

BY-LAWS OF THE CARLISLE BARRACKS SPOUSES' CLUB
P.O. BOX 924, CARLISLE, PENNSYLVANIA 17013

August 7, 2018

ARTICLE I
PURPOSE

The purpose of these Bylaws is to establish Standard Operating Procedures (hereinafter referred to as SOP) for THE CARLISLE BARRACKS SPOUSES' CLUB (hereinafter referred to as "CBSC"), in accordance with the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense Installations, AR 210-22, Private Organizations of Department of the Army Installations, and pertinent local regulations. CBSC is a 501c (7) Social Club dated _____ and as amended from time to time.

ARTICLE II
TERMS OF SERVICE

SECTION 1: The Executive Board shall consist of: President, Honorary President(s), Advisor, First Vice President, Second Vice President, Secretary, Treasurer, and Parliamentarian.

SECTION 2: The CBSC Executive Board and Appointed Boards (Governing), excluding Honorary President(s) and Advisors, will abide by the following term limits and conditions:

- A. Executive Board officers shall be elected from and by the General Membership for a term of one (1) year (Board year 1 June to 31 May).
- B. A board member may only hold a particular position for two (2) consecutive years, after which they must have at least a one (1) year break before returning to that position.
- C. A board member may not serve on the board in any capacity more than three (3) consecutive years, after which they must have at least a one (1) year break before returning to any board position.
- D. No member shall hold more than one (1) Appointed Board position at a time unless approved by the Executive Board while the search to fill the position continues.

ARTICLE III
GENERAL RESPONSIBILITIES of the EXECUTIVE BOARD

The duties of the officers shall be those implied by their respective titles, those prescribed by the Constitution of CBSC, and those specified by the By-Laws.

- A. Additionally, they shall submit a report prior to each Board Meeting, and submit an After Action Report (hereinafter referred to as AAR) no later than the May Board Meeting.
- B. The AAR shall include revenues, expenditures, data, and all pertinent information relating to their positions.
- C. In the event of the position being held jointly, only one vote is authorized per position.
- D. Executive officer positions may be held for no more than two (2) consecutive years. Exceptions may be made at the discretion of the Board with a two-thirds (2/3) vote of the members of the Board present and voting in a duly constituted meeting.

SECTION 1: Executive Board Members shall:

- A. Attend all called Executive Board meetings, monthly Governing Board meetings, General Membership programs, all committees and other meetings deemed necessary by their board position.
- B. Be a voting member of the Executive Board, Governing Board, and General Membership with exception of the Honorary President(s), Advisor, and Parliamentarian. The President may vote in the event of a tie as in accordance with **Article VI, Section 6** of the CBSC Constitution.
- C. Give advance notice to the President of items he/she needs to place on the agenda for CBSC Board discussion.
- D. Ensure that the Secretary and President review all correspondence going to the General Membership before being distributed.
- E. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year and operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
- F. Submit a written monthly report, to include a “no report” to the Secretary by designated deadline. A copy shall be retained for his/her continuity notebook.
- G. Submit a detailed **Year End After Action Report** in May to the President and Secretary, in accordance with **Article XII, Section 3** of these By-Laws.
- H. Maintain a Continuity Binder in accordance with **Article XII, Section 4** of these By-Laws.
- I. Keep and maintain all records (i.e. board minutes, financial reports, AAR’s) for three (3) years. Treasurer shall maintain all records for seven (7) years, in accordance with **Article XII, Section 5** of these By-Laws and **Article X, Section 2** of the Constitution.
- J. Perform additional duties as designated by the President.

ARTICLE IV

DUTIES of the EXECUTIVE BOARD

SECTION 1: Honorary President(s) shall:

- A. Attend Executive and Governing Board meetings, General Membership Programs, and Special Committees as a non-voting member.

- B. Serve in an advisory capacity; provide assistance and advice, on appropriate policy guidance in matters pertaining to the CBSC Executive Board.
- C. Provide appropriate policy guidance.
- D. Serve in an advisory capacity as an ex-officio member of the Budget Committee, Outreach Committee, Scholarship, the Constitution and By-Laws Committee, the Nominating Committee, and additional committees as required.
- E. Designate an Advisor(s) for the Board.
- F. Dialog with the President on selection of appointed board members.

SECTION 2: Honorary Advisor(s) shall:

- A. Be appointed by the Honorary President.
- B. In the absence of the acting Honorary President, shall act in the capacity of an Honorary President.
- C. Attend Executive and Governing Board meetings, General Membership Programs, and Special Committees as a non-voting member.
- D. Serve in an advisory capacity; provide assistance and advice, on appropriate policy guidance in matters pertaining to the CBSC Executive Board
- E. Serve in an advisory capacity as an ex-officio member of the Budget Committee, Outreach Committee, Scholarship, the Constitution and By-Laws Committee, the Nominating Committee, and additional committees as required
- F. Keep the Honorary President(s) informed of all pertinent information.

SECTION 3: President shall:

- A. Preside at Executive, Governing Board meetings, and General Membership Programs.
- B. Fill all Appointed Committee Chairmen position to preside over the Governing Board.
- C. Submit a written letter or request to Carlisle Barracks Garrison Command office outlining all revenue producing activities no later than 15 June, in accordance with **Article IX, Section 1** of the Constitution.
- D. Provide CBSC Board meeting agenda's to both Executive and Governing Board members at every board meeting.
- E. Neither motion, nor vote except in the event of a tie.
- F. Ensure the Constitution and By-Laws are upheld.
- G. Call Special Membership, Committee or Board meetings as necessary.
- H. Be an ex-officio member of Budget Committee, Scholarship Committee, Auction Committee, Nominating Committee (Except when he/she is a candidate for the following Board year), and all Special Committees.
- I. Be bonded and sign all contracts and obligations authorized by the Board.
- J. Countersign disbursements (checks) for Club expenditures in excess of one thousand dollars (\$1,000.00).
- K. Disburse funds in the event of the temporary absence of the Treasurer.
- L. Appoint Parliamentarian, all Appointed Committee, and Special Committee Chairmen unless otherwise stated in these By-Laws.

- M. Review Operating and Outreach financial books, bank statements, and Treasurer reports monthly as an internal control necessary to meet requirement of security bond.
- N. Plan the CBSC year dates with the Governing Board; ensuring events are coordinated on the Carlisle Barracks Army War College (AWC) Integrated Calendar, the Army War College Master Calendar within G-3's office and the LeTort View Community Center (LVCC) NLT 1 May.
- O. Request any necessary telephonic and email vote of the CBSC Board as outlined in **Article XI, Section 3** of these By-Laws. Results should be recorded in the following month's minutes.
- P. Serve on, or appoint a representative to serve on the Carlisle Barracks Area Council, Volunteer Appreciation Committees, and all community council meetings requires CBSC presence.
- Q. Attend, and report at if necessary at, the monthly CLIF (Community Leader Information Forum) meetings.
- R. Be the CBSC representative on the Welcome/Farewell Spouses Planning Committee for the AWC Commandant's Spouse and the AWC Command Sergeant Major's Spouse. Make contact with a representative from the Command Group (deputy Commandant's spouse or Chief of Staff's spouse) to assist in coordinating the Welcome/Farewell of the outgoing/incoming Commandant's spouse as well as the Welcome/ Farewell of the outgoing/incoming Command Sergeants Major's spouse.
- S. Purchase farewell tokens for Governing Board members within the President's budget in accordance with **Article XIII, Section 1** of these By-Laws.
- T. Submit a President's Letter for publication on website/social media site.
- U. Ensure CBSC information is submitted to the AWC G-3 Office for publication in the AWC Students Spouses Welcome Packet by designated deadline.
- V. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 4: First Vice President shall:

- A. Attend Executive, Governing Board meeting, and General Membership Programs.
- B. Serve as a member of the Budget Committee and additional committees as required.
- C. Perform, in the President's absence, the duties of the President in accordance with **Article IV, Section 3** of these By-Laws.
- D. Perform duties assigned by the President.
- E. Succeed the President in the event of the President's resignation, in accordance with **Article IV, Section 3** of these By-Laws.
- F. Be bonded and authorized to co-sign checks with Treasurer in the absence of the President.
- G. Provide oversight to CBSC Sub Clubs and Sub Clubs Points of Contact (POC's), including their use of social media (Facebook, Twitter) to support Sub Club activities in accordance with **Article XII, Section 9** of these By-Laws.

- H. Ensure with Membership Chairman and Sub Club POC(s) that all Sub-Club Members are CBSC Members in good standing in accordance with **Article XII, Section 9** of these By-Laws.
- I. Ensure General Members who make reservations with a Sub Club (i.e. Wine Club, Tourista) are held responsible for any required payment/cost. In the event a member fails to cancel a reservation by the deadline (per the Reservation Policy), send out a collection letter within one (1) week of the event. Collect all appropriate charges in accordance with the No Show Payment Policy, **Article X, Section 3** of these By-Laws.
- J. Coordinate and order Board Nametags for all board members.
- K. Coordinate and purchase an appreciation memento for the President in accordance of **Article XIII, Section 1** of these By-Laws.
- L. Serve as Special Activities Chairperson for the Super Sign Up.
 - 1. **CBSC Super Sign Up (SSU):**
 - a) Meet with the President to establish criteria for selecting Vendors, Instructors, Classes, and Activities to be offered at the annual Super Sign Up.
 - b) Form and Chair a SSU committee to include, but not limited to: Second Vice President, Hospitality Chair, Vendor Chair, Webmaster/Publicity Chair, and Membership Chair.
 - c) Work with Vendor Chair to establish vendor participation.
 - d) Schedule the use of an appropriate social facility.
 - e) Coordinate and arrange for food at the event by establishing a contract with a social facility.
 - f) Coordinate and arrange decorations, nametags, set-up, and cleanup for event
 - g) Coordinate for the Membership Chair and Historian to be present at the event.
 - h) Collect monies and contracts from instructors and submit collected monies to the CBSC Treasurer within three (3) business days.
 - i) CBSC sponsored activities shall be exempt from fees.
 - j) Submit relevant information to CBSC Webmaster/Publicity Chair as outlined in **Article VI, Section 11** of these By-Laws.
 - k) Publicity requests should be forwarded to the Webmaster/Publicity Chair.
 - l) Advertise for and procure instructors; execute instructor contracts; schedule non-member instructors on a space available basis.
 - m) Assure that CBSC activities leaders and CBSC Sub-Club POC's are aware of the policy, all participants of a CBSC approved and sponsored Sub-Clubs, are expected to be members in good standing of the Carlisle Barracks Spouses' Club.
- M. Work cooperatively with the Parliamentarian to host Installation of Elected Officers at the May Luncheon.
- N. Make sure all CBSC Board Members are registered in the Volunteer Management System (VMIS).

- O. Maintain and submit monthly records of volunteer hours for CBSC Board members to the Installation Volunteer Coordinator. Serve as the liaison between the Installation Volunteer Program and CBSC.
- P. Assume the duties and title of President should that office become vacant. Should the First Vice President decline the position, the succession shall be assured according to **Article V, Section 4** of the CBSC Constitution.
- Q. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- R. Submit an AAR for all Special Activities (i.e. IF Welcome, Super Sign Up) within thirty (30) days of the close of event.
- S. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- T. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 5: Second Vice President shall:

- A. Attend Executive, Governing Board meetings, and General Membership Programs.
- B. Submit proposed monthly programs to the Governing Board NLT August Board meeting.
- C. Coordinate, plan, and arrange for all CBSC luncheons/dinners/programs.
- D. Serve as CBSC liaison for CBSC events and coordinate all requirements (to include, but not limited to: floor/seating design, food, decorations, etc.) in accordance with (IAW) facility contracts.
- E. Coordinate with CBSC Webmaster/Publicity Chair to manage monthly program publicity as designated by Publicity Chair and **Article VI, Section 8** of these By-Laws.
- F. Publish a schedule of said programs to be distributed to the membership at SSU.
- G. Serve as a member of the Budget Committee and additional committees as required.
- H. Be asked to assume the duties and title of First Vice President should that office become vacant. Should the Second Vice President decline the position, a successor shall be appointed as provided for in **Article V, Section 5** of the Constitution.
- I. Be responsible of all CBSC property, including key control and inventory.
- J. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- K. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- L. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 6: Secretary shall:

- A. Attend Executive, Governing Board meetings, and General Membership Programs.
- B. Ensure that the President reviews all correspondence before being distributed.
- C. Collect and distribute the Board Meeting minutes via email within one (1) week after the board meeting's date, for review. If any revisions are submitted, distribute the revised copy via email to the Board prior to 48 hours of the next scheduled board meeting. Present the minutes for approval at the next Governing Board meeting.
- D. Present hard copy of approved monthly minutes for President and Secretary signatures.
- E. Record and preserve the minutes of all Executive, Governing, and General Membership meetings, AARs in compliance with **Article X, Section 1** of the Constitution.
- F. Shall be official custodian of the CBSC records, except the Treasurer's books and maintains said records for a period of three (3) years. These records shall be maintained at the LVCC (basement) and on a flash drive maintained by the Secretary. Shred all outdated, nonessential files annually.
- G. Coordinate with Parliamentarian to record all Board votes delivered by telephone, electronic mail or proxy as the Constitution and Bylaws allow. Amend, to reflect in the minutes, any telephone or email votes.
- H. Monthly, submit hardcopy to the Carlisle Barracks Garrison Commander or his/her designee; one approved copy of the Governing Board minutes, telephone/email votes, and the monthly financial report. The Governing Board rosters, audits, and amendments will be submitted on an annual basis. AR 210-22, 2-1c
- I. Assist with the filing of paperwork for Private Organization Approval to FMWR for permission for CBSC to operate on Carlisle Barracks every second year. (Current ends 2018)
- J. Maintain copy of the Constitution and By-Laws and records of CBSC.
- K. Provide a standard form of the Year End After Action Report to all Governing Board members in March.
- L. In May, collect Year End After Action Reports from each Governing Board member (Honorary President(s) and Advisor(s) are exempt) to be distributed to the incoming President, Secretary, and incoming Chairs.
- M. Submit Year End After Action Report of assigned appointed positions to the President.
- N. Maintain roster of the CBSC Governing Board and create an email distribution list. Maintain the CBSC emails for the various Board positions, and at End of Year turnover make sure the Passwords are "reset" to pass to the incoming Board positions.
- O. Mail all correspondence, and send out corresponding emails, as directed by the President.
- P. Pick up and distribute mail on a weekly basis (1 June -31 May).
- Q. Write thank you notes

- R. Serve as a member of the Budget, Constitution and By-Law Committees and additional committees as required.
- S. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- T. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- U. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 7: Treasurer shall:

- A. Attend Executive, Governing Board meetings, and General Membership Programs.
- B. Be bonded and the primary signer of checks drawn against the CBSC account.
- C. Keep itemized accounts of all receipts, disbursements, and all supporting vouchers and records according to Article IX of the Constitution, using the appropriate Army Regulation as a guide. AR 210-22, 3 DoD Instruction 1000.15
- D. Serve as custodian of the CBSC Operating Account and Outreach Account.
- E. Collect and deposit CBSC membership, fundraising event funds, and other monies into the appropriate CBSC account within one (1) Board cycle.
- F. Present a copy of the appropriate financial report to all Board members each month. (A copy shall be included with the Board minutes, which are submitted to FMWR as indicated in **Article IX, Section 5** of the Constitution.) The Treasurer must provide final copies of the financial statements to the Secretary at each regularly scheduled board meeting.
- G. Open their records for inspection by the members of the CBSC at the discretion of the President.
- H. With the President, sign all appropriate contracts, obligations, and disbursement authorized by the Board.
- I. Serve as Chairperson for the Budget Committee as defined in **Article VIII, Section 3** of these By-Laws.
- J. Make a copy of the current financial report available to the General Membership at the monthly meetings. The copy should be in a conspicuous place as designated by the board.
- K. Present a yearly written financial review at the last General Membership meeting of the CBSC year.
- L. Jointly, with the incoming Treasurer, arrange for the annual audit of all accounts. Books shall be turned in to the Auditor by the last working day of June and shall be subject to audit on accordance with Installation guidelines and as presented in **Article IX, Section 5** of the Constitution. An audit shall be made at any time a new Treasurer assumes the duties between regular elections.
- M. Arrange with the auditor for the timely filing of all appropriate tax forms and fees. Taxes are due no later than 15 October.
- N. Ensure that any funding appropriations, approved and not paid by the end of the CBSC year, remain in the appropriate account.

- O. Secure a second authorized signature for an approved expenditure over one thousand dollars (\$1,000.00).
- P. Ensure that the proper insurance policies that are required herein and in the CBSC Constitution and Bylaws are up-to-date and in compliance.
- Q. Prepare budget recommendations for the following year.
- R. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- S. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- T. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 8: Parliamentarian shall:

- A. Attend Executive, Governing Board meetings, and General Membership Programs.
- B. Be appointed by the President as a non-voting member of the Board.
- C. Be the parliamentary authority on all procedures to ensure orderly conduct as outlines in, Robert’s Rules of Order, Revised and to oversee and advise the Governing Board and General Membership on voting and parliamentary procedures in accordance with the CBSC Constitution, By-Laws, and AR 210-22.
- D. Provide advice on parliamentary procedures in a simple manner.
- E. Advise and aid the President as needed in following: Constitution, By-Laws, and AR 210-22.
- F. According to **Article XI: Voting Procedures**, of these By-Laws, coordinate all voting, including written and absentee ballots, at all Executive Board, Governing Board, and General Membership meetings. Absentee ballots, if required, will be made available for the April election of officers.
- G. Chair the Constitution and By-Laws Review Committee, which will convene not later than January of the designated review year as determined in **Article VIII, Section 4** of these By-Laws.
- H. Be responsible for seeing that copies of the Constitution and By-Laws are typed and distributed by email, or other method, to the General Membership.
- I. Chair the Nominating Committee, which will convene not later than February as designated in **Article VIII, Section 2** of these By-Laws.
- J. Administer any telephonic or email vote as per **Article XI, Section 3** of these By-Laws and enter such action and its results in an addendum to the minutes to be read at the next board meeting.
- K. Coordinate with First Vice President to host the Installation of Elected officers.
- L. Be a member of the Budget, Outreach, and Scholarship Committees.
- M. Maintain a current file consisting of the following: approved and current Constitution, By-Laws complete with all revisions and records of approval in accordance with **Article X, Section 1.A-C** of the Constitution.
- N. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.

- O. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- P. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

ARTICLE V

GENERAL RESPONSIBILITIES of the APPOINTED BOARD

The duties of the Appointed Board shall be those implied by their respective titles, those prescribed by the Constitution of CBSC, and those specified by the By-Laws.

- A. The CBSC Appointed Board, Standing Committees may include, but is not limited to: Auction Chair, Community Liaison, Duck Derby Chair, Historian, Hospitality Chair, Membership Chair, Outreach Chair, Publicity/Webmaster Chair, Reservations Chair, Scholarship Chair, Tourista Chair, and Vendor Chair.
- B. All Board Members shall be CBSC members in good standing.
- C. All Appointed officers will carry out the responsibilities of their office as stated in the Constitution, these By-Laws and their respective job descriptions.
- D. Standing committees and subcommittees may be created, changed or abolished at the direction of the President with a two-thirds (2/3) vote of the members of the Board present and voting in a duly constituted meeting.
 - 1. Subcommittees, which fall under a specific Standing Committee, are the responsibility of that Standing Committee Chairperson.
 - 2. Standing Committee Chairperson positions may be held for no more than two (2) consecutive years. Exceptions may be made at the discretion of the Board with a two-thirds (2/3) vote of the members of the Board present and voting in a duly constituted meeting.

SECTION 1: General Information: All Appointed Board Members shall:

- A. Attend monthly Governing Board Meetings, General Membership Programs, and other meetings as deemed necessary in his/her job description. Members should notify the Secretary of his/her intended absence prior to any meeting.
- B. Be a voting member of the Governing Board and General Membership with exception of the Honorary President(s), Advisor, and Parliamentarian. The President may vote in the event of a tie as in accordance with **Article VI, Section 6** of the CBSC Constitution.
- C. Be a CBSC member in good standing.
- D. Appoint their own committee members who are CBSC members in good standing, with approval of the President.
- E. Be present and a voting member of the Board, or be represented by a non-voting committee person at each Board meeting. In the case of CO-Chairpersons, only one vote is authorized. Meeting absences may not exceed two (2) per term, unless excused by the President.
- F. Give advance notice to the President of items he/she needs to place on the agenda for CBSC Board discussion.
- G. Ensure the President reviews all correspondence to the General Membership/Public BEFORE being distributed.

- H. Prepare and submit a proposed budget to the Treasurer at the beginning of the board year, if required, and operate within individual budget allowances as approved by the General Membership. The Executive Board must approve additional allowances.
- I. Submit a monthly Board Report to the Secretary even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- J. Submit a Year End AAR not later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws. These reports shall include revenues, expenditures, data, and all pertinent information relating to their positions.
- K. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws
- L. Keep and maintain all records (i.e., board minutes, financial reports, AAR’s) for three (3) years, in accordance with **Article XII, Section 5** of these By-Laws and **Article X, Section 2** of the Constitution.
- M. Submit monthly, when appropriate, information or an article to Publicity/Webmaster for social media outlets.
- N. Perform additional duties as designated by the President.

ARTICLE VI

DUTIES OF APPOINTED POSITIONS

SECTION 1: Auction Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Form and Chair the Auction Committee, to consist of but not limited to: Second Vice President, Publicity/Webmaster Chair, Reservations Chair, Decorations Coordinator, Donations Coordinator, Treasurer, and any others with approval of the President.
- C. Be responsible for all aspects of the fundraiser to include all, but not limited to:
 - 1. All planning
 - 2. Physical arrangements
 - 3. Donations
 - 4. Ticket Sales
 - 5. Programs
 - 6. Decorations
 - 7. Coordinating volunteer and volunteer scheduling
- D. Be responsible for all aspects of donation coordination including, not limited to:
 - 1. Updating and providing letters of requests for donated items and monetary contributions from external businesses and organizations
 - 2. Track external businesses and organizations responses and any replies to potential donors.
 - 3. Coordinate and request Student Seminars and Permanent Party themed basket donations.

4. Collection and safekeeping of all donated items, to be storied in a place and manner as approved by the CBSC Board.
- E. Coordinate with President for the Community Leadership Information Forum (CLIF) announcement of Auction date and time.
- F. Utilize and request publicity from Publicity/Webmaster Chair according to **Article VI, Section 11** or these By-Laws.
- G. Be in compliance with all military post requirements regarding fundraising activities AR 210-22, 3-1, 3-5, 4-2, 5-2; and state laws involving 501(c)7
- H. Coordinate with the Treasurer for all monetary transactions in accordance with **Article IV, Section 7.C** and **7.E** of these By-Laws.
- I. Submit an AAR for the Auction within thirty (30) days of the close of event. A copy shall be retained for his/her Continuity Notebook.
- J. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- K. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- L. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 2: Community Liaison Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Form and Chair a College-Age Social Committee, with approval of the President.
- C. Responsible to coordinate all planning, physical arrangements, and scheduling of College-Age Social.
- D. Coordinate all publicity by date designated by Publicity/Webmaster Chair according to **Article VI, Section 8** of these By-Laws.
- E. Represent CBSC at the following, but not limited to:
 1. Commissary/Exchange Advisory Council Meetings
 2. Monthly CLIF Meetings, if President is unavailable to attend.
- F. Coordinate with LVCC staff to decorate the LVCC for the holidays, no later than 1 November
- G. Coordinate an announcement regarding decorating date to General Membership (email, CBSC face book page, Spouse Share, and CBSC Website) at November General Membership Program.
- H. Coordinate volunteers
- I. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- J. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- K. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 3: Duck Derby Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.

- B. Form and Chair a Duck Derby Committee, if needed, with approval of President.
- C. Be responsible for all aspects of the fundraiser to include, but not limited to: planning, physical arrangements, donations, scheduling, selling ducks at CBSC events, coordinating duck sales to AWC Student Seminars, purchase necessary ducks (large and small)
- D. Coordinate table with Second Vice President for duck sales at CBSC monthly luncheons.
- E. Coordinate Publicity as designated by Publicity/Webmaster Chair according to **Article VI, Section 8** of these By-Laws.
- F. Be in compliance with all military post requirements regarding fundraising activities. AR 210-22, 3-1, 3-5, 4-2, 5-2; and state laws involving 501(c)7
- G. Coordinate with Treasurer for all monetary transactions in accordance with **Article IV, Section 7.C** and **7.E** of these By-Laws.
- H. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- I. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- J. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 4: Historian shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Take photos at all official CBSC functions and CBSC sponsored events (i.e. monthly luncheons, evening events, fundraisers, Outreach (as requested), Scholarship Ceremony, and any other CBSC activity as requested).
- C. Submit photographs to Publicity/Webmaster Chair for publication/posting on social media platforms.
- D. Prepare and assemble photo albums for presentation at the end of the board year. Books are presented to President, Honorary President(s), and Advisor.
- E. Submit to First Vice President for review.
- F. Prepare a slideshow for CBSC Programs
- G. Label and store all photographic supplies, digital pictures on a thumb drive.
- H. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- I. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- J. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 5: Hospitality Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Serve on the Super Sign Up Committee, and perform duties assigned by the President.

- C. Oversee the “welcoming” of members and guests at CBSC General Membership Programs.
- D. Purchase the Opportunity Prize for CBSC monthly Luncheons.
- E. Assist Vendor Chair with Opportunity ticket sales at CBSC monthly luncheons.
- F. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- G. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- H. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 6: Membership Chair:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Review and update yearly the CBSC Membership application, by approval of the President, no later than August.
- C. Coordinate the printing of the Membership applications.
- D. Collect Membership dues with new member application.
- E. Coordinate with Treasurer for all monetary transactions in accordance with **Article IV, Section 7.C** and **7.E** of these By-Laws.
- F. Compile and maintain a complete and accurate membership roster, with a copy provided to the President and Secretary.
- G. Oversee publication and distribution of the CBSC Directory to all members, not later than 31 October. (Email to General Membership, except if printed copy is requested then at cost to Member.)
- H. Email requested distributions to General Membership.
- I. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- J. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- K. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 7: Outreach Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Coordinate, update, and assemble materials and applications for the CBSC Outreach Program.
- C. Prepare an Outreach Program semi-annually and present to the Board for approval not later than November Board meeting and April Board meeting.
- D. Form and chair an Outreach Committee to include the Honorary President(s), and/or Advisor, Parliamentarian, and two (2) other CBSC members, in good standing, as voting members. (As outlined in **Article VIII, Section 5** in these By-Laws)
- E. Present Outreach Committee recommendations and value of donations to Governing Board for final funding approval.

- F. Convene Outreach committee, if possible, for any emergency outreach requests that fall outside of the semi-annual disbursement. Present recommendations to Executive Board for final approval in accordance with **Article IX, Section 16** of the Constitution and **Article VIII, Section 5.C** of these By-Laws.
- G. Plan and coordinate with a local charity, a monthly donation drive to be conducted at CBSC luncheon programs, whereby General Members provide donations.
- H. Collect and appraise value of donations.
- I. Deliver donations to monthly chosen charity following the CBSC luncheon.
- J. Coordinate publicity with Publicity/Webmaster Chair informing public of CBSC Outreach donations according to **Article VI, Section 8** of these By-Laws.
- K. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- L. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- M. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 8: Publicity/Webmaster Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Maintain CBSC website and Facebook page.
- C. Create and publish announcements of all CBSC events and news through all suitable media, including but not limited to: flyers, banners, CBSC Website, CBSC Face Book Page, MWR Marquee, and the War College Community Calendar.
- D. Update website monthly with relevant and timely information about CBSC and upcoming events.
- E. Protect General Member privacy on CBSC website. Ensure that photos that are displayed are in accordance with Photo release.
- F. Provide press releases, including photographic coverage of CBSC activities and functions, to the media after clearance, when required, by Army officials.
- G. Assist, when requested, with flyers and/or other graphic design for programs and events.
- H. All publicity requests and details are due the Publicity/Webmaster Chair NLT the first of every month for the following month’s events (i.e. request/details for October program is due NLT 1 September, etc.)
- I. Publicity requests will be submitted to the Publicity/Webmaster Chair.
- J. Monthly CBSC Program flyers will be published and distributed for publication NLT the current month’s program (i.e. September program flyer distributed at August program, October program flyer distributed at September program, etc.).
- K. Oversee the publication (and/or printing) of any other CBSC literature with the exception of the Directory.
- L. Maintain a historical file or any and all CBSC publicity for activities and events (i.e. programs, ad layouts, flyers, etc.).

- M. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- N. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- O. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 9: Reservations Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Review and update and a Reservation Policy Letter no later than 1 August, with approval of President.
- C. Submit any changes to the Reservation Policy for publication on the CBSC website, social media pages, and/or email, welcome packet.
- D. Accept reservations for the CBSC programs and maintain an accurate guest list for each function.
- E. Provide reservation and meal count to Second Vice President as required, by date designated by Second Vice President in accordance with LVCC (or acceptable venue)
- F. Ensure General Members who make reservations for CBSC programs are held responsible for payment. In the event a member fails to cancel a reservation by the deadline (as per the Reservation Policy), the Chair shall send out a collection letter within one (1) week of the event. Collect all appropriate charges in accordance with the No Show Payment Policy, **Article X, Section 3** of these By-Laws.
- G. Turn over all monies collected to the Treasurer at the conclusion of the program .
- H. Prepare, distribute, and keep permanent nametags and place cards for membership and have them available at all CBSC programs.
- I. Notify the President, Membership Chair, Treasurer if a Member does not pay for a missed luncheon within one (1) month of the event. **Article XIII, Section 1-4**
- J. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- K. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- L. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 10: Scholarship Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Coordinate with President to determine goals/direction of the scholarship program for the year. Discuss how and when scholarships will be distributed.
- C. Coordinate, update, and assemble scholarship application, materials, and establish a Scholarship Committee for the CBSC Merit Scholarship Program by 1 October.
- D. Scholarship Committee shall consist of, but not limited to; Scholarship Chair, President or designee, Parliamentarian as non-voting members as well as five (5)

- to eight (8) General Membership members, in good standing, as voting members in accordance with **Article VIII, Section 6** of these By-Laws.
- E. Recruit Judges for essays, duties listed under **Article VIII, Section 6** of the By-Laws.
 - F. Chair the Scholarship Committee as outlined in accordance with **Article VIII, Section 6** of these By-Laws, to select scholarship recipients from high school seniors and CBSC members and/or their immediate family members.
 - G. Due to conflict of interest, any General Members and/or parents of students applying for a scholarship are not eligible to serve on the Scholarship Committee.
 - H. Meet with committee at least once per month from October through March.
 - I. Work with committee to develop and/or revise evaluative and objective rubric for non-essay portion of the scholarship application.
 - J. Submit Scholarship Policy and Application, prior to publication, for approval of the President no later than 1 November. After approval prepare application for publication and distribute by February 1st.
 - K. Coordinate publicity for the Scholarship Application for publication as designated by Publicity/Webmaster Chair according to **Article VI, Section 8** of these By-Laws.
 - L. Provide Rubric to the President or designee prior to the January Board meeting.
 - M. Publicize scholarship availability and eligibility requirements through high schools, PTOs, and other community information forums, Community Info Exchange (CLIF), Club website, and Facebook page by February 1st and coordinate with the Education Center and school counselors for distribution of applications.
 - N. Submit Scholarship Application information to Publicity/Webmaster Chair
 - O. Ensure CBSC Scholarship Requirements are adhered to as follows, in accordance with **Article IV and Article IV, Section 3** of the Constitution:
 - 1. Be a CBSC member or their dependent. Membership must be current as of 30 October, or within 60 days of report date on official orders. Orders must have arrival after 1 October.
 - 2. Be a high school senior, home-schooled equivalent, spouse or dependent of a CBSC member living within 50 miles of Carlisle Barracks and enrolled in an accredited college/university or certification program.
 - 3. Applicant must enroll as a matriculated student as defined by the college/university or certification program during an entire academic year. (Full time student)
 - P. Prior to awardee notification, present to the CBSC Governing Board any Scholarship Committee recommendations concerning the number of selected awardees and suggested scholarship amounts.
 - Q. All Scholarship decisions are final based on CBSC Governing Board vote.
 - R. Notify all applicants in writing, regardless of receiving an award or not, of Scholarship Awardee decisions suggested by the Scholarship Committee and made final by Governing Board.
 - S. Send written invitation to ceremony to any distinguished guests, awardees, families of recipients, and Executive Board.

- T. Submit scholarship recipients' names to the Publicity/Webmaster Chair **Article VI, Section 8** for publication.
- U. Coordinate with Treasurer for the disbursement of funds.
- V. Organize and orchestrate the Scholarship Presentation Ceremony.
- W. Write and submit budget estimate for the following year.
- X. Submit a monthly Board Report to Secretary, even a "No-Report" by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- Y. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- Z. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws

SECTION 11: Tourista Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Present an annual plan of proposed trips, and tours to points of interest by the August board meeting.
- C. Coordinate to be the POC to establish a bus schedule with the Army War College and/or Wolf Bus Lines.
- D. Coordinate all necessary arrangements dependent on type of tour.
- E. Submit request for publicity to the Publicity/Webmaster Chair **Article VI, Section 8** for publication and advertisement of trips/tours.
- F. Collect all monies for reach event and turn in to the Treasurer in accordance with Article IV, Section 7.C and 7E of these By-Laws.
- G. In case of an Event cancellation and/or any changes, be responsible to make notification to all tour attendees. In event of cancellation coordinate with Treasurer for reimbursement of participants money.
- H. Ensure General Members who make reservations for tours are held responsible for payment. In the event a member fails to cancel a reservation by the deadline (as per the CBSC Reservation Policy), the Chair shall send out a collection letter within one (1) week of the event. Collect all appropriate charges in accordance with the No Show Payment Policy, **Article X, Section 3** of these By-Laws.
- I. Write and submit budget estimate for the following year.
- J. Submit a monthly Board Report to Secretary, even a "No-Report" by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- K. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- L. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 12: Vendor Coordinator Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Review, Update, and Revise the Vendor Policy, Vendor Application, and Vendor Contract by 1 August, with approval of President.

- C. Coordinate with Publicity/Webmaster Chair to publish initial advertising packets to vendors for SSU.
- D. Set and coordinate Vendor contracts prior to September Program.
- E. Contact vendors in advance of all CBSC luncheons/events and assign them a table.
- F. Notify Second Vice President of the number of vendor tables needed prior to the reservation deadline.
- G. Coordinate and collect all Vendor Opportunity donations at each monthly luncheon.
- H. Ensure each vendor completes a Vendor Policy Letter before CBSC events and enforce that all vendors abide by this agreement.
- I. Serve on Super Sign Up Committee.
- J. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- K. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- L. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

ARTICLE VII

VOTING REPRESENTATIVES

SECTION 1: International Fellow (IF) Representative shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. The International Fellows Representative may be either an international student spouse or regular member, or both.
- C. The representative should be prepared to work closely with all IF spouses to inform and coordinate efforts.
- D. Be a CBSC member in good standing, or an honorary member in good standing of an International Student.
- E. Serve as a liaison between the IF student spouse membership and the CBSC Board. Provide the board input from IF, if warranted.
- F. Serve as liaison for the IF donations to the annual auction.
- G. Coordinate with the CBSC board and the IF spouses the yearly CBSC IF Welcome Tea (if one is planned).
- H. Attend IF Conversations and Culture monthly programs.
- I. **International Fellows (IF) Welcome Tea:**
 - a) Coordinate with the President, Honorary President(s), Advisor, IF Liaison, and the IF Program Sponsor Coordinator to arrange a date, time, and location for the event.
 - b) Schedule the use of an appropriate social facility.
 - c) Coordinate with IF Program Sponsor Coordinator to take reservations from the IF Spouses.
 - d) Establish and Chair a special IF planning committee, if needed.

- e) Plan and arrange for all food, drinks, nametags, guest book, dishes, utensils, paper products, etc.
 - f) Plan and execute an agenda to be followed during Welcome Tea.
- J. Provide a detailed After Action Report (AAR) of event and submit to President and Secretary no later than thirty (30) days following date of event.
- K. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- L. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- M. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 2: Retiree Representative shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Be a member of CBSC in good standing.
- C. Serve as a liaison between the retired membership and the CBSC board.
- D. Coordinate with CBSC board donated food items for the Retiree Appreciation Day.
- E. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- F. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- G. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

SECTION 3: Student Representative shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Will be a student spouse.
- C. Will be chosen by the Honorary President(s).
- D. Be a CBSC member in good standing.
- E. Serve as liaison between the student spouse membership and the CBSC Board.
- F. Attend monthly CLIF meetings.
- G. Attend monthly Seminar Spouse Representative (SSR) meetings.
- H. Submit a monthly Board Report to Secretary, even a “No-Report” by date designated by Secretary. A copy shall be retained for his/her Continuity Notebook.
- I. Submit a Year End AAR no later than May Board meeting and in compliance with **Article XII, Section 3** of these By-Laws.
- J. Keep an updated Continuity Book in compliance with **Article XII, Section 4** of these By-Laws.

ARTICLE VIII **SPECIAL COMMITTEES**

Special committees may be created, changed, or abolished at the discretion of the President with a majority approval of the Executive Board.

SECTION 1: General Information on: All Special Committee Chair shall:

- A. Perform all duties as outlined in **Article V, Section 1** of these By-Laws.
- B. Be CBSC members in good standing.
- C. Appoint, as needed, their own committee members (with approval of President) who are CBSC members in good standing.
- D. Provide the First Vice President with a list of all committee members so their volunteer hours may be collected and recorded.
- E. Report to the Governing Board as directed by the President.
- F. Submit, on completion of the project, a written AAR to the President and Secretary.

SECTION 2: Nominating Committee shall:

- A. Be chaired by the Parliamentarian.
- B. Consist of the Parliamentarian, President, Honorary President(s), Advisor(s), and/or their designees, a minimum of two (2) members of CBSC.
- C. President, Honorary President(s), Advisor(s) or their designees shall be non-voting members of this committee.
- D. Select a slate of potential Executive Board Officer nominees from CBSC membership. A single slate may be selected, but no more than three (3) nominees shall be selected for each office.
- E. Present the slate of available nominees and biographies to the Governing Board in March.
- F. Slate of available Executive Board Officer nominees will be announced during the March CBSC monthly program.
- G. Nomination(s) from the floor shall be accepted only with prior consent of candidate(s).
- H. Parliamentarian will present slate of available nominees for voting at the April CBSC monthly program.
- I. Parliamentarian and one (1) member of the committee will be responsible for counting votes and announcing the newly elected Executive Board Officers at the end of the program.
- J. Newly elected Executive Board members will be installed at the May CBSC monthly Program.
- K. Officers elect are authorized to assume their positions on 1 June.
- L. The Parliamentarian will submit the new Executive Board of officers to the Publicity/Webmaster to be published on club website and Facebook page.
- M. Any names collected by the Nominating Committee wishing an Appointed Board Position will provide that list to the newly elected President.

SECTION 3: Budget Committee shall:

- A. Be chaired by the Treasurer.
- B. Consist of the members of the Executive Board: President, First Vice President, Second Vice President, Secretary, Parliamentarian, and any other chairman

deemed necessary. The Honorary President(s) and/or Advisor(s) will be invited to attend.

- C. Prepares and submits a proposed budget for the CBSC year to be presented to and approved by the Governing Board at the August Governing Board meeting and then taken to the General Membership for approval at the next regularly scheduled General Membership meeting.
- D. Recommend budget limitations for Governing Board position and/or committees.
- E. Advises the Governing Board of budget imbalance and recommends changes necessary in the budget for approval during the year as needed.
- F. A minimum of \$2,500.00 shall be carried forward in the Outreach/Scholarship budget for the next year's board. Additional sums may be reserved and granted at the discretion of the Executive Board. The Outreach/Scholarship budget consists of monies from company donations, benefactors, and fundraising activities.
- G. A minimum of \$5,000.00 shall be carried forward in the Operating Budget for the succeeding year. Additional sums may be reserved and granted at the discretion of the Executive Board. The Operating Budget consists of all monies for appointed positions other than Outreach/Scholarship budget.
- H. Ensure the Operating Fund, the Outreach Fund and the Scholarship Funds are kept on deposit to credit of the CBSC at a financial institution, which has subscribed to the FDIC. Currently held at Navy Federal Bank, Carlisle Barracks, PA.

SECTION 4: Constitution and By-Laws Rewrite Committee shall:

- A. Be chaired by the Parliamentarian.
- B. Consist of the President, Honorary President(s), Advisor(s), Secretary, and at least two (2) other CBSC members.
- C. Reviews the Constitution and By-Laws every two (2) years, or as often as necessary, to ensure these documents accurately and effectively govern the CBSC pursuant to its purpose (**Article II**) and as stated in the Constitution **Article XI, Section 4** and in accordance with applicable Carlisle Barracks, AWC, and Army Regulations 210-22.
- D. Convene anytime after the beginning of the designated CBSC year, not later than January.
- E. Ensures revisions and/or amendments to the Constitution are approved by the Governing Board in accordance with the CBSC Constitution **Article XI** and then presented to the General Membership for a vote of approval.
- F. Have for reference, all pertinent copies of Army and Carlisle Barracks Regulations.
- G. Submit approved changes to the Carlisle Barracks Garrison Command office for filing and signature according to **Article XV, Section 1** of these By-Laws and AR 210-22, 2-1

SECTION 5: Outreach Committee shall:

- A. Be chaired by Outreach Chair. (non-voting)

- B. Consists of the Honorary President(s), and/or Advisor(s), Parliamentarian, and two (2) other CBSC members, in good standing, as voting members. (As outlined in **Article VIII, Section 5** in these By-Laws)
- C. Convene in both Fall and Spring for twice yearly distributions according to **Article VI, Section 7** of these By-Laws.
- D. Convene and accept for review any valid emergency outreach requests that may fall outside of the twice-yearly distributions. Outreach Chair will present recommendations to the Executive Board for final funding approval, in accordance with **Article IX, Section 16**, of the Constitution.
- E. Be good stewards of CBSC Outreach funds by committing to reviewing applications and determining those organizations in most need.
- F. Members of committee who are members of the organization applying for Outreach funds must abstain if they have a vested interest in the outcome of the vote.

SECTION 6: Scholarship Committee shall:

- A. Be chaired by the Scholarship Chair.
- B. Consist of President or designee, Parliamentarian as non-voting members as well as five (5) to eight (8) General Membership members, in good standing, as voting members in accordance with **Article VIII, Section 6** of these By-Laws.
- C. Establish a separate panel of Judges consisting of:
 - 1. Students of the Army War College (AWC) of their spouses, faculty, Carlisle Barracks permanent party or their spouses, members of the Greater Carlisle community, and one (1) other who is not a member of the CBSC board, who shall evaluate scholarship applicant's written essays.
 - 2. Possess a minimum of a Bachelor degree.
 - 3. One (1) judge will serve as liaison between the judge panel and scholarship committee.
- D. Due to conflict of interest, any General Members and/or parents of students applying for a scholarship are not eligible to serve on the Scholarship Committee and must recuse self.
- E. Meet at least once per month from October through March.
- F. Develop and/or revise evaluative and objective rubric for non-essay portion of the scholarship application.
- G. The committee will recommend the number of scholarship awards to be given, and their value, using available Scholarship funds, by approving vote of the Governing Board.

SECTION 7: Other Temporary Committee Positions:

- A. The President, with approval of the Executive Board, may appoint other committees. This shall include any temporary committees or positions. The Executive Board shall determine their duties and terms of office; they shall have no vote on the Governing Board.

ARTICLE IX

MEETINGS

SECTION 1: General Membership Meetings:

- A. General Membership meetings (luncheons and evening programs) will be held on the third (3rd) Wednesday of the month from September through May. The Executive Board may change the meeting schedule.
- B. Special meetings of the General Membership for the purpose of conducting business may be called by the President with the concurrence of two-thirds (2/3) of the voting members of the Board.
- C. Any active member may seek to have a special meeting called by submitting such a proposal to the President and should that fail, by direct petition to the Board who shall consider the matter and approve the request with two-thirds (2/3) of the voting members of the Board.
- D. A quorum of the General Membership shall be defined as those members present. Any issue to be voted upon by the General Membership shall be decided by a majority of the quorum.

SECTION 2: Governing Board Meetings:

- A. Board meetings will be held on the first (1st) Wednesday of the month unless otherwise designated by the Executive Board. Business shall be conducted when a quorum is present. A quorum shall consist of two-thirds (2/3) of the voting members of the Governing Board. The vote of the majority of the quorum shall govern, unless otherwise directed by the Constitution or these By-Laws.
- B. Any member in good standing may attend Governing Board meetings with twelve (12) hour prior notice to the President, but said member shall not voice or vote at these meetings.
- C. The regularly scheduled May Board meeting shall be a transitional meeting with both current members of the Board and the incoming elect members.

SECTION 3: Executive Board Meetings:

- A. Executive Board meetings shall be held prior to the Governing Board meetings or as designated by the President.

ARTICLE X

FINANCES

SECTION 1: All dues and monies generated from within the membership shall provide the main source of funds for the Operating Account. Sources of funds for the Outreach Account shall be generated from the charitable fundraising events and contributions from non-CBSC members, except documented income generated by members through Ways & Means sales.

SECTION 2: Not less than \$5,000.00 shall be maintained in the Operating Account for the succeeding year. Not less than \$2,500.00 shall be in the Outreach Account for the succeeding year. These amounts are in addition to any obligation funds not paid by the end of the year as specified in **Article IV, Section 7.N** of these By-Laws.

SECTION 3: General Membership shall adhere to the following shall adhere to the following No-Show Payment Policy:

- A. General Members who make a reservation for any CBSC program to include, but not limited to: monthly luncheons, evening events, Tourista Tours, and Sub Clubs will be held responsible for full payment/cost.
- B. General Members who make reservations for an eligible guest, in accordance with **Article VI, Section 9** of these By-Laws and **Article XIII, Section 2** of the Constitution, will be held responsible for full payment/cost should their guest be a “no-show”.
- C. Payment is due within 72 hours following the event.
- D. In regards to CBSC luncheons/programs, the Reservations Chair will send out a collection letter within one (1) week of the missed program requesting payment due immediately, in accordance with **Article VI, Section 9.F** of these By-Laws.
- E. With regard to Sub Clubs, the First Vice President will send out a collection letter within one (1) week of the missed club meeting requesting payment due immediately, in accordance with **Article IV, Section 4.I** and **Article XII, Section 9.D** of these By-Laws.
- F. If payment is not received within specified date the General Member will be:
 - 1. Listed as Member Not in Good Standing.
 - 2. Unable to attend any future CBSC programs, events and/or Sub Clubs
- G. Any General Member not compiling with collection letter and two (2) additional attempts for collection of payment may be removed from General Membership, in accordance with **Article XIV, Section 2,4** of these By-Laws and **Article XIII, Section 4.B** of the Constitution.
- H. General Members who make payment as requested will again be listed as Member in Good Standing.

SECTION 4: The Treasurer’s books shall be subject to audit annually, or on change of Treasurer regardless of the time elapsed, in accordance with existing Carlisle Barracks installation regulations. AR 210-22,3-3 In addition will submit hardcopy to the Carlisle Barracks Garrison Commander or his/her designee, FMWR; the monthly financial report. AR 210-22, 2-1c **Article IX Section 5** of the Constitution.

SECTION 5: All financial guidelines are established and presented in **Article IX: Finances** in the CBSC Constitution. These guidelines must be adhered to.

ARTICLE XI

VOTING PROCEDURES

All eligible members will be given the opportunity to vote. Members must be in good standing in order to be eligible to vote as defined in the Constitution **Article IV, Section 1.**

SECTION 1: General Membership Motions: Any motion to be presented at the General Membership meeting must be submitted in writing to the President and Parliamentarian at least twenty-four (24) hours prior to the scheduled meeting.

SECTION 2: Election Voting: The General Membership shall elect the CBSC Executive Board annually every spring. The following, *Roberts Rule of Order, Revised* procedures shall be used in the election:

A. Absentee Voting:

1. Absentee ballots and the slate of nominees will be available by the last day of March.
2. Absentee ballots will be emailed, if requested.
3. Absentee ballots will be due to the Parliamentarian by designated deadline.
4. A valid vote consists of the voter's selections as well as the voter's name and signature on the absentee ballot.

B. In-Person Voting:

1. Eligible voter must sign for a ballot at the voting table after being crossed-reference on a membership list to verify no vote has been previously cast.
2. Voters are allowed to cast vote in secrecy.
3. Voting will conclude at designated time.
4. If single slate is presented for voting, a simple show of eligible members hands conducted by the Parliamentarian, is allowed.

C. Tabulation of Votes:

1. Upon conclusion of the election, both absentee (if any) and in-person ballots will be tallied by the Parliamentarian or his/her designee and verified by the Advisor(s).
2. The officers shall be elected by a majority vote of ballots received, or show of hands, and valid absentee ballots (if any) during the April General Membership Program.
3. Elections results will be announced prior to the conclusion of the April General Membership Program.
4. The number of votes cast for each candidate will not be published. A candidate may submit a request in writing to the Parliamentarian no later than fifteen (15) days after the elections are held for a recount of his/her specific office. The recount committee will be appointed by the Advisor(s), consisting of at least three (3), but no more than five (5) CBSC members in good standing.
5. If all offices are uncontested, the slate may be accepted by acclamation.

SECTION 3: Telephonic and/or Electronic Voting:

- A. The President shall have the authority to authorize a vote by telephone or email in the event of the requirement of an immediate decision to conduct CBSC business expeditiously.
- B. The telephone or email vote is to be administered solely by the Parliamentarian and reported to the Secretary. The minutes shall include the exact wording of the main motion, the names of the CBSC Board Members who cannot be contacted and the exact account of the vote.
- C. If there is no email response from a Board Member within the allotted time frame of the vote request being emailed, the Parliamentarian is required to attempt contact with the Board Member.
- D. A two-thirds (2/3) majority vote is necessary to approve the motion.
- E. The Parliamentarian will inform the Governing Board Members of the results of any electronic vote within one (1) week of their conclusion.
- F. Vote must be conducted within the allotted time frame.
- G. All General Members eligible and in good standing are allotted one vote per motion presented at General Membership events.

SECTION 4: Governing Board Co-Chair Position:

- A. All Appointed Committee positions, First Vice President, Second Vice President, Secretary, and Treasurer are granted one (1) vote each per motion.
- B. Positions that are Co-Chaired must share one (1) vote. (It is one (1) vote per position not person)
- C. The President may vote in the event of a tie as in accordance with **Article VI, Section 6** of the CBSC Constitution.

ARTICLE XII

GENERAL PROVISIONS

SECTION 1: Post Office:

- A. All correspondence and bank statements shall be directed to the CBSC Post Office Box at the Main Post Office on Louthier Street, Carlisle, PA rather than a home address. (PO Box 924 Carlisle, PA 17013)

SECTION 2: CBSC Year:

- A. The CBSC year shall run from 1 June to 31 May.

SECTION 3: After Action Reports (AAR):

- A. No later than May Board meeting, **ALL** officers, Chairs of **ALL** Appointed Committees, sub committees, special committees, and the liaison(s) shall submit three (3) copies of the printed report and should be turned into the Secretary. The Secretary shall use one (1) copy for the CBSC file, one (1) copy of each report to the President, and one (1) copy of each report for each corresponding Board Position in the Continuity Book.

SECTION 4: Continuity Books:

- A. **ALL** officers and Chairs of **ALL** Appointed Committees are required to keep and maintain a Continuity Book for their respective position.
- B. Continuity Books will be turned into Secretary no later than May Board Meeting.
- C. Each Continuity Book is required to have, but not limited to: current copies of Constitution and By-Laws, all Governing Board Agenda's, a copy of monthly Governing Board minutes, monthly Financial reports, respective position's monthly Board Report, AAR's of end of year or any events that position responsible for, and any notes and information pertinent to that position.
- D. The Parliamentarian at the March Board meeting may request continuity Books for review.
- E. Continuity Books will be passed on the incoming Chairs and is the property of CBSC.

SECTION 5: CBSC Records:

- A. All Executive and Appointed Board files, to include but not limited to; monthly board minutes, AAR's, and of year reports, and Continuity Books shall be held for three (3) years, in accordance with **Article X, Section 2** of the Constitution.
- B. All Treasurer financial reports and records shall be held for seven (7) years, in accordance with **Article X, Section 2** of the Constitution.

SECTION 6: Childcare Policy:

- A. The CBSC shall reimburse (if requested) its Board members for childcare, related to Governing Board meetings, Executive Board meetings, and nonsocial business essential to the fulfillment of a Board position. The Treasurer may authorize reimbursement of a Board member's childcare expenses if the board member provides a receipt. Receipts must be received within sixty (60) days of usage. Reimbursement is not authorized for childcare provided by immediate family members.
- B. Childcare provider may include the CDC, private sitter, or pre-school program at a rate not to exceed the current CDC hourly rate.

SECTION 7: Children:

- A. No children between the ages of six (6) months and seventeen (17) years will be in attendance at any General Membership Program of Club function unless there is prior approval or it has been designated a Family Event.

SECTION 8: Conduct:

- A. All members shall be responsible for their conduct and that of their guests. As in accordance to **Article XIII, Section 3** of the Constitution and Army Regulations.

SECTION 9: Sub Clubs:

- A. Sub Clubs include special interests of CBSC members. These include, but are not limited to; clubs with interests of: Wine, Bunco, Book, Playgroup, Craft, Gourmet, Out-To-Lunch Bunch, Quilting, Bowling, and Writing.
- B. First Vice President provides oversight of the Sub Clubs, Sub Club POC's (point of Contacts), and any social media used by POC to promote Sub Club.

- C. Each Sub Club will designate a Point of Contact (POC).
 - 1. POC(s) will maintain a Sub Club roster of members attending and notify First Vice President if someone is not on the CBSC Membership roster.
 - 2. Notify the First Vice President of any Sub Club member listed as no-show and requiring payment.
- D. All Sub Club members will abide by the No Show Payment Policy, in accordance with **Article X, Section 3** of these By-Laws.
- E. All participants must be CBSC members in good standing.

ARTICLE XIII

APPRECIATION MEMENTOS

SECTION 1:

- A. An appropriate memento, not to exceed \$150.00 (requirement one(1) year term) or \$300.00 (requirement two(2) year consecutive term), and a CBSC Photo Album will be presented to the CBSC President at the completion of his/her term(s).
- B. The First Vice President is responsible for conducting the purchase of this memento.
- C. Appreciation Mementos for the Elected and Appointed officers will not exceed the approved budget line associated with board gifts.
- D. A Board member must serve at least six (96) months of his/her term of office to receive an appreciation memento or upon the discretion of the Executive Board approval.
- E. An appreciation memento may be given to the Honorary President(s) and Advisor(s) at their PCS departure upon the discretion of the Executive Board.
- F. A photo album will be presented to Honorary President(s) at the end of the board year.
- G. Compliance with AR 210-22 and AR 215-1 will be adhered to, check the Garrison Command office for further clarification, if needed.
- H. The office of Staff Judge Advocate is the POC concerning any Army Regulations.

ARTICLE XIV

DISCIPLINARY PROCEDURES

SECTION 1: Good Standing Membership is defined as:

- A. Dues paid in full.
- B. Payment of cost associated with the attendance at monthly General Membership programs and events.

SECTION 2: Members not in good standing shall be subject to the following disciplinary measures:

- A. Shall not be able to attend CBSC Programs, in any form, and any related Sub Club until terms of returning to Member in Good Standing are met.
- B. May not apply for Scholarships.

SECTION 3: Board Members are required to attend all Governing Board meetings and encouraged to attend all CBSC Monthly Programs/Luncheons.

- A. If a Chairman cannot attend, they should:
 - 1. Notify the President and Secretary of their absence.
 - 2. Provide advance submission of the monthly Board report.
- B. In order for an absence to be considered excused, the following must be met:
 - 1. Requirements as listed in 3.A of this section.
 - 2. Absences due to TDY, illness, family matters, etc.
- C. An Absence is considered unexcused when a Board Member fails to comply with **Section 3.A, and 3.B** of this section.

SECTION 4: Just Cause

- A. Members are required to be of honorable character and reputation. The CBSC has the ultimate right to require its member's to refrain from conduct injurious to the organization or its purposes. (Members will not conduct activities that may discredit the Army, DOD, or the Federal Government. AR 210-22 3-1.b) A member will not be permitted retention if his/her is detrimental to the organization's reputation or effectiveness.
- B. Any or all of the following terminates membership (Cause)
 - 1. Member's permanent departure from the Carlisle Barracks area
 - 2. Loss of "member in Good Standing" status as defined herein and in **Article XIII** in the Constitution and **Article XIV** By-Laws.
 - 3. Written resignation to CBSC
 - 4. Failure to adhere to the Constitution and By-Laws
 - 5. Negative slander or conduct detrimental to CBSC or its purposes through social media
 - 6. Change of Membership status, which would affect membership eligibility

SECTION 5: General members may be removed from general membership for cause upon vote of the majority of the Governing Board.

- A. All issues of concern must be stated in writing
- B. The member must be notified of the issues of concern and have the opportunity to respond via written correspondence before a vote is taken.
- C. In the event cause for removal has been determined and a unanimous vote has been reached by the CBSC Governing Board to remove said member, his/her membership dues will be reimbursed and membership to the CBSC will be terminated

ARTICLE XV
ADOPTION

SECTION 1: Adoption:

These By-Laws were approved by the Governing Board on August 2018 and by the Garrison Commander or his/her representative. The adoption of these By-Laws supersedes, evokes, and nullifies any prior By-Laws of the CBSC.

Printed Name-President

Signature-President

Printed Name-Parliamentarian

Signature-Parliamentarian

Printed Name-Secretary

Signature-Secretary

Garrison Commander or his/her representative