**Fort Riley Spouses Club**

**These Bylaws, dated 8 August 2023, shall supersede all others.**

**Article I- Purpose:**

The purpose of the Bylaws is to establish operating procedures for the Fort Riley Spouses Club (FRSC) as outlined in the organization’s Constitution, Art.2, Sec.1.

**Article II- General Duties of Board Members:**

**Section 1:** The duties of the board/committee members shall be implied by their respective titles and those specified by these Bylaws. These duties shall include but are not limited to:

1. Board members are to be present at each Board meeting, general membership events (i.e., luncheons), and semiannual fundraising events or notify the President of their absence. Board members may not miss more than 2 meetings without the approval of the President, Senior Advisor or Honorary Presidents or they may be relieved pursuant to Article II, Section 3 of the Bylaws.
2. Submit a monthly report in writing to the President and lane chair before the Governing Board Meeting. Report orally to the Board at the monthly meeting as needed.
3. Additionally, if a board member will be absent from a meeting, they will also forward their report to their Lane Committee Chair. Lane Committees are as follows:
   1. President: Parliamentarian, Lady Trooper Representative
   2. 1st​ ​ Vice President: Membership, Hospitality, Vendor Relations
   3. 2nd​ ​ Vice President: Thrift Shop Chair
   4. 3rd Vice President: Media, Newsletter, Special Activities
   5. Treasurer: Property and Shop Manager
   6. Secretary: Historian
   7. Community Outreach: Volunteer Coordinator, Flocking
4. Appoint committee members and/or co-chairs with the approval of the President. If a Governing Board position has a co-chair, the position receives one vote.
5. At the expense of the FRSC, the president shall ensure one board member will represent the FRSC in a professional manner at monthly Manhattan and Junction City Chamber of Commerce meetings.
6. Submit a proposed budget by April of each board year.
7. Maintain a continuity file containing:
   1. A current copy of the FRSC Constitution and Bylaws.
   2. The current year’s minutes, financial statements, reports, and other materials pertinent to their position such as contracts, property inventories, articles published, policies and procedures, AR 210-22, and Fort Riley Regulation 210-22. Some positions may require additional materials to be placed in their binders.
   3. Minutes and financial statements of the preceding year.
   4. After Action Reports from the preceding year.
8. Compile an end of year After Action Report detailing activities and responsibilities during the Board year (electronically e-mailed) for the President and Secretary. One to be printed for the Board member’s successor in their continuity notebook and one for the FRSC archives (Parliamentarian). This report is to be turned in by 31 May.
9. Pass their file on to their successor or the President upon departure, expiration of term of office at the May installation, or upon completion of final activities.
10. Board members must turn in receipts for reimbursement to the Treasurer within 30 days of purchase. Any receipts for items purchased for the May General Membership Meeting need to be turned in at the May General Membership Meeting.
11. Establish policies and procedures at the beginning of the Board Year for your committee.

**Section 2:** Resignations must be submitted in writing to the President and will become effective immediately. In the event there is no President, resignations must be submitted to the Senior Advisor.

**Section 3:** Board/committee members may be relieved for cause or for not fulfilling their duties with proper documentation. That determination will be made by the Executive Board and the Honorary Presidents.

**Section 4:** Due to the fundraising nature of Fort Riley Spouses Club, board/committee members may not also serve organizations that solicit funds from the Fort Riley Spouses Club.

**Article III- Honorarium:**

**Section 1:** Senior Advisor​

1. Be present and support at each Board Meeting or notify the President.
2. Serves as the Advisor to the President.
3. Non-voting member of the Executive and Governing Boards.
4. Can vote at general membership meetings.
5. Along with Honorary President(s), advises and approves elected office positions filled by the President, which requires a majority vote of the Board.
6. Along with Honorary President(s), approves removal of any member of the Board or Ad Hoc Committee for just cause, which will be done by the President.
7. In the event the situation arises that a President may need to be asked to step down, the Honorary President(s) and Advisor may do so with just cause after appropriate measures have been taken to provide counsel and mentorship.
8. Coordinates with the President for the Welcome and Farewell reception given in honor of the spouses of the Commanding General, the Division Command Sergeant Major, and Deputy Commanders/General Officers
9. Installs new executive board members and new Senior Advisor at the end of the board year.
10. President confers with the Senior Advisor and Parliamentarian, Standing Chairs and Special Community Chairs prior to appointing.

**Section 2:** Honorary President(s)​

1. Serves as a mentor to the President and Senior Advisor.
2. Non-voting member of the Executive and Governing boards.
3. Can vote at general membership meetings.
4. Along with Senior Advisor, advises and approves elected office positions filled by the President, which requires a majority vote of the Board.
5. Along with Senior Advisor, advises and approves removal of any member of the Board or Ad Hoc Committee for just cause, which will be done by the President.
6. In the event the situation arises that a President may need to be asked to step down, the Honorary President(s) and Advisor may do so with just cause after appropriate measures have been taken to provide counsel and mentorship.
7. Serves on the FRSC Community Assistance Committee but does not vote.
8. Serves on the Constitution and Bylaws Review Committee.

**Article IV- Duties of the Executive Board:**

The duties of elected officers shall include but not be limited to:

**Section 1:** President​

1. Preside at all meetings of the General Membership, Executive Board and Governing Board.
2. Shall be an *ex-officio*​ member of all committees except for the Nominations and Election Committee.
3. Will only be entitled to vote in the event of a tie.
4. Ensure that the Constitution and Bylaws of the FRSC are upheld.
5. Appoint Parliamentarian, Standing Committee Chair and Special Committee Chairpersons. Presidential appointments shall be made after conferring with the Advisor and approval by majority vote from the Executive Board.
6. Approve all committee members except for the Nominations’ Committee members.
7. Appoint a member to fill any vacancies occurring in the Executive Board or Governing Board. These appointments shall be made after conferring with the advisor and have the majority approval of the Executive Board.
8. Open Bank Statements and accounting documents received in the mail, initial each page and forward to the Treasurer.
9. Daily check, compile, file and answer all email traffic for FRSC President’s email account.
10. Determine and/or confirm all dates, times, and locations of all FRSC activities. Coordinate with Honorarium, 2​nd​ and 3rd Vice President to make sure that all major events are placed on the Garrison and Division Master Activity Calendar (MAC) to include, but not limited to, membership events, fundraisers and special events.
11. Represent the FRSC to the Fort Riley Community at such events as the BRO Welcomes/Hotel Newcomers Reception, Volunteer Ceremonies or any other community forums. The President may designate representatives to attend these meetings when necessary.
12. Confer with members of the Governing Board to review job descriptions in the Bylaws.
13. Oversee and monitor the responsibilities of the following:
    1. Executive Board: 1​st​, 2​nd​ and 3rd Vice Presidents, Secretary, Treasurer, Community Outreach, and Parliamentarian.
    2. Standing Committee Chairs: Flocking, Historian, Hospitality, Newsletter, Property Manager, Special Activities, Membership, Ways and Means, and Vendor Relations.
14. Remove or request the resignation of any members of the Governing Board for just cause after conferring with the Advisor, with the approval of the Executive Board and/or the Governing Board.
15. Call special or emergency meetings of the Executive Board, Governing Board, and/or General Membership in accordance with FRSC Constitution.
16. Sign signature cards at the bank by the 15​th​ of June of the year elected.
17. Present a proposed budget for the President to the Treasurer at the April Governing Board Meeting.
18. Be bonded and may be required to pass a background check at the expense of FRSC.
19. Co-sign with the Treasurer any checks at the request of the Treasurer. In the absence of the Treasurer, have the authority to sign and write checks to be co-signed by the 1st Vice President.
20. Ensure audits are conducted in accordance with approved audit procedures.
21. Retain a copy of all property inventories the FRSC owns as well as the Custer’s Cottage and Flocking inventory for insurance purposes.
22. Prepare a written monthly article for the FRSC Newsletter (The Victory Voice).
23. Approve and sign appropriate contracts for the FRSC.
24. Request approval, biennially, from the Approving Authority to operate as a Private Organization on Fort Riley with the Secretary’s assistance.
25. Coordinate for the purchase and presentation of welcome gifts to the FRSC Honorary President(s) and Advisor as well as the farewell gifts to the Honorary President(s), Advisor, and Governing Board Members.
26. Upon request, may coordinate with the spouse of the Chief of Staff or designated person, regarding all aspects of the Welcomes and Farewells for the spouses of Commanding General, Command Sergeant Major and Deputy Commanding Generals/Officers.
27. Direct an orderly and complete transition to the Governing Board to include a joint session of the outgoing and incoming boards in May.
28. Prepare two copies of a detailed After Action Report by 31 May. One copy will be given to the Parliamentarian and one copy to be kept in the continuity file.
29. Coordinate the collection and transfer of all Governing Board binders to the incoming Board Members. If a Governing Board Chair is not filled, then arrange for binder to be stored in The Hut (Bldg. 259) until position is filled.
30. Review annually with the Treasurer, the property and liability insurance maintained by the FRSC and amend if needed.

**Section 2:**1st Vice President

1. Preside at meetings in the absence of the President.
2. Be bonded and may be required to pass a background check at the expense of FRSC.
3. Assume the duties of the President if for any reason the President cannot fulfill his/her term.
4. Be a voting member of the Executive Board, Governing Board, General Membership and Constitution and Bylaws Revision Committee.
5. In the absence of the Treasurer, have the authority to sign and write checks, to be co-signed with the President. Co-sign with the Treasurer any checks at the request of the Treasurer.
6. Have the authority to sign and write checks in the absence of the President to be co-signed with the Treasurer.
7. Present a Proposed Budget for the 1​st​ Vice President to the Treasurer by the April Governing Board Meeting.
8. Daily check, compile, file and answer all email traffic for the FRSC First Vice President (i.e. Programs) email account.
9. Purchase opportunity drawing items to coincide with the General Membership meeting themes.
10. Be responsible for planning, making necessary arrangements for and executing monthly programs for General Membership meetings with the assistance of the Governing Board.
    1. Propose a tentative program schedule no later than the August Governing Board

Meetings; upon approval, coordinate publication of program schedule with the Membership Chair for the Membership Welcome; with the Newsletter Chair and the 3rd Vice President Programs.

* 1. Ensure dates are reserved with the appropriate event locations and obtain signed contracts with the assistance of the President.
  2. Operate as a Liaison with the event facility and assume responsibility for the details of each function to include menu, price, linen and tables and chairs.
  3. Review bills received for all functions for accuracy, correct if necessary, and turn over to the Treasurer to payment.
  4. When appropriate, invite guest speakers to monthly programs, be responsible for purchasing speaker and/or guest gifts for functions.
  5. Coordinate with the 3rd Vice President to ensure optimal coverage and widespread publicity for events through approved media; Newsletter, Facebook page and FRSC website.

1. Coordinate with the Membership Chair to ensure reservation emails go out in a timely manner with the correct information.
2. Purchase and present gift to President at farewell/end of year.
3. Provide an After Action Report (AAR) by 31 May.

**Section 3:** 2nd Vice President

1. Be a voting member of the Executive Board, Governing Board, the General Membership and Community Assistance Committee.
2. Daily check, compile, file and answer all email traffic for the FRSC Second Vice President (Fundraising) email account.
3. Be responsible for organizing all fundraising programs for the FRSC to include:
   1. Compile a list of donations received each year formatted to the auditor’s specifications, if applicable.
   2. Coordinate community support to avoid overtaxing our most supportive organizations or businesses.
4. Present all proposed programs for the club year with estimated costs to the Governing Board for approval by two-thirds majority vote no later than the August board meeting.
5. Request approval from Approval Authority for major fundraisers and act as liaison with the DFMWR, Garrison Command, and/or other available avenues to provide equipment, table set up and other logistical needs for each fundraising event.
6. Coordinate with the other Chairpersons (Hospitality, Membership, Custer’s Cottage, Treasurer, Newsletter, Vendor Relations, and 3rd Vice President) for events.
7. Work with the Vendor Relations Chair, if needed, to obtain guest vendors for FRSC events.
8. Appoint committees to assist with these duties.
9. Provide oversight to assigned committees.
10. Assume all duties of the 1st Vice President in his/her temporary absence.
11. Prepare an After Action Report (AAR) by 31 May.

**Section 4:** 3rd Vice President

* 1. Be a voting member of the Executive Board, Governing Board, the General Membership.
  2. Present a proposed budget for to the Treasurer at the April Governing Board meeting.
  3. Gather FRSC event/activity information through the following channels:
     1. Attending monthly board meetings.
     2. Coordination with the Fundraising, Programs, Special Activities Chair, and/or the President.
  4. Maintain a Master Calendar of Events.
  5. Responsible to attend planning committee meetings to gain knowledge/information about upcoming events.
  6. Publicize all FRSC activities approved by the Board in a timely manner through the appropriate internal/external channels, which include:
     1. Emails to the 1st​ ​ ID point of contact for installation-wide circulation.
     2. Coordination with the 1st​ ​ ID post newspaper, Public Affairs Office (PAO), and Secretary of the General Staff (SGS).
     3. Coordination with the Manhattan and/or Junction City newspapers.
  7. Provide information for invitations to FRSC events for distribution to Community Partners and Local Military Chamber Associations, AUSA, and other like organizations.
  8. Develop and maintain any key promotional materials which communicate information about the Club (i.e. the tri-fold board, the “About Us” brochure, the annual club calendar, etc.)
  9. Serve as the Primary Social Media Administrator and may designate additional administrators.
  10. Maintain and update the official Facebook page and social media as needed or as requested. Design, develop, and implement web pages and online applications as needed.
  11. Recommend that the appropriate hardware and software is being utilized for the FRSC web architecture.
  12. Solicit timely and relevant information from the Governing Board for inclusion on the website, Facebook page, and social media to inform the general public about FRSC events.
  13. Ensure technology needs for General Membership meetings and events are met.
  14. Ensure that member privacy is respected regarding web input.
  15. Review and revise, as needed, technology products and services contracts.
  16. Prepare an After Action Report (AAR) by 31 May.

**Section 5:** Secretary

1. Be a voting member of the Executive Board, Governing Board, General Membership, Community Assistance Committee, and Constitution and Bylaws Committee.
2. Present a proposed budget for Secretary to the Treasurer by April Governing Board meeting.
3. Be the recording officer for all meetings of the Executive Board, Governing Board, Committee meetings and General Membership meetings (when official business is conducted). If unable to attend, Parliamentarian will act in their stead.
4. The recording of official business conducted at FRSC General Membership meetings and Committee meetings will be included in the official FRSC Governing Board minutes.
   1. Submit a rough draft of meeting minutes to the President for review prior to distributing an electronic copy of the draft minutes to the Governing Board no less than one week prior to the next meeting.
   2. Upon approval, after any necessary corrections, submit a final copy electronically to FRSC Governing Board.
   3. Submit a copy of the approved minutes to the Approving Authority (DFMWR). A copy of the monthly financial statements will be included in this dispatch.
   4. Minutes shall include the names of all Governing Board members present and absent.
   5. Distribute the monthly minutes at each board meeting.
5. Submit a revalidation request for a Private Organization Operating Permit to the DFMWR every other year, or as required by DFMWR.
6. Daily check, compile, file, distribute, and answer all email traffic for the FRSC Board position email.
7. Prepare and distribute a Governing Board roster to Board Members. Update as necessary.
8. Be responsible for the storage and eventual destruction of FRSC files.
9. Maintain copies of the permanent files stated in Article X, Section 1 of the Constitution.
10. Familiarize his/her successor of all records and files of the club.
11. Prepare and dispatch correspondence on behalf of the club after approval from the President.
12. Retain a copy of the password list for all FRSC positions that require an official email address provided by the President. Retain additional passwords as required for other positions.
13. Collect and disperse all FRSC mail in conjunction with the Treasurer.
14. Assumes the duties of the Parliamentarian in his/her absence.
15. Prepare an After Action Report (AAR) by 31 May.

**Section 6:** Treasurer

1. Be bonded and pass a background check at FRSC expense.
2. Be a voting member of the Executive Board, Governing Board, the General Membership, any Fundraising Committees, and Community Assistance Committee.
3. Collect and disperse all FRSC mail in conjunction with the Secretary.
4. Daily check, compile, file, and answer all email traffic for FRSC Treasurer email account.
5. Ensure a valid signature card for all financial accounts is signed no later than 15 June or within ten (10) business days of a change in signer. Officers to be listed on the signature cards include the Treasurer, President, and First Vice President.
6. Keep an itemized listing of all financial logins and passwords. Change passwords as needed. Secretary will also retain a copy of the listing.
7. Keep an itemized account of all receipts, disbursements, and all supporting vouchers and records to include the bank accounts, and 3rd​ ​ party payments (Square and PayPal).
8. Properly allocate all 3rd​ ​ party payments (Square and PayPal) deposits with the budget.
9. Collect all accounts receivable and maintain them in an accredited financial institution.
10. Deposit all monies into the FRSC account within three (3) business days of receipt.
11. Disburse the FRSC funds as may be directed by the Governing Board, with the authority to execute checks against the FRSC accounts within 30 days of receipt.
12. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution.
13. Use a proper record keeping system to maintain the Community Assistance Fund and Operating Fund account records within the one FRSC checking account.
14. Provide a copy of all bank statements to the President on a monthly basis.
15. Reconcile all financial accounts on a monthly basis. Report any discrepancy to the Executive Board immediately upon discovery.
16. Present a written monthly financial report to the Board each month with copies for each Governing Board member.
17. Appoint and train those who will receive money at general membership meetings/events.
18. Maintain the cash boxes and $200 cash when not being used at an event.
19. Prepare the annual operating budget for the fiscal year (1 June through 31 May)
    1. Receive budget proposals/requests at the April Governing Board meeting.
    2. Prepare a proposed budget for the new fiscal year at the May Governing Board meeting.
    3. Present the proposed budget at the May General Membership meeting for approval in accordance with Constitution Article VIII, Section 10.
    4. Receive any additions/amendments requested by the new Governing Board by 31 July.
    5. Prepare and update annual operating budget (if needed) for the August Governing Board meeting.
    6. Present the updated annual operating budget (if needed) to the General Membership for approval no later than the September General Membership meeting.
20. Prepare a midyear budget review for the January Governing Board meeting.
21. Maintain a copy of current inventory of all fixed assets as provided by:
    1. First Vice President
    2. Flocking
    3. Custer’s Cottage
    4. Property Manager
22. Insure and bond positions of the organizations as necessary.
23. Review with the President the insurance coverage maintained by the FRSC and amend if necessary.
24. Comply with current IRS requirements by filing or having a CPA file the FRSC Federal returns by 15 October of each year.
25. Be the FRSC liaison with the IRS and Kansas Department of Revenue.
26. Seek and maintain a FRSC tax exempt certificate.
27. Comply with Kansas sales tax requirements by filing quarterly sales tax.
28. Submit the financial records for annual audit/review by 10 June of each year or upon resignation in accordance with Constitution Article VIII, Section 6.
29. Arrange for timely and orderly transfer of the financial records with the newly elected Treasurer.
30. Provide oversight to assigned committees.
31. Oversee all things financial and tax related.
32. Inform Vendor Relations Chair if a vendor is ineligible to participate in FRSC events due to an overdue balance owed to FRSC.
33. Inform Membership and Special Activities of members ineligible to participate in FRSC activities due to an overdue balanced owed to FRSC.
34. Prepare an After Action Report (AAR) by 31 May.
35. If a Co-Treasurer exists, he/she will assume all the duties and requirements outlined for the Treasurer position in these Bylaws and the FRSC Constitution.

**Section 7:** Community Outreach Chair shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board.
2. Be a voting member of the Executive Board, Governing Board, the General Membership, any Fundraising Committees, and Community Assistance Committee.
3. Present a proposed budget for the Community Outreach Chair to the Treasurer at the April Governing Board meeting.
4. Determine and present recommendations for Charities of the Month to the Board for approval prior to the August General Membership meeting.
5. Brief the Charities and collect the donations for the Charities of the Month at the General Membership meetings.
6. Ensure materials for advertising the Charities of the Month and Community Outreach Application are given to Communications and Newsletter chairs in a timely manner.
7. At the expense of the FRSC, may be asked to represent the FRSC in a professional manner at Manhattan and Junction City Chamber of Commerce meetings. Members of the Executive Board will share in this responsibility.
8. Chair the Community Assistance Committee by:
   1. Establishing deadlines for requests for annual disbursements and application time period.
   2. Set eligibility criteria for those wishing assistance.
   3. Collect applications by established deadline.
   4. Orchestrate disbursement plan and coordinate with the Treasurer for the issuance of checks for all disbursements.
   5. Give priority to projects directly benefiting the military community.
   6. Maintain accurate records of requests/awards.
   7. Establish a Committee to assist in determining funds disbursement. The Committee must:
      1. Include the following voting members: Second Vice President, Secretary, and Treasurer. Include the President (may only vote to break a tie) and at least one of the Honorary President(s) and/or Advisor.
      2. Include the Parliamentarian, 3rd Vice President and at least one of the Honorary President(s) and/or Advisor as non-voting members.
      3. Include four members in good standing from the General Membership who are approved by the President and do not sit on boards of applying organizations.
9. Forward committee recommendations to the Governing Board for approval.
10. Grants shall then be presented to the General Membership for approval no later than the April General Membership meeting.
11. Emergency/short-suspense requests can be considered on a case-by-case basis after consulting with the Executive Board.
12. Attend Allocation Meeting.
13. Prepare an After Action Report (AAR) by 31 May.

**Section 8:** Parliamentarian

1. Serve as a non-voting member of the Executive Board and Governing Board and shall be present at the Community Assistance Outreach meetings.
2. Ensure that the Board and Committee meetings are conducted according to the proper procedures as outlined in Robert’s Rules of Order, Revised.
3. Become familiar with Robert’s Rules of Order, Revised.
4. Advise the President or Committee Chair as needed and aid in following the Constitution, Bylaws, Post and DOD regulations related to private organizations.
5. Ensure each Board member has a current copy of the Constitution.
6. Chair the Constitution and Bylaws Review Committee, which shall meet biennially, or as deemed necessary by the Senior Advisor, Honorary President(s) or the Installation. The committee will include the President, Honorary President(s) or Senior Advisor, Secretary, Treasurer, two other Board members and three General Members.
7. Submit a copy of the revised Constitution and Bylaws to DFMWR for approval.
8. Chair the Nominating Committee and appoint members prior to elections. The committee will consist of the Honorary President(s) or Senior Advisor, and three General members. The committee may wish to include Executive Board Members if they do not have a conflict of interest. (Constitution Art. V, sec. 4)
   1. The Parliamentarian will tally the results and a written sheet of only the names of the elected positions will be given to the outgoing President to announce to the membership.
   2. The tally sheets and ballots will be sealed in a large envelope, signed across the flap by the Parliamentarian and kept for one month after the election. If there is no challenge to the elections in that time, the chairperson must then destroy the tally sheets and ballots.
9. Oversee voting procedures.
10. May administer any telephonic and/or electronic votes and properly enter such action and its results into minutes to be read at the next scheduled Board meeting.
11. Assume duties of the Secretary in his/her absence.
12. Maintain copies of the permanent files stated in Article X, Section 1 of the Constitution.
13. Will maintain a memo of background checks in accordance with Article VIII, section 8.
14. Prepare an After Action Report (AAR) by 31 May.
15. Collect AAR’s from board members for FRSC archives.

**Article V- Governing Board**

**Section 1:** Historian shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present a proposed budget for the Historian to the Treasurer at the April Governing Board meeting.
5. Provide photos for 3rd Vice President and Newsletter chairs, coordinate coverage of all FRSC sponsored functions. Designate a replacement to cover the event if you are unable to attend.
6. Organize and maintain historical date in scrapbooks, video, and/or digital photo albums, including Governing Board rosters, Membership, Scholarship, and Community Outreach grant figures and highlights, Special Event synopses, local newspaper articles and other items of historical interest.
7. Maintain one digital photo album for the FRSC Historical Album highlighting important events within the organization.
8. Ensure that a group photo is taken of the Governing Board and included in the scrapbook/photo album.
9. Coordinate long and short-term storage of FRSC scrapbooks and/or digital photo albums.
10. Prepare an After Action Report (AAR) by 31 May.

**Section 2:** Hospitality Chair shall have the duties of, but not limited to the following: ​

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present a proposed budget for Hospitality to the Treasurer at the April Governing Board meeting.
5. Honor and recognize members who have birthdays.
6. Assist the Membership Chair in providing hospitality duties at the Membership Drive.
7. Assist the 1st​ ​ Vice President in providing hospitality duties at the General Membership meetings.
8. Assist the 1st​ ​ Vice President in the planning and execution of Governing Board parties.
9. Arrive early to the General Membership meetings to assist with and help set up and decorate.
10. Welcome new members to FRSC functions.
11. Coordinate with the President and Advisor for the Welcome and Farewell of the spouse(s) of the Commanding General, Command Sergeant Major, Deputy Commanding Generals/Officers, and Chief of Staff.
12. Prepare an After Action Report (AAR) by 31 May.

**Section 3:** Membership Chair shall have the duties of, but not limited to the following:

* 1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board.
  2. Be a voting member of the Governing Board and the General Membership.
  3. Present a proposed budget for the Membership to the Treasurer at the April Governing Board meeting.
  4. Review and update membership forms upon appointment.
     1. Ensure membership forms are widely available at all FRSC sponsored events.
     2. Coordinate with 3rd Vice President for the posting of membership forms on official FRSC website.
  5. Conduct Membership Drive and coordinate publicity with 3rd Vice President.
  6. Verify eligibility as per the Constitution Article III and enroll qualified applicants into FRSC.
     1. Maintain the membership forms and a database roster. Forms and database are the sole property of the FRSC and will not be sold or loaned.
     2. Verify members in “good standing” as requested.
  7. Collect applications and membership dues; remit dues to the Treasurer within three (3) business days.
  8. Promote FRSC membership opportunities throughout the Fort Riley units and community, to include the Monthly Networking meetings.
  9. Provide Newsletter chairs with a current copy of the Membership roster monthly.
  10. Compile, publish, and distribute the FRSC Membership Directory no later than the January General Membership meeting and any supplements as needed.
  11. Recommend Membership fees to the Governing Board in April for the following fiscal year. The new Governing Board will vote on the dues amount for the upcoming year. The vote will occur at their first meeting.
  12. Review and revise, if necessary, the Reservations Policy to be presented to the Executive Board for approval no later than 1 August.
      1. Reservations Policy must include provisions for “no shows”, walk-ins, and arrearages.
      2. Reservations Policy shall be made public to membership in cooperation with the Newsletter, Membership, and 3rd Vice President for inclusion on the FRSC website, Facebook page, and Membership application.
  13. Coordinate reservations for General Membership meetings and special events sponsored by the FRSC with the 1​st​ Vice President, 2​nd​ Vice President, and Special Activities Chair for meetings and events.
  14. Maintain an accurate member and guest list of each function:
      1. Accurate guest count must be reported to the 1st​ ​ Vice President prior to the catering deadline.
      2. Reservation list shall be verified against membership roster as per Article III, Section 1 and 2 of the FRSC Constitution.
      3. Accurate guest list must be reported to the Treasurer within 24 hours of the General Membership meeting.
      4. Send out monthly General Membership meeting details (electronically via email, evite or as preferred). Invitation must include the program, service project, cost, RSVP date, and policy of “no shows” to membership; confirm receipts of reservations.
      5. Send out monthly reminders about upcoming FRSC activities.
      6. Guests eligible for membership may only attend one General Membership event without joining the membership.
  15. Prepare, distribute, and store permanent name tags for Membership and temporary name tags for guests.
  16. Coordinate child care for FRSC General Membership meetings and events, should the FRSC decide to have child care.
  17. Provide a year-end copy of the Membership list for the continuity file.
  18. Prepare an After Action Report (AAR) by 31 May.

**Section 4:** Newsletter Chair shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present a proposed budget for Newsletter to the Treasurer at the April Governing Board meeting.
5. Appoint, with the approval of the President, a committee to assist with the writing, editing, and/or distribution of the newsletter.
6. Create and develop creative vision (layout and presentation) for the FRSC monthly newsletter, *The Victory Voice*​, (August-May) which will be distributed to all members by email.
7. Set and publish deadlines for publications and send reminders of the deadlines to the Executive Board and the Governing Board.
8. Review and recommend rate changes to the advertising contracts; contact advertisers in July (by visit or letter) to secure for the September issue of The Victory Voice.
9. Acquire draft approval of the newsletter from the President prior to publishing first issue and/or subsequent issues.
10. Forward completed monthly newsletters electronically to 3rd Vice President (website and Facebook)
11. Publish and distribute the newsletter electronically via email, The Victory Voice, conforming to the standards of the Newsletter SOP.
12. Prepare an After Action Report (AAR) by 31 May.

**Section 5:** Volunteer Coordinator shall have the duties of, but not limited to the following:​

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board.
2. Be a voting member of the Governing Board and the General Membership.
3. Present a proposed budget for the Volunteer Coordinator to the Treasurer at the April Governing Board meeting.
4. Solicit, organize, and manage volunteer cooperation to assist with activities of the FRSC.
   1. Serves as the Organization Point of Contact (OPOC) for the FRSC, Army Volunteer Corps Advisory Council (AVCAC), and attend all scheduled council meetings.
   2. Review and edit, as needed, all posted volunteer job descriptions in VMIS.
   3. Offer a VMIS training class, if needed for all Governing Board members on or before the September Governing Board meeting.
   4. Ensure all volunteers are properly registered with all required forms. Track and monitor all volunteer applications.
   5. Ensure all FRSC volunteers utilize VMIS for their volunteer service recording or record hours for the volunteer after receiving written permission to do so.
   6. Record all volunteer positions, awards, and training hours in VMIS.
5. Work with committee chairs to assist in recruiting volunteers for activities or events. Provide volunteer scheduling and sign-in sheets for general members at any FRSC event.
6. Coordinate with the Army Volunteer Corps Coordinator (AVCC) to obtain the appropriate information and deadline dates for submission of Volunteer of the Year awards.
7. Attend the quarterly Installation Volunteer Advisory Council (IVAC) Meeting
8. Help the President plan the end-of-year Volunteer Appreciation event and recommend appropriate tokens of appreciation for volunteers at the end of the year.
9. Prepare an After Action Report (AAR) by 31 May.

**Section 6:** Retiree Representative shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with approval from the Executive Board.
2. Be a member in good standing of both the FRSC and their respective organization.
3. Can vote at General Membership meetings.
4. Shall be invited to attend all Governing Board meetings as the representative of their primary organizations and make appropriate monthly reports.
5. Act as a liaison between FRSC and those members who are spouses of retired military and government civilian members.
6. Provide information for invitations to FRSC events for distribution through the retiree organizations throughout the community (i.e. The Lady Troopers, OTR, etc.).
7. Prepare an After Action Report (AAR) by 31 May.

**Section 7:** Property and Shop Manager shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board.
2. Be a voting member of the Governing Board and the General Membership.
3. Present a proposed budget for Property to the Treasurer at the April Governing Board meeting.
4. Be responsible for decorations, which shall include:
   1. Prepare and maintain an inventory of decoration items and submit a copy with the monthly board report at each Governing Board Meeting.
   2. Organize the decorations for each General Membership meeting based upon the theme decided and voted upon by the Governing Board.
   3. Utilize existing and allocate for any new decorations as needed.
   4. Maintain all decorations and ensure proper storage.
   5. Inform the Governing Board of disposal of FRSC property.
   6. Coordinate the use of decorations for use by the General Membership as needed. This includes obtaining and maintaining a calendar of all scheduled events.
   7. Establish a rental contract yearly and present to the Governing Board for approval no later than 1 August.
   8. Make application and contract available to the 3rd Vice President and Newsletter Chair to be published on the FRSC website, FRSC newsletter, Facebook page and/or any other means of approved media sites.
5. Establish an initial inventory forecast that includes proposals of the new items to be offered by 1 August.
6. Purchases of items currently not on existing inventory require approval from the Governing Board.
7. Act as the sole purchasing agent for Custer’s Cottage
8. Organize and conduct a Custer’s Cottage sales table at the FRSC General Membership meetings and functions as requested.
9. FRSC property intended for sale by Custer’s Cottage shall be inventoried monthly. A copy of the current inventory shall be submitted with the monthly board report. A final inventory shall be conducted between the last General Membership meeting of the year and 31 May.
10. Coordinate with the Treasurer for payment of purchases or orders.
11. Remit all sales proceeds to the Treasurer at the end of each General Membership meeting.
12. Work with Newsletter chairs to promote the availability of items.
13. Work with 3rd Vice President and Treasurer to post items for online sales.
14. Prepare an After Action Report (AAR) by 31 May.

**Section 8:** Special Activities Chair shall have the duties of, but not limited to the following: ​

* 1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board.
  2. Be a voting member of the Governing Board and the General Membership.
  3. Present a proposed budget for Special Activities to the Treasurer at the April Governing Board meeting.
  4. Responsible for obtaining Point of Contacts (POC’s) for any and all Sub-Clubs. These may include, but are not limited to, Lunch Bunch, Book Club, Creative Club, Wine Club, Running Club, Cooking Club and Bunko. If no POC steps forward from interested Sub-Club members, that Sub-Club will not move forward that year.
  5. Ensure sign-ups for all Sub-Clubs and Activities are available at the General Membership meetings.
  6. Provide Newsletter Chair and 3rd Vice President with a flyer or detailed information for publication about upcoming activities.
  7. Collect designated fees for events and remit to Treasurer within three (3) business days.
  8. Prepare an After Action Report (AAR) by 31 May.

**Section 9:** Flocking Chair shall have the duties of, but not limited to the following: ​

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present proposed budget for Flocking to the Treasurer at the April Governing Board meeting.
5. Check Flocking e-mail daily to see if there are any requests for The Flock.
6. Ensure that requests have been paid for via the Treasurer before placing The Flock.
7. Communicates directly with purchaser to determine date of installation and removal of The Flock.
8. Fulfill requests for The Flock personally or ensure an alternate or committee member fulfills the request. Ensure any alternate or replacement is knowledgeable regarding the Rules of The Flock.
9. Keep and maintain flamingos and accessories.
10. Advertises through luncheons, online exposure, business cards, and door hangers.
11. Create additional opportunities to increase revenue for special events and holidays.
12. Prepare an After Action Report (AAR) by 31 May.

**Section 10:** Vendor Relations shall have the duties of, but not be limited to, the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present a proposed budget for Vendor Relations to the Treasurer at the April Governing Board meeting.
5. Establish a vendor contract yearly and present to the Executive Board for approval no later than 1 August.
6. Make the vendor contract and policy available to the 3rd Vice President, and Newsletter chairs for FRSC website, Facebook page or any other means of approved social media.
7. Recruit, notify, and encourage participation of vendors for each of the General Membership meetings.
8. Serve as Point of Contact (POC) for all vendors invited to FRSC functions.
   1. Ensure that vendor space is available and ready for event vendors at least one and a half (1- ½) hours prior to FRSC functions.
   2. Coordinate vendor tables, ensure vendor tables are correctly identified and assigned.
   3. Greet and assist vendors upon their arrival.
   4. Collect items they are donating as opportunity prizes.
9. Coordinate with the 1st Vice President for all vendor needs for luncheons.
10. Track and monitor all signed vendor contracts, ensuring a variety of vendors are available at General Membership events when appropriate.
11. May not accept payments directly. All vendor payments must be made online or to the Treasurer.
12. Follow up with vendors within 24 hours of the event, thanking them for their participation and reminding them of the next event.
13. Prepare an After Action Report (AAR) by 31 May.

**Section 11:** Media Chair shall have the duties of, but not limited to the following:

1. Be appointed by the President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member to the Governing Board.
2. Serve as a voting member of the Governing Board.
3. Be a voting member of the General Membership.
4. Present a proposed budget for Social Media Chair to the Treasurer at the April Governing Board meeting.
5. Help construct and implement a cohesive brand and social media marketing strategy.
6. Create and develop social marketing content for the all FRSC social media platforms in alignment with our brand.
7. Create monthly social media marketing plan.
8. Coordinate with the 3rd Vice President on social media marketing plan and other content to be published monthly, at minimum.
9. Acquire draft approval of monthly marketing plan from the President and 3rd Vice President prior to posting.
10. Coordinate with the 3rd Vice President to develop and maintain key promotional material which communicates information about clubs.
11. Serve as a secondary social media administration
12. Prepare an After Action Report (AAR) by 31 May.

**Section 12:** Thrift Shop Chair shall have the duties of, but not limited to the following:

1. Be appointed by the FRSC President, after conferring with the Advisor, with majority approval from the Executive Board as a committee member of the Governing Board.
2. Officiate Thrift Shop Chair meetings as the chairperson and a voting member.
3. Advise and assist TS Manager, as needed, in Amendment 20220925 matters of but not limited to; the policies and management of the Thrift Shop and recruiting volunteers.
4. Be an active volunteer at the Thrift Shop (no less than 2 hours weekly at the shop).
5. Be familiar with all aspects of the Thrift Shops’ daily operations and procedures.
6. Act as a mediator for any issues between the TS Manager and the volunteers, in the event they cannot be resolved.
7. Present a monthly report on Thrift Shop operations and financials to the FRSC Executive Board.
8. Work in conjunction with the FRTS members to update the Thrift Store SOP, as needed.
9. Be listed on the signature card for the Thrift Shop bank account and be authorized to sign Thrift Shop checks when necessary.
10. Coordinate with TS Manager to provide Thrift Shop information and events for the FRSC monthly newsletter and other publicity.
11. Communicate the FRSC 3VP Communications regarding implementing daily, weekly, and monthly shop promotions online.
12. Ensure that daily sales transactions (cash and credit cards) are handled properly and in line with the Thrift Shop and all FRSC cash handling procedures and credit card .
13. Prepare an After Action Report (AAR) by 31 May.

**These Bylaws shall become effective immediately upon adoption in accordance with Constitution Article XII, Section 3.**

**These Bylaws were approved by the Membership at a General Membership Meeting or by Electronic Means on 8 August 2023. In witness whereof the following Officers affix their signature.**

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Parliamentarian

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Date

Updated 8 August 2023