

BYLAWS

ARTICLE I PURPOSE

The purpose of these Bylaws is to establish internal Standard Operating Procedures (SOP) for the operation of the Army Spouses' Club of the Greater Washington Area, hereafter referred to as ASCGWA.

ARTICLE II ORGANIZATION OF THE BOARD

- A. The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian (non-voting position), and the Honorary Advisor(s) and Honorary President.
- B. The Standing Committee Chairs shall consist of the chairs of Community Outreach, Fundraising, History, Hospitality, International Relations, Membership, Newsletter, Reservations, Scholarships, Tours, Ways and Means and Web Chair. The Standing Committee Chairs are voting positions.
- C. The Governing Board shall consist of the Executive Board, the Standing Committee Chairs, and the JAFOWL Liaison (non-voting position).
- D. Board positions shall be organized according to the chart in Addendum 1. Bold text indicates Executive Board members; shaded fill indicates voting positions.

ARTICLE III TERMS OF OFFICE

The ASCGWA Governing Board (Executive Board and Standing Committee Chairs), excluding Honorary positions, will abide by the following term limits and conditions:

- A. No member of the Governing Board may serve more than two consecutive years in the same office, nor more than four consecutive years without approval from the Executive Board.
- B. Resignations shall be submitted in writing to the President, who will appoint a replacement.
- C. The last ASCGWA Governing Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming Governing Boards. At that time, the official transfer of all records (with the exception of financial/treasurer records) to the incoming Governing Board will occur. If a successor has not yet been appointed, all information for the vacant position shall be turned over to the incoming President.

ARTICLE IV HONORARIES AND ADVISORS

Section 1: Honorary President and Honorary Vice President

- A. The Honorary Presidents (traditionally the spouse of the Chief of Staff of the Army and Sergeant Major of the Army) and Honorary Vice President (traditionally the spouse of the Vice Chief of Staff of the Army) serve in an advisory capacity to counsel, inform,

mentor, coach, and provide appropriate policy guidance in matters pertaining to the ASCGWA Board.

- B. Honoraries are non-voting members of the Governing Board but will retain voting privileges as Active Members.
- C. Honoraries shall be invited to attend all ASCGWA Executive Board and Governing Board Meetings, Special Meetings, General Membership Meetings, and other functions of ASCGWA.

Section 2: Advisor(s)

- A. The Advisor is traditionally the spouse of the Military District of Washington (MDW) Commander. If the spouse of the MDW Commander is not available to serve as the Advisor, the President, in consultation with the Honorary Presidents, should invite a senior spouse to serve in the position.
- B. Advisors are non-voting members of the Governing Board but will retain voting privileges as Active Members.
- C. Advisors shall act in an advisory capacity to counsel, inform, mentor, coach, and provide appropriate policy guidance in matters pertaining to the ASCGWA Board.

ARTICLE V THE EXECUTIVE BOARD

Section 1: General Responsibilities of Executive Board Members

- A. Attend all called Executive Board meetings, monthly Governing Board meetings, General Membership meetings and events, all committees and other meetings deemed necessary by their position.
- B. Be a voting member of the Executive Board and Governing Board, with the exception of Honorary Officer(s)/Advisor(s), the President, and Parliamentarian. The President may vote in the event of a tie.
- C. Submit a written monthly report to the President (with copy to the Secretary by the designated deadline). A copy shall be retained for his/her Continuity Binder.
- D. Prepare and submit a proposed budget to the Treasurer at the beginning of the Board year if the committee requires one and operate within the individual budget allowances. The Executive Board must approve additional allowances.
- E. Review Requests for non-budgeted expenses.
- F. Submit a detailed After-Action Report (AAR) in May to the President (with copy to the Secretary).
- G. Maintain a Continuity Binder (written and/or digital) in accordance with the requirements established by the President. The Continuity Binder shall be brought to the June Board meeting. If a Board member is unable to attend the June meeting it is their responsibility to return the binder to the current Parliamentarian.
- H. Perform additional duties as designated by the President.

Section 2: President

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Is elected by the General Membership.
- C. Presides at all membership functions, special meetings, and Governing and Executive Board meetings.
- D. May only vote in the event of a tie.
- E. Ensures that the Constitution and Bylaws are upheld.
- F. Calls special membership, committee, or Board meetings as necessary.

- G. Appoints the Parliamentarian and all non-elected Board members, in consultation with the Advisor, whenever necessary, to conduct the business of ASCGWA.
- H. Serves as an ex-officio member of all committees, except the Nominating Committee; voting only in the event of a tie.
- I. Reviews all contracts and obligations authorized by the Governing Board and has authority to cosign all disbursements exceeding \$3,000.00 (with the exception of monthly luncheons) from ASCGWA bank accounts.
- J. Disburses funds in the event of the temporary absence of the Treasurer.
- K. Approves disbursement of monies up to \$250.00 without prior approval of the Governing Board. A written record shall be kept of all such disbursements, and all disbursements will be subject to review by the Governing Board.
- L. Reviews all financial books, bank statements, and Treasurer's and Ways and Means' reports monthly as an internal control necessary to meet the requirements for the surety bond.
- M. Oversees and maintains keys for all ASCGWA assets and signs for all government property used by ASCGWA; maintains log and inventory of keys to storage and PO Box.
- N. Along with the Secretary, ensures that all required documents needed to revalidate are sent to the Joint Base Commander, Joint Base Myer-Henderson Hall or designated contact, according to DODI 1000.15. The request for revalidation shall be submitted in a timely manner to meet the revalidation deadline.
- O. Purchases farewell gifts for Governing Board members within the President's budget.
- P. Authorizes a telephonic or electronic vote for expedition of a decision facilitated by the Parliamentarian as outlined in ARTICLE X, Section 2 of these Bylaws.
- Q. Serves as representative or appoints a representative to all community council meetings requiring ASCGWA presence.
- R. Acts as liaison between ASCGWA and military affiliated companies in the area, these may include but are not limited to: The Association of United States Army (AUSA), the National Military Family Association (NMFA), the Military Officers Association of America (MOAA), USAA and First Command.
- S. Acts as a liaison with Knollwood Military Retirement Community.
- T. In the event of an elected office vacancy, makes the appointment in conference with the Honorary Presidents, the Advisor(s) and approved by the Governing Board.
- U. Attends the scheduled Joint Armed Forces of Washington Luncheon (JAFOWL) and meetings along with the JAFOWL Liaison.
- V. Ensures all fundraising is in accordance with Department of Defense (DoD) policies.
- W. May provide information for the monthly newsletter.
- X. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 3: First Vice President

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is elected by the General Membership.
- D. In case of vacancy of the office of President, is given right of first refusal.
- E. Presides at all meetings in the absence of the President.
- F. Coordinates programs, to include arranging for speakers or entertainment, for General Membership events.

- G. Submits recommendations for proposed programs to the Governing Board during the summer planning sessions and may appoint a committee to assist.
- H. Draws up, when needed, speaker contracts and ensures that fees are paid prior to the guest speaker's departure on the day of the event.
- I. Provides escort for guest speakers and any guests.
- J. Introduces the program guest(s) at General Membership events and sits with them at the head table if a head table has been assigned.
- K. Provides speaker information to President and Reservations Chair.
- L. Obtains the speaker's meal choice and provides it to the Reservation Chair, if necessary. Provides the speaker with a small gift of appreciation.
- M. Submits publicity for General Membership Events to the Public Relations Chair.
- N. Reserves tables and seats as appropriate and consults with President regarding who is to be seated at the head table(s).
- O. Selects a farewell token of appreciation for the President within the First Vice President's Budget.
- P. Assists the President and assumes all duties assigned or deemed appropriate by the President.
- Q. Serves as the Chair of the committee responsible for scheduling, planning, and executing of the annual membership drive, traditionally held in the month of September.
- R. Maintains communication and coordination with the following chairs: Community Outreach, Fundraising, Newsletter, Public Relations, Special Activities, Tours, and Web Chair.
- S. May provide information for the monthly newsletter.
- T. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 4: Second Vice President

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is elected by the General Membership.
- D. In case of vacancy of the office of the President, shall be given the second refusal in line behind the First Vice President.
- E. Assumes the responsibilities of the President or First Vice President in the absence of either.
- F. Serves as a liaison between the ASCGWA and Patton Hall and may appoint a committee to assist.
- G. Coordinates with all Board members.
- H. Provides updates to board members on General Membership events.
- I. Provides centerpieces for General Membership events.
- J. Responsible for facility-related arrangements including menu choices for all General Membership events and other selected ASCGWA- sponsored functions.
- K. Signs all contracts, with date/function approval of Executive Board, with the hosting facility pertaining to General Membership events.
- L. Coordinates with International Liaison(s) on the planning and execution of the International Showcase.
- M. Responsible for the American table at the International Showcase.
- N. Maintain communication and coordination with the following chairs: History, Hospitality, Membership, Reservations, Scholarship and Ways and Means Chair.

- O. May provide information for the monthly newsletter.
- P. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 5: Secretary

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is elected by the General Membership.
- D. Ensures that the President reviews all correspondence before being distributed.
- E. Collects all monthly reports and distributes electronically to all Governing Board members at least two days prior to Governing Board meetings along with the meeting agenda and Treasurer's reports.
- F. Records and preserves the minutes of all Governing Board, Executive Board, and Scholarship Committee meetings.
- G. Serves as official keeper/custodian of ASCGWA records (except the Treasurer's books) and maintains said records for a period of five years. These records shall be maintained at the ASCGWA storage facility and on a flash drive maintained by the Secretary. Outdated files shall be purged annually. Records include but are not limited to:
 - 1. Current copies of the Constitution, Bylaws, and Amendments
 - 2. Copy of Authorization to Operate
 - 3. Financial statements and/or ledgers with supporting documentation
 - 4. Copy of audit reports
 - 5. Copy of inventory of all fixed assets
 - 6. All minutes of the current ASCGWA year.
 - 7. Copies of insurance policies
 - 8. Copies of contracts
 - 9. All documentation necessary for proper function of the ASCGWA
 - 10. Copies of contracts
 - 11. After Action Reports (AARs)
- H. Distributes the minutes from previous month via email a minimum of one week prior to the Board meeting date for review. If any revisions are submitted, distributes the revised copy via email to the Governing Board prior to the following Board meeting. Presents the minutes for approval at the next Governing Board meeting. Amends, to reflect in the minutes, any telephone or email votes.
- I. Forwards a copy of the minutes and of the financial statements to the Joint Base Commander, JBM-HH, Attention: Financial Management Branch and to the Commander JFHQ-NCR/MDW.
- J. Provides a standard format for Board Reports and After-Action Reports to all Governing Board members during the summer planning session.
- K. Submits the organization revalidation as directed by the Garrison Commander. The club cannot conduct business without revalidation from JBM-HH. Documentation traditionally includes:
 - 1. Financial review reports
 - 2. Tax forms
 - 3. Current ASCGWA Constitution and Bylaws and any amendments
 - 4. Summary of annual minutes
 - 5. A letter to request validation

- L. In May, collects After Action Reports from each Governing Board member to be distributed to the incoming President, Secretary, and incoming Chairs.
- M. Maintains roster of the ASCGWA Governing Board, creates email distribution list, and sends out all minutes and pertinent information pertaining to the ASCGWA Governing Board.
- N. Mails all correspondence as directed by the President.
- O. Ensures mail is picked up on a weekly basis and or as needed.
- P. Writes thank you, sympathy, get well, and encouragement notes on behalf of ASCGWA.
- Q. Coordinates with the President to send annual welcome letters to Honorary members.
- R. May provide information for the monthly newsletter.
- S. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning to their position.

Section 6: Treasurer

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is elected by the General Membership.
- D. Assists the President in all financial decisions for ASCGWA.
- E. Chairs the Budget Committee.
- F. Presents the budget(s) to Governing Board for approval.
- G. Ensures the Budget is published on the Members Only page of the ASCGWA website.
- H. Prepares and submits financial statements monthly to be reconciled by the President.
- I. Submits a monthly Treasurer's Report electronically to the Secretary by designated deadline.
- J. Maintains checking accounts with the President as authorized co-signer.
- K. Reviews all contracts and obligations authorized by the Governing Board and has authority to cosign all disbursements exceeding \$3,000 (with the exception of monthly luncheons) from ASCGWA bank accounts.
- L. Disburses funds for authorized expenses as approved by the budget of ASCGWA, using a disbursement voucher to record expenses, attaching all receipts. All expenses are to be reviewed and approved (by the appropriate Vice President for Committee Chairs), by the President for the Vice Presidents, and by the Advisor for the President prior to reimbursement.
- M. Collects funds and completed receipt vouchers with proper documentation and deposits funds into appropriate ASCGWA checking accounts.
- N. Maintains itemized financial records for at least seven years.
- O. Ensures all financial records are in order for an annual compilation per JBM-HH, State of Virginia, and the IRS.
- P. Maintains and renews Bond Insurance.
- Q. Maintains and renews Property and Liability Insurance for ASCGWA property and events.
- R. Maintains and renews ASCGWA trademark and PO box.
- S. Ensures that all federal and state taxes are submitted within the time requirements.
- T. Following the end of the organization year, prepares an annual financial report of receipts and disbursements for the operating fund. This report, with supporting voucher files and bank statements, shall be forwarded to a designated auditor. A copy of the final audit shall be furnished to the Commander JFHQ-NCR/MDW.

- U. Confirms that the Joint Base Commander, JBM-HH, Attention: Financial Management Branch has a copy of the current tax status.
- V. May provide information for the monthly newsletter.

Section 7: Parliamentarian

- A. Performs all duties as outlined in ARTICLE V, Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is appointed by the President upon approval of the Executive Board and serves as a non-voting member of the Executive Board.
- D. Ensures that parliamentary authority on all procedures to ensure orderly conduct as outlined in the most current edition of *Roberts Rules of Order*.
- E. Oversees and advises the Governing Board and General Membership on voting and parliamentary procedures in accordance with the Constitution, Bylaws, Army Regulation (AR) 210-22 and Joint Ethic Regulation 5500.07R.
- F. Administers all votes and reports results to the President and Secretary.
- G. Chairs the Nominating Committee.
- H. Responsible for the installation of new officers in May.
- I. Activates the biennial ASCGWA Constitution and Bylaws Review Committee and serves as Chairperson, as outlined in Article 8, Section 1.
- J. Responsible for typing and reproducing the Constitution and Bylaws for distribution to members of the Governing Board and ensuring publication on the General Membership website.
- K. Prepares proposed amendments to the Constitution and Bylaws for the Governing Board and General Membership meetings.
- L. Ensures that approved revisions/amendments to the Constitution and Bylaws are submitted to the Approving Authority.
- M. Ensures that each eligible member casts only one vote.
- N. Notifies the Second Vice President of the need for tables at luncheons (e.g., voting on elected ASCGWA positions, display of Constitution, etc.).
- O. Ensures that a current copy of the Constitution and Bylaws is present at the annual membership drive and at the monthly events (luncheons) for members to review.
- P. May provide information for the monthly newsletter.
- Q. Ensures outgoing Board members turn in their Board binders. Collects the Board binders from the Board members at the end of the club year and checks them out to incoming Board members.
- R. If there is no new Parliamentarian, the outgoing Parliamentarian will ensure that the binders are placed in the club storage unit until a new Parliamentarian is appointed.

ARTICLE VI GENERAL RESPONSIBILITIES OF THE GOVERNING BOARD MEMBERS

Section 1:

All Governing Board members shall be active members in good standing. The Governing Board (all elected officers and appointed chairpersons) will carry out the responsibilities of their office as stated in the Constitution, these Bylaws, and their respective job descriptions. Governing Board positions may be created, changed, or abolished at the

direction of the President in conference with the Honorary President(s) and/or Advisor and with the approval of the ASCGWA Executive Board. The President may vote in the event of a tie.

Section 2:

The ASCGWA Governing Board shall review and vote on:

- A. The budget of ASCGWA.
- B. Disbursements of welfare and scholarship funds.
- C. Non-budgeted expenses.

Section 3:

- A. May appoint their own committee members, unless otherwise stated in these Bylaws.
- B. Attend monthly Governing Board Meetings, General Membership Meetings and support as many ASCGWA sponsored activities as possible. Members should notify the President of his/her intended absence prior to any meeting.
- C. Executive Board and Governing Board members should attend all scheduled monthly meetings to include monthly scheduled functions. Board members failing to attend two or more scheduled monthly meetings and/or two or more monthly scheduled functions may be asked by the President, on advice of the Honorary President or Advisors, to resign.
- D. Attend the summer planning session to discuss the upcoming club year.
- E. Serve on the annual membership drive committee.
- F. Submit a written monthly report to the President and the Secretary by designated deadline. A copy shall be retained for his/her Continuity Binder.
- G. Ensure that the Secretary or President reviews all correspondence to the General Membership before being distributed.
- H. Submit a detailed After-Action Report in May to the President and Secretary; include a suggested budget for the following year.
- I. Prepare and submit a proposed budget to the Treasurer at the beginning of the Board year if their position requires one and operate within individual budget allowances as approved by the General Membership. Expenses beyond the approved budget must be presented to the Board for approval.
- J. Maintain a Continuity Binder in accordance with requirements established by the President. The Continuity Binder shall be brought to the June Board meeting. Board members shall sign for Continuity Binders upon receipt.
- K. Perform additional duties as designated by the President.

**ARTICLE VII
GOVERNING BOARD POSITION RESPONSIBILITIES**

Section 1: Community Outreach Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Coordinates with community organizations to participate at the annual membership drive.

- E. Along with the First Vice President, organize outreach events for ASCGWA membership.
- F. Submits information monthly to the Public Relations Chair about the community outreach projects and what items or services will be solicited for the selected agency.
- G. Acts as liaison between ASCGWA and military affiliated companies in the area, these may include but are not limited to: The Association of United States Army (AUSA), the National Military Family Association (NMFA), the Military Officers Association of America (MOAA), USAA and First Command.
- H. In partnership with the President, acts as a liaison with Knollwood Military Retirement Community.
- I. May provide information for the monthly newsletter.
- J. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 2: Fundraising/Vendor Chair

A. Fundraising

1. Performs all duties as outlined in ARTICLE VI of these Bylaws.
2. Coordinates with the First Vice President.
3. Is appointed by the President and serves as a voting member of the Governing Board.
4. Responsible for scheduling, planning, and coordinating fundraising events. May establish a committee and/or designate a committee lead(s) for each fundraising event.
5. Ensures all fundraising is in accordance with Department of Defense (DoD) policies.
6. Within three days of a specific event, sends Newsletter Editor, Web Chair and Publicity Chair a list of vendors to thank for participating in that particular ASCGWA event.
7. May provide information for the monthly newsletter.

B. Vendor

1. Reviews and revises vendor application at the beginning of the Board year with the 1st Vice President.
2. Solicits and invites vendors to participate at various ASCGWA events throughout the year and assigns them a table at these events.
3. Coordinates with Public Relations Chair to publish initial advertising packets to vendors for the annual membership drive.
4. Ensures that each vendor completes the Vendor Policy Letter before participating in ASCGWA events and that vendors abide by this agreement.
5. Maintains master list of vendors with contact information and interests.
6. Selects vendors for individual events in coordination with the First Vice President. Emails invitations to selected vendors with response deadline.
7. Follows up email with additional pertinent information, such as payment instructions, event timeline and set up instructions, instructions for post access for non-DoD ID card holders, and information on how vendors can reserve lunch.
8. Notifies the Second Vice President of the number of vendor tables needed prior to the reservation deadline.

9. Works with Web Chair to set up website payment page with a monthly vendor code for payment.
10. Ensures vendor fees have been paid prior to vendors participating in any ASCGWA event.
11. Sends vendor names to Reservations Chair for which events vendors participate and select lunch.
12. Coordinates and collects donated items prior to the start of an event from vendors for opportunity drawing.
13. Within three days of a specific event, sends Newsletter Editor, Web Chair and Publicity Chair a list of vendors to thank for participating in that particular ASCGWA event.
14. May provide information for the monthly newsletter.
15. Responsible for giving his or her binder to the Parliamentarian if he or she is not returning.

Section 3: History Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is appointed by the President and serves as a voting member of the General Board.
- D. Takes photos at all official ASCGWA functions and ASCGWA sponsored events (e.g., luncheons, dinners, fundraisers, and any community-sponsored welcomes and farewells). If unable to attend an event, finds a replacement and informs the Second Vice President.
- E. Shares digital photos of all events and activities with Public Relations Chair and distribute as appropriate.
- F. Prepares and assembles photo albums for the President and the ASCGWA archives; additional copies may be created at the discretion of the President for the Honorary Officers and Advisor. The archive photo album will be the permanent property of ASCGWA.
- G. Responsible for upkeep and accountability of the scrapbook collection.
- H. Maintains and purchases photographic supplies, photo booth backdrops, props and supplies from ASCGWA designated budget. Set up a photo booth at various general membership luncheons and events.
- I. Prepares a slideshow for ASCGWA events as requested.
- J. Maintains and organizes online photo archive.
- K. May provide information for the monthly newsletter.
- L. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 4: Hospitality Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Responsible for obtaining and distributing opportunities and tickets at ASCGWA General Membership events and other activities as necessary.
- E. Welcomes all newcomers and introduces them to members of ASCGWA.

- F. Responsible for welcoming all members, guests, and creating a welcoming atmosphere at club events.
- G. Provides hostesses as necessary for club events. Establishes a committee of hostesses who will be responsible for welcoming members and guests.
- H. Obtains an American-themed opportunity for the International Showcase in coordination with the Second Vice President.
- I. May provide information for the monthly newsletter.
- J. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 5: International Relations Chair

- A. Performs all duties as outlined in ARTICLE VI, of these Bylaws.
- B. Reports to the President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Serves as a coordinator for all matters pertaining to the participation of foreign military spouses in ASCGWA.
- E. Distributes ASCGWA and community information to international spouses.
- F. Seeks opportunities to build bridges between American and international members, which should include a welcome and/or farewell event.
- G. Helps international members feel comfortable and welcome.
- H. Plans and executes the annual International Showcase.
- I. May provide information for the monthly newsletter.
- J. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 6: Membership Chair/Volunteer Coordinator

A. Membership

- 1. Performs all duties as outlined in ARTICLE VI, of these Bylaws.
- 2. Coordinates with the Second Vice President.
- 3. Is Appointed by the President and serves as a voting member of the Governing Board.
- 4. Reviews and updates membership application forms at the beginning of the Board year to be approved by the Executive Board.
- 5. Once approved, submits a copy of the new Membership Application to the Public Relations Chair, Web Chair, and Secretary.
- 6. Collects membership dues and turns dues over to the Treasurer in a timely manner.
- 7. Compiles and maintains a complete and accurate membership file.
- 8. Maintains a confidential list of members not in good standing and reports to President.
- 9. Designs and compiles a hard copy and electronic annual ASCGWA membership Directory.
- 10. Maintains membership information on the ASCGWA website.
- 11. Compiles and distributes membership interest information to the and Special Activities Chair, Secretary, and International Relations Chair, as needed.
- 12. May provide information for the monthly newsletter.

13. Responsible for giving his or her binder to the Parliamentarian if he or she is not returning.

B. Volunteer Coordinator

1. Coordinates all volunteer registration and recruits volunteers for all ASCGWA committees, fundraisers, events, and functions.
2. Coordinates with the President to recognize volunteers.

Section 7: Newsletter Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Establishes and maintains a publication schedule in consultation with the Public Relations Chair and the President.
- E. Manages the monthly publication of ASCGWA's newsletter. The editor may solicit staff to assist with reporting, writing, and editing content.
- F. Coordinates with all Board and committee members on material to be submitted for the newsletter.
- G. If the club chooses to solicit advertisements for the newsletter, determines, in consultation with the President and Executive Board, advertising fees for the year.
- H. Bills and collects all advertising fees. Fees are to be submitted to Treasurer in a timely manner.
- I. Complies with all Joint Base Myer-Henderson Hall (JBM-HH), United States Army, and Department of Defense regulations regarding solicitations for advertising in ASCGWA publications.
- J. Coordinates with the Web Chair to publish the newsletter by electronic means (email and website).
- K. Distributes hard copies to members as necessary.
- L. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 8: Public Relations Chair

- A. Performs all duties as outlined in ARTICLE VI, of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Creates a proactive Public Relations plan to promote membership, events, etc.
- E. Responsible for all publicity of ASCGWA events (website, social media, newsletter, etc.).
- F. Monitors the ASCGWA social media accounts; respond to private messages within one business day.
- G. Posts timely information to social media to keep members informed and attract new members
- H. Maintains a historical file of any and all ASCGWA publicity for activities and events.
- I. Follows all regulations regarding websites and social media.
- J. Serves as primary point of contact for any media interaction; coordinates responses to media requests with the Executive Board.
- K. Creates posters, flyers, etc. and schedules printing as requested in coordination with the Executive Board.

- L. May provide information for the monthly newsletter.
- M. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 9: Reservations Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Annually updates a Reservation Policy letter to be posted to the website.
- E. In partnership with the President, annually updates and distributes for appropriate distribution and publication.
- F. Accepts reservations for ASCGWA luncheons and maintains an accurate guest list for each function.
- G. Turns in reservations/meal count to the Second Vice President as required.
- H. Ensures members who make reservations for ASCGWA activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Chair shall send out a collection letter and collect all appropriate charges. Informs the President and Treasurer of any member who fails to submit payment.
- I. Turns over all monies collected to the Treasurer at the conclusion of the event.
- J. Prepares, distributes, and keeps permanent nametags and place cards for membership and have them available at luncheons and other functions as needed.
- K. Notifies the President, Membership Chair, Treasurer, and Advisor if a member does not pay for a missed luncheon within one month of written notification.
- L. May provide information for the monthly newsletter.
- M. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 10: Scholarship Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Coordinates, updates, and assembles materials and applications.
- E. Chairs the Scholarship Committee as outlined in ARTICLE VIII, Section 3 of these Bylaws to select scholarship recipients from eligible applicants.
- F. Submits updated scholarship application and information to the Public Relations Chair, local schools, and the installations' Education Centers by January 1 of the current year.
- G. Submits scholarship recipients' names to the Public Relations Chair, Newsletter Chair, and Web Chair for publication.
- H. Plans Scholarship award recognition program.
- I. May provide information for the monthly newsletter.
- J. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 11: Special Activities Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Organizes and creates Special Activities sign-up lists for annual membership drive.
- E. Provides oversight to all social activities.
- F. Maintains a master calendar for all activity groups and coordinates posting with webmaster.
- G. Coordinates with Public Relations Chair in a timely manner for proper publicity.
- H. Ensures each Zip Code Group has a coordinator and that each coordinator has the current contact information for members living within that area.
- I. Coordinates with Membership to ensure all group leaders have current list of club members interested in their respective group and all group members are current club members in good standing.
- J. Coordinates the initial meeting of subgroups with no leaders providing the group an opportunity to find a leader among its members.
- K. May provide information for the monthly newsletter.
- L. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 12: Tours Coordinator

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Plans and coordinates unique tours for ASCGWA members only. Tours may be combined with other groups with approval from the First Vice President.
- E. Hosts planned tours.
- F. Provides information to the Public Relations Chair for publication (pre and post).
- G. Provides photos of tours to History Chair, Newsletter Chair, Publicity Chair, and Web Chair.
- H. May provide information for the monthly newsletter.
- I. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 13: Ways and Means Chair

- A. Performs all duties as outlined in ARTICLE VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is appointed by the President and serves as a voting member of the General Board.
- D. Manages operations approved by the Governing Board and raises funds that contribute to the ASCGWA Operating Fund. Proceeds from such projects will be added to the ASCGWA Operating Fund as voted upon by the Governing Board, for scholarships.
- E. Sets up merchandising displays and sells items at monthly luncheons and at special events.
- F. Receives all monies from the sale of Ways and Means items and turns over to the Treasurer.

- G. Submits monthly financial statements for presentation to the Governing Board. Funds for operating expenses will be available in amounts to be determined with concurrence of the Executive Board and be held in a separate checking account.
- H. Ensures that all applicable taxes to the state and county are paid, and that reports, receipts, and other required forms are compiled and made available to the accountant for the annual audit. Maintains complete financial records of inventories and sales.
- I. Responsible, in conjunction with the President and Public Relations Chair, for informing all those concerned that the ASCGWA Board governs the rights and use of the trademark of the United States Army Wife Seal and all rights and privileges of said trademark. Requests for use of the seal must be presented to the Governing Board.
- J. Until otherwise directed, the Ways and Means Chair will serve as the custodian for the room in the designated ASCGWA storage facility/facilities and its contents.
- K. Notifies the Second Vice President of the need for tables and other accommodations at General Membership events.
- L. May provide information for the monthly newsletter.
- M. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 14: Web Chair

- A. Performs all duties as outlined in ARTICLE VI, of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Is appointed by the President and serves as a voting member of the Governing Board.
- D. Creates and maintains the ASCGWA website.
- E. Contracts website server.
- F. Posts and updates information on the website in a timely manner.
- G. Protects the Army Wives' Seal from unauthorized use.
- H. Ensures all ASCGWA applications are posted on the website (e.g. Membership, Scholarship, and others as needed).
- I. May provide information for the monthly newsletter.
- J. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

ARTICLE VIII SPECIAL COMMITTEES

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

Section 1: Constitution and Bylaws Review Committee

- A. Chaired by the Parliamentarian. Includes a combination of three to five regular and Governing Board members in good standing.
- B. Reviews the Constitution and Bylaws every two years, or more often as necessary, to ensure these documents accurately and effectively govern ASCGWA pursuant to its purpose as stated in the Constitution ARTICLE I, Section 2 and in accordance with applicable regulations.
- C. Ensures that revisions and/or amendments to the Bylaws are presented to the Governing Board in writing with advance notice of a vote.

- D. Ensures that revisions and/or amendments to the Constitution are presented to the General Membership in writing with advance notice of a vote.
- E. Extends an invitation to the Honorary President(s) and Advisors to participate on the Bylaws Review Committee.
- F. Submits approved changes to the Secretary to be forwarded to the Commander of JBM-HH for review.

Section 2: Nominating Committee

- A. Is chaired by the Parliamentarian.
- B. Ensures nominations meet the conditions in ARTICLE VI, Section 1 of the Constitution.
- C. Parliamentarian selects at least four ASCGWA members to serve as committee members, in consultation with the Advisor, which represent a cross-section of the membership.
- D. Ensures the Constitution and Bylaws have been read and understood by the Nominating Committee members.
- E. Provides each applicant an information sheet to be completed for consideration of proposed position.
- F. Presents the slate of nominees for all elected positions and ensures nominees do not exceed the term limits as defined in Article 3 of these bylaws. Notifies the President and President Elect of special cases.
- G. The Parliamentarian prepares balloting materials and conducts the annual elections of officers in accordance with ARTICLE XII of the ASCGWA Constitution for voting purposes. Selects assistants as needed if vote is conducted by paper ballot.
- H. Collects and counts ballots and announces the results of ASCGWA elections.

Section 3: Scholarship Committee

- A. Scholarship Chair steers the committee and is a non-voting member. The committee consists of at least five additional eligible ASCGWA general members (including at least one Executive Board member) as voting members. Invitations should be extended to the President and all Honoraries and Advisors.
- B. Members shall not be parents of students or members applying for the scholarship.
- C. The committee recommends the number of awards to be given, and their value, using the available scholarship funds (as determined by the Board) and the Chair presents recommendations to the Governing Board for approval.
- D. No more than 20% of the available scholarship funds may be awarded to associate members and/or their family members.
- E. Follows ASCGWA scholarship standard operating procedure (SOP).

Section 4: JAFOWL Liaison

- A. Performs all duties as outlined in ARTICLE VI, Section 1 and Section 2, of these Bylaws.
- B. Reports to the President.
- C. Is appointed by the President and serves as a non-voting member of the Governing Board.
- D. Serves as the Army liaison on the Joint Armed Forces of Washington Luncheon (JAFOWL) committee. Attends the scheduled JAFOWL meetings along with the ASCGWA President. Additional committee members will be selected by the Liaison

in collaboration with the President as required, e.g. when the Army is designated as the lead service.

- E. Responsible for giving his or her binder to the Parliamentarian, if he or she is not returning.

Section 5: Budget Committee

- A. Chaired by the Treasurer
- B. Consists of the members of the Executive Board: President, First Vice President, Second Vice President, Secretary, Parliamentarian, and any other chairmen deemed necessary. The Honorary President(s) and/or Advisor(s) will be invited to attend.
- C. Prepares and submits a proposed budget for the ASCGWA year to be presented to and approved by the Governing Board at the August Governing Board meeting and then taken to the General Membership for approval at the next regularly scheduled General Membership meeting.
- D. Recommends budget limitations for Governing Board positions and/or committees.
- E. Meets at mid-year to review the Budget. Submit any changes to the Governing Board for approval.
- F. The Budget Committee shall advise the Governing Board of budget imbalance and recommend changes necessary in the budget for approval during year as needed.
- G. A minimum of \$10,000.00 shall be carried forward in the Operating Budget for the succeeding year. Additional sums may be reserved and granted at the discretion of the Governing Board.

Section 6: Other Committees and Temporary Positions

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

ARTICLE IX VOTING PROCEDURES

All eligible members will be given the opportunity to vote. Members must be in good standing in order to be eligible to vote as defined in ARTICLE XI, Sections 4 and 5 of these Bylaws.

Section 1: Election Voting

The General Membership shall elect the ASCGWA Executive Board annually in the spring using the most current edition of *Robert's Rules of Order* as a guide. The following procedures shall be used in the election:

- A. Voting
 1. If all offices are uncontested, the slate may be accepted by acclamation.
 2. If office(s) are not uncontested, eligible voters must sign for a ballot at the voting table after being cross- referenced on a membership list to verify that no vote has been previously cast.
 3. Voters are allowed to cast their vote in secrecy.
 4. Voting will begin/conclude at designated times.

B. Tabulation of Votes

1. Upon conclusion of the election, ballots will be tallied by the Parliamentarian or his/her designee and verified by the Advisor(s).
2. The Officers shall be elected by a majority vote of ballots received at the April General Membership meeting.
3. Election results will be announced prior to the conclusion of the April General Membership Meeting.
4. The number of votes cast for each candidate will not be published. A candidate may submit a request in writing to the Parliamentarian no later than 15 days after elections are held for a recount of his or her specific office. The recount committee will be appointed by the Honorary Advisor(s), consisting of at least three but no more than five ASCGWA members in good standing.

Section 2: Electronic Voting

A. General Members

1. The President shall have the authority to authorize a vote by email in the event of the requirement of an immediate decision to conduct ASCGWA business expeditiously.
2. The email vote is to be administered solely by the Parliamentarian. Non deliverable emails will not be counted towards the vote. A non-reply shall be considered an affirmative vote. The email to the General Membership should include wording stating that a non-reply constitutes an affirmative vote.
3. Results of the vote will be submitted to the Secretary. The minutes shall include the exact wording of the main motion.
4. Results of the vote will be posted on the website and an email will be sent to the General Membership with the results of the vote.

B. Governing Board

1. The President shall have the authority to authorize a vote by email in the event of the requirement of an immediate decision to conduct ASCGWA business expeditiously. The Parliamentarian will call for a vote following a period of discussion. Each voting member replies his or her vote to the Parliamentarian. Discussion replies should be sent to "reply all" and "no discussion" responses sent to the Parliamentarian.
2. A quorum of the voting Board must respond to ensure validity of the vote.
3. If there is no email response from a Board Member within the allotted time frame of the vote request being emailed, the Parliamentarian is required to attempt contact with that Board member.
4. The Parliamentarian will inform the Governing Board members of the results of any electronic votes within one day of the conclusion of the voting.
5. Voting must be concluded within the allotted time frame.

Section 3: Co-Chairs

Board positions that are co-chaired will share one vote in Executive and Governing Board meetings.

ARTICLE X MEETINGS

Section 1: General Membership Meetings

- A. The General Membership shall meet monthly from September through May. Business may be conducted at regular meetings. A quorum shall consist of those members present and voting. A simple majority of voting members present constitutes a valid vote. Electronic voting may be initiated at the discretion of the President.
- 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 ASCGWA Governing Board.
- C. Any active member may seek to have a special General Membership meeting called by submitting such proposal to the President, signed by a minimum of ten general active members. Should that fail, the member may directly petition the ASCGWA Governing Board, who will then consider the matter. The request must be approved with the concurrence of two thirds of the voting members of the ASCGWA Governing Board.

Section 2: Board Meetings

A. Governing Board

1. Shall meet at least once per month, or as designated by the President. A quorum shall consist of a simple majority of the voting members of the ASCGWA Governing Board. A quorum must be present and/or polled. The vote of the majority of the members present and/or polled shall govern. Electronic voting may be initiated at the discretion of the President.

2. For conducting business, the President may call special meetings of the ASCGWA Governing Board. The President shall be present and have a quorum of voting members of the ASCGWA Governing Board to conduct business. The Advisor shall be notified prior to the meeting.

B. Executive Board

1. For conducting business, the President may call special meetings of the ASCGWA Executive Board. The President shall be present and have a quorum of voting members of the ASCGWA Governing Board to conduct business. The Advisor shall be notified prior to the meeting.

2. A quorum shall be established when three eligible voting members on the Executive Board are present. A simple majority of a quorum constitutes a valid vote.

ARTICLE XI MEMBERSHIP

Section 1:

Membership in ASCGWA shall be voluntary, for one year, (July 1-June 30) and is extended to:

A. Regular Members

- 1. Spouses, widows/widowers, and adult dependent ID card-holding family members of/and those serving in or retired from active duty in the US Army, the reserve component, or the National Guard.
- 2. Department of the Army (DA) civilian employees or spouses of the same, currently serving or retired.

3. Individuals who maintain eligibility for rights and privileges that accompany DD-1173.

B. Associate Members

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of those serving in or retired from services other than the US Army on active duty, in the reserve component, or in the National Guard.
2. Government Service employees (other than DA) or spouses of the same, currently serving or retired.
3. Spouses of foreign military officer or civilian employees (sponsored by their respective embassy) assigned to duties in the National Capital Region
4. The President may invite other persons as deemed appropriate to be Associate Members.

C. Honorary Members

President will offer Honorary Membership annually, in writing, to the spouses of distinguished officials and officers for the duration of the official's/officer's time in the position. The President may invite other persons to be Honorary Members upon approval of a majority vote of the ASCGWA Governing Board present at a scheduled or called meeting. Honorary Membership will be offered to the spouses of the following:

1. President of the United States
2. Vice President of the United States
3. Secretary of Defense
4. Deputy Secretary of Defense
5. Secretary of the Army
6. Under Secretary of the Army
7. Chairman of the Joint Chiefs
8. Joint Chiefs
 - a. Chief of Staff of the Army
 - b. Commandant of the Marine Corps
 - c. Chief of Naval Operations
 - d. Chief of Staff of the Air Force
 - e. Chief of Space Operations
 - f. Commandant of the Coast Guard
 - g. Chief of the National Guard Bureau
9. Senior Enlisted Advisor to the Chairman of the Joint Chiefs
10. Sergeant Major of the Army

Lifetime Honorary Membership shall be extended to the spouse of:

- a. the Chairman of the Joint Chiefs of Staff (if Army) upon the Chairman's departure from the assignment
- b. the Chief of Staff of the Army upon the Chief's departure from the assignment
- c. the Sergeant Major of the Army upon the SMA's departure from the assignment
- d. the Senior Enlisted Advisor to the Chairman of the Joint Chiefs (if Army)

Section 2:

- A. Regular Members
 - 1. Shall pay annual dues.
 - 2. Shall have all the rights and privileges of the organization.
- B. Associate Members
 - 1. Shall pay annual dues.
 - 2. Shall have all the rights and privileges of the organization with the exception of holding elected office of President, First Vice President, Second Vice President and Treasurer.
- C. Honorary Members
 - 1. Are not required to pay annual dues.
 - 2. Are entitled to the same rights and privileges as Regular Members with the exception of holding elected office.

Section 3:

- A. Ineligible and visiting immediate family members, 16 years and older, may attend any General Membership event with an active member, excluding “members only” functions.
- B. Persons eligible for membership in ASCGWA may attend one ASCGWA function annually as a non-member, excluding functions that are designated as “members only” by the Governing Board.

Section 4:

Membership in good standing is defined as:

- A. Dues paid in full.
- B. Payment of costs associated with the attendance at General Membership events (luncheons, tours, special events and activities).

Section 5:

A member not in good standing:

- A. May not apply for scholarships. This provision also applies to family member(s) of a member not in good standing.
- B. May not attend any ASCGWA functions or JAFOWL until good standing is restored.

Section 6:

Scholarship Eligibility Requirements:

- A. The applicant or the applicant’s parent or spouse must be an active member of ASCGWA prior to December 1 the year before the scholarship is awarded.
- B. Exceptions for members who join after December 1 will be evaluated on a case by case basis by the Scholarship Chair.
- C. Applicants must be attending or plan to attend an accredited secondary institution in a degree program.

Section 7:

Termination of an individual’s general membership in ASCGWA can be done under the following circumstances without refund of dues:

- A. The member has two consecutive months of non-payment for luncheon reservations (RSVPs) or any returned checks not rectified in 30 days from notice by ASCGWA Treasurer.

- B. The member submits a written resignation to the Membership Chair.

ARTICLE XII APPRECIATION MEMENTOS

- A. An appropriate memento not to exceed \$125 and a scrapbook will be presented to the ASCGWA President at the completion of his/her term. The First Vice President is responsible for coordinating the purchase of this memento.
- B. Appreciation mementos for the elected and appointed officers will not exceed \$30 each. The ASCGWA President is responsible for coordinating the purchase of these mementos.
- C. A Governing Board Member must serve at least six months of his/her term of office to receive an appreciation memento or at the discretion of the Executive Board.
- D. An appreciation memento may be given to the Honorary Officers and Advisors at their PCS departure at the discretion of the Executive Board.
- E. Refer to Joint Ethics Regulation (JER) DOD 5500-7R for guidance when purchasing gifts for Honorary Officers and Advisors.

ARTICLE XIII GENERAL PROVISIONS

Section 1:

Post Office Box: All ASCGWA bank statements and checks shall be directed to the ASCGWA Post Office Box 1124, Fort Myer, VA 22211.

Section 2:

Children: No children between the ages of six months and fifteen years will be in attendance at any General Membership Meeting or Club function unless designated as a Family Event. The Executive Board may evaluate exceptions to this provision on a case-by-case basis.

Section 3:

Conduct: Members shall be responsible for their conduct and that of their guests.

ARTICLE XIV FINANCES

Section 1: Income

- A. The revenue necessary to pursue the objectives described under Article 1 shall be derived from dues paid by regular and associate members, donations, and other revenue producing activities entered into by the club, when required, approved, and conducted under the guidance and supervision of the Governing Board.
- B. The dues of ASCGWA will be determined annually by two-thirds vote of the members of the Governing Board. Honorary Members are not required to pay dues. No dues shall be refunded upon departure or reassignment of any member. A new arrival joining after January 1 will be assessed reduced annual dues. All other members joining January 1 or later shall be assessed the full annual dues.

- C. The club membership year shall begin July 1 and end June 30.
- D. Operating Fund revenues will be derived from dues and monies raised within the membership.
- E. All revenue derived from club activities shall go into the Outreach/Scholarship budget. All other revenue shall go into the Operating Budget. Available funds in the Operating Budget may be transferred to the Outreach/Scholarship budget with a majority vote of the Governing Board.
- F. Financial operations of the ASCGWA will be conducted in accordance with generally accepted accounting principles. The Operating Fund Treasurer's records shall be subject to audit in accordance with AR 210-22.
- G. The Treasurer shall be the primary signer on the ASCGWA bank account. In the absence of the Treasurer, the President will assume this responsibility. The Treasurer shall secure a second authorized signature with the President on any check in the amount over \$3000.00 (with the exception of payment for the exact amount of the luncheon catering bill).

Section 2: Bonding and Insurance

- A. Anyone handling five hundred dollars (\$500.00) or more per month will be bonded according to AR 210-22.
- B. The Executive Board shall review bonding annually upon renewal.
- C. Insurance will be obtained for protection against public liability claims, property damage claims, or other legal actions, as required in AR 210-22.

Section 3: Financial Review

- A. The organization's fiscal year shall begin on July 1 and end on June 30.
- B. The organization's books shall be closed on June 30, delivered to the auditor no later than July 15.
- C. The annual review of the financial books will be the responsibility of the outgoing Governing Board. An audit will be conducted by a paid auditor per AR 210-22.
- D. The financial review/audit of the ASCGWA is an administrative procedure and will be paid through appropriate funds when necessary.
- E. All reporting procedural requirements of DoD 1000.15 and AR 210-22 shall be observed.
- F. All books will be frozen during the audit period.

Section 4: Taxes

ASCGWA will comply with current tax regulation as follows:

- A. The Treasurer shall ensure, in accordance with IRS Code 1954, Section 501 c (4), that the auditor shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of ASCGWA shall be reported to the IRS.
- B. Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of ASCGWA.
- C. The Executive Board and Governing Board shall have supervision of and direction over all activities, operations, and disbursements of ASCGWA funds. The only exception is that the President, without Governing Board approval, may commit funds in the amount of \$250.00 or less, not to exceed \$500.00 per club year. This authorization must be disclosed at the next Governing Board meeting.

Section 5: Budget and Accounting

- A. A balanced budget shall be presented to the General Membership for their approval by the October General Membership meeting.
- B. The Governing Board shall review the budget annually no later than the end of January.
- C. Accounting books will be established using the single-entry system.
- D. Funds collected exclusively from Regular and Associate members and guests including reciprocated membership from related clubs and member only functions will be deposited in the Operating account.
- E. All checks over \$3,000.00 require two authorized signatures (with the exception of the monthly luncheon catering bill).
- F. Adequate funds to cover Scholarship disbursements, as well as operating debts, must be left in the ASCGWA bank account at the end of the Board year.
- G. Monies in the Operating account at the end of each year shall be a minimum of \$10,000.00 of designated funds. The Governing Board shall not incur any financial obligations which extend beyond its term of office with the exception of pre-financed, ongoing fundraisers or insurance, bonding, and rent.
- H. With approval from the Governing Board, operating funds may be designated for monetary gifts to military community-based organizations.

Section 6: Dissolution

- A. Upon dissolution of the ASCGWA, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. All remaining funds shall be donated to the Army Emergency Relief Fund.
- B. If liabilities exceed assets, the General Membership of ASCGWA shall be jointly and equally liable for all outstanding debts, liabilities, or obligations as directed by the JBM-HH Installation Commander or his/her designee.

ARTICLE XV ADOPTION

These Bylaws were submitted and approved by the Governing Board on April 11, 2022. The adoption of these Bylaws supersedes, revokes, and nullifies any prior Bylaws of ASCGWA.

Ramona Smith
President 2021-2022

Jennifer Stepetic
Parliamentarian 2021-2022

Addendum 1

President
First Vice President
Second Vice President
Treasurer
Secretary
Parliamentarian
International Relations Chair
JAFOWL Liaison

First Vice President	Second Vice President
Community Outreach Chair	History Chair
Fundraising Chair	Hospitality Chair
Newsletter Chair	Membership Chair
Public Relations Chair	Reservations Chair
Special Activities Chair	Scholarship Chair
Tours Chair	Ways and Means Chair
Web Chair	

Bold text represents the Executive Board
 Shaded fill represents voting position