



BY-LAWS
MILITARY AND CIVILIAN SPOUSES' CLUB
of Fort Irwin, California
May 2017

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**ARTICLE I
MEMBERSHIP YEAR**

The membership year shall run from 01 June to 31 May of the following year.

**ARTICLE II
ACTIVITIES**

The activities of the Military and Civilian Spouses' Club (MCSC) may include, but are not limited to the following: luncheons, coffees, dances, tours, opportunity drawings, art auctions, community programs, charitable events, Ways and Means, the Fort Irwin, California Thrift Store (FICA Thrift Store) and other fundraising events subject to the guidelines set by AR 210-22, Private Organizations on Department of the Army Installations.

**ARTICLE III
NOMINATIONS AND ELECTIONS**

Section 1. The Nominating Committee shall:

- a. Chaired by the Parliamentarian or a Senior Advisor, it shall consist of not fewer than three (3) general members of the MCSC in good standing and any Advisor. The Chair will select this committee before the January General Membership meeting.
- b. Make public the elected and appointed positions for MCSC with specific duties and make available a standard application for all MCSC members no later than the January General Membership meeting.
- c. Solicit and advertise for candidates at the January luncheon, in the January and February newsletters, on the club's website and on all social media outlets to ensure applications are easily available.
- d. Ensure the deadline for applications, prior to March General Membership meeting, is advertised to the public.
- e. Create a slate of all nominees who have consented to serve, if elected, for each office. Present the slate of candidates at the March General Membership meeting. Accept nominations from the floor at the regular March General Membership meeting and add them to the slate of candidates.
- f. Any candidates that are nominated on the floor at the March General Membership meeting must submit a written application within 48 hours so the Nomination Committee has time to prepare for the election at the April General Membership meeting.
- g. The Parliamentarian or Senior Advisor of the Nominating Committee shall be responsible for the installation ceremony of the newly elected executive officers at the May General Membership meeting. The funds for the installation ceremony will be made available through the Parliamentarian's budgeted expenses on the annual budget.
- h. The Chair shall submit all applications to the newly elected President after the May installation.

Section 2. Review voting procedures in Article V, Section 3 of the constitution.

ARTICLE IV
DUTIES OF OFFICERS

Section 1. General duties for all elected positions:

- a. Keep a notebook, which shall include, but is not limited to, copies of minutes, Treasurer's reports, the constitution and by-laws and After Action Reports (AAR).
- b. Attend Executive and Governing Board meetings and monthly functions, including luncheons and fundraisers.
- c. If unable to attend a luncheon, or would like to be a vendor at a luncheon, officers must let the 1st Vice President know who will cover their luncheon duties.
- d. Submit monthly updates to the Newsletter Editor as warranted.
- e. Submit an AAR of the year's activities to the incoming President and Parliamentarian.
- f. Encouraged to volunteer at the FICA Thrift Store and/or the Gift Shop four (4) hours per month.
- g. Shall assume any duties deemed necessary by the President and agreed upon by the Executive Board.
- h. Submit any receipts for reimbursements within thirty (30) days.
- i. Shall adhere to attendance policy.
 - i. After one (1) unexcused absence you can be asked to resign your position based on Executive Board.
 - ii. After two (2) excused absences your position may come under review from Executive Board; with possible resignation of your position.

Section 2. Duties of the President:

- a. Preside at all meetings of the MCSC, Executive and Governing Board.
- b. Set Robert's Rules agenda for all board meetings and provide copies.
- c. Select Appointed Chairs and the Parliamentarian.
- d. A member ex-officio of all committees and groups except the Nominating Committee.
- e. Sign checks up to \$750 and disburse funds in the absence of the Treasurer.
- f. Sign checks for the operating and welfare funds in excess of \$750 in conjunction with the Treasurer.
- g. Bonded in an amount sufficient to provide full protection of assets.
- h. Attend or send a representative to all community meetings where an MCSC representative is required and/or invited.
- i. Serve as advisee with the Treasurer and/or First Vice President on all contracts of MCSC, including luncheons, fundraising and special events.
- j. Fill vacancies in elected offices with the consent of the majority of the Executive Board except those filled by succession.
- k. Coordinate with the Hospitality Chair for all welcome and farewell events.
- l. Accept and submit nominations monthly for Volunteer of the Month and in the spring for Volunteer of the Year to the AVCC.
- m. Responsible for contacting all members not in good standing to ensure compliance with Article VII Section 3 of the Constitution.
- n. Sign checks for the FICA Thrift Store fund in conjunction with the FICA Thrift Store Operations Officer.

Section 3. Duties of the First Vice President:

- a. Assume the duties of the President in his/her absence.
- b. Succeed the President should the office fall vacant.
- c. Plan the programs, coordinate meals, locations, any payments due and other responsibilities for regularly scheduled luncheons and Super Sign-Up.
- d. Bonded in an amount sufficient to provide full protection of assets.
- e. Sign checks for the operating and welfare funds in excess of \$750 in conjunction with the Treasurer.
- f. Sign checks for the FICA Thrift Store fund in conjunction with the FICA Thrift Store Operations Officer.

Section 4. Duties of the Second Vice President:

- a. Assume the duties of the First Vice President in his/her absence.
- b. Select and chair a Welfare Committee and a Scholarship Committee as described in Article VI Sections 3-4 of the MCSC By-Laws.
- c. Coordinate and assemble materials, applications and publicity documents for the committees.
- d. Coordinate with the Publicity Chair and Webmaster for advertising to the community the availability of welfare grant applications, scholarship applications and deadlines for applying.
- e. Research and review all submitted applications.
- f. Submit the results of committee votes with the detailed costs to the Governing Board.
- g. Coordinate with the Treasurer to receive signed checks within fourteen (14) business days of committee votes.
- h. Mail letters of approval along with check to welfare applicants. Mail letters of approval to scholarship recipients. Inform scholars that checks will be mailed directly to their schools.
- i. Mail letters of regret to welfare and/or scholarship applicants.
- j. Submit a list of welfare and/or scholarship recipients to the Newsletter Editor for publishing.
- k. Coordinate, plan and execute the scholars' award event.
- l. Destroy all scholarship applications at the end of the current governing year May 31.
- m. Maintain all welfare applications for two (2) governing years after which they shall be destroyed.
- n. Ensure a Standard Operating Procedure, (hereinafter referred to as SOP) is maintained, updated and approved by the Executive Board. A copy will be provided to the Parliamentarian.
- o. Check the MCSC official mailbox for incoming correspondence before each board meeting and as needed by the board. Distribute mail as needed.
- p. Attend Special Events committee meetings.

Section 5. Duties of the Secretary:

- a. Take accurate minutes at each Governing Board meeting and General Membership meeting at which the MCSC business is conducted.
- b. Make minutes available to all Governing Board members via e-mail for review within seven (7) days of the board meetings and ensure that there is one (1) printed copy of the minutes for each board member at the meetings.

- c. Responsible for all upkeep of printers, copiers, printing paper and other office supplies for club operations. This includes scheduling required maintenance of equipment and ensuring supplies are stocked as needed.
- d. Responsible for the mailbox payment for the MCSC.
- e. Submit monthly approved minutes and financial records to designated Family Morale, Welfare, and Recreation (hereinafter referred to as FMWR) representative and adhere to FMWR deadlines.
- f. Check the MCSC official mailbox for incoming correspondence before each board meeting and as needed by the board. Distribute mail as needed.
- g. Responsible for checking club voicemail and distributing messages as appropriate.

Section 6. Duties of the Treasurer:

- a. Maintain all financial records with electronic backup for the current and previous seven (7) budget years.
- b. Ensure the MCSC financial records are complete and in order for an audit in accordance with Article XVI of the MCSC By-Laws.
- c. Present a monthly financial report to the Governing Board for approval at monthly board meetings. Ensure printed copies are provided to every board member at the meeting.
- d. Authorization to sign all checks. The Treasurer shall pay all bills and reimbursements in a timely manner as authorized by the Governing Board and approved in the budget. These bills include, but are not limited to liability insurance, fidelity bonding, California State Franchise Fee, tax preparation fees and the mail box rental fee.
- e. Keep an itemized account of all receipts and disbursements in the Treasurer's journal and all supporting vouchers and authorized records. Adequate financial records will be maintained on assets, liabilities, net worth and financial transactions of the organization.
- f. Responsible for the provided MCSC laptop and use this laptop to maintain a single-entry accounting system using a computer program such as QuickBooks.
- g. Ensure an SOP is maintained, updated and approved by the Executive Board. A copy will be provided to the Parliamentarian.
- h. Bonded in amount to sufficiently provide full protection of assets.
- i. Allowed to withdraw funds for cash boxes for all the MCSC events and be required to deposit funds upon completion of event(s).
- j. Responsible for the coordination of collection of the money at every event and deposit said funds within four (4) business days.
- k. Chair the Budget Committee once per year and as necessary.
- l. Responsible for submitting required tax documents as described in Article XIV of the MCSC By-Laws.
- m. Ensure fidelity bonding is current for positions of the President, First Vice President, Treasurer, Ways and Means Chair, FICA Thrift Store Operations Officer, all FICA Thrift Store employees, and any other bonded officers.
- n. Attend Special Events committee meetings.

Section 7. Duties of the FICA Thrift Store Operations Officer:

- a. Serve as the point of contact to the community for the FICA Thrift Store.
- b. Report FICA Thrift Store operations at the monthly Executive Board meetings.

- c. Report pertinent information at the monthly Governing Board meetings and to the General Membership.
- d. Help with the recruitment of volunteers for the FICA Thrift Store, to include purchasing supplies and turning in vouchers to the FICA Thrift Store.
- e. Serve on both the Welfare and Scholarship committees.
- f. Maintain accurate checking account balance using QuickBooks.
- g. Bonded in an amount sufficient to provide full protection of assets.
- h. Co-sign all checks written from the FICA Thrift Store account.
- i. Maintain key control of the FICA Thrift Store.
- j. Formalize the FICA Thrift Store budget to be presented to the Executive Board for approval.
- k. Ensure FICA Thrift Store taxes are being prepared and submitted in accordance with Article XIV of the MCSC By-Laws.
- l. Coordinate for the audit of the FICA Thrift Store financial records upon change of Thrift Store Operations Officer, or at least every two years.
- m. Ensure FICA Thrift Store SOP is maintained, updated and approved by the Executive Board. A copy will be provided to the Parliamentarian.

ARTICLE V APPOINTED POSITIONS

Section 1. Selection of Governing Board:

- a. The President shall select general members to fill the following Appointed Positions. In the event that there is more than one person sharing a position, the co-chairs will share only one vote during Governing Board meetings.

Section 2. General duties of Appointed Positions:

- a. Keep a notebook which shall include, but is not limited to, copies of minutes, Treasurer's reports, constitution and by-laws and After Action Reports (AAR).
- b. Submit monthly updates to the Newsletter Editor as warranted.
- c. Attend Governing Board meetings and monthly functions, including luncheons and fundraisers.
- d. Adhere to the following attendance policy.
 - i. After one (1) unexcused absence you can be asked to resign your position based on the Executive Board.
 - ii. After two (2) unexcused absences your position may come under review from Executive Board; with possible resignation of your position.
- e. Submit an AAR of the year's activities to the President and Parliamentarian.
- f. Encouraged to volunteer at the FICA Thrift Store and/or the Gift Shop four (4) hours per month.
- g. Assume any duties deemed necessary by the President, as agreed upon by the Executive Board.
- h. Submit any receipts for reimbursements within thirty (30) days.

Section 3. Child Care Coordinator shall:

- a. Coordinate childcare dates with Child Development Center (hereinafter referred to as CDC) for meetings, luncheons and special events.
- b. Assist the treasurer in paying the CDC bill monthly, collecting vouchers and ensuring they are signed.

- c. Bring sign- up sheets to every luncheon for childcare reservations, for the next month's luncheon.
- d. Make sure childcare reservations are sent a month in advance to insure reservations will be accepted.
- e. Stay in contact with the director of the CDC and pay close attention to billing statements from the CDC
- f. Make reservations with Parent Central for Wreath and Tree night and Casino Night.
- g. Send monthly email reminders to board members for childcare reservations for (luncheons, meetings and other volunteer hours)

Section 4. Donations Chair shall:

- a. Prepare a solicitation letter to be approved by the Executive Board no later than 1 August.
- b. Select and organize a committee to include a representative from both the Fall and Spring fundraising committees, 2nd Vice President, and 3 other general members no later than 1 September.
- c. Begin solicitation campaign upon approval of solicitation letter, no later than 15 August.
- d. Maintain and update a donations contact list to include how each organization was contacted.
- e. Responsible for all solicitation requests for every MCSC special event.
- f. Provide thank you notes to all donation contributions, both monetary and items, no later than two weeks after the fall and spring fundraising events.
- g. Ensure an SOP is maintained, updated and approved by the Executive Board. A copy will be provided to the Parliamentarian.
- h. Repeat solicitation letter distribution to organizations outside of Fort Irwin by 1 December for the spring fundraiser.
- i. Attend Special Events committee meetings.

Section 5. Historian shall:

- a. Responsible for the written and pictorial history of the MCSC year by methods determined by the governing board.
- b. Attend all of the MCSC events and take pictures for the MCSC publicity purposes, including the Website, Newsletter and all social media outlets.
- c. Submit all pictures within seven (7) days of the event.
- d. Assign a person to take pictures at each event if he/she is unable to attend.
- e. Work with the Hospitality and sub-club chairs to get pictures of different clubs and activities throughout the year.
- f. Present a pictorial history to the President and one (1) to the club at the May General Membership Function to be kept at the FICA Thrift Store.
- g. Arrive at least thirty (30) minutes prior to each function.
- h. Funds are available for the Historian to create a photo booth/backdrop for all luncheons and events if he/she wishes to do so.

Section 6. Hospitality Chair shall:

- a. By July 15, complete the proper paperwork to FMWR for approval of opportunity drawings at all the MCSC events.

- b. Arrive at least thirty (30) minutes prior to each function to allow for set up and guest arrival.
- c. Act as hostess at all General Membership meetings and other selected the MCSC sponsored functions as needed.
- d. Conduct at least one (1) opportunity drawing at each monthly General Membership meeting (luncheon).
- e. Plan, organize and execute the welcomes and/or farewells for the Commanding General's spouse and the Post Command Sergeant Major's spouse as needed with guidance from the President.
- f. Ensure new members are recognized and welcomed at the luncheons.
- g. Support the First Vice President at monthly luncheons, membership drives and special events as requested.
- h. Provide an opportunity for the MCSC members to sign-up for internal social clubs at the membership drive events. Leaders for each club will be solicited from the general membership.
- i. Continue to promote internal social clubs throughout the year, coordinating with the Newsletter Editor, Webmaster and social media outlets as needed.
- j. Ensure leaders of internal social clubs verify their participants as MCSC members and follow Article VII of these By-Laws.

Section 7. Membership Chair shall:

- a. Maintain a current membership database.
- b. Update, print and maintain membership applications.
- c. Responsible for publishing the Membership Directory.
- d. Provide an updated Membership roster to the board on a monthly basis and any members updates as they occur.
- e. Support the First Vice President at all monthly luncheons, membership drives and as requested
- f. Receive all membership dues and submit them to the Treasurer within three (3) working days of their receipt.
- g. Email any necessary information to the membership-at-large, as approved by the President/Executive Board, such as luncheon invites, event reminders and newsletters.

Section 8. Newsletter Editor shall:

- a. Design and publish a monthly newsletter throughout the year, which will be distributed to all members either by hard copy or by e-mail.
- b. Forward completed monthly newsletters electronically to Membership for email distribution, and Webmaster for the website.
- c. Send reminders to Governing Board members about Newsletter Deadlines

Section 9. Parliamentarian shall:

- a. Appointed by the presiding President and is a non-voting member of the Executive and Governing Board.
- b. Maintain order at Board and General Membership meetings, ensuring that the constitution and by-laws are upheld.
- c. Ensure that all Board and General Membership meetings are governed by the Robert's Rules of Order.

- d. Every odd year convene and chair a Constitution and By-laws Review Committee to review and update the current versions as needed.
- e. Chair the Nominating Committee and, if seeking an elected position, coordinate with a Senior Advisor to assume Nominating Chair duties as outlined in Article IV of the MCSC By-Laws.
- f. Conduct the election of the MCSC officers as described in Article V of the constitution.
- g. Chair the Audit Committee every two years or upon change of the Treasurer to audits MCSC's two accounts.
- h. Renew private organization status every two (2) years on the odd years or as needed.
- i. Renew the realty license for the FICA Thrift Store and Gift Shop every five (5) years or as needed.
- j. Maintain historical files as outlined in Article XII, Section 1 of the constitution.
- k. Serve on the Budget Committee.
- l. Review the SOPs of the Second Vice President, Treasurer, the FICA Thrift Store, Audit, Gift Shop, Property and Decorations.
- m. Conduct special votes IAW Article XI of the MCSC By-Laws.
- n. Keep updated copy of Robert's Rules of Order.

Section 10. Property and Decorations Chair shall:

- a. Serve as the primary custodian of the MCSC Property and Decorations annex located behind the FICA Thrift Store (Building 976).
- b. Serve as key control custodian for the Property and Decorations annex.
- c. Maintain a record of all the MCSC property and decorations.
- d. Responsible for rental, replacement, maintenance (such as but not limited to washing table clothes), and repair of property and decorations. Be responsible for the appropriate paper work, files and records for such transactions.
- e. Publicize all property and decorations available for rental.
- f. Coordinate decorations for all the MCSC events as needed.
- g. Support the First Vice President at monthly luncheons, Super Sign-up and as requested.
- h. Ensure an SOP is maintained, updated and approved by the Executive Board. A copy shall be provided to the Parliamentarian.
- i. Attend Special Events committee meetings.

Section 11. Publicity Chair shall:

- a. Make public all the MCSC and FICA Thrift Store information and announcements over a wide variety of media to include but not limited to the Fort Irwin newspaper, radio station, websites, Facebook and marquee.
- b. Work in conjunction with the Webmaster to publicize MCSC events on the club's website.
- c. Serve as Publicity representative on all the MCSC special event committees.
- d. Provide all slides for post Community Service Council (CSC) meetings and shall adhere to all CSC deadlines.
- e. Attend Special Events committee meetings.

Section 12. Reservations Chair shall:

- a. Responsible for sending invitations and reminders via email to Membership.
- b. Receive all RSVP's and cancellations for every MCSC monthly membership event and other special events. The Reservations Chair shall also forward the headcount to the First Vice President by the designated deadline for each event.
- c. Responsible for collecting money from each person attending the event and coordinating the transfer of those funds to the Treasurer within three (3) business days.
- d. Maintain and update reservation policy with approval by Executive Board.
- e. Maintain and update list of members not in good standing to be acted upon by the President.
- f. Track all event no shows and collect the money due from those members.
- g. Arrive at least sixty (60) minutes prior to each function to allow for set up and work with Hospitality on set-up needs.
- h. Support the First Vice President at monthly luncheons, membership drive and as requested.
- i. Maintain the name tags for club members and create new ones as needed.

Section 13. Fall Fundraiser Chair shall:

- a. Chair will attend Governing Board meetings from August through December.
- b. Select and organize a committee of at least one general members in good standing.
- c. Plan and host committee meetings including participation from 2nd Vice President, the Property and Decorations Chair, the Treasurer, the Publicity Chair, the Donations Chair, and at least one general member in good standing.
- d. Complete proper paperwork (NTC 655-1R) for approval of the Fall Fundraiser by 15 August.
- e. Attend donations committee meetings.

Section 14. Spring Fundraiser Chair shall:

- a. Chair will attend Governing Board meetings from December through May.
- b. Select and organize a committee of at least one general members in good standing.
- c. Plan and host committee meetings including participation from 2nd Vice President, the Property and Decorations Chair, the Treasurer, the Publicity Chair, the Donations Chair, and at least one general member in good standing.
- d. Complete proper paperwork (NTC 655-1R) for approval of the Spring Fundraiser by 15 October.
- e. Attend donations committee meetings.

Section 15. Special Events Chair (Optional) shall:

- a. If the executive board deems it necessary, a third Special Events Chair may be appointed to plan an event in addition to the Fall and Spring Fundraisers.

Section 16. Vendor Relations Chair shall:

- a. Serve as the point of contact and main coordinator of vendor tables at designated events.
- b. Knowledgeable of the vendor contract and update as needed. Have the vendor contract approved by the Executive Board not less than thirty (30) days prior to the first event of the MCSC year.

- c. Track and monitor all vendor applications and collect fees accordingly. All money must be turned into the Treasurer by the close of the event.
- d. Solicit and notify the vendors in a timely manner (consistent with the vendor contract) of upcoming events, encourage participation and be responsible for meal count at such events.
- e. Arrive at least sixty (60) minutes prior to monthly luncheons and other vendor attended events to ensure vendor tables are correctly identified and assigned and to assist vendors as they arrive.
- f. Follow up with vendors within seventy-two (72) hours of the event, thanking them for their participation and reminding them of the next event.
- g. Support the First Vice President at monthly luncheons, membership drives and as requested.

Section 17. Volunteer Coordinator shall:

- a. Assist in recruiting volunteers for all club events and the FICA Thrift Store.
- b. Act as the MCSC Organization Point of Contact (OPOC), assist board members and volunteers in establishing positions in the Volunteer Management Information System (VMIS) and approve hours in VMIS at least once a month.
- c. As OPOC, ensure duty descriptions for each board position in VMIS reflect these by-laws.
- d. Assist the President in selecting a Volunteer of the Month.
- e. Provide volunteer position descriptions to the community and attend the Community Volunteer Advisory Council Meetings.
- f. Create certificates for volunteer appreciation. Coordinate for their presentation at monthly luncheons.
- g. Assist board members with entering hours on VMIS.

Section 18. Ways and Means (Gift Shop) Chair shall:

- a. Operate a Ways and Means table at the MCSC functions and other community events as desired by the Governing Board.
- b. Oversee the operation of a Gift Shop (staffed by volunteers) in the National Training Center and 11th Armored Cavalry Regiment Museum to fulfill the purpose stated in ARTICLE III, Section 3 of the MCSC Constitution.
 - i. Comply with the conditions of the Memorandum of Understanding with the 11th Armored Cavalry Regiment and the Museum.
 - ii. Ensure records are maintained for all purchases and sales of merchandise and are reported to the MCSC Treasurer.
 - iii. Report sales tax charged at least quarterly to the Treasurer to ensure sales taxes are paid to the state of California. Tax year is from 1 June to 31 May.
- c. Maintain inventory by purchasing items for sale in advance, keep inventory with appropriate paperwork for such items and turn in all money earned to the Treasurer within three (3) business days or deposit these funds every Friday and turn the paperwork in to the Treasurer via email that same day, whichever the Executive Board decides.
- d. Work with consignors to sell various items, relating to military or Fort Irwin.
- e. Maintain a record documenting all transactions and inventory and present them quarterly to the Executive Board.
- f. Bonded in an amount sufficient to provide full protection of assets.

- g. Price items purchased to sell at no more than fifty percent (50) profit for the MCSC.
- h. Ensure an SOP is maintained, updated and approved by the Executive Board. A copy will be provided to the Parliamentarian.
- i. Provide a raffle prize at Super Sign-Up and each luncheon. Member will purchase opportunity tickets as a chance to win the raffle prize. It is encouraged that the item come from the MCSC Gift Shop. A budget for \$180 is available to purchase prizes for these nine events.

Section 19. Webmaster shall:

- a. Pay all the MCSC website fees with MCSC funds.
- b. Maintain and update the www.mcscfirwin.org website as needed and/or requested, at least on a monthly basis with timely information. Be responsible for obtaining information for the website from other board members as needed.
- c. Responsible for obtaining information for the website from other board members as needed.
- d. Coordinate with the Publicity Chair to advertise for all current and future activities on the website.
- e. Coordinate with the Historian to get up to date pictures of events and activities as needed. Coordinate with the Property Room and Decorations Chair to get updated pictures of items that are for rent. Coordinate with Ways and Means Chair to get updated pictures of items that are for sale at monthly the MCSC events and functions.

ARTICLE VI SPECIAL COMMITTEES

Section 1. Special committees of the MCSC may include but are not limited to Budget Review, Welfare, Scholarship, By-laws and Constitution, Nominating, Audit, Thrift Store Audit, Donations, Fall Fundraiser, and Spring Fundraiser. No committees may make any procedural changes to the SOP without approval by the Executive Board.

Section 2. The Budget Review Committee shall be composed of the Treasurer as Chairperson, the Executive Board as well as at least two (2) general members in good standing and others deemed necessary by the Executive Board. This committee shall meet in February draft a budget for the upcoming year.

Section 3. The Welfare Committee shall consist of the Second Vice President as the Chairperson (non-voting), at least six (6) general members in good standing (voting), the FICA Thrift Store Operations Officer (voting), one (1) Governing Board member (voting), the President or First Vice President (who only vote in case of a tie), the Treasurer (presence is optional and determined by the President and is non-voting) and an Advisor(s) (non-voting). This committee shall meet a minimum of two (2) times per year for distribution, in the fall and in the spring.

Section 4. The Scholarship Committee shall consist of the Second Vice President as the Chairperson (non-voting), at least six (6) general members in good standing (voting), the FICA Thrift Store Operations Officer (voting), one (1) Governing Board member (voting), the President or First Vice President (who only vote in case of a tie), the Treasurer (presence is optional and determined by the President and is non-voting) and an Advisor(s) (non-voting). Members of the MCSC are disqualified from the scholarship committee if they have a family member who is seeking a scholarship. This committee shall meet in the spring for scholarship distribution. In addition, this Committee also attends the scholar's award event.

Section 5. The Constitution and By-laws Review Committee shall consist of the Parliamentarian as the Chairperson, the President, First Vice President, a Senior Advisor, Secretary and at least one general member in good standing. This Committee shall begin meeting in January of every odd year to review the constitution and by-laws. A revised constitution and by-laws shall be presented to the Governing Board by the April meeting.

Section 6. The Nominating Committee shall consist of the Parliamentarian or Senior Advisor as the chairperson, any Advisor and at least three (3) general members in good standing. No person serving on this committee may be a candidate for any office. The Committee, represented by the chairperson, will present a slate of all nominees to the MCSC Governing Board and then General Membership in March after which shall be presented to the General Membership at the meeting (luncheon) in April for voting.

Section 7. The Audit Committee shall consist of the Parliamentarian as the Chairperson and three general members in good standing that do not hold office. The committee will meet after the final General Membership meeting in May IAW Article XVI of the MCSC By-Laws and AR 210-22.

Section 8. The Thrift Store Audit Committee shall consist of the FICA Thrift Store Operations Officer as the Chairperson and three general members in good standing. The committee will convene at the end of the calendar year, or no later than February IAW Article XVI of the MCSC By-Laws and AR 210-22.

Section 9. The Donations Committee shall consist of the Donations Chair as the Chairperson, the 2nd Vice President, a representative from the Fall and Spring Special Events Committees, and at least three general member in good standing. The Donations Committee will begin meeting in September.

Section 10. Fall Fundraising Committee shall consist of the Fall Special Events Chair, as the Chairperson, the 2nd Vice President, the Property and Decorations Chair, the Treasurer, the Publicity Chair, the Donations Chair, and at least one general member in good standing.

Section 11. Spring Fundraising Committee shall consist of the Spring Special Events Chair as the Chairperson, the 2nd Vice President, the Property and Decorations Chair, the Treasurer, the Publicity Chair, the Donations Chair, and at least one general member in good standing.

ARTICLE VII INTERNAL CLUBS

Section 1. Internal clubs provide a forum for the MCSC members of common interests to gather together in a smaller social setting. Examples of internal social clubs are Bunco Group, Book Club, or Cycling Club.

- a. Participants of these clubs must be members in good standing of the MCSC.
- b. These clubs may not request funds for reimbursement of their expenses. Additionally, these clubs may not request welfare grants that will directly benefit MCSC members.
- c. The leader of each club will coordinate with Hospitality to ensure that club is following the MCSC guidelines.

ARTICLE VIII FICATHRIFT STORE

Section 1. The FICA Thrift Store has been formed and is operated as a subsidiary organization of the MCSC. In accordance with all applicable Army regulations, the FICA Thrift Store is dedicated to serving the Army community by selling serviceable goods to generate revenues that are to be used for funding the welfare/scholarship programs of the club. The FICA Thrift Store is open to the Fort Irwin community and the public. Merchandise is sold on a cash only basis.

Section 2. Management

- a. The FICA Thrift Store management consists of the MCSC Executive Board which shall meet on a monthly basis or as needed. The President, Advisor and Parliamentarian are non-voting members. In the event of a tie, the President will have the deciding vote. The FICA Thrift Store Operations Officer will provide an operational report and a financial report at each monthly meeting.
- b. The MCSC Executive Board is responsible for:
 - i. Approving of the hiring, renewal or termination of employees.
 - ii. Approving of all salaries, proposed pay raises, bonuses and employee contracts.
 - iii. The annual review of procedures, policies and job descriptions of employees and volunteers.
 - iv. Approving the annual FICA Thrift Store budget and yearly calendar each November in preparation for the next fiscal year (January to December).
 - v. Authorization to spend funds over \$500, in excess of the approved annual FICA Thrift Store budget, for necessary supplies and improvements required in the operation of the FICA Thrift Store.
- c. The day-to-day operation of the FICA Thrift Store and administration of the FICA Thrift Store policies are the responsibilities of the FICA Thrift Store Manager, functioning under the supervision of the FICA Thrift Store Operations Officer, the FICA Thrift Store Advisor and the MCSC Executive Board.

Section 3. Employee compensation and volunteer benefits

- a. The MCSC Executive Board may employ paid members of staff for the following positions:
 - i. FICA Thrift Store Manager
 - ii. FICA Thrift Store Clerk/Cashier I

- iii. FICA Thrift Store Clerk/Cashier II
- b. Each position must have a written contract and, prior to employment, the Executive Board must ensure that no prospective employee shall be paid more than the fair market value for a position of this kind within a similar organization.
- c. The Executive Board may, at any time, confer the following benefits to its unpaid volunteers:
 - i. \$2.00 worth of credit for each hour worked.
 - ii. The volunteer can reclaim credit earned ONLY with merchandise that is considered FICA Thrift Store property.
- d. Yearly bonuses, if given, will be based on the FICA Thrift Store net sales and may not exceed a total of four (4) percent of net sales annually.
- e. No MCSC Executive Board member may be a paid employee of the FICA Thrift Store.

Section 4. Methods of Finance:

- a. The FICA Thrift Store accounts shall be kept in accordance with AR 210-22 and federal and state requirements.
- b. A checking account shall be used to pay authorized operational expenses, including payroll and taxes. If funds are available, a quarterly check shall be written to the MCSC Welfare Fund for the amount of profit (gross sales minus all operating expenses). The FICA Thrift Store Operations Officer shall deliver the quarterly check at the next scheduled monthly board meeting.
- c. A financial statement shall be prepared each month by the FICA Thrift Store Operations Officer and briefed at the monthly MCSC Executive Board meeting. A permanent file will be kept at the FICA Thrift Store.
- d. Check signers for the FICA Thrift Store account will be the President, the First Vice President, and the FICA Thrift Store Operations Officer. Two signatures are required on all checks.
- e. The FICA Thrift Store shall maintain a reserve amount of \$7,000.00. Profit is determined by subtracting quarterly operating expenses and reserve from quarterly gross sales.
- f. The FICA Thrift Store shall maintain a petty cash fund not to exceed \$150.00 for the purpose of making change. This fund is to be balanced at the close of each business day by the FICA Thrift Store employees.
- g. Two (2) cash drawer registers shall maintain the amount of \$150.00 each (\$300.00 total) for the purpose of daily opening and sales. Both registers will be balanced each business day at the close of business by the FICA Thrift Store employees.

Section 5. The FICA Thrift Store will be closed as voted on by the Executive Board.

Section 6. MCSC will reimburse the Army for utility expenses when necessary, as outlined in realty license agreement with the Department of the Army for the space used in Building 976 for the FICA Thrift Store IAW AR 210-22 2-1a.(e).

**ARTICLE IX
GUESTS**

Section 1. A member may invite guests to the regular General Membership meetings; however, any person who is eligible for membership may attend no more than one (1) meeting (luncheon) as a guest. Members will be responsible for the payment of a guest's meal. Limitations on the number of guests may be established if the Governing Board deems such an action necessary

Section 2. Guests may attend internal social club gatherings only once (1) and must become MCSC members thereafter to continue as part of the internal social club. Attendance to internal social clubs is a benefit of being an MCSC member in good standing and should be treated as such.

**ARTICLE X
MEETINGS**

Section 1. The Executive Board shall meet on a monthly basis and at the discretion of the President.

Section 2. The Governing Board shall meet on a monthly basis at a place designated by the President. A quorum shall be at least two-thirds of the incumbent Governing Board and two-thirds of the incumbent Executive Board. A valid vote shall be determined by a majority of said quorum unless otherwise stated within the constitution or by-laws.

Section 3. General Membership meetings of the MCSC shall be held monthly unless otherwise directed by the President with the Executive Board approval.

Section 4. Special meetings of the Governing Board shall be called by the President upon the petition of ten members of the MCSC or on the advice of the Advisors.

Section 5. In the absence of a quorum at a Governing Board meeting, or when a time sensitive situation warrants a quick approval/disapproval of an exceptional action, the President may elect to conduct a polling of the Governing Board to suggest approval or disapproval.

**ARTICLE XI
SPECIALVOTING PROCEDURES**

Section 1. When an immediate decision is required, the President may call for an MCSC Governing Board meeting by telephone or e-mail. Each voting member must be informed that this is a voting procedure and must be informed of the motion under consideration in its entirety prior to voting. A telephonic or e-mail vote is to be administered solely by the Parliamentarian. Quorum and voting procedures shall be the same as outlined in the Constitution. All telephone or e-mail votes are to be reflected in the minutes.

Section 2. The Secretary will add the information from email or phone votes to the minutes of the next meeting.

**ARTICLE XII
EXPENDITURES**

Section 1. The fiscal year for the MCSC operating budget shall be from 01 June to 31 May. The budget will provide sufficient funds for the operations of the MCSC through the entire fiscal year.

- a. The Treasurer shall select a Budget Committee IAW Article VI, Section 1, of these By-Laws.
- b. They shall determine the proposed budget including any targeted donations.
- c. The Treasurer shall oversee a budget review committee in accordance with Article VI Section 2 of the by-laws.
- d. The proposed budget shall be presented at the May Governing Board meeting for approval and presented at the May General Membership function for subsequent approval.
- e. Included in the budget shall be anticipated expenses from the operation of MCSC for the benefit of the General Membership. Expenditures will support functions listed in the constitution. These will be the basis of the Operating Account.
- f. The Operating Fund shall contain a minimum of \$5,000.00 and a maximum of \$10,000.00 at the end of the fiscal year to be carried over to the following year. The balance of the operating fund shall be calculated less an operating fund reserve and fund for operational expenses, should the governing board, at the fiscal year's end, opt to establish an operating fund reserve and fund for operational expenses for the next club year.
- g. An operating fund reserve may be established for the following year:
 - i. An audit by a qualified auditor/accounting firm in the absence of at least three (3) general membership volunteers to conduct an annual audit of the operating fund and welfare fund accounts as outline in Article XVI of these by-laws and IAW AR 210-22.
 - ii. An emergency reserve for any extenuating circumstances, which might interrupt the normal income flow of the organization, to include but not be limited to weather-related disruption or electrical power disruption.
- h. The operating fund reserve shall be indicated in the detail of the annual MCSC operating budget and shall be calculated as the approximate value of one month of operating expenses as indicated on the forthcoming year's budget.
- i. The fund for operational expenses can be established for unforeseen expenses that may occur during the board year. To use funds out of the operational expenses, a vote must be passed by the Governing Board.

Section 2. The fiscal year for the FICA Thrift Store operating budget shall be 01 January to 31 December. An annual FICA Thrift Store budget shall be prepared by the FICA Thrift Store Operations Officer and presented at the November Executive Board meeting for approval.

ARTICLE XIII INCOME

Section 1. The membership dues for active and special members shall be an amount determined by the Governing Board at the April Governing Board meeting and publicized to the General Membership. Half-year memberships will be offered from 01 January to 31 May.

Section 2. Funds to cover general operating expenditures shall be derived from membership dues, designated activities and Ways and Means.

ARTICLE XIV
FINANCIAL ACCOUNTING

Section 1. Accounting records are outlined under Article III Section 6 of the by-laws.

Section 2. With regard to federal taxes, the MCSC and the FICA Thrift Store share one (1) Employer Identification number (EIN) which is 95-3683473. Together they will file one (1) federal tax return (Federal Form 990) annually with the assistance of a designated certified public accountant (CPA).

- a. The Treasurer and FICA Thrift Store Operations Officer will provide the CPA all documents required for the filing of federal taxes no later than 15 June.
- b. Upon receiving the completed Federal Form 990 (Return of Organization Exempt from Income Tax) from the CPA, the documents will be reviewed by the President and signed by the Treasurer.
- c. The Treasurer will make two (2) copies of the completed and signed documents and will provide one (1) copy to the FICA Thrift Store Operations Officer for filing and the other copy will be filed with the Treasurer's records.
- d. The Treasurer will mail the completed taxes within forty-eight (48) hours of their signing.
- e. All tax fees and CPA fees will be paid by the Treasurer from the MCSC Operating Fund.

Section 3. California State Tax

- a. The MCSC and the FICA Thrift Store will each file one (1) California state tax form annually with the assistance of a designated CPA.
 - i. The Treasurer and FICA Thrift Store Operations Officer will provide the CPA all documents required for the filing of California state taxes no later than 15 October.
 - ii. Upon receiving the completed Federal Form 990 (Return of Organization Exempt from Income Tax) from the CPA, the documents will be reviewed by the President and signed by the Treasurer.
 - iii. The Treasurer will make two (2) copies of the completed and signed documents and will provide one (1) copy to the FICA Thrift Store Operations Officer for filing and the other copy will be filed with the Treasurer's records.
 - iv. The Treasurer will mail the completed taxes within forty-eight (48) hours of their signing.
 - v. All tax fees and CPA fees will be paid by the Treasurer from the MCSC Operating Fund.

Section 4. California State Franchise

- a. The MCSC's California State Franchise Number is 9763966. The MCSC will pay all annual fees attached to this number.
- b. The Treasurer will pay this franchise fee no later than 15 October.
- c. A copy of the payment check will be kept on file in the Treasurer's records.
- d. The Treasurer will report the status of this tax payment at the October Board Meeting.

Section 5: Employee taxes (FICA Thrift Store Only)

- a. Federal Form 941 (Employer's Quarterly Federal Tax Return) will be completed quarterly by the designated CPA. Forms will be submitted electronically and paid by 15 April, 15 July, 15 October and 15 January by the designated CPA. A copy of the form will be filed with the FICA Thrift Store records.

- b. Federal Form 940 (Employer's Annual Federal Unemployment (FUTA) Tax Return) will be completed annually by the designated CPA. The form will be filed electronically and paid by 15 January by the designated CPA. A copy of the form will be filed with the FICA Thrift Store records.
- c. The designated CPA will create a W-2 (Wage and Tax Statement) for all persons who were employed by the FICA Thrift Store during the previous calendar year (January to December) and a W-3 (Transmittal of Wage and Tax Statements). The W-2s will be completed by 31 January for the previous year and mailed out or hand delivered to the appropriate employees within fifteen (15) days of their creation. All W-2s and W-3 must be filed with the Social Security Administration no later than 31 January. A copy of all W-2s and W-3 will be filed with the FICA Thrift Store records.
- d. The FICA Thrift Store Operations Officer will verify payment of these forms.
- e. All tax fees and CPA fees will be paid by the FICA Thrift Store account.

Section 6: Payroll Tax - Employment Development Department (EDD) (FICA Thrift Store Only)

- a. Form DE9 and DE9C will be completed quarterly by the designated CPA. Forms will be submitted together and paid electronically by 15 April, 15 July, 15 October, and 15 January by the designated CPA.
- b. The FICA Thrift Store Operations Officer will verify payment of this form.
- c. A copy of the form DE9 and DE9C will be filed with the FICA Thrift Store records.
- d. All tax fees and CPA fees will be paid by the FICA Thrift Store account.

Section 7: Sales tax - California State Board of Equalization (BOE)

- a. FICA Thrift Store
 - i. Sales tax will be charged on all items sold by the FICA Thrift Store. The amount of sales tax will be defined by the BOE and can be found on their website www.boe.ca.gov.
 - ii. BOE Form 401E will be completed quarterly by the designated CPA. Form will be submitted and paid electronically by 31 April, 31 July, 31 October, and 31 January by the designated CPA.
 - iii. The FICA Thrift Store Operations Officer will verify payment of this form.
 - iv. A copy of BOE Form 401E will be filed with the FICA Thrift Store records.
 - v. All tax fees and CPA fees will be paid by the FICA Thrift Store account.
- b. Ways and Means
 - i. Sales tax will be charged on any items sold by Ways and Means, as well as, sales tax will be paid on all purchases made by Ways and Means.
 - ii. The amount of sales tax will be defined by the BOE and can be found on their website www.boe.ca.gov.
 - iii. The Treasurer is responsible for payment of CA state sales tax on all purchases made.

ARTICLE XV INSURANCE

Section 1. IAW AR 210-22, the MCSC will obtain adequate insurance as protection against public liability, claims, property damage claims, and other legal actions arising from the MCSC activities, (1) one or more of the MCSC's members acting on behalf of the MCSC, or the operation of any equipment, apparatus, or device under the control and responsibility of the MCSC. This insurance will cover all aspects of the club, its members and the FICA Thrift Store.

Section 2. IAW AR 210-22, fidelity bonding will be purchased for the MCSC members and employees handling monthly cash flow exceeding \$500.00. At a minimum, the President, First Vice President, Treasurer, Ways and Means Chair, FICA Thrift Store Operations Officer and all employees of the FICA Thrift Store will be bonded at the expense of the MCSC.

Section 3. Review and payment of insurance

- a. The Executive Board will review insurance coverage and fidelity bonding annually in April.
- b. The Treasurer will be responsible for paying all insurance bills and maintain copies of such payments.
- c. Copies of insurance documents and bonding certificate will be kept with the Parliamentarian, Treasurer and with the MCSC historical records maintained in the FICA Thrift Store for seven (7) years.

ARTICLE XVI AUDIT

Section 1. IAW AR 210-22, an audit of the MCSC's two (2) accounts will be accomplished at least once every two (2) years or upon change of the Treasurer. The audit must be performed by either an appointed committee of three (3) MCSC members who hold no office, or by a qualified auditor. A copy of the audit report will be maintained at the FICA Thrift Store.

- a. The Parliamentarian shall coordinate for the MCSC's audit. If it is determined by the Executive Board that a qualified auditor is necessary, payment for this service will come from the Operating Fund account.

Section 2. IAW AR 210-22, an audit of the FICA Thrift Store account will be accomplished at least once every two (2) years or upon change of the Thrift Store Operations Officer. The audit must be performed by either an appointed committee of three (3) MCSC members who hold no office, or by a qualified auditor. A copy of the audit report will be maintained at the FICA Thrift Store.

- a. The FICA Thrift Store Operations Officer shall coordinate for the FICA Thrift Store's audit. If it is determined by the MCSC Executive Board that a qualified auditor is necessary, payment for this service will come from the FICA Thrift Store account.

Section 3. A duly signed copy of these audit reports with deficiencies and a statement of corrective action to be taken will be forwarded to the President and to the Approving Authority (FMWR) within thirty (30) days. Audit reports and financial records will be retained for a period of at least seven (7) years from audit completion at the FICA Thrift Store.

**ARTICLE XVII
PARLIAMENTARY AUTHORITY**

In all matters not covered in its constitution and by-laws, Robert's Rules of Order, Newly Revised, shall govern the MCSC.

**ARTICLE XVIII
BY-LAW AMENDMENT PROCEDURE**

Section 1. A Governing Board member in good standing may propose an amendment to the by-laws. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed amendment must be approved by a two-thirds vote of a quorum of voting MCSC Governing Board members. Approved amendments will be submitted to the approving authority.

Section 2: The Constitution and By-laws Review Committee will conduct a review of the by-laws every odd year. However, a review of the by-laws may be done as needed by the serving MCSC Governing Board. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed revision will be submitted in writing and must be approved by a quorum of voting MCSC Governing Board members. Approved amendments will be submitted to the approving authority (FMWR).

In witness whereof the following officers affix their signatures:

President Shannon Simpson Date 4-13-2017
Shannon Simpson

Secretary Sarah Barnes Date 4-13-2017
Sarah Barnes

Parliamentarian Megan Nelson Date 4-13-2017
Megan Nelson