



Wiesbaden Community Spouses' Club By-Laws

2017 - 2019

ARTICLE I - Declaration of By-Laws

The Board of Governors (BOG) hereby declares these By-Laws for the management of the Wiesbaden Community Spouses' Club (WCSC), in accordance with the WCSC Constitution and applicable military regulations.

ARTICLE II – Dues

The BOG shall set the annual membership dues each year. Dues are not refundable for any reason. Failure to pay dues shall prohibit anyone eligible for WCSC membership from participating in any WCSC sponsored activity, voting or holding office, with the exception of honorary members who will be permitted to participate in WCSC activities.

ARTICLE III – General Membership

1. Membership in the WCSC runs from 1 June to 31 May.
2. Dues are payable when you apply to become a member. Dues are not refundable. January 1 will start reduced membership rate through 31 May, as approved by the BOG.
3. By becoming a member of the WCSC you agree to the following:
 - a. Abide by the reservation and cancellation policy. Reservations are to be made according to the event announcement. The WCSC cancellation policy states, "A reservation for a WCSC function must be paid for unless it is canceled within the specified time period... [and] No additional reservation will be accepted for that individual until all previous obligations are paid."
 - b. All WCSC events/functions are to be considered adult only unless otherwise stated as a family or child friendly event. If there is a question, please contact the POC of the event/function. Children 6 months and younger are always welcome at the General Membership Meetings.
 - c. When bringing a guest to a WCSC function, you are responsible for your guest, to include any fees associated with the function.
 - d. As a member of the WCSC, our social media (Facebook, website, any future social media options) will not be used to prejudice or discredit the military, any agency of the United States Government, or propagate extremist activities/violence.
 - e. As a member of the WCSC our social media (Facebook, website, and any future social media options) will not be used in any way to advertise personal home based businesses or classes that the member offers. Any group



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that would like to post an advertisement for their event/function, (FMWR, Schools, Religious groups, etc.) may contact the Social Media Chair to forward proposed advertisement to the EBOG for approval or denial. WCSC reserves the right to delete any content.

4. Members of the WCSC will not profit individually from any income from the WCSC. Volunteer recognition for outstanding service to the WCSC is allowed with approval of the WCSC BOG.

ARTICLE IV - Elected Officers

Section A: Term of office

1. *Elected Officers:* President, 1st Vice President, 2nd Vice President, Secretary, Administrative Treasurer, and Welfare Treasurer shall serve for a period of one (1) year.
2. An incumbent shall be eligible for re-election, but no officer shall be elected for more than two (2) consecutive terms for the same office.

Section B: Elections

1. Elections for officers will be held annually at the April General Membership meeting. The installation of officers shall be held at the May General Membership meeting.
2. The date of the elections and request for nominations will be announced in February at the General Membership meeting, all WCSC Social Media outlets, WCSC Website, and WCSC Newsletter.
3. Candidates shall be nominated by the General Membership through the Nomination and Election Committee, and by nominations at the April General Membership meeting.
4. If a single slate is presented, a voice vote may be taken. If a multiple slate is presented, an election must be taken by closed ballot.
5. The Parliamentarian will handle procedures for voting.
6. All officers shall be elected by a simple majority vote of members present.
7. Results will be announced prior to the closing of the April General Membership meeting.



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8. In case of a tie, a run-off election will be held by closed ballot at the same April General Membership meeting for the office in question.

ARTICLE V – Governance

Section A: Executive Board of Governors (EBOG)

1. The EBOG shall consist of the elected officers, the Parliamentarian, the Honorary President, and the Advisor(s).
2. Shall meet each month prior to the BOG meeting to go over the standing committees' monthly reports and motions that will be presented to the BOG.

Section B: Board Of Governors (BOG)

1. Voting members of the BOG are the 1st Vice President, 2nd Vice President, Secretary, Administrative Treasurer, Welfare Treasurer, Activities, Gala, Community Outreach, Historian, Hospitality, Information Technology (IT), Membership, Property, Publicity, Reservations, Scholarship, Social Media, Special Events, Thrift Shop, Ways and Means, and Welfare. The President votes only in the case of a tie.
2. Non-voting members are the Parliamentarian, GAIWC, Honorary President, and Advisor(s). If Ad Hoc or special committee chairs are appointed by the President, *they will not vote on the BOG*.
3. The BOG shall meet the first Wednesday of each month, or at the set time and date as decided by the President.
4. The General Membership shall meet the third Wednesday of each month from September to May, or at the discretion of the WCSC EBOG.

Section C: Duties of the BOG

1. To coordinate and supervise all activities of the WCSC.
2. To direct the collection and disbursement of the WCSC monies and establish proper accounting procedures.



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3. To initiate changes to the Constitution and the By-Laws for the efficient and orderly operation of the WCSC.
4. The Executive Board may conduct business on an emergency basis only in the absence of the availability of a quorum of the BOG.
5. The President can call an emergency meeting of the BOG at her/his discretion.

Section D: Voting Procedures

1. At the BOG meetings, a quorum is established when at least two thirds (2/3) of voting members are present, or a vote is held in an alternate manner as specified in the By-Laws.
2. At the General Membership meetings, a quorum is equal to the number of members present. A simple majority constitutes a vote.
3. The President and the Parliamentarian shall decide the method of voting at all BOG and General Membership meetings, except where otherwise directed by the Constitution or By-Laws. The usual method shall be by a show of hands.
4. *Electronic Vote*: If an urgent BOG and/or General Membership vote is required, electronic voting will be used.
5. *Telephonic Vote*: The Parliamentarian will conduct the telephonic voting for the BOG passing on the results to the President and Secretary. If an emergency vote is needed from the General Membership, the Executive Board will help with the telephonic vote, passing on the results to the President and Secretary.

ARTICLE VI – Honorary President/Advisors

The President, with the approval of the EBOG, shall invite the Senior Spouse of the Wiesbaden Installation to be the Honorary President.

- a. The Honorary President may invite any others in the Wiesbaden community to be Advisor(s). (According to Article IV, Section 2., a, or b of the Constitution.)



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ARTICLE VII – Parliamentarian

Section A: Duties

1. Shall be appointed by the President.
2. Is a member of the EBOG.
3. Is a non-voting member of the EBOG/BOG.
4. The incoming Parliamentarian, if available, shall represent the WCSC at the annual AWAG Seminar.
5. The Parliamentarian shall advise the WCSC on all points of parliamentary procedure. Parliamentary procedures will be in accordance with the most current Robert's Rules of Order, Revised.
6. Chairs the bi-annual review of the Constitution and By-Laws Committee. Sends all Private Organization information to the PO office to maintain Private Organization status for the WCSC
7. Chairs the Nomination and Election Committee, and presides over the election of new officers.
8. Shall conduct all telephonic and/or e-mail voting passing the results to the President and the Secretary.
9. Submits an After Action Report (AAR) with any changes to the President at the May BOG meeting.
10. Organizes the installation of newly elected officers at the May General Membership meeting.
11. Shall maintain an archive of all job descriptions.

Section B: Constitution and By-Laws Committee

1. The Parliamentarian chairs the committee, which will consist of the EBOG and two to four WCSC members at large .
2. Conducts the review and the revision of the Constitution and By-Laws.
3. Submits the revised Constitution and/or By-Laws to the BOG for review and approval prior to the presentation to the General Membership at a General Membership meeting for a majority vote of those present.
4. Upon approval, forwards the revised document as well as all necessary Private Organization Documents to the Secretary for submission to the Garrison Approving Authority every two (2) years.



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Section C: The Nomination and Election Committee

1. Is chaired by the Parliamentarian.
2. Is composed of Honorary President, Advisor(s), and four (4) WCSC members-at-large, as appointed by the Parliamentarian and President.
3. The Parliamentarian will announce the procedures for the Nominations and Election at the February General Membership meeting, and advertise as referenced to Article IV-Section B. 2.
4. This Committee shall select candidates for election of officers for the upcoming year.
5. Members of this committee are barred from becoming nominees for office.
6. At the April meeting, the Parliamentarian will accept nominations from the floor, provided the Parliamentarian has obtained the consent of the nominee.
7. All WCSC members in good standing, as of 1 April, are eligible to vote.

ARTICLE VIII - Elected Officers

Section A: President

1. Is a member of the EBOG.
2. Votes only in case of a tie.
3. The incoming President, if available, shall represent WCSC at the annual AWAG Seminar, and may appoint other delegates to attend. Invitations are first extended to the elected officers, Parliamentarian, Gala Chair, and the Thrift Shop Chair.
4. Is a WCSC representative for the community and acts as liaison between the BOG, General Membership, community groups, and Private Organizations.
5. Appoints all standing committee chairs, Ad Hoc, or special committees. Is an ex-officio of all committees.
6. Monitors the activities of all Standing Committees with the assistance of the Vice President positions.
7. Signs all contracts and legal documents. The President shall insure that the appropriate persons are authorized signatories on the WCSC accounts.
8. Is custodian of all WCSC accounts and is authorized to sign checks in conjunction with the Treasurers, Vice Presidents, or authorized individuals.



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9. Shall prepare the agenda for monthly EBOG, BOG, and General Membership meetings.
10. Is a WCSC representative for the community and acts as liaison between the BOG, General Membership, community groups, and POs.
11. Shall participate in Opening Ceremonies for the Gala.
12. Shall be bonded for \$50,000.00.
13. Insures that an audit of all WCSC accounts is performed annually by a Garrison approved auditor, in accordance with the provisions of the current US-AREUR Private Organization Policy Letter. The auditor may not be affiliated with the club in any way.
14. Directs the orderly and complete transition of the new BOG.
15. Reviews and revises their AAR and submits three copies to the Parliamentarian, Secretary, and incoming President at the May BOG Meeting.
16. Ensures the submission of all the necessary documents to MWR Private Organization (PO) representative for all reviews.
17. Maintains a file of the previous President's AAR, minutes from the previous year, the current Constitution and By-Laws, the current USAREUR Private Organizations Fundraising Policy, and the previous year budget for submission to successor.
18. Will coordinate the transition for the incoming EBOG/BOG to receive all necessary documents.

Section B: 1st Vice President

1. Is a member of the Executive BOG.
2. Is a voting member of the EBOG/BOG.
3. The incoming 1st Vice President, if available, shall represent WCSC at the annual AWAG Seminar.
4. Shall submit a monthly BOG report to the WCSC Secretary prior to the BOG meeting.
5. Performs duties of the President in the absence of the President and may fulfill the remainder of the term should the President PCS or resign.
6. Is a member of the Gala, Constitution & By-Laws, Scholarship, Thrift Shop, and Welfare Committees, along with the Administrative and Gala Budget Committees.



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7. Shall plan the annual sign-up event in coordination with the President, 2nd Vice President, and Membership Chair.
8. Monitors and guides the following standing committees: Community Outreach, Publicity, Scholarship, Special Events, Social Media, Thrift Shop, and Welfare.
9. Is authorized to sign checks in conjunction with the Treasurer, President, and authorized signatures.
10. Shall be bonded for \$50,000.00.
11. Submits two printed copies of an AAR to the Parliamentarian and President at the May BOG Meeting.
12. Maintains a file of the 1st Vice President AAR and minutes from previous year, the current Constitution and By-Laws, and the current USAREUR Private Organizations, and Fundraising Policy to be passed on to successor.
13. Shall purchase gift for outgoing President.

Section C: 2nd Vice President

1. Is a member of the Executive BOG.
2. Is a voting member of the EBOG/BOG.
3. The incoming 2nd Vice President, if available, shall represent WCSC at the annual AWAG Seminar.
4. Shall submit a monthly report prior to the BOG meetings to the WCSC Secretary.
5. Performs the duties of the President in the absence of the President and 1st Vice President.
6. Shall be bonded for \$5,000.
7. Is a member of the Administrative Budget Committee and the Constitution and By-Laws Committee.
8. Shall organize and plan each monthly General Membership meeting in coordination with the President.
9. Shall schedule time of day and place for monthly events with approval of the President.



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10. Ensures Program Standard Operating Procedure (SOP) is followed and executed, and presents them to the WCSC BOG no later than the August BOG meeting. Shall forward the program titles to Publicity and Social Media Chairs for publication in the WCSC brochure and Social Media Update.
11. Shall manage and set the price of monthly luncheons to cover expenses of catering, room, and any additional charges.
12. Shall meet with caterer to select the menu and negotiate the price for monthly lunches for the entire year.
13. Shall meet with managers of the chosen venues to set dates of monthly luncheons and negotiate contracts.
14. Shall organize and plan the decorating, tables, and/or room for monthly luncheon programs.
15. Monitors, guides, and coordinates the following standing committees, when applicable: Activities, Historian, Hospitality, IT, Membership, Reservations, Property, and Ways and Means.
16. Submits articles about the monthly luncheons to the Social Media Chair.
17. Submits two printed copies of an AAR to the Parliamentarian and President at the May BOG Meeting.
18. Coordinate with Reservations Chair for monthly General Membership meetings.
19. Maintains a file of the 2nd Vice President AAR and minutes from previous year, copy of the current Constitution and By-Laws, and current USAREUR Private Organizations and Fundraising Policy to be passed on to successor.

Section D: Secretary

1. Is a member of the Executive BOG.
2. Is a voting member of EBOG/BOG.
3. The incoming Secretary, if available, shall represent WCSC at the annual AWAG Seminar.
4. Keeps an accurate record of all EBOG/BOG and General Membership meetings, notating all motions.
5. Submits copies of monthly minutes to BOG no later than one (1) week following meetings.



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6. Submits copies of the Board approved minutes and committee minutes to the Garrison's approving authority. Maintains all official reports for a period of three (3) years.
7. Sends a monthly e-mail reminder to all BOG members on the date and time of next meeting.
8. Contacts all BOG Members for all special and Emergency BOG Meetings.
9. Maintains a record of all BOG reports submitted at BOG meetings.
10. Submits two printed copies of an AAR to the Parliamentarian and President at the May BOG Meeting.
11. Maintains a file of the previous Secretary's AAR, minutes from the previous year, the current Constitution and By-Laws, the current USAREUR Private Organizations Fundraising Policy, and the previous year budget for submission to successor.
12. Maintains and distributes an accurate WCSC BOG contact list.
13. Sends the new EBOG names, emails, and SOFA status to the Garrison Approval Authority in June.
14. Serves as Organizational Point of Contact (OPOC) for the WCSC for Volunteer Management Information System and approves all volunteer hours.
15. Submits WCSC members as Volunteer(s) of the month with EBOG approval in accordance with the ratio dictated by the Installation Volunteer Coordinator.

Section E: Administrative Treasurer

1. Is a member of the Executive BOG.
2. Is a voting member of the EBOG/BOG.
3. The incoming Administrative Treasurer, if available, shall represent WCSC at the annual AWAG Seminar.
4. Shall submit a monthly report, with financial statements, before the BOG meetings to the WCSC President and Secretary.
5. Chairs the Administrative, Gala, and Thrift Shop budget committees for the upcoming fiscal year by April, which shall be approved by a majority vote of the BOG and by a majority vote of the General Membership in May.
6. Chairs an Administrative Budget Review session in January with the Administrative Budget Committee.



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7. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth, and financial transactions of the General Administrative fund.
8. Disburses the General Administration funds as directed by the Executive Board. Collects all accounts receivable, such as membership dues and funds accrued by the various Committees.
9. Ensures Bonding as specified in the By-Laws.
10. Ensures that the WCSC has sufficient liability insurance coverage, including the Gala.
11. Prepares and submits monthly and quarterly financial reports to the BOG for review and approval. A quarterly financial report must be submitted to the Garrison Approving Authority.
12. Has all fund accounting records available at all times for inspections and audits by representatives of the Garrison Approving Authority.
13. Provides an accounting record audit of all the funds annually and upon change of Treasurer.
14. Submits two printed copies of an AAR and the Admin Treasurer's SOP to the Parliamentarian and President at the May BOG Meeting.
15. Maintains a file of Admin Treasurer's SOP, AAR, budget, financial reports, and minutes from previous year, a current copy of the Constitution and By-Laws, and current USAREUR Private Organization and Fundraising Policy to be passed on to successor.
16. Ensures that copies of financial statements and reports are held by the club for seven years.
17. Shall be bonded for \$50,000.00.

Section F: Welfare Treasurer

1. Is a member of the Executive BOG.
2. Is a voting member of the BOG/BOG.
3. Is a voting member of the Thrift Store Committees.
4. Is a non-voting member of the Scholarship and Welfare Committee.
5. The incoming Welfare Treasurer, if available, shall represent WCSC at the annual AWAG Seminar.



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6. Prepares and submits a monthly report with financial statements the Friday before the BOG meetings to the WCSC Secretary, President, and Administrative Treasurer.
7. Advises Welfare and Scholarship Committee of available funds. Unless otherwise designated, available welfare funds will be divided 60% for grants and gifts 40% for scholarship.
8. 100% of the Gala proceeds are distributed to the WCSC scholarship available funds.
9. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth, and financial transactions of the Welfare fund account.
10. Distributes welfare funds to Welfare & Scholarship Chairs, as approved by the Welfare committee, Scholarship committee, BOG, and General Membership. The BOG must approve all requests exceeding \$1,000.00. General Membership must approve all requests exceeding \$3,000.00.
11. Submits two printed copies of an AAR and Welfare Treasurer's SOP to the Parliamentarian and President at the May BOG Meeting.
12. Ensures that copies of welfare financial statements and reports are held by the club for seven years.
13. Shall be bonded for \$50,000.00.

ARTICLE IX-Standing Committees

Section A: Standing Chairs

1. Standing Chairs may include, but are not restricted to:
 - a. Activities
 - b. Gala
 - c. Community Outreach
 - d. Historian
 - e. Hospitality
 - f. Information Technology/Social Media
 - g. Membership
 - h. Publicity
 - i. Reservations



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- j. Scholarships
 - k. Special Events
 - l. Thrift Shop
 - m. Ways and Means
 - n. Property
 - o. Welfare
2. Committees will consist of:
 - a. The Chair, appointed by the President.
 - b. The Executive Board Members, as defined in these By-laws.
 - c. Committee members appointed by the Chair, as needed to fulfill the responsibilities of the committee.
 - d. Committee meetings shall be convened at the discretion of the Standing Committee Chair. The decision of what constitutes a quorum shall be stated in each Committee's SOP. The Chair will decide methods of voting.
 3. Duties of each Standing Committees are described in Section B.

Section B: Standing Committee Duties

Standing Committee Chair duties shall consist of, but are not limited to the following:

1. Serves as a voting member of the BOG. If the committee is co-chaired, the committee only has one vote on the BOG.
2. Communicates with, and clears all future plans with, respective Vice President.
3. Shall submit a monthly report to the WCSC Secretary and respective Vice President.
4. Recruits committee members as necessary.
5. Submits an AAR, current job description, and any changes to the committee SOP to the Parliamentarian and President at the May BOG Meeting and whenever changes are made.
6. Maintains a file of committee SOP, AAR, committee records, minutes from previous year, and a current copy of the Constitution and By-Laws for submission to successor.



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Section C: Duties

1. Activities – Reports to 2nd Vice President. The chair organizes any activities of interest to the general membership including tours, interest groups, and classes. Please see job description for other duties.
2. Gala – Reports to President. It is recommended that this chair have a committee. The incoming Gala Chair/Co-Chairs, if available, shall represent WCSC at the annual AWAG Seminar. Standing Committee members will include President, 1st Vice President, Ways & Means, Administrative Treasurer, and Honorary President, or his/her designee. Will serve on the Gala Budget Committee. *This position can serve from January to December for the chair/co-chairs to participate in the contract process.* Please see job description for other duties.
3. Community Outreach - Reports to 1st Vice President. The chair is responsible for establishing and maintaining relationships with the other private organizations within the USAG Wiesbaden. Additionally, this person will assist these organizations with supporting internal and host nation volunteer activities that may arise throughout the year. Please see job description for other duties.
4. Historian – Reports to 2nd Vice President. The chair maintains records and documents the history and activities of the WCSC through photographs and articles for a scrapbook. Makes photos available through the year in various media formats. Develops three (3) scrapbooks, one (1) to be given to the outgoing President, one (1) to the Honorary President, and one (1) to be retained by the WCSC. Please see job description for other duties.
5. Hospitality - Reports to 2nd Vice President. The chair shall be responsible for assisting the Reservations Committee in welcoming members as they arrive at the luncheons. Shall coordinate installation access for non ID cardholders to the monthly luncheons. Shall be responsible for arranging for the meeting site for the Governing Board meetings, ensuring meeting room is set up with BOG name and title plates for each BOG position, coordinating refreshments, setting up the tables and chairs, and returning them afterwards. Provides the name tag and new member opportunity prize at each luncheon. Shall help organize any special WCSC Social Event with the 1st Vice President, 2nd Vice President, and Special Events Chair. Please see job description for other duties.



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6. IT/Social Media - Reports to 1st Vice President. The chair shall be responsible for maintaining all WCSC hardware to include printers, laptops, and desktop computers. Will improve existing WCSC programs by reviewing objectives and specifications; evaluating proposed changes; recommending changes; making modifications. Will investigate WCSC options and will set up internet support at WCSC apartment office. Will set up a PayPal payment button on the WCSC website. Shall maintain historical records by documenting hardware and software changes and revisions. Maintains Facebook, Website, and other forms of social media as directed by the BOG. Any group that would like to post an advertisement for their event/function, (FMWR, Schools, Religious groups, etc.) may contact the Social Media Chair to forward proposed advertisement to the President for approval or denial. The chair ensures the monthly Newsletter is distributed to the members of the WCSC. Shall monitor WCSC email account, and will answer and/or forward all correspondence to the appropriate chair. Please see job description for other duties.
7. Membership - Reports to 2nd Vice President. The chair enrolls new members to the organization, collects membership dues, and maintains a file of current members. Creates and maintains the membership directory. Will notify the BOG monthly of new members, addresses, and e-mail addresses. Shall help organize any sign-up event in coordination with the 1st Vice President and the 2nd Vice President. Please see job description for other duties.
8. Publicity - Reports to 1st Vice President. The Chair is in charge of publicity for all club events, which include:
 - a. Creation and distribution of flyers for monthly luncheons and activities.
 - b. Creation and submission of Community Information Exchange (CIE) slides for CIE meetings.
 - c. Creation and submission of all slides to any available media sources.
 - d. Supports all WCSC Chairs to publicize their events and activities.
 - e. Submit club information and publicity requests for inclusion in Herald Union.
 - f. Please see job description for other duties.
9. Reservations - Reports to 2nd Vice President. The chair is responsible for reservations for WCSC functions in accordance with stated policies. Is responsible for sending out the online invitation to the membership for all club events. Will make and maintain name tags for all members. Collects monies at all lun-



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- cheons. Coordinates with 2nd Vice President, Hospitality, and other chairs as needed, with attendee numbers and names with each event held. Please see job description for other duties.
10. Scholarships - Reports to 1st Vice President. The chair prepares and distributes scholarship applications. The chair organizes a committee of 10 – 12 members to screen applicants for scholarships from the WCSC. The President and Honorary or his/her designee will serve as Advisory members to the committee. The chair will compile information and notify the applicants of the results. The chair will coordinate the scholarship distribution. A Standard Operating Procedure (SOP) describing the guidelines for scholarship recipients and disbursements of scholarships will be prepared and maintained in a permanent file for reference. Please see job description for other duties. The High School top scoring WCSC scholarship recipient shall be designated as the Captain Jacob Dixon, III Memorial Scholarship Recipient.
 11. Special Events - Reports to 1st Vice President. The chair will coordinate fundraisers and activities throughout the year. Will help organize any special WCSC Social Events with the help of the 1st Vice President, 2nd Vice President, and Hospitality. Is a member of the Welfare Committee. Please see job description for other duties.
 12. Thrift Shop - Reports to 1st Vice President. The incoming Thrift Shop Chair, if available, shall represent WCSC at the annual AWAG Seminar. The chair represents the Thrift Shop in accordance with the Thrift Shop SOP and conducts an annual review of the Thrift Shop SOP. The chair will preside over the Thrift Shop committee meeting and ensure minutes are taken and is a member of the Thrift Shop Budget committee. At the BOG, presents a monthly financial statement of the Thrift Shop, informs the board of any variance to normal operating hours during the month, and reports on the general status of the Thrift Shop. Will also announce the next meeting of the Thrift Shop Committee. Is a member of the Welfare Committee. Will perform other duties IAW, Article XIII of the WCSC By-laws. Creation and submission of Community Information Exchange (CIE) slides for CIE meetings. Please see job description for other duties.
 13. Ways and Means- Reports to 2nd Vice President.
The chair raises money for the WCSC Administrative account by setting up and operating the Ways and Means at the General Membership meetings and other appropriate WCSC functions. Selects, purchases and resells retail items



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- at these events. Shall maintain a physical retail inventory. Is a member of the Gala Committee. Please see job description for other duties.
14. Property- Reports to 2nd Vice President. Records and maintains an inventory of all WCSC property. Schedules usage of property and maintains a record of key check-out for the office. Collects deposits, maintains rental list and pricing for WCSC assets, and coordinates cleaning as necessary. Please see job description for other duties.
15. Welfare - Reports to 1st Vice President. The chair organizes a committee to screen requests from community organizations for Welfare funds and submits recommendations for disbursements of funds to the BOG and General Membership for their approval, as necessary. The committee will consist of the Welfare chair, President, 1st Vice President, Welfare Treasurer, Thrift Shop chair, Special Events chair, Honorary President or his/her designee, and no less than four (4), but no more than six (6) members-at-large appointed by the Welfare chair. The Welfare Budget will be the amount as designated by the Administrative Budget. Unless otherwise designated, available welfare funds will be divided 60% for grants and gifts 40% for scholarships. A Standard Operating Procedure (SOP) describing the guidelines for welfare recipients and disbursements will be prepared and maintained in a permanent file for reference. Please see job description for other duties.

ARTICLE X – Special Committees

Section A: Nomination and Election Committee

This committee shall select candidates for election of officers for the upcoming year. Members of this committee are barred from becoming nominees for office. The committee will be chaired by the Parliamentarian. The committee members shall be Honorary President, Advisor(s), and four (4) members-at-large appointed by the President and Parliamentarian. (As detailed in these By-Laws, Article 7 Section C)

Section B: Budget Committees

Three separate budget committees will be formed: Administrative, Gala, and Thrift Store. The three proposed budgets are prepared and presented to the EBOG and BOG



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for review and approval prior to the presentation to the General Membership. The budget committees will meet in January and April. The April meeting will be to prepare the budget for the incoming BOG, which will be voted on in May.

1. Administrative Budget Committee:

- a. This committee shall prepare the proposed annual Administrative Budget for the upcoming year.
- b. The Thrift Shop income designates 70% to the Welfare Account and 30% to the Administrative Account.
- c. The Administrative Treasurer will serve as chair.
- d. Committee members will include the President, 1st Vice President, 2nd Vice President, Parliamentarian, Welfare Treasurer, Thrift Shop Chair, Honorary President, Advisor, and one to four Members-At-Large appointed by the Committee chair.

2. Gala Budget Committee:

- a. This committee shall prepare the proposed annual Gala Budget for upcoming year.
- b. The Administrative Treasurer or Welfare Treasurer will serve as chair, per President's request.
- c. Committee members include the President, 1st Vice President, Welfare Treasurer, Administrative Treasurer, Gala Chair, Ways and Means Chair, Honorary President, Advisor, and one to four members-at-large appointed by the Committee chair.

3. Thrift Shop Budget Committee:

- a. This committee shall prepare the proposed annual Thrift Shop Budget for the upcoming year in April, it will be presented to the BOG in May for a vote.
- b. The Administrative Treasurer will serve as chair.
- c. Committee members include the President, 1st Vice President, Administrative Treasurer, Welfare Treasurer, Thrift Shop Chair, Thrift Shop Manager, Thrift Shop Asst. Manager/Bookkeeper, Honorary President, Advisor, and one to four Members-At-Large appointed by the Committee chair.



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Section C: Constitution and By-Laws Committee

This committee shall consist of the EBOG and the Parliamentarian, who serves as chair. The committee will meet every two years to amend, review, and revise the Constitution and By-Laws as needed. The Parliamentarian will prepare a letter for renewal to be signed by the President and forwarded to the Garrison Approving Authority. (As detailed in Article VII, Section B)

Section D: Thrift Shop Committee

This committee shall consist of the following members President, 1st Vice, Administrative Treasurer, Welfare Treasurer, Thrift Shop Chair, Thrift Shop Manager, Honorary President, and Advisor. The committee will meet monthly.

ARTICLE XI - General Membership Meetings

1. The WCSC General Membership shall meet monthly from September to May as determined by the BOG.
2. The General Membership Meetings will be held the third Wednesday of each month, unless otherwise designated by the President and approved by EBOG.
3. Members shall be informed of the date, time, and place of all meetings through the Publicity Chair, Reservations Chair, and the Social Media Chair.

ARTICLE XII - Financial Management

Section A: Income

The WCSC shall derive income for the General Administration fund for operating expenses from:

1. Membership dues
2. Ways and Means activities
3. General membership function fees
4. Thrift Shop proceeds
5. Major fundraising activities conducted in accordance with Appendix D of the USAREUR Private Organizations and Fundraising Policy



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6. Special Minor fundraising activities conducted in accordance with Appendix D of the USAREUR Private Organizations and Fundraising Policy
7. Donations

Section B: Expenditures

1. Expenditures by the WCSC shall be limited to those required to support the activities listed in the WCSC Constitution.
2. Authorized Expenditure Limits:
 - a. The BOG may authorize expenditures up to two thousand dollars (\$2,000.00) that were not included in the annual budget.
 - b. The President may authorize expenditures up to five hundred dollars (\$500.00) from Administration, Welfare, or Gala accounts that were not included in the annual budget.
 - c. Expenditures of unbudgeted funds over two thousand dollars (\$2,000.00) must be approved by the General Membership by a majority vote of those present.
 - d. No member of the BOG may spend more than fifty dollars (\$50.00) for operating expenses over and above the previously approved budget without BOG approval.
 - e. The Welfare Committee will approve or reject all welfare requests for single expenditures up to one thousand dollars (\$1,000.00).
 - f. The BOG will approve or reject all welfare requests over one thousand dollars (\$1,000.00) and up to three thousand dollars (\$3,000.00).
 - g. All welfare requests exceeding three thousand dollars (\$3,000.00) must be approved by the General Membership by a majority vote of those present.

Section C: Financial Control

1. The WCSC shall maintain separate accounting records for the Administrative, Thrift Shop, Euro, and Welfare accounts.



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2. The basic accounting record for each account shall be a journal, ledger, accounts book, or computerized accounting program in which column headings show income and disbursements.
3. Supporting documents for the records shall include, but are not limited to:
 - a. Receipt and disbursement vouchers
 - b. Bank deposit slips
 - c. Invoices and/or statements
 - d. Checkbooks
 - e. Monthly bank statements
4. All monies received by the WCSC shall be spent in accordance with the annual budgets, which are approved by the BOG and adopted by the General Membership.
5. The cost of end of year gifts: Outgoing President up to \$100.00, Honorary President, Advisor(s), and BOG chairs up to \$75.00. Any BOG member who departs prior to year-end may be given a gift, at the discretion of the President. The President, the Honorary President, and the club are presented with a scrapbook compiled by the Historian.
6. Any legitimate babysitting expenses incurred by BOG members for board meetings and other duties in conjunction with their position, shall be paid at existing Child Care Development Center (CDC) set rate per hour, for each child. The 1st Vice President must approve all childcare reimbursement requests in advance of event to be eligible for reimbursement.
7. Financial ledgers and supporting documents shall be kept on file in the WCSC storeroom for a minimum of seven (7) years, available for review by the approval authority at any time.

Section D: Audit Procedures

1. An account record audit shall be conducted:
 - a. Annually, and/or upon change of the respective Treasurer.
 - b. Annually, and/or upon change of the Bookkeeper for the Thrift Shop account.
2. A Certified Public Accountant selected by the BOG from the Garrison Approving Authority list shall conduct the audit of each account. The auditor may not be affiliated with the club in any way.



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3. The audit of each account shall include, but not be limited to:
 - a. A thorough check to ensure that all transactions are recorded and properly documented (i.e., audit trail established).
 - b. Cash count of all cash on hand, reconciliation of bank statements, check for accounts receivable, and a reconciliation of accounts payable and other liabilities.
 - c. Verification that financial statements are accurate and issued quarterly for review approval by the Executive Board.
 - d. Other items as required by Private Organization Regulations.
4. The auditor shall send the President a written report on the audit results.
5. The Administrative Treasurer shall send a copy of each audit, and a corrective action reply if warranted, to the Garrison Approving Authority within thirty (30) days of audit completion.

Section E: Bonding

1. Fidelity insurance coverage shall be procured, at WCSC expense, in an amount sufficient to provide full protection of assets, when the total cash on hand or assets that any official or contractor of the WCSC has access to exceeds one thousand dollars (\$1,000.00).
2. Bonded positions shall include, but are not limited to:
 - a. President - \$50,000
 - b. 1st Vice President - \$50,000
 - c. 2nd Vice President - \$5,000
 - d. Administrative Treasurer - \$50,000
 - e. Welfare Treasurer - \$50,000
 - f. Activities - \$3,000
 - g. Gala - \$10,000
 - h. Membership - \$5,000
 - i. Reservations - \$5,000
 - j. Thrift Shop Assistant Manager/Operations - \$2,000
 - k. Thrift Shop Bookkeeper/Consignment Clerk - \$15,000
 - l. Thrift Shop Cashier - \$2,000
 - m. Thrift Shop Manager - \$50,000
 - n. Ways & Means - \$10,000



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Section F: Liability Insurance

The WCSC must obtain adequate insurance to provide coverage against bodily injury or property damage claims that may arise from WCSC activities, as determined by the BOG.

ARTICLE XIII - Contractors

Section A: Contractors

1. Managers are responsible for the overall management of the Thrift Shop including the organization and maintenance of consignment and asset records, and the supervision of the shop contractors and volunteers. The Manager shall operate within the guidelines of the WCSC Constitution and By-Laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. The Manager reports to the Thrift Shop Chair.
2. Bookkeeper/Consignment Clerk performs services as outlined in the Thrift Shop SOP. Operates within the guidelines of the WCSC Constitution and By-Laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. Bookkeeper/Consignment Clerk reports to the manager and WCSC Thrift Shop Chair.
3. Assistant Manager (Operations) performs services as outlined in the Thrift Shop SOP, Operates within the WCSC Constitution and By-Laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. Assistant Manager reports to the Thrift Shop Manager.
4. Cashier performs services as outlined in the Thrift Shop SOP. Operates within the WCSC Constitution and By-Laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. Cashier reports to the Thrift Shop Manager.
5. Contractors shall be compensated as prescribed in current Thrift Shop SOP.
6. BOG receives a monthly Thrift Shop financial report from Thrift Shop Chair.
7. The Thrift Shop Committee must approve all financial matters pertaining to the Thrift Shop and Thrift Shop SOP. The WCSC President is the custodian of the Thrift Shop Bank Account.



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8. The WCSC Board of Governors is not a US employer within the meaning of the United States Employment and Tax regulations.
9. Contractors understand that the WCSC *will not withhold or pay FICA/Social Security taxes*. It is the responsibility of the contractors to report commission received.
10. Monthly salaries are based on 20% of that month's total deposits (AE AR 210.22). Total salaries will not exceed 20% of the gross proceeds. Manager - 33%, Assistant Manager/Operations - 25%, Bookkeeper/Consignment Clerk - 25%, Cashier - 17%, Temporary Contractor \$8.00/hour.

Section B: Contractors Criteria

1. Any contractors shall be a valid US ID cardholder with SOFA status in the community and shall meet the criteria outlined in the WCSC Constitution and By-Laws.
2. Paid Thrift Shop contractors are barred from holding any position on the WCSC BOG.
3. The President, Honorary President or his/her designee, Advisor(s), the Thrift Shop Chair, and the 1st Vice President shall interview applicants for the position of the Thrift Shop Manager. All members should attend; however, if this is not possible, a quorum of three must be met to proceed.
4. The President, Honorary President or his/her designee, Advisor(s), the Thrift Shop Chair, the Thrift Shop manager and the 1st Vice President shall interview applicants for the position of assistant manager/operations, and bookkeeper/consignment clerk. All members should attend; however, if this is not possible, a quorum of three must be met to proceed.

Section C: Termination of Contractors

Termination of contractors shall be by a majority vote of the WCSC EBOG. Such termination shall be effective immediately .



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Article XIV – Amendments

Amendments to the By-Laws may be proposed and adopted immediately by a majority vote of the General Membership. A notification to the General Membership will be supplied ahead of meeting where the vote will take place.

Any amendments must be published on the WCSC website and the next issue of the WCSC newsletter.

Approved by majority vote of the Board of Governors on 1 March 2017

Approved by a majority vote of the General Membership on 15 March 2017

Alicia Bailey
President, WCSC

Date

Jeri Treb
Parliamentarian, WCSC

Date