



## Humphreys United Spouses Club Bylaws

*These Bylaws dated 2021-2022, shall supersede all others.*

### **Article I: NAME**

#### **Section 1.01**

The name of this organization shall be the Humphreys United Spouses Club (United Club). The organization shall also own and operate the Humphreys Painted Door Thrift Shop (Thrift Shop). This is a private organization. It is not part of the Department of Defense or one of its components and it has no governmental status.

### **Article II. PURPOSE**

#### **Section 1.02**

The United Club is a self-sustaining, private organization whose purpose is for charitable and educational purposes. This includes lessening the burden of the government by promoting friendship among the entire military community (including all branches of service, active-duty, retirees, spouses, and others), lessening neighborhood tensions by developing and fostering a spirit of goodwill and community responsibility, providing opportunities for social, culture, and creative pursuits, and distribution of scholarships for individuals, grants for organizations, and support for the local community.

### **Article III. HUMPHREYS UNITED SPOUSES CLUB**

The Humphreys United Spouses Club (United Club) Board will consist of the following:

**Section 3.01** The Executive Board as defined in Article III, Section 3.01, of the United Club Constitution.

**Section 3.02** The General Board as listed in Article VI of the United Club Bylaws. General Board Members will be appointed by the President, with majority approval of the Executive Board, for the Membership Year. The General Board positions are as follows: Activities Chair, Annual Charity Event (ACE) Chair, Bazaar Chair, Borrowed Boutique Coordinator, Childcare Coordinator, DMZ to the Sea Editor, Historian, Home-Based Business (HBB) Vendor Coordinator, Hospitality Chair, Korean Vendor Coordinator, Korean Welfare Chair, Membership Chair, Publicity Chair, Real Property Coordinator, Reservations Chair, Scholarship & Community Outreach (SCO) Chair, Scholarship & Community Outreach (SCO) Treasurer, Thrift Shop Manager, Thrift Shop Treasurer, Volunteer Coordinator, Ways & Means Chair, and Web Manager.

**Section 3.03** The United Club Executive and General Boards shall coordinate and promote the programs and the activities of the United Club. They shall meet monthly, or as determined by the President, to conduct all necessary business.

**Section 3.04** Each General Board member may appoint a (non-voting) co-chair. They may, in addition, appoint any other committee members they require. At a minimum, the following committees will be formed: Scholarship and Community Outreach, Korean Welfare, Bazaar, and ACE. All committee members must be Active or Associate (Article IV, Section 4.04, Constitution) Members in good standing.

**Section 3.05** The United Club Boards shall discuss and prepare all business that is presented to the membership of the United Club.

**Section 3.06** A term of office shall be defined as one year: from 1 June - 31 May of the following year.

**Section 3.07** Executive Board members may only be elected to the same position on the Executive Board for two (2) terms within a five (5) year period.

**Section 3.08** General Board members appointed by the President may only hold those positions for a maximum of two (2) consecutive years.

**Section 3.09.** General responsibilities of Executive and General Board members:

1. Prepare and submit a proposed budget to the Operating Treasurer NLT than 31 July.



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2. Submit a copy of your monthly report to the Secretary prior to each board meeting.
3. Provide, upon request, a verbal report to the United Club General Board at the monthly Board Meetings and answer any questions that the Board may ask.
4. Maintain a continuity file including, but not limited to, copies of monthly board reports, meeting minutes, AARs, and Constitution and Bylaws (as appropriate to your position).
5. Prepare, at the end of each term, a digital copy of a detailed After-Action Report and submit to the Secretary no later than the hand off board meeting in May and maintain one (1) copy for your continuity file.

### Article IV. ELECTED OFFICERS

**Section 4.01 PRESIDENT** – It shall be the duty of the President to:

- a) Preside at all membership and United Club board meetings. The President may vote only to break a tie.
- b) Ensure that the Constitution and Bylaws are upheld.
- c) Call special membership, board, or committee meetings.
- d) Determine and confirm all dates, times, and locations of all United Club activities.
- e) Appoint the Parliamentarian to the Executive Board.
- f) Appoint all General Board members, with majority approval of the Executive Board.
- g) Serve as an ex-officio member of the Budget Committee and the Constitution and Bylaws Review Committee.
- h) Appoint United Club representatives to attend post-wide meetings as required.
- i) Coordinate with the First Vice President, or another officer designated by the First Vice President, for the purchase and the presentation of welcome gifts for the Honorary President and Advisor(s) in September.
- j) Purchase and present end-of year gifts for outgoing United Club Board Members.
- k) Sign signature cards at the bank for both the Operating and the Scholarship & Community Outreach accounts by 15 June of the year elected.
- l) Review Operating, SCO, and Thrift Shop financial reports and current bank statements provided by the Operating Treasurer each month.
- m) Coordinate with the First Vice President and the Second Vice President to ensure all events are placed on the USAG Humphreys Master Calendar.
- n) Oversee the Thrift Shop operations in collaboration with the Thrift Shop Manager.
- o) Oversee Borrowed Boutique Coordinator, DMZ to the Sea Editor, Historian, Publicity Chair, Real Property Coordinator, Thrift Shop Manager, Thrift Shop Treasurer, Volunteer Coordinator, and Web Manager.

**Section 4.02 FIRST VICE PRESIDENT** – It shall be the duty of the First Vice President to:

- a) Assist the President.
- b) Assume the duties of the United Club President during any temporary absence. In the event the President cannot complete the term of office, the First Vice President shall assume the duties of the President and appoint a successor to the First Vice President position with the approval of the United Club Executive Board.
- c) Assume responsibility of the monthly coordination and planning of all monthly membership programs.
- d) Present planned programs to the United Club Board.
- e) Present any honorarium to participants in the program.
- f) Assume responsibility for the coordination of all decorations, prizes, and the menu for said programs.
- g) Assume responsibility for promoting programs.
- h) Serve on the Budget Committee and the Constitution and Bylaws Committee.



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- i) Coordinate with the President for the purchase and presentation of welcome gifts for the Honorary President and Advisor(s) in September.
- j) Oversee Activities Chair, HBB Vendor Coordinator, Hospitality Chair, Korean Vendor Coordinator, Membership Chair, Reservations Chair, and Ways and Means Chair.

### **Section 4.03 SECOND VICE PRESIDENT** – It shall be the duty of the Second Vice President to:

- a) Assist the President.
- b) In the absence of both the President and the First Vice President, will assume the role of President.
- c) Form committees to develop and oversee, at a minimum, two (2) fundraising events; one should be held in the fall of the Membership Year and one in the spring of the Membership Year.
- d) Maintain all forms, records, and rosters of supporters and donors. Ensure supporters and donors are appropriately and promptly thanked after conclusion of events.
- e) Oversee ACE Chair, Bazaar Chair, Korean Welfare Chair, SCO Chair, and SCO Treasurer.

### **Section 4.04 SECRETARY** – It shall be the duty of the Secretary to:

- a) Notify members of the United Club as to the date, time, and place of meetings.
- b) Request board reports from all board members prior to monthly meetings.
- c) Keep a record of the United Club Executive and General Board meetings and proceedings.
- d) Furnish copies of minutes and agendas to all board members prior to the next meeting.
- e) Provide all required documents (financial reports, minutes, rosters, etc.), on a quarterly basis or upon request, to the MWR Management Assistant, Financial Management Branch, NAF Support Services Division, USAG Humphreys.
- f) Write any correspondence needed for the United Club and maintain the Board roster.
- g) Oversee the purchasing of all office supplies in coordination with the Operating Treasurer.
- h) Act as Secretary for the following committees (and therefore attend their meetings): Constitution and Bylaws, Budget, SCO, and Thrift Shop; committees related to fundraising may request assistance with documentation as well.

### **Section 4.05 OPERATING TREASURER** – It shall be the duty of the Operating Treasurer to:

- a) Accounting:
  - i. Sign signature cards at the bank for the Operating, SCO, and Thrift Shop accounts by the 15<sup>th</sup> of June of the year elected.
  - ii. If applicable, ensure the P.O. Box is renewed and the combination lock is changed in the beginning of June.
  - iii. Maintain a record of taxable income for all United Club accounts. Pay all required taxes no later than the end of the board fiscal year (31 May).
  - iv. Keep an itemized account in QuickBooks for all sub-accounts of the Operating, SCO, and Thrift Shop Funds.
  - v. Ensure copies of all receipts, disbursements, and supporting vouchers for the sub-accounts of the Operating, SCO, and Thrift Shop Funds are available, for auditing purposes, for seven (7) years. A written statement will be provided when no receipt is available.
  - vi. Maintain a file of financial statements and budgets.
  - vii. Collect all Operating Account receivables and deposit all monies on the payday following receipt not to exceed thirty (30) days.
  - viii. Ensure that all accounts receivables and deposits are made within seven (7) business days of receipt.



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- ix. Disburse the United Club Operating, SCO, and Thrift Shop funds as directed by the Board no later than the fifteenth of the following month. All funds must be finalized and distributed by 31 May. Scholarship funds must be finalized and distributed by 31 December of the same year; any funds not distributed will be returned to the SCO fund.
- b) Standing Financial Commitments:
  - i. Purchase insurance for all bonding and liabilities annually.
  - ii. Pay sales tax annually.
  - iii. Ensure accountant files the proper tax documents for the fiscal year with the IRS.
  - iv. Assume responsibility for cash box distribution and receipt for all fundraising and club events.
  - v. Keep the United Club Board updated regarding the total amount of money available to be dispersed for scholarships and grants from the Community Outreach Fund. The United Club board must approve proposed amounts and notify the Community Outreach Chair.
- c) Reports:
  - i. Present the written monthly financial reports to the United Club Board and answer any inquiries.
  - ii. Present a written financial report at the end of the United Club Membership Year.
  - iii. Complete annually required audits, no later than 30 days after the installation of the new executive board or any change of the President and/or the Operating Treasurer.
  - iv. Present all financial records and tax return preparations to the preparer no later than the end of the fiscal year.
- d) Standing Committee – Chair the Budget Committee:
  - i. Prepare and submit a proposed Operating budget to the Budget Committee. The budget should be based on the previous year's income and expenses as well as the recommendation of board members.
  - ii. Review and synchronize the proposed budgets of the SCO fund and the Thrift Shop.
  - iii. Review the Operating budget in January to determine if adjustments need to be made.
- e) Debit Cards:
  - i. Inform the appropriate treasurer of upcoming debit card purchase.
  - ii. Send a copy of receipt and list/photo of items purchased.
  - iii. Turn in documentation and physical receipt within the next seven (7) business days.
  - iv. The appropriate treasurer will attempt to make all cash withdrawals; however, during extenuating circumstances, the card holder must notify the appropriate treasurer via text prior to the cash withdrawal.
  - v. Submit ATM withdrawal receipt with Reimbursement/Payment Authorization Form.
- f) Leave of Absence: Will notify the President in the event of a temporary absence.

### **Article V. NON-ELECTED MEMBERS OF THE EXECUTIVE BOARD**

#### **Section 5.01 HOST NATION LIAISON**

- a) Attend the Executive Board and General Board meetings as a voting member.
- b) Act as a bridge, in all communications, between the United Club, USAG Humphreys, and our host nation surrounding communities.
- c) Attend Constitution and Bylaws Committee meetings as an ex-officio member.

**Section 5.02 PARLIAMENTARIAN** – It shall be the duty of the Parliamentarian, in appointment by the President, to:

- a) Act as a non-voting member of the Executive Board.



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- b) Ensure that all meetings of the United Club are conducted according to proper procedures as outline in the most current edition of Robert's Rules of Order.
- c) Advise the President as needed and aid in following the Constitution and Bylaws.
- d) Chair the Constitution and Bylaws Committee.
- e) Chair the new board Nominating Committee.
- f) Coordinate the installation of new officers at the May membership program.
- g) Assume responsibility for all proxy votes.

### **Section 5.03 HONORARY PRESIDENT**

- a) Accept position as the most senior officer's spouse residing on Camp Humphreys, with right of refusal or, in absence, determined by seniority.
- b) Serve in an advisory capacity (inform, mentor, and coach).
- c) Coordinate with the United Club President to appoint Advisors and communicate with them on a regular basis.
- d) Act as a non-voting member of the Executive Board.
- e) Attend Executive and General Board, Budget Committee, Constitution and Bylaw Committee, and Nominating Committee meetings as an ex-officio member.

### **Section 5.04 SENIOR ADVISOR**

- a) Accept position as the most senior NCO's spouse residing on Camp Humphreys, with right of refusal or, in absence, determined by seniority.
- b) Serve in an advisory capacity (inform, mentor, and coach).
- c) Act as a non-voting member of the Executive Board.
- d) Attend Executive and General Board, Budget Committee, Constitution and Bylaw Committee, and Nominating Committee meetings as an ex-officio member.

### **Section 5.05 ADVISORS – SCO, THRIFT SHOP, AND KOREAN WELFARE**

- a) Serve in an advisory capacity (inform, mentor, and coach).
- b) Communicate with Honorary President on a regular basis.
- b) Act as a non-voting member of the Executive Board.
- c) Attend respective committee meetings regularly.
- d) Attend General and Executive Board meetings, upon invitation, as non-voting members.

## **Article VI. GENERAL BOARD AND COMMITTEES**

### **Section 6.01** The General Board Members Shall:

- a) Accept position as appointed by the United Club President with majority approval of the Executive Board.
- b) Hold only one vote per position, even with a designated co-chair.
- c) Read and assume understanding of United Club Constitution and Bylaws.
- d) Attend all monthly board meetings and support all United Club activities. Board members cannot miss more than 3 meetings without notifying the President.
- e) Provide a proposed budget to the Operating Treasurer within a month of assuming position.
- f) Maintain a Continuity Binder to include Standard Operating Procedure (SOP), after-action/year end reports (AAR), a board roster, a copy of the annual budget, and an inventory pertinent to position. The Continuity Binder is to be turned over to the Secretary prior to the last General Board meeting in May (except for the Scholarship and Community Outreach Chair).
- g) Create and maintain a folder on the United Club Google Drive for the current Membership Year, using the year/month/date format.



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- h) In the event of ongoing projects that will continue to the next Membership Year, place notes with suspense dates in the front of the Continuity Binder.
- i) Prepare and submit an after-action report (AAR) to the Secretary.
- j) Prepare and submit a monthly Board Report to the Secretary at least one week prior to the next General Board meeting.
- k) As committee chair (if applicable), notify and submit minutes to the Secretary as well as the President and the appropriate Vice President.
- l) Prepare a committee plan for the board year to be presented at the October General Board meeting. Any proposed revision to the SOP must be approved by a majority vote of the General board.
- m) Create a VMIS account so the Volunteer Coordinator may input volunteer hours.

### **Section 6.02 ACTIVITIES CHAIR** – It shall be the duty of the Activities Chair to:

- a) Report to First Vice President.
- b) Plan and execute, with the First Vice President, Super Sign Up, the Annual Membership Drive, and the Monthly Social events.
- c) Present a working calendar of activities for the year no later than the September General Board meeting.
- d) Organize activities of interest to the General Membership to include, but not limited to, tours, interest groups, and classes.
- e) Work with the Web Manager and Publicity to promote the Sub Clubs (such as bunco, wine club, book club, lunch bunch, etc.) through social media.
- f) Find and appoint facilitators for the various Sub-Clubs.
- g) Form or remove Sub-Clubs based on the continued interested of the United Club members.
- h) Report to the General Board monthly regarding the status and activities of the group.
- i) Submit receipts for reimbursement to the Operating Treasure within seven (7) business days following the event.
- j) Coordinate with the Thrift Shop Manager regarding signups for activities and payments.
- k) Provide a proposed budget to the Operating Treasurer no later than 1 June.

### **Section 6.03 ANNUAL CHARITY EVENT (ACE) CHAIR** – It shall be the duty of the ACE Chair to:

- a) Report to the Second Vice President.
- b) Coordinate and form a committee with all necessary General Board Members by December.
- c) Coordinate with the Second Vice President and USAG Humphreys, FMWR, DES, and others as needed to secure contracts sufficient to operate ACE events and submit a Fundraising Request Form.
- d) Coordinate with the SCO Treasurer on maintaining approved budget.
- e) Update donation letters with the President and the Host Nation Liaison.
- f) Coordinate with the Volunteer Coordinator regarding supporter acknowledgment and awards within 30 days of event.
- g) Coordinate with the Second Vice President regarding acknowledgment of supporters.

### **Section 6.04 BAZAAR CHAIR** – It shall be the duty of the Bazaar Chair to:

- a) Report to the Second Vice President.
- b) Coordinate and form a committee with all necessary General Board Members by September.
- c) Coordinate with the Second Vice President and USAG Humphreys, FMWR, DES, and others as needed to secure contracts sufficient to operate the Bazaar and submit a Fundraising Request Form.
- d) Set the date for the Bazaar and then work with the HBB and the Korean Vendor Coordinators to update their contracts by the September meeting.
- e) Locate, secure, and contract all Bazaar vendors with the HBB and the Korean Vendor Coordinators.



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- f) Update donation letters with the President and the Host Nation Liaison.
- g) Coordinate with the Volunteer Coordinator regarding supporter acknowledgment and awards within 30 days of event.
- h) Coordinate with the Second Vice President regarding acknowledgment of supporters.

**Section 6.05 BORROWED BOUTIQUE COORDINATOR** – It shall be the duty of the Borrowed Boutique Coordinator to:

- a) Report to President.
- b) Attend monthly Thrift Shop meetings and General Board meetings.
- c) Receive donated dresses from individual and Thrift Shop donations.
- d) Coordinate with First Vice President, Second Vice President, Publicity, and Web Manager to promote the Borrowed Boutique.
- e) Assume responsibility for inventory, presentation, care, and cleaning of dresses.
- f) Update rental contract by September board meeting.
- g) Set the Borrowed Boutique operating hours and work with the Thrift Shop Manager.
- h) Maintain a calendar of social events for planning purposes.
- i) Work with Operating and Thrift Shop Treasurers for rentals and sales.
- j) Work on finding ways to replenish inventory (such as reaching out to Operation Deploy Your Dress (ODYD), shopping sales at the PX, etc.).

**Section 6.06 CHILDCARE COORDINATOR** – It shall be the duty of the Childcare Coordinator to:

- a) Report to the President and consult with the Treasurer.
- b) Coordinate childcare for Board Members and Committee Members during Board Meetings and Committee Meetings when support is requested and approved according to Article XII of the United Club Constitution, at a rate equal to the current Child Development Center childcare rate.
- c) Share dates of United Club monthly social events and fundraising events with Child and Youth Services (CYS), to arrange childcare provided through CYS, to be paid by event attendees.
- d) Work with the First Vice President, Second Vice President, Publicity Chair, and Web Manager to promote coordinate childcare and to ascertain the number and ages of youth.

**Section 6.07 DMZ TO THE SEA EDITOR** – It shall be the duty of the DMZ to the Sea Editor to:

- a) Report to the President.
- b) Establish a committee to assist in the publication or revision of the DMZ to the Sea.
- c) Revise the previous edition of the DMZ to the Sea, which is published every year, and arrange for its printing and distribution.
- d) Ensure that the DMZ to the Sea goes to print in March to ensure distribution by the May luncheon.
- e) Recognize the publisher of the DMZ to the sea, at the May social event with an honorable scroll.

**Section 6.08 HBB VENDOR COORDINATOR** – It shall be the duty of the HBB Vendor Coordinator to:

- a) Report to the First Vice President.
- b) Update HBB vendor contracts, in conjunction with the Korean Vendor Coordinator, no later than September, with approval of the Executive Board.
- c) Have a working knowledge of post regulations for HBB and Community participants.
- d) Maintain records and vendor contracts for HBB and Community Participants authorized to sell on post.
- e) Ensure there is an even ratio of HBBs to Korean vendors; for every five (5) HBBs and five (5) Korean vendors, one community participant (such as the USO, the Red Cross, etc.) will be allowed.
- f) Coordinate with the First Vice President to arrange set-up of vendor tables.
- g) Collect vendor table fees and contracts and turn in to the Operating Treasurer at the event.



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- h) Work with the Bazaar and the ACE Chairs and be available to assist at the Bazaar and all ACE events.
- h) Attend Thrift Shop meetings and coordinate vendor space at the Thrift Shop.

**Section 6.09 HISTORIAN** – It shall be the duty of the Historian to:

- a) Report to the President.
- b) Attend Monthly Social Events, the Bazaar, the ACE, and all Fundraising Events; in the event of an absence, coordinate with another General Board Member or Member to take pictures.
- c) Serve on the Bazaar Committee.
- d) Create a digital memory book and make copies available for purchase online through a specified link by the May hand-off meeting.
- e) Arrange for a United Club General Board photograph by October.
- f) Ensure photos are taken at all United Club functions and activities. Upload photos online to the Google Drive to be kept with club history.

**Section 6.10 HOSPITALITY CHAIR** – It shall be the duty of the Hospitality Chair to:

- a) Report to First Vice President.
- b) Work with the First Vice President on Super Sign Up, the Annual Membership Drive, and the Monthly Social events, and with the Second Vice President on Fundraising Events and Community Outreach efforts.
- c) Ensure new members are recognized and welcomed at the monthly United Club programs.
- d) Plan for and coordinate refreshments for all General Board meetings.
- e) Serve on the Bazaar Committee to provide Hospitality services for vendors and volunteers.

**Section 6.11 KOREAN VENDOR COORDINATOR** – It shall be the duty of the Korean Vendor Coordinator to:

- a) Report to the First Vice President.
- b) Update Korean vendor contracts, in conjunction with the HBB Vendor Coordinator, no later than September, with approval of the Executive Board.
- c) Have a working knowledge of post regulations for Korean vendors and the Directorate of Emergency Services (DES).
- d) Maintain records and vendor contracts for vendors authorized to sell on post.
- e) Ensure there is an even ratio of Korean vendors to HBBs; for every five (5) Korean vendors and five (5) HBBs, one community participant (such as the USO, the Red Cross, etc.) will be allowed.
- f) Coordinate with the First Vice President to arrange set-up of vendor tables.
- g) Collect vendor table fees and contracts and turn in to the Operating Treasurer at the event.
- h) Serve on the Bazaar and the ACE Committees.

**Section 6.12 KOREAN WELFARE CHAIR** – It shall be the duty of the Korean Welfare Chair to:

- a) Report to the Second Vice President and work in conjunction with the Host Nation Liaison.
- b) Research, select, and maintain appropriate Korean charitable organizations.
- c) Appoint a Korean Welfare Committee that consists of at least nine voting members, to include the SCO Treasurer\*, the Second Vice President\*, the Secretary\*, the Korean Welfare Advisor, and a minimum of six (6) Members at Large\* (\*voting members of this committee).
  - i. Serve as a non-voting member on Korean Welfare Committee except in the case of a tie.
  - ii. Ensure at least one Korean Welfare Committee member is fluent in the Korean language.
- d) Consult with FMWR regarding any groups with anti-American affiliations.
- e) Purchase approved donation items for recipients and provide receipts to SCO Treasurer (per SCO Treasurer's policies).
  - a) Submit grant requests for \$1,000 or more to the United Club General Board for approval.

**Section 6.13 MEMBERSHIP CHAIR** – It shall be the duty of the Membership to:





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- a) Report to the First Vice President.
- b) Plan and execute, with the First Vice President, Super Sign Up, the Annual Membership Drive, and the Monthly Social events.
- c) Welcome newcomers at all United Club functions.
- d) Review and update the Membership Application form no later than the August Board Meeting, with the approval of the Executive Board.
- e) Collect membership dues and United Club program fees and turn over to the Operating Treasurer, when possible, immediately following but no later than seven (7) business days after each event.
- f) Compile and maintain a complete and accurate membership list and post it to the United Club Google Drive.
- g) Prepare and distribute a renewal letter and the Membership Application to previous year's membership.
- h) Prepare and distribute name tags at all United Club functions.
- i) Manages membership and vetting of applicants.
- j) Responsible for selecting and/or purchasing membership gifts and United Club pins.
- k) Coordinate with Web Manager and Publicity regarding any Membership-related social media.
- l) Admin the Humphreys United Spouses Club Facebook page; remove non-members by 1 October.
- m) Publish a Membership Directory, at the General Board's approval, to be available to the General Membership by the November meeting.

### **Section 6.14 PUBLICITY CHAIR** – It shall be the duty of the Publicity Chair to:

- a) Report to the President.
- b) Work with the First Vice President on Super Sign Up, the Annual Membership Drive, and the Monthly Social Events, and with the Second Vice President on Fundraising Events and Community Outreach efforts.
- c) Attend Thrift Shop monthly meetings.
- d) Act as admin on the Thrift Shop Facebook page and the Humphreys United Spouses Club Facebook group.
- e) Serve as a liaison between committee POCs, local military media outlets, and civilian media outlets.
- f) Work with the Web Manager on all social media.
- g) Work with General Board members on flyers requested for social media.
- h) Serve on the Bazaar and the ACE Committees.
- i) Attend Thrift Shop Meetings.

### **Section 6.15 REAL PROPERTY COORDINATOR** – It shall be the duty of the Real Property Coordinator to:

- a) Report to the President.
- b) Organize and maintain all assets, receipts, rental contracts, and calendar of events.
- c) Coordinate with the Thrift Shop Treasurer and the Thrift Shop Manager as needed.
- d) Collect and turn over any profits within seven (7) business days to the Operating Treasurer.
- e) Maintain a current inventory of all rentable and non-rentable assets and provide a copy to the Secretary, the Operating Treasurer, and the Thrift Shop Manager.
- f) Coordinate advertising of all rentable assets with the Web Manager and Publicity.
- g) Work with the President to coordinate the cleaning of the United Club office space.
- h) Provide proposed budget to the Operating Treasurer no later than 1 June.
- i) Attend Thrift Shop Meetings.

### **Section 6.16 RESERVATIONS CHAIR** – It shall be the duty of the Reservation Chair to:

- a) Report to the First Vice President.
- b) Plan and execute, with the First Vice President, Super Sign Up, the Annual Membership Drive, and the Monthly Social Events.



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- c) Review and update the Reservation Policy no later than the August Board Meeting, with the approval of the Executive Board.
- d) Assume responsibility for selecting and/or purchasing reservation gifts for Monthly Social Events.
- e) Send out invitation for United Club programs and events and notify First Vice President of reservation numbers by established deadline.
- f) Coordinate with the Second Vice President for fundraising events and as needed.

### **Section 6.17 SCO CHAIR** – It shall be the duty of the SCO Chair to:

- a) Report to the Second Vice President and consult with the SCO Advisor.
- b) Acknowledge no existence of family member applying for scholarship or accept removal from position.
- c) Acknowledge, per occasion, when involved personally with a grant request and remove self from application process.
- d) Establish and lead both the Scholarship Committee and the Community Outreach Committee.
  - i. Serve as non-voting member on each committee; may vote only in the event of a tie.
  - ii. Appoint committees that consist of at least 9 voting members each, to include the SCO Treasurer\*, the Second Vice President\*, the Secretary\*, the SCO Advisor, and a minimum of six (6) Members at Large\* (\*voting members of this committee).
- e) Update the Scholarship Application and the Community Outreach Grant Application annually, or as needed, and publicize the application process.
- f) Identify and research community needs and requests for assistance and discuss with the Community Outreach Committee for consideration.
- g) Submit Community Outreach Grant Requests for \$1,000 or more to the United Club General Board for approval.
- h) Coordinate, publicize, and execute Community Outreach projects for membership programs and events.
- h) Submit the approved Scholarship and Community Outreach disbursement reports to the SCO Treasurer prior to disbursement.

### **Section 6.18 SCO TREASURER** – It shall be the duty of the SCO Treasurer to:

- a) Report to the Operating Treasurer and the Second Vice President.
- b) Attend Scholarship Committee, Community Outreach Committee, Korean Welfare Committee, Budget Committee meeting, and fundraising committee meetings; may attend the Executive Board meetings at the request of the Operating Treasurer.
- c) Accounting:
  - i. Sign signature cards at the bank for the Operating, SCO, and Thrift Shop accounts by 15 June of the Membership Year elected.
  - ii. Maintain a record of taxable income for the SCO account.
  - iii. Work with Operating Treasurer to keep an itemized account in QuickBooks for all SCO sub-accounts.
  - iv. Keep copies of all receipts, disbursements, and supporting vouchers for the sub-accounts of the SCO funds. Provide a written statement when no receipt is available.
  - v. Maintain a file of financial statements and budgets for SCO sub-accounts.
  - vi. Collect all SCO account receivables (to include PayPal) and then deposit all monies following fundraising events, not to exceed thirty (30) days.
  - vii. Disburse the United Club's SCO funds as directed by the General Board no later than the fifteenth (15<sup>th</sup>) of the following month. All funds must be finalized and distributed by 31 May. Scholarship



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funds must be finalized and distributed by 31 December of the same year; any funds not distributed will be returned to the next Scholarship and Community Outreach Program.

- d) Reports:
  - i. Present written monthly financial reports to the United Club General Board and answer any inquiries.
  - ii. Present a written financial report at the end of the Membership Year.
  - iii. Assist the Operating Treasurer with the audit.
- e) Leave of Absence: In the event of a temporary absence, the Operating Treasurer will assume all responsibilities.

### **Section 6.19 THRIFT SHOP MANAGER** – It shall be the duty of the Thrift Shop Manager to:

- a) Report to the President and coordinate with the Thrift Shop Advisor, the Thrift Shop Treasurer, and the United Club Executive Board.
- b) Assume responsibility for the daily operations and management of the Thrift Shop.
- c) Operate within the guidelines of the Thrift Shop SOP, the United Club Constitution and Bylaws, and the USAG Humphreys Private Organization Policy.
- d) Work with the President and the Thrift Shop Advisor to set Thrift Shop and employee hours.
- e) Maintain oversight and security of the Thrift Shop.
- f) Create and maintain a current inventory of all Thrift Shop property.
- g) Work with Thrift Shop Treasurer regarding the handling of all money for all functions of the Thrift Shop.
- h) Maintain responsibility for the hiring and the dismissal of Thrift Shop employees.
- i) Chair, with the United Club President, monthly Thrift Shop meetings, to include Thrift Shop employees and the following General Board Members: Thrift Shop Treasurer, Publicity Chair, HBB Vendor Coordinator, Ways and Means Chair, Real Property Chair, and Borrowed Boutique Chair.
- j) Attending monthly United Club General Board meetings as a non-voting member.
- j) Coordinate with appropriate General Board members to promote the Thrift Shop.

### **Section 6.20 THRIFT SHOP TREASURER** – It shall be the duty of the Thrift Shop Treasurer to:

- a) Report to the Operating Treasurer and the President.
- b) Attend Thrift Shop monthly meetings and Budget Committee meetings; may attend Executive Board meetings at the request of the Operating Treasurer.
- c) Accounting:
  - i. Sign signature cards at the bank for the Operating, SCO, and Thrift Shop accounts by 15 June of the year elected.
  - ii. Work with Operating Treasurer to keep an itemized account in QuickBooks for all Thrift Shop sub-accounts.
  - iii. Keep copies of all receipts, disbursements, and supporting vouchers for the sub-accounts of the Thrift Shop funds. Provide a written statement when no receipt is available.
  - iv. Maintain a file of financial statements and budgets for Thrift Shop sub-accounts.
  - v. Collect all Thrift Shop profits, which will be deposited in to the safe daily by the Thrift Shop Manager for the Thrift Shop Treasurer, for bank deposit.
  - vi. Collect all Thrift Shop account receivables on a weekly basis, to be deposited the day of collection.
  - vii. Disburse the Thrift Shop funds as directed by the United Club Board on a quarterly basis (August, November, February, and May). All funds must be finalized and distributed by 31 May.
- d) Reports:



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- i. Present written monthly financial reports to the United Club General Board and answer any inquiries.
  - ii. Present a written financial report at the end of the Membership Year.
  - iii. Assist the Operating Treasurer with the audit.
- e) Leave of Absence: In the event of a temporary absence, the Operating Treasurer will assume all responsibilities.

### **Section 6.21 VOLUNTEER COORDINATOR** – It shall be the duty of the Volunteer Coordinator to:

- a) Report to the President.
- b) Attend and receive Organization Point of Contact (OPOC) training through ACS upon assumption of duties. Monitor and update the Volunteer Management Information System (VMIS) for the United Club volunteers.
- c) Work with the committee chairs to assist in recruiting volunteers to include all United Club events requiring volunteers.
- d) Coordinate with the Secretary regarding volunteer hours and compile submissions to vote for Volunteer of the Month recipients.
- e) Submit Presidential Award for qualifying board members.

### **Section 6.22 WAYS & MEANS CHAIR** – It shall be the duty of the Ways & Means Chair to:

- a) Report to First Vice President.
- b) Attend all United Club events.
- c) Assume responsibility for purchasing items for Ways & Means and maintain an inventory of all items at the Thrift Shop.
- d) Create a sales report and price list for every event for continuity binder and submit receipts for reimbursement to the Operating Treasurer (per Operating Treasurer's policies).
- e) Serve on the Bazaar and the ACE Committees.
- f) Present Christmas ornament design(s) at the September General Board meeting for vote.

### **Section 6.23 WEB MANAGER** – It shall be the duty of the Web Manager to:

- a) Report to the President.
- b) Keep the United Club website and all social media outlets up to date and act as admin.
- c) Coordinate with Publicity to receive regular and current flyers, updated documents, and information to upload to the website and social media accounts.
- d) Work with the Operating Treasurer to set up online payments for events.
- e) Pull the Community Outreach Grant application from the website on 15 May until the August board meeting.
- f) Pull the scholarship application from the website on 31 March until the new application has been approved (no later than January).
- g) Pull the Membership Application from the website on 31 May until the August board meeting.

## **Article VII. STANDING COMMITTEES**

### **Section 7.01 BUDGET COMMITTEE**

- a) This committee, chaired by the Operating Treasurer, shall consist of the following board members: President, Honorary President, Executive Board Advisor, First Vice President, Second Vice President, Parliamentarian, Secretary, SCO Treasurer, and Thrift Shop Treasurer.
- b) Operating, SCO, and Thrift Shop budgets shall be prepared for the United Club General Board. This committee shall meet during the summer to have budgets prepared for presentation for General Board



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approval at the General Board meeting prior to the first Membership meeting. The committee will consider budget revisions the following January. The board-approved budget must be presented and approved by a two-thirds (2/3) vote at the September and the January Social Events.

### Section 7.02 COMMUNITY OUTREACH COMMITTEE

- a) This committee, chaired by the SCO Chair, shall consist of the following Board Members: Second Vice President, SCO Advisor, Secretary, SCO Treasurer, and a minimum of six (6) additional Members in good standing. Every effort will be made to select people from a variety of units. Members are expected to remove themselves from any discussions and/or votes in which there is a conflict of interest.
- b) This committee will meet monthly, prior to monthly board meetings, to review all grant requests. The SCO Chair will present the approved grant requests and seek approval from the General Board for any requests equal to or larger than \$1,000. Grant requests must be approved by a two-thirds (2/3) vote.

### Section 7.03 CONSTITUTION AND BYLAWS COMMITTEE

- a) This committee, chaired by the Parliamentarian, shall consist of the following General Board members: President, First Vice President, Second Vice President, Honorary President, Executive Board Advisor, Secretary, Operating Treasurer, two members in good standing, and any General Board Members, as needed.
- b) This committee shall meet by September of the new club year, determine if there are any amendments that need to be made to the Constitution and/or the Bylaws, and submit those recommendations to the General Board for review and action. The Constitution and Bylaws, as approved in accordance with the standing Constitution and Bylaws, will be submitted to the Management Assistant, Financial Management Branch NAF, Support Services Division, Family and MWR (FMWR).

### Section 7.04 ELECTION COMMITTEE

- a) This committee, chaired by the Parliamentarian, shall consist of the following General Board members: Honorary President and four (4) Members in good standing. No person serving on this committee may be a candidate for any position.
- b) The Election Committee, represented by the Parliamentarian, will present the slate of nominees to the United Club General Board at the April General Board meeting. All nominees must be United Club Members in good standing. The slate will be voted on at the April membership program and installed at the May membership program.

### Section 7.05 SCHOLARSHIP COMMITTEES

- a) This committee, chaired by the SCO Chair, shall consist of the following Board Members: Second Vice President, SCO Advisor, Secretary, SCO Treasurer, OR A DESIGNATED ALTERNATIVE, and a minimum of six (6) additional Members in good standing. Every effort will be made to select people from a variety of units. **No person applying for or with a family member applying for a United Club Scholarship may serve on this committee**
- b) This committee will meet in the beginning of the United Club year, before December, to review the application; in the spring, after all the applications have been scored, the committee will meet as needed to review the results and distribute the funds among the winners.
- c) There will be a separate Scholarship Scoring Committee formed, comprised of members from the following organizations: USFK, USAG Humphreys, 8<sup>th</sup> Army, 2ID, Brian D. Allgood Army Community Hospital (BDAACH), Religious Services Organization (RSO), and USFK Combined Forces Command (CFC) or United Nations Command (UNC). **These individuals should have NO affiliation with the United Club and have NO children or dependents applying for a scholarship.** All personal information will be redacted to ensure a blind review.



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### Article VIII. SUB-CLUBS

**Section 8.01** Sub-Clubs shall be defined as informal groups of the United Club. They will be comprised of members in good standing who meet periodically for a common interest.

**Section 8.02** The Activities Chair is responsible for the creation and the coordination of all Sub-Clubs.

**Section 8.03** Each Sub-Club lead will register and maintain a roster with the Activities Chair. Each Sub-Club lead should attend Super Sign Up or work with the Activities Chair on representation.

**Section 8.04** Each Sub-Club lead, in coordination with the Activities Chair, should submit information to the appropriate General Board members (Publicity, Web Manager, Membership, etc.) for recruitment, advertising, and publicizing.

**Section 8.05** No Sub-Club may engage in fundraising activities. Members of Sub Clubs are also not allowed to promote or publicize private businesses or products.

### Article IX. ELECTION AND VOTING

**Section 9.01** A quorum must be present for a Board or Committee to act – at least half of the voting members must be in attendance to transact business.

**Section 9.02** Decisions will be made by a simple majority unless otherwise indicated that it must be approved by a two-thirds (2/3) vote.

**Section 9.03** During General Board meetings, each voting position receives one vote. If a position has co-chairs, the position still gets only one vote.

**Section 9.04** The United Club officers shall be elected by a quorum of active members in good standing. Voting will occur at the designated April membership program. Members must be present to vote. A quorum for a vote by members shall be twenty percent (20%) of the active membership in good standing.

### Article X. DISCIPLINARY PROCEDURES

**Section 10.01** A United Club Member in “good standing” is defined as a member who has done the following:

- a) Paid dues in full.
- b) Made payment in full of all costs associated with attendance at monthly general membership functions.
- c) Returned all borrowed or rented property (Borrowed Boutique/Real Property) in the same condition as obtained or pay the listed value for damaged or lost item(s) at fair market value.

**Section 10.02** The United Club has the ultimate right to require that its members refrain from conduct injurious to the organization and its purpose. The General Board may remove a member for “just cause” with a quorum of General Board members and a two-thirds (2/3) vote of approval.

**Section 10.03** Removal of a General Board member:

- a) Members of the General Board may be removed from either their elected or their appointed positions for “just cause”. Any United Club member may propose such a removal to the Executive Board.
- b) The Executive Board shall meet with both the Member proposing the removal and the General Board Member named in this proposal. After conducting an informal inquiry, the Executive Board will convene to determine whether there is justification for proceeding with a more-extensive investigation. Upon a majority vote of the Executive Board to proceed with such an investigation, the Executive Board shall take the following actions:
  - i. Suspend the General Board Member who has been proposed for removal.
  - ii. Request that all United Club property in possession of said General Board Member, including but not limited to After-Action Reports and Continuity Binders, be returned to an Executive Board



## Humphreys United Spouses Club Bylaws

- member until the investigation is concluded. These items are to be returned within twenty-four (24) hours per this request.
- iii. Notify all community organizations in which the General Board Member is involved, by virtue of her/his position on the United Club General Board, of this suspension.
  - iv. Conduct a detailed investigation into the reason(s) for the proposal for removal.
- c) In the event the Executive Board finds there is sufficient cause to support the proposal for removal, they shall form a Special Committee consisting of all voting General Board Members. This Special Committee will present the General Board Member with a written proposal for removal.
  - d) The General Board Member will be given time, not to exceed seven (7) business days, to either voluntarily resign or prepare a written rebuttal to the proposal for removal. The General Board Member will then present this written rebuttal to the Special Committee prior to any committee action. The Special Committee will vote on the proposal for removal, with a quorum of the majority present to vote. Abstentions will not be included in the quorum and will not impact the outcome of the vote. After the vote, the General Board Member will receive written notification of the Special Committee's decision.
  - e) In the event the General Board Member fails to submit a written rebuttal to the Special Committee within the allotted time frame, she/he will have forfeited all rights to speak on against this proposal for removal. Failure to comply with the removal procedures will result in the automatic revocation of Humphreys United Spouses Club membership.

### Article XI. INSURANCE

**Section 11.01** The United Club will have Liability and Fire Insurance coverage for any government building in which the club holds storage.

**Section 11.02** The Operating Treasure will purchase insurance for all Bonding and Liabilities annually (refer to Article V, Section 7 of the United Club Constitution).

**Section 11.03** Adequate insurance will be obtained to protect the United Club against public liability, property damage, or other legal actions that may arise because of activities conducted by the organization, one or more of its members acting on its behalf, and the operation of any equipment, apparatus, or device under the control and/or responsibility of this private organization.

### Article XII. ADOPTION AND AMENDMENTS

**Section 12.01** Bylaws may be reviewed each Membership Year by the Constitution and Bylaws Committee.

**Section 12.02** The Bylaws and any amendments to the Bylaws shall be approved by a two-thirds (2/3) vote of the United Club General Board and then presented for approval by General Membership. The Bylaws and amendments to the Bylaws shall supersede all previous Bylaws. Bylaws and amendments to the Bylaws shall become instituted upon approval by a majority vote of the quorum present and voting at the membership meeting program of the United Club.

**Section 12.03** An updated copy of the Bylaws shall be provided to the Installation Commander and to the Management Assistant, Financial Management Branch, NAF, Support Services Division, FMWR for approval and final adoption as per Army regulations, specifically DODI 1000.15 and FH Reg. 210-56.

### Article XIII. PARLIAMENTARY AUTHORITY

#### SECTION 13.01



## Humphreys United Spouses Club Bylaws

In all parliamentary matters not covered by the United Club Constitution and Bylaws, the United Club shall be guided by the most current edition of Robert's Rules of Order. A copy of these rules shall be available for reference at each meeting of the General Board as well as at membership programs of the United Club.

### Article XIV. SPECIAL VOTING PROCEDURES

**Section 14.01** When an immediate decision is required, the President may call for a United Club General Board meeting by telephone or e-mail. Each voting member must be informed that this is a voting procedure and must be read or the message must contain the motion under consideration in its complete form prior to voting. An electronic vote is to be administered solely by the Parliamentarian.

**Section 14.02** In the event that the Parliamentarian is unable to fulfill these duties, a one-time appointee will be determined by the Executive Board to administer the vote. Quorum and voting procedures shall be the same as outlined in the Constitution. All electronic votes and their results are to be reflected in the minutes.

### Article XV. GIFTS AND AWARDS

#### Section 15.01

A small gift may be given to each departing member of the United Club General Board. The President will include expenses for said gifts in the President's budget. The Budget Committee will determine the spending limit for the President's gifts.

### Article XVI. DECLARATION OF INVALIDITY

#### Section 16.01

In the event an article of these Bylaws or a portion thereof is declared invalid, the remaining and unaffected provision of such articles of portions thereof shall remain in full force and effect.

ACCEPTED AND APPROVED BY A MAJORITY VOTE ON THIS 2 DAY OF SEPT 2021.

  
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Caitlin Ward, Humphreys United Spouses Club President

  
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Ana Murillo, Humphreys United Spouses Club Parliamentarian