



BAVARIA COMMUNITY AND SPOUSES' CLUB BYLAWS

2025 REVISION

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INTRODUCTION:

The Bavaria Community and Spouses' Club (BCSC) Constitution is the highest-ranking governing document for the BCSC, any information presented in the BCSC Constitution supersedes the BCSC Bylaws. The BCSC Bylaws are a governing document for the BCSC outlining details for the club

ARTICLE I: THE GOVERNING BODY AND THEIR DUTIES

- A. The Board of Governors (BOG) is the governing body of the BCSC and consists of the following as defined by the BCSC Constitution:
 - 1. All Advisors (non-voting): see Article II..
 - 2. The Executive Board (voting and non-voting): see Article III.
 - 3. Standing Committee Chairs (voting): see Article IV.
 - 4. Special Committee Chairs (non-voting)
- B. The duties of all BOG members are as follows:
 - 1. Attend all BOG meetings (and Executive Board meetings, if applicable) and membership meetings and functions. The President, with the approval of the Executive Board, may ask BOG members failing to attend at least three scheduled monthly meetings to resign. It is the duty of the BOG member to communicate to the President and Secretary if they will be unable to attend a BOG (or Executive Board) meeting.
 - 2. Communicate to the President any short- or long-term absences that will impact the performance of duties so that they may be temporarily reassigned to another BOG member.
 - 3. Work closely with BOG members designated under the same branch of succession, delineated by our governing documents.
 - 4. Log all volunteer hours through VMIS.
 - 5. Be familiar with all governing documents that pertain to your chair position, including but not limited to, BCSC Constitution, BCSC Bylaws, Welfare SOP, Thrift Shop Staff Handbook, and current applicable DOD policy.

6. Submit a monthly activity report to the Secretary and President one week prior to the scheduled BOG meeting for use in constructing the monthly meeting agenda.
7. Submit a monthly article to the Publicity Chair as requested for use in the newsletter, website, and other marketing materials.
8. Maintain position's club email account by checking it regularly and replying within 48 hours.
9. Maintain receipts from any purchases and submit to the Treasurer for reimbursement within 30 days of the purchase with the exception of May, all receipts must be submitted by 15 May for board year reconciliation.
10. All members must submit any money collected for the club to Treasurer within 72 hours with completed income voucher and all supporting documentation.
11. Positions who are responsible for cash boxes, club property, or a key to the board room will be bonded and are responsible for maintaining accurate records. These positions include the President, 1VP, 2VP, Treasurer, Luncheon Chair, Ways and Means Chair, Bazaar Chair, Property Chair, Membership Chair, Reservation Chair, and any positions on the BCSC key sign out log.

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12. Submit initial budget request and provide mid-year updates to the treasurer. BOG members must follow the position's approved budget, any changes to the budget require the appropriate voting procedures.
 13. Other duties may be requested pending the current needs of the club, additional duties will be delegated by the President.
 14. Appoint a committee if required or needed, or at the request of the President.
 15. Submit a continuity binder to the Secretary, at the joint BOG meeting and not later than May 31.
 16. All BOG members are strongly encouraged to volunteer at the Thrift Shops. BOG members may be asked to volunteer at the Thrift Shops to provide additional assistance when needed.
 17. All BOG members are expected to volunteer at the Bazaar as much as possible, and will communicate with the Bazaar Chair and President any scheduling conflicts in advance.
- C. Board Member Code of Conduct
1. BOG members will display a personal commitment to integrity, communicate respectfully, and be stewards of BCSC in our community. BOG members will strive to ensure fairness and objectivity in all activities, and set a high standard of professionalism.
 2. BOG members will not attend any meetings while under the influence of an intoxicating substance.
 3. BOG members may be asked to resign for not abiding by the Board Member Code of Conduct.
 - i. Concerns about BOG member behavior should be submitted in writing to the President as quickly as possible. The President will share any concerns with the Advisors.
 - ii. The President is responsible for gathering necessary information, which will include statements from all parties involved. If the President, in consultation with

an Advisor, determines that the BOG member must be removed, the Executive Board will vote on BOG member removal at the next Executive Board meeting.

- iii. Concerns about the President's behavior should be submitted in writing to the Advisors as quickly as possible. Advisors have the ability to remove a President for conduct unbecoming.

D. Privileges given to BOG Members include:

1. Child Care Reimbursement

- i. All BOG Members and Sub-Club Leaders are entitled to childcare benefits. ii. Childcare fees up to the current CDC rate (hourly care or personal sitter) up to 10 hours per month for up to two children will be paid for all volunteers once verified by the Volunteer Chair until funds are exhausted.
- iii. Childcare reimbursement cannot be used for preexisting full or part time care. iv. Childcare reimbursement is only valid when conducting club business.
- v. Childcare reimbursement does not include any transportation or additional costs.

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- vi. Childcare fees are paid for out of the Volunteer Chair budget until funds are exhausted with proof of payment.

2. Thrift Shop Discount: all BOG members and Sub-Club leaders are entitled to a 50% discount at both BCSC Thrift Shop locations. This discount does not apply to sale items.

ARTICLE II: ADVISORS AND THEIR DUTIES

- A. The Advisors will attend Executive Board meetings, BOG meetings, and membership functions whenever possible.
- B. An Advisor may recommend, counsel, or give information. An Advisor may not make motions or vote at BOG meetings.
- C. The Advisors will offer support and guidance to the organization as needed using the applicable regulations and local policies.
- D. At least one Advisor should attend all decision-making meetings/committees. E. An Advisor or a designated representative will conduct the installation of officers at the May monthly event.

ARTICLE III: EXECUTIVE BOARD AND THEIR DUTIES

A. The President will:

1. Preside at all meetings of the Executive Board, the Board of Governors (BOG), and the general membership.
2. Represent the club in all legal matters and has the authority to change the legal status of the organization if necessary.
3. Serve as ex-officio member on all committees and the Thrift Shop Advisory Council. In the event the President is unable to attend a committee meeting they will appoint the 1st Vice President in their place.

4. Appoint all Standing Committee Chairs, Special Committee Chairs, and a Parliamentarian, with the advice from an Advisor.
5. Call any special meeting of the Executive Board and/or BOG.
6. Maintain control of all electronic login information.
7. Sign checks and expenditures of funds in the absence of the Treasurer.
8. Co-sign all checks over the amount of the \$500.
9. Hire and be the point of contact for the auditor.
10. Purchase farewell gifts for outgoing BOG members and departing Advisors with all gifts being of the same type and value, not exceeding \$50 each or equivalent local currency. Responsible for the discretionary and special budget.
11. Ensure all committee annual reports and all BCSC records are available for the succeeding BOG.
12. Temporarily reassign essential duties to an available BOG member in the absence of a BOG member or during the vacancy of a BOG position (while actively seeking a replacement). Executive Board members will be responsible for filling the positions of other Executive Board members. The President will present a plan at the beginning of the year designating a list of succession for each position.

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B. The 1st Vice President (1VP) will:

1. Assist the President, and in the President's absence, perform the duties of that office. 2. Fulfill any non-expired term of the Presidency.
3. Co-sign any checks over \$500 in the absence of the President, for the Operating account only.
4. Acts as membership program coordinator.
 - i. Proposes a tentative program schedule for the current year, and submits to BOG for approval by majority vote, no later than the August BOG meeting.
 - ii. 'Membership program' is defined as monthly luncheons from Sept to May, and a minimum of three (3) evening events per board year.
 1. A Run of Show or program agenda will be submitted to the President at least 10 days before the event.
 2. When planning evening events the 1VP will maintain a record of all purchases and submit all receipts to the treasurer and assistant treasurer for reimbursement within thirty (30) days.
 3. An after-action report is to be submitted to the Secretary within thirty (30) days after each membership program event, and a copy kept in the 1VP continuity binder.
5. Support and oversee the Luncheon Chair, Membership/Reservation Chair, Publicity Chair, Volunteer Chair, and Ways & Means Chair. 1VP will meet with chairs monthly, and be in regular communication. In the event of a vacancy, 1VP is responsible for ensuring that all critical and key tasks from the above mentioned positions are executed, and will communicate with ExBOG about any assistance required.
6. Serve as voting member of Bylaws Review Committee and Constitution Review Committee.

7. Appoint a committee to assist with activities and events as necessary, or at the request of the President.
8. Coordinate with the Membership Chair to create a yearly membership drive or community super sign-up.
9. Provide a list to the Publicity Chair of all available monthly and weekly member activities to be presented to club membership via email, meetings, newsletter submissions, social media, and the BCSC website.
10. Inform the Publicity Chair of planned functions no later than one month prior.
11. Purchase a farewell gift for the President, in conjunction with the 2VP- not to exceed \$100.
12. Act as the point of contact for fundraising requests through the FMWR. Apart from the Bazaar Chair, the Bazaar Chair can still ask the VP for help navigating required fundraising requests. Apart from the Luncheon Chair, the Luncheon Chair can still ask 1VP for help navigating required fundraising requests.
13. Act as the point of contact for Risk Mitigation Plans, as necessary.
14. Ensure each chair submits an after-action report within 30 days of each membership program event to the 1VP. 1VP will report to the ExBOG at the next ExBOG meeting.

C. The 2nd Vice President (2VP) will:

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1. Assist the President.
2. Co-sign checks over \$500 in the absence of the President, for the Welfare account only.
3. Support and oversee the Bright Eyes/PEARL Chair, Bazaar Chair, Grants Chair, Property Chair, and Scholarships Chair. 2VP will meet with chairs monthly and be in regular communication. In the event of a vacancy, 2VP is responsible for ensuring that all critical and key tasks from the above mentioned positions are executed, and will communicate with ExBOG about any assistance required.
4. Serve as voting member of Scholarship Committee, Grant Committee, and Welfare SOP Review Committee.
5. Work closely with the Bazaar Chair to find Bazaar Committee members, attend FMWR meetings, and be the Bazaar Chair's primary point of contact. Attend Bazaar Committee meetings.
6. Assist Property Chair, when requested or needed, with property rentals.

D. The Thrift Shop Liaison will:

1. Serve as voting member of the TSAC and officiates as the Chairperson. Serve as a voting member on the Scholarship and Grants Committees.
2. Coordinate with the TSAC to ensure that the Thrift Shop operates in accordance with the BCSC Constitution, BCSC Bylaws, and the Thrift Shop Staff Handbook, keeping updated copies of each document at all of the Thrift Shop locations.
3. Represent the Thrift Shop at the Executive Board and BOG monthly meeting as a voting member (non-voting on Thrift Shop issues).
4. Support analysis and development of the annual Thrift Shop budget in coordination with

- Store Managers and Bookkeeper to be presented to ExBOG for approval.
5. Coordinate hiring of staff, to include advertisement, interview process, evaluations, terminations, and exit interviews.
 6. Check in with Thrift Shop staff regularly.
 7. Be familiar with all aspects of the Thrift Shop's daily operations and procedures.
 8. Create and present a monthly report on Thrift Shop operations and financials to the BCSC BOG to include: consignment, financial, and volunteer reports.
 9. Present to the BCSC BOG all pertinent news related to the Thrift Shops at the monthly BOG meeting to include closures and pay status of Thrift Shop third-party services if available.
 10. Coordinate with Store Manager to provide Thrift Shop information and events for the BCSC monthly newsletter and other publicity.
 11. Recruit volunteers for the Thrift Stores at the general membership meetings. Maintain Thrift Store volunteer relations by proper recognition of specific volunteers and their achievements; submit monthly volunteer hours and quarterly/yearly recognition to the Volunteer Chair to be submitted to the AVC.

E. The Secretary will:

1. Attend and accurately record the minutes of all EXBOG and BOG meetings as well as general membership meetings when official business or votes are taking place. In the

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- absence of the Secretary, the Secretary will designate another BOG member to record minutes.
2. Serve on the following committees: Constitution Review Committee, Bylaws Review Committee, and Thrift Shop Staff Handbook Review Committee.
3. Prepare and distribute Executive Board and BOG meeting agendas.
4. Make approved minutes of the monthly BOG and general membership meetings available upon request, to include announcement of next BOG meeting date.
5. Send email reminders one week prior to the BOG meeting date, reminding BOG members to notify the President if member is unable to attend and to turn in monthly board reports.
6. Notify members of the BOG of any changes in the meeting time and location.
7. Prepare correspondence requested by the President or other BOG members pertaining to the BCSC business or social functions.
8. Purchase office supplies to include paper, pens, printer cartridges, etc. for the board room. Create name tents for all BOG members to use during meetings. Responsible for checking the mail, or appointing a BOG member in their absence.
9. Purchase BOG name tags and BOG merchandise.
10. Submit the required quarterly report, which consists of approved monthly meeting minutes and the monthly financial reports, to the approved POC through USAGB.
11. Collect and maintain BCSC After-Action Reports and BOG Member end of the year After Action Reports. Provide support to all BOG members with their Continuity Binders. Collect and distribute any Continuity Binders, as needed.

12. Provide oversight for the digital files of the club on the shared BCSC drive.

F. The Treasurer will:

1. Be custodian of all BCSC funds and ensure the bank accounts maintain the minimum required balances. Processes all monetary transfers for BCSC accounts. Provides oversight of all bookkeeping functions, and can request assistance from the Asst Treasurer as needed and agreed upon.
2. Manage the BCSC online financial transaction services accounts and be responsible for the monitoring and transfer of funds and creation of invoices through the said accounts. Manage any and all refunds from said accounts when necessary.
3. Collect and receive deposits within 3 business days. Record the collection of all BCSC monies. Sign all checks, paying all approved BCSC debts.
4. Check for and collect payments dropped at Thrift Shops for BCSC.
5. Keep an accurate record of all receipts and expenditures. The current Treasurer will be responsible for keeping all financial records for at least seven years prior.
6. Present a detailed financial report to the BOG monthly.
7. Have all checks over \$500 co-signed by the President, in the absence of the President the VP will co-sign the checks. In the absence of the Treasurer, checks \$500 or less will be signed by either the President or the VP, checks over \$500 will be signed by the President and co-signed by the VP.

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8. Submit the books for an audit, at minimum every two years, of all accounts (Operating, Welfare, Bazaar) after board year financials are complete. Request an additional audit if resigning prior to the end of a BCSC year.
9. In coordination with President and Secretary, initiate annual review of the club and thrift shop's liability insurance (including for Bazaar), property insurance and bonding for the President, 1VP, 2VP, Luncheon Chair, Ways and Means Chair, Treasurer, Bazaar Chair, Property Chair, Membership Chair, Reservation Chair, Thrift Shop Bookkeeper, Thrift Shop Store Managers, and Thrift Shop Clerks.
10. Submit monthly financial statements to the BCSC President and Secretary. 11. Prepare BCSC's proposed budget utilizing BOG member requests and submit it at a BOG meeting for approval. The proposed budget will then be presented to the general membership for approval at the May luncheon. Obtain mid-year budget review from BOG by January and prepare necessary votes for changes.
12. Serve on the following committees: Grants Committee, Scholarship Committee, Bazaar Committee, Thrift Shop Staff Handbook Review Committee, and Welfare SOP Review Committee. Review cost details for all Grants prior to committee meeting for realistic exchange rate for items priced in euros, correct math, etc. Coordinate with Grant and Scholarship chairs to establish funding threshold for each cycle.
13. Serve on the Thrift Store Advisory Council and assist in approving any bonuses, approving Independent Contractor pay scale, and hiring bookkeeper. Assist Thrift Store Managers with creation of budget and track actual expenses against approved budget.

14. Obtain and update night depository agreement and non-signer letter of authorization. with bank for authorized Thrift Shop Independent Contractors, when necessary.
15. Write and disperse checks for approved scholarships within 7 business days of receipt of school information.
16. Write checks for approved grants within 7 days of approval. Coordinate with the Grants Chair to disperse checks.
17. Write checks for approved Bright Eyes Applications and PEARLS Program submissions within 7 days of approval. Coordinate with the Bright Eyes/PEARLS Chair to disperse checks.
18. Review monthly Thrift Shop records prepared by Thrift Shop Bookkeeper and sign all Thrift Shop Checks by the 10th of the month.
19. Process stop order on BCSC checks at bank when necessary.

G. The Assistant Treasurer will:

1. Assist Treasurer in collecting and receiving deposits within 3 business days. Record the 2. collection of all BCSC monies.
3. Check for and collect payments dropped at Thrift Shops for BCSC and keep associated records.
4. Assist in keeping an accurate record of all receipts and expenditures.
5. Assist Treasurer in preparing a detailed financial report monthly.
6. Assist Treasurer in an annual review of the club and thrift shop's liability insurance (including for

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7. Bazaar), property insurance and bonding for the President, VP, Luncheon Chair, Ways and
8. Means Chair, Treasurer, Bazaar Chair, Property Chair, Membership Chair, Reservation Chair, Thrift Shop Bookkeeper, Thrift Shop Store Managers, and Thrift Shop Clerks.
9. Assist Treasurer in preparing BCSCs proposed budget utilizing BOG member requests.
10. Assist Treasurer in creating a summer budget with input from the BOG for the following board year.
11. Assist Treasurer, Bookkeeper, and Thrift Store Managers with creation of budget and track actual expenses against approved budget.
12. Assist Treasurer in writing and dispersing checks for approved scholarships within 7 business days of receipt of school information. Treasurer will sign checks.
13. Assist Treasurer in writing checks for approved grants within 7 days of approval. Coordinate with the Grants Chair to disperse checks. Treasurer will sign checks.
14. Assist Treasurer in writing checks for approved Bright Eyes Applications and PEARLS Program submissions within 7 days of approval. Coordinate with the Bright Eyes/PEARLS Chair to disperse checks. Treasurer will sign checks.
15. Assist Treasurer review monthly Thrift Shop records prepared by Thrift Shop Bookkeeper.
16. Assist Treasurer in preparing required and appropriate Form-1099s for paid contractors and submit to IRS by IRS deadline.
17. Assist Treasurer on recommending a budget threshold for welfare programs before

being brought to the BOG for a vote.

18. Ensure that mail is picked up from BCSC mailbox weekly and distribute as needed. May delegate this job to another BOG member.

H. The Parliamentarian will:

1. Attend all meetings during which BCSC business is conducted and during such meetings have the ability to reference Robert's Rules of Order, as well as the BCSC Constitution, Bylaws, , Welfare SOP and Thrift Store Staff Handbook. Must have a working knowledge of Robert's Rules of Order, BCSC governing documents, and applicable regulations pertaining to the organization.
2. Ensure each BOG member's drive has a copy of Robert's Rules of Order Simplified Parliamentary Procedure, the BCSC Constitution, and the BCSC Bylaws. Ensure that the drive for Thrift Store Liaison and all Executive Board members have a copy of the Thrift Store Staff Handbook, as well.
3. Maintain up to date copies of official BCSC documents (Constitution, Bylaws, SOP, Staff Handbook) and provide digital access to the documents for BOG members and BCSC membership.
4. Advise the BOG of the correct parliamentary conduct during meetings and provide guidance for all BCSC governing documents. Advise the chairperson on questions of parliamentary law and matters of procedure. The chairperson may call on the Parliamentarian for advice at any time.
5. Serve as Chairperson of the biennial Bylaws and the biennial Constitution Committee. Bylaws will be reviewed every odd year, and Constitution every even year.

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6. Serve as chairperson of the Nominating Committee, Bylaw Review Committee, Constitution Review Committee and Welfare SOP Review Committee.
7. Serves as a non-voting committee member for parliamentary advising on the Scholarship Committee, Grants Committee, and Thrift Shop Staff Handbook Review Committee.

ARTICLE IV: STANDING COMMITTEE CHAIRS AND THEIR DUTIES

A. The Bazaar Chair will:

1. Hold their position from April to March to allow advanced planning for the annual Crown Jewel Bazaar in the fall. It is encouraged to have a succession plan in place to the incoming Bazaar Chair serves as the Co-Chair for a year under the current Bazaar Chair.
2. Organize and coordinate BCSC's participation in the annual Bazaar with FMWR. 3. Act as the chairperson for the Bazaar Committee that includes (but is not limited to) an Advisor, the President, the VP, the Treasurer, the Ways and Means Chair, the Volunteer Chair, the Publicity Chair, and other help required by the Bazaar Chair. The Bazaar Chair may also appoint someone to the Bazaar Committee to act as a co-chair or help with hospitality, vendors, concessions, fundraising, or any other specialty positions needed. 4. Coordinate and chair all community Bazaar organizational meetings as the BCSC representative and complete and submit all required documents to official agencies. 5. Act as point of contact for the FMWR on all matters concerning the Bazaar. 6. Monitor the status of the Bazaar contract held with the

FMWR. Discuss any changes and updates with the BOG and bring any contract renewals or changes to a vote before entering into agreements with the FMWR.

7. Submit list of vendors with each appropriate vendor fee amount and how each vendor paid (direct to bank or cash/check) to the Treasurer with completed income voucher for deposit of fees before the Bazaar.
8. Submit a budget to the Treasurer for the next year no later than the March BOG meeting.
9. Serve on the Grants and Scholarship Committees.
10. Submit an after-action report/position binder to the President and Secretary, no later than March 31 (end of term for the Bazaar Chair).

B. The Luncheon Chair will:

1. Plan and organize all monthly luncheons. Provide 1VP with the luncheon program schedule in advance of the August BOG meeting.
2. Submit fundraising requests to FMWR 45-days in advance, for events held on-post. 3. Appoint a committee to assist with monthly luncheon planning, set up, and take down. i. The committee may include other BOG members such as the Reservation Chair, Membership Chair, Ways and Means Chair, and the Vice President, and will be publicized to general membership.
4. In the event of any changes, inform the Publicity Chair no later than one month prior. 5. Act as or designate a MC (master of ceremony) for all luncheons: hosting the event, making announcements, and introducing speakers.

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6. A Run of Show, or program agenda, must be submitted to 1VP at least 10 days before the event.
7. Coordinate with Ways and Means Chair.
8. Coordinate gift for program speakers, if necessary.
9. Submit dates and themes for next year's luncheons prior to the Summer/Fall Membership Drive.
10. When planning luncheons, will follow the approved budget, maintain a record of all purchases, and submit all receipts to the treasurer and assistant treasurer for reimbursement within 30-days.
11. Submit an After-Action Report within thirty (30) days of each luncheon to the 1VP, Secretary, and keep a copy for the Continuity Binder.

C. The Membership & Reservations Chair will:

1. Contact prospective members and encourage membership.
2. Welcome each guest and new member at social functions.
3. Maintain a membership table at general membership functions and BCSC activities and collect membership fees when allowed by fundraising request.
4. Maintain a current list of members using Wild Apricot.
5. Assist BOG members to verify the membership status and community connection of individuals when needed (for scholarships, grants, member events, sub-clubs, property

- rentals, ways and means purchases, etc.).
6. Create and distribute Thrift Shop Discount Cards (20 percent off for BCSC Members, 50 percent off for BOG members and BCSC Subclub leaders).
 7. Make available current copies of the Constitution and Bylaws to new members (via website and email).
 8. Coordinate with the VP for Membership Drive or Community Super Sign Up that should be held annually.
 9. Ensure that membership information is available at the Welcome Center (TB bldg. 244).
 10. Provide Volunteer Chair with a list of potential volunteers.
 11. Acknowledge RSVPs within 72 hours for those paying cash, which need to be dropped off at a Thrift Shop or given to a Board member prior to the registration deadline. Those paying via Online platforms receive an automated payment notification.
 12. Create and provide name tags at all monthly membership meetings in coordination with Membership Chair.
 13. Assist Luncheon Chair and 1 VP as requested.

D. The Publicity Chair will:

1. Work with the Board chairs to coordinate any advertising and publicity requests such as event announcements, website changes, program promotions, etc.
2. Appoint a Publicity committee to include a Historian, if needed. (Historian, webmaster, social media specialist, community huddle rep).
3. Responsible for all BCSC social media management to include content creation, monitoring, and account login controls.
4. Responsible for all publicity-related content to promote and share information related to the BCSC (flyers, newsletters, email announcements and reminders for activities,

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 promotional materials, etc.)

5. Represent or designate a representative to attend monthly Community Huddles and assist with design/submission of slides.
6. Manage and maintain BCSC Website (or appoint a volunteer Webmaster) and complete monthly site checks of all web pages and link functionality or photobook form of the BCSC activities throughout the year to be presented to the outgoing President and Honorary President. One will also be placed in the archives.
7. In absence of a Historian, maintain historical records, in scrapbook or photobook form, of the BCSC activities throughout the year to be presented to the outgoing President and Honorary President. One will also be placed in the archives.
8. Collect newsletter submissions monthly for the next month's publication-
9. Responsible for content and publishing of a BCSC newsletter (frequency of newsletter determined by the president, i.e., monthly, quarterly.)
10. Seek out publicity opportunities within the BCSC community.
11. Manage any advertising or news requests from the BCSC and local community.
12. Design (or delegate design of) and organize production of BSCS publicity materials.
13. Serve on the Bazaar Committee or appoint a Bazaar Publicity Coordinator in their place.
14. Develop an annual publicity activity budget.
15. Develop and maintain volunteer descriptions for publicity committee volunteers, as needed.
16. Develop and maintain a Crisis Communication Plan.
17. Manage BCSC media requests and assist Board chairs with talking points.
- 18.

Develops and maintains personal contact with media representatives the BCSC footprint.

19. Maintains an up-to-date list of media contacts, as well as a list of organizations for networking. Develops all media releases, with the approval of the president, and directs the releases to all appropriate contacts.

E. The Property Chair will:

1. Sign for all government property used by BCSC (building and key inventory) and be responsible for maintaining key control. Will coordinate with the Thrift Store Liaison to distribute keys to Thrift Shop Independent Contractors.
2. Maintain fixed asset record in coordination with Treasurer (non-expendables such as silver, linens, computer equipment).
3. Maintain an inventory list of BCSC property and record of monthly rentals. Conduct regular personal inspection of inventory.
4. Conduct a biannual inspection of the inventory list with an Executive Board member present and signing off on the inventory report. Inventory inspection should be conducted upon change of position. The Executive Board may request additional formal inspections of the inventory throughout the year as needed.
5. Establish rental guidelines and contracts for all members and/or non-members. Set up delivery or pickup appointments for rental materials.
6. Coordinate with the Publicity Chair to create and maintain an online catalog.
7. Submit a record of monthly property rentals with the board report.

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F. The Volunteer Chair will:

1. Acts as Organization Point of Contact (OPOC) for VMIS. Verify and help verify volunteer hours for BOG members, BCSC Volunteers, and Thrift Shop Volunteers.
2. Recruit and support Sub Club Leaders, in conjunction with 1VP.
3. Prepare all certificates of appreciation (i.e. Volksfest and Bazaar) presented by BCSC.
4. Organize the yearly volunteer appreciation event.
5. Work with committee chairs to provide needed volunteers.
6. Serve as BCSC representative to Installation Volunteer Coordinator and attend all AVC meetings. Submit nominations for Volunteer Recognition (quarterly and annually). Thrift Store Staff are not eligible to be nominated for Garrison level volunteer awards.
7. Serve on the Bazaar Committee or appoint a Bazaar Volunteer Coordinator in their place.
8. Keep a list of general members who have expressed interest in serving on committees or have previously served as a committee member.
9. Confirm BOG member and Subclub leader hours for childcare reimbursement.
10. Be the point of contact for the Presidential Volunteer Service Award
 - i. Collect and retain information on honorees for the Presidential Volunteer Service Awards as needed to certify their personal eligibility for the award as well as the completion of eligible service.
 - ii. Order Presidential Volunteer Service awards by the end of March.
 - iii. Take the Certifying Organization e-course during the month of October (once

every 12 months).

- iv. Establish procedures to ensure compliance with PVSA eligibility and other program requirements.
- v. Maintain a data bank that provides the capability to retrieve all information upon which an award was based, by individual awardee's name and year of the award, and certify annually to Points of Light (the Presidential Volunteer Service Award processor) that such data bank is being maintained and is current.
Maintain, as part of the databank, a checklist for each awardee by name reflecting that each of the required criteria for an award as detailed under "Volunteer Eligibility Criteria" has been met.

G. The Ways and Means Chair will:

1. Conduct fundraising activities for operating expenses.
2. Coordinate with the Treasurer to obtain cash boxes and petty cash as needed for each event. Submit income forms and money to the Treasurer after each event.
3. Be responsible for purchasing items for ways and means sales.
4. Appoint committee members to run the ways and means Table at monthly functions, if needed.
5. Create monthly purchase and sales reports to be submitted to the Treasurer.
6. Be responsible for maintaining accurate inventory records of ways and means items.
7. Conduct a biannual inspection of the inventory list with an Executive Board member present and signing off on the inventory report. Inventory inspection should be

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conducted upon change of position. The Executive Board may request additional formal inspections of the inventory throughout the year as needed.

8. Coordinate operation of ways and means table at Bazaar and will serve on the Bazaar Committee.
9. Coordinate with the Publicity Chair to keep a catalog of items available for purchase online. Coordinate with Treasurer for items paid online. Set up delivery/pickup appointments for items purchased online.
10. Submit item highlights for monthly newsletter and website highlights.
11. Submit a record of monthly sales and purchases with the board report.

H. The Grants Chair will:

1. Chair the biannual Grants Committee to review all requests and make recommendations for grants. Will also be a member of the Welfare SOP Review Committee.
2. Monitor the Grants Committee for conflicts of interest. Due to conflict of interest, any BOG members or general members connected to organizations applying for a grant must be removed from discussions about that grant application.
3. Establish grants submission deadlines, in consultation with 2VP and according to the governing documents.
4. Have a working knowledge of the BCSC Welfare SOP. Ensure BCSC grant requirements are followed as outlined in the SOP.

5. Coordinate with the Publicity Chair to establish a plan to promote the cycle before open date and during the cycle on social media and the BSCS footprint. Work with the Publicity Chair or webmaster to update and prepare the scholarship webpages for opening and the online application form links (not to be available until opening day).

6. Prepare online grant applications as well as the fillable PDF version prior to the opening of each grant cycle.
7. Receive grant applications via email and make sure applications are completed and valid.
8. Coordinate with the Treasurer to establish the funding threshold for each grant cycle, submit this as a vote to the BOG for approval. Provide Grant details to Treasurer prior to committee meeting so that the Treasurer can review the provided cost details for correctness.
9. Hold bi-annual meetings with the Grants Committee to review applications and create a slate of approved grants.
10. Prepare committee agenda, identifying available funds for disbursement, all requests and the amounts requested.
11. Facilitate discussion of the merits of each outreach grant request; initiate and record all results from the committee meeting.
12. Upon general membership approval, notify all applicants of the status of their grant request. Notification should include the requirement that recipients must submit receipts for funds spent and fill out an AAR (found on the BCSC website) within 45 days of the completion of the supported event or purchase.
13. Provide Treasurer with a list of validated bank account names and grant amounts for checks. Obtain and disburse checks for approved grant requests.

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14. Track all grants.
15. Submit grant recipients' names to the Publicity Chair for inclusion in the monthly newsletter and/or on the website, with permission from the grant recipients.

I. The Scholarship Chair will:

1. Chair the biannual Scholarship Committee to review all requests and make recommendations for scholarships. Will also be a member of the Welfare SOP Review Committee.
2. Monitor the Scholarship Committee for conflicts of interest. Any BOG members or general members and/or parents of students applying for a scholarship are not eligible to serve on the Scholarship Committee. The Scholarship Chair is not eligible to apply for a scholarship through the Scholarship Committee.
3. Have a working knowledge of the BCSC Welfare SOP. Ensure BCSC scholarship requirements are followed as outlined in the SOP.
4. Establish the scholarship submission deadlines and present these to the President, prior to the first BOG meeting, for approval.
5. Coordinate with the Treasurer to establish the funding threshold for each scholarship cycle, submit this as a vote to the BOG for approval.
6. Coordinate with the Publicity Chair to establish a plan to promote the cycle before

open date and during the cycle on social media and the BSCS footprint. Work with the Publicity Chair or webmaster to update and prepare the scholarship webpages for opening and the online application form links (not to be available until opening day).

7. Prepare online scholarship applications prior to the opening of each scholarship cycle.
8. Prepare committee agenda and application:
 9. Before the committee meeting, provide committee members with applicant's essays and recommendation letters, concealing any identifying information.
10. Facilitate discussion of the merits of each scholarship application; initiate and record all results from the committee meeting.
 11. Prior to awardees' notification, prepare and present the slate from the committee of scholarships to be Awarded as a vote to the BOG, both by majority approval and in accordance with the Constitution.
 12. Notify all applicants in writing of scholarship results.
13. Work with the Treasurer to obtain and disburse checks for approved scholarships, obtain the school information for check dispersal from the applicants.
14. Submit scholarship recipients' names to the Publicity Chair for inclusion in the monthly newsletter and/or on the website, with permission from the scholarship recipients.
15. Submit AAR within 30 days of each disbursement meeting.

- J. The Bright Eyes and Professional Education and Reimbursement for Licensure (PEARL) Chair will:
1. Be responsible for the Bright Eyes and PEARL community outreach programs.
 2. Have a working knowledge of the BCSC Welfare SOP.

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3. Coordinate with the Treasurer to establish the budget for the Bright Eyes and PEARL programs annually and bring the vote to the BOG for approval. Monitor budget throughout the year in conjunction with the Treasurer.
4. Update and Prepare the Bright Eyes and PEARL application materials at the beginning of each board year.
5. Receive, review, and approve Bright Eyes and PEARL applications in accordance with the BCSC Welfare SOP.
6. Coordinate with the Treasurer to write checks to approved Bright Eyes Families so long as funds remain to do so for the board year.
 7. Communicate with schools, the Optometry Clinic, and other identified locations, in coordination with the Publicity Chair, to advertise the Bright Eyes Program.
8. Create, update and prepare marketing material for the Bright Eyes and PEARL programs in conjunction with the Publicity Chair. Work continuously on website and social media information in conjunction with the Publicity Chair.
9. Keep documentation about Bright Eyes and PEARL applicants on file for at least three years.

ARTICLE V: SPECIAL COMMITTEE CHAIRS AND THEIR DUTIES

- A. The Volksfest Chair will:

1. Be appointed by the President as a Special Committee Chair in accordance with BCSC Constitution.
2. Attend all BOG meetings as a non-voting member.
3. Appoint a committee (if needed) to include BCSC Treasurer.
4. Organize and coordinate the BCSC booth for the Annual German American Volksfest. 5. Attend all community Volksfest organizational meetings as BCSC representative and complete and submit all required documents to official agencies.
6. Maintain a list of all the supplies needed. Maintain a list of goods ordered and sold and costs paid from prior years.

B. The AWAG Liaison Chair will:

1. Act as the BCSC Liaison for AWAG: Americans Working Around the Globe, a nonprofit organization whose mission is to train, strengthen and connect leaders in military communities around the globe.
2. Be appointed by the President as a Special Committee Chair in accordance with BCSC Constitution.
3. Attend all BOG meetings as a non-voting member.
4. Appoint a committee (if needed).
5. May be the Bavaria AWAG Area Representative but is not required to be.
6. Be responsible for all AWAG publicity throughout the board year (i.e. the fall area conference and the spring Annual conference).
7. Act as a contact between the AWAG Area Representative and BCSC to pass information and requests for money.

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8. Serve on the Fall Area Conference Committee and assist the Area Representative by publicizing the event, answering questions, collecting registrations, and helping at the actual conference.
9. Lead the AWAG Scholarship process for the annual Spring Conference in Garmisch.
 - i. AWAG Scholarships are offered to general members and board members.
 - ii. The amount of funds available will be determined by the operating budget process.
 - iii. AWAG Scholarships will cover the cost of registration and a double-occupancy room.
 - iv. Applications will be submitted for consideration to the AWAG Liaison Chair. Should there be more applications than spaces available, the AWAG Liaison Chair will bring all candidates to the BOG for a vote on attendees.
 - v. Applications will be publicized, and the window to apply will be no less than 30-days.
10. Be an all-around advocate for AWAG!

C. Historian will:

1. Be appointed by the President, and by the request of the Publicity Chair, as a Special

Committee Chair in accordance with BCSC Constitution.

2. Attend all BOG meetings as a non-voting member.
3. Will maintain a photographic record of BCSC events and submit to the Publicity Chair within ten (10) days after each event.
4. Maintain historical records, in scrapbook or photobook form, of the BCSC activities throughout the year to be presented to the outgoing President and Honorary President. One will also be placed in the archives.
5. Take on delegated tasks from the Publicity chair.

D. Vendor Chair (Bazaar Co-chair) will:

1. Be appointed by the President, and by the request of the Bazaar Chair, as a Special Committee Chair in accordance with BCSC Constitution.
2. Attend all BOG meetings as a non-voting member. Attend all Bazaar Committee Meetings.
3. Coordinate with Bazaar vendors as the point of contact.
4. Take on additional responsibilities delegated from the Bazaar Chair.

E. Host Nation Liaison

1. Be appointed by the President.
2. Act as a Liaison between BCSC and the German Host Nation.
3. Attend all BOG meetings as a non-voting member.
4. Attend Bazaar committee meetings and events as requested.

ARTICLE VI: Elections and Voting

A. Nominating Procedures

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1. The Nominating Committee will include an Advisor, the President, and four other non BOG members in good standing as appointed by the Parliamentarian.
2. The Nominating Committee meets prior to elections to discuss Executive Board nominations for the next board year and will produce a recommended election slate for voting. It is the responsibility of the committee to determine eligibility, potential conflicts of interest, and qualifications of nominees.
3. The submission period for nominations will be open for a minimum of 30 days. The nomination period will be announced to the general membership and through publicity channels.
4. Any member in good standing may be nominated to serve on the Executive Board. For the purposes of the Nominating Committee, 'good standing' is defined as not owing the club any debt.
5. In the event a member of the Nominating Committee is considered for an elected

position, the member must recuse his/herself from the committee.

6. The Chair of the Nominating Committee will inform individuals of their nomination. 7. All members of the Nominating Committee with reference to discussions and actions shall adhere to strict confidentiality.

B. Election Procedures

1. Elections shall be held annually in April at a scheduled membership program event or by an electronic vote of the general membership.
2. Elections shall be announced, at a minimum, two months in advance of the anticipated vote. Elections will be announced at the February membership program event. The newsletter will publish this information, and it will be promoted on all BCSC social media.
3. In the event of a single slate, election will be by show of hands in accordance with Robert's Rules of Order. In the event of a multiple slate, the election will be by written ballot.
4. All election results shall be decided by a simple majority of those active members in good standing present and voting, unless otherwise specified.
5. The Parliamentarian and two non-BOG general members present during the vote will distribute, collect, and count the ballots and announce the newly elected officers. 6. In the event that an Executive Board position is not filled by the election, said position shall be filled by a majority vote of the incoming BOG.
7. Each officer shall hold office for a term of one year unless a letter of resignation is submitted. In the event the office of President becomes vacant, the 1VP will become President and the Luncheon Chair will assume the duties of the 1VP, if the 1VP and Luncheon Chair are willing and able to assume the new roles. A vacancy in any other elected office will be filled by a majority vote of the BOG. Resignations from the Executive Board and/or BOG must be in writing and submitted to the President one month before desired release from office. In the event the BOG position becomes vacant due to abandonment of responsibilities, the position will be filled by the Executive Board within 14 days of said abandonment.
8. A member may only hold the same position for two consecutive years and may not serve longer than five consecutive years on the Executive Board. In the event of a mid-

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year board appointment, the board member's 2-year term limit will begin at the on-set of the following board year.

C. Installation of Officers

1. Newly elected officers shall be installed and recognized by 31 May.
2. An Advisor or a designated representative will conduct the installation at the May membership meeting.
3. The last BOG meeting of the year will be a joint meeting between the outgoing and incoming board members to aid in officer transition. Any votes taken at this meeting will only count the board members for the current board year.
4. Position binders and end of the year AARs will be provided for incoming board member by 31 May.

- A. Dues will be paid annually. The BOG will determine any changes to the membership dues amount at the first meeting of the board year by majority vote.
- B. As of 1 January, dues will be prorated at half (50%) of the annual rate.
- C. Dues are not refundable or transferable.
- D. Dues must be paid before someone is considered an a voting member.
- E. For the purposes of Membership, 'good standing' is defined as a member who has paid their dues, and owes the club no debt.

ARTICLE VIII: FUNDS, EXPENDITURES, AND MANAGEMENT OF FUNDS

A. Operational Funds

1. Funds

- i. Monies are derived from membership dues, Thrift Store net revenue, Volksfest and Bazaar revenue, minor fundraising events, ways and means sales, and property rentals.
- ii. Bazaar revenue is to be distributed between Operational Funds and Welfare Funds. No more than 20% of the Bazaar revenue may be distributed to Operational Funds, a recommendation from Executive Board for the exact amount will be presented to and approved by BOG.
- iii. No more than 10% of Thrift Store net revenue may be distributed to Operational Funds, a recommendation from Executive Board for the exact amount will be presented to and approved by BOG.
- iv. At least \$10,000 must be maintained for the incoming BOG. At least \$15,000 must be maintained for the Bazaar.
- v. Funds, expenditures, and management of funds will be for BCSC only. BCSC will manage no other private organizational funds.

2. Expenditures

- i. Unbudgeted expenditures up to \$2000 may be made with the majority approval of the Executive Board.
- ii. Unbudgeted expenditures of \$2001-\$5000 may be made with the majority approval of the BOG.

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- iii. Unbudgeted expenditures of \$5001 or more, upon approval by the BOG, must be presented to the general membership for majority approval.
- iv. All checks over \$500 require two signatures.
- v. Expenditures already approved in the annual budget do not require a vote. B.

Welfare Funds

1. Funds

- i. Monies are derived from net revenues from the Vilseck Thrift Shop and the Grafenwoehr Thrift Shop.
- ii. Monies are also derived from projects (i.e. Bazaar) involving non-members of the BCSC and their guests. The United States Army Garrison-Bavaria Commander must approve all major events.

- iii. Grants/Sponsorships, Scholarships, and Bright Eyes/PEARL programs are funded from the Welfare Fund. Available Welfare Funds will be split in the following way: Grants/Sponsorships: 50%, Scholarships: 45%, Bright Eyes/Pearl: 5%.
 - iv. At least \$25,000 must be maintained for the incoming BOG Welfare Fund.
2. Expenditures
- i. The Scholarship Committee will review and vote on the slate of scholarships each cycle and the Grants Committee will review and vote on the slate of grants each cycle.
 - ii. All grant and scholarship awards will be presented as a slate to the BOG for approval.
 - iii. Eligible Bright Eyes/PEARL program applications will be processed until funds are exhausted. After funds have been exhausted the budget may be extended by a vote (see Article VIII section B for unbudgeted expenditures).

ARTICLE IX: INSURANCE COVERAGE

A. Bonding

- 1. When the total cash and/or assets on hand to which any official has access exceeds \$500, the position will be covered by fidelity insurance, procured at the organization's expense, in an amount sufficient to provide full protection of assets.
- 2. The President, the 1st VP, the 2nd VP, the Luncheon Chair, the Treasurer, the Ways and Means Chair, the Membership Chair, the Property Chair, the Bazaar Chair, the Reservation Chair, the Thrift Shop Store Managers, the Bookkeeper, the Thrift Shop Clerks, and any member or Independent Contractor who handles monthly cash flow in excess of \$500 will be bonded. Store Managers, the Bookkeeper, and Clerks bonding insurance will be paid for from BCSC Operational Funds.

B. Liability Insurance

- 1. Liability insurance will be maintained as specified in Army and USAREUR Private Organization and Fundraising Policy. Insurance amount must adequately protect the organization and its members, including Thrift Shop property and personnel.

ARTICLE X: AWARDS AND GIFTS

A. Certificates of Appreciation

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- 1. Certificates of Appreciation may be presented to all BOG members upon completion of term or PCS.
- 2. Certificates of Appreciation may be presented to BCSC members when deemed appropriate by the President.

B. Gifts

- 1. A gift of equal value will be presented to each BOG member and Thrift Shop Independent Contractors, with the exception of the President, upon completion of the term or PCS not to exceed \$50 each or equivalent local currency.
- 2. A gift not to exceed \$50 or equivalent local currency in value may be presented to the President upon completion of the term or PCS.

ARTICLE XI: MEETINGS

A. Membership Meetings

- a. A membership program event shall be held at least once a month unless otherwise designated by the BOG.

B. Special Events

- a. Special events may be held at the discretion of the BOG.

C. Sub-Clubs

- a. Sub-clubs are thematic groups of general members that meet on a regular basis. These clubs may include, but are not limited to: Book Lovers of Bavaria Club, Foodies & Friends Club, Heart & Sole Running Club, Out & About Club, Outdoor Adventures Hiking Club, and Horsemanship and Riding Club.
- b. Sub-club participation is limited to BCSC Members.
- c. 1VP will provide oversight, in coordination with Volunteer Chair. Sub Club leaders are required to formally request funds in advance, and cannot at any time purchase alcohol, tobacco, pharmaceuticals or narcotics.
- d. Sub-clubs should be advertised in BCSC Newsletters and online.

D. BOG Meetings

- a. The BOG shall meet once a month unless otherwise specified. BOG members are expected to attend functions and fundraisers regularly.
- b. Any Executive Board member may call for a special meeting at any time, or by the written request of one fifth (1/5) of the general membership.
- c. Advisors and the Executive Board may meet prior to the BOG meeting, if such a meeting is deemed necessary.

E. Committee Meetings

- a. Standing committees include: Scholarship Committee, Grants Committee, and Bazaar Committee.
- b. Review committees meet every other year. These committees include Bylaws Review Committee, Constitution Review Committee, Thrift Shop Staff Handbook Review Committee, and Welfare SOP Review Committee.
- c. Committee meetings are scheduled at the discretion of the chairperson within the guidelines of the BCSC governing documents.
- d. BOG Chairs may create committees to aid general duties and preparation, as needed or when requested by the President.

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- e. Committees that require general membership participation shall be advertised in advanced through the newsletter and general membership meetings.
- f. The Volunteer Chair will keep a list of general members who have expressed interest in serving on committees or have previously served as a committee member.

F. Meeting Guidelines

- a. Any of the above-mentioned meetings may be changed, canceled, or combined when deemed advisable by the BOG.
- b. Notice of membership functions, BOG meetings, and special meetings shall be made by

publication in the newsletter, publication/posting of a flier or invitation, announcement at a monthly function, via telephone/email, or by posting on the website and/or other social media.

- c. Copies of minutes and approved financial statements will be provided to the Approving Authority as stipulated in USAREUR Private Organization and Fundraising Policy or upon request.
- d. Meetings where official business is conducted shall be run according to Roberts Rules of Order.

ARTICLE XIII: THRIFT STORE OPERATIONS

A. NAME, MISSION, AND OPERATIONAL AUTHORITY

- a. Bavaria Community and Spouses Club (BCSC) Executive Board of Governors (ExBOG) and Board of Governors (BOG) has oversight and direct responsibility for the Grafenwöhr and Vilseck Thrift Shops, and its employees and volunteers, within the jurisdiction of USAG–Bavaria (USAG-B). See Appendix 1 for the organizational flow chart.
- b. The mission of the Thrift Shop (TS) is to offer a venue that allows members of the USAG B community the opportunity to purchase, consign, and donate quality used merchandise at affordable prices.
 - i. The TS shall be operated as a community service, with the first priority always being the needs of the military community members. The TS will put forth every effort to build good customer relations and provide good customer service to the USAG-B community.
 - ii. Any unopened, unexpired, shelf-stable food items donated to the TS will be made available for free to any community member with TS access.
 - iii. The TS is not intended to be used as a resale business for individuals or for Home Based Businesses (HBB).
 - iv. Furthermore, the profits generated from the sales of the TS will be returned to the community through the BCSC Welfare account.
- c. The TS is established and operated in accordance with AR 210-22 (Private Organizations on Department of the Army Installations), current USAREUR policy AE REG 210-22, and other appropriate directives within the USAG-B jurisdiction and only with the consent of the USAG-B Commander. Operation within the USAG–B community is contingent upon compliance with all requirements and conditions as set forth in the above regulations.

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- d. BCSC and its TS is not an instrumentality of the United States, are self-sustaining, and may not receive financial assistance from the Department of the Army (DA) or any Non Appropriated Fund (NAF).
- e. The United States Government, the United States Army, USAREUR or USAG-B will not assume any liability for this organization’s debts.
- f. Anyone acting on behalf of BCSC and TS will comply with applicable U.S. and host nation laws.
- g. Anyone acting on behalf of the BCSC and TS will comply with the Joint Ethics Regulation

(JER) and will conduct themselves without the motivation of personal gain and will avoid conflicts of interests.

h. BCSC and its TS will not engage in activities that compete with those of any appropriated or NAF activities.

i. The activities of the TS shall be governed in accordance with the BCSC Constitution & Bylaws.

B. HIRING

a. The BCSC ExBOG determines the authorized TS staff positions and their compensation.

The BCSC ExBOG may keep a vacant position unfilled, if deemed necessary.

b. Staff compensation is determined by AE-Reg 210-22, see Appendix 2.

c. Staff must have a valid DOD ID card, a US Passport, and a SOFA stamp/card to be eligible for hire.

d. BCSC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal laws, or current DOD regulations.

e. Staff employment is for no specified period and constitutes at-will employment. As a result, staff are free to resign at any time, for any reason or for no reason. Similarly, BCSC ExBOG is free to conclude its employment relationship with staff at any time, with or without cause. Termination of employment for all staff is the purview of the BCSC ExBOG.

f. Authorized staff positions include the following positions:

i. One Store Manager (SM) for each location

ii. One Clerk for each location.

1. One of these authorized staff positions must be in the store during operating hours at all times in each location.

iii. In addition to the staff positions stated above, the TS is authorized On-Call Clerks.

1. On-call Clerks may be hired, trained, and utilized at the SM's discretion upon approval from the Thrift Store Liaison (TSL).

g. Vacant positions will be advertised throughout the community for a minimum of two weeks. Occupancy of any position will be based upon the specific qualifications for said position. However, when several applicants of similar ability and experience apply for the same position, preference will be given to current staff and volunteers in the form of an interview and consideration for said position.

h. Applicant interviews will be conducted by the following:

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i. For the SM position, interviews will be conducted by the BCSC President, TSL, and one other ExBOG member chosen by the TSL.

ii. For the Clerk position, interviews will be conducted by the BCSC President, TSL, and the SM of the corresponding location.

iii. On-Calls will be interviewed as needed by the SM, with prior approval by the TSL.

i. No staff of the TS is eligible to sit on the BCSC ExBOG or BCSC BOG, or serve as a BCSC Advisor while currently employed by BCSC, and for up to 6-months from the end of their

employment.

- j. Upon any staff changes, an updated list of names, addresses, and telephone numbers will be created by the TSL and forwarded on to the BCSC Secretary, who is responsible for submitting it to the USAG-B MWR office.

C. COMPENSATION

a. BCSC allocates a minimum compensation of 28% (with a maximum not to exceed 30%) of the combined revenue for staff, in accordance with AE Reg 210- 22, see Appendix 2. b. The minimum allocated amount will be distributed as follows:

- i. Store Manager

- 1. Administrative Duties- 11%
- 2. Operating Duties- 20%

- ii. Clerk

- 1. Operating Duties- 19%

c. BCSC will reconcile bi-annually to determine the amount of the remaining 2%. BCSC reserves the right to distribute the reconciliation amount to staff as they see fit. Should BCSC choose not to distribute the reconciliation funds to staff, funds will be deposited in the Welfare account.

d. Training

- i. Store Manager - five (5) days, conducted by the outgoing SM or BCSC ExBOG member(s).

- ii. Clerk – one (1) day, conducted by the SM and the outgoing Clerk.

- iii. On-Call – one (1) day, split into ½ day at each location at the SM’s discretion and if applicable, conducted by the Clerk.

- iv. Paid training compensation

- 1. SM paid at Operating Duties rate
- 2. Clerk at Clerk rate
- 3. On-Call at Clerk rate

e. Staff will be paid no later than the 10th of the following month

f. When a Clerk acts as SM on a temporary basis, they will receive the SM operating duties pay for those specific hours worked.

g. BCSC is not responsible for the withholding or payment of State and Federal Income Taxes. Furthermore, BCSC will not withhold nor pay FICA and/or Social Security Taxes. It is each staff member’s responsibility to report income received. A statement of earnings will be provided to staff at the end of the calendar year.

D. THIRD PARTY SERVICES

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- a. Third-party services can be utilized by the TS, to include but not limited to, bookkeeping, janitorial, IT, and Point of Sale services. For the purposes of this SOP, third-party services are defined as routine, continuous services critical for the successful functioning of the TS.

- b. The bookkeeper is responsible for the following:

- i. Maintain QuickBooks, including monthly TS income and expense financial statements.

- ii. Execution of all bookkeeping and accounting functions at the TS.

- iii. Prepare monthly and annual financial statements for submission to TSL, SM, and BCSC Treasurer.
 - iv. Coordinates audits with the BCSC President.
 - v. Support analysis and development of the annual TS budget in coordination with BCSC Treasurer, SM and TSL to be presented to the BCSC ExBOG for approval no later than 30 April.
 - vi. Attends TSAC meetings as a non-voting member, when requested.
 - vii. Prepare all checks for signatures.
 - viii. Produces calendar year-end statements of earnings for each staff according to IRS guidelines.
- c. Selection of service providers and associated contracts will be conducted by the BCSC President, TSL and BCSC ExBOG.
 - d. Third-party service providers can be registered German or U.S. businesses or individuals with approved HBB status with approval from USAG-B. HBBs are required to share such approval with the BCSC and a copy of said paperwork will be held by the TSL and BCSC Treasurer. Individuals are required to notify the BCSC in the event they lose HBB status. Loss of HBB status will make this contract null and void.
 - e. Compensation for third party services is not derived from the amount allocated for staff pay according to AE 210-22.

E. FINANCIAL POLICIES

- a. The BCSC Treasurer is the custodian of the TS bank accounts at Community Bank. The BCSC Treasurer, BCSC Assistant Treasurer, BCSC President, and the BCSC Vice Presidents are authorized to sign checks.
- b. TS income is derived from the sales of donated merchandise, hereafter referred to as Thrift Store Property (TSP), and commission from consigned merchandise.
 - i. Net profits from the TS will be deposited into the BCSC Welfare account on a monthly basis.
- c. Authorized expenditures are those included in the approved budget. Unbudgeted expenditures require approval by the BCSC ExBOG.
- d. Checks
 - i. All checks will be issued monthly, on or before the 10th of each month, including consignment checks.
 - ii. Checks not cashed before the check expiration date will not be re-issued.
 - iii. If the TS is required to issue a stop-check order, the payee will be billed for the bank fee.

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- e. The SM, Clerk, and the Bookkeeper are bonded up to the amount necessary for full protection of cash on hand.
- f. The SM may make purchases for the TS as approved in the yearly budget. Receipts will be submitted for reimbursement to the Bookkeeper by the last working day of every month.
- g. The TS Financial year will be from 1 JUNE through 31 MAY.
- h. An annual audit will be conducted in June, following the end of the BCSC board year in May, and also upon change of Bookkeeper, or at the discretion of the BCSC President or

BCSC ExBOG. All done by the USAREUR Regulation 210-1 and policy letter 215 dated 28 July 2000, will include at least the following:

- i. A thorough check to ensure that all transactions are recorded and properly documented (i.e. audit trail established) and accounts currently posted.
- ii. Inventory of operating assets will be submitted by SM to be included in the audit.
- iii. Verification that financial statements are accurate and issued monthly for review by the Thrift Store Advisory Committee (TSAC).
- iv. The amount of all cash on hand, reconciliation of accounts payable, and other liabilities.
- v. A copy of the audit report and corrective action taken will be furnished to MWR, if requested, and BCSC ExBOG.

F. DISSOLUTION OF THE THRIFT SHOP

- a. Dissolution can be accomplished in accordance with the Constitution and Bylaws of the BCSC or by order of the Approving Authority, USAG-B.

G. AUTHORIZED PATRONS AND ACCESS TO THRIFT SHOP

- a. Only the following individuals are authorized to purchase items through the TS as defined in Article 1, paragraphs 1a, 1b, and 1c by the NATO Status of Forces Agreement (SOFA):
 - i. U.S. Active Duty and family members with a valid DOD I.D (to include soldiers on TDY in Germany).
 - ii. US Reservists TDY or called up to Active Duty in Germany with a valid DOD ID.
 - iii. US Civilians (DOD) and US Technical Experts serving exclusively with US Forces and Family members/dependents with a valid government I.D..
 - iv. All NATO forces/military members with proper NATO I.D. card.
 - v. Military retirees, surviving dependents, unaccompanied dependents, legitimate/illegitimate and sole surviving children. Any sales to these individuals should be accompanied with a sales slip in order for them to pay any applicable taxes to German Customs authorities. They should be in possession of a German Customs Certificate (Form 0217/pink card) and a German Customs authorization (form 0216/Zulassung); these forms along with their I.D. card authorizes them to use the TS.
- b. Guests (defined as the immediate family members of an authorized patron) with a valid passport are allowed access to the TS but cannot make any purchases. Patrons are responsible for their guests. If a patron cannot control a guest, both parties may be asked to leave the TS.

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- c. Parents/Guardians are responsible for the actions of their minor family members. If a parent/guardian cannot control a minor family member, they may be asked to pay for any damages to TSP and asked to leave the TS.
- d. BCSC TS reserves the right to refuse service to anyone who violates the rules and regulations of the TS, or is disruptive to its successful operation.
- e. 100% I.D. card check will be conducted at the register.

ARTICLE XV: BYLAWS AMENDMENTS AND REVIEWS

A. Amendments

1. Proposed amendments to the Bylaws may be made at any time.
2. Proposed amendments will be submitted in writing to the President and Parliamentarian, approved by a majority vote of the BOG, and then presented for approval to the general membership by a majority vote.
3. Approval by the general membership shall constitute adoption of the amendments. 4. The BCSC Secretary will then forward the approved amendments to the approving authority.

B. Review

1. The Bylaws will be reviewed at least every other year by the Bylaws Review Committee. After review, it will be presented to the BOG for a majority vote and after BOG approval it will then be presented for approval to the general membership by a majority vote. Approval by the general membership shall constitute adoption of the reviewed Bylaws and it will then be forwarded to the approving authority.
2. The review process must take place, but no changes are required to be made. 3. The Bylaws Review Committee consists of the Parliamentarian (Chairperson), an Advisor, the President, Secretary, Treasurer or Assistant Treasurer, and at least four other members in good standing from the general membership.

These Bylaws supersede all previous Bylaws of the Bavaria Community and Spouses' Club and becomes effective on the date approved by BCSC general membership.

Approved by general membership on: 05 MAY 2025

PRESIDENT:

PARLIAMENTARIAN: