

These By-laws, dated 2015-2016, shall supersede all others.

**FORT HOOD SPOUSES CLUB  
FORT HOOD, TEXAS  
BY-LAWS**

**ARTICLE I**

**FHSC BOARD**

1. The Fort Hood Spouses Club Board will consist of the following:
  - a. The Executive Board as defined in Article III, paragraph five (5) in the FHSC Constitution.
  - b. The standing committees as listed in Article IV of the FHSC By-laws.
  - c. Representatives from III Corps, 1<sup>st</sup> CAV, 1st Army Division West, 13<sup>th</sup> S C (E), OTC, and three (3) members to represent the III Corps Separate and Independent Brigades.
2. The FHSC Board shall supervise and promote the programs and activities of the FHSC. It shall meet monthly, or as necessary, to conduct all necessary business.
3. The chairperson of each committee may appoint an assistant who will be responsible to the chairperson. They may, in addition, appoint any other committee members they require. All committee members must be active members in good standing.
4. The FHSC Board shall discuss and prepare all business that is presented to the membership of the FHSC.
5. A term of office shall be defined as one year: from the May membership meeting program of one year to the May membership meeting program of the following year. Board members appointed by the President may only hold that position for a maximum of three consecutive years.
6. It shall be the responsibility of each FHSC Board member to maintain their records on a continuing basis and to prepare three (3) copies of a detailed after action report. Submit one (1) copy to the Parliamentarian and (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

**ARTICLE II**

**ELECTED OFFICERS**

1. **PRESIDENT** - It shall be the duty of the President to:
  - a. Preside at all membership and FHSC Board meetings. The President may vote only to break a tie.
  - b. Ensure that the Constitution and Bylaws are upheld.
  - c. Call special membership, board, or committee meetings.
  - d. Determine and confirm all dates, times, and locations of all FHSC activities.

- e. Appoint the Parliamentarian to the Executive Board.
- f. Appoint all committee chairpersons.
- g. Serve as an ex-officio member of all committees, except the Nominating Committee.
- h. Coordinate with the each major command (III Corps, 1<sup>st</sup> CAV, 1<sup>st</sup> Army Division West, 13<sup>th</sup> S C (E), OTC, and 3 members to represent the III Corps Separate and Independent Brigades) to select individuals to serve as a voting member of the FHSC Board. (Total of 8 voting members)
- i. Appoint FHSC representatives to attend post wide meetings as required.
- j. Coordinate with the First Vice President, or another officer designated by the First Vice President, for the purchase and presentation of welcome gifts to the Honorary Presidents and farewell gifts to the Honorary Presidents, Advisors. Coordinate for end of year gifts for FHSC Board members.
- k. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- l. Sign signature cards at the bank for both the Operating and Community Outreach accounts by the 15<sup>th</sup> of June of the year elected.
- m. Review both Operating and Community Outreach financial books monthly.
- n. Coordinate with Publicity and 2VP to make sure that all major events are placed on the III Corps Visitor roster and Master Activity Calendar (MAC) to include but not limited to, membership events, fundraisers and special events.
- o. Prepare two (2) copies of a detailed after action report and submit one (1) copy to the Parliamentarian not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

**2. FIRST VICE PRESIDENT** - It shall be the duty of the First Vice President to:

- a. Assist the President.
- b. Assume the duties of the President during any temporary absence. In the event the FHSC President cannot complete the term of office, the First Vice President shall assume the duties of President and appoint a successor to the First Vice President position with the approval of the FHSC Executive Board.
- c. Serve as an advisor to the Community Outreach Chair, Holiday Bazaar, Wild West, and Golf Scramble committees.
- d. Serve on the Budget and Constitution and By-law Review committees.
- e. Arrange with the President for the purchase and presentation of welcome and/or farewell gifts to the Honorary Presidents, Advisors and FHSC Board members. Purchase and arrange for presentation of the gift for the FHSC President.
- f. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- g. As First Vice President, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

- h. Turn in one (1) copy of a monthly report to the Parliamentarian at each Board meeting.
- i. Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.
- j. Sign signature cards at the bank for both the Operating and Community Outreach accounts by the 15<sup>th</sup> of June of the year elected.

**3. SECOND VICE PRESIDENT** - It shall be the duty of the Second Vice President to:

- a. Serve as Chairman of the Programs Committee. In this capacity she/he shall:
  - 1) Be responsible for the monthly coordination and planning of all monthly membership programs.
  - 2) Present planned programs to the FHSC Board.
  - 3) Present any honorarium to participants in the program.
  - 4) Be responsible for coordination of all decorations, prizes, and menu.
  - 5) Be responsible for all publicity associated with monthly programs.
- b. Coordinate with the standing committees of Membership, Reservations, Hospitality, and Ways and Means.
- d. Coordinate with the Membership Chair for the Membership drive. Work with the Membership Chair to promote Membership Meetings.
- e. Serve on the Budget committee.
- f. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- g. As Second Vice President, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- h. Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at the Board meeting.
- i. Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian and one (1) to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

**4. RECORDING SECRETARY** - It shall be the duty of the Recording Secretary to:

- a. Keep a record of the FHSC Board meetings and its proceedings.
- b. Furnish copies of minutes and agendas to all board members prior to the next meeting.
- c. Provide monthly financial reports and minutes to active members upon request.
- d. Collect and note any telephonic or email votes in the minutes.

- e. Serve as the Recording Secretary on the Constitution and By-law Review Committee.
- f. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- g. Provide a signed copy of the monthly financial report and monthly minutes to the DFMWR coordinating officer for staffing and approval within ten (10) working days after a FHSC board meeting.
- h. As Recording Secretary, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- i. Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.
- j. Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian and one (1) to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

**5. CORRESPONDING SECRETARY** - It shall be the duty of the Corresponding Secretary to:

- a. Write all correspondence as needed for the FHSC Board.
- b. Write and distribute any formal invitations, thank you notes, or letters.
- c. Distribute & order FHSC stationary as necessary.
- d. Collect and distribute FHSC mail on a weekly basis.
- e. Check FHSC phone line for any messages and notify the appropriate chairperson in a timely manner.
- f. Notify members of the FHSC Board as to the time and place of meetings.
- g. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- h. As Corresponding Secretary, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- i. Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.
- j. Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian and one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

**6. OPERATING TREASURER** - It shall be the duty of the Operating Treasurer to:

- a. Accounting:
  - 1) Sign signature cards at the bank for both the Operating and Community Outreach accounts, by the 15<sup>th</sup> of June of the year elected.
  - 2) Maintain a record of taxable income for Ways and Means. Pay all required sales taxes in a timely manner. Review sales for the previous fiscal year in October to determine if quarterly or annual sales tax needs to be paid.

3) Keep an itemized account in QuickBooks for all sub-accounts in the Operating Fund (To include but not limited to the sub-accounts for the: President; 1st Vice President, 2nd Vice President, Operating Expenses, Operating Treasurer, Membership, Luncheon Vendors, Hospitality, Ways and Means, Newsletter, Community Outreach Operating Expenses, Corresponding Secretary, Loan Closet, Recording Secretary, Reservations, and Volunteer Coordinator.

4) Keep copies of all receipts, disbursements, and supporting vouchers for the sub-accounts of the Operating Fund. Provide a written statement when no receipt is available.

5) Collect all Operating Account receivables and deposit all monies on the payday following receipt not to exceed 30 (thirty) days.

6) Disburse the FHSC's Operating funds as directed by the FHSC Board with the authority to execute checks against the FHSC's Operating fund within five (5) business days.

7) Follow the Financial Policies as described in Appendix A (FHSC Financial, Reservations and Tax Exempt Payment Policies)

8) The Operating Treasurer is responsible for ordering disbursement vouchers.

b. Standing Financial Commitments:

1) Purchase insurance for all properties of FHSC. Insure & bond President, Operating Treasurer, Community Outreach Treasurer and Loan Closet Chairperson. This renews annually in October.

2) Pay sales tax annually in January.

3) Ensure the accountant files the proper tax documents for the fiscal year with the IRS.

4) Ensure the P.O. Box is renewed and the lock is changed in the beginning of May.

5) Review the website contract with the Website Coordinator and renew as necessary.

c. Reports:

1) Every month within five (5) business days of the board meeting provide the Community Outreach Treasurer with a detailed copy of any expenses paid from the Operating account for Community Outreach expenses. Every month within five (5) business days of the board meeting reimburse the Community Outreach account for any Operating account expense paid from the Community Outreach account.

2) Each month review the Community Outreach Treasurer's report.

3) Present the written monthly financial report to the FHSC board and answer any questions posed by members of the board. Provide a signed copy of the monthly financial report to the DMWR coordinating officer for staffing and approval.

4) Present a written financial report at the end of the FHSC year. Provide a signed copy of the yearly financial report IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) to the DMWR coordinating officer for staffing and approval as per their instructions.

5) An annual examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) of each fund shall be completed at the end of the FHSC fiscal year ending 31 May. If either treasurer resigns before the end of the board year, an examination IAW procedures in

Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) of the books up to that point must be completed before any handover and again at the end of the board year.

6) Present any and all financial records as per the procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) and tax return preparation to the preparer no later than the 15th of June.

7) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

8) Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian and one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

d. Leave of Absence: In the event of a temporary absence of the Operating Treasurer, he/she will coordinate his/her responsibilities with the Community Outreach Treasurer and notify the President.

e. Standing Committees:

1) Co-Chair the Budget Committee with the Community Outreach Treasurer. Assist the Community Outreach Treasurer at all major fundraising events when necessary.

2) Prepare and submit a proposed operating budget to the Budget Committee. The budget should be based on previous year's income and expenses and the recommendation of board members.

3) Review the operating budget in January to determine if adjustments need to be made.

**7. COMMUNITY OUTREACH TREASURER** - It shall be the duty of the Community Outreach Treasurer to:

a. Sign signature cards at the bank for both Operating and Community Outreach accounts by the 15<sup>th</sup> of June of the year elected.

b. Keep an itemized account of all receipts, disbursements and all supporting vouchers and records from the Community Outreach Fund. Provide a written statement when no receipt is available.

c. Collect all Community Outreach Accounts receivable and deposit all monies within five (5) business days of receipt.

d. Disburse the FHSC's Community Outreach Funds as directed by the FHSC Board with the authority to execute checks against the FHSC's Community Outreach Account within five (5) business days.

e. Every month within five (5) business days of the board meeting provide the Operating Treasurer with a detailed copy of any expenses paid from the Community Outreach account for Operating expenses. Every month within five (5) business days of the board meeting reimburse the Operating account for any Community Outreach account expense paid from the Operating account.

f. Each month review the Operating Treasurer's report.

g. Present the written monthly financial report to the FHSC board and answer any questions posed by members of the board. Provide a copy of the monthly financial report to the DMWR coordinating officer for staffing and approval as per their instructions.

h. An annual examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu

of an Audit) of the Community Outreach fund shall be completed at the end of the FHSC fiscal year ending 31 May. If either treasurer resigns before the end of the board year, an examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) of the books up to that point must be completed before any handover and again at the end of the board year.

i. Present a written financial report at the end of the FHSC year. In the event of a temporary absence of the Community Outreach Treasurer, he/she will coordinate his/her responsibilities with the Operating Treasurer and notify the President.

j. Maintain a file of financial statements and budgets of fundraising events. Monies collected from Holiday Bazaar will be disbursed after intended bazaar's completion.

k. Prepare and submit a proposed budget to the Community Outreach Budget Committee. The budget should be based on previous year's income and expenses and the recommendation of board members.

l. Present any and all financial records for examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) and tax return preparation to the preparer no later than the 15th of June.

m. Co-Chair the Budget Committee with the Community Outreach Treasurer. Review the Community Outreach Budget in January to determine if adjustments need to be made. Assist the Operating Treasurer at all major Super Sign-Up and Membership Meeting programs when necessary.

n. Follow the Financial Policies as described in Appendix A (FHSC Financial, Reservations and Tax Exempt Payment Policies).

o. Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

p. Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, and one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

### **ARTICLE III**

#### **NON-ELECTED MEMBERS OF THE EXECUTIVE BOARD**

1. **PARLIAMENTARIAN** - The Parliamentarian will be a non-voting member of the Executive Board. Appointed by the President, it is the duty of the Parliamentarian to:

a. Ensure that all meetings of the FHSC are conducted according to proper procedures as outlined in Roberts's Rules of Order, Revised or Modern Parliamentary Procedures by Keesey.

b. Advise the President as needed and aid in following the Constitution and Bylaws.

c. Chair the Constitution/Bylaw Review Committee.

d. Chair the nominating committee.

e. Coordinate the installation of new officers at the May Membership meeting program.

f. Maintain the historical file.

g. Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

h. As Parliamentarian, you are expected and encouraged to be prepared to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

i. The Parliamentarian will consolidate all the monthly reports submitted by the board members.

j. Consolidate, prepare and submit 2 copies of detailed after action reports submitted by the various board members at the joint board meeting in May. It is recommended that one copy of the report be submitted in electronic format for consolidation by the Parliamentarian. The other copy needs to be given to the President for inclusion in her complete AAR for the club.

## **2. HONORARY PRESIDENTS AND ADVISORS** - will be non-voting members of the Executive Board

a. Shall act in an advisory capacity, to counsel, inform, mentor, and coach, in providing appropriate policy guidance in matters pertaining to the FHSC.

b. Shall regularly attend General Membership, Special, Executive Board, and Governing Board meetings as a non-voting member.

c. Shall be asked to serve in an advisory capacity as an ex-officio member of the Budget Committee, Welfare Committee, the Constitution and By-Laws Committee and the Nominating Committee.

## **ARTICLE IV**

### **STANDING COMMITTEES**

1. The committees shall consist of the chairperson and such others members as the chairperson shall consider necessary. Committee Chairpersons will maintain a file including the monthly reports and current year's minutes. All committee chairpersons will submit two (2) copies of an annual after action report (President and Parliamentarian) and maintain a third copy of their AAR in their binder.

2. The committee's duties shall be as follows:

a. **COMMUNITY LIAISON** - It shall be the duty of the Community Liaison Chairperson to:

1) Establish a point of contact with each of the surrounding communities' Chambers of Commerce and other significant community leaders, such as Good Neighbors, AUSA, etc.

2) Maintain a file of community contacts for club use.

3) Submit a list of events in the surrounding communities to the newsletter editor monthly for publication.

4) Prepare and submit a proposed budget to the Operating Treasurer NLT that FHSC July board meeting.

5) As Community Liaison, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

6) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer



Coordinator via email prior to each board meeting or in person at each monthly board meeting.

7) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

b. **COMMUNITY OUTREACH** - It shall be the duty of the Community Outreach Chairperson to:

1) Chair and form the Community Outreach committee.

2) Update the Community Outreach application yearly, or as needed, and publicize the application process.

3) Investigate the community needs and requests for assistance and submit the findings and recommendations to the FHSC Board.

4) Maintain current information pertaining to all perpetual recurring grants.

5) Coordinate, publicize and execute the monthly Outreach Projects for the Monthly Membership Programs

6) Form a Committee to plan and execute the annual Community Service Project, usually known as the Sweetheart Bingo, to be held in early spring.

7) Submit the approved Community Outreach disbursement report to the Community Outreach Treasurer prior to the disbursement. This disbursement report must be approved by the FHSC Board prior to submission and approval by the Membership at a Membership Meeting Program.

8) Prepare and submit a proposed budget to the Community Outreach Treasurer NLT the July FHSC Board meeting.

9) As Community Outreach Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

10) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

11) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

c. **HISTORIAN** - It shall be the duty of the Historian to:

1) Maintain four scrapbooks; one each for the FHSC President, the Honorary Presidents, the Advisors, and for the FHSC archives.

2) Arrange for a FHSC Board photograph at the first membership event.

3) Ensure that photos are taken at all FHSC functions and activities. Photos shall be submitted to FHSC Newsletter and Website Coordinator as needed.

4) Taking the archival scrapbook to FHSC functions.

5) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

6) As Historian, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

7) Turn in one (1) copy of a monthly report to the Parliamentarian at each Board meeting.

8) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

d. **HOSPITALITY** - It shall be the duty of the Hospitality Chairperson to:

1) Coordinate with membership and reservations to welcome newcomers at all FHSC functions.

2) Announce and welcome all new members prior to the program portion of each luncheon beginning with the October luncheon.

3) Coordinate with the Newsletter chair, Membership chair, and the Website Coordinator to publicize Newcomer's Welcome, Welcomes and Farewells.

4) Welcomes and Farewells: In the event of a III Corps Change of Command; it is the responsibility of the Hospitality Chairperson to contact the III Corps DCG spouses to see if any assistance is needed from the club in order to help plan and execute either a Welcome or Farewell in honor of that spouse. It is not the responsibility of the Club to be in charge of either a Welcome or Farewell event.

5) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

6) As Hospitality Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

7) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

8) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

e. **LOAN CLOSET** - It shall be the duty of the Loan Closet Chairperson to:

1) Organize and maintain all forms, records, and keys to the loan closet.

2) Keep an accurate list of members in good standing. Inform the President if a member fails to honor their financial obligations to the FHSC because of use of items from the Loan Closet.

3) Operate the FHSC loan closet. Collect and turn over any profits within ten (10) business days to the Operating Treasurer.

4) Maintain a current inventory of all physical assets and provide a copy to the Parliamentarian and Operating Treasurer.

5) Print a list of all items available and display at monthly luncheons. Submit list to Newsletter Chair in September.

6) Be responsible for maintaining and collecting all hand receipts for the loan closet and FHSC Board property.

7) Coordinate with Operating Treasurer to ensure that the Loan Closet Chair is insured and bonded as required.

8) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

9) As Loan Closet Chair, you are expected and encouraged to be prepared to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

10) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

11) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

f. **MEMBERSHIP** - It shall be the duty of the Membership Chairperson to:

1) Verify eligibility and enroll all those who desire to be members of the FHSC.

2) Collect and turn dues over to the Operating Treasurer within ten (10) business days of receipt.

3) Order and maintain membership applications.

4) Maintain a current membership file and list.

5) Provide a current membership list monthly to Loan Closet, Parliamentarian, Corresponding Secretary, Reservation and Newsletter Chairs within five (5) days of a regularly scheduled monthly Membership meeting

6) Create and publish the FHSC directory for distribution at the November Membership Meeting.

7) Plan and execute Super Sign Up (Annual Membership Drive) as the membership kick off for the club year.

8) Publicize and promote the FHSC as required, to encourage membership and increase the visibility of the FHSC in the community. Recruit members at Hood Howdy, Membership drive, all FHSC functions, and community and Ft. Hood events as needed.

9) Retain responsibility for membership communication via email. Register, establish membership eligibility, and maintain up to date POC and roster information for all sub clubs as changes occur.

10) Work with the Social Media Coordinator to promote membership and information through the use of electronic social media.

11) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

12) As the Membership Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

13) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer

Coordinator via email prior to each board meeting or in person at each monthly board meeting.

14) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

g. **NEWSLETTER** - It shall be the duty of the Newsletter Chairperson to:

- 1) Coordinate with board members for submissions for the publication.
- 2) Coordinate newsletter content with the President and First Vice President for editing and review for publication.
- 3) Compile and edit the FHSC's newsletter.
- 4) Form a committee as needed.
- 5) Oversee advertising and printing of said publication and distribute monthly, to members in good standing. Maintain and receive newsletter subscription postage fee for members wishing to receive hardcopy of the newsletter. Collect monies for advertising and submit to Operating Treasurer within ten (10) business days.
- 6) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.
- 7) As Newsletter Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- 8) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.
- 9) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

h. **PUBLICITY CHAIRMAN** – It shall be the duty of the Publicity Chair to:

- 1) Be responsible for all publicity for the monthly programs (i.e., luncheons, Happy Hours, etc.) as well as Super Sign-Up.
- 2) Provide support to the following committee publicity POCs:
  - Holiday Bazaar
  - Wild West
  - Sweetheart Bingo
  - Golf Scramble
- 3) Prepare and submit a proposed budget for Super Sign-Up. All other publicity budgetary requirements will be funded through the budgets of the specific event committee (i.e., Holiday Bazaar, Wild West, Sweetheart Bingo, Golf Scramble).
- 4) Serve as a Liaison between committee publicity POCs and local military outlets.
- 5) Develop and maintain a relationship with local military and civilian media outlets.
- 5) Coordinate with Webmaster when warranted.

6) Build and maintain a database of current media contacts.

7) As the Publicity Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

8) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

9) Prepare three (3) copies of a detailed after action report and submit one (1) copy to the Parliamentarian, one (1) copy to the President, no later than the joint board meeting in May and maintain one (1) copy for your individual continuity file.

i. **RESERVATIONS** - It shall be the duty of the Reservations Chairperson to:

1) Receive and manage all reservations, and create and maintain nametags for all FHSC social functions.

2) Notify Second Vice President of the expected number of attendees for each social function.

3) If needed, coordinate with the Hospitality Chair to assist with the Honorary Presidents' Welcome and Farewell.

4) Keep accurate records of RSVPs, cancellations, and no-shows for all social events.

5) Provide monthly reports to the Loan Closet, Membership and President, of all FHSC members not in good standing.

6) Follow Reservations Policy, as defined in Appendix A (FHSC Financial, Reservations and Tax Exempt Payment Policies) in regards to contacting no-shows with respect to unpaid membership meeting fees within 5 business days of event.

7) Collect monies for all reservations and turn in to Operating Treasurer within ten (10) business days.

8) Review and revise the reservations policy as needed. Publicize changes through appropriate channels, such as Newsletter, directory and website.

9) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

10) As Reservation Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

11) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

12) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

j. **SPONSORSHIP CHAIRMAN** – It shall be the duty of the Sponsorship Chairman to:

1) Work with members of the community in order to find sponsors for all club events. (Luncheons, Bazaars, Wild West Night, Golf Scramble, volunteer appreciations, other support for the club operating account.)

2) Will work with each of the FHSC major fundraiser committees to coordinate community support to avoid overtaxing our most supportive organizations. Will either personally serve, or form and coordinate a sponsorship committee in order to serve, on each of the fundraiser committees.

3) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

4) As Sponsorship Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

5) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

6) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

k. **LUNCHEON VENDOR COORDINATOR** - It shall be the duty of the Luncheon Vendor Coordinator to:

1) Coordinate vendor tables at FHSC membership meetings. Collect monies for vendor tables and submit to Operating Treasurer within ten (10) business day.

2) Coordinate with Second Vice President for all membership meetings.

3) Submit proposed budget to the Operating Treasurer NLT the July FHSC board meeting.

4) Update the vendor application yearly, or as needed, and publicize the application process as needed.

5) Track and monitor all vendor applications, ensuring a variety of vendors are available at membership meetings, when appropriate.

6) Recruit and notify the vendors in a timely manner of upcoming events.

7) Follow up with vendors within 24 hours of the event, thanking them for their participation and reminding them of the next event.

8) As Vendor Coordinator, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

9) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

10) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

l. **VOLUNTEER COORDINATOR** - It shall be the duty of the Volunteer Coordinator to:

1) Attend the monthly meetings (in coordination with Ft. Hood AVCC 287-VOLS (8657)) for the Army Volunteer Corps Coordinator.

2) Attend and receive Organization Point of Contact (OPOC) training from the Ft. Hood Army Volunteer Corps Coordinator (AVCC) upon assumption of duties as the Volunteer Coordinator. Monitor and update the Volunteer Management Information System for the FHSC volunteers.

3) Coordinate with the Army Volunteer Corps Coordinator on all volunteer programs to include but not limited to: volunteer registration, Installation Volunteer of the Month and Installation Volunteer of the Year.

4) Work with the committee chairs and committee volunteer coordinators to assist in recruiting volunteers to include FHSC main events: Holiday Bazaar, Wild West Night and Golf Scramble.

5) Coordinate FHSC Volunteer of the Month program.

6) Coordinate with the FHSC Executive Board and prepare the write up for submission to the Fort Hood Installation Volunteer Coordinator for the Volunteer of the Month by the 10<sup>th</sup> of each month.

7) Prepare volunteer recognition for the April FHSC Volunteer Appreciation membership event.

8) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

9) As Volunteer Coordinator, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

10) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

11) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

m. **WAYS AND MEANS** - It shall be the duty of the Ways and Means Chairperson to:

1) Coordinate with the Second Vice President and the Hospitality Chair for all social functions.

2) Operate a Ways and Means table at FHSC functions.

3) Maintain stock and inventory based on purchases approved by President and/or First Vice President.

4) Coordinate with the Operating Treasurer for the purchase and sale of items (i.e. cookbooks, calendars, stationary, t-shirts etc.) to the membership.

5) Serve on the budget committee.

6) Maintain and report a record of taxable income to the Operating Treasurer.

7) Understand and follow all rules as stated in Fort Hood's Regulation 210-56 for Private Organizations specifically section 8c.

8) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

9) As Ways and Means Chair, you are expected and encouraged to be prepared to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

10) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

11) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

n. **SOCIAL MEDIA COORDINATOR** - It shall be the duty of the Social Media Coordinator to:

1) Coordinate the maintenance as well as any additional development of the FHSC website and coordinate with the web designer all technical aspects of the FHSC Website.

2) Be responsible for obtaining information or coordinating the transfer of information from chairpersons or other board members for the website.

3) Utilize the website to inform the public about FHSC business and appropriate non-FHSC business, while maintaining the board's and membership's anonymity to the greater public.

4) Evaluate available internet service providers and website developers, and make a recommendation to the board for their consideration and approval one for use.

5) Form a committee to develop and oversee current electronic communication trends, to include but not limited to Facebook, Twitter, etc.

6) Publicize the website through search engines and with other webmasters especially military websites and the FHSC newsletter publication.

7) Prepare and submit a proposed budget to the Operating Treasurer NLT the July FHSC Board meeting.

8) Develop, coordinate and maintain a listing of "generic, position-oriented" email accounts for use by board members holding a particular position and other positions as requested for use during their tenure in office. Ensure these email accounts are accounted for and migrated from present users to new users as necessary.

9) As Social Media Coordinator, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask. During these meetings, collect any information that should be added to the website or updated and forward to the web designer for action.

10) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

11) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

o. **HOLIDAY BAZAAR** - It shall be the duty of the Holiday Bazaar Chairperson to:

1) Coordinate dates, meetings and monetary expenses related to the event with the First Vice President.

2) Maintain all forms, records and rosters of sponsors and donors. Ensure sponsor and donors are appropriately and promptly thanked. Provide a copy to First Vice President for cross-referencing purposes to be mindful of recent past donations.

3) Maintain minutes of each committee meeting and submit a copy to the Parliamentarian and First Vice President as needed.



- 4) Collect and turn over any profits to the Community Outreach Treasurer within five (5) business days.
- 5) Maintain a current inventory of all items and provide a copy to the Parliamentarian and Loan Closet Chair as updated.
- 6) Within ninety (90) days of the end of the event, the chair will submit two (2) copies of all committees' written after action reports to the Parliamentarian.
- 7) Prepare and submit a proposed budget to the Community Outreach Treasurer no later than the July FHSC board meeting.
- 8) As Holiday Bazaar Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- 9) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.
- 10) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

p. **WILD WEST** - It shall be the duty of the Wild West Chairperson to:

- 1) Coordinate dates, meetings and monetary expenses related to the event with the First Vice President.
- 2) Maintain all forms, records, and rosters of sponsors and donors. Ensure all sponsors and donors are appropriately and promptly thanked. Provide a copy to First Vice President for cross-referencing purposes to be mindful of recent past donations.
- 3) Maintain minutes of each committee meeting and submit a copy to the Parliamentarian and First Vice President as needed.
- 4) Maintain a current inventory of all items and provide a copy to the Parliamentarian and Loan Closet Chair as updated.
- 5) Collect and turn over any profits to the Community Outreach Treasurer within ten (10) business days.
- 6) Within sixty (60) days of the end of the event, the chair will submit two (2) copies of all committees' after action reports to the Parliamentarian.
- 7) Prepare and submit a proposed budget to the Community Outreach Treasurer NLT the July FHSC Board meeting.
- 8) As Wild West Night Chair, you are expected and encouraged to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.
- 9) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.
- 10) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

q. **GOLF SCRAMBLE** - It shall be the duty of the chairperson to:

1) Coordinate dates, meetings and monetary expenses related to the event with the First Vice President.

2) Maintain all forms, records, and rosters of sponsors and donors. Ensure sponsors and donors are appropriately and promptly thanked. Provide a copy to First Vice President for cross-referencing purposes to be mindful of recent past donations.

3) Maintain minutes of each committee meeting and submit a copy to the Parliamentarian and First Vice President.

4) Maintain a current inventory of all items and provide a copy to the Parliamentarian and Loan Closet Chair as updated.

5) Collect and turn over any profits to the Community Outreach Treasurer within ten (10) business days.

6) Prepare and submit a proposed budget to the Community Outreach Treasurer NLT the July FHSC Board meeting.

7) Golf Scramble Chair, you are expected and encouraged to be prepared to provide a verbal report to the FHSC board at the monthly board meetings and answer any questions that the board may ask.

8) Turn in three (3) copies of a monthly report to the Parliamentarian, President and Volunteer Coordinator via email prior to each board meeting or in person at each monthly board meeting.

9) Prepare three (3) copies of a detailed after action report and submit copies one (1) copy to the Parliamentarian, one (1) copy to the President not later than the joint board meeting in May and maintain one (1) copy for your individual position continuity file.

## ARTICLE V

### UNIT REPRESENTATIVES

#### **Unit Representatives:**

Each major command III Corps, 1<sup>st</sup> CAV, 1<sup>st</sup> Army Division West, 13<sup>th</sup> S C (E), OTC, will select one individual to serve as a voting member of the FHSC Board. The method for approving or electing their representative will be at the discretion of the Commander of the representative's organization. Additionally, the Key Spouses Group will select 3 people to represent the III Corps Separate, Individual Brigades and Tenant Units as voting members of the FHSC Board. The representative will serve as an information liaison between the FHSC Board and their command/organization. The representative must be a FHSC member in good standing and will serve for one year.

## ARTICLE VI

### SPECIAL COMMITTEES

1. **Budget Committee:** This committee, Co-Chaired by the Operating Treasurer and Community Outreach Treasurer, shall consist of the President, Honorary Presidents and/or Advisors, First Vice

President, Second Vice President, Parliamentarian and Ways and Means Chairperson. A yearly Operating and Community Outreach budget shall be prepared for the FHSC Board. This committee shall meet during the summer in order to present budgets for board approval at the board meeting prior to the first membership meeting. The committee will consider budget revisions the following January.

2. **Constitution Committee:** This committee, chaired by the Parliamentarian, shall consist of the President, First Vice President, the Honorary Presidents and/or the Advisors, Recording Secretary and two members in good standing. This committee shall meet in August/September of the new club year, determine any changes that need to be made to the Constitution and Bylaws, and submit those recommendations to the board for review and action. The Constitution and Bylaws as approved in accordance with the standing Constitution and Bylaws will be submitted to DFMWR no later than 31 December of each year.

3. **Nominating/Election Committee:** This committee, chaired by the Parliamentarian, shall consist of, the Honorary Presidents and/or Advisors and an active member of the FHSC representing each of the major units on post, total of 9 members. Every effort will be made to select people from the following units: (III Corps, 1CAV, DIV WEST, 13 S.C.(E), OTC, and 3 others to represent the III Corps Separate and Independent Brigades.) No person serving on this committee may be a candidate for any office. The Nominating Committee, represented by the Parliamentarian, will present a slate of nominees to the FHSC Board in March after which it shall be presented to the membership at the March membership meeting program. The slate will be voted on in April and the board installed at the May membership meeting program.

4. **Community Outreach Committee:** This committee, chaired by the Community Outreach Chairperson, shall consist of the President, First Vice President, Honorary Presidents and/or Advisors, Community Outreach Treasurer and a minimum of (8) additional members in good standing. Every effort will be made to select people from the following units: (III Corps, 1CAV, DIV WEST, 13 S.C.(E), OTC, and 3 others to represent the III Corps Separate and Independent Brigades.) This committee will meet twice a year (Fall and Spring) in order to provide recommended distributions to the FHSC Board. The Chairman will also present these proposed distributions to the general membership for a vote following the board vote.

## ARTICLE VII

### AUXILIARY CLUBS

Auxiliary clubs (Sub Clubs) shall be defined as informal groups of FHSC members in good standing who meet periodically for a common interest. Auxiliary Clubs will register and maintain a current POC and roster with the Membership Chair. Each club will be extended the privilege of attending Super-Sign Up, submitting articles to the club newsletter and recruiting and advertising at membership events. No Auxiliary Club may engage in fundraising activities that are not directly supervised by and in support of a Community Outreach chair. With respect to our existing Sub Clubs (Spouses' League Bowling Club, Creative Cooking Club, Ya Ya Sisterhood Golf Club) and our long-standing relationship, they will be extended the same privileges as our Auxiliary Clubs.

## ARTICLE VIII

### ELECTION AND VOTING

1. The FHSC officers shall be elected by a majority of the quorum of Active and Associate members in good standing, present and voting at a designated membership meeting program.
2. Each Active and each Associate member have one (1) vote at a membership meeting program.

3. With the exception of votes concerning the Constitution and By-laws, the decisions will be made by a simple majority.

## **ARTICLE IX**

### **FINANCE**

1. The dues for membership shall be determined by the FHSC Board. No refunds shall be allowed any member leaving the post or voluntarily relinquishing membership. Memberships are not transferable. Any member joining after the beginning of the calendar year shall pay half the dues.
2. An Operating and Community Outreach budget will be presented for approval by the Board at the August Board Meeting and, upon approval, presented to the membership at the September membership meeting program. Any expense outside of the budget not previously approved must be submitted to the board for approval and subsequently to the membership for approval.
3. An annual Financial Examination as outlined in Appendix B: (FHSC Agreed-Upon Procedures in Lieu of an Audit), of each of the funds shall be completed at the end of the FHSC fiscal year ending 31 May. If either treasurer resigns before the end of the board year, an examination IAW procedures in Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit) of the books up to that point must be completed before any handover and again at the end of the board year.
4. Expenses shall include but are not limited to promotional materials, supplies for all committee needs, tour expenses, awards, programs, gifts, special functions and charitable donations as deemed necessary.
5. At no time may the FHSC Board authorize the obligation of money in excess of cash on hand. It shall be the responsibility of the FHSC Board to ensure all expenses have been met and the treasury contains an uncommitted cash reserve in the Operating account.
6. All financial reports and records shall be maintained in compliance with installation, state and local laws.

## **ARTICLE X**

### **INSURANCE**

1. The President, 1<sup>st</sup> Vice President, Treasurers, Ways and Means, Loan Closet chairs shall be bonded at the FHSC's expense.
2. The FHSC will have liability and fire insurance coverage for any government building for which the club occupies for storage.
3. It is the responsibility of the Operating Treasurer to investigate and arrange for this insurance and bonding each year.

## **ARTICLE XI**

### **MEETINGS**

Any meeting of the membership requires at least seven (7) days advance notice, and will be held at the discretion of the FHSC Board. A quorum for a vote at the meeting shall be twenty percent (20%) of the active membership in good standing

## **ARTICLE XII**

### **ADOPTION AND AMENDMENTS**

1. The By-laws and any amendments to the By-laws shall be approved by a two-thirds (2/3rds) vote of the seated FHSC Board.
2. The By-laws shall supersede all previous By-laws and shall become effective upon approval by a majority vote of the quorum present and voting at a membership meeting program of the FHSC. An updated copy of the By-laws shall be provided to the Installation Commander for approval and adoption every year.
3. Amendments to the By-laws may be adopted by a majority vote of the quorum present and voted on at any membership meeting program, provided the amendment/change has been reviewed by the FHSC Board at their monthly meeting prior to the membership meeting program.
4. Amendments to the By-laws, approved by the FHSC Board and membership, shall become effective upon approval by the installation commander.

## **ARTICLE XIII**

### **PARLIAMENTARY AUTHORITY**

In all parliamentary matters not covered by the Constitution and Bylaws, the FHSC shall be guided by Robert's Rules of Order, Revised or Modern Parliamentary Procedure by Keesey. A copy of these rules shall be available for reference at each meeting of the FHSC Board and membership meetings of the FHSC.

## **ARTICLE XIV**

### **SPECIAL VOTING PROCEDURES**

When an immediate decision is required, the President may call for an FHSC Board meeting by telephone or e-mail. Each voting member must be informed that this is a voting procedure and must be read or the message must contain the motion under consideration in its complete form prior to voting. A telephonic or e-mail vote is to be administered solely by the Parliamentarian. In the event that the Parliamentarian is unable to fulfill these duties, a one-time appointee will be determined by the Executive Board to administer the vote. Quorum and voting procedures shall be the same as outlined in the Constitution. All telephonic or e-mail votes and their results are to be reflected in the minutes and published in the Newsletter.

## **ARTICLE XV**

### **GIFTS AND AWARDS**

A small gift may be given to each departing member of the FHSC Board. The President will include expenses for said gifts in the President's budget. The Budget Committee will determine spending limit for the President's gift.

## **ARTICLE XVI**

### **DECLARATION OF INVALIDITY**

In the event an article of these Bylaws or a portion thereof is declared invalid, the remaining unaffected provision of such articles or portions thereof shall remain in full force and effect.

APPROVED BY MAJORITY VOTE ON March 9, 2016.

Stacy Clady  
2016-2017 President

Paulette Woodall  
2016-2017 Recording Secretary

## **Appendix A (FHSC Financial, Reservations and Tax Exempt Payment Policies)**

**PURPOSE:** The purpose of this Appendix is to provide the members of the FHSC the policies that are enforced to protect the members as well as the FHSC concerning financial matters.

**SCOPE:** The scope of this Appendix is the entire membership of the FHSC.

**Checks and Credit Card Policies.** Each year the FHSC loses money because of bad checks or credit card transactions.

FHSC accepts all major credit cards. Checks returned for insufficient funds will be assessed a fee of \$45.00 and you will no longer be allowed to submit payment via check for the remaining membership year.

A member of the Reservations Committee will contact you if there is a problem with either a credit card transaction or a returned check. If the payment and any assessed fees are not made within 7 days, a written notice will be sent to your address of record and your membership will be suspended until payment is made.

### **Reservations Policy**

A permanent reservation means you paid in advance for the monthly events. You are still required to fill out the reservation form in order to select your menu item. However, you need to call 254-681-5672 (at least a week prior) to cancel your reservation if you are unable to attend. If you cancel within the proper amount of time, a refund will be given.

In order to make a reservation for each luncheon if you are not a permanent reservation holder, you need to call (254-681-5672), e-mail ([FH.Reservations@Gmail.com](mailto:FH.Reservations@Gmail.com)), or fill out the form on the website by the Friday prior to the Luncheon.

Additionally, you must do one of the following:

1. You must have a credit card on file with your membership to make an online or phone reservation. (Allows you to pay at the door with cash check, or credit card. The card on file will only be charged in the case of a no show).
2. Make your reservation each month by using PayPal on our website.
3. Pay the month prior for the next month's event. (i.e. pay at September's luncheon for the October luncheon)
4. Be a permanent reservation holder. (Pay in the beginning of the year for either ½ year or a full year's worth of reservations)

**AFTER MAKING A RESERVATION: IF YOU DO NOT ATTEND, AND DO NOT CANCEL BEFORE THE DEADLINE, YOU WILL STILL BE REQUIRED TO PAY FOR THAT LUNCHEON.**

If at any time you become delinquent in your payment, a member of the reservation committee will contact you by phone and/or by email regarding this issue. If payment is not made within 7 days, a written notice will be sent and your membership suspended until payment is made.

### **Tax Exempt Policy**

The FHSC is a Tax Exempt Organization and as such items can be purchased for use by the organization and no state or federal tax is required to be paid. The Operating and the Community Outreach Treasurer both have the required paperwork needed to be used during a purchase to be given to the sales person

for tax exempt purposes.

It is the responsibility of the member to coordinate with one of the Treasurers to obtain the tax exempt form and ensure they are instructed as to its proper use and procedures.

If a member purchases an item for the club and fails to use the tax exempt form and is required to pay the tax, the club will only reimburse the cost of the item and not the tax that was charged.



## **Appendix B (FHSC Agreed-Upon Procedures in Lieu of an Audit)**

**PURPOSE:** The purpose of this Appendix is to inform the members of the FHSC the procedures that are followed, between FHSC and our accountant, and accepted as a qualified audit by DFMWR as required to operate as a Private Organization on Ft. Hood IAW FH Reg 210-56.

**SCOPE:** The scope of this Appendix applies to the financial responsibilities of the FHSC and acknowledged by the President, Operating Treasurer and our Accountant each year.

(These procedures will be used by our accountant, for the final Financial Examination (audit) at the end of the FHSC term in office (May) or when there is a change of treasurer personnel. Below is a summary from the Agreed-Upon Procedures that our accountant has contracted with the FHSC and signed by our President and Operating Treasurer. The results of this examination will be submitted to the President, Parliamentarian, Operating and Community Outreach Treasurer. After review, the results of the examination will be submitted to the Ft. Hood DFMWR for staffing and approval.)

### **FHSC Agreed-Upon Procedures (Audit)**

FHSC's Agreed-Upon Procedures will be used in lieu of an audit. These procedures are based on standard accounting procedures and are in compliance with FH REG 210-56. These Procedures will be completed by a registered accountant. Both the Operating and Community Outreach Treasurer will provide all necessary and requested information to the accountant for the Agreed-Upon Procedures to be completed.

Upon completion of the Agreed-Upon Procedures review for each fiscal year or change of treasurer, it will be submitted to the DMWR, the President, the Parliamentarian, the Operating Treasurer, and the Community Outreach Treasurer.

1. Foot and trace the Operating and Community Outreach Treasurers' reports to the bank reconciliation.
2. Foot and trace the separate Treasurer's reports for the major fundraisers to the main Community Outreach Treasurer's report to ensure that the separate activities were accounted for in the main Community Outreach Fund.
3. Foot and trace the bank reconciliation items to the bank statements on a test basis covering 10% of the items.
4. Review Treasurers' reports for mathematical accuracy.
5. Review the reasonableness of the data on the bank reconciliations.
6. Review the documentation for expenditures and deposits on a test basis. Trace 10% of the documentation for expenses to the check request and test for proper approval.
7. Trace the Treasurers' June report's beginning balance, to the information as of May 31 for any given calendar year.
8. On a test basis of 10% of the items, test compliance with the dual signature requirement on checks exceeding \$500.00.
9. Report any discrepancies noted in any of these procedures.