reconcile all financial accounts monthly, with any discrepancy reported to the Executive Committee immediately upon discovery.
  6. Ensure a valid signature card for all financial accounts is signed no later than 1 June. Officers to be listed on the signature card include the Financial Officer, the appointed Assistant Financial Officer, the President, and the 1<sup>st</sup> Vice President.
  7. Sign checks and pay all bills/disbursements within thirty (30) days as approved in the respective budget and as authorized by applicable committee. All checks must be co-signed by the President or another officer who is a signatory on the applicable account if the President is unavailable.
  8. Sign checks required for payment of non-budgeted expenditures
    - a. Amounts up to two hundred fifty dollars (\$250.00) require approval of the President.
    - b. Amounts over two hundred fifty dollars and one cent (\$250.01) and upwards to one thousand five hundred dollars (\$1,500.00) require approval of the President and Board of Governors.
    - c. Amounts over one thousand five hundred dollars and one cent (\$1,500.01) require approval of the President, Board of Governors, and the General Membership.
  9. Submit a monthly financial statement and a recommendation to move money from the Operating Fund to the Community Outreach Fund to the Board of Governors for a vote. The copy to be included in the meeting minutes.
  10. Serve as Chair of the Budget Committee. Committee procedures are defined in *Article X, Section B*.
  11. Prepare the annual budget for the fiscal year/club year (1 June through 31 May) for all accounts and present a proposed budget to the Budget Committee for review no later than 1 August.
  12. Submit all necessary financial records and supporting documentation for audit in accordance with audit procedures, *Article II, Section A - Audits*; completed audit report will be given to the President for review.
  13. Ensure all appropriate Board of Governors members are bonded in accordance with *Article X – Insurance and Bonding* of the Constitution.
  14. Present a yearly financial review to the General Membership at the final General Membership meeting of the year.
  15. When the annual statement arrives, review, along with the President and Honoraria, the insurance coverage maintained by the organization and amend if necessary.
  16. Maintain a copy of the Inventory of all fixed assets as provided by:
    - a. Property Coordinator.
    - b. Merchandising Coordinator.
    - c. Any other FKSCC board member with inventoried assets.
  17. Perform collection duties on insufficient funds checks received by the FKSCC.
  18. Ensure the following start up and reserve funds for the Incoming Board
    - a. The Operating Fund must have a minimum of five thousand dollars (\$5,000.00)
    - b. The Community Outreach Fund must have a minimum of five hundred dollars (\$500.00)
    - c. All designated monies and scholarships are not considered part of this start up or reserve money.
  19. Ensure that tax documents are valid, prepared, authenticated, and filed.
  20. In conjunction with the auditor, file the IRS Form 990 (Federal Income Tax Return for Non-Profit



Organizations) as prescribed by Federal Law, and maintain a copy of proof of filing. Provide copies of return to the President.

21. Maintain a current SOP for respective accounts as a reference and for audit purposes.
22. Recommend to the President an Assistant Financial Officer to assist with the above job duties. Upon appointment, the Assistant Financial Officer will comply with all requirements of the Financial Officer, including voting in the Financial Officer's absence.
23. Write all requests for donation letters using the appropriate disclosures, as requested.
24. Compile a list of all donations received each year formatted to the auditor's specifications.
25. Ensure that all who donate receive a donation receipt letters.
26. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee
27. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

## **ARTICLE VII – THE APPOINTED OFFICER**

**Section A.** The **PARLIAMENTARIAN** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Be appointed by the President and approved by the Executive Board.
2. Serve as a non-voting member of the Executive Committee; the Board of Governors; and any Committees upon which they may serve, specifically the Budget Committee, the Nominations and Elections Committee, and the Constitution and Bylaws Committee.
3. Advise the Executive Board, Board of Governors, and Committees on matters of parliamentary procedure.
4. Act as the parliamentary authority on all procedures to ensure orderly conduct as outlined the Constitution and Bylaws.
5. Execute electronic votes of the Executive Committee or Board of Governors at the President's request and report the results to the Administrative Coordinator for inclusion at the next board meeting.
6. Review requests for Executive Board meeting minutes and advise the Administrative Coordinator in writing of permission or declination.
7. Chair the Constitution and Bylaws Committee and will:
  - a. Convene Constitution and Bylaws Committee by 31 January in years ending with an even number.
  - b. Ensure Committee will be in accordance with prescribed procedures outlined in *Article X, Section C*.
8. Submit the approved documents to the Approving Authority. Prepare the FKSCC Constitution and Bylaws for availability to the General Membership of the FKSCC and send updated documents to Newsletter/Webmaster to post on official FKSCC website
9. Chair the Nominations and Elections Committee following procedures outlined in *Article X, Section D* and verify that all members running are members in good standing
10. Preside over executive elections (i.e. President, 1<sup>st</sup> Vice, 2<sup>nd</sup> Vice, etc.)
11. Officiate ceremony inducting the new Officers at the May General Membership meeting.
12. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution, these Bylaws or the Executive Committee for the Club Year in which they are serving.
13. Perform any other duties incident to their position or otherwise required by the Constitution, these Bylaws or any other laws, rules, or regulations.

## ARTICLE VIII – STANDING COMMITTEE COORDINATORS

**Section A.** The FKSCC shall have the standing coordinators set forth in this *Article VIII*, unless the Board of Governors, by a 2/3 majority vote of all Board members, determines that any one or more of the coordinators is unnecessary during the then-present Club Year.

**Section B.** The **COMMUNITY GRANTS COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP for the Community Grants Program. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Ensure that no one organization or entity receives more than thirty percent (30%) of the entirety of funds available.
5. In September, determine, along with the Executive Committee and Board of Governors, whether there will be one or two grant cycles for the current club year
6. Publish application 45 days prior to the application deadline
7. Have Social Media/Marketing and Newsletter/Webmaster Coordinator publicize application and deadline
8. Ensure the eligibility of each request (including emergency requests) as outlined in Article XII, Section B of the Bylaws
9. Comply with the restrictions placed on grants as per the SOP
10. Chair the COMMUNITY GRANTS COMMITTEE:
  - a. Establish a Committee of no less than ten (10) members to serve for the current grant cycle.
    - i. All Committee Members must be FKSCC members in good standing.
    - ii. Committee members should represent a diverse demographic of the Fort Knox Community with representatives invited from all major units, the Reserve Community, and the Retiree Community.
    - iii. The FKSCC Financial Officer and President shall be *ex officio* members of this Committee; they shall have no vote.
    - iv. One member of the Committee shall have the additional duty of recorder.
    - v. Chair shall ensure that no committee member may have a vested or conflicting interest when voting. If committee member does, they will abstain from voting on that specific request.
    - vi. Chair shall vote only in the event of a tie.
  - b. Community Grants Committee shall officially convene at a minimum of once a year. When the Grants Committee meets twice yearly, those meetings should be held in November and March.
11. Request emergency Community Outreach Grant may be brought to the Board of Governors for a vote, with the consensus of the President and Honorary.
  - a. Emergency grant may not to exceed one thousand dollars (\$1,000.00)
  - b. Emergency grant requests will be handled on an individual basis and remain within the purview of the FKSCC Board of Governors.
12. Forward Committee recommendations to the Board of Governors for approval; approved grants shall then be presented to the Financial Officer for processing.
13. Ensure that individual grants approved by the Committee in excess of one thousand five hundred

dollars and one cent (\$1500.01) are approved by the general membership before being presented to the Financial Officer for processing.

14. Ensure all approved grants are within the approved Community Grants Program budget.
15. Coordinate with the Financial Officer the issuance of checks for all disbursements.
16. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section C.** The **COMMUNITY SERVICE COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Coordinate the FKSCC's involvement with Wreaths Across America.
5. Working with the 2<sup>nd</sup> Vice President and the Mixer Committee, select a monthly charitable organization to which the membership can donate non-perishable items at each mixer
6. Submit a proposed budget for Community Service Coordinator to the Budget Committee for review in July
7. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section D.** The **HISTORIAN** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the Administrative Coordinator.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Coordinate coverage of all FKSCC-sponsored functions.
5. Organize and maintain historical data in scrapbooks, photo albums and/or digital media.
6. Ensure that a group photo is taken of the Board of Governors and included in the scrapbook/photo album and/or digital media.
7. Keep a digital copy of all photos.
8. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section E.** **THE MEMBERSHIP/HOSPITALITY COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.

4. Recommend a token membership gift to the Board of Governors; membership gifts will be budgeted for and paid from the Operating Account.
5. Review and update membership forms upon appointment.
  - a. Ensure membership forms are widely available and at all FKSCC-sponsored events.
  - b. Coordinate with Newsletter/Webmaster Coordinator to ensure membership form is included on the official FKSCC website.
6. Conduct 2 membership campaigns, to include a Membership Sign-Up Day event in August and an online drive in January. Coordinate with the Social Media/Marketing Coordinator. The Membership Drive will be budgeted and paid for by the Operating Account.
7. Verify eligibility as per the *Constitution, Article IV – Membership* and enroll all new members into the FKSCC website and FKSCC Google Drive.
8. Maintain the membership forms on the FKSCC website. All forms and the database membership information are the sole property of the FKSCC and will not be sold or loaned.
9. Collect membership dues and remit to the Financial Officer within five (5) working days.
10. Maintain a permanent roster of all Lifetime Members.
11. Recommend membership fees to the Board of Governors in May for the following fiscal year.
12. Provide a year-end copy of the membership list to FKSCC Google Drive.
13. Serve on the 2nd Vice President’s Mixer Committee and attend mixers.
14. Attend Monthly Newcomer’s Brief with membership forms/flyers. Arrange for a substitute board member, if unable to attend.
15. Set up Meal Trains or other services for members who are ill or in need.
16. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section F.** The **NEWSLETTER COORDINATOR/WEBMASTER** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Set and publish deadlines for publication; deadlines will be approved by the Executive Committee.
5. Acquire draft approval of the newsletter from the President prior to publishing same.
6. Publish and distribute the FKSCC newsletter conforming to the standards of the Newsletter SOP.
7. Maintain and update the official FKSCC website, [www.fortknoxsc.org](http://www.fortknoxsc.org) as needed or as requested.
8. Solicit timely and relevant information from the Board of Governors for inclusion on the website.
9. Ensure that member privacy is respected regarding web input.
10. Review and revise, if necessary, the contract with the Internet Provider. President shall sign final contract.
11. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section G.** The **PROPERTY COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 1st Vice President.

2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Serves as the FKSCC Mother Flocker; responsible for coordinating, with the President and/or Webmaster, "Flockings (placing of flamingos in yards for 24 hours) on Fort Knox
5. Maintain a current inventory of all FKSCC property, providing copies to appropriate parties when necessary.
6. Maintain a member check out log or hand receipt record, as appropriate, of all FKSCC property.
7. Coordinate repair or refurbishment of property items with Board of Governors approval.
8. Update maintenance agreements and provide copies to the Administrative Coordinator.
9. Recommend the proper amount of insurance coverage to the Board of Governors for consideration based upon current appraisals for fixed assets and provide information to the Financial Officer so that adequate insurance can be procured.
10. Ensure that all keys to FKSCC storage facilities are accounted for and properly signed for; key control registry for all keys and locks must be updated regularly
11. Provide a list of fixed assets, to include key registries, to the Financial Officer for inclusion in annual or special audits.
12. Conduct an inventory, to include photographs, upon change of Property Coordinator under the supervision of the incoming and outgoing 1st Vice Presidents.
13. Coordinate repair and key reproduction/replacement of the FKSCC storage facilities with the Fort Knox Garrison representative and/or DPW.
14. Coordinate decorations needed at FKSCC events with the appropriate Board of Governors members.
15. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section H. The RESERVATIONS COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 2nd Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
  - a. Reservations Policy must include provisions for "no shows," walk-ins, and arrearages.
  - b. Reservations Policy shall be made public to membership in cooperation with the Social Media/Marketing Coordinator
4. Coordinate reservations for General Membership meetings and special events sponsored by the FKSCC; maintain an accurate guest list of each function; collect payments from attendees at same.
  - a. Accurate guest count and/or list must be reported to the 2<sup>nd</sup> Vice President prior to the catering deadline.
  - b. Reservation list shall be verified against roster, as per *Article IV-Membership* of the Constitution.
  - c. Maintain a master list of reservations for each event combining reservations made through the website and those made by phone or email.
5. Ensure members who make reservations for FKSCC activities are held responsible for payment.
6. Coordinate with the 2<sup>nd</sup> Vice President mutual needs and expectations for each function requiring reservations.

7. Prepare, distribute, and store permanent nametags for membership and temporary nametags for guests.
8. Remit all funds collected at functions to the Financial Officer at the end of that function.
9. Submit all funds collected through the mail or after an event to the Financial Officer within five (5) business days of receipt.
10. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section I.** The **SCHOLARSHIP COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report directly to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Chair the FKSCC SCHOLARSHIP COMMITTEE:
5. Appoint a minimum of five (5) committee members representing a diverse demographic of the Fort Knox Community.
  - a. All Committee Members must be FKSCC members in good standing and may not be the parent of a senior or be a permanent employee of any high school.
  - b. FKSCC President shall be an ex officio member of this Committee.
  - c. Scholarship Coordinator shall vote only in the event of a tie.
  - d. Scholarship applications shall be ready for distribution to the community-at-large no later than 30 November and received by the Committee no later than 28 February.
  - e. Coordinate notice of scholarship availability with the Social Media/Marketing Coordinator who will ensure optimal coverage and widespread publicity of same through approved media.
6. Forward scholarship recommendations to the Board of Governors at the April meeting for approval.
7. Coordinate with the Financial Officer the issuance of checks of all disbursements.
8. Present awards to recipients no later than 31 May; General Membership shall be advised of the awarded scholarships no later than the May General Membership meeting. Names of winners will be available upon request via the FKSCC President or FKSCC Scholarship Committee Chairperson.
9. If a scholarship is not claimed by the recipient by 31 October, the scholarship shall be deemed forfeit and the funds returned to the FKSCC.
10. Maintain FKSCC Google Drive storage for their position containing all documents (to included SOPs, AARs, etc.) relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section J.** The **SOCIAL MEDIA/MARKETING COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Report to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Oversee and run all social media platforms.
5. Answer the Facebook Messenger Inbox in a timely manner. When appropriate, put the inquiring

- person in touch with the board member who can best answer the inquiry.
6. Make all digital graphics.
  7. Create postcards, flyers, and posters for all FKSCC events.
  8. Serve as an active participant in ~~Holiday Bazaar~~ Fall Fundraiser, Spring Fundraiser, and Super Sign Up events, as well as any other events deemed necessary by the President.
  9. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section K.** The **SUB CLUB COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Report to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Sub Clubs shall be defined as informal groups of FKSCC members in good standing who meet periodically for a common interest. The Sub Club coordinator will recruit sub club leaders/hosts who are responsible for planning their meetings.
5. The Sub Club coordinator will assist sub club leaders in advertising, scheduling and ensure the Newsletter Coordinator/Webmaster is up to date on upcoming events.
6. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section L.** The **VENDOR COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to the following:

1. Report to the 2nd Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Arrange for vendors for each function, and, in making such arrangements, use the currently established vendor policy and/or contract. In the event they wish to change the established vendor contract, they will obtain prior approval from the Executive Committee. The policy shall be posted on the official FKSCC website.
5. Ensure vendors have a signed vendor contract., The Vendor Coordinator may receive delegated authority from the President to sign vendor contracts.
6. Collect vendor fees prior to each event
7. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section M.** The **VOLUNTEER COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to

- change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Solicit, organize, and manage volunteer corps to perform the service activities of the FKSCC.
    - a. Act as the Organization Point of Contact (OPOC) for the FKSCC.
    - b. Complete Volunteer Management Information System (VMIS) training classes as provided by the Fort Knox ~~Army Volunteer Corps Manager (AVCM)~~.
    - c. Review and edit, if necessary, all posted volunteer job descriptions in VMIS.
    - d. Conduct a VMIS training class for all Board of Governors members on or before the October Board of Governors meeting.
    - e. Ensure all FKSCC volunteers record volunteer hours on board report
    - f. Be present at each fundraiser/event to coordinate volunteers.
    - g. Utilize Sign Up Genius or other approved electronic volunteer recruitment tool when volunteers are needed.
    - h. Track and Assist in logging volunteer hours for Board Members and Volunteers.
  5. Recognize outstanding volunteers
  6. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section N.** The **MERCHANDISING COORDINATOR (WAYS AND MEANS)** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 1st Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Establish an inventory forecast that includes proposals of new items to be offered; purchases of items currently not on existing inventory require approval from the Board of Governors.
5. Organize and conduct the Gift Shop sales activity at FKSCC functions.
6. Maintain inventory of FKSCC merchandise.
7. Ensure Merchandising is self-sustaining.
8. Submit financial records, to include a physical inventory count, for the audit in accordance with Audit Procedures.
9. Coordinate with the Financial Officer payment for purchases or orders.
10. Remit all sales proceeds to Financial Officer within five (5) working days.
11. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section O.** The **COMMUNITY LIASON** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to President
2. Serve as a voting member of the Board of Governors and the General Membership
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Create, maintain, and follow the SOP for their position.
5. Serves as the advocate for the FKSCC in the local off-post communities.



6. Is the personal contact for businesses and off post non-profit organizations. They will share programs, sponsorship opportunities, and other pertinent information looking to increase the fundraising and giving missions of the FKSCC.
7. Schedule outreach meetings and/or speaking opportunities for members of the executive board to help build relationships with off post businesses and other community organizations.
8. Prepare a Friends of the Fort Knox Spouses and Community Club list to help club members support those who support the club.
9. Arrange for community organizational involvement in Super Sign Up and Mixers as needed.
10. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section P.** The **RETIREE COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to President
2. Serve as a voting member of the Board of Governors and the General Membership
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Create, maintain, and follow the SOP for their position.
5. Act as a liaison between the FKSCC and those members who are spouses of retired military and government civilian members.
6. Create events specific to the needs of retiree members. Events could include by are not limited to socials, fundraisers, sub-clubs, etc.
7. Maintain FKSCC Google Drive storage for their position containing all documents relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

## ARTICLE IX – SPECIAL COMMITTEE COORDINATORS

**Section A.** In accordance with these Bylaws, the Executive Committee will select Special Committee Coordinators to manage fundraising or other special events. The Special Committee Coordinators will include those described in Sections B through D of this Article IX, unless a simple majority of the Board members present and eligible to vote determine that having one or more of such Special Committee Coordinators is impractical or unnecessary for the present Club Year.

**Section B.** The **FALL FUNDRAISER COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 1st Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Establish a FALL FUNDRAISER EVENT COMMITTEE from FKSCC membership to plan and execute the Fall Fundraiser.
5. Submit a proposed budget for the Fall Fundraiser to the Budget Committee for review in July
6. Coordinate with Executive Committee to schedule a date for Fall Fundraiser.
7. Maintain records of potential donor information specific to Fall Fundraising event

8. Maintain FKSCC Google Drive storage for their position containing all documents (SOPs, AARs, etc.) relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section C. THE SPRING FUNDRAISER EVENT COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 1st Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Establish a SPRING FUNDRAISER EVENT COMMITTEE from FKSCC membership to plan and execute the Spring Fundraiser.
5. Submit a proposed budget to the Budget Committee for review in July.
6. Coordinate with Fort Knox Garrison and the Executive Committee to schedule a date for the next Spring Fundraiser.
7. Maintain FKSCC Google Drive storage for their position containing all documents (SOPs, AARs, etc.) relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section D. THE SPECIAL FUNDRAISING COORDINATOR** shall have the duties of *Article IV* with the addition of, but not limited to, the following:

1. Report to the 1st Vice President.
2. Serve as a voting member of the Board of Governors and the General Membership.
3. Maintain and follow the SOP (this job description), as needed, for their position. If they would like to change the existing SOP or create a new SOP, they shall submit the SOP to the Executive Committee for review and approval prior to operating under any new procedures.
4. Coordinate any fundraisers the Executive Committee decides to hold for the given club year (i.e. Gift Wrap, Holiday Bazaar, etc.) This position will only be filled by the President when deemed necessary.
5. Maintain FKSCC Google Drive storage for their position containing all documents (SOPs, AARs, etc.) relevant to their position or otherwise required by the Constitution and Bylaws for the Club Year in which they are serving.

**Section E.** The Board of Governors may appoint Special Committees (or appoint Special Coordinators in addition to the Special Coordinators described above if a simple majority of the Board members present and eligible to vote determine that doing so is practical or necessary for the present Club Year.

## **ARTICLE X – AD HOC COMMITTEES**

**Section A.** The **AD HOC COMMITTEES** described in this *Article X, Sections B through E* shall exist for specific purposes and for specific periods of time to execute special tasks required for the orderly and efficient operation of the FKSCC. Upon completion of tasks assigned, Special Committees shall be dissolved. Special Committees shall consist of the following:

1. A Chair, as specified in these Bylaws, who shall:
  - a. Preside at the Committee meetings.
  - b. Vote only in case of a tie.

- c. Report to the Executive Committee and/or Board of Governors.
2. FKSCC members who are in good standing and who are approved by the President (the Nomination and Elections Committee does not need approval by the President).

**Section B. THE BUDGET COMMITTEE** shall comply with *Article X, Section A* with the following additions:

1. Be Chaired by the Financial Officer
2. Include the Executive Committee, Community Grants Coordinator, Scholarship Coordinator; other FKSCC members may be included as needed.
3. Committee shall convene and recess in conjunction with the fiscal year (meeting in Quarter 1, Quarter 3, and Quarter 4 of club year)
4. Review entire budget to include all financial accounts.
5. Determine budget limitations for all Committees and projected expenditures; budget must be balanced.
6. Present the proposed budget to the Board for approval.
7. Present the proposed budget for final approval by the General membership at the September General Membership meeting.

**Section C. THE CONSTITUTION AND BYLAWS COMMITTEE** shall comply with *Article X, Section A* with the following additions/substitutions:

1. Be chaired by the Parliamentarian.
2. Convene in January of even-numbered years.
3. Include the President, 1<sup>st</sup> Vice President, Honoraria, and at least two FKSCC members in good standing who are appointed by the Parliamentarian. The Administrative Coordinator may act as recorder should the Parliamentarian request their services.
4. Review the Constitution and Bylaws and present proposed revisions first to the Executive Committee and second to the Board of Governors for approval.
5. Present approved revisions and/or amendments to the General Membership.
  - a. General Membership should have proposed Constitution no less than one month prior to the approval vote; the Parliamentarian is to coordinate this with the Social Media/Marketing Coordinator and/or Newsletter Coordinator/Webmaster.
  - b. General Membership vote shall take place at the April General Membership meeting or electronically
6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority no later than 30 April.
7. Complete, if necessary, any corrective action required by the Approving Authority, within thirty (30) days. Extensions may be granted.

**Section D. THE NOMINATIONS AND ELECTIONS COMMITTEE** shall comply with *Article X, Section A* with the following additions/substitutions:

1. Be Chaired by the Parliamentarian.
2. Convene in Quarter 3 of the club year
3. Include the Honoraria, the Parliamentarian, and at least two (2) FKSCC members in good standing who are not part of the current Executive Committee. The Honoraria and Parliamentarian shall serve as non-voting members. The President may not serve on this Committee, nor shall they be required to approve the Committee members.
4. Coordinate publicity of the application, elections process and selection of nominees with the Social

Media/Marketing Coordinator and Newsletter Coordinator/Webmaster.

5. Determine eligibility of the nominated candidates
6. Submit a slate of candidates no later than seven days prior to the April General Membership meeting; the slate can be made earlier through the *FKSCC newsletter* and the FKSCC official website.
7. Ensure the following conditions are met:
  - a. No member of the Nominations Committee shall run for elected office.
  - b. In the event a committee member elects to run, they shall remove themselves from the committee.
  - c. If the Nomination Committee Chair elects to run, they shall remove him/herself from the position as Nomination Committee Chair, and a board member NOT running for a position on the Executive Board may be assigned as the Nomination Committee Chairperson.
  - d. Slate of Officers shall come from the existing FKSCC membership.
  - e. The President and 1<sup>st</sup> Vice President positions must be spouses of active-duty service members stationed in the Fort Knox area.

#### **Section E. OTHER COMMITTEES AND TEMPORARY POSITIONS**

The President, with approval of the Executive Committee, may form other ad hoc committees and appoint coordinators for such committees. The Executive Committee shall determine the duties and term of office of such coordinators, who shall have no vote on the Board.

### **ARTICLE XI – ELECTIONS AND VOTING**

#### **Section A. BOARD AND COMMITTEE VOTING POLICIES**

1. Each elected member of the Executive Committee shall have one (1) vote on the Board of Governors, except for the President who shall vote only in the event of a tie. (The Honoraria and Parliamentarian are not elected members and do not vote).
2. The Coordinator or Co-Coordinator (not both) of each Standing or Special Committee shall have one (1) vote.
3. One-half (1/2) of the voting members must be present to constitute a quorum. A simple majority constitutes a valid vote.
4. No absentee or proxy votes will be counted except for the Assistant Financial Officer in the absence of the Financial Officer.
5. An electronic vote of the Executive Committee or Board of Governors may be conducted by the Parliamentarian at the request of the President. The process is as follows:
  - a. A board member makes a motion to the President.
  - b. President notifies the Executive Committee. Any voting member of the Executive Committee may second the motion. If no member of the Executive Committee wishes to second the motion, the President may contact the requesting board member to inform them. That board member may refer a member who would like to second the motion. In the latter case, the Administrative Coordinator shall phone that person to verify. The Administrative Coordinator notifies the President and Parliamentarian that a valid motion is on the floor.
  - c. The Parliamentarian emails the Executive Committee and/or Board of Governors and states the motion and that it was seconded. The Executive Committee member and/or Board of Governor member is asked how they vote.
  - d. One-half (1/2) of the voting members must be reached and must reply to reach a quorum.
  - e. The Parliamentarian notifies the Executive Committee if a quorum is achieved and gives the result of the vote to include the number in favor, number opposed, and number of abstentions.

- f. The Administrative Coordinator states the motion and the voting results at the next Executive Committee or Board of Governors meeting and includes same in the minutes for that meeting.
6. Additional information regarding meetings and quorums is set forth in *Article XII* of the Constitution.

**Section B. GENERAL ELECTIONS OF OFFICERS**

- 1. Elections of Officers will take place by an electronic vote at least seven days after the slate is available.
- 2. The Parliamentarian shall conduct the vote.
- 3. All nominees require a majority vote (one more than one-half (1/2) of votes cast) to be elected.
- 4. Newly elected Officers shall be installed, with an effective start date of 1 June, at the May General Membership meeting in a ceremony officiated by the Parliamentarian.

**ARTICLE XII – FUNDING ELIGIBILITY**

**Section A. SCHOLARSHIP ELIGIBILITY.**

- 1 High School Applicant Eligibility. The applicant must be one of the following:
  - a. The dependent child of an Active Duty/AGR (Active Guard/Reserve) U.S. military sponsor assigned or attached to Fort Knox.
  - b. The dependent child of a deceased or retired member of the U.S. Military Forces residing in the Fort Knox area. \*
  - c. A child residing in the Fort Knox area\* who is the dependent of an Active Duty/AGR U.S. military sponsor. \*Fort Knox area = Fort Knox Housing, Hardin, Meade, or Bullitt Counties.
  - d. All applicants must be high school graduates of the current academic year, as indicated by the following:
    - i. Hold a high school equivalency certificate.
    - ii. Graduate before the end of the year in which the scholarship is awarded.
    - iii. Graduate an accredited home school program of the year the scholarship is awarded.
    - iv. The applicant must be accepted by an accredited institution of higher learning (i.e., college, vocational, or correspondence) or expect to be accepted by such an institution for their first Undergraduate Degree.
    - v. The applicant must possess a valid U.S. military identification card.
- 2. Military Spouse Applicant Eligibility: The applicant must be one of the following:
  - a. The spouse of an Active Duty or AGR (Active Guard/Reserve) U.S. military sponsor assigned or attached to Ft. Knox.
  - b. The spouse of a deceased or retired member of the U.S. military forces residing in the Fort Knox area\*.
  - c. The spouse of an Active Duty or AGR (Active Guard/Reserve) U.S. military sponsor residing in the Fort Knox area\*. \* Fort Knox area = Fort Knox Housing, Hardin, Meade, or Bullitt Counties.
  - d. The applicant must be a high school graduate or hold a valid high school equivalent.
  - e. The applicant must be accepted by an accredited institution of higher learning (i.e., college, vocational, or correspondence) or expect to be accepted by such an institution for an undergraduate/graduate degree. Persons pursuing a second undergraduate or graduate degree are NOT ELIGIBLE.
  - f. The applicant must possess a valid U.S. military identification card. Active-duty service members

are not eligible.

- g. Those who have previously applied but did not receive a scholarship are eligible to apply.

## **Section B. COMMUNITY GRANTS ELIGIBILITY**

1. Semi-Annual/Annual Requests: Any organization, on or off post, serving the Fort Knox community may apply for an FKSCC Community grant. Requests will be accepted during the application window(s) established by the Board of Governors for the current club year. Applications must be post-marked or emailed by the published deadline.
2. Emergency Request: An emergency request is an unforeseeable or unpredictable circumstance which has made it impossible for an organization to apply during the regular operating schedule of the Community Grants Committee. An emergency request (not to exceed \$1,000.00) needs to be evaluated by the President and Honoraria on whether the funds requested are critical to the requesting organization's immediate operating needs. If so, the grant will be evaluated and approved by the Board of Governors.
3. Standing Requests: There are no standing grants. All organizations, both local and national, will be required to apply for grants during the grant application window(s).

## **ARTICLE XIII – FUNDING SOURCES**

**Section A.** *Article VIII of the FKSCC Constitution* is incorporated by reference into this Article for all purposes.

## **Section B. EXPENDITURES**

1. Expenditures shall be limited to those required to support FKSCC's mission and activities as listed in the Constitution. Expenditures shall be categorized and disbursed in accordance with AR 210-22 and the Approving Authority.
2. Expenses shall not exceed income under any circumstance.
3. FKSCC 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 Board and the General Membership.
4. Petty cash will not be used.

## **Section C. FINANCIAL CONTROL**

FKSCC shall maintain and record all assets, liabilities, net worth, and financial transactions in accordance with AR 210-22 and the Approving Authority.

## **ARTICLE XIV – HISTORICAL RECORDS**

**Section A.** All members of the FKSCC Board of Governors shall be required to maintain the FKSCC Google Drive.

1. The Google Drive shall include
  - a. The SOP(s) and/or job description
  - b. AARs
  - c. Any other documents required by the Constitution, these Bylaws or the President
  - d. All other documentation relevant to the position or necessary to assist an individual serving in the position in the subsequent club year.
2. Each Board member is responsible for making sure this drive is updated and accessible by the

President and Administrative Coordinator by 31 May of the current Club Year. The President shall coordinate collection, transfer, and storage of the FKSCC Google Drive for a period of four (4) inactive years plus the current Club Year and provide documents to the Administrative Coordinator as needed.

**Section B.** The **FKSCC GOOGLE DRIVE** shall be maintained by the Administrative Coordinator and must contain the following documents:

1. Current Constitution and Bylaws.
2. Current, official DOD Instructions, Army Regulations, and Policy Letters, as applicable, such as:
  - a. DODI 1000.15
  - b. AR 210-22 Private Organizations on Department of the Army Installations
  - c. AR 600-29 Fundraising within Department of the Army
3. Insurance and Tax Forms as follows:
  - a. All Tax Returns
  - b. Application for Tax-Exempt Status
  - c. Federal Tax-Exempt Certificate
  - d. State Sales Tax Exemption Letter; and
  - e. Any correspondence from the US Treasurer regarding FKSCC tax status.
4. All Meeting Minutes, to include financial report
5. Rosters of all Board of Governors members
6. Agreements and Letters of Approval, such as:
  - a. Approval to operate as a Private Organization on Fort Knox
  - b. Approval to conduct fundraisers
  - c. Any other long-term or permanent, special agreements or arrangements.

#### **ARTICLE XV – ADOPTION**

**Section A.** These *Bylaws* shall become effective upon adoption in a duly constituted regular or special meetings of the Board of Governors and a majority vote of the voting members present, and upon approval of the Installation Commander or their representative.

**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 Board of Governors on \_\_\_\_\_2022 and were presented to the General Membership on \_\_\_\_\_2022. In witness thereof, the following officers affix their signature.

\_\_\_\_\_  
Steve Schmitt, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelli Kuderka, Parliamentarian

\_\_\_\_\_  
Date