

These Bylaws, dated **xx April 2023**, shall supersede all others.

**FORT HOOD SPOUSES' CLUB  
FORT HOOD, TEXAS  
BYLAWS**

**PURPOSE**

The purpose of these By-Laws is to establish the Standard Operating Procedures (hereafter referred to as SOP) for the Fort Hood Spouses' Club (hereafter referred to as "FHSC"), in accordance with the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense Installations, AR 210-22, Private Organizations of Department of the Army Installations, and pertinent local regulations and shall be amended from time to time.

**ARTICLE I  
MEMBERSHIP**

1. Membership is voluntary and documentation (valid ID card) must be presented with application. The FHSC fully supports the policy of equal opportunity and does not discriminate on the basis of race, color, religion, national origin, sexual orientation or gender. Membership begins when the eligible member registers and pays their dues and will end on the 31<sup>st</sup> of May in the board year that they join. **Newly installed Board members must join the club at their first board meeting.** All other eligible members may join at any time during the membership year.  
\*All members are required to adhere to the Constitution and By-Laws.
2. A member in good standing:
  - a. Has paid membership dues in full.
  - b. Has no outstanding debt to FHSC.
  - c. Has had no disciplinary action taken against them.
3. Regular membership will include valid DoD ID cardholders, to include:
  - a. Spouses of Active-Duty military members
  - b. Unmarried Gold Star Spouses residing in the Fort Hood Area Community. **Gold Star Spouses will not have to pay dues.**
  - c. Spouses of Retired Military members
  - d. Spouses of Reserve and National Guard members
  - e. Spouses of other Service Branches permanently assigned to Fort Hood
  - f. Active duty, national guard, reservist, and retired service members stationed or residing on or near Ft. Hood.
  - g. International officers/enlisted military and their spouses who are assigned to Ft. Hood
  - h. DOD Civilian Employees and Contract Employees with current ID cards working on Fort Hood
  - i. Civilian community members, Good Neighbors, Local Business owners on a case-by-case basis.
    - i. Will require a two-thirds vote from the executive board members.
4. Honorary membership
  - a. Current FHSC Advisors.
  - b. Will be non-voting members.

- c. Will pay full membership price.

## **ARTICLE II**

### **Fort Hood Spouse's Club Board**

1. The FHSC Board will consist of the following:
  - a. The Executive Board as defined in Article III, paragraph three (3) in the FHSC Constitution.
  - b. The General Board as listed in Article VI of the FHSC Bylaws. General Board members will be appointed by the President and approved by the Executive Board for the board year. The General Board positions are as follows: Community Outreach Coordinator, Event Rental Coordinator, Historian Coordinator, Membership Coordinator, Operation Deploy Your Dress (hereafter referred to as ODYD) Coordinator, Publicity Coordinator, Reservation Coordinator, Retiree Liaison, IT Coordinator, Vendor Coordinator, Volunteer Coordinator, and Ways & Means Coordinator.
2. The FHSC Executive and General Board shall supervise and promote the General Membership meetings/luncheons (hereafter referred to only as meetings), fundraisers and all other activities of the FHSC. It will meet monthly or as determined by the President, to conduct all necessary business.
3. Each General Board member may appoint a co-chair and any committee members needed.
4. The FHSC Board shall discuss and prepare all business that is presented to the Membership of the FHSC.
5. A term of office shall be defined as one year: Board year is from 1 June -31 May of the following year.
  - a. Executive Board members will be elected from and by the general membership for a term of one (1) board year.
    - i. Executive Board positions may be held for no more than two (2) consecutive board years.
    - ii. If an executive board position is vacant at the beginning of the board year, the previous years' member may temporarily continue to fill that position. They will be referred to as "acting" and that position will be listed on all outlets (Website, newsletters, meeting discussions) as vacant. All effort will be made to find a new member to fill that position. This exception will be made at the discretion of the executive board with a two-thirds (2/3) vote of general membership at the next meeting.
    - iii. The Parliamentarian is a position appointed President, not requiring a vote. This position is not considered an elected position.
  - b. A General Board member may only hold a particular position for two (2) consecutive board years, after which they must have a one (1) year break before returning to that position.
    - i. General board positions may be held for no more than two (2) consecutive board years.

- ii. If a general board position is vacant at the beginning of the board year, the previous years' member may temporarily continue to fill that position. They will be referred to as "acting" and that position will be listed on all outlets (website, newsletters, meeting discussions) as vacant. All effort will be made to find a new member to fill that position. This exception will be made at the discretion of the executive board with a two-thirds (2/3) vote of general membership at the next meeting.
- c. No member will hold more than one (1) appointed board position at a time unless approved by the Executive Board while the search to fill the vacancy continues.

**ARTICLE III**  
**General Responsibilities of Executive and General Board Members**

The duties of the board positions shall be implied by their respective titles and those specified by these Bylaws. These duties shall include but are not limited to:

1. Attend all board meetings, general membership meetings, committee meetings relevant to their position, the Holiday Bazaar and Wild West Night. No more than two (2) excused absences will be allowed.
2. Upload a monthly report to the shared drive and share with the Secretary prior to each board meeting.
3. Provide a verbal report at the FHSC Board meetings and be prepared for discussion as required.
4. Maintain a continuity file on the shared drive that includes monthly board reports, meeting minutes, after action reports (AARs), and the Constitution and Bylaws.
5. Prepare a detailed AAR to share with the President, Parliamentarian and Secretary, no later than the final joint board meeting in May.
6. Sign a Board Position agreement stating that you have read your job description, Constitution and Bylaws, and understand your responsibilities as a Board member. All Board discussions shall remain confidential.
7. Any Board member causing hardship, conflict, slandering the FHSC, or found in violation of Article XI will not be eligible to maintain a board position.

**ARTICLE VI**  
**Elected Officers**

1. Duties of the President:
  - a. Perform all duties described in Article II of the FHSC By-Laws.
  - b. Preside at all FHSC Board and Membership meetings.
  - c. May vote only to break a tie.
  - d. Ensure that the Constitution and Bylaws are upheld. Server as advisor to the Board. Serve on the Advisory Committee for the Scholarship Fund or designates a representative.
  - e. Appoint the Parliamentarian to the Executive Board.
  - f. Appoint all General Board members with approval of the Executive Board.
  - g. Sign signature cards at the bank for both the Operating and Community Outreach accounts by the 15<sup>th</sup> of June of the year elected.

- h. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - i. Call special General Membership meetings (luncheons), board, or committee meetings.
  - j. Confirm all dates, times, and locations of all FHSC activities.
  - k. Serve as an ex-officio member of the Budget committee, the Constitution and Bylaws review committee, and Community Grant committee.
  - l. Appoint FHSC representatives to attend post wide meetings.
  - m. Coordinate with the First Vice President, or another officer designated, for the purchase and presentation of welcome and/or farewell gifts for the advisors and end of year small tokens of appreciation for board members (if applicable).
  - n. Review both Operating and Community Outreach financial reports and current bank statement provided by Treasurer each month.
  - o. Coordinate with Publicity Coordinator and Second Vice President to make sure that all major events are placed on the III Corps Visitor Roster and Master Activity Calendar (MAC) to include but not limited to, membership events, fundraisers, and special events.
2. Duties of the First Vice President (hereafter known as 1VP):
- a. Perform all duties described in Article II of the FHSC By-Laws.
  - b. Assist the President.
  - c. Assume the duties of the President during any temporary absence.
  - d. In the event the FHSC President is unable to complete the term of office, the 1VP shall assume the duties of President and will fill the President position temporarily until a nominee has been elected for the office of the President per the Constitution, Article XI, paragraph 1.
  - e. Sign signature cards at the bank for the Community Outreach account by the 15<sup>th</sup> of June of the year elected.
  - f. Review the Community Outreach financial reports and current bank statements provided by the Treasurer each month.
  - g. Serve on the Budget committee, the Constitution and Bylaws review committee, Community Grants committee and all Fundraising meetings with fundraising chairs.
  - h. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - i. Prepare and submit a proposed budget for all fundraising events to the Treasurer NLT the July FHSC Board meeting.
  - j. Serve on the fundraising committee and oversee all fundraising events throughout the year. Coordinate dates, meetings and monetary expenses related to all fundraising events. Coordinate with the Volunteer Coordinator any volunteer requirements and ensure events are publicized through the Publicity Coordinator.
  - k. As soon as possible and with the approval of the executive board, appoint chairs for the two major fundraising events. The holiday bazaar should be held in the fall of the board year and the Wild West night in the spring. Optional fund raisers may be held throughout the year.

- l. Contact and solicit donations from previous donors and businesses for the major FHSC fundraisers. Be sure to thank them promptly.
  - m. Coordinate with the President for the purchase and presentation of welcome and/or farewell gifts for the advisors and end of year small tokens of appreciation for board members (if applicable). Purchase and arrange for a presentation of a small token of appreciation for the FHSC President.
  - n. Provide an inventory of any property maintained or used to the Secretary.
  - o. Serve as an advisor for the Community Outreach Coordinator, Volunteer Coordinator, Publicity Coordinator, ODYD Coordinator and all fundraising chairs.
3. Duties of the Second Vice President (hereafter known as 2VP):
- a. Perform all duties described in Article II of the FHSC By-Laws.
  - b. Serve as Chairman for all General Membership meetings and socials.
    - i. Coordinate and plan each meeting to include Super Sign-up, the Volunteer Appreciation Luncheon, and other social events.
    - ii. Present planned meeting themes to the FHSC Board.
    - iii. Present any honorariums to participants during the General Membership meetings.
    - iv. Be responsible for coordination of all decorations, prizes, and menu.
    - v. Be responsible for coordinating publicity for meetings with Publicity Coordinator, Historian Coordinator.
  - c. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - d. Serve on the Budget committee.
  - e. Sign signature cards at the bank for the Operating account by the 15<sup>th</sup> of June of the year elected.
  - f. Review the Operating and financial reports and current bank statement provided by the Treasurer each month.
  - g. Provide an inventory of any property maintained or used to the Secretary.
  - h. Serve as an advisor for the Membership Coordinator, Reservation Coordinator, Ways and Means Coordinator, Event Rental Coordinator, Historian Coordinator and Vendor Coordinator.
4. Duties of the Secretary:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Record minutes and roll call at all FHSC Board meetings and maintain a record of the meetings and its proceedings.
  - c. Maintain the Board members signed Board Position agreements.
  - d. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - e. Email copies of minutes and agendas to all board members prior to the next meeting.
  - f. Provide monthly financial reports and minutes to active members upon request.
  - g. Notify members of the FHSC Board as to the time and place of meetings.
  - h. Collect and note any telephonic or email votes in the minutes.
  - i. Serve as Secretary on the Constitution and By-law review committee.

- j. Provide a signed copy of the consolidated monthly financial report and approved monthly minutes to the DFMWR coordinating officer for staffing and approval by the 15<sup>th</sup> of the month.
  - k. Mail
    - i. Serve as custodian of the mailbox and mail key.
    - ii. Ensure the P.O. Box is renewed, and the lock is changed in May.
    - iii. Collect and distribute FHSC mail on a weekly basis.
  - l. Serve as the Building Key Custodian and inventory/property logs. Board members must sign for keys when they check them out and when they return the keys.
  - m. Write and distribute formal invitations, thank you notes, or letters in conjunction with the President as required to include all Holiday and End of Year cards.
  - n. Order and distribute FHSC stationery as necessary. Write all correspondence as needed for the FHSC Board.
5. Duties of the Treasurer:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Prepare and submit a proposed budget for the Treasurer position NLT the July FHSC Board meeting.
  - c. Accounting:
    - i. Sign signature cards at the bank for both the Operating and Community Outreach accounts, by the 15<sup>th</sup> of June of the year elected.
    - ii. Ways and Means (if active)
      - 1. Maintain a record of taxable income.
      - 2. Pay all required sales taxes in a timely manner.
      - 3. Review sales for the previous fiscal year in October to determine if quarterly or annual sales tax needs to be paid.
      - 4. Texas Comptroller will mail tax forms at the end of the calendar year.
    - iii. QuickBooks
      - 1. Keep an itemized account for all sub-accounts in the Operating Fund
        - a. To include but not limited to the following positions:
          - i. President
          - ii. 1VP
          - iii. 2VP
          - iv. Operating Expenses
          - v. Community Outreach Expenses
          - vi. Secretary
          - vii. Event Rental Coordinator
          - viii. Ways and Means Coordinator
          - ix. Historian Coordinator
          - x. Membership Coordinator
          - xi. Reservation Coordinator
          - xii. Volunteer Coordinator
          - xiii. ODYD Coordinator (Donations only)
          - xiv. IT Coordinator.
      - 2. Keep copies of all receipts, disbursements, and supporting vouchers.
      - 3. Keep copies of reports of all online collection methods.

4. Provide a written statement when no receipt is available.
  - iv. Maintain a file of financial statements and budgets of fundraising events.
  - v. Collect all Operating Account receivables and deposit all monies on the payday following receipt not to exceed thirty (30) days.
  - vi. Collect all Community Outreach Accounts receivable and deposit all monies within five (5) business days of receipt.
  - vii. Disburse the FHSC's Operating, and Community Outreach funds as directed by the FHSC Board with the authority to execute checks against the FHSC's Operating and Community Outreach funds within five (5) business days.
  - viii. Follow the Financial Policies as described in Appendix A of the FHSC By-Laws.
  - ix. The Treasurer is responsible for ordering disbursement vouchers.
- d. Standing Financial Commitments:
- i. Purchase insurance for all properties of FHSC.
  - ii. Insure and bond the President, 1VP, 2VP, Treasurer, Event Rental Coordinator, Reservation Coordinator and Ways and Means Coordinator. Renew annually in October.
  - iii. Pay Ways and Means sales tax annually in January if it is active.
  - iv. Ensure the accountant files the proper tax documents for the fiscal year with the IRS.
    1. Accountant reports for the period of June-May.
    2. Taxes are due by September.
  - v. Responsible for cash box distribution and receipts for all fundraising and club events.
  - vi. Provide a recommendation to the FHSC board for a total amount of money to be dispersed for grants from the Community Outreach Fund.
    1. The FHSC board must approve the proposed amount.
    2. Notify the Community Grants Chair before the Community committee meets.
- e. Reports
- i. Maintain financial reports.
    1. Year to Date income and expenses
    2. General Membership meetings profit and loss.
    3. All community outreach events.
  - ii. Provide Operating and Community Outreach financial reports and current bank statement to the President, 1VP and 2VP each month for review.
  - iii. Provide the written monthly financial reports to the FHSC board and answer any questions presented.
  - iv. Provide a signed copy of the monthly financial report to the DFMWR coordinating officer for staffing and approval.
  - v. End of Board Year (31 May)
    1. Provide a written financial report at the end of the FHSC year.
    2. Provide a signed copy of the yearly financial report IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu

- of an Audit) to the DFMWR coordinating officer for staffing and approval as per their instructions.
- 3. An annual examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) of each fund shall be completed at the end of the.
  - vi. If the treasurer resigns before the end of the board year, IAW procedures in Appendix B, an examination of the books up to that point must be completed before any handover and again at the end of the board year.
- f. Notify the President of temporary leave of absence.
- g. Standing Committees:
  - i. Chair the Budget committee.
  - ii. Prepare and submit a detailed proposed Operating and Community Outreach budget (October thru September of following year) to the budget committee prior to the August board meeting. The budget should be based on previous year's income and expenses and the recommendation of board members.
  - iii. Present the upcoming years' detailed budget from the Budget committee to the General Board for approval then present the Budget to General Membership for vote and approval NLT the September general membership meeting.
  - iv. Review the operating budget in January to determine if adjustments need to be made.
  - v. Present any non-budgeted expenses to the General Membership at a general membership meeting for a vote of approval to spend the funds.
  - vi. Work with the IT Coordinator to maintain Squares and any/all equipment involved in accepting payments of any kind.
  - vii. Provide an inventory of any property that the treasurer maintained or used to the Secretary.

## **ARTICLE V**

### **Non-Elected Members of The Executive Board**

1. Duties of the Parliamentarian:
  - a. Perform all duties described in Article II of the FHSC By-Laws.
  - b. Non-voting member of the Executive Board.
  - c. Appointed by the President
  - d. Duties include:
    - i. Ensure that all meetings of the FHSC are conducted according to proper procedures as outlined in the most current edition of Robert's Rules of Order.
    - ii. Advise the President as needed and aid in following the Constitution and Bylaws.
    - iii. Chair the Constitution and Bylaw review committee.
    - iv. Chair the Nominating Committee.
    - v. Serve on the Community Grant Committee.
    - vi. Coordinate with the 2VP the installation of new officers at the May General Membership meeting.



- vii. Maintain the historical file (Appendix C).
- viii. Will be responsible for all manner, count, and record of voting.

2. Advisors:

- a. Will be a senior active-duty spouse.
- b. Will be non-voting member(s) of the Executive Board.
- c. Will act as an advisor to counsel, inform, mentor, and coach, in providing appropriate policy guidance pertaining to the FHSC.
- d. Will regularly attend board meetings and general membership meetings.
- e. Will be asked to serve as an ex-officio member of the following committees: budget community grant, Constitution and Bylaws review, and nominating.

**ARTICLE VI  
GENERAL BOARD**

The General Board Members will be voting positions.

1. The duties of the Community Outreach Coordinator:

- a. Perform all duties described in Article III of the FHSC By-Laws.
- b. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
- c. Update the Community Outreach application yearly, or as needed, and publicize the application process.
- d. Investigate the community's needs and requests for assistance and submit findings and recommendations to the FHSC Board.
  - i. Coordinate and execute the outreach helping hands project for monthly general membership meetings with the 2VP.
  - ii. Work with the Publicity to announce and request donations from the membership for each meeting.
- e. Form a committee to plan and execute the annual community service project.
- f. Work with Volunteer Coordinator to facilitate volunteer opportunities for membership throughout the year.
  - i. Examples may include wreath laying, Habitat for Humanity, and the Community Food Bank.
- g. Submit the approved community outreach disbursement report to the Treasurer prior to disbursement.
  - i. The report must be approved by the Board prior to submission and approval by the membership at a General Membership meeting.
- h. Questions and concerns will be directed to the 1VP.

2. The duties of the Event Rental Coordinator:

- a. Perform all duties described in Article III of the FHSC By-Laws.
- b. Operate the FHSC Event Rental closet.
- c. Coordinate with the Treasurer to ensure that the Event Rental Coordinator is insured and bonded as required.
- d. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.

- e. Maintain a current inventory of all property, contracts, forms, records, and keys that pertain to Event Rental. Keep an accurate list of members in good standing.
    - i. A current copy of the inventory list should be shared with the Secretary.
  - f. Be responsible for maintaining, collecting all hand receipts and payments for rentals from the Event Rental closet.
  - g. Turn in any monies collected to the Treasurer within ten (10) business days of contract completion.
  - h. Inform the President if a member fails to honor their contract.
  - i. Provide a list and photos of available items for the newsletter and coordinate with the Publicity Coordinator for advertising.
  - j. Coordinate with 2VP or members of FHSC Board to set aside items from the Event Rental closet for use at General Membership meetings or club events.
  - k. Questions and concerns will be directed to the 2VP.
3. The duties of the Historian Coordinator:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - c. Arrange for a FHSC Board and general membership photograph at every General membership meeting, to include a variety of photos at other club events.
    - i. Club events include but are not limited to sub-club gatherings, socials, and community outreach events.
    - ii. Store photos on shared drive/cloud for archives.
  - d. If unable to attend any events, please ensure someone takes photos on your behalf and submit to you with a brief explanation after the event.
  - e. Submit copies of photos to Marketing and Publicity coordinators to be used on all social media and publicity outlets, to include flyers.
  - f. FHSC Newsletter
    - i. Compile and edit.
    - ii. Coordinate with Board members and Sub club chairs for submissions for the newsletter.
    - iii. Submit to the President and 1VP for editing and review before publication.
    - iv. Oversee distribution.
  - g. Create one memory book for the FHSC archives. Additional copies may be requested to be paid for by the requestor.
  - h. Questions or concerns will be directed to the 2VP.
4. The duties of the Membership Coordinator:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
  - c. Verify eligibility and enroll all those who desire to be members of the FHSC.
    - i. Maintain membership communication via email.
    - ii. Welcome/acknowledge new members at all meetings.

- iii. Ensure members feel welcome by greeting them at check-in and answering any questions they may have.
  - d. Collect and turn membership dues into the Treasurer within ten (10) business days of receipt.
  - e. Order and maintain membership applications.
  - f. Maintain a current membership file and list which must be updated and uploaded within five (5) days of a regularly scheduled monthly Membership meeting.
    - i. Provide a current membership list monthly to the following:
      - 1. Secretary
      - 2. Reservations
      - 3. Parliamentarian
      - 4. Event Rental
      - 5. Historian
  - g. Assist 2VP with Super Sign Up.
  - h. Coordinate with the Publicity Coordinator to publicize and promote the FHSC to encourage and increase membership.
  - i. Sub-clubs
    - i. Meet with sub club leaders at the beginning of the year to review rules and plan events.
    - ii. Maintain an up-to-date POC and roster information for all sub clubs.
  - j. Questions and concerns will be directed to the 2VP.
- 5. The duties of the Operation Deploy Your Dress Coordinator (hereafter known as ODYD):
  - a. Perform all duties described in Article II of the FHSC By-Laws as well as the National ODYD SOP.
  - b. Maintain an updated copy of National ODYD SOP.
  - c. Prepare and submit a proposed budget no more than \$500 to the Treasurer NLT the July FHSC Board meeting.
  - d. Ensure that all events are presented and briefed to the President and/or 1VP prior to public notification.
  - e. Maintain an inventory log that includes FHSC property to include fixtures and hardware. Upload to the shared drive and share with the Secretary.
  - f. Maintain the ODYD Shop to include organization of dresses, formal wear, shoes, and accessories and cleanliness of the shop.
  - g. Verify that all ODYD customers are military id card holders.
    - i. Collect name and email at sign in.
    - ii. Coordinate with the Tech Coordinator to send an email thanking them for visiting the shop, also with information and an invitation to join the spouse's club.
  - h. **Ensure** promotional flyers are dual branded with FHSC and ODYD by having membership readily available and visible.
  - i. Publicity
    - i. Maintain the ODYD shop Facebook page. (FHSC President/1VP, Publicity, and ODYD National has access for oversight)

- ii. Coordinate with Publicity and Historian for cross coverage and promotion of the boutique hours, schedule, and special events in the FHSC Newsletter and FHSC Social Media platforms.
    - iii. Schedule speaking engagements with groups across Fort Hood to promote ODYD.
      - 1. Schedule private events for SFRGs, Unit Coffee Groups or any group of Military ID card holders at the ODYD Boutique.
      - 2. Use these opportunities to promote the FHSC & ODYD mission and benefits to all Military Spouses (All Branches) especially Junior Spouses.
  - j. Prepare and submit a monthly report as per Article III of these By-Laws and ODYD National SOP (as needed).
    - i. Donations
      - 1. Monetary
      - 2. Dresses and suits
      - 3. Accessories
    - ii. Deployments
      - 1. Dresses and suits
    - iii. Volunteer hours
    - iv. Event dates
  - k. Provide a copy of the report to ODYD National and must attend any quarterly Zoom meetings they may have.
  - l. Volunteers
    - i. Conduct training on ODYD boutique operations.
    - ii. Coordinate with Volunteer Coordinator for volunteers.
    - iii. Use the sign-up Genius app to maintain the sign up of volunteers.
    - iv. Provide Volunteer Coordinator with a list of ODYD Shop volunteers.
  - m. Thank donors and sponsors in a timely manner.
  - n. At no time will the ODYD boutique be or turn into a lending closet for friends, family, the general public, and FHSC Board or general members.
  - o. Coordinate with 2VP and Community Outreach coordinator to be the recipient organization for donations at one monthly General Membership meeting during the year.
  - p. FHSC Treasurer will direct/redirect monetary donations above \$200 to and from the Fort Hood branch of ODYD to ODYD National.
  - q. Should the FHSC ODYD Branch close, all dresses and accessories will be mailed to ODYD National at their expense. All fixtures and furniture remain property of the FHSC.
  - r. Questions or concerns will be directed to the 1VP.
6. The duties of the Publicity Coordinator:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Meet with local newspapers to coordinate/pay for the advertising of the two major fundraisers as well as any other approved fundraisers.
  - c. Coordinate with the social media and Historian Coordinator to publicize the membership programs and Super Sign-Up.

- d. Attend all fundraising chair meetings.
- e. Develop and maintain a relationship with local military and civilian media outlets. Build and maintain a database of current media contacts (tv stations and newspapers).
- f. Manage all FHSC social media. (This includes but not limited to FHSC, Holiday Bazaar, Wild West and any other optional approved fundraiser Facebook pages, Instagram, Twitter and Snapchat)
- g. Advertise all FHSC events on social media to include, but not limited to, Facebook and Instagram.
- h. Publicize the website through search engines and other webmasters especially military websites and the FHSC newsletter publication.
- i. Advertising
  - i. Update the application to advertise as needed.
  - ii. Collect monies from advertising in the newsletter and submit to the Treasurer within five (5) business days of receipts.
- j. Publicize events before, during and after:
  - i. Set up Interviews with local TV, radio stations, and newspapers for the President and/or Chair of events.
  - ii. Go live at all FHSC events.
- k. Social media plan
  - i. Take photos at all events to be posted on social media and coordinate to also use the Historian photos.
  - ii. Make sure photos on social media represent the FHSC membership at large. Post a variety of photos on all social media platforms of all luncheons, fundraising events, community volunteering and sub club meetings.
  - iii. Ensure Board members and Sub-club leaders know how to get photos submitted and posted onto social media platforms.
  - iv. Respond to social media questions on each platform and private messages in a timely manner.
- l. Questions or concerns will be directed to the President.

7. The duties of the Reservation Coordinator:

- a. Perform all duties described in Article III of the FHSC By-Laws.
- b. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
- c. Create and email all meeting reservation invitations to no later than two (2) weeks prior to the event.
- d. Close the reservation at **noon** the Thursday prior to the General Membership meeting.
- e. Receive and manage reservations, create, and maintain nametags for all FHSC General membership meetings.
- f. Notify 2VP of the expected number of attendees NLT noon the Friday before the General Membership meeting.
- g. Follow Reservations Policy (Appendix A of FHSC By-Laws) when contacting no-shows and unpaid membership meeting fees within five (5) business days of event.

- h. Keep accurate records of RSVPs, cancellations, and no-shows for all General Membership meetings.
  - i. Review, revise, and publicize changes to the reservations policy as needed.
  - j. Questions or concerns will be directed to the 2VP.
8. The duties of the Retiree Liaison:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. May be either a retiree or the spouse of a retiree. Request person be minimum 5 years post active duty.
  - c. Serve as a voting member on the Budget, Nominating, Constitution & Bylaws, Community Outreach Grant committees.
  - d. Attempt to be involved in community organizations with military retirees and/or retiree spouses in attendance and report any important changes/events/newsworthy information to the Governing Board at the monthly Board meeting.
  - e. Represent the interests and concerns of the retired spouses at the Governing Board Meeting.
  - f. Serve as the community ambassador with local chambers of commerce.
  - g. Publicize the FHSC activities during any outside community functions in the retiree attended organizations functions and invite all eligible members to join.
  - h. Questions and concerns will be directed to the President.
9. The duties of the Tech Coordinator:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Prepare and submit a proposed budget to the Treasurer NLT the July FHSC Board meeting.
    - i. Budget should include, but may not be limited to:
      - 1. Website Hosting
      - 2. Domain Name Registration and continuance
      - 3. New technology hardware
        - a. Computers
        - b. Networks and ancillary items
        - c. Printers
        - d. Square readers
      - 4. Software
        - a. QuickBooks Updates
        - b. Google Admin
        - c. Security Software
  - c. Be responsible for obtaining information or coordinating the transfer of information from other board members to the web designer for publication on the website.
  - d. Utilize the website to inform the public about FHSC business and appropriate non-FHSC business.
    - i. Do not publish Club directory.
  - e. Evaluate internet service providers and website developers. Make a recommendation to the board based on those findings.
    - i. Review and renew as necessary.

- f. Develop, coordinate, and maintain a listing of “generic, position-oriented” email addresses.
  - i. Maintain a secure list of all email account passwords.
  - ii. Monitor any email account that does not have a current member filling that position.
  - iii. Coordinate with the ODYD to send an email to shop visitors thanking them for visiting the shop, also with information and an invitation to join the spouse’s club.
- g. Maintain a secure listing of all social media account passwords.
- h. Questions or concerns should be directed to the President.

10. The duties of the Vendor Coordinator:

- a. Perform all duties described in Article III of the FHSC By-Laws.
- b. Submit proposed budget to operating Treasurer NLT the July FHSC board meeting.
- c. Coordinate with the 2VP.
  - i. For Super-Sign Up and all general membership meetings.
    - 1. Coordinate vendors.
      - a. Setup tables for vendor use.
      - b. Greet vendors when they arrive.
      - c. Collect opportunity prize donations.
- d. Recruit vendors, track applications and work to provide a variety each meeting.
- e. Maintain a current list of vendors and sponsors for the club.
- f. Seek advertisements from past and present vendors for newsletters.
- g. Fee collection
  - i. Collect and turn in to the Treasurer within ten (10) days of receipt.
  - i. May request the treasurer email the Square payment information to allow online payments.
  - ii. Email the completed applications and payment information to the treasurer.
- h. Review, update, and publicize vendor applications as necessary.
- i. Follow up and thank vendors within 24 hours of the event. Inform them of upcoming events.
- j. Questions and concerns will be directed to 2VP.

11. The duties of the Volunteer Coordinator:

- a. Perform all duties described in Article III of the FHSC By-Laws.
- b. Submit proposed budget to Treasurer NLT the July FHSC board meeting.
- c. Attend the monthly meetings (in coordination with Ft. Hood AVCC 287-VOLS (8657)) for the Army Volunteer Corps Coordinator.
- d. Attend and receive Organization Point of Contact (OPOC) training from the Ft. Hood Army Volunteer Corps Coordinator (AVCC).
- e. Monitor and update the Volunteer Management Information System (VMIS) for the FHSC volunteers.
- f. Work with the Board members, committee chairs and membership to assist in recruiting volunteers for all FHSC events requiring volunteers.

- g. Select a FHSC volunteer for the Volunteer of the Month Program, prepare a write up for submission to the Fort Hood Installation Volunteer Coordinator for the Ft. Hood Installation, and present a certificate to the member.
  - h. Select a FHSC Volunteer of the Year and collaborate with the President for the write up to be submitted to the Fort Hood Installation Volunteer Coordinator.
  - i. Prepare volunteer recognitions for the FHSC Volunteer Appreciation General Membership Luncheon.
  - j. Questions and concerns should be directed to the 1VP.
12. The duties of the Ways and Means Coordinator:
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Submit proposed budget to Treasurer NLT the July FHSC board meeting.
  - c. Maintain stock and inventory based on purchases approved by the President and 2VP.
  - d. Coordinate with the 2VP to operate a table for all general membership meetings as well as at other FHSC events as needed.
  - e. Maintain a record of taxable income. Submit to the Treasurer.
  - f. Understand and follow all rules as stated in Fort Hood's Regulation 210-56 for private organizations.
  - g. Provide an inventory of any property that the ways and means maintains /uses to the Secretary.
  - h. Questions or concerns will be directed to the 2VP.
13. The duties of the Grant Coordinator
- a. Perform all duties described in Article III of the FHSC By-Laws.
  - b. Submit proposed budget to Treasurer NLT the July FHSC board meeting.
  - c. Update the FHSC Grant Application yearly, or as needed, and publicize the application process.
  - d. Submit the approved community outreach disbursement report to the Treasurer prior to disbursement.
    - i. The report must be approved by the Board prior to submission and approval by the membership at a General Membership meeting.
  - e. Questions and concerns will be directed to the 1VP.

## **ARTICLE VII COMMITTEE CHAIRS**

The Committee Chair Board Member will be **non-voting** positions. These positions, in **BOLD**, shall be:

### **1. The duties of the HOLIDAY BAZAAR Chair:**

- a. Form a Holiday Bazaar committee.
  - i. Members will, at a minimum be:
    - 1. President, 1VP, Historian, Vendor Coordinator, Volunteer Coordinator, and Publicity.
- b. Coordinate dates, meetings and monetary expenses related to the event with the 1VP.



- c. Maintain and upload minutes of each committee meeting. Email a copy to the Secretary and 1VP.
- d. Provide a verbal report to the FHSC board at the monthly board meetings and respond to questions asked.
- e. Upload a copy of the monthly report and email the Secretary to inform them that the report is available.
- f. May **not** attend the Bazaar as a vendor.
- g. Maintain all forms, records, and rosters of sponsors and donors. Ensure sponsors and donors are appropriately and promptly thanked. Provide a copy to 1VP/ Vendor Coordinator for cross-referencing purposes to be mindful of recent past donations.
- h. Follow the approved budget for the event.
- i. Coordinate with the Event Rental Coordinator for use of Event Rental products at Holiday Bazaar.
- j. Coordinate with the Vendor coordinator on acquiring vendors for the Bazaar.
- k. Maintain a current inventory of any Holiday Bazaar property and provide a copy to the Secretary.
- l. Collect and turn over any monies to the Treasurer within five (5) business days of receipt.
- m. Within thirty (30) days of the end of the event, the chair will hold an AAR meeting and upload a copy of the reports. Email the President, Secretary and Parliamentarian that the report is available.
- n. Questions and concerns will be directed to the 1VP.

**2. The duties of the WILD WEST Chair:**

- a. Form a Wild West committee.
  - i. The members will, at a minimum be:
    - 1. President, 1VP, Historian, Volunteer Coordinator, Publicity.
- b. Coordinate dates, meetings and monetary expenses related to the event with the 1VP.
- c. Maintain and upload minutes of each committee meeting. Email a copy to the Secretary and 1VP.
- d. Provide a verbal report to the FHSC board at the monthly board meetings and respond to questions asked.
- e. Upload a copy of the monthly report and email the Secretary to inform them that the report is available.
- f. Maintain all forms, records, and rosters of sponsors and donors. Ensure all sponsors and donors are appropriately and promptly thanked. Provide a copy to 1VP/ Vendor Coordinator for cross-referencing purposes to be mindful of recent past donations.
- g. Follow the approved budget for the event.
- h. Coordinate with Event Rentals Coordinator for use of Event Rental products at Wild West.
- i. Collect and turn over any monies to the Treasurer within five (5) business days of receipt.
- j. Within thirty (30) days of the end of the event, the chair will hold an AAR meeting and upload a copy of the reports. Email the President, Secretary and Parliamentarian that the report is available.

k. Questions and concerns will be directed to the 1VP.

**3. Duties of the Optional Fundraising Chair:**

- a. Form a committee based on the optional approved fundraisers (Examples: Golf Scramble, Skeet Shoot, Flocking, etc.)
  - i. The members **may**, at a minimum be:
    1. President, 1VP, Treasurer, Volunteer Coordinator, Publicity, Vendor Coordinator (as needed).
- b. Coordinate dates, meetings and monetary expenses related to the event with the 1VP.
- c. Maintain and upload minutes of each committee meeting. Email a copy to the Secretary and 1VP/ Vendor Coordinator.
- d. Provide a verbal report to the FHSC board at the monthly board meetings and respond to questions asked.
- e. Upload a copy of the monthly report and email the Secretary to inform them that the report is available.
- f. Maintain all forms, records, and rosters of sponsors and donors. Ensure all sponsors and donors are appropriately and promptly thanked. Provide a copy to 1VP for cross-referencing purposes to be mindful of recent past donations.
- g. Follow the approved budget for the event.
- h. Coordinate with Event Rentals Coordinator for use of Event Rental products at fundraiser.
- i. Collect and turn over any monies to the Treasurer within ten (10) business days of receipt.
- j. Within thirty (30) days of the end of the event, the chair will hold an AAR meeting and upload a copy of the reports. Email the President, Secretary and Parliamentarian that the report is available.
- k. Questions and concerns will be directed to the 1VP.

**ARTICLE VIII  
STANDING COMMITTEES**

**1. Budget Committee:**

- a. This committee will include:
  - i. Treasurer (chair), President, Advisors (if applicable), 1VP, 2VP, Parliamentarian, Retiree Liaison, Secretary and two General members in good standing.
- b. Will meet over the summer to prepare budgets for yearly operations and community outreach.
- c. The budget will be presented to the board for approval prior to the first general membership meeting and will be considered for revisions in January.

**2. Constitution and Bylaws Committee:**

- a. This committee will include:

- i. Parliamentarian (chair), President, 1VP, Advisor(s) (if applicable), Secretary, Retiree Liaison (or their retiree designee) and two General Members in good standing.
- b. Will begin meeting in the Fall of the FHSC revalidation year (every 2 years), to determine any changes.
- c. Present changes to the Board for review and action NLT March Board meeting.
- d. Revised By-Laws and Constitution presented to the general membership NLT two (2) week prior to the March meeting, giving time to be reviewed and then voted on at the March meeting.
- e. Submit approved Constitution and Bylaws to DFMWR.

**3. Nominating/Election Committee:**

- a. This committee will include:
  - i. Parliamentarian (chair), Advisor(s) (if applicable), Retiree Liaison (or their retiree designee), and at least four (4) general members in good standing.
- b. **No person serving on this committee may be a current candidate for any Board position (Executive or General).**
- c. The slate of nominees will be presented to the FHSC Board in April.
- d. All nominees must be members in good standing (reference Constitution, Article IV, 2).
- e. The slate will be voted on at the April general membership meeting and installed at the May general membership meeting.

**4. Community Grants Committee:**

- a. This committee will include:
  - i. Community Grants (Chair), President, Advisors (if applicable), 1VP, Treasurer, Retiree Liaison, Parliamentarian and six (6) General Members in good standing, (minimum four (4)).
- b. Will determine eligibility criteria for applying nonprofit organizations with a legal Tax Identification or EIN number.
- c. This committee will meet as needed during the board year to decide from grant applicants who will receive a grant and of what value will be awarded.
- d. All applying nonprofit organizations should be within the seven county (Bell, Coryell, Hamilton, Lampasas, Milam, San Saba, and Mills) radius to Ft. Hood, have some connection to the military community and be submitted by the publicized deadline.
- e. The funds raised through the board year will be dispersed to as many applicants as possible. No one organization will receive more than 30% of the fund.
- f. Recommendations will be made to the board at the April board meeting for approval and then the April general membership meeting for a vote.
- g. Grants will be distributed in May.
- h. To be eligible for future grants, organizations must present receipts from previous grant monies received.
- i. Questions and concerns will be directed to the President.

## **ARTICLE IX SUB CLUBS**

Definition: Informal groups of FHSC members in good standing who meet periodically with a shared interest. No Sub Club shall fund raise. No Sub Club will conflict with board meetings, general membership meetings or fundraisers. Sub Clubs will not be hosted at a home, unless the club is a homebased club (examples: Bunco, Book Club, etc.). Executive Board members will not lead a sub club.

1. Sub Club leaders will:
  - a. Register and maintain a current POC and roster with the Membership coordinator.
  - b. At the start of the club year , define the sub club (members only/spouses/kid friendly) and select the day the sub club will meet.
  - c. Attend Super Sign-Up.
  - d. Submit articles to the newsletter.
  - e. Advertise any upcoming FHSC events at their sub club event.
  - f. Send out welcome letters at the beginning of the year and within 7 days of new members being added after super sign up.
  - g. Hold a monthly event starting NLT Sept and ending in May.
  - h. Send out Evites NLT 2 weeks before the event. Facebook page is optional.
  - i. Not promote or advertise any private businesses or products at Sub Club events. They may not profit from the Sub Club in any way.
2. If your sub club must limit space, guests may not take a space from a member.
3. Removal from Sub Club
  - a. Leaders have the right to remove a member from a sub club for the following reasons:
    - i. Failing to RSVP each month
      1. If the member must change their RSVP status, it requested they do so within 24 hours of the event.
    - ii. Promoting private businesses or products at events
  - b. Members will be offered a warning prior to removal.
  - c. Email the 2<sup>nd</sup> VP and Membership Coordinator with the members name and reason for removal.
4. Attending a sub club may not be used as volunteer hours unless you are serving as the host.
  - a. Sub Club leaders may log volunteer hours for time spent planning the event, and the advertised hours, plus an additional 30 minutes for travel time each way.
5. Questions and concerns to be directed to the Membership Coordinator.

## **ARTICLE X ELECTION AND VOTING**

1. The FHSC officers shall be elected by a quorum (defined in the FHSC Constitution, Article VIII, 2) of active and associate members in good standing, present and voting at a designated general membership meeting.
2. Each active and associate member have one (1) vote.
3. With the exception of votes concerning the Constitution and Bylaws, the decisions will be made by a simple majority.

4. During Board meetings, each position receives one vote. If a position has co-chairs, the position still only gets one vote.
5. Special voting Procedures
  - a. If an immediate decision is required by the Board, the president may call for an FHSC board meeting via telephone, email, or digital platform (Zoom).
  - b. The board members must be informed that a voting procedure is occurring and must include a motion for consideration.
  - c. Parliamentarian must conduct email or telephonic votes.
    - i. If the parliamentarian is unavailable, a one-time stand in may be appointed by the executive board.
  - d. Quorum must be met.
  - e. Must be reflected in meeting minutes.
  - f. Voting by general membership may only take place at general membership meetings.

## **ARTICLE XI DISCIPLINARY PROCEDURES**

1. Definition of a membership in good standing
  - a. Dues paid in full.
  - b. Payment in full for RSVP associated with yes and/or attendance to any monthly general membership functions.
  - c. Return of any Loan Closet in the same condition as rented.
2. Membership may be terminated at any time for just cause. The membership dues paid are nonrefundable.
  - a. Just cause behaviors include:
    - i. Failure to follow FHSC Constitution and By-Laws
    - ii. Conduct causing injury the organization.
    - iii. Disturbing FHSC's wellbeing.
    - iv. Hampering FHSC's work.
  - b. Procedure for removal
    - i. The member will be given the opportunity to present the board a rebuttal.
    - ii. Majority vote from the Executive board.
3. Removal of a Board Member
  - a. Members of the Board may be removed from either their elected or appointed position for causing hardship, conflict, or failure to perform their duties as described in the By-Laws and Constitution.
  - b. Procedure for removal
    - i. The executive and general boards will meet with the member to inquire into the situation.
    - ii. The executive and general boards will meet without the member to discuss and determine if there is just cause.
    - iii. Majority vote will be required to remove the board member.
  - c. Upon removal, the member has 72 hours to turn in any minutes, reports, continuity books and/or property of the FHSC to an executive board member. Board members will any keys within 24 hours.

- d. In some instances, club membership may be retained, but the board position will be forfeited.

## **ARTICLE XII FINANCE**

1. The dues for membership shall be determined by the FHSC Board.
2. Membership dues are nonrefundable and non-transferable.
3. Any member joining after January 1st will pay half price.
4. Operating and Community Outreach budget
  - a. Presented for approval by the board at the August board meeting.
  - b. If approved, will be presented at the September general membership meeting.
  - c. Any expense outside original approved budget must be submitted to the board for approval and subsequently to the membership for approval.
  - d. The Operating budget will never have a balance below \$4000.00.
  - e. The Community Outreach budget will never have a balance below \$1000.00.
5. An annual financial examination
  - a. Outlined in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit)
  - b. Each fund will be examined at the end of the FHSC board year (31 May).
  - c. If the Treasurer resigns, an examination must be completed prior to their departure (regardless of the time of the year), and again at the end of the board year.
6. The board may never authorize the obligation of any monies to exceed what is on hand.
7. An uncommitted cash reserve must be kept in the Operating account.
8. All financial reports and records shall be maintained in compliance with installation, state, and local laws.

## **ARTICLE XIII INSURANCE**

1. Bonding
  - a. At a minimum, the President, 1VP, 2VP, Treasurer, Event Rental Coordinator, Reservation Coordinator and Ways and Means Coordinator shall be bonded at the FHSC's expense.
2. Fire and liability insurance
  - a. Required for any building where the club has storage.
  - b. Adequate insurance shall be obtained to protect The Fort Hood Spouses' Club against public liability, property damage, or other legal actions.

## **ARTICLE XIV MEETINGS**

1. Membership meetings requires seven (7) days advance notice.
2. Any items up for vote will need to be shared with the general membership no later than 72 hours prior to the meeting and will require a quorum.

**ARTICLE XV  
ADOPTION AND AMENDMENTS**

1. Bylaws will be reviewed every two years by the Constitution and Bylaws Committee in conjunction with the Post Revalidation.
  - a. Any amendments will require a two-thirds (2/3) majority vote of the FHSC Board and then be presented for approval by General Membership.
  - b. Approval by the general membership must be a majority vote of the quorum present.
2. An updated copy of the Bylaws and Constitution must be presented to the Installation Commander for approval and final adoption as per Army Regulations, specifically DODI 1000.15 and FH Reg. 210-56.

**ARTICLE XVI  
PARLIAMENTARY AUTHORITY**

1. FHSC will use the Robert's Rules of Order in parliamentary matters.
2. A copy will be available for reference at each meeting.

**ARTICLE XVII  
GIFTS AND AWARDS**

1. A small token of appreciation may be presented to each departing member of the FHSC Board and President.
2. The President will allocate a budget for small tokens of appreciation for the Executive Board.
3. The 1VP will allocate a budget for small tokens of appreciation for the General Board and President.
4. The Budget Committee will determine spending limit for all tokens of appreciation and awards.

**ARTICLE XVIII  
DECLARATION OF INVALIDITY**

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

Approved by a majority vote on **13 April 2023**

Melissa Sims	Edie Bautista	Ebony Jones
President	Treasurer	Parliamentarian

Submitted to Commander, U.S. Army Garrison, Ft. Hood on \_\_\_\_\_



## APPENDIX A

### Appendix A (FHSC Financial, Reservations and Tax-Exempt Payment Policies)

**Purpose:** To provide the FHSC members of the policies concerning financial matters.

**Scope:** The complete membership of the FHSC.

**Checks and Credit Card Policies.** FHSC accepts all major credit cards. Any check returned for insufficient funds will be assessed a stop payment fee and the club will no longer accept checks from that member.

A member of the reservations committee will contact any member of a problem with either a credit card transaction or a personal check. Has seven (7) days to make proper payment. Membership privileges will be suspended until the correction is made.

#### **Reservations Policy**

Once a reservation is made, no refunds are given. Your reservation may be moved to the next month's event.

Cancelation: All reservation payments are final. Questions may be directed to the reservations chair at [reservations@forthoodspousesclub.org](mailto:reservations@forthoodspousesclub.org)

If you have any questions with invitation delivery, please contact the reservations chair at the above-mentioned email.

#### **Tax-exempt Policy:**

The FHSC is a tax-exempt organization. Members purchasing items for club use, and only club use, may download a copy of the form from the shared drive.

If a member does not present the tax-exempt form, and tax is paid, the member will only be refunded for the items, not the tax amount.

## APPENDIX B

### Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit)

**Purpose:** To inform the members of the FHSC the procedures followed, between FHSC and our accountant, and accepted as a qualified audit by DFMWR as required to operate as a Private Organization on Ft. Hood IAW FH Reg 210-56.

**Scope:** Applies to the financial responsibilities of the FHSC and acknowledged by the President, Operating Treasurer, and our Accountant each year.

These procedures will be used by our accountant, for the final Financial Examination (audit) at the end of the FHSC term in office (May) or when there is a change of treasurer personnel. Below is a summary from the Agreed-Upon Procedures that our accountant has contracted with the FHSC and signed by our President and Treasurer. The results of this examination will be submitted to the President, Parliamentarian, and Treasurer. After review, the results of the examination will be submitted to the Ft. Hood DFMWR for staffing and approval.

#### **FHSC Agreed-Upon Procedures (Audit)**

1. Will be used in lieu of an audit.
2. These procedures are based on standard accounting procedures, and are in compliance with FH REG 210-56. These Procedures will be completed by a registered accountant.
3. The Treasurer will provide all necessary and requested information to the accountant for completion.
4. Upon completion of the review for each board year or change of Treasurer, it will be submitted to the DFMWR, the President, the Parliamentarian, and the Treasurer. A copy will be provided to the Treasurer for the Operating and Community Outreach account binders.

#### **Procedure:**

1. Foot and trace the Treasurers' reports to the bank reconciliation.
2. Foot and trace the separate Treasurer's reports for the major fundraisers to the main Community Outreach Treasurer's report to ensure that the separate activities were accounted for in the main Community Outreach Fund.
3. Foot and trace the bank reconciliation items to the bank statements on a test basis covering ten percent (10%) of the items.
4. Review Treasurers' reports for mathematical accuracy.
5. Review the reasonableness of the data on the bank reconciliations.
6. Review the documentation for expenditures and deposits on a test basis. Trace ten percent (10%) of the documentation for expenses to the check request and test for proper approval.
7. Trace the Treasurers' June report's beginning balance, to the information as of May 31.
8. On a test basis of ten percent (10%) of the items, test compliance with the dual signature requirement on checks exceeding five hundred dollars (\$500.00).
9. Report any discrepancies noted in any of these procedures.

## APPENDIX C

### Appendix C (Parliamentarian List of Historical Records to Maintain)

The following is a list of historical documents that should be maintained by the Club Parliamentarian. These documents should be maintained in the clubhouse in a fireproof & waterproof envelope and not removed. Additionally, items should be scanned and maintained in shared drive or Cloud Based depository for backup. Copies can be made and distributed as needed but should not be taken from the building.

1. The most current original letter of approval to operate on the installation.
2. The most current original copy of the Constitution.
3. The most current original copy of Bylaws.
4. The most current record of approval of the Constitution and Bylaws Club Charter or Certificate of Formation (Texas Form 202 Certification for Nonprofit Organization).
5. Club Registered Agent (Texas Form 401-A Acceptance of Appointment & Consent to Serve as Registered Agent).
6. Texas Comptroller Notification Letter (Notification of establishment of an Organization) (Need File Number).
7. EIN/TIN Approval Notification (Federal SS-4).
8. Federal IRS Tax-Exemption Acceptance & Notification.
9. Texas Comptroller Tax-Exemption Acceptance & Notification.
10. Any Certificates of Correction (State/Federal).
11. Any TX Form 802 (Periodic Report of a Nonprofit Corporation) (Every 4 years).
12. TX Form 01-339 TX Sales & Use Tax Exemption Certification.
13. Yearly Tax filing/reports (Form 990/990EZ/990N) (Failure to file can forfeit our tax exemption status).
14. Yearly/Quarterly Sales tax Reports to state.
15. All Past Insurance Policies and Billing (**Never** get destroyed) Must keep forever.
16. Approved Budgets.
17. Approved Monthly Treasurer Reports.
18. Approved Minutes.
19. Current list of members.
20. Current inventory of physical and financial assets.
21. A copy of current applicable Army Regulations.
22. After Action Reports (AAR) necessary for the proper operation of the organization by successors.
23. ODYD Memo of Understanding and SOP.
24. Most current edition of Roberts Rule of Order.
25. Copy of Requests for Fundraisers (Private Organizations).
26. Copy of Contracts entered into by club (Even from Fundraiser activities).
27. Copy of Request for Revalidation to Operate on Ft. Hood as a Private Organization.
28. All applicable Regulations, Letters, Policies that apply to Private Organization operating on Post.

29. Should be able to connect electronically to applicable IRS and State of Texas publications for organization and financial purposes or download the pubs for viewing.
30. Copy of all Audits or “Agreed-Upon Procedures in Lieu of an Audit” Reports
31. Any established Policies and Procedures used by the FHSC,
  - Treasurer
  - Community Outreach Grant Distribution
  - Reservation Policies