

**PATRIOT SPOUSES' CLUB (PSC)  
FORT SILL, OKLAHOMA, INC.  
BY-LAWS  
March 2010**

**ARTICLE I – DUTIES OF THE GOVERNING BOARD**

All members of the Governing Board (hereafter referred to as the Board) shall remain members of the PSC during their tenure. They must retain records pertaining to their offices for a minimum of three years. The Treasurer must maintain her records, including monthly statements for a minimum of seven years. A copy of all records are to be labeled and stored in the allocated PSC storage area. Elected Board members must provide their job descriptions to the Nominating Committee Chairperson by February. Annual after-action reports must be submitted to the President no later than May of the current PSC year. Members are expected to support other members of the Board and to actively participate in PSC activities, to include Board meetings, fund-raising events, special projects, and general membership meetings.

Committee Chairpersons will appoint their own committee members, if needed, with the approval of the President. Each elected and appointed Board member shall be present or be represented at each Board meeting. Each member will prepare a monthly written report that must be emailed to Recording Secretary, President, & Honorary President two days prior with a copy retained for their files. Chairpersons and advisors on welfare, scholarship, and nominating committees will be non-voting members of their committee, chairpersons may vote in the case of a tie. Only one vote may be cast per Board position.

**ARTICLE II – DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

**Section A. - President**

1. Preside and supervise over all general membership and Executive Committee meetings.
2. Sign all official documents and papers of the PSC with the exception of the Minutes and Treasurer's Report.
3. Be bonded and sign checks in the absence of the Treasurer.
4. Authorize expenditures of not more than one hundred dollars (\$100.00) per year for any non-budgeted item without the approval of the Executive Committee.
5. Appoint the Parliamentarian.
6. Have authority to replace an elected officer with approval of the Governing Board.
7. Appoint all Standing Committee Chairpersons, Special Committee Chairpersons, and other representatives, as necessary, with approval of the Governing Board.
8. Serve as a non-voting Member of the Executive and Governing Boards, except in the case of a tie.
9. Serve as ex-officio member of all committees except the Nominating Committee.
10. Serve as a member of the Budget Committee.
11. Prepare an after-action report to document activities and information to pass to the incoming President no later than May of the current PSC year.

12. Perform other duties from time to time as assigned by governing board.
13. Official representative of the PSC to all outside agencies.

#### **Section B. - First Vice-President**

1. Assume the duties of the President in her temporary or permanent absence.
2. Responsible for obtaining the farewell/end of year gifts for the President, Honorary President and Advisor as well as thank you gift for guest speakers.
3. Responsible for programs and coordinate the menus, decorations and contracts for luncheons/general membership meetings. This includes forming committee to plan and oversee initial sign-up event (i.e. Super Sign-up).
4. Serve as a member of the Budget Committee.
5. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
6. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

#### **Section C. - Second Vice-President**

1. Assume the duties of the First Vice-President or the President in their absence.
2. Act as Fundraiser Chairperson. Organize and supervise all external fund-raising activities with the exception of the Holiday Gift Wrap.
3. Secure fundraising authorization, plan, organize and execute or oversee the external fundraisers of the board year. Coordinate with external entities (as needed), and operate within post fund-raising protocol.
4. Serve as a member of the Budget Committee, and may serve on Welfare and Scholarship committee.
5. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
6. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

#### **Section D. - Recording Secretary**

1. Maintain a current copy of the Constitution and By-Laws and other records of the PSC and turn these over to the successor upon departure from the office.
2. Record, sign, and preserve the minutes of all board meetings of the PSC and Present (electronically) them for approval NLT one week prior to the following Board meeting.
3. Make available an approved copy of Board meeting minutes in a designated place where all members may read them.
4. Submit in accordance with MWR guidelines the following to the Garrison Commander or designated representative: one (1) copy of the minutes of all meetings; an updated list of names, addresses and phone numbers of the PSC officers; correspondence on applicability of Federal, State or local laws; and any other major changes in PSC activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions in accordance with the Joint Ethics Regulations (JER), DoD Instruction 1000.15, and other applicable policies.

5. Maintain a record of all motions passed by the Board and general membership.
6. Be prepared to perform the duties of the Corresponding Secretary upon request of the President.
7. Prepare and submit an Annual after-action report to the President no later than May of the current PSC year.
8. Receive and maintain all official records to include electronic compilations of all board positions annual after action report.
9. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.
10. Send reminders of upcoming meetings and monthly agenda to board members.

### **Section E. - Corresponding Secretary**

1. Prepare, sign and dispatch all correspondence in connection with the PSC business upon approval of the President, in a timely manner.
2. Ensure the roster of the Governing Board is current and provide updates to the Recording Secretary for submission to the Garrison Commander or designated representative.
3. Make arrangements for meetings of the Board.
4. Maintain the correspondence files of the PSC and turn these over to the successor upon departure from office.
5. Sign for and maintain positive control of post office box keys with key copies distributed to treasurer and/or President.
6. Collect and distribute PSC mail.
7. Assist the Treasurer with filing incorporation renewal forms.
8. Assume duties of the Recording Secretary, upon request of the President.
9. Maintain and update protocol roster of local VIPs.
10. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
11. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

### **Section F. – Treasurer**

1. Shall prepare financial statements for the period ending the last day of the month to include year to date transactions in the operating and welfare accounts, with copies for all Board members. The record of accounts shall be open to inspection by any member of PSC.
2. Submit the above financial statements to the Garrison Commander or designated representative. Also provide copies of any audits, articles of incorporation, and insurance policies as needed.
3. Shall keep an itemized account of all receipts and disbursements and present a report at the monthly meeting of the Board on all transactions since the previous Board meeting
4. Act as Chairperson of the Budget Committee which meets twice annually once in May after the elections and in January to revise the budget. The Budget committee will include but is not limited to the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice

Presidents, Welfare Chairperson, Scholarship Chairperson, and Honorary President.

5. Submit proposed budget to the Governing Board at the September board meeting and present for approval by October at the general membership meeting.
6. Be bonded and be the custodian of the PSC funds. Oversee all PSC money. Deposit all money in the name of the PSC in the bank account designated by the Governing Board, no later than four (4) days after any event or function.
5. Pay all authorized expenses of the PSC, including scholarship and welfare donations.
6. Be responsible for payment of the luncheon contract at the time of the luncheon, to include the no-shows.
7. Pay all authorized reimbursements after receiving completed Reimbursement Request Forms.
8. Serve on Welfare Committee.
9. Present an annual report to the PSC general membership prior to close of the PSC year.
10. Have the Treasurer's books and financial records analyzed annually by a qualified, disinterested certified prior to the expiration of the term. In the event the office is vacated prior to the expiration of the current term, an audit may be conducted with a majority vote of the Executive Board.
11. File incorporation renewal forms as needed.
12. File federal tax forms as needed. Annual Federal tax forms must be filed NLT five (5) months and 2 weeks (NLT Nov 14) from end of board year (May31). Pay state sales tax on all external fundraisers by the 20<sup>th</sup> day of the month following each event.
13. Maintain a copy of tax-exempt statement for the PSC organization issued by the Internal Revenue Service. This statement may be obtained from the local IRS District Office if missing.
14. Responsible for all insurance policies to be reviewed, paid and updated every year with assistance from Property Chair.
15. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
16. Prepare and submit a projected expense report of the position to be included in the overall budget NLT the August board meeting.

### **Section G. - Parliamentarian**

1. Attend all PSC Board meetings as a non-voting member.
2. Ensure that meetings run in an orderly manner and within the dictates of Robert's Rules of Order, AR 210-1, and the current Constitution and By-Laws of the PSC.
3. Oversee voting procedures--collect and count ballots and announce PSC election results.
4. Administer any telephone or email votes and report the results to the Recording Secretary.
5. Review official copies of the PSC Constitution and By-Laws before they are printed.

6. Maintain and make available to the membership current copies of the PSC Constitution and By-Laws.
7. Serve as the non-voting chair, except in the event of a tie, of Nominating Committee. Select active PSC members representing a cross section of the major (brigade level) commands on the installation, in consultation with the Honorary President and/or Advisor, to serve as committee members. The Nominating Committee members and committee discussions/deliberations are to be considered confidential. Committee members names are kept only in the Committee Chair binder and are not identified at Governing Board meetings or in the PSC minutes.
8. Serve as chair of the biennial Constitution and By-Laws Review Committee. Forward copies of all revised documents to the Garrison Commander or designated representative. This committee will consist of at least one advisor, one member of the Executive Board, at least one Governing Board member and at least two other board experienced general members.
9. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
10. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

#### **Section H. – Honorary President**

1. Serve in the informative capacity (counsel, inform, mentor and coach).
2. Provide assistance and advice while allowing the PSC Board to make its own decisions.
3. Designate the Advisor(s) for the PSC Board.
4. Provide appropriate policy guidance in all matters pertaining to PSC.
5. Confer with the President on selection of Standing Committee Chairpersons.
6. Serve as a non-voting member on the Budget and Nominating Committees as requested or desired. May serve on other committees as desired.

#### **ARTICLE III – DUTIES OF THE STANDING COMMITTEE CHAIRPERSONS**

Standing committees may be created, changed and/or abolished at the direction of the President with the approval of the PSC Executive Committee. These committees may include, but are not limited to, the following: Welfare, Membership and Reservations, Hospitality, Publicity, Historian/Property, Retired Spouse Liaison and Scholarship.

#### **Section A. - Welfare Chairperson**

1. Investigate all Welfare Fund requests and present these findings to the Executive Committee for consideration prior to the April board meeting.
2. Serve as the non-voting chair, except in the event of a tie, of the annual Welfare Committee meeting. Select active PSC members representing a cross section of the major (brigade level) commands on the installation, with approval of the President, to serve as committee members. The Welfare Committee members and committee discussions/deliberations are to be considered confidential. Committee members names are kept only in the Committee Chair binder and are not

identified at Governing Board meetings or in the PSC minutes. Committee members should also include President, Treasurer, Welfare Chairperson, it may also include the Second Vice President and other major funding-raising chairpersons.

3. Sits on the Scholarship Committee.
4. Request Welfare Advisor to be appointed by PSC Honorary President.
5. Provide Treasurer with a list of approved disbursements.
6. Present the committee's welfare distribution recommendations for final approval no later than the May Governing Board meeting.
7. Coordinate and supervise the Holiday Gift-Wrap Fundraiser.
8. Maintain and update the Welfare Committee Standard Operating Procedures.
9. Prepare and submit an Annual after-action report to the President no later than May of the current PSC year.
10. Prepare and submit a proposed budget to the Treasurer NLT the August Board meeting.

### **Section B. – Membership and Reservations Chairperson**

1. Collect membership dues and actively seek new members. Dues are to be turned over to the Treasurer.
2. Prepare, distribute, and maintain permanent nametags to be used at PSC functions.
3. Publish and distribute a membership roster on or before the November PSC function, with updates as necessary.
4. Responsible for sending PSC news to the membership via email, following approval by the President.
5. Responsible for coordinating, printing, and distributing the PSC Phonebook.
6. Responsible for all reservations and cancellations at PSC functions.
7. Appoint committee members, as necessary.
8. Coordinate with the First Vice President and the Fort Sill Patriot Club catering manager for monthly luncheon reservations.
9. Bill luncheon no-shows.
10. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
11. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

### **Section C. - Hospitality Chairperson**

1. Responsible for welcoming members and recognizing new members, guests and departing members at PSC events.
2. Plan and coordinate a community information and door prize/opportunity table at luncheons/general membership meetings.
3. Coordinate and schedule outside vendors for luncheons/general membership meetings and collect door prizes from each.
4. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
5. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

**Section D. - Publicity Chairperson**

1. Coordinate all publicity for the PSC with approval of the President.
2. Collect and distribute PSC information to Sill Facts POC.
3. Coordinate with the PSC website chairperson to ensure website has current information. Post upcoming activities and events regarding PSC.
4. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
5. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

**Section E. - Retiree Spouses' Liaison**

1. Act as a liaison between the PSC and the Military Retirees Spouses' Club.
2. Recruit new retiree spouse members.
3. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
4. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

**Section G. – Historian/Property Chairperson**

1. Responsible for taking pictures and compiling the PSC yearly photo disc or album for the archives.
2. Responsible for creating the photo disc/albums given yearly to the President and the Honorary President.
3. Provide photos to the Publicity Chairperson, as needed.
4. Coordinate computer slide shows, and display historical photo albums when appropriate of previous PSC activities at each general membership meeting and if desired coordinate the display table of historical photo albums, as requested by the President.
5. Responsible for the PSC silver, keys, and all property in the Patriot Club storage area.
6. Record condition and location of, and ensure proper maintenance of all PSC Property.
7. Responsible for reviewing and maintaining adequate insurance coverage with the assistance of the Treasurer.
8. Conduct an inventory at the beginning and end of the PSC year and at any time there is a change of chairpersons.
9. Provide a copy of the inventory to the Members of the Board.
10. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
11. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

**Section H. - Scholarship Chairperson**

1. Obtain PSC Board approval of the Scholarship Committee's Application Form and Award Categories no later than the November Board Meeting.
2. Organize and chair a scholarship committee consisting of active PSC members representing the major (brigade-level) commands, and the diverse composition of the PSC, to review applications and award scholarships to deserving applicants. The Scholarship committee members and committee discussions/deliberations are considered confidential. Committee members names are kept only in the Committee chair binder and are not identified at Governing Board meetings or in the PSC minutes.
3. Serve as a non-voting member of the Scholarship Committee.
4. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
5. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.
6. Must sit on the Budget committee.

### **Section I. Webmaster**

1. Assures that information on the Patriot Spouses' Club web-based publications is represented in a clear and concise manner and that they meet the high standard of the organization.
2. Uses creative skills, develops a consistent design for all web-based publications including graphics, animation and functionality.
3. Assists all Executive and Governing Board Members in the accomplishment of their duties as they relate to the organization's Web-based publications.
4. Promotes vendor websites online to increase prominence within their web community where possible.
5. Source and manage new revenue generating online marketing opportunities.
6. Monitors web use and provides relevant statistical data and reports regarding utilization of the organization's web-based publications, making recommendations for enhancements that will increase access and utilization by external constituencies.
7. Ensures that all internet standards are met and that the organization does not intentionally violate any standards that would place the organization's domain in jeopardy.
8. Prepare and submit an annual after-action report to the President no later than May of the current PSC year
9. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

### **Section J. Volunteer Coordinator**

1. Shall coordinate volunteer appreciation activities with the President and/or the Executive Board.
2. Shall assist in recruiting volunteers for committees, clubs, and all other fundraisers.
3. Shall maintain a log of volunteer hours of board members and submit to the Installation Volunteer Services office monthly.

4. Shall be responsible for recognizing volunteers by submitting awards on behalf of the volunteer to the installation or Department of the Army for recognition.
5. Shall act as a liaison between the Volunteer Appreciation Week Committee and the PSC membership.
6. Prepare and submit an annual after-action report to the President no later than May of the current PSC year.
7. Prepare and submit a proposed budget to the Treasurer NLT the August board meeting.

## **ARTICLE IV - SPECIAL COMMITTEES AND APPOINTED POSITIONS**

### **Section A.**

1. Appointed by the President, as needed. A board member may fill more than one appointed position but may only vote once.
2. All special committee positions will be non-voting positions.
3. Prepare and submit an Annual after-action report to the President no later than May of the current PSC year or as soon as tasking is complete.

## **ARTICLE V - ELECTION PROCEDURES**

### **Section A. Nominating Procedures**

1. Organize and chair a Nominating Committee consisting of the Nominating Committee Chair, the Honorary President, Advisor(s) and active PSC members representing the major (brigade-level) commands, and the diverse composition of the PSC. Notify general membership that the slate is open for nominations at January General membership meeting. The committee will meet no later than March of each year. The Nominating committee members and committee discussions/deliberations are considered confidential. Committee members names are kept only in the Committee chair binder and are not identified at Governing Board meetings or in the PSC minutes.
2. The committee shall select a slate of one (1) or more nominees for each office.
3. The report of the Nominating Committee will be presented in NLT than April to both the Governing Board and at the general membership meeting.

### **Section B. Nominations**

The six (6) officers nominated from the general membership may be received at the March general membership meeting. The Parliamentarian should receive the written consent of all nominees within ten (10) days prior to the election or that nomination will not be placed on the ballot. If nominees have been received for all positions the slate may be presented at the March General Membership meeting. The nominations are considered closed after the slate has been presented to the membership.

If any position is not filled by April, the election will proceed on the presented positions. The Executive Board with the Advisors is responsible for filling any Executive Board positions that remain vacant between the April election and the May induction ceremony. Any post election nominee must be presented and approved at the May general membership meeting. Any position that remains

vacant after the May general membership meeting will be filled in accordance with Article IV Section G of the Constitution.

### **Section C. Voting**

1. The majority of the members present at a general election will elect the new executive board.
2. Voting will be conducted by written ballot unless there is only one (1) nominee for each office. A single slate may be accepted by acclamation.
3. The Governing Board may change the dates of nominations, election, and installation, if deemed necessary.

## **ARTICLE VI - DUES AND FEES**

**Section A.** Membership dues are payable annually for the membership year which will run from 1 August to 31 July. Dues are non-refundable.

**Section B.** The Governing Board will set membership dues annually.

**Section C.** Members joining after 1 January will pay one-half (1/2) of the annual dues for that year. This does not apply to reduced dues.

**Section D.** Spouses of the Students attending the Captain's Career Course, the Basic Officer Leadership Course or the Warrant Office Basic Course will pay the reduced dues of five dollars.

## **ARTICLE VII - FINANCES**

**Section A.** The Board is charged with the responsibility for the overall financial management of the funds of the PSC.

**Section B.** The Board will review and approve the proposed annual budget for PSC no later than the September governing board meeting. The PSC budget will have final approval no later than the second general membership meeting.

**Section C.** The Board will not appropriate or authorize money in excess of funds on hand or subscribed. It will be the duty of the Governing Board to manage the funds of PSC such that all expenses incurred during its term of office have been met. A minimum reserve of \$2,250.00 will remain in the treasury with \$2,000 in the operating account and \$250 in the welfare account.

**Section D.** The PSC fiscal year shall run from 1 June to 31 May.

## **ARTICLE VIII - INSURANCE COVERAGE**

**Section A.** PSC insurance will be carried on PSC property. Insurance will cover liability, bonding, fire, and theft.

## **ARTICLE IX - AMENDMENT OF BY-LAWS**

**Section A.** Notice of amendments to the By-Laws is to be given electronically NLT two weeks prior a regular Governing Board meeting.

**Section B.** By-Laws may be amended at any regular meeting of the Governing Board by two-thirds (2/3) vote, provided that the amendment has been submitted in writing.

**Section C.** Amendments to the By-Laws must be approved by a majority vote of a quorum of the Governing Board and the Approving Authority or his designated representative.

**Section D.** A committee will be convened every two years to review the By-Laws.

Approved by majority vote on \_\_\_\_\_, 2010.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Fort Sill Garrison Commander

Signed \_\_\_\_\_

Date \_\_\_\_\_

PSC President

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parliamentarian