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**FORT BRAGG AREA OFFICERS' SPOUSES' CLUB
P. O. BOX 70292
FORT BRAGG, NORTH CAROLINA 28307**

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Fort Bragg Area Officers' Spouses' Club, hereafter referred to as the "FBAOSC." It is organized under the provision of Army Regulation (AR) 210-22, a supplement of DoDI 1000.15 as a private organization. This activity is not an instrument of the United States Government.

ARTICLE II: AUTHORITY

The FBAOSC is established at Fort Bragg, North Carolina, as a private organization with consent of the Installation Commander under the provisions of DoDI 1000.15 and AR 210-22, contingent upon the following conditions:

- a. To prevent the appearance of an official sanction or support by the Department of Defense, United States Army or Fort Bragg, the FBAOSC may not use the seals, logos, or insignia of any DoD component, organizational unit, or installation on the letterhead, correspondence, on its title. Any use of the name or abbreviation of a DoD component or installation may not mislead members of the public to assume this association is an organizational unit of the Department of Defense. If this association incorporates names or abbreviations of DoD components, organizational units or installations it must receive prior written approval for such use by the Installation Commander.
- b. Programs and activities conducted will not prejudice or discredit the military services or other agencies of the United States Government.
- c. Activities will not be conducted in the name of an installation or organization of the United States Army establishment.
- d. Neither will an appropriated fund activity nor a non-appropriated fund instrumentality assert any claim to the assets of the FBAOSC, nor incur or assume an obligation to any private organization, except as may arise out of contractual relationships.
- e. The FBAOSC will not engage in any activities that are in conflict with authorized activities of appropriated or non-appropriated fund instrumentalities, as defined in AR 215-1.
- f. The nature, function, and objectives of the FBAOSC, together with provisions for proper distribution of residual assets and liabilities upon dissolution, will be established in the Constitution.
- g. The FBAOSC will be self-sustaining and receive no support, assistance, or facilities from the Army or from non-appropriated fund instrumentalities as defined in DoDI 1000.15.

- h. The Installation Commander shall have the authority to enforce compliance by the FBAOSC with the conditions enumerated herein, to inquire into its activities, and to withdraw his consent for its existence if deemed in the interest of the United States Government.
- i. The FBAOSC is not established to provide morale, welfare, and recreational activities essential to the operation of the United States Army.
- j. All members will understand fully that they are personally liable if the assets of the FBAOSC are insufficient to discharge all liabilities.
- k. Neither the installation nor the government will have any liability for the organization's actions or debts. AR 210-22.
- l. FBAOSC will reimburse the Army for utility expenses but only if such utility expenses are great enough to warrant reimbursement. AR 210-22.
- m. FBAOSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. AR 210-22.
- n. FBAOSC will be responsible for ensuring applicable fire and safety regulations, environmental laws, local, state, and Federal tax codes, and any other applicable statutes and regulations are complied within the operation of the organization. DoDI 1000.15.
- o. FBAOSC will observe all applicable laws on labor standards for employment. DoDI 1000.15.

ARTICLE III: PURPOSE

The purpose of the FBAOSC shall be to develop and foster a spirit of community responsibility at Fort Bragg, to provide welfare, to provide opportunities for social, cultural and creative pursuits, and to support worthwhile service and community projects.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in FBAOSC shall be voluntary and shall consist of the following:

- a. Active Members, defined as those paying their dues who are the following:
 - 1) Spouses of all commissioned and warrant officers, hereafter referred to as officers, on active duty in the Armed Forces of the United States of America residing in the Fort Bragg area.
 - 2) Officers of the Armed Forces of the United States on active duty at Fort Bragg.
- b. Active members may vote upon all matters in which the membership has an interest unless otherwise limited by the Constitution and By-Laws; they may hold office, committee chairmanships, and all other appointed FBAOSC Board positions, and may participate in all social, cultural, and welfare activities.
- c. Associate Members, defined as those paying their dues who are the following:
 - 1) Spouses of retired officers or unmarried widows/widowers of deceased officers of the Armed Forces of the United States residing in the Fort Bragg area.

- 2) Dependents (over 18 years) residing with a sponsoring officer on active duty at Fort Bragg and residing in the Fort Bragg area.
 - 3) Dependents (over 18 years) of retired or deceased officers of the Armed Forces of the United States residing in the Fort Bragg area.
 - 4) Officer spouses of Pope Spouses' Club reciprocal members.
 - 5) Foreign officers on active duty and stationed in the Fort Bragg area.
 - 6) Civilian GS-7, wage grade 8 and above or their spouse assigned to Fort Bragg.
 - 7) Spouses of foreign officers on active duty and stationed in the Fort Bragg.
 - 8) Officers of National Guard and Reserves not on active duty status.
 - 9) Spouses of National Guard and Reserves not on active duty status.
- d. Associate members shall enjoy all the rights and privileges of active members with the exception that they may not hold an elected office. Reciprocal members may not apply for FBAOSC scholarships

Section 2: Membership shall be open to all eligible personnel regardless of race, color, sex, religion, national origin, age, disability or creed.

Section 3: FBAOSC will not seek to deprive individuals of their civil rights. AR 210-22.

Section 4: A member of the FBAOSC Board whose status changes during the year to associate membership eligibility may remain an active member to complete their term of office.

Section 5: Persons eligible for membership in the FBAOSC may attend the Annual Membership event and one (1) FBAOSC function annually as a non-member. This excludes "member only" functions, at the discretion of the FBAOSC Board.

Section 6: Prospective members are encouraged to read the FBAOSC Constitution and By-Laws prior to accepting membership to the FBAOSC.

Section 7: Persons eligible for membership in the FBAOSC as of January 1 will be offered half-year dues.

Section 8: The membership year shall run from 1 September through 31 August.

ARTICLE V: OFFICERS

Section 1: The elected officers of the FBAOSC shall consist of the following: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Fundraising Treasurer.

Section 2: The spouse of the Commanding General, XVIII Airborne Corps and Fort Bragg, or a designated representative, shall be the Honorary President.

Section 3: Elected Officers may serve a maximum of two consecutive years in the same position unless a suitable candidate cannot be found.

ARTICLE VI: ADMINISTRATION

Section 1: The FBAOSC shall be administered in accordance with this approved Constitution and By-Laws. All business shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

Section 2: The Executive Board shall consist of the Honorary President, Advisor, the Parliamentarian, and the elected officers.

Section 3: The FBAOSC Board shall consist of the Executive Board members and chairpersons of Standing Committees, and by approving the transaction of its routine business, shall make and enforce such by-laws as are necessary for the government of the FBAOSC.

Section 4: Only elected officers (with the exclusion of the President) and chairpersons of standing committees shall be voting members of the FBAOSC Board. The President shall vote in event of a tie. Only one vote may be cast per FBAOSC Board position.

Section 5: The FBAOSC Board year shall run from 1 June through 31 May.

Section 6: The duties of the elected officers are outlined in ARTICLE II of the By-Laws.

Section 7: The duties of the Standing committees are outlined in ARTICLE III of the By-Laws.

ARTICLE VII: ELECTIONS

Section 1: The Executive Board members, except for the Honorary President, Advisor, and Parliamentarian, shall be elected by a majority of active members at the April general membership meeting. The officers elected will be installed and take office at the May general membership meeting. The following procedures will be used in the election of FBAOSC officers.

Section 2: The Parliamentarian shall serve as the Nominating Chairperson.

- a. The Nominating Committee will consist of the Parliamentarian, the Honorary President, Advisor, and active members that represent a cross-section of the major commands in the Fort Bragg community chosen by the Chairperson in consultation with the Honorary President and/or Advisor. The committee will meet no later than (NLT) March of each year.
- b. The committee will select nominees for each elected office. The committee may select a single slate of nominees, but will not exceed three for each office from the applications submitted from the active membership of the FBAOSC.

Applications will not be accepted by non-FBAOSC members. This slate will be presented NLT the FBAOSC April Board meeting.

- c. The committee is responsible for following standard operating procedure (SOP) guidelines, which are held as an addendum to the FBAOSC By-Laws.
- d. This committee is responsible for ensuring fairness and consistency throughout the nomination process.

Section 3: The slate will be presented to the general membership via email and posted in the Bits-n-Bragg and all FBAOSC bulletin boards. The slate shall be voted upon at the general membership meeting in April. Voting will be conducted through the Parliamentarian by secret ballot following Robert's Rules of Order. The Parliamentarian will establish an absentee ballot procedure.

- a. Only active members are permitted to vote. Officers will be elected by a plurality vote. The current President's vote shall be placed in a sealed envelope and counted only in the event of a tie.
- b. The Chair of the Nominating Committee shall offer written notification to applicants not on the slate prior to the April general membership meeting.
- c. Nominations from the floor will be accepted at the April membership meeting according to the following guidelines:
 - 1) Hand written consent of the nominee and five active member signatures endorsing the nomination of this member must be received by the April general membership meeting.
 - 2) The Chair of the Nominating committee must be notified of all nominations from the floor prior to the April membership meeting.
- d. In the event of a single slate, no ballot is required and the Chair can declare that the nominees are elected by acclamation.

Section 4: In the event of any vacancy in an office of the elected FBAOSC Board:

- a. Office of the President: The First Vice President shall assume the office of President. However, if the First Vice President should decline the office, the Second Vice President shall be asked to assume the office of President. If the Second Vice President declines the office, the First Vice President shall assume the duties of the President until an official election is held at the next general membership meeting. Nominations will be accepted by the Nominating Chair prior to the next general membership meeting or at a special meeting called where a vote will be taken.
- b. Office of the Treasurer: The Fundraising Treasurer shall be asked to take the office of Treasurer. However, if the Fundraising Treasurer should refuse the office of Treasurer, the Fundraising Treasurer shall fill the office until an official election is held at the next general membership meeting. Nominations will be accepted by the Nominating Chair prior to the next general membership meeting or at a special meeting called where a vote will be taken.
- c. All other vacancies of elected officers (to include either of the Vice Presidents or Fundraising Treasurer assuming the vacant office of President or Treasurer) shall be filled with the approval of the FBAOSC Board.

ARTICLE VIII: MEETINGS

Section 1: General Membership Meetings

- a. The general membership shall meet each month from September through May. Business will be conducted at regular meetings.
- b. The President may call special meetings of the general membership for the purpose of conducting business. The President shall call such meetings with the concurrence of two-thirds of the voting members of the FBAOSC Board.
- c. Any active member may seek to have a special meeting called by submitting such proposal to the President. Should that fail the member may directly petition the FBAOSC Board, who will then consider the matter. The request must be approved with the concurrence of two-thirds of the voting members of the FBAOSC Board.
- d. A quorum of the general membership shall consist of one more than 50% of the active membership present. The vote of a majority of the quorum present shall govern.

Section 2: Board meetings

- a. The FBAOSC Board shall meet at least once a month from August through June and/or July at the discretion of the President
- b. For conducting business, the President may call special meetings of the FBAOSC Board.
- c. The President shall have the concurrence of a quorum of voting members of the FBAOSC Board.
- d. The President shall have the authority to conduct a vote by telephone (or email) of the members of the FBAOSC Board in the event of the requirement of an immediate decision of such urgency as to preclude a called meeting.
- e. Proxy voting will be conducted according to Robert's Rules of Order. It will be the responsibility of the Parliamentarian to set forth the procedure in accordance with Robert's Rules of Order.
- f. The FBAOSC Board in a duly constituted meeting shall vote on business, as needed, pertaining to Buy and Bragg Gifts.

ARTICLE IX: FINANCES

Section 1: The revenue necessary to pursue the purpose of the FBAOSC described in ARTICLE III of the Constitution must be derived from dues paid by active members and associate members and from revenue producing activities entered into by the FBAOSC when required and approved by the FBAOSC Board and the Installation Commander.

Section 2: The monetary amount of dues of the FBAOSC must be decided on annually in August by a quorum vote of the members of the present FBAOSC Board for the upcoming FBAOSC year.

Section 3: The FBAOSC Board must expressly approve all expenditures for the operation of the FBAOSC and shall ensure that all disbursements are with the purpose for which the FBAOSC was established, in accordance with sound business practices and within the budget.

Section 4: Income will not accrue to individual members either individually or collectively except under the provisions of the Scholarship Committee and through wages and salaries as employees or as award recognition for services rendered to the FBAOSC.

Section 5: Awards and gifts of appreciation must be given under the guidance of the President. They shall include items of recognition given to FBAOSC Board members. Deserving members and individuals that have given volunteer services may also receive items of recognition at the discretion of the President and/or the Executive Board.

Section 6: Monies in the operating account at the end of each year must be a minimum of \$1000.00 and shall not exceed \$3000.00 (of non-designated funds). Monies in the welfare account at the end of each year shall be a minimum of \$3000 and shall not exceed \$5000 (of non-designated funds).

Section 7: Any monetary request exceeding \$2500.00 (not included in the budget) must be approved by a majority of the general membership present at a duly constituted meeting.

Section 8: Taxes

- a. The FBAOSC shall comply with current tax regulations as stated in ARTICLE IV of the By-Laws.
- b. The Treasurer shall complete all reports on a monthly basis, according to current tax regulations, as stated in ARTICLE IV, Section 4 of the By-Laws.
- c. The Buy & Bragg Gift Shop chairperson shall ensure all reports are completed on a monthly basis, according to current tax regulations, as stated in ARTICLE IV of the By-Laws.

Section 9: Audit

- a. FBAOSC books will be closed at the end of the FBAOSC fiscal year (May 31st) and shall be audited annually.
- b. A Public Accountant authorized by the Executive Board shall conduct annual audits.
- c. Financial charges for audits and accounting shall be included in the annual budget.
- d. All reporting procedural requirements under DoDI 1000.15 shall be observed.

Section 10: Budget and Accounting

- a. FBAOSC Budget
 - 1) A FBAOSC budget must be presented first to the FBAOSC Board for approval and then to the general membership for its approval no later than the second general membership meeting.
 - 2) The Board must review both the FBAOSC budget and the revised budget no later than the end of January.

- 3) The revised FBAOSC budget must be presented to the general membership for its approval by the February general meeting.
- b. Buy and Bragg Gift Shop, hereafter referred to as "BBG"
 - 1) A balanced BBG budget shall be presented first to the FBAOSC Board for approval and then to the general membership for its approval no later than the second general membership meeting.
 - 2) The Board shall review both the BBG budget and the revised BBG budget no later than the end of January.
 - 3) The revised BBG budget shall be presented to the general membership for its approval by the February general membership meeting.
 - 4) The BBG budget shall be totally separate from the FBAOSC budget.

Section 11: Books will be established using the double entry accounting system and in accordance with DoDI 1000.15.

ARTICLE X: PROPERTY

Section 1: The property of the FBAOSC shall consist of such articles as may properly come into its possession. The FBAOSC Property Chairperson(s) shall account for this property and shall keep an inventory in accordance with sound business practices, using DoDI 1000.15 as a guide. One copy of this inventory shall be kept by the Property Chairperson and one copy by the President.

Section 2: The FBAOSC Property Chairperson shall annually sign for Property in possession of the FBAOSC on loan from Property Disposal with approval by the President.

Section 3: All Board members who maintain FBAOSC property in the conduct of their duties shall assist the Property Chairperson in the compilation of the annual inventory.

ARTICLE XI: RECORDS

Section 1: The Recording Secretary shall maintain a historical file consisting of the following permanent records:

- a. The FBAOSC Constitution and By-Laws with all current revisions.
- b. Records of approval of the FBAOSC Constitution and By-Laws and all amendments thereto.
- c. Current list of FBAOSC Officers names, addresses and phone numbers.
- d. Current list of FBAOSC members.
- e. Copies of all FBAOSC Executive Board and Board minutes.
- f. Copies of all after action reviews.
- g. Copies of all financial records.
- h. Copies of all policies.

Section 2: All records of the FBAOSC, excluding permanent files and the uncompleted checkbook, will be cut off at the end of the fiscal year (May 31st). These records will be held at least five years, after which time they may be destroyed. The checkbook will be placed with related records when it is completed, using the applicable provisions of the DoDI 1000.15 series as a guide.

ARTICLE XII: INSURANCE

Section 1: The FBAOSC understands that it is required to obtain adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the FBAOSC or one or more of its members acting on its behalf, of the operation of any equipment/apparatus or device under the control and responsibility of the FBAOSC, in accordance with DoDI 1000.15 and AR 210-22. The FBAOSC certifies that all North Carolina and jurisdictional laws are met regarding the amount of liability coverage.

Section 2: The FBAOSC must carry proper insurance for any sponsored event which is open to the public and liability is not covered by the government. It is the Treasurer's duty to ensure proper insurance is purchased and paid for prior to the event.

Section 3: The FBAOSC must ensure that the BBG carries the proper insurance on its building and all of the contents. It is the Treasurer's duty to ensure proper insurance is purchased and paid for annually.

ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

Section 1: A Constitution Review Committee will meet biennially to review the Constitution and By-Laws and report its recommendations to the FBAOSC Board.

Section 2: Notice of amendments to the Constitution must be made at least two weeks prior to presentation at a regular or special meeting of the general membership.

Section 3: Amendments to the Constitution must be approved according to the following guidelines.

- a. 2/3 vote of the members of the FBAOSC Board present and voting in a duly constituted regular or special meeting.
- b. 2/3 vote of the general membership present and voting in a duly constituted regular or special meeting.
- c. The Commanding General and/or his representative prior to adoption.

Section 4: This Constitution shall become effective upon adoption in a duly constituted regular or special meeting of the general membership with 2/3 vote of the active members present and upon approval of the Commanding General and/or his representative. This Constitution shall then supersede all previous Constitutions and amendments except that it shall not affect officers

elected or specific agreements and contracts entered into under the terms of the previous Constitution until such terms or agreements or contracts have reached their expiration dates.

ARTICLE XIV: DISSOLUTION

Section 1: The FBAOSC may be dissolved by a majority vote of the general membership or by direction of the Commanding General, XVIII Airborne Corp and Fort Bragg.

Section 2: All residual assets and properties, after payment of all liabilities shall be disposed of in a manner consistent with ARTICLE III and so determined by the FBAOSC Board members. If liabilities exceed assets, each member shall be assessed his/her pro-rata share of the remaining debt after assets have been liquidated and applied toward liabilities.

**FORT BRAGG AREA OFFICERS' SPOUSES' CLUB
P. O. BOX 70292
FORT BRAGG, NORTH CAROLINA 28307**

BY-LAWS

ARTICLE I: PURPOSE

The purpose of these By-Laws is to establish a general operating procedure for the operation of the Fort Bragg Area Officers' Spouses' Club, hereafter referred to as the "FBAOSC."

ARTICLE II: DUTIES OF OFFICERS AND GOVERNING BODY

The FBAOSC Board shall discuss and prepare all business that is presented to the general membership.

Section I. General responsibilities of all FBAOSC Board members

A. Meetings and Attendance

1. All members shall attend FBAOSC Board meetings, general membership meetings, and support as many FBAOSC sponsored activities as possible.
2. Members shall notify the President of their intended absence, prior to the Board meeting.
3. Members shall inform the President three days in advance of items they wish to place on the agenda for FBAOSC board discussion.

B. Replacement of FBAOSC Board members

1. Absence from two FBAOSC Board or general membership meetings shall be considered good reason for dismissal from the FBAOSC Board, at the discretion of the President, with the advice of the Honorary President and the Advisor.
2. Any FBAOSC Board member who, for just cause, will be temporarily unable to fulfill their duties will request, in writing to the President, a leave of absence. The President, if needed, shall appoint a temporary replacement.
3. Resignations shall be submitted in writing to the President.

C. Appointment of assistants and committee members

1. Any elected officer or Chairman of a Standing Committee may appoint an assistant, with the approval of the President, in addition to any other committee members as deemed necessary.
2. All committee members must be current FBAOSC members.

D. Reports and record keeping

1. Each FBAOSC Board member shall maintain written records on a continuous basis to include:

- a) Current Constitution and By-Laws
 - b) Applicable SOP
 - c) Current budget, minutes and financial statements
 - d) After Action Reports
2. Each FBAOSC Board member shall read, be knowledgeable of, and adhere to the FBAOSC Constitution and execute their duties as defined and outlined in the By-Laws.
 3. Each FBAOSC Board member will submit a written monthly report, to include a “no report”, to the elected official who has oversight of that position and one to the President and one to the Recording Secretary. A copy shall be retained for their committee notebook.
 4. Each officer and Standing Committee Chairperson shall provide a detailed After Action Report, one given to the President, one to the Recording Secretary, to go to the appropriate file, and one to his/her successor, by the April board meeting.
 5. The last FBAOSC Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming board. At that time the official transfer of all records to the incoming board will occur. If the successor has not yet been appointed, all information shall be turned over to the incoming President.
 6. All FBAOSC Board members and sub-committee members shall submit all information pertinent to their committee to the Bits-N-Bragg Editor and the Publicity Chairperson, in a timely manner.

E. Each Officer will meet with their successor prior to the installation of the elected officers to discuss their duties.

F. The FBAOSC Board shall approve:

1. The budget.
2. Disbursements of welfare funds.
3. Non-budgeted expenses.

Section II: Duties of the Executive Board. The Honorary President, Advisor and Parliamentarian are non-voting members. The President shall only vote in the event of a tie during any FBAOSC meeting. All other Executive Board positions are voting members. Executive Board members shall attend FBAOSC Executive Board and Board meetings, general membership meetings, special functions, and serve on the Constitution and By-Laws Review Committee.

A. Honorary President

1. Serve in the advisory capacity (counsel, inform, mentor and coach).
2. Be available to provide assistance and advice, while allowing the FBAOSC Board to make their own decisions.
3. Shall designate an Advisor for the FBAOSC Board.
4. Shall designate an Advisor to the BBG.
5. Shall provide appropriate policy guidance in all matters pertaining to FBAOSC.
6. Shall concur with the President on selection of Standing Committee Chairpersons.

B. Advisor

1. Serve in an advisory capacity (counsel, inform, mentor and coach).
2. Be available to provide assistance and advice, while allowing the FBAOSC Board to make its own decisions.
3. Advise committees as assigned by the Honorary President.

C. President

1. Shall be a member ex-officio of all committees, except the Nominating Committee.
2. Shall represent the FBAOSC, or shall be represented by the President's designee, at all appropriate meetings.
3. Shall, together with the Treasurer, sign all contracts and obligations authorized by the FBAOSC Board with the exception of luncheon contracts, which shall be signed by the Second Vice President. She/he shall be bonded.
4. Shall review the final edit of the Bits-N-Bragg prior to publication..
5. Shall co-sign all disbursements (checks) in excess of one thousand dollars.
6. Shall in consultation with the Executive Board, appoint the Parliamentarian and all Standing Committee Chairpersons.
7. May together with the First Vice-President select tokens of appreciation for the FBAOSC Board members.
8. Shall coordinate the calendar of events and submit a copy to CAS Business Center.

D. First Vice-President

1. Shall assist the President and assume duties assigned by the President.
2. Shall perform the duties of the President in the President's absence.
3. Shall assume the office of the President in the event of a vacancy in office in accordance the Constitution.
4. Shall be a member of the Buy & Bragg Gift Shop Council and attend all committee meetings for the Fundraising, Scholarship, and Welfare committees and report to the President.
5. Shall manage the inventory of Ways and Means items with the assistance of the BBG staff.
6. Shall be responsible for selecting a token of appreciation for the President.
7. Shall assist the President upon request in selecting tokens of appreciation for FBAOSC Board members.

E. Second Vice-President

1. Shall coordinate in regards to the monthly functions with the Hospitality, Reservations, Publicity and Unit Representative Chairpersons and report to the President.
2. Shall arrange for speakers or entertainment for general membership meetings.
3. Shall arrange transportation and lodging if needed for speakers and entertainers.

4. Shall draw-up (when required) speaker contracts and ensure that fees are paid prior to the guest speaker's departure the day of the event.
5. Shall provide escort for guest speakers and any guest of the FBAOSC.
6. Shall be responsible for all Fort Bragg Officers' Club or other hosting facility related arrangements to include menu arrangements for all general membership meetings and other selected FBAOSC sponsored functions.
7. Shall sign all contracts pertaining to food contracts with the Fort Bragg Officers' Club Catering Office or other hosting facility.
8. Shall be responsible for obtaining opportunity and door prizes for monthly general membership meetings and include vendors when appropriate.
9. Shall preside at all meetings in the absence of both the President and First Vice-President.
10. Shall in case of vacancy of the office of President be given the right of second refusal in line behind the First Vice-President, in accordance with ARTICLE VII of the Constitution.
11. Shall introduce the program guest(s) at general membership meetings and sit with them at the head table (if a head table has been assigned).
12. In consultation with the Publicity Chairperson, shall submit to the Bits-N-Bragg Editor the publicity for general membership meetings.
13. Shall be responsible for assigning those persons who will sit at the head table for general membership meetings if a head table is assigned.
14. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

F. Recording Secretary

1. Shall keep a record of the minutes of all FBAOSC meetings.
 - a. Shall submit a rough draft of these minutes to the President for approval within seven working days of the FBAOSC Board meeting.
 - b. Shall have the minutes of the FBAOSC Board meeting signed by the President and Recording Secretary.
2. Shall forward one copy of the minutes, with the FBAOSC and the BBG financial statements for the period ending the last day of the month attached to the Installation Commander, XVIII Airborne Corp and Fort Bragg, Attention AFZA-CAS-CV, within 6 weeks of the FBAOSC Board meeting. Included in his/her report at the following month's board meeting should be the date the minutes were forwarded to the Installation Commander.
3. Shall be responsible for properly entering the results of any telephone or email vote in the addendum to the minutes to be read at the scheduled FBAOSC Board meeting.
4. Shall be responsible for posting the minutes of the FBAOSC Board meetings at all FBAOSC general meetings and functions.
5. Shall be responsible for maintaining the permanent historical file as stated in ARTICLE XI of the Constitution.

6. Shall be responsible for collecting and maintaining official copies of all after action reports from each standing and special committee according to ARTICLE IV of the By-Laws.
7. Shall assume responsibilities of the Corresponding Secretary in his/her absence.
8. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

G. Corresponding Secretary

1. Shall conduct the correspondence of the FBAOSC with concurrence of the President.
2. Shall be responsible for picking up all FBAOSC correspondence at the post office, with the exception of the fundraising PO Box, and distributing in a prompt manner.
3. Shall serve as circulation editor for the Bits-N-Bragg and all other bulk mail for the FBAOSC.
4. Shall update signature cards at the US Post Office for all FBAOSC mailboxes as required.
5. Shall assume responsibilities of the Recording Secretary in his/her absence.
6. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

H. Treasurer

1. Shall be authorized to receive all dues and monies and to obligate and disburse any funds of the FBAOSC under the direction of the FBAOSC Board.
2. Shall keep an itemized account of all receipts and disbursements and present a report at the monthly meeting of the FBAOSC Board on all transactions since the previous FBAOSC Board meeting.
3. 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 FBAOSC Board members. The record of accounts shall be open to inspection by any member of FBAOSC.
4. Shall also use the general provisions of DoDI 1000.15 as a guide in maintaining the accounting records, to include a zero base budget.
5. Shall submit a signed financial statement each month to the CAS Business Center.
6. Shall, together with the President, sign contracts, obligations and all disbursements authorized by the FBAOSC Board, with the exception of luncheon/dinner accounts, which shall be signed by the Hospitality Chair.
7. Shall co-sign all disbursements (checks) in excess of one thousand dollars, with an officer of the Executive Board authorized to sign checks.
8. Shall prepare the annual budget in consultation with the FBAOSC Board by the September Board meeting.
9. Shall conduct a budget revision in January.
10. Shall serve as the Chair of the Budget committee. The Executive Board will serve as committee members. Additional committee members may be

selected in consultation with the President and/or Advisor from the FBAOSC Board members.

11. Shall reimburse members for outstanding expenses in a reasonable amount of time to be agreed upon by the Treasurer and President.
12. Shall submit the Treasurer's books for audit annually within two weeks of the close of the FBAOSC fiscal year (May 31st), and shall submit one copy of the annual audit to the CAS Business Center.
13. Shall ensure proper financial coordination for the operation of The Bookery.
14. Shall assist the Fundraising Treasurer with any fundraising event.
15. Shall ensure all necessary insurance is paid and provide documentation to Recording Secretary .
16. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

I. Fundraising Treasurer

1. Shall oversee the financial operations of Yulemart and fund raisers. Ensure all financial obligations are submitted to the Treasurer.
2. Shall have the first right of refusal if the office of Treasurer should be vacated, in accordance with ARTICLE VII of the Constitution.
3. Shall assume the responsibilities of the Treasurer in the Treasurer's absence.
4. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

J. Parliamentarian

1. Shall act as the President's advisor on Parliamentary Procedure in accordance with the Constitution and By-Laws and the most recent edition of Robert's Rules of Order.
2. Shall be responsible for administering any telephone or email votes as per ARTICLE IV of the By-Laws, and reporting the results to the Recording Secretary.
3. Shall act as the Chairperson of the Nominating Committee.
 - a. Shall be responsible for selecting active FBAOSC members in consultation with the Honorary President and/or Advisor to serve as committee members, which represent a cross section of the major commands in the Fort Bragg community.
 - b. Shall be responsible for setting the slate of nominees for all elected officers, as set forth in ARTICLE VII, Section 2, of the Constitution. Shall ensure elected positions do not exceed the two-year consecutive term limit, unless a suitable candidate cannot be found.
 - c. Shall provide each nominee a copy of the Constitution and By-Laws prior to the election.
 - d. Shall provide each applicant an information sheet to be completed for consideration.
 - e. Shall be responsible for maintaining a current SOP as an addendum to the FBAOSC By-Laws, which must be validated by

the Constitution Review Committee for final approval by the Board.

4. Shall act as Chair of the biennial Constitution Review Committee.
5. Shall be responsible for forwarding a copy of any revisions of the FBAOSC Constitution to the Installation Commander, through the CAS Business Center.
6. Shall be responsible for collecting and counting ballots and announcing the results of the FBAOSC elections.
7. Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

ARTICLE III: STANDING COMMITTEES

Section 1: Standing Committees may be created, changed, and/or abolished at the direction of the President with the approval of the Executive FBAOSC Board. These committees may include the following: Bits-N-Bragg Editor and/or Assistant Editor, Buy & Bragg Gift Shop Chairperson, Historian, Hospitality Chairperson(s), Membership Chairperson, Military Officers' Association of America (MOAA) Liaison, Organizational Unit Representative, Property Manager, Publicity Chairperson, Reservation Chairperson, Scholarship Chairperson, Volunteer Coordinator Chairperson, and Yulemart/Fundraising Chairperson.

A. Standing Committee chairpersons are voting members and shall attend all FBAOSC Board and general membership meetings and other FBAOSC functions.

B. Standing Committee chairpersons shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

C. Standing Committee chairpersons shall appoint their own committee members.

Section 2: The President shall select the best-qualified chairperson with the guidance of the Executive Board.

Section 3: Chairpersons may serve a maximum of two consecutive years in the same position (unless a suitable candidate cannot be found) with the exception of the MOAA Liaison.

Section 4: The Committee chairpersons shall coordinate their meetings in the FBAOSC room with the administrator of the Junior Enlisted Family Center.

Section 5: The Standing Committee and the chairperson duties shall be as follows:

A. Bits-N-Bragg Editor and/or Assistant Editor

- 1) Shall ensure the production of the organization's publication, the Bits-N-Bragg.
- 2) Shall solicit advertisers and contributors for the Bits-N-Bragg.
- 3) Shall oversee the mailing of the monthly publication to FBAOSC members, as requested.

B. Buy & Bragg Gift Shop Chairperson

- 1) Shall ensure the policies of the BBG are with the consent of the FBAOSC Board in accordance with DoDI 1000.15.
- 2) Shall, with the Council members, annually write/update the BBG policy handbook/vendor contracts, and standard operating procedure, in accordance with ARTICLE IV of the By-Laws.
- 3) Shall ensure that the BBG follows all constitutional guidelines of the FBAOSC.
- 4) Shall appoint a committee (to be known as the BBG Council) according to the SOP. The President, First Vice President, and BBG Advisor shall sit on this council.
- 5) Shall prepare the annual BBG budget in consultation with the BBG Council by the September FBAOSC board meeting.
- 6) Shall present the BBG financial statements to the FBAOSC Board on a monthly basis.
- 7) Shall oversee a budget revision of the BBG budget by January.
- 8) Shall in the event of vacancy of salaried positions, and with the President, 1st Vice President, and BBG Advisor, review and select qualified applicants for the position.
- 9) Shall preside at the BBG council meetings.

C. Historian

- 1) Shall attend all FBAOSC events and take pictures for the FBAOSC historical scrapbook.
- 2) Shall compile scrapbooks to be presented to the outgoing President at the May general membership meeting as well as the outgoing Honorary President and the outgoing Honorary Advisor at their departure. A scrapbook shall also be made and kept as a historical record for FBAOSC.
- 3) Shall be responsible for up keep and accountability of the old scrapbook collection; the old cookbook collection and maintain the list of past Presidents.

D. Hospitality Chairperson

- 1) Shall coordinate all activities and committee decisions with the Second Vice President.
- 2) Shall coordinate/arrange for decorations at the monthly general membership meetings.
- 3) Shall act as host/hostess at all general membership meetings and other selected FBAOSC sponsored functions.

E. Membership Chairperson

- 1) Shall coordinate all activities and committee decisions with the Second Vice President.
- 2) Shall be responsible for conducting membership campaigns to include organizing the Annual Membership sign-up event.
- 3) Shall receive all dues and deposit them with the Treasurer.

- 4) Shall keep a current, accurate file of the FBAOSC membership and supply an updated list to the President, Recording Secretary, Corresponding Secretary, Parliamentarian, Bits-N-Bragg Editor, Publicity Chairperson and Hospitality Chairperson.
- 5) Shall generate and distribute a membership roster by December 1 to the general membership. Updates to this roster shall be done monthly and shall be submitted through the Bits-N-Bragg.

F. MOAA (Retired Officers' Wives) Liaison:

- 1) Shall represent the interests and concerns of the Retired Officers' Wives Club to the FBAOSC Board.
- 2) MOAA shall be asked to submit a retired officers' spouse as liaison.
- 3) Shall serve until replaced by MOAA.

G. Organizational Unit Representative

- 1) Shall provide liaison between organizations (units) and the FBAOSC.
- 2) Shall be responsible for recruiting as many unit reps within the units as possible to ensure FBAOSC information is widely disseminated.

H. Property Manager

- 1) Shall report all activities to the Second Vice President.
- 2) Shall be responsible for maintaining key control of the FBAOSC storage areas.
- 3) Shall maintain organization of the office files and disposal of files more than 5 years old. Shall work in conjunction with the Historian, the Recording Secretary and the Treasurer in maintaining these files.
- 4) Shall, in the event of vacancy of any elected office or Standing committee, check off the items on his/her hand receipt to ensure that the outgoing Board member has returned all assets.
- 5) Shall be responsible for keeping an updated list of all club assets.
- 6) Shall be responsible for maintaining a current SOP as an addendum to the FBAOSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board.
- 7) Shall be responsible for keeping an updated inventory of the lending closet.
- 8) Shall be responsible for keeping accurate and updated loan forms and loan fees.
- 9) Shall be responsible for loaning, purchasing, repairing and replacing silver as needed.

I. Publicity Chairperson

- 1) Shall have responsibility for all publicity for the FBAOSC, to include website, newspaper articles, e-mail, poster displays and other advertisements.
- 2) Shall develop and/or approve all flyers which FBAOSC endorses.
- 3) Shall serve as primary point of contact for FBAOSC webmaster.
- 4) Shall work with all other committee chairpersons on all FBAOSC events.

- 5) Shall maintain as a source of publicity the bulletin board at the Officers' Club, FBAOSC room, and Buy & Bragg Gift Shop. Shall have a P.O.C. listed on the bulletin board.
- 6) Shall provide a current name and phone number roster of the FBAOSC Board to the Officer's Club.
- 7) Shall be available to the President to assume all other duties assigned or deemed appropriate by the President.

J. Reservation Chairperson

- 1) Shall coordinate all activities and committee decisions with the Second Vice President.
- 2) Shall be responsible for reservations at all general membership meetings of the FBAOSC and shall verify that each reservation is made by an active member.
- 3) Shall appoint a member to serve as Childcare Coordinator.
- 4) Shall be responsible for ensuring that the Childcare Coordinator takes childcare reservations and coordinates with STACC and Rodriguez CDC (when applicable) for FBAOSC functions and meetings.
- 5) Shall be responsible for collection of monies due from reservations that were not cancelled prior to the function's deadline when a function was not attended.
- 6) Shall settle accounts of all general membership meetings and other FBAOSC functions within two business days.
- 7) Shall turn in all credit card numbers from general membership meetings within two business days.
- 8) Shall be responsible for nametags at monthly FBAOSC functions.

K. Scholarship Committee

- 1) Shall coordinate all activities and committee decisions with the First Vice President.
- 2) Shall be responsible for all scholarship information in accordance with the committee standard operating procedure, in accordance with ARTICLE IV of the By-Laws.
- 3) Shall appoint a committee of active FBAOSC and ESA members that represent a cross section of the major commands at Fort Bragg. This committee shall review and update the SOP for the scholarship process each year.
- 4) Shall be responsible for maintaining a current SOP as an addendum to the FBAOSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board.
- 5) Shall ensure that only qualified applicants are considered for scholarships.

L. 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, Yulemart 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 FBAOSC membership.
 - 6) Shall serve on the Installation Volunteer Advisory Counsel.

M. Welfare Chairperson

- 1) Shall coordinate all activities and committee decisions with the First Vice President.
- 2) Shall research and evaluate all requests received by the FBAOSC Board for monetary donations and shall make reports to the FBAOSC Board for their assessment and recommendations, as needed.
- 3) May consider emergency requests as deemed appropriate and present to the FBAOSC Board for approval.
- 4) Shall coordinate with the Honorary President and/or Advisor for the list of major command representatives who represent a cross section of the Fort Bragg community to appoint to the welfare committee. This committee shall meet as appropriate for the distribution of funds in December and May.
- 5) Shall present all committee recommendations to the FBAOSC Board for their approval.
- 6) Shall be responsible for maintaining a current SOP as an addendum to the FBAOSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board.

N. Yulemart/Fundraising Chairperson

- 1) Shall oversee all FBAOSC Yulemart/fundraising events.
- 2) Shall ensure all Yulemart/fundraising activities are conducted in accordance with DoDI 1000.15 and Fort Bragg policies.
- 3) Shall submit all dates for Yulemart/fundraising to CAS Business Center for approval.
- 4) Shall attend all FBAOSC Board and general membership meetings and other FBAOSC functions.
- 5) Shall maintain and retrieve correspondence from the Yulemart PO Box, voice mail and email account in a timely manner.
- 6) Shall approve and notify all Yulemart vendors.
- 7) Shall be responsible for all Yulemart /fundraising inventory records.

ARTICLE IV: OPERATING PROCEDURES

Section 1: Telephone Voting or Email voting

- a. The President shall have the authority to authorize a vote by telephone or email of the members of the FBAOSC Board in the event of the requirement of an immediate decision of such urgency as to preclude a called meeting per ARTICLE VIII of the constitution.
- b. A quorum of the voting members of the FBAOSC Board must be polled. The majority must vote in agreement in order to render a legal decision.
- c. The telephone or email vote is to be administered solely by the Parliamentarian and reported to the Recording Secretary. The minutes shall include the exact wording of the main motion, the name of the FBAOSC Board member who cannot be contacted and the exact account of the vote.
- d. If no email response on a vote being conducted is received by the Parliamentarian from a Board member within 24 hours, the Parliamentarian is required to attempt contact with that Board member by telephone.
- e. Vote must be concluded within 48 hours

Section 2: Up to but not exceeding ten percent of funds raised for welfare are available for transfer to operating funds at the discretion of the FBAOSC Board.

Section 3: Tax Compliance

1. The FBAOSC will comply with current tax regulations as follows:
 - a. In accordance with Internal Revenue Service Code 1954 the FBAOSC shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of the FBAOSC shall be reported to the Internal Revenue Service.
 - b. All employee taxes, including Social Security, FUTA, and all state taxes where applicable, shall be withheld, deposited, and paid by the FBAOSC in accordance with the Internal Revenue Service Code of 1954.
 - c. Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of the FBAOSC.
 - d. Form 990, Federal Income Tax Return for Non-Profit Organizations, will be prepared by a qualified accountant and signed by the President and Treasurer. A copy will be filed with the Treasurer.
2. The FBAOSC will ensure that the Buy & Bragg Gift Shop complies with all current tax laws and regulations.

Section 4: Standard Operating Procedures:

Nominating, Property, Scholarship, Welfare and Buy & Bragg Gift Shop Chairpersons (and others deemed necessary by the President) shall submit their SOPs to the Constitution Review Committee for validation and final approval by the Board. These SOPs should make specific written reference to the whole operating procedure intended by these committees. These standard operating procedures shall be maintained as an addendum.

ARTICLE V: BY-LAW AMENDMENT PROCEDURE

Section 1: Proposed Changes:

An amendment to the By-Laws may be proposed by a Board member in a voting status. Sufficient time prior to the vote will be allocated for research and to obtain pertinent information. The proposed amendment must be approved by a 2/3 vote of a quorum of voting FBAOSC Board members. Approved amendments will be submitted to the Commanding General or his representative for information purposes.

Section 2: Biennial Review Procedure:

The Constitution Review Committee will conduct a biennial review of the By-Laws. However, a review of By-Laws may be done as necessary by the serving FBAOSC Board, but not less than biennially. 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 FBAOSC Board members. Approved amendments will be submitted to the Commanding General or his representative for information purposes.

Respectfully Submitted,

Candace M. Weisner
FBAOSC Parliamentarian 2006-2007

APPENDIX

- A. Nominating SOP**
- B. Property SOP**
- C. Scholarship SOP**
- D. Welfare SOP**
- E. Buy & Bragg Gift Shop SOP**