

Fort Rucker Community Spouses' Club Fort Rucker, Alabama

Constitution

Revised: July 2008

Approved: 5 August 2008

ARTICLE I NAME AND PURPOSE

Section A. The name of this organization shall be Fort Rucker Community Spouses' Club, Fort Rucker, Alabama hereafter referred to as "FRCSC."

Section B. The purpose of this club FRCSC shall be to develop and foster a spirit of community responsibility; to provide welfare support for activities primarily within the military and civilian community; and to provide opportunities for social, cultural, and creative pursuits.

ARTICLE II GENERAL PROVISIONS

Section A. The FRCSC is organized as a private, self-sustaining, non-profit organization and operates and exists on a military installation only with the consent of the Installation Commander. This consent is contingent upon compliance with the requirements and conditions of all Army Regulations, specifically, *Fort Rucker Regulation 210-1*. It adheres to the Internal Revenue Code, Section 501 (c) (4) of the Internal Revenue Code of 1986 (Federal Tax Exempt Status of a Private Organization) or corresponding provisions of any future United States Internal Revenue Law.

Section B. The membership and all activities and programs which the FRCSC conducts, or in which it participates, will not prejudice or discredit the US Army, the military services or other agencies of the US Government. All activities of the organization will be conducted without discrimination based on race, national origin, color, religion, sex, age or marital status.

Section C. The FRCSC shall be financially self-sustaining except for support authorized in *Fort Rucker Regulation 210-1*.

Section D. The nature, function and objectives of the FRCSC together with provisions for proper disposition of residual assets and liabilities upon dissolution will be established in this Constitution and Bylaws.

Section E. The officers and members of the FRCSC will abide by all applicable federal, state and local laws in the transaction of FRCSC business.

Section F. The members are liable should the assets of the FRCSC be insufficient to discharge its liabilities. All members will acknowledge, in writing, that they understand the provisions of this article and section.

ARTICLE III MEMBERSHIP

Section A. Membership in the FRCSC shall be voluntary and is extended to:

1. Active Members

a. Eligibility: Active duty or retired Commissioned Officer, Warrant Officer, or Enlisted soldier (here after referred to as military personnel) of the Armed Forces of the United State assigned to Fort Rucker, Alabama or residing in the local Wire Grass area and their spouses. All civilian employees and spouses of civilian employees, which are employed at Fort Rucker, Alabama.

b. Privileges: Active members have the privilege to vote, to hold elected or appointed offices, and to participate in all FRCSC activities. Active membership is effective upon registration and payment of current dues.

2. Associate Members

a. Eligibility:

(1) Un-remarried widows of military personnel of the Armed Forces of the United States who reside in the Fort Rucker, Wire Grass area.

(2) Divorcees of military personnel of the Armed Forces of the United States who have retained their military privileges and reside in the Fort Rucker, Wire Grass area.

(3) Spouses of International Officers or Enlisted military personnel on active duty, assigned to Fort Rucker, Alabama.

(4) Female International Officers or Enlisted military personnel on active duty, assigned to Fort Rucker, Alabama.

(5) Female family members, 18 years or older, with a valid military ID card residing with a sponsoring active duty military person assigned to Fort Rucker, Alabama.

(6) Spouses of National Guard or Reserve military personnel not on active duty orders but residing in the Fort Rucker, Wire Grass Area.

b. Privileges: Associate Members have the privilege to vote, to hold appointed office, and to participate in all FRCSC activities. Associate Members may not hold an elected office. Associate membership is effective upon registration and payment of current dues.

3. Honorary Members

a. Eligibility:

(1) Spouses of general officers assigned to Fort Rucker, Alabama: Commanding General and Deputy Commanding General of the United States Army Aviation Center of Excellence, Commanding General of the United States Army Combat Readiness Safety Center as well as the Command Sergeant Major of the United States Army Aviation Center of Excellence and the Command Sergeant Major of the United States Army Combat Readiness Safety Center.

(2) Retired female general officers who have served Fort Rucker as the Commanding General, or Deputy Commanding General, of the United States Army Aviation Center of Excellence, or Commanding General United States Army Combat Readiness Safety Center as well as female Command Sergeants Major who have served as the Command Sergeant Major of the United States Army Aviation Center of Excellence and the Command Sergeant Major of the United States Army Combat Readiness Safety Center, and reside in the Fort Rucker, Wire Grass area.

(3) Spouses of retired or deceased general officers that have served Fort Rucker as the Commanding General or Deputy Commanding General of the United States Army Aviation Center of Excellence, or Commanding General of the United States Army Combat Readiness Safety Center as well as spouses of retired or deceased Command Sergeants Major who have served as the Command Sergeant Major of the United States Army Aviation Center of Excellence and the Command Sergeant Major of the United States Army Combat Readiness Safety Center, and reside in the Fort Rucker, Wire Grass area.

(4) The President, in conjunction with the Honorary President, shall invite other distinguished individuals to be honorary members upon approval of the majority vote of the FRCSC Executive Board.

b. Privileges: Honorary Members will enjoy all the privileges of active members with the exception of voting and holding an elected or appointed office or committee chairmanship. Honorary members will not be assessed dues.

4. Eligible Guests

a. Persons, ineligible for membership, may attend one general membership meeting per FRCSC fiscal year.

b. Ineligible immediate family members shall be allowed to attend any general membership meetings with an active member.

c. Eligible non-member vendors who are selling at an FRCSC general membership meeting shall be invited to stay the duration of the meeting. This shall serve as their one time attendance as a non-member.

d. Non-eligible vendors may stay for the duration of the meeting each time they attend.

Section B. Persons eligible for membership in FRCSC may attend one general membership meeting annually as a non-member. This excludes members-only functions.

Section C. All members are required to read and adhere to the Constitution and Bylaws of FRCSC.

Section D. The membership year shall run from 1 June to 31 May.

Section E. Membership in FRCSC can be terminated under the following circumstances without refund of dues:

1. Permanent departure from the area.
2. Non-payment of dues.
3. Written resignation (submitted 7 days in advance).
4. Change of status affecting eligibility for membership.

ARTICLE IV OFFICERS AND GOVERNING BODY

Section A. The FRCSC Board will consist of the appointed and elected Board members, Honoraria and Chairman of standing committees. The FRCSC Board shall:

1. Formulate plans and establish internal operating procedures for the organization in accordance with this Constitution and Bylaws.
2. Establish the scope of activities, services, and facilities.
3. Establish rules and internal controls.
4. Ensure that the organization is properly administered, its funds safeguarded, that all income is received in full and properly accounted for, that all expenditures are properly accounted for, and that creditor relationships are approved.
5. Administer welfare funds for educational and charitable purposes.
6. Specify duties of the FRCSC Board members, which are defined in the Bylaws.
7. The President, in conjunction with the Honorary President, shall invite the spouse of a key leader to serve as an Advisor to the club. The advisor is a non-voting member.
8. The Parliamentarian shall be appointed by the President and shall be a non-voting member.

Section B. The FRCSC Board, excluding Honoraria and Advisors, will abide by the following term limits:

1. A board member may only hold a particular board position for two consecutive years, after which they must have at least a one-year break before returning to that position.
2. A board member may not serve on the board in any capacity more than three consecutive years, after which they must have at least a one-year break before returning to any board position.

Section C. The Executive Board and Honoraria strengthen the position of the President, and transact routine business. Their duties are defined in the Bylaws. The Executive and Honorary Board will consist of the following:

1. The Executive Board of the FRCSC shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer and Parliamentarian.
2. The Honoraria will be designated as follows:
 - a. The spouse of the Commanding General of the United States Army Aviation Center of Excellence, with his/her consent shall serve as Honorary President.
 - b. The Spouses of the Commanding General of the United States Army Combat Readiness Safety Center and Deputy Commanding General of the United States Army Aviation Center of Excellence, with their consent shall serve as Honorary First Vice Presidents.
 - c. The Spouses of the Command Sergeants Major, United States Army Aviation Center of Excellence and United States Army Combat Readiness Safety Center, with their consent shall serve as Honorary Second Vice Presidents.

Section D. The Chairman of standing committees shall hold active or associate membership and be appointed by the President. Each chairman may have one vote on the FRCSC Board. The Chairman's vote may be cast by proxy.

ARTICLE V MEETINGS AND QUORUMS

Section A. General membership meetings

1. The regular meetings of the membership will be held from September through May. The FRCSC Executive Board will determine the meeting schedule.
2. Special meetings of the general membership may be called at the discretion of the FRCSC Executive Board. Special meetings will be announced by telephone, mail or e-mail and by notice on the FRCSC bulletin board located in the Aviator's Landing lounge.
3. The number of voting members present at any general membership meeting, regular or special, shall constitute a quorum. A simple majority vote of the quorum is required to establish or change policy, and for the transaction of business in accordance with the Constitution and Bylaws.

Section B. FRCSC Board Meetings

1. The FRCSC Board shall meet at least once a month, as designated by the President.

2. Two-thirds of the voting members of the FRCSC Board must be present to constitute a quorum and to transact business. The vote of the majority of the quorum shall govern.
3. In urgent situations, the President, after consulting with the Advisor/Honoraria, will initiate a telephone vote, conducted by the Parliamentarian, or in her absence, the Secretary. Telephonic motions will carry by simple majority of the entire voting board.

Section C. FRCSC Executive Board meetings may be called at the discretion of the President.

Section D. The proceedings of all meetings shall be recorded by the Secretary, signed by the President and Secretary, and approved at the next regularly scheduled meeting. Minutes of all FRCSC shall be submitted to the Installation Commander, or his/her representative, as required by *Fort Rucker Regulation 210-1* within ten working days.

Section E. Advance notice of all General Membership and Board meetings shall be provided to the membership.

ARTICLE VI FINANCES

Section A. The revenue necessary to pursue the purpose of the FRCSC (Article I, Section B) shall be derived from dues paid by active and associate members, from donations from individuals, other private associations or foundations, and from revenue producing activities undertaken as authorized under applicable provisions of *Fort Rucker Regulation 210-1* and in compliance with Fort Rucker regulations.

Section B. Financial operations of the FRCSC will be conducted in accordance *Fort Rucker Regulation 210-1* and in accordance with normally accepted accounting principles.

Section C. The FRCSC Board will ensure that all disbursements comply with the purpose for which the FRCSC was established. The FRCSC Board will not initiate or vote on any financial considerations that will allow the organization to become indebted in any way that is in excess of existing assets.

Section D. The FRCSC will have two accounts:

1. The General Operating Fund revenues will be derived from dues, monies raised within the membership, and up to twenty-five percent of the fund raising income.
2. The Welfare Fund revenues will be derived from all revenue-producing activities not limited to FRCSC members and their immediate families. These funds will be deposited in the Welfare Fund with the exception of up to

twenty-five percent of the fundraising income, which may be deposited in the General Operating Fund.

Section E. Financial reconciliations will be conducted as follows:

1. Audits shall be performed as required by *Fort Rucker Regulation 210-1* (at each change of Treasurer, or every 2 years) and installation directives at the end of the FRCSC fiscal year and to be submitted no later than 15 June to the designated auditor.
2. The selection of an independent, qualified auditor shall be the responsibility of the Executive Board.
3. A committee of three general membership members may execute internal audits.
4. Additional audits may be performed at the direction of the Executive Board.

Section F. The fiscal year for the FRSCS shall be 1 June through 31 May.

ARTICLE VII ACTIVITIES

The FRCSC will direct a variety of activities, as determined by the FRCSC Board, designed to further the purpose of the club as set forth in Article I, Section B. These activities, approved annually by the FRCSC Executive Board, shall include a variety of programs that are educational, entertaining, or of special interest, a monthly publication available on line or hard copy, and support of community service projects through donations, publicity and volunteer service.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Parliamentary authority for the FRCSC shall be Robert's Rules of Order, Newly Revised, and current edition, in all matters where this Constitution and Bylaws is silent or where there are no installation directives that prescribe mandatory procedures.

ARTICLE IX BYLAWS

The membership shall adopt such Bylaws as are considered necessary for the internal operation of the FRCSC.

ARTICLE X AMENDMENTS

Section A. Amendments to this Constitution must be made at the regular meeting before presentation for a vote at a regular or special meeting of the general membership.

1. Any FRCSC member may propose constitutional amendments.
2. Proposed amendments must be submitted in writing to the FRCSC Board for approval or disapproval.
3. If approved, the amendment will be presented to the general membership in the next general membership meeting.
4. To be adopted amendments must be approved by a majority vote of the general membership present and voting in a duly constituted regular or special meeting. .
5. Approved amendments are effective upon approval of the Installation Commander or his/her designee.

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

ARTICLE XI DISSOLUTION

Section A. Dissolution of the FRCSC requires an affirmative vote of a majority of the general membership present at a General Membership meeting called for this purpose.

Section B. If the FRCSC is dissolved, all funds in the treasury at the time of dissolution will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will then be disposed of as welfare funds at the discretion of the FRCSC Board and shall not be contrary to applicable provisions of the Internal Revenue Codes of Article I, Section A of this Constitution.

Section C. All remaining property will be disposed of at the discretion of the FRCSC Board and with a vote of the general membership.

Section D. If liabilities exceed assets, the General Membership of the FRCSC shall be jointly and equally liable for all outstanding debts, liabilities, or obligations as directed by the Installation Commander or his/her designee.

ARTICLE XII
DECLARATION OF INVALIDITY

In the event an article of this Constitution, or a portion thereof, is declared invalid, the remaining unaffected provisions of such articles shall remain in effect.

Approved by the general membership on 5 August 2008, _____ ayes, _____ nays,
_____ abstentions.

Briana Moseley
President
FRCSC 2008-2009

Lori Stull
Secretary
FRCSC 2008-2009

Katie Hahn
Parliamentarian
FRCSC 2008-2009

Fort Rucker Community Spouses' Club Fort Rucker, Alabama

Bylaws

Revised: July 2008

Approved: 5 August 2008

ARTICLE I PURPOSE

The purpose of these bylaws is to establish a general operating procedure for the operation of the Fort Rucker Community Spouses Club, Fort Rucker Alabama, hereafter referred to as FRCSC.

ARTICLE II DUTIES OF OFFICERS AND GOVERNING BODY

The FRCSC Board shall discuss and prepare all business that is presented to the general membership.

Section A. General responsibilities of all FRCSC Board members

1. Meetings and Attendance

- a. All members of the FRCSC Board shall attend FRCSC Board meetings (as described under position responsibilities), General Membership meetings, and support as many FRCSC sponsored activities as possible. Childcare fees (using current CDC rates) will be paid for FRCSC Board members for all board meetings.
- b. Members shall notify the President of their intended absence prior to the board meeting.
- c. Members shall inform the President three days in advance of any topics they desire to have on the agenda for FRCSC Board discussion.

2. Replacement of FRCSC Elected Board Members

- a. Unannounced absence from two FRCSC Board or general membership meetings shall be considered cause for dismissal from the FRCSC Board, at the discretion of the President, with the advice of the Honorary President and one Advisor.
- b. Any FRCSC member who, for just cause, will be temporarily unable to fulfill their duties will request, in writing to the President, a leave of absence.

- c. Resignations shall be submitted in writing to the President. They should be submitted at the first available time to allow as much notice as possible before resigning.

3. Appointment of Assistants and Committee Members

- a. Any elected officer or chairman of a committee may appoint an assistant, with the approval of the President, in addition to any other committee members as deemed necessary.
- b. All committee members must be current FRCSC members.

4. Reports and Record Keeping

- a. Each FRCSC Board member shall maintain written records on a continuous basis to include:
 - 1) current Constitution and Bylaws
 - 2) applicable SOP
 - 3) current budget, minutes and financial statements
 - 4) previous year's applicable after action report
- b. Each FRCSC Board member shall read, be knowledgeable of and adhere to the FRCSC Constitution and execute their duties as defined and outlined in the Bylaws.
- c. Each month the FRCSC Board members will submit, in writing, a monthly report, to include a "no report" to the person(s) indicated under their position responsibilities. This report shall be submitted at least 3 days prior to the board meeting. The board member will maintain a copy of their monthly report in their notebook, unless otherwise noted.
- d. Each officer and standing committee chairperson shall provide a detailed after action report in triplicate for each event in which they participate. One will be retained in their notebook and two will be given to the President by the next Board meeting.
- e. The last FRCSC Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming Board. At that time the official transfer of all records to the incoming board will occur. If the successor has not yet been appointed, all information will be turned over to the incoming President.
- f. All FRCSC Board members and sub committee members shall submit information pertinent to their committee to the Publicity and Communications Chairman prior to their respective deadlines.

5. Each officer will meet their successor prior to the installation of the elected officers to discuss their duties.

6. The FRCSC Board shall approve:

- a. The budget.
- b. Additional Honorary members as proposed by the President in conjunction with the Honorary President.
- c. Disbursement of all welfare funds.
- d. Non-budgeted expenses.

Section B. General Responsibilities of the Executive Board

1. The President shall:

- a. Vote to break a tie in any FRCSC meeting.
- b. Preside at all FRCSC General Membership, Executive and Board meetings and ensure that all business of the FRCSC is conducted in accordance with this Constitution and Bylaws.
- c. With the advice of the Honorary President, appoint a Parliamentarian, all standing committee chairmen, and all special committee chairmen.
- d. Be responsible for submitting all FRCSC scheduled events on the Fort Rucker master calendar, by August 1, and update as necessary.
- e. With the approval of the Honorary President and one other Advisor, remove any member of the board or committee chairperson for just cause.
- f. Serve on the budget and constitution committees and act as an ex-officio member of all other committees.
- g. Sign all legal documents and checks in the absence of the Treasurer.
- h. Co-sign, along with the Treasurer, all disbursements (checks) in excess of \$500.00.
- i. Be bonded.
- j. Co-sign, along with the Treasurer, all contracts and obligations authorized by the FRCSC Board with the exception of luncheon contracts and other Aviator's landing contracts.
- k. Ensure that tax documents are valid, prepared and maintained.
- l. Represent the FRCSC (or be represented by a designee) at all appropriate community and installation meetings.
- m. Approve and sign all FRCSC minutes and financial statements prior to sending them to the Installation Commander or his representative.
- n. Direct the Parliamentarian to conduct a telephonic or email vote of the FRCSC Board to consider any request (*Article II, Section B, Paragraph 7-e, of the Bylaws*).
- o. Assign, with the Honorary President, honoraria to act as advisors to various committees.
- p. The President, with the advice of the Honorary President, Honorary Vice Presidents and the Advisor, will coordinate the community welcomes and farewells for the spouses of the Commanding General and Deputy Commanding General, United States Army Aviation Center of Excellence.
- q. Shall select welcome gifts for incoming general officer spouses, not to exceed \$50.00.
- r. Shall select farewell gifts for outgoing general officer spouses, not to exceed \$100.00.
- s. At the end of the year, with the assistance of the 1st Vice President, select tokens of appreciation, not to exceed \$20.00, for each FRCSC Board member.
- t. Announce the time and date for the next FRCSC Board meeting.
- u. Extend invitations to prospective honorary members.
- v. Submit an end of year After Action Report.

2. The First Vice President shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Executive Board meetings.
- c. Assist the President and in the absence of the President, perform the duties of that office with the exception of signing legal documents and checks.
- d. Assume the duties (and office) of the President should the President vacate that position.
- e. Submit a monthly report (including “no report”) to the President Secretary, and Treasurer.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Submit an After Action Report after each major function/event.
- i. Complete all notebook requirements.
- j. Co-chair with the Second Vice President, the annual Membership Drive and Super Sign-Up event.
- k. Supervise the following board positions and maintain a copy of their monthly reports:
 - Ways and Means
 - Welfare
 - Scholarships
 - Bazaar
- l. Form and chair a committee for the planning and execution of a minimum of one fundraiser (i.e. Golf Scramble, Antique Auction, Tour of Homes or Texas Hold'em Poker Tournament)
- m. Form and chair a committee for the planning and execution of the Sweetheart BINGO Event (February)
- n. Appoint committee members from the general membership
- o. Maintain detailed accountability of all financial transactions and submit copies to the Treasurer.
- p. Maintain a record of all committee volunteer hours and submit monthly records to the Volunteer Coordinator.
- q. Be responsible for selecting a token of appreciation for the President, not to exceed \$50.00 (*as specified in Article VII, Section B, Paragraph 1 of the Bylaws*) at the end of the year or upon her departure.
- r. Assist the President in selecting tokens of appreciation for the FRCSC Board members, not to exceed \$20.00 (*as specified in Article VII, Section B, Paragraph 1 of the Bylaws*) at the end of the year or upon their departure.
- s. Serve on the Constitution and Budget Committees.
- t. Serve as the FRCSC representative to the Fort Rucker Community Foundation.
- u. Be available to perform other duties as assigned or deemed appropriate by the President.

3. The Second Vice President shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Executive Board meetings.
- c. Responsible for the planning and execution of the monthly Program/Luncheon.
- d. Prepare and submit a proposed budget for the July Board meeting.
- e. Prepare and submit a revised budget for the January Board meeting.
- f. Prepare proposed program/luncheon schedule for the July Board meeting and present proposed schedule to the FRCSC Board for approval.
- g. Submit a monthly report (including “no report”) to the President and the Secretary.
- h. Submit a monthly After Action Report for each program/luncheon at the next Board meeting.
- i. Complete all notebook requirements.
- j. Be responsible for maintaining complete financial accountability for all expenses including food and facility layout contracts pertaining to each general membership meeting (program and luncheon) and submitting these expenses to the Treasurer, giving receipt thereof.
- k. Escort and introduce the guest speaker or entertainer for the scheduled program.
- l. Responsible for forming a committee to decorate for each program if necessary.
- m. Designate an individual to provide the invocation at FRCSC general membership meetings as desired.
- n. Coordinate with and contract for vendors at the monthly general membership meetings.
- o. Contribute information monthly about upcoming programs to the Flightlines.
- p. Coordinate with and supervise the following Board positions and maintain a copy of their monthly reports:
 - Membership and Reservations
 - Volunteer Coordinator
 - Publicity and Communications
 - International Spouses Liaison
 - Student Spouse Liaison
 - Facility Coordinator and Holiday Decorating
 - Historian
- q. Co-chair with the First Vice President, the annual Membership Drive and Super Sign-Up event.
- r. Review and sign, along with the President, an annual contract for all printing requirements, to include the Flightlines. The Publicity and Communications Chairman and the Treasurer will maintain a copy of the contract.
- s. Serve on the Constitution and Budget Committees.
- t. Be available to perform other duties as assigned or deemed appropriate by the President.

4. The Secretary shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Executive Board meetings.
- c. Submit an end of year After Action Report.
- d. Complete all notebook requirements.
- e. Record, prepare, sign and present minutes of all official FRCSC meetings.
- f. Record attendance at the FRCSC Board meetings and confirm with the President and Parliamentarian as to whether a quorum is present for voting.
- g. Copy and distribute minutes to the FRCSC Board members and Honoraria for approval.
- h. Forward copies of approved FRCSC meeting minutes and financial statements to the Installation Commander or his/her designated representative within 10 days.
- i. Post the approved FRCSC Board and general membership meeting minutes on the bulletin board in the Aviator's Landing lounge.
- j. Serve on the Constitution and Budget committees for the purpose of recording the minutes of these meetings.
- k. Maintain minutes for the historical files.
- l. Notify the Installation Commander in writing of any changes on FRCSC officers.
- m. Provide each member of the board with an updated roster.
- n. Prepare and sign correspondence for the club when a personal reply from the President is not necessary.
- o. Pick up incoming FRCSC mail and distribute it to the appropriate board member in a timely manner.
- p. Prepare honorary membership invitations for the President's signature and then mail.
- q. Prepare and submit a proposed budget for the January Board meeting.
- r. Prepare and submit a revised budget for the January Board meeting.
- s. Be available to perform other duties as the President deems appropriate.

5. The Treasurer shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Executive Board meetings, Fund raising meetings, Welfare Committee meetings.
- c. Submit a monthly report to all members.
- d. Submit appropriate After Action Reports.
- e. Complete all notebook requirements.
- f. Be bonded (if an Assistant Treasurer is appointed she shall be bonded as well.)
- g. Recommend to the FRCSC Executive Board an insurance company that will provide appropriate insurance coverage and bonding.
- h. Read, understand and ensure that the accounting system used is in compliance with *Fort Rucker Regulation 210-1*.

- i. Write and sign all checks for FRCSC expenditures from the operating and welfare funds.
- j. Obtain the President's co-signature on checks over \$500.00.
- k. Co-sign with the President, all contracts and obligations authorized by the FRCSC Executive Board with the exception of the luncheon contracts and other Aviator's Landing food contracts.
- l. Ensure that tax documents are valid, prepared, and maintained.
- m. Receive, deposit, and disburse all monies in accordance with their intended purpose as stated in *Article VI, Section D*, of the Constitution.
- n. Prepare and sign monthly income statements and balance sheets. The income statement should include year-to-date information in comparison to budgeted figures. An explanation of any large variance (\$50.00) to the budget will appear as a footnote.
- o. Provide the monthly copies of the financial statements to the Secretary for placement on the Aviator's Landing bulletin board and to be forwarded with the minutes to the Installation Commander or his/her designated representative.
- p. Be knowledgeable of state and federal tax laws applicable to the FRCSC activities and to be responsible for compliance with such laws.
- q. Make current IRS and state tax requirements known to the FRCSC Executive Board.
- r. Prepare and submit FRCSC financial records for the previous fiscal year for the required audit no later than 15 June. (Audit is required with each change of Treasurer or every two years which ever occurs first.)
- s. Obtain a written contract for the required audits and preparation of state and federal taxes. Ensure the President, Treasurer, and auditor sign the contract.
- t. File the IRS Form 990 (Federal Income Tax return for Non-Profit organizations) as prescribed by Federal Law. Mail this return by certified mail, return receipt requested.
- u. Submit a copy of the year-end financial and audit reports to the Installation Commander or his/her designated representative.
- v. Chair the Budget Committee and present the proposed budget to the FRCSC Board for approval in August.
- w. Present the proposed budget to the general membership at the first meeting of the year.
- x. Review the current budget and present revised budget to the FRCSC Board for approval in January.
- y. Be responsible for paying all bills, collecting all money owed the FRCSC, and purchasing office supplies.
- z. Be available to perform other duties assigned or deemed appropriate by the President.

6. The Assistant Treasurer shall:

- a. Be a non-voting position.
- b. Assist the Treasurer and in the absence of the Treasurer, perform the duties of that office to include being bonded .
- c. Be available to perform other duties assigned or deemed appropriate by the President.

7. The Parliamentarian:

- a. Be a non-voting member.
- b. Be required to attend all FRCSC Executive Board meetings.
- c. Advise the President and the FRCSC Board members on points of order and proper procedure according to Robert's Rules of Order, Newly Revised, Current Edition.
- d. Chair and appoint members of the Nominating Committee.
- e. Chair the Constitution and Bylaws Committee.
- f. Maintain a current roster of the voting members of the FRCSC Board and inform the President and the Secretary as to whether a quorum is present through the entire meeting.
- g. Coordinate all procedures for a secret ballot at any FRCSC Board meeting where the official duty is to act as the Parliamentarian. Count the secret ballots and report the results to the President.
- h. Conduct telephone or email votes of the FRCSC Board at the request of the President.
- i. Coordinate all procedures concerning the election of officers including the announcement of the proposed slate, nominations from the floor and the voting of the general membership.
- j. Be responsible for the installation ceremony of the new FRCSC Executive Board of officers.
- k. Ensure each FRCSC Board member has a current copy of the Constitution and Bylaws.
- l. Make a current copy of the Constitution and Bylaws available to FRCSC members.
- m. Be available to perform other duties as deemed appropriate by the President.

Section C. General Responsibilities of the Honorary Offices

1. The Honorary President shall:

- a. Be a non-voting member.
- b. Serve in an advisory capacity (counsel, inform, mentor, and coach)
- c. Ensure that the FRCSC operates according to:
 - 1) All military regulations that pertain to the FRCSC in accordance with *Fort Rucker Regulation 210-1*.
 - 2) The FRCSC Constitution and Bylaws and the membership's best interest.
 - 3) Sound financial practice.

- d. Be available to provide assistance and advice while allowing the FRCSC Board to make their own decisions.
- e. Appoint Advisor(s) in accordance with Article IV, Section A-7 of the Constitution.
- f. Assist the President in selecting all standing and special committees.
- g. Assign, with the President, Advisors to various committees.
- h. Act as ex-officio as a member of the Budget, Constitution, and Nominating Committees.
- i. Support and participate in FRCSC activities.

2. The Honorary Vice Presidents shall:

- a. Be a non-voting member.
- b. Serve in an advisory capacity (counsel, inform, mentor, and coach)
- c. Ensure that the FRCSC operates according to:
 - 1) All military regulations that pertain to the FRCSC in accordance with *Fort Rucker Regulation 210-1*.
 - 2) The FRCSC Constitution and Bylaws and the membership's best interest.
 - 3) Sound financial practice.
- d. Be available to provide assistance and advice while allowing the FRCSC Board to make their own decisions.
- e. Advise committees as assigned by the Honorary President.
- f. Support and participate in FRCSC activities.

3. The Advisor(s) Shall:

- a. Be a non-voting member.
- b. Serve in an advisory capacity (counsel, inform, mentor, and coach)
- c. Ensure that the FRCSC operates according to:
 - 1) All military regulations that pertain to the FRCSC in accordance with *Fort Rucker Regulation 210-1*.
 - 2) The FRCSC Constitution and Bylaws and the membership's best interest.
 - 3) Sound financial practice.
- d. Be available to provide assistance and advice while allowing the FRCSC Board to make their own decisions.
- e. Advise committees as assigned by the Honorary President.
- f. Support and participate in FRCSC activities.

Section D. General Responsibilities of the FRCSC Board

1. The Ways and Means Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC E Board meetings.
- c. Submit a monthly report (including "no report") to the President Secretary, First Vice President, and Treasurer.

- d. Submit an After Action Report after each major function that includes an inventory.
- e. Complete all notebook requirements.
- f. Be responsible for maintaining a current Ways and Means inventory.
- g. Prepare and submit a proposed budget for the July Board meeting.
- h. Prepare and submit a revised budget for the January Board meeting.
- i. Staff a Ways and Means table at each general membership meeting and functions as designated by the President.
- j. Be responsible for collecting all monies generated by Ways and Means activities and transferring collected funds to the Treasurer and giving a receipt thereof.
- k. Ensure that monies received through Ways and Means projects are allocated in accordance with *Article VI, Section D-1* of the Constitution.
- l. Ensure there is adequate start-up inventory for the following board year with board approval.
- m. Be bonded.
- n. Report directly to the First Vice President.

2. The Welfare Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President Secretary, First Vice President, and Treasurer.
- d. Complete all notebook requirements.
- e. Appoint a standing committee of at least four members. This committee will include an Advisor. This committee shall meet on an ongoing basis. The committee shall research and evaluate all requests received by the FRCSC Board for monetary donations and make reports to the board for their assessment and subsequent action.
- f. Be knowledgeable of available welfare funds prior to making recommendations to the FRCSC Board.
- g. Present the Welfare Committee’s recommendations to the board for a vote.
- h. Prepare letters of congratulations or regret once a disbursement has been approved or rejected. The Welfare Chairman will sign these letters.
- i. Coordinate with the Treasurer to have checks written for disbursements.
- j. Obtain signed Welfare Form #1 from each recipient of Welfare distributions.
- k. Submit an end of year After Action Report.
- l. Report directly to the First Vice President.

3. The Scholarships Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President Secretary, First Vice President, and Treasurer.

- d. Submit an end of year After Action Report.
- e. Complete all notebook requirements.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Be responsible for all scholarship information in accordance with FRCSC guidelines.
- i. Appoint and chair a standing committee. This committee will assist the Scholarship Chairman as needed.
- j. Recruit at least three judges, who shall remain anonymous, for the Scholarship Competition, ensuring no conflict of interest takes place.
- k. Coordinate with the Publicity and Communications Chairman.
- l. Report directly to the First Vice President.

4. The Bazaar Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President, Secretary, and First Vice President.
- d. Submit an After Action Report upon completion of the Bazaar.
- e. Complete all notebook requirements.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Form a committee from general membership to assist with Bazaar planning and execution.
- i. Maintain detailed accountability of all financial transactions and submit copies to the Treasurer.
- j. Maintain a record of all committee volunteer hours and submit monthly records to the Volunteer Coordinator.
- k. Report directly to the First Vice.

5. The Membership and Reservations Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President, Secretary, and Second Vice President.
- d. Submit an end of year After Action Report.
- e. Complete all notebook requirements.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Conduct membership campaigns, ensuring each person applying is eligible.
- i. Attend the monthly Installation New Comers Brief to disseminate FRCSC information.
- j. Develop a database that maintains an accurate accounting of FRCSC membership.

- k. Produce a membership directory for distribution to the general membership. Directory should include at a minimum: name, address, e-mail address, phone number, and birthday. This directory should be distributed not later than 15 November.
- l. Submit monthly birthday greetings to the Flightlines
- m. Establish a committee that will accept reservations for general membership meetings. Verify each reservation according to Article III, Section A, of the Constitution.
- n. Create and distribute a nametag for each FRCSC Board member prior to the fall Super Sign-Up Membership Drive.
- o. Create a nametag for each FRCSC member to be used at each general membership meeting.
- p. Ensure ballots used in general membership meetings are distributed to eligible voters only.
- q. Acknowledge new members, departing members and guest at all general membership meetings.
- r. Collect all monies at general membership meetings with the Treasurer or other bonded FRCSC Board member.
- s. Collect all monies from “no shows” and submit to the Treasurer
- t. Report directly to the Second Vice President.

6. The Volunteer Coordinator Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President Secretary, both Vice Presidents.
- d. Submit an end of year After Action Report.
- e. Complete all notebook requirements.
- f. Encourage the establishment of FRCSC sanctioned special interest classes and activities for the benefit of FRCSC members.
- g. Maintain a volunteer information record for each FRCSC volunteer.
- h. At each FRCSC Board meeting pass around the log sheet for each Board member to record their volunteer hours.
- i. Record volunteer hours for all FRCSC members and submit to the Installation Volunteer Coordinator monthly.
- j. Coordinate with the Installation Volunteer Coordinator for the annual Fort Rucker Volunteer Recognition Ceremony.
- k. Be responsible for recognizing a “Volunteer of the Month” at each General Membership luncheon.
- l. Forward a monthly nominee for the “Installation Volunteer of the Month” to the Installation Volunteer coordinator.
- m. Forward a nominee for the “Installation Volunteer of the Year” to the Installation Volunteer coordinator.
- n. Prepare and submit a proposed budget at the July Board meeting.
- o. Prepare and submit a revised budget for the January Board meeting.
- p. Coordinate with both Vice Presidents.

q. Report directly to the Second Vice President.

7. The Publicity and Communications Chairman shall:

- a. Be a voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President, Secretary and Second Vice President.
- d. Prepare and submit a proposed budget for the July Board meeting.
- e. Prepare and submit a revised budget for the January Board meeting.
- f. Submit an end of year After Action Report
- g. Complete all notebook requirements.
- h. Be responsible for coordinating all publicity for the FRCSC.
- i. Request information from the Program and Luncheon Chairman and the Fundraising and Special Events Chairman in a timely manner and submit FRCSC information to the appropriate MIIM representative on a monthly basis. Present the information at the MIIM meeting, or designate a representative to do so.
- j. Prepare press releases for the media and submit them to the Fort Rucker Public Affairs Office for approval and release.
- k. Be responsible for the appropriate approval and distribution of fliers, banners, posters etc for FRCSC sponsored events.
- l. Responsible for maintaining the FRCSC Website to include ensuring any recurring fees are paid (coordinate with Treasurer).
- m. Publish/post the Flightlines Newsletter on the FRCSC website.
- n. Appoint a committee to gather stories, pictures, information and articles to include in the Flightlines.
- o. Coordinate with both Vice Presidents.
- p. Report directly to the Second Vice President.

8. The International Spouses Liaison shall:

- a. Be a non-voting member.
- b. Be encouraged to attend all FRCSC Board meetings.
- c. Serve as liaison between FRCSC and the International Military Spouses.
- d. Encourage international military spouse participation in FRCSC events and activities
- e. Complete all notebook requirements.
- f. Coordinate with the Membership and Reservations Chairman.
- g. Submit an end of the year After Action Report.
- h. Report directly to the Second Vice President.

9. The Student Spouses Liaison shall:

- a. Be a non-voting member.
- b. Be encouraged to attend all FRCSC Board meetings.
- c. Serve as liaison between FRCSC and the student spouse population.

- d. Facilitate and encourage student spouse participation in FRCSC events and activities, to include establishing points of contact within units.
- e. Submit a monthly report (including “no report”) to the Second Vice President.
- f. Submit an end of the year After Action Report.
- g. Complete all notebook requirements.
- h. Coordinate with the Membership and Reservations Chairman.
- i. Report directly to the Second Vice President.

10. The Facility Coordinator/Holiday Decorating Coordinator shall:

- a. Be a non-voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Submit a monthly report (including “no report”) to the President Secretary, and Second Vice President.
- d. Submit an end of the year After Action Report.
- e. Coordinate snacks for the FRCSC Board meeting
- f. Complete all notebook requirements.
- g. Maintain key control with Picerne for all members of the Executive Board, and the Ways and Means Chairman.
- h. Maintain a Property Book
- i. Maintain a calendar showing all scheduled rentals of FRCSC property.
- j. Collect rental fees for FRCSC property and transfer collected funds to the Treasurer providing receipt thereof.
- k. Form a subcommittee for the Holiday Decorating of Aviator’s Landing.
- l. Report directly to the Second Vice President.

11. The Historian shall:

- a. Be a non-voting member.
- b. Be required to attend all FRCSC Board meetings.
- c. Be required to attend all FRCSC events/activities to take photographs.
- d. Prepare and submit a proposed budget at the July Board meeting.
- e. Prepare and submit a revised budget for the January Board meeting.
- f. Create three Scrapbooks: one FRSCS, one for the Honorary President and one for the President.
- g. Maintain FRCSC’s historical files.
- h. Be encouraged to attend the FRCSC Board meetings.
- i. Submit a monthly report (including “no report”) to the Second Vice President.
- j. Submit photos monthly to the Publicity and Communications Chairman for use in the Flightlines and posting on the website.
- k. Submit an end of the year After Action Report.
- l. Complete all notebook requirements.
- m. Report directly to the Second Vice President.

Section E. Designated Committees

1. The Nominating Committee shall:

- a. Be chaired by the Parliamentarian
- b. Consist of: The President, Honorary President, Advisor and five active or associate FRCSC members appointed by the Parliamentarian. Care should be taken that all major units should be represented.
- c. Present the names of the committee members at the February FRCSC General Membership meeting.
- d. Present the slate of nominees for the elected positions at the March General Membership meeting.
- e. Participate in the nominating process per Article III, Section A, Paragraph 3, of the Bylaws.

2. The Budget Committee shall:

- a. Be chaired by the Treasurer.
- b. Consist of all FRCSC Executive Board members and one Advisor.
- c. Meet in July to propose budgets for operating and welfare funds.
- d. Be knowledgeable of the financial needs of the board positions that fall under their supervision prior to the first budget meeting.
- e. Present the proposed budget to the FRCSC Board for approval no later than the August FRCSC Board meeting.
- f. Post the proposed budget to the FRCSC bulletin board in the Aviator's Landing lounge.
- g. Present the proposed budget at the first general membership meeting for approval.
- h. Review the approved budget in January and revise if necessary.

3. The Constitution and Bylaws Committee shall:

- a. Be chaired by the Parliamentarian.
- b. Consist of: The President, Secretary, and three FRCSC members. Honoraria may sit on this committee ex-officio.
- c. The constitution and review committee will meet annually in January.
- d. The committee will review the constitution and bylaws and report its recommendations to the Executive Board in February. If amendment is necessary, notice will be given to the general membership.

4. The Membership Drive Super-Sign-Up Committee shall:

- a. Be co-chaired by the First and Second Vice Presidents.
- b. Consist of all FRCSC Board members whose responsibilities are to assist the chairmen in making the event a success.
- c. Be responsible for a theme, decorations, contracting the Aviator's Landing for date, time, set up and menu.
- d. Present a budget as soon as possible after the new FRCSC Board is installed.

- e. Be responsible for maintaining complete financial accountability for all expenses and submitting them to the Treasurer and giving receipt thereof.
- f. Submit an After Action Report.

5. The Fundraising Committee shall:

- a. Be chaired by the First Vice President.
- b. Consist of all FRCSC Board members whose responsibilities are to assist the chairmen in making the event a success.
- c. Coordinate the approved fundraising event.
- d. Be encouraged to attend the FRCSC Board meetings
- e. Submit a monthly report (including “No Report”) to the President and Secretary.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Submit an after action report upon completion of the event.
- i. Complete all notebook requirements.
- j. Coordinate with the Volunteer Coordinator.

6. The Sweetheart BINGO Committee shall:

- a. Be chaired by the First Vice President.
- b. Consist of all FRCSC Board members whose responsibilities are to assist the chairmen in making the event a success.
- c. Coordinate the Sweetheart BINGO event.
- d. Be encouraged to attend the FRCSC Board meetings
- e. Submit a monthly report (including “No Report”) to the President and Secretary.
- f. Prepare and submit a proposed budget for the July Board meeting.
- g. Prepare and submit a revised budget for the January Board meeting.
- h. Submit an after action report upon completion of the event.
- i. Complete all notebook requirements.
- j. Contract for a location, date and menu.
- k. Coordinate for the purchase of gifts and door prizes.
- l. Solicit for donations from local businesses.
- m. Be available to perform other duties as assigned by the Committee Chair.

Section F. Sub-Committees

1. The Welfare Committee shall:

- a. Be chaired by the Welfare Chairman.
- b. Be formed in September.
- c. Consist of four persons from general membership and an Advisor.
- d. Be knowledgeable of previous donations and the current welfare budget.

- e. Meet prior to each board meeting in order to deliberate request(s).
- f. Prepare findings and recommendations for presentation to the board.

2. The Scholarship Committee shall:

- a. Be chaired by the Scholarship Chairman.
- b. Be formed in September.
- c. Consist of four persons from general membership.
- d. Meet to ensure returned applications are complete.
- e. Prepare findings and recommendations for presentation to the board.
- f. Assist with the FRCSC Scholarship Awards Ceremony

3. The Aviator's Landing Holiday Decorating Committee shall:

- a. Be chaired by the Facility Coordinator/Holiday Decorating Coordinator.
- b. Coordinate the Holiday decorating and undecorating of the Aviator's Landing Club.
- c. Be encouraged to attend the FRCSC Board meetings
- d. Coordinate with the Aviator's Landing Manager for dates, which rooms need to be decorated, and the status of supplies.
- e. Maintain a detailed record of expenses and submit to the Aviator's Landing Manager.
- f. Be available to perform other duties as assigned by the Committee Chair.

ARTICLE III ELECTIONS

Section A. Elections

1. The Parliamentarian will be responsible for all voting procedures, ballot counting, and announcement of voting results.
2. The Parliamentarian will ensure that only eligible members vote. He/she may request assistance from the Membership and Reservations Chairman and the Nominating Committee to meet this requirement.
3. Term of office shall be defined as one year, commencing June 1st of the year in which the officer is elected until May 31st of the following year.
4. The President, First Vice President, Secretary and the Treasurer shall be elected by a plurality of votes of the General Membership. The current President will cast her vote for each office and place the ballot in a sealed envelope. She will give this sealed envelope to the Parliamentarian before the ballots from the general membership are counted. In the event of a tie, the Parliamentarian will open the sealed envelope and count the President's vote.
5. Members who are seeking office must follow these steps:
 - a. Be qualified to hold office as prescribed in the Constitution.

b. Submit their name in writing to the Nominating Committee no later than the date specified by the Parliamentarian.

c. At the March General Membership meeting, any member interested in running for an elected office, who is qualified to hold office as described in the constitution, and who is not named in the proposed slate for the office that he/she desires, may be nominated from the floor after the proposed slate has been announced and nominations have been declared open by the presiding officer under the following guidelines:

1) A member may nominate himself/herself, or be nominated by any other member who is eligible to vote.

2) A nomination from the floor requires a second.

3) If a member, nominated from the floor, consents to run, they must submit their name, and office they are seeking, in writing to the Parliamentarian, or other members of the nominating committee by 1 April. In addition to their written consent, the nominated members must compile a list of ten signatures of FRCSC members supporting his/her nomination and submit this list to the Parliamentarian.

4). When there are no more nominations from the floor, the presiding officer will declare the nomination closed.

6. The offices referred to in Article III, Section A, Paragraph 2, above will be elected annually, by secret ballot, at the April general Membership meeting. All members who are eligible to vote according to the Constitution and are present at the April meeting will be entitled to one ballot. If there is a discrepancy in voting eligibility, the most current FRCSC Membership Roster provided by the Membership and Reservations Chairman will be used to clarify eligibility.

7. Election results shall be announced at the April General Membership meeting following the voting. All ballots and tally sheets shall be placed in a sealed envelope and maintained by the Parliamentarian until after the installation of officers. At that time the ballots will be destroyed.

8. The newly elected officers shall be installed at the May General Membership meeting.

ARTICLE IV QUORUMS AND VOTING

Section A. FRCSC Board Meetings

1. A quorum, for the purpose of voting or transacting business, shall be two-thirds the voting members of the FRCSC Board.

2. The President shall vote only in the event of a tie.

3. Decisions will be made by a simple majority vote except where otherwise designated.

4. Voting may take place by counting Yeas and Nays or secret ballot as described in Robert's Rules of Order.
5. In the event that a FRCSC Board member cannot attend a board meeting:
 - a. They must appoint a representative who must be a member of the FRCSC Board.
 - b. They must notify the President and the Parliamentarian at least 24 hours in advance that they are not attending and provide the name of his/her representative at the time.
 - c. It is the responsibility of the designated representative to inform the Parliamentarian when they arrive at the meeting so a proper count can be taken for a quorum.
 - d. The Parliamentarian must verify the representative with the President.

ARTICLE V DUES AND BUDGET

Section A. Dues

1. Membership dues shall be reviewed and determined annually by the FRCSC Board in June.
2. The membership year will be 1 June to 31 May.
3. Active and Associate Members shall pay dues. FRCSC members who are student spouses will be granted a discounted membership rate.
4. Individuals who hold honorary membership status shall not be assessed dues.

Section B. Budget

1. The FRCSC fiscal year shall be 1 June to 31 May.
2. The annual proposed budget shall be determined by the Budget Committee in July, approved by the FRCSC Board in August, and then presented for approval at the first General Membership meeting.
3. The proposed budget shall include a minimum cash reserve of \$2,000 designated as operating fund for the following year's board.
4. The budget will be reviewed by the FRCSC Board and revised as necessary in January.
5. All expenditures not included in the budget shall have FRCSC Board approval. Any single non-budgeted expenditure over \$500 shall be presented to the FRCSC General Membership for approval.
6. The President may approve disbursement of monies not exceeding \$100 without prior approval of the FRCSC Board. However, a written record will be kept of all such disbursements, and will be subject to review by the FRCSC Board.

ARTICLE VI BONDING AND INSURANCE

Section A. Bonding

1. The President, First Vice President, Treasurer, and Ways and Means shall be bonded. If there is an Asst. Treasurer appointed, he/she shall also be bonded.
2. The bond shall be a liability bond in the amount of \$10,000.

Section B. Insurance

1. The FRCSC will have liability, fire, and theft insurance on any government building for which it pays utilities.
2. The FRCSC will have fire and theft insurance on FRCSC property.

ARTICLE VII AWARDS AND GIFTS

Section A. Awards

1. Certificates may be given by the FRCSC in appreciation for contributions, for outstanding achievement or dedicated service to the organization.
2. Fort Rucker Volunteer Appreciation Certificates will be presented en masse to the FRCSC at the Installation Volunteer Appreciation Ceremony. The Installation Volunteer Coordinator's guidelines for issuing such certificates will prevail.

Section B. Appreciation Gifts

1. At the end of the board year, a token gift not to exceed \$20 each, may be given to the outgoing members of the FRCSC Board, including Honoraria.
2. A token gift not to exceed \$50 may be given to the outgoing President.
3. The FRCSC Board may elect to contribute the gift monies to support the Fort Rucker community in lieu of individual gifts, with this amount not to exceed the gift budget.

ARTICLE VIII HISTORICAL RECORDS

Section A.

The President, Treasurer, Secretary, and Historian will maintain a historical file that will

consist of the following permanent records:

1. The original approval to operate on the installation and a copy of the current authorization.
2. The original copy of the Constitution and Bylaws with all current revisions.
3. A current list of FRCSC members.
4. A current inventory of physical and financial assets.
5. A current copy of DA and Fort Rucker regulations that apply to Private Organizations.
6. A copy of the IRS tax exempt status, if applicable.
7. A copy of the current bond and insurance policies.
8. A copy of all minutes from FRCSC Board meetings. These may be destroyed after seven years.
9. A copy of all IRS forms 990 (Federal Income Tax Return for Non-Profit Organizations).
10. A copy of all financial statements. These may be destroyed after seven years.
11. Copies of all audits. These may be destroyed after seven years.
12. A copy of all scholarship records. These may be destroyed after seven years.

ARTICLE IX ADOPTIONS AND AMENDMENTS

Section A. Bylaws may be amended by a majority vote of the executive board present and voting in a duly constituted meeting. A member desiring to propose an amendment shall present the same in writing with his/her signature to the executive board. The board shall consider the amendment at its next meeting. The installation commander or his/her designated representative must approve amendments to the bylaws.

Section B.

Proposed amendments adopted by the voting members present at a General Membership meeting shall become effective upon approval of the Installation Commander or his/her designee. These Bylaws shall then supersede all previous Bylaws and amendments except that it shall not affect specific agreements and contracts entered into under the terms of the previous Bylaws until such terms of agreement or contracts shall have reached their expiration dates.

ARTICLE X
DECLARATION OF INVALIDITY

In the event an article of the Bylaws, or a portion thereof, is declared invalid, the remaining portion of the article shall remain in effect. Approved by the general membership on 5 August 2008; _____Ayes, _____Nays,_____Abstentions

Briana Moseley
President
FRCSC 2008-2009

Lori Stull
Secretary
FRCSC 2008-2009

Katie Hahn
Parliamentarian
FRCSC 2008-2009