



# **BAVARIA COMMUNITY AND SPOUSES' CLUB BYLAWS.**

## **2021 REVISION**

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## **BCSC BYLAWS. Revised 2021**

### 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.
- B. The duties of all BOG members are as follows:
  - 1. Attend all BOG meetings (and Executive Board meetings, if applicable) and membership meetings. 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, designated and presented by the president at the beginning of the board year.
  - 4. Submit volunteer hours to the Volunteer Chair monthly or log your own hours through VMIS.
  - 5. Have a thorough working knowledge of the BCSC's Constitution, Bylaws, Policy and Precedents File, and all regulations pertaining to this organization, as per USAREUR Private Organization and Fundraising 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 needed 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 and no later than the end of the board year or the end of the BOG member's term.

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, VP, 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.
  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.
  15. Submit an after-action report/position binder, at the joint BOG meeting and not later than May 31.
  16. All BOG members are strongly encouraged to volunteer any extra time at the Bazaar and/or the Thrift Shops.
- C. 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.
    - 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 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. Purchase farewell gifts for outgoing BOG members and departing Advisors with all gifts being of the same type and value, not exceeding \$25 each or equivalent local currency. Responsible for the discretionary and special budget.
10. Ensure all committee annual reports and all BCSC records are available for the succeeding BOG.
11. 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.

B. The Vice President (VP) 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.
4. Plan and coordinate monthly activities and events. Special events are planned in addition to monthly luncheons (ex. Polish Pottery Bingo, craft nights, outings, etc).
5. Appoint a committee to assist with activities and events as necessary.
6. Serve as a member of the Bazaar Committee.
7. Provide oversight for BCSC Subclubs. Find and appoint leaders for Subclubs, coordinate with these points of contact on a regular basis. Monitor and admin Subclub social media groups.
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. Make activity sign-up sheets available at every club function for all club activities (events, committees, volunteer opportunities, etc.)

11. Inform the Publicity Chair of planned functions not later than one month prior and inform the BOG of planned programs.
12. Purchase a farewell gift of the President. Cost not to exceed \$50.
13. 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.
14. Act as the point of contact for Risk Mitigation Plans.
15. Ensure each chairperson submits an after-action report of each fundraiser in accordance with timelines established by USAREUR Private Organization and Fundraising Policy. Copies should be furnished to the United States Army Garrison Bavaria (USAGB), through the director of MWR to the USAGB Commander.
16. Submit to Approving Authority reports and requests for permission to operate as stipulated in USAREUR Private Organization and Fundraising Policy at least 90 days before expiration.

C. The Luncheon Chair will:

1. Plan and organize all monthly luncheons in conjunction with the Reservation Chair.
2. Appoint a committee to assist with monthly luncheon planning, set up, and take down. Committee may include other BOG members such as the Reservation Chair, Membership Chair, Ways and Means Chair, and the Vice President.
3. Inform the Publicity Chair of planned functions not later than one month prior and inform the BOG of planned programs.
4. Act as or designate a MC (master of ceremony) for all luncheons: hosting the event, making announcements, and introducing speakers.
5. Work with Ways and Means Chair to coordinate for monthly functions.
6. Coordinate gift for program speakers if necessary.
7. Submit dates and themes for next year's luncheons prior to the Summer/Fall Membership Drive.
8. When planning luncheons, will follow the approved budget, maintain a record of all purchases, and submit all receipts to the treasurer for reimbursement.
9. Delegate a BOG member to collect opportunity ticket purchases and submit to Treasurer with completed income voucher.

D. The Thrift Shop Liaison will:

1. Serve as voting member of the TSAC and officiates as the Chairperson. Serve as a chairperson of the Thrift Shop SOP Review Committee. 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 SOP, 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 annual Thrift Shop budget in coordination with General Manager and Bookkeeper to be presented to TSAC for approval.

5. Coordinate initial and renewing of contracts of Independent Contractors, to include advertisement, interview process, hiring, evaluations, counseling, terminations, and exit interviews.
6. Be an active volunteer at the Thrift Shop (at least 2 hours monthly at each location for a total of 4 hours.)
7. Check in with Thrift Shop Independent Contractors monthly.
8. Be familiar with all aspects of the Thrift Shop's daily operations and procedures.
9. Act as a mediator for any issues between Independent Contractors, in the event they cannot be resolved by the General Manager.
10. Create and present a monthly report on Thrift Shop operations and financials to the BCSC BOG to include: consignment, contracts, financial, and volunteer reports.
11. 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 contract services.
12. Coordinate with General Manager to provide Thrift Shop information and events for the BCSC monthly newsletter and other publicity.
13. 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 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 SOP 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.
9. Submit final approved minutes (of each month) and financial report from the Treasurer to approved Point of Contact through USAGB.
10. Collect and maintain BCSC internal After-Action Reports and BOG Member end of the year After Action Reports.
11. 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.
2. Manage the BCSC PayPal account and be responsible for the monitoring and transfer of funds through the PayPal account. Refund any deposits from property rentals returned in good condition.
3. Collect and receive deposits within 3 business days. Record the collection of all BCSC monies. Sign all checks, paying all approved BCSC debts. For accountability purposes, the Treasurer will issue a receipt for all money turned in.
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.
8. Submit the books for an annual audit. Request a special audit if resigning prior to the end of a BCSC year.
9. Select the auditor and inform the BOG prior to turning the books over for audit.
10. Annually review the club and thrift shop's liability insurance (including for Bazaar), property insurance and bonding for the President, VP, Luncheon Chair, Ways and Means Chair, Treasurer, Bazaar Chair, Property Chair, Membership Chair, Reservation Chair, Thrift Shop General Manager, Thrift Shop Bookkeeper, Thrift Shop Store Managers, and Thrift Shop Clerks.
11. Submit monthly financial statements signed and approved by the BCSC President to the Secretary at least quarterly for the Approving Authority according to the reporting requirements.
12. Prepare BCSC's proposed budget utilizing BOG member requests and submit it at the September BOG meeting for approval. The proposed budget will then be presented to the general membership at the September luncheon. Obtain mid-year budget review from BOG by January and prepare necessary votes for changes.
13. Create a summer budget with input from the BOG for the following board year. Approved summer budget will then be presented at the last general membership meeting of the board year (Installation of Officers).
14. Serve on the following committees: Grants Committee, Scholarship Committee, Bazaar Committee, Thrift Shop SOP Review Committee, and Welfare SOP Review Committee.
15. Serve on the Thrift Store Advisory Council and assist in approving any bonuses, approving Independent Contractor pay scale, and hiring bookkeeper.
16. Obtain and update night depository agreement with bank for authorized Thrift Shop Independent Contractors, when necessary.
17. Write and disperse checks for approved scholarships within 7 business days of receipt of school information.



18. Write checks for approved grants within 7 days of approval. Coordinate with the Grants Chair to disperse checks.
19. Write checks for approved Bright Eyes Applications within 7 days of approval. Coordinate with the Bright Eyes Chair to disperse checks.
20. Review monthly Thrift Shop records prepared by Thrift Shop Bookkeeper and sign all Thrift Shop Checks by the 10th of the month.
21. Process stop order on BCSC checks at bank when necessary.
22. Prepare required and appropriate Form-1099s for paid contractors and submit to IRS by IRS deadline.
23. Recommend a budget threshold for welfare programs before being brought to the BOG for a vote.
24. Ensure that mail is picked up from BCSC mailbox weekly and distribute as needed. May delegate this job to another BOG member.

G. The Parliamentarian will:

1. Attend all meetings during which BCSC business is conducted and have available at such meetings a copy of Robert's Rules of Order as well as the BCSC Constitution, BCSC Bylaws, BCSC Welfare SOP, and BCSC Thrift Shop SOP. Must become familiar with Robert's Rules of Order, BCSC official documents, and applicable regulations pertaining to the organization.
2. Supply each new BOG member with Robert's Rules of Order Simplified Parliamentary Procedure, a copy of the BCSC Constitution, and a copy of the BCSC Bylaws.
3. Maintain up to date copies of official BCSC documents (Constitution, Bylaws, SOP) 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 official BCSC documents. Advises 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.
6. Serve as chairperson of the Nominating Committee.
7. Serves as a non-voting committee member for parliamentary advising on the Scholarship Committee, Grants Committee, BCSC Welfare SOP Review Committee, and Thrift Shop SOP 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.
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 Membership 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 and furnish list to the Publicity Chair with monthly corrections and updates. Keep email distribution roster up-to-date.
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. Receive sign up list from the Reservation Chair for membership events, confirm membership of individuals and contact anyone who needs to renew or sign up for a membership. Individuals may only attend one event per year as a guest without a membership.
7. Create and distribute Thrift Shop Discount Cards (20 percent off for BCSC Members, 50 percent off for BOG members and BCSC Subclub leaders).
8. Make available current copies of the Constitution and Bylaws to new members (via website and email).
9. Coordinate with the VP for Membership Drive or Community Super Sign Up that should be held annually.
10. Ensure that membership information is available at the Welcome Center (TB bldg. 244).
11. Provide Volunteer Chair with a list of potential volunteers.

C. The Reservation Chair will:

1. Track all reservations for monthly membership events in a spreadsheet (name, contact information, member or guest label, purchase information, and any additional

information required). This spreadsheet will be sent to the membership chair, treasurer, and the chairperson for the event.

2. Keep a running list for the year of guest reservations, a guest may only attend one event per year without a membership. Notify the Membership Chair when someone signs up for their second event as a guest, they must be contacted and notified with a membership request.
3. Acknowledge RSVPs within 72 hours.
4. Create and provide name tags at all monthly membership meetings in coordination with Membership Chair.
5. Assist the Luncheon Chair with the planning of monthly luncheons, helping with booking venues and childcare, coordinating with the Luncheon Chair and Treasurer.

D. The Publicity Chair will:

1. Appoint a committee to include a Historian if needed.
2. Be responsible for all publicity (post flyers, send email reminders from BCSC account) of BCSC activities, with extra publicity for the Membership Drive to include AFN spots.
3. Represent or designate a representative to attend monthly Community Leaders Information Forum (CLIF) meetings and submit slides.
4. Maintain BCSC Website and social networking sites to include control of computer login information.
5. 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.
6. Maintain the BCSC camera for BCSC's use.
7. Collect newsletter submissions monthly for the next month's publication.
8. Publish and distribute a monthly newsletter.
9. Represent or designate a representative at the Newcomers Brief.
10. Design (or delegate design of) graphic advertisements for BCSC events and announcements.
11. Serve on the Bazaar Committee or appoint a Bazaar Publicity Coordinator in their place.

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 Shop General Manager to distribute keys to Thrift Shop Independent Contractors.
2. Monitor and track work orders and act as the Self-Help point of contact.
3. Maintain fixed asset record in coordination with Treasurer (non-expendables such as silver, linens, computer equipment).
4. Maintain an inventory list of BCSC property and record of monthly rentals. Conduct regular personal inspection of inventory.
5. 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.

6. Establish rental guidelines and contracts for all members and/or non-members. Set up delivery or pickup appointments for rental materials.
7. Coordinate with the Publicity Chair to create and maintain an online catalog.
8. Communicate to the Treasurer when deposits can be refunded after items have been returned in good condition.
9. Submit a record of monthly property rentals with the board report.

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. Prepare all certificates of appreciation (i.e. Volksfest and Bazaar) presented by BCSC.
3. Organize the yearly volunteer appreciation event.
4. Work with committee chairs to provide needed volunteers.
5. Serve as BCSC representative to Installation Volunteer Coordinator and attend all AVC meetings. Submit nominations for Volunteer Recognition (quarterly and annually).
6. Serve on the Bazaar Committee or appoint a Bazaar Volunteer Coordinator in their place.
7. Keep a list of general members who have expressed interest in serving on committees or have previously served as a committee member.
8. Confirm BOG member and Subclub leader hours for childcare reimbursement.
9. 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 monthly 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 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 Coordination with the Scholarship Chair) and present these to the President, prior to the first BOG meeting, for approval.
4. Have a working knowledge of the BCSC Welfare SOP. Ensure BCSC grant requirements are followed as outlined in the SOP.
5. Prepare online grant applications as well as the fillable PDF version prior to the opening of each grant cycle.
6. Receive grant applications via email and make sure applications are completed and valid.
7. Coordinate with the Treasurer to establish the funding threshold for each grant cycle, submit this as a vote to the BOG for approval.
8. Hold bi-annual meetings with the Grants Committee to review applications and create a slate of approved grants.
9. Prepare committee agenda, identifying available funds for disbursement, all requests and the amounts requested.
10. Facilitate discussion of the merits of each outreach grant request; initiate and record all results from the committee meeting.
11. Prepare and present grant requests for approval by the general membership.
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. Obtain and disburse checks for approved grant requests and return signed receipts to the Treasurer.
14. Track all grants and return signed receipts to the Treasurer.

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. Due to conflict 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.
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 (in coordination with the Grants Chair) 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. Prepare online scholarship applications as well as the fillable PDF version prior to the opening of each scholarship cycle.
7. Prepare committee agenda and application, identifying available funds for disbursement.
8. Before the committee meeting, provide committee members with scholarship applications with concealed identities of applicants so that scoring can be completed in advance and votes can be cast at the meeting.
9. Facilitate discussion of the merits of each scholarship application; initiate and record all results from the committee meeting.
10. Prepare and present the slate from the committee of scholarships to be Awarded as a vote to the BOG and then to general membership, both by majority approval.
11. Prior to awardees' notification, prepare and present to the BCSC BOG and general membership any Scholarship Committee recommendations 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, obtaining the school information for check dispersal.
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. Attend (or designate a representative) the yearly Senior Awards Event to present certificates to scholarship recipients.
16. Represent committee at all approved activities and general membership meetings or designate another committee member to do so.
17. Submit AAR within 30 days of each disbursement meeting.

J. The Bright Eyes Chair will:

1. Take on the responsibility for the Bright Eyes community outreach program.
2. Have a working knowledge of the BCSC Welfare SOP.

3. Coordinate with the Treasurer to establish the budget for the Bright Eyes program 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 application materials at the beginning of each board year.
5. Receive, review, and approve Bright Eyes 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, coordinating with the Publicity Chair, to advertise the Bright Eyes Program.
8. Create, update and prepare marketing material for the Bright Eyes program 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 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.
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. Publicize the Annual Conference in the community and help the BCSC BOG decide who will attend the AWAG Annual Conference using the club funds.
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.

## ARTICLE VI: Elections and Voting

A. Nominating Procedures

1. The Nominating Committee should 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 active member in good standing may be nominated to serve on the Executive Board. Any member in good standing may self-nominate.
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 monthly meeting 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 function. The newsletter will also publish this information.
  3. In the event of a single slate, election will be by voice vote 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 designated members of the Nominating Committee 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 VP will become President and the Luncheon Chair will assume the duties of the VP, if the VP 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 Parliamentarian 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.
- 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.

#### ARTICLE VII: Membership Dues

- 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 active (voting) member.

#### ARTICLE VIII: FUNDS, EXPENDITURES, AND MANAGEMENT OF FUNDS

- A. Operational Funds
  1. Funds

- i. Monies are derived from membership dues, Volksfest and Bazaar revenue, minor fundraising events, ways and means sales, and property rentals. Bazaar revenue is to be distributed between Operational Funds and Welfare Funds, as determined by a majority vote of the BOG.
    - ii. At least \$10,000 must be maintained for the incoming BOG. At least \$10,000 must be maintained for the Bazaar.
    - iii. 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 \$500 may be made with the majority approval of the Executive Board.
    - ii. The BOG may approve unbudgeted expenditures from \$501 to \$999 by majority vote.
    - iii. Unbudgeted expenditures of \$1,000 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. Community Outreach Programs and Scholarships are funded from the Welfare Fund.
    - iv. At least \$5,000 must be maintained for the incoming BOG for Scholarship and Community Outreach Programs.
  - 2. Expenditures
    - i. Welfare funds will be divided between Scholarship and Community Outreach Programs based on the number of applications and the amount of available funds.
    - ii. 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.
    - iii. All grant and scholarship awards will be presented as a slate to the BOG and general membership for approval either at a monthly meeting or by electronic vote.
    - iv. Eligible Bright Eyes 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 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 General Manager, 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. The Thrift Shop General Manager, 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
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 \$25 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 general membership function 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, Spirit Club, Outdoor Adventures Hiking Club, and Horsemanship and Riding Club.
  - b. Sub-club participation is limited to BCSC Members.
  - c. Sub-clubs do not have their own budgets and are funded by independent members.
  - d. The VP provides oversight for all Sub-Clubs. The VP is in charge of finding and appointing leaders for Sub-clubs, as well as coordinating with these points of contact on a regular basis. The VP will admin Sub-club social media groups alongside Sub-club leaders.

- e. 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. The President may call special meetings 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 SOP Review Committee, and Welfare SOP Review Committee.
  - c. Committee meetings are scheduled at the discretion of the chairperson within the guidelines of governing SOP documents.
  - d. BOG Chairs may create committees to aid general duties and preparation.
  - 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 flyer 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: 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 biennially, 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, 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: 4 June 2021.

**PRESIDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARLIAMENTARIAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVING AUTHORITY:** \_\_\_\_\_ **Date:** \_\_\_\_\_