

## **BYLAWS**

Hunter Spouses' Club  
Hunter Army Airfield

### **ARTICLE I: MEMBERSHIP**

- A. Activities  
Members in good standing are eligible to participate in activities sponsored by the Hunter Spouses' Club, hereinafter "HSC." These activities may include, but are not limited to, luncheons, coffees, dances, tours, fundraising events, charitable activities, and community programs.
- B. Dues
  - a. Dues are payable annually for membership. The membership year runs from June 1 to May 31 of the following year. Half-year membership is available 1 January through May 31.
  - b. The Executive Board determines the dues.
  - c. Dues are not refundable.
- C. Guests
  - a. A member may invite guests to the regular meeting. However, any person who is eligible for membership but is not a member may only attend one activity as a guest. Members are responsible for the payment of a guest's meal. Limitations on the number of guests may be established if the Governing Board deems it necessary.

### **ARTICLE II: EXECUTIVE BOARD:**

- A. Is composed of the elected officers, honorary officers, Advisor, and Parliamentarian.
- B. Will have a quorum to conduct business if two-thirds (2/3) of members are present. A simple majority shall be sufficient to pass a measure.
- C. May conduct business between Governing Board meetings and meets at the discretion of the President.
- D. Is responsible for the review of the Constitution and Bylaws and may make necessary changes to the bylaws upon a majority vote.

### **ARTICLE III: GOVERNING BOARD:**

- A. Meets monthly to conduct the business of the HSC.
- B. Will have a quorum to conduct business if two-thirds (2/3) of members are present. A simple majority shall be sufficient to pass a measure.
- C. Determines if special committees are needed and prescribes the duties of such committees.

### **ARTICLE IV: HONORARY OFFICERS:**

- A. Shall be part of the Executive and Governing Boards.
- B. Shall have no voting privileges except at General Membership meetings.
- C. The Honorary President shall appoint the Advisor.

### **ARTICLE V: DUTIES OF OFFICERS**

- A. Elected Officers
  - a. The President:
    - i. Shall preside over all meetings. She shall appoint all chairs and fill all vacancies in elected offices with the consent of a majority of the Executive Board.
    - ii. Is an ex officio member of all committees, except the nominating committee.
    - iii. Shall call special Board meetings as needed. She may also authorize a telephonic or email vote, to be facilitated by the Parliamentarian.
    - iv. Has ultimate responsibility for all HSC properties. She is bonded and is a signatory on all accounts.
  - b. The First Vice President:
    - i. Performs duties of the President in her absence and succeeds the President should she resign or be removed from office.
    - ii. Coordinates all aspects of monthly programs, including, but not limited to, activity, guest speakers, and meal choice.
    - iii. Is the HSC liaison for Fort Stewart Officers'/Enlisted Clubs activities to include the coordination of menus, time, and resources.
    - iv. Is the HSC representative on committees formed to plan and execute Welcomes/Farewells for all spouses of the command group.

- v. Organizes, in coordination with the Membership Chair, the fall membership and activities sign-up.
  - c. The Second Vice President:
    - i. Assumes the responsibilities of the President or First Vice President upon her absence.
    - ii. Presents to the Executive Board, no later than September, a plan of ideas/projects for fundraisers. There shall be a minimum of two major fundraisers during the Board year. She is responsible for the fundraiser.
  - d. The Recording Secretary:
    - i. Shall keep the minutes of all Board Meetings, and General Membership meetings when a vote is called.
    - ii. Shall provide the minutes to all Board members at the following Board meeting.
    - iii. Shall maintain all necessary records, including volunteer records, and turns them into the appropriate agency.
    - iv. In the absence of the President, First Vice President, and Second Vice President, she shall preside at all meetings.
    - v. Will be a non-voting member of any committee where a recorder is requested.
  - e. The Corresponding Secretary:
    - i. Shall maintain all necessary correspondence, to include e-mail, with the exception of committee correspondence.
    - ii. Shall maintain the correspondence file of the HSC for five (5) years.
    - iii. Picks up mail at the HAAF Post Office on a weekly basis.
    - iv. Is responsible for the maintenance and ordering of supplies.
    - v. Sets up for Board Meetings.
  - e. The Treasurer:
    - i. Is authorized to disburse funds for expenses of the HSC and maintains all financial records for a period of seven (7) years.
    - ii. Collects all monies and signed receipt vouchers and deposits all monies within seventy-two (72) hours of event.
    - iii. Follows all acceptable accounting practices.
    - iv. Provides monthly statements, prior to Board Meeting, to person authorized by President to conduct independent reviews.
    - v. Maintains all checking accounts with the President and/or First Vice President as authorized co-signers.
    - vi. Prepares an end-of-month budget report for the Governing Board meeting.
    - vii. Prepares all forms necessary for filing with state and federal agencies.
    - viii. Prepares all records for annual audit, which is to take place in May of each year.
    - ix. Chairs the Budget Committee.
- B. Appointed Officers
  - a. *The Better HAAF* Editor:
    - i. Shall act as editor, publisher, journalist, and distributor of monthly newsletter.
    - ii. Shall maintain all financial records of newsletter, with copies to Treasurer.
  - b. Decorations:
    - i. Responsible for all aspects of decorating for HSC events.
    - ii. Will arrange for holiday decorating of Hunter Club.
  - c. Historian:
    - i. Shall attend all HSC events for the purpose of taking photographs, which will be organized in yearly photo albums as keepsakes and pictorial recordings of HSC history.
  - d. Membership:
    - i. Is responsible for preparing membership application and the collection of membership dues.
    - ii. Organizes, in coordination with the First Vice President, the fall membership and activities sign-up.
    - iii. Maintains an updated membership database.
    - iv. Publishes membership directory.
    - v. Is responsible for collecting reservations and forwarding the information to First Vice President.

- e. Parliamentarian:
  - i. Shall maintain order at Board and general membership meetings and ensure *Robert's Rules of Order* governs all meetings.
  - ii. Conducts all voting.
  - iii. Chairs a committee to review and amend the Constitution and Bylaws in all even-numbered years.
- f. Property:
  - i. Is responsible for maintaining inventory of all HSC properties and making said properties available for the membership
  - ii. Is responsible for maintaining keys for silver storage at Hunter Club.
- g. Publicity:
  - i. Is responsible for all aspects of advertising HSC functions, special events, and fundraisers to the general membership and the public.
- h. Retired:
  - i. Serves as liaison with retired membership.
  - ii. Coordinates with membership chair for a list of retirees.
- i. Scholarship:
  - i. Coordinates and assembles scholarship applications and makes them available to eligible applicants.
  - ii. Chairs annual scholarship committee.
- j. Ways and Means:
  - i. Verifies the inventory of items from prior year's chair and submits inventory to treasurer.
  - ii. Maintains an inventory of items on hand and makes necessary purchases within budget guidelines.
  - iii. Raises funds for the general operating fund.
- k. Welfare:
  - i. Coordinates and assembles welfare applications and makes them available to prospective organizations.
  - ii. Chairs annual welfare committee.
- l. Webmaster:
  - i. Responsible for maintaining HSC web page.
  - ii. Checks web page on a regular basis for proper functioning.

ARTICLE VI: SPECIAL COMMITTEES:

- A. Budget Committee shall be composed of the Treasurer (chairperson), President, The Honorary President, Advisor, First Vice President, Second Vice President, Secretary, Property, Publicity, and Ways and Means.
- B. Constitution and Bylaws Committee shall consist of the Parliamentarian (chairperson) and Executive Board.
- C. Nominating Committee shall consist of the Parliamentarian (chairperson), President, Honorary President, Advisor, and a representative from each of the major tenant units at HAAF.
- D. Scholarship Committee shall consist of the Scholarship Chair, the Secretary (if requested only and without a vote), a voting member of the Executive Board, and three (3) representatives from the general membership not serving on the welfare committee.
- E. Welfare Committee shall consist of the Welfare Chair, the Secretary (if requested only and without a vote), a voting member of the Executive Board, and three (3) representatives from the general membership not serving on the scholarship committee.
- F. Other committees may be authorized if deemed necessary by the Executive Board

ARTICLE VII: FINANCES

- A. Accounts
  - a. The HSC will maintain two (2) checking accounts, one for operating expenses and one for welfare.
  - b. An annual audit will be done at the end of the Board year and if there is a change in Treasurer.
  - c. A minimum balance of \$1000 in each of the operating and welfare accounts will be carried over to the following fiscal year.

- B. Fidelity Bond
  - a. A fidelity bond is required for President, First Vice President, Second Vice President, Treasurer, Ways and Means, and Property.
- C. Financial Liability
  - a. The general membership shall be liable if the assets are not enough to cover all liabilities of the HSC.
  - b. The President, Treasurer and any other individuals who, in their official capacity as custodian of funds, co-signers of checks, drafts, or money orders, shall not be held personally liable for any loss, theft, or other occurrence. This protection does not extend to cover any negligent act by any of the aforementioned individuals.

ARTICLE VIII: AMENDMENTS

- A. These bylaws shall be amenable by the Executive Board.

The above eight (8) articles of the Bylaws of the Hunter Spouses' Club were approved by the Executive Board on

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Rhonda Blair  
President

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Shelley Vandevoorde  
Parliamentarian