



## Humphreys United Club Bylaws

*These Bylaws dated 2022-2023, shall supersede all others.*

### **Article I: NAME**

**Section 1.01** The name of this organization shall be the Humphreys United Club (United Club). The organization shall also own and operate the Humphreys Thrift Store (Thrift Store). This is a private organization and 501(c)(3) public charity. It is not part of the Department of Defense or one of its components and it has no governmental status.

### **Article II. PURPOSE**

**Section 2.01** The United Club is a self-sustaining, private organization whose purpose is for charitable and social 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), developing and fostering a spirit of goodwill and community responsibility, providing opportunities for social, cultural, and creative pursuits, and distribution of scholarships for individuals, grants for organizations, and support for the local community.

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

The Humphreys 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 chair, community outreach chair, community support treasurer, DMZ to the Sea editor, event rentals chair, Korean welfare chair, membership chair, publicity chair, reservations chair, scholarship chair, thrift store liaison, thrift store treasurer, vendor chair, volunteer chair, and ways & means chair.

**Section 3.03** In addition, the president may appoint, with majority approval of the executive board, the following special positions: Childcare Coordinator, Historian, Hospitality Coordinator, and Web Manager. These special positions are non-voting and are not required to attend monthly board meetings but may be asked to attend by the president. They will report to designated general board members.

**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: ACE, bazaar, community outreach, Korean welfare, nominating, and scholarships. All committee members must be active or associate (Article IV, Section 4.04, Constitution) members in good standing.

**Section 3.05** 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 3.06** The United Club Board shall discuss and prepare all business that is presented to the membership of the United Club.

**Section 3.07** A term of office shall be defined as one year: from 1 June - 31 May of the following year.

**Section 3.08** 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.



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**Section 3.09** General board members appointed by the president may only hold those positions for a maximum of two (2) consecutive years.

### 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) Ensure that all meetings of the United Club are conducted according to proper procedures as outlined in the most current edition of Robert’s Rules of Order.
- d) Call special membership, board, or committee meetings.
- e) Determine and confirm all dates, times, and locations of all United Club activities.
- f) Appoint all general board members, with majority approval of the executive board.
- g) Appoint a parliamentarian to the executive board, or in the absence of a parliamentarian, allocate parliamentary duties.
- h) Appoint, in conjunction with the honorary president, the nominating committee chair no later than 30 January. The parliamentarian may be considered for this role.
- i) Chair the constitution and bylaws committee.
- j) Serve as a member of the budget committee, constitution and bylaws committee, community outreach committee, Korean welfare committee, and scholarship committee.
- k) Appoint United Club representatives to attend post-wide meetings as required.
- l) Purchase and present end-of year gifts for outgoing United Club board members.
- m) Sign signature cards at the bank for the operating, community support and thrift store accounts by 15 June of the year elected.
- n) Approve all organizational spending that exceeds \$500, with the exception of community outreach, scholarship and Korean welfare awards.
- o) Review operating, community support, and thrift store financial reports and current bank statements provided by the operating treasurer each month.
- p) Coordinate with the first vice president and the second vice president to ensure all events are placed on the USAG Humphreys master calendar.
- q) Oversee the Thrift Store operations in collaboration with the thrift store manager and thrift store liaison.
- r) Serve as official building manager for the Thrift Store building with DPW and Garrison.
- s) Support and oversee the executive board, and the Borrowed Boutique chair, DMZ to the Sea editor, event rentals chair, thrift store liaison, thrift store manager, and ways & means chair.

**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) Be responsible for the monthly coordination and planning of all monthly membership programs.



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- i. Present planned programs to the United Club Board.
  - ii. Responsible for the coordination of all logistics (decorations, prizes, menu, etc.) for said programs.
  - iii. Work with the publicity chair to promote programs.
- d) Serve on the budget committee and the constitution and bylaws committee.
  - e) Support and oversee the activities chair, membership chair, publicity chair, reservations chair, vendor chair, and volunteer chair.

**Section 4.03 SECOND VICE PRESIDENT** – It shall be the duty of the second vice president to:

- a) Assist the president.
- b) Form committees to develop and oversee, at a minimum, one (1) fundraising event; held in the fall of the membership year.
- c) Support and oversee ACE chair, bazaar chair, community outreach chair, Korean welfare chair, and scholarship chair.
- d) Serve on the ACE committee, bazaar committee, budget committee, constitution and bylaws committee, community outreach committee, Korean welfare committee, scholarship committee.
- e) Maintain all forms, records, and rosters of supporters and donors. Ensure supporters and donors are appropriately and promptly thanked after the conclusion of events in conjunction with the president (and ACE and bazaar chairs, as appropriate).

**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, in conjunction with the publicity chair.
- 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 official correspondence needed for the United Club, looping in the appropriate parties when necessary. Maintain the board roster.
- g) Oversee the purchasing of all office supplies in coordination with the operating treasurer.
- h) On behalf of and in conjunction with the president, manage key distribution and all key control documents for the thrift store building.
- i) Act as secretary for the following committees (and therefore attend their meetings): constitution and bylaws, budget, community outreach, Korean welfare, scholarships, and thrift store; committees related to fundraising may request assistance with documentation as well.
- j) If applicable, ensure the P.O. Box is renewed and the combination lock is changed in the beginning of June.

**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, community support, and thrift store accounts by the 15<sup>th</sup> of June of the year elected.
  - ii. Maintain a record of all income for all United Club accounts. Pay all required taxes no later than their due date.



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- iii. Keep an itemized account in QuickBooks for all subaccounts of the operating, community support, and thrift store funds.
  - iv. Ensure copies of all receipts, disbursements, and supporting vouchers for the subaccounts of the operating, community support, and thrift store funds are available for auditing purposes permanently. A written statement will be provided when no receipt is available.
  - v. Maintain a file of financial statements and budgets.
  - vi. Collect all operating account receivables and deposit all funds within seven (7) business days of receipt.
  - vii. Disburse the United Club operating and thrift store funds as directed by the board no later than the fifteenth of the following month. All funds must be finalized and distributed by 15 June. All community outreach grants must be finalized and distributed by 15 June or no later than 60 days after receipt of the funds by the grantee. All scholarship funds must be finalized and distributed by 15 October of the same year; any funds not distributed will be returned to the community support fund.
- b) Standing Financial Commitments:
- i. Purchase insurance for all bonding and liabilities annually.
  - ii. Ensure the proper tax documents for the fiscal year are filed with the IRS, as required by 501(c)(3) status.
  - iii. Assume responsibility for cash box distribution and receipt for all club events, as needed.
  - iv. Keep the United Club Board updated regarding the total amount of money available to be dispersed for scholarships and grants from the community support fund. The United Club board must approve proposed amounts and notify the appropriate chairs.
- 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, no later than 15 June.
  - iii. Ensure annually required audits are completed, no later than 30 days after the close of the membership (fiscal) year, or any change of the president and/or the operating treasurer.
  - iv. Present all financial records and documents necessary for 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 community support fund and the thrift store.
  - iii. Review the operating budget in January to determine if an adjusted budget needs to be made.
- e) Debit Cards:
- i. Ensure executive board members sign accounts and receive debit cards as follows: president and operating treasurer (operating, community support and thrift store), first vice president and secretary (operating), and second vice president (community support). In addition, the thrift store manager may be a cardholder for the thrift store account.



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- ii. All cardholders must:
  - a. Inform the appropriate treasurer of upcoming debit card purchase.
  - b. Send a copy of receipt and list/photo of items purchased.
  - c. Turn in documentation and physical receipt within the next seven (7) business days.
  - d. The appropriate treasurer will attempt to make all cash withdrawals; however, during extenuating circumstances, the cardholder must notify the appropriate treasurer via text prior to the cash withdrawal.
  - e. Submit ATM withdrawal receipt with Reimbursement/Payment Authorization Form.
  - f. Upon removal or resignation, return the debit card to the operating treasurer within 24 hours.
- f) Notify the president in the event of a temporary absence.

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

#### **Section 5.01 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) Purchase and present end-of year gifts for outgoing president and United Club board members.
- f) Attend executive and general board, budget committee, constitution and bylaws committee, and nominating committee meetings as an ex-officio member.

#### **Section 5.02 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) Communicate with the honorary president and president 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 bylaws committee, and nominating committee meetings as an ex-officio member.

#### **Section 5.03 COMMUNITY SUPPORT ADVISOR**

- a) Serve in an advisory capacity (inform, mentor, and coach).
- b) Communicate with the honorary president and president on a regular basis.
- c) Act as a non-voting member of the executive board, at the invitation of the honorary president and/or the president.
- d) Attend community outreach and scholarship committee meetings regularly.
- e) Attend general and executive board meetings, upon invitation, as a non-voting member.

#### **Section 5.04 HOST NATION ADVISOR**

- a) Serve in an advisory capacity (inform, mentor, and coach).
- b) Communicate with the honorary president and president on a regular basis.
- c) Act as a non-voting member of the executive board, at the invitation of the honorary president and/or the president.



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- d) Attend Korean welfare committee meetings regularly.
- e) Attend general and executive board meetings, upon invitation, as a non-voting member.
- f) Act as a bridge, in all communications, between the United Club, USAG Humphreys, and our host nation surrounding communities.
- g) Assist ACE chair, Korean welfare chair and vendor chair with host nation communications.

### **Section 5.05 THRIFT STORE ADVISOR**

- a) Serve in an advisory capacity (inform, mentor, and coach).
- b) Communicate with the honorary president and president on a regular basis.
- c) Act as a non-voting member of the executive board, at the invitation of the honorary president and/or the president.
- d) Attend thrift store committee meetings regularly.
- e) Attend general and executive board meetings, upon invitation, as non-voting members.

### **Section 5.06 PARLIAMENTARIAN**

- a) Appointed by the President, and in the absence of an appointment the President will allocate responsibilities at their discretion.
- b) Act as a non-voting member of the executive board.
- c) Advise the president on parliamentary procedure as needed, and aid in following the bylaws and constitution.
- d) Ensure all United Club meetings operate according to proper procedures as outlined in the most current edition of Robert's Rules of Order.
- e) Assist the president in timekeeping during meetings.
- f) Assume responsibility for all proxy votes.

## **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 the United Club constitution and bylaws.
- d) Attend all monthly board meetings and support all United Club activities. Board members cannot miss more than three (3) meetings without prior approval by the President.
- e) Maintain and track approved income and expenses within budget. Provide a monthly budget report to the operating treasurer (or community support treasurer) by designated due date.
- f) Create and maintain a folder on the United Club Google Drive associated with the official United Club email for the current membership year that includes Standard Operating Procedure (SOP), after-action/year end reports (AAR), meeting minutes, and information pertinent to the position, which can include but is not limited to: an inventory, timelines for specific tasks, best practices, flowcharts, monthly calendar, supply list(s), suspense dates for projects that will continue to the next membership year etc.
- g) Prepare and submit a monthly board report to the secretary prior to the next general board meeting.
- h) 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.



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- i) Use official United Club email for all club related correspondence.
- j) Review and propose revisions to your position SOP by 15 September. Any proposed revision to the SOP must be approved by a majority vote of the executive board.
- k) Create a VMIS account and, in the absence of a volunteer chair, input volunteer hours at least once a month.

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

- a) Report to the first vice president.
- b) Present a working calendar of monthly activities for the year no later than the September general board meeting.
- c) Organize activities of interest to the general membership to include, but not limited to, tours, interest groups, and classes.
- d) Form or remove subclubs based on the continued interest of the United Club members.
- e) Work with the publicity chair to promote the subclubs (such as bunco, wine club, book club, lunch bunch, etc.) through social media.
- f) Find and appoint facilitators for the various subclubs, in conjunction with the first vice president.
- g) Report to the general board monthly regarding the status and activities of the group.
- h) Submit receipts for reimbursement to the operating treasurer within seven (7) business days following the event.

### **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) Plan and execute all event logistics with the committee, including, but not limited to: securing financial support and in-kind donations, decorations, entertainment, publicity, reservations, and volunteers.
- d) Coordinate with USAG Humphreys, FMWR, DES, and others as needed to secure contracts sufficient to operate the ACE event and submit a fundraising request form.
- e) Coordinate with the community support treasurer on maintaining the approved budget.
- f) Update donation letters with the president and the host nation advisor.
- g) Coordinate with the president and second vice president regarding supporter acknowledgment within 30 days of the event.
- h) Coordinate with the volunteer chair regarding volunteer recognition within 30 days of the event.

### **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 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 vendor chair to update contracts by 30 September.
- e) Locate, secure, and contract all Bazaar vendors with the Vendor Chair.
- f) Update donation letters with the president and the host nation advisor.
- g) Coordinate with the president and second vice president regarding supporter acknowledgment within 30 days of the event.
- h) Coordinate with the volunteer chair regarding volunteer recognition within 30 days of the event.





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

- a) Report to the president.
- b) Receive donated dresses from individual and thrift store donations.
- c) Coordinate with the publicity chair to promote the Borrowed Boutique.
- d) Be responsible for inventory, presentation, care, and cleaning of dresses.
- e) Update rental contract by September board meeting.
- f) Set the Borrowed Boutique operating hours and work with the thrift store manager, as needed.
- g) Maintain a calendar of social events for planning purposes.
- h) Work with the operating treasurer for rentals and sales.
- i) 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 COMMUNITY OUTREACH CHAIR** – It shall be the duty of the Community Support Chair to:

- a) Report to the second vice president and consult with the community support advisor.
- b) Acknowledge, per occasion, when involved personally with a grant request and remove self from the application process.
- c) Establish and lead the community outreach committee.
  - i. Serve as a voting member on the committee. Conduct secret ballot votes for all committee motions. Count secret ballot votes, in conjunction with the secretary, during the meeting and on the record.
  - ii. Appoint committee that consists of at least 6 voting members each, to include the chair\*, community support treasurer\*, the second vice president\*, the secretary\*, the community support advisor, president\*, and a minimum of two (2) members in good standing\* (\*voting members of this committee).
- d) Update the community outreach grant application annually, or as needed and publicize the application process.
- e) Identify and research community needs and requests for assistance and discuss with the community outreach committee for consideration.
- f) Ensure all approved community outreach grant requests fall within the guidelines outlined by the United Club General Board in the community outreach SOP.
- 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.
- i) Submit the approved Community Outreach disbursement reports to the Community Support Treasurer prior to disbursement.
- j) Serve as liaison between the United Club board and the community to ensure United Club participation in community events.
  - i. Coordinate with the volunteer chair to guarantee there is a point of contact and a suitable number of volunteers.
  - ii. Coordinate with the publicity chair to advertise United Club participation and opportunities for member involvement.

**Section 6.07 COMMUNITY SUPPORT TREASURER** – It shall be the duty of the Community Support Treasurer to:





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- a) Report to the operating treasurer.
- b) Attend scholarship committee, community outreach committee, Korean welfare committee, budget committee and fundraising committee meetings; may attend the executive board meetings at the request of the president and/or operating treasurer.
- c) Accounting:
  - i. Sign signature card at the bank for the community support account within two (2) weeks of appointment.
  - ii. Maintain a record of taxable income for the community support account, if applicable.
  - iii. Work with the operating treasurer to keep an itemized account in QuickBooks for all community support subaccounts.
  - iv. Keep copies of all receipts, disbursements, and supporting vouchers for the subaccounts of the community support funds. Provide a written statement when no receipt is available.
  - v. Maintain a file of financial statements and budgets for community support subaccounts.
  - vi. Collect all community support account receivables (to include PayPal) and then deposit all monies following fundraising events, not to exceed seven (7) days.
  - vii. Disburse community support funds as directed by the general board no later than the fifteenth (15<sup>th</sup>) of the following month. All community outreach grants must be finalized and distributed by 15 June or no later than 60 days after receipt of the funds by the grantee. Scholarship funds must be finalized and distributed by 15 October of the same calendar year; any funds not distributed will be returned to the community support fund.
- 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) In the event of a temporary absence, the operating treasurer will assume all responsibilities.

**Section 6.08 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) Coordinate with the publisher to manage distribution of DMZ to the Sea; the majority of the printed copies are to be delivered to the United Club for resupply as appropriate.
- e) Ensure that the DMZ to the Sea goes to print in March to ensure distribution by the May luncheon.
- f) Recognize the publisher of the DMZ to the sea at the May social event.

**Section 6.09 EVENT RENTALS CHAIR** – It shall be the duty of the Event Rentals Chair to:

- a) Report to the president.
- b) Organize and maintain all assets, receipts, rental contracts, and calendar of events.
- c) Prioritize the needs of United Club events and programs before other community events.
- d) Coordinate with the thrift store manager, as needed.
- e) Collect and turn over any profits within thirty (30) business days to the operating treasurer, or if the amount exceeds \$250.
- f) Maintain a current inventory of all rentable and non-rentable assets and provide access to the



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president and operating treasurer.

- g) Coordinate advertising of all rentable assets with the web manager and publicity chair.
- h) Maintain and organize the event rental office space as needed.

**Section 6.10 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 Advisor.
- b) Establish and lead the Korean welfare committee
  - i. Serve as a voting member on the committee. Conduct secret ballot votes for all committee motions. Count secret ballot votes, in conjunction with the secretary, during the meeting and on the record.
  - ii. Appoint committee that consists of at least 6 voting members each, to include the chair\*, community support treasurer\*, the second vice president\*, the secretary\*, the Host Nation advisor, president\*, and a minimum of two (2) members in good standing\* (\*voting members of this committee). Ensure at least one Korean welfare committee member is fluent in the Korean language.
- c) Research, select, and maintain a list of appropriate Korean charitable organizations.
- d) Consult with FMWR regarding any groups with anti-American affiliations.
- e) Purchase approved donation items for recipients and provide receipts to community support treasurer (per community support treasurer’s policies).
- f) Submit grant requests for \$1,000 or more to the United Club General Board for approval.
- g) Coordinate and execute thrift store shed pick up at least biweekly (or as needed) with Korean welfare organizations. Maintain a list of dates and donations

**Section 6.11 MEMBERSHIP CHAIR** – It shall be the duty of the Membership Chair to:

- a) Report to the first vice president.
- b) Support the first vice president with Super Sign Up and the monthly social events.
- c) Conduct annual membership drive.
- d) Support and oversee the hospitality chair.
- e) Welcome newcomers at all United Club functions.
- f) Review and update the membership application form no later than the August board meeting, with the approval of the executive board.
- g) Collect membership dues and turn over to the operating treasurer immediately following, when possible, but no later than seven (7) business days after each event.
- h) Compile and maintain a complete and accurate membership list in Wix and post a copy to the United Club Google Drive.
- i) Prepare and distribute a renewal letter and the membership application to previous year’s membership.
- j) Prepare and distribute name tags at all United Club functions.
- k) Manage membership and vetting of applicants.
- l) Responsible for selecting and/or purchasing membership gifts and United Club pins.
- m) Coordinate with the publicity chair regarding any membership-related social media.
- n) Serve as admin for the Humphreys United Club Members Only Facebook group; remove any previous or non-members by 1 October.

**Section 6.12 PUBLICITY CHAIR** – It shall be the duty of the Publicity Chair to:

- a) Report to the first vice president.



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- b) Oversee the historian and web manager.
- c) Work with board members and committee chairs to publicize all United Club events, programs and activities. Create print media, social media and other documents as necessary.
- d) Admin all United Club social media, to include the Humphreys United Club Facebook page, the Thrift Store Facebook page, the Humphreys United Club Members Only Facebook group, the Humphreys United Club Subclubs Facebook page, and the Humphreys United Club Instagram page.
- e) Serve as a liaison between committee POCs, local military media outlets, and civilian media outlets.
- f) Serve on the bazaar and the ACE committees.
- g) Attend thrift store meetings, at the request of the president.

**Section 6.13 RESERVATIONS CHAIR** – It shall be the duty of the Reservations Chair to:

- a) Report to the first vice president.
- b) Coordinate with appropriate board members and committee chairs to manage reservations for all United Club events and activities.
- 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 invitations for United Club programs and events and notify the first vice president of reservation numbers by the established deadline.
- f) Coordinate with the second vice president for fundraising events and as needed.

**Section 6.14 SCHOLARSHIP CHAIR** – It shall be the duty of the Scholarship Chair to:

- a) Report to the second vice president and consult with the community support advisor.
- b) Acknowledge no existence of family member(s) applying for scholarship or accept removal from position.
- c) Establish and lead the scholarship committee.
  - i. Serve as a voting member on the committee. Conduct secret ballot votes for all committee motions. Count secret ballot votes, in conjunction with the secretary, during the meeting and on the record.
  - ii. Appoint committee that consists of at least 6 voting members each, to include the chair\*, community support treasurer\*, the second vice president\*, the secretary\*, the community support advisor, president, and a minimum of two (2) members in good standing\* (\*voting members of this committee).
- d) Update the scholarship application annually, or as needed and publicize the application process.
- e) Submit the approved scholarship disbursement reports to the community support treasurer prior to disbursement.

**Section 6.15 THRIFT STORE LIAISON** – It shall be the duty of the Thrift Store Liaison to:

- a) Report to the president and coordinate with the thrift store manager, thrift store advisor, and the thrift store treasurer.
- b) Serve as a liaison between the thrift store management and employees, and the United Club Board.
- c) Chair, with the thrift store manager, monthly thrift store meetings, to include thrift store assistant manager and the following board members: president, secretary, thrift store advisor, and thrift store treasurer (publicity chair may be included at the request of the president).
- d) Oversee the daily operations and management of the thrift store, in conjunction with and in support of the Thrift Store Manager.



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- e) Ensure thrift store is operating within the guidelines of the thrift store SOP, the United Club constitution and bylaws, and the USAG Humphreys Private Organization Policy.

### **Section 6.16 THRIFT STORE TREASURER** – It shall be the duty of the Thrift Store Treasurer to:

- a) Report to the operating treasurer and the president.
- b) Attend thrift store monthly meetings and budget committee meetings; may attend executive board meetings at the request of the operating treasurer and/or president.
- c) Accounting:
  - i. Sign signature card at the bank for the thrift store account within two (2) weeks after appointment.
  - ii. Work with the operating treasurer to keep an itemized account in QuickBooks for all thrift store subaccounts.
  - iii. Utilize QuickBooks to disburse payroll and necessary employment taxes.
  - iv. Keep copies of all receipts, disbursements, and supporting vouchers for the subaccounts of the thrift store funds. Provide a written statement when no receipt is available.
  - v. Maintain a file of financial statements and budgets for thrift store subaccounts.
  - vi. Oversee the collection of all thrift store profits, which will be deposited into the safe daily by the thrift store manager and deposited in the bank at least once a week. In the event the thrift store manager is unable to make the deposit, the thrift store treasurer will be responsible.
  - vii. Deposit any thrift store account receivables on a weekly basis, to be deposited the day of collection.
  - viii. Disburse the thrift store 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:
  - 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) In the event of a temporary absence, the operating treasurer will assume all responsibilities.

### **Section 6.18 VENDOR CHAIR** – It shall be the duty of the Vendor Chair to:

- a) Report to the first vice president.
- b) Update HBB and Korean vendor contracts no later than September, with approval of the executive board.
- c) Have a working knowledge of post regulations for HBB and community participants.
- d) Have a working knowledge of post regulations for Korean vendors and the Directorate of Emergency Services (DES).
- e) Maintain records and vendor contracts for community participants, HBBs and Korean vendors authorized to sell on post.
- f) Ensure there is an even ratio of HBBs to Korean vendors at monthly socials; for every five (5) HBBs and five (5) Korean vendors, one community participant (such as the USO, Red Cross, etc.) will be allowed.
- g) Coordinate with the first vice president to arrange set-up of vendor tables.
- h) Collect vendor table fees and turn in to the operating treasurer at the event.
- i) Serve on the Bazaar and the ACE committees.



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**Section 6.18 VOLUNTEER CHAIR** – It shall be the duty of the Volunteer Chair to:

- a) Report to the first vice 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. Gather and enter all volunteer hours for general board members into VMIS.
- c) Work with board members and committee chairs to assist in recruiting volunteers to include all United Club events requiring volunteers.
- d) Coordinate and compile submissions to vote for Volunteer of the Quarter and Volunteer of the Year recipients.
- e) Coordinate and compile submissions for USAG Humphreys Volunteer of Year, in conjunction with the president.
- f) Submit Presidential Award for qualifying board members and volunteers.

**Section 6.20 WAYS & MEANS CHAIR** – It shall be the duty of the Ways & Means Chair to:

- a) Report to the president.
- b) Attend all United Club membership events, Bazaar and Super Sign Up.
- c) Assume responsibility for purchasing items for ways & means and maintain an inventory of all items at the Thrift Store.
- d) Create a sales report and price list for every event for the continuity folder and submit receipts for reimbursement to the operating treasurer (per operating treasurer's policies).
- e) Serve on the Bazaar committee.

### Article VII. SPECIAL COMMITTEE MEMBERS

**Section 7.01** The Special Committee Members shall:

- a) Accept position as appointed by the United Club President with majority approval of the executive board.
- b) Read and assume understanding of the United Club constitution and bylaws.
- c) Not be required to attend monthly board meetings, nor have a vote at said meetings. Special committee members may be asked to attend occasional board members at the discretion of the president.
- d) Create and maintain a folder on the United Club Google Drive associated with the official United Club email for the current membership year that includes Standard Operating Procedure (SOP), after-action/year end reports (AAR), meeting minutes, and information pertinent to the position, which can include but is not limited to: an inventory, timelines for specific tasks, best practices, flowcharts, monthly calendar, supply list(s), suspense dates for projects that will continue to the next membership year etc.
- f) Prepare and submit a monthly update to their overseeing board chair at least one week prior to the next general board meeting.
- g) Use official United Club email for all club related correspondence.
- h) Create a VMIS account and, in the absence of a volunteer chair, input volunteer hours at least once a month.

**Section 7.02 NOMINATING COMMITTEE CHAIR** – It shall be the duty of the Nominating Committee Chair, in appointment by the president and honorary president, to:

- a) Chair the new executive board nominating committee.



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b) Coordinate the installation of new officers at the May membership program.

c) Assume responsibility for all proxy votes of new executive board.

**Section 7.03 CHILDCARE COORDINATOR** – It shall be the duty of the Childcare Coordinator to:

a) Report to the reservations chair and consult with the operating treasurer.

b) Coordinate childcare for board 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 child care 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 publicity chair, reservations chair and web manager to coordinate childcare and to ascertain the number and ages of youth.

**Section 7.04 HISTORIAN** – It shall be the duty of the Historian to:

a) Report to the publicity chair.

b) Coordinate photography at monthly social events, the fall fundraiser, the bazaar, the ACE, and all club events.

c) Ensure all photos are uploaded to the United Club Google Drive to be kept with club history.

d) Create a digital memory book and make copies available for purchase online through a specified link and publicize at the May membership program.

e) Arrange for a United Club General Board photograph by October.

**Section 7.05 HOSPITALITY CHAIR** – It shall be the duty of the Hospitality Chair to:

a) Report to the membership chair.

b) Work with appropriate board members to determine hospitality needs for all club events.

c) Ensure new members are recognized and welcomed at the monthly United Club social events..

d) Ensure members are recognized during the month of their birthday.

e) Serve on the bazaar committee to provide hospitality for vendors and volunteers.

**Section 7.06 WEB MANAGER** – It shall be the duty of the Web Manager to:

a) Report to the publicity chair.

b) Keep the United Club website 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.

d) Work with the reservations chair, or other appropriate chair, to set up online payments for events.

e) Ensure the following deadlines are met:

i. Pull the community outreach grant application from the website on 15 May until the August board meeting.

Pull the scholarship application from the website on 31 March until the new application has been approved (no later than January).

ii. Pull the membership application from the website on 31 May until the August board meeting (or update for the new membership year at the discretion of the incoming president).

## Article VIII. STANDING COMMITTEES

### Section 8.01 ACE COMMITTEE

a) This committee, chaired by the ACE chair, will consist of all necessary board members to include, but not limited to: president, second vice president, secretary, community support treasurer, host



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nation advisor, publicity chair, reservations chair, vendor chair, and volunteer chair.

- b) The committee will plan and execute all event logistics, including, but not limited to: securing financial support and in-kind donations, decorations, entertainment, publicity, reservations, and volunteers.
- c) The committee will begin meeting no later than December and will create a meeting schedule to ensure all tasks are completed.

### **Section 8.02 BAZAAR COMMITTEE**

- a) This committee, chaired by the bazaar chair, will consist of all necessary board members to include, but not limited to: president, second vice president, secretary, community support treasurer, host nation advisor, publicity chair, reservations chair, vendor chair, and volunteer chair.
- b) The committee will plan and execute all event logistics, including, but not limited to: securing and contracting bazaar vendors, financial support and in-kind donations, publicity, reservations, and volunteers.
- c) The committee will begin meeting no later than September and will create a meeting schedule to ensure all tasks are completed.

### **Section 8.03 BUDGET COMMITTEE**

- a) This committee, chaired by the operating treasurer, shall consist of the following board members: president, honorary president, senior advisor, first vice president, second vice president, secretary, community support treasurer, and thrift store treasurer.
- b) Operating, community support, and thrift store 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 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 8.04 COMMUNITY OUTREACH COMMITTEE**

- a) This committee, chaired by the community outreach chair\*, shall consist of the following board members: president\*, second vice president\*, community support advisor, secretary\*, community support treasurer\*, and a minimum of two (2) members in good standing\* (\*voting members of this committee). The chair will conduct secret ballot votes for all committee motions. Secret ballot votes will be counted in conjunction with the secretary, or the president in their absence, during the meeting and on the record. 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 quarterly to review all grant requests. The community outreach chair will present the approved grant requests and seek approval from the general board for any requests equal to or larger than \$1,000, which must be approved by a majority vote.

### **Section 8.04 CONSTITUTION AND BYLAWS COMMITTEE**

- a) This committee, chaired by the president, shall consist of the following general board members: first vice president, second vice president, parliamentarian, honorary president, senior 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





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amendments that need to be made to the constitution and/or the bylaws, and submit those recommendations to the general board for review and approval. The amended 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 8.05 KOREAN WELFARE COMMITTEE

- c) This committee, chaired by the Korean welfare chair\*, shall consist of the following board members: president\*, second vice president\*, host nation advisor, secretary\*, community support treasurer\*, and a minimum of two (2) members in good standing\* (\*voting members of this committee). The chair will conduct secret ballot votes for all committee motions. Secret ballot votes will be counted in conjunction with the secretary during the meeting and on the record. 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.
- d) This committee will meet quarterly to review all requests. The Korean welfare chair will present the approved requests and seek approval from the general board for any requests equal to or larger than \$1,000, which must be approved by a majority vote.

### Section 8.06 NOMINATING COMMITTEE

- a) This committee, chaired by the nominating committee chair, shall consist of the following: honorary president, parliamentarian (if different than the nominating committee chair) and four (4) members in good standing. No person serving on this committee may be a candidate for any position.
- b) The president, first vice president, second vice president, secretary, and treasurer nominees, selected by the nominating committee, shall be presented via email and social media no later than 10 days before the April membership program. Any member in good standing who is eligible and wishes to be considered for election shall do so in writing to the United Club Nominating Committee Chair via email no later than the date of the March membership program. After this date nominations are closed. The nominating committee will determine who will be included on the ballot put forth for a vote. Voting will take place electronically no later than April 15th, and in May the new officers will be installed at the May membership program.

### Section 8.07 SCHOLARSHIP COMMITTEE

- a) This committee, chaired by the scholarship chair, shall consist of the following board members: president\*, second vice president\*, community support advisor, secretary\*, community support treasurer\*, and a minimum of two (2) members in good standing\* (\*voting members of this committee). **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 first half 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) The Scholarship Chair, in conjunction with the community support advisor, will solicit and form a separate scholarship scoring committee, composed 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 family members applying for a United Club scholarship.**



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- d) Scholarships must be awarded, and recipients notified, no later than 1 May. Recipients have until 1 October to submit school information to the United Club. Scholarship checks will be cut and mailed no later than 15 October; any funds not distributed will be returned to the community support fund.

### **Article IX. SUBCLUBS**

**Section 9.01** Subclubs shall be defined as informal groups of the United Club. They will be composed of members in good standing who meet periodically for a common interest.

**Section 9.02** The activities chair is responsible for the creation and the coordination of all subclubs, selecting and supporting subclub leads.

**Section 9.03** Each subclub lead will register and maintain a roster with the activities chair. Each subclub lead should attend Super Sign Up or work with the activities chair on representation.

**Section 9.04** Each subclub lead, in coordination with the activities chair, should submit information to the appropriate general board members (publicity, membership, etc.) for recruitment, advertising, and publicizing.

**Section 9.05** No subclub may engage in fundraising activities. Members of subclubs are also not allowed to promote or publicize private businesses or products.

### **Article X. ELECTION AND VOTING**

**Section 10.01** During general board meetings, each voting position receives one vote. If a position has co-chairs, the position still gets only one vote. A board meeting quorum is defined as 50% +1 of the voting members in good standing.

**Section 10.02** Decisions will be made by a simple majority unless otherwise indicated that it must be approved by a two-thirds (2/3) vote.

**Section 10.03** The United Club officers shall be elected by a quorum of active members in good standing. Voting will occur as indicated above in Section 8.04.b. A quorum for a vote by members shall be twenty percent (20%) of the active membership in good standing.

**Section 10.04** A quorum must be present for a committee to act. A committee quorum is defined as a minimum of three (3) voting members indicated with an asterisk in the committee bylaws (Article VIII) and a minimum of two (2) general members in good standing. A voting member may use a proxy or vote in advance, at their discretion, in agreement with the chair.

### **Article XI. SPECIAL VOTING PROCEDURES**

**Section 15.01** When an immediate decision is required, the president may call for a United Club General Board vote by email. Each voting member must be informed that this is a voting procedure and 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 president and will follow all of the voting requirements of an in-person general board meeting.

**Section 15.02** In the event that the president 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 XII. DISCIPLINARY PROCEDURES**



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**Section 11.01** 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/event rentals) in the same condition as obtained or paid the listed value for damaged or lost item(s) at fair market value.

**Section 11.02** The United Club has the ultimate right to require that its members refrain from conduct injurious to the organization and its purpose.

### **Section 11.03 Removal of a Board Member**

- a) Members of the 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 the board member named in the proposal to remove. After conducting an informal inquiry, the executive board will determine whether there is justification for proceeding with a special meeting, dismissal of complaint or acceptance of resignation (should the board member choose to resign during the informal inquiry).
- c) Special meeting procedures: executive board calls a special meeting, on the record, of the general board to discuss and vote. The 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 board member will have the opportunity to present their written rebuttal to the general board at the special meeting. A quorum of general board members with a 2/3 vote can remove a board member.
- d) Upon removal or resignation all United Club property in possession of said board member, including but not limited to, debit card and thrift store key, must be returned to the president within 24 hours of the vote to remove. If the board member is on the United Club bank account, they will remove themselves from the account immediately. Failure to comply with the removal procedures will result in the automatic revocation of Humphreys United Club membership.

## **Article XIII. INSURANCE**

**Section 12.01** The United Club will have liability and fire insurance coverage for any government building in which the club holds storage.

**Section 12.02** The operating treasurer will purchase insurance for all bonding and liabilities annually (refer to Article V, Section 7 of the United Club constitution).

**Section 12.03** 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 XIV. ADOPTION AND AMENDMENTS**

**Section 13.01** Bylaws may be reviewed each membership year by the constitution and bylaws committee.

**Section 13.02** These bylaws and any amendments shall be approved by a two-thirds (2/3) vote of the United Club Board and then disseminated to the general membership. The amended bylaws shall supersede all previous bylaws.



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**Section 13.03** 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 XVI. PARLIAMENTARY AUTHORITY**

**SECTION 14.01** 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 XVII. GIFTS AND AWARDS**

**Section 16.01** A small gift may be given to each departing member of the United Club General Board. The president and honorary president will include expenses for said gifts in their respective budgets. The budget committee will determine the spending limit for the board gifts.

**Article XVIII. DECLARATION OF INVALIDITY**

**Section 17.01** In the event an article of these bylaws or a portion thereof is declared invalid, the remaining and unaffected provision of such articles or portions thereof shall remain in full force and effect.

ACCEPTED AND APPROVED BY A MAJORITY VOTE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

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Liz Stone, Humphreys United Club President

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Carley Johnson, Humphreys United Club Secretary