

## **BYLAWS**

### **ARTICLE I PURPOSE**

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

### **ARTICLE II ORGANIZATION OF THE BOARDS**

The organization of the boards and committees are as follows:

- A. The Executive Board shall consist of the elected positions of President, First Vice President, Second Vice President, Secretary, and Treasurer, and includes the non-voting positions of Parliamentarian, Honorary Advisor(s), Honorary President(s), and Honorary Vice President.
- B. The Standing Committee Chairs shall consist of the chairs of Community Outreach, Fundraising/Vendor, Historian, Hospitality, International Relations, Membership, Newsletter, Publicity, Reservations, Scholarship, Special Activities, Tours, Ways and Means, and Web Chair. The Standing Committee Chairs are voting positions.
- C. The Governing Board shall consist of the Executive Board Members, the Standing Committee Chairs, and, as needed, the Special Committee Chairs.

### **ARTICLE III TERMS OF OFFICE**

The ASCGWA Governing Board, excluding Honorary positions, will abide by the following term limits and conditions:

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

### **ARTICLE IV HONORARIES AND ADVISORS**

#### **SECTION 1: Honorary President(s) and Honorary Vice President**

The President shall invite these persons to become Honorary Officers of the organization:

- A. The spouse of the Chief of Staff of the Army as the Honorary President.
- B. The spouse of the Sergeant Major of the Army as the Honorary President.
- C. The spouse of the Vice Chief of Staff of the Army as the Honorary Vice President.

The Honorary President(s) and Honorary Vice President are non-voting members of the Governing Board and serve in an advisory capacity to counsel, inform, mentor, coach, and provide appropriate policy guidance in matters pertaining to the Governing Board. The Honorary President(s) and Honorary Vice President retain voting privileges as Regular Members at a General Membership Meeting. The Honorary President(s) and Honorary Vice President shall be invited to attend all ASCGWA Executive Board and Governing Board Meetings, Special Meetings, General Membership Meetings, and other functions of ASCGWA. In the event of a vacancy in the office of Honorary Vice President, the Honorary President(s) and the President may fill the vacancy by appointment.

#### **SECTION 2: Honorary Advisor(s)**

- A. The President and Honorary President(s) shall invite the spouse of the Military District of Washington (MDW) Commander to serve as the Honorary Advisor. If the spouse of the MDW Commander is not available to serve as the Honorary Advisor, the President, in consultation with the Honorary President(s), should invite a senior spouse to serve in the position.
- B. The President, in consultation with the Honorary Advisor, may invite additional advisors as deemed necessary.
- C. The Honorary Advisor(s) shall be a non-voting member of the Governing Board but will retain voting privileges as a Regular Member at a General Membership Meeting.
- D. The Honorary Advisor(s) shall act in an advisory capacity to counsel, inform, mentor, coach, and provide appropriate policy guidance in matters pertaining to the ASCGWA Board.
- E. In the event of a vacancy in the office of Honorary Advisor, then the President and the Honorary President(s) may fill the vacancy by appointment.

### **ARTICLE V THE EXECUTIVE BOARD**

#### **SECTION 1: General Responsibilities of Executive Board Members**

- A. Attend all Executive Board Meetings, Governing Board Meetings, and General Membership Meetings, and all events, committee meetings, and other meetings deemed necessary by their position.
- B. Vote as part of the Executive Board and Governing Board, with the exception of Honorary Officers and Advisor(s), the President, and Parliamentarian. The President may vote in the event of a tie.
- C. Submit a written monthly report to the President with a copy to the Secretary by the designated deadline. A copy shall be retained for his or her Continuity Binder.
- D. Prepare and submit a proposed budget to the Treasurer at the beginning of the Board year if the position requires one and operate within the individual budget allowances. The Executive Board must approve additional allowances.
- E. Review requests for non-budgeted expenses.
- F. Submit a detailed After-Action Report (AAR) in May to the President with a copy to the Secretary.
- G. Maintain a Continuity Binder (written and/or digital) in accordance with the requirements established by the President. The Continuity Binder shall be brought to the June Board Meeting. If a successor has not been elected or a Board member is unable to attend the June meeting, it is his or her responsibility to return the binder to the current President.
- H. May provide information for the monthly newsletter.
- I. Perform additional duties as designated by the President.

#### **SECTION 2: President**

- A. Performs all duties as outlined in Article V Section 1 of these Bylaws.
- B. Ensures that the Constitution and Bylaws are upheld.

- C. Presides at all Governing and Executive Board Meetings, membership functions, and any special meetings deemed necessary. Calls special board, committee, and General Membership Meetings as necessary.
- D. Serves as an ex-officio member of all committees, except the Nominating Committee.
- E. May only vote when the vote affects the outcome (such as a tie or a two-thirds vote), except the President can vote during a ballot election as outlined in *Robert's Rules of Order*.
- F. Appoints the Parliamentarian and all non-elected Board members, in consultation with the Honorary Advisor, whenever necessary, to conduct the business of ASCGWA and may remove from office any Board member upon a vote of a majority of the ASCGWA Governing Board.
- G. Appoints non-voting Advisors (such as International Relations and Scholarship) as necessary in consultation with the Honorary Advisor.
- H. Reviews all contracts and obligations authorized by the Governing Board and has authority to cosign all disbursements exceeding \$3,000, with the exception of monthly luncheons, from ASCGWA bank accounts.
- I. Disburses funds in the event of the temporary absence of the Treasurer.
- J. Approves disbursement of monies up to \$250 not to exceed \$500 annually without prior approval of the Governing Board. A written record shall be kept of all such disbursements, and all disbursements will be subject to review by the Governing Board.
- K. Reviews monthly all financial books, bank statements, and Treasurer's financial reports to include Ways and Means' reports as an internal control.
- L. Ensures all fundraising is in accordance with Department of Defense (DoD) policies.
- M. Oversees and maintains keys for all ASCGWA assets, signs for all government property used by ASCGWA, and maintains log and inventory of keys to storage and PO Box.
- N. Along with the Secretary, ensures that all required documents needed to revalidate are sent to the Joint Base Commander, Joint Base Myer-Henderson Hall, or designated contact, according to DoDI 1000.15. The request for revalidation shall be submitted in a timely manner to meet the revalidation deadline.
- O. Purchases farewell gifts for Governing Board members within the President's budget.
- P. Authorizes a telephonic or electronic vote for expedition of a decision facilitated by the Parliamentarian as outlined in these Bylaws.
- Q. Serves as representative or appoints a representative to all community council meetings requiring ASCGWA presence.
- R. Acts as liaison between ASCGWA and military-affiliated companies in the area, these may include but are not limited to: The Association of United States Army (AUSA), the National Military Family Association (NMFA), the Military Officers Association of America (MOAA), United Services Automobile Association (USAA), and First Command.
- S. Acts as a liaison with Knollwood Military Retirement Community and other retirement communities in the area.
- T. If a White House Tour is being offered, works with the Reservations Chair, Tours Chair, or others.
- U. In the event of an elected officer vacancy, makes the appointment in conference with the Honorary President(s) and the Honorary Advisor with approval by the Governing Board.
- V. Reserves tables and seats as appropriate for those seated at the head table(s).
- W. Attends the scheduled Joint Armed Forces of Washington Luncheon (JAFOWL) and meetings along with the JAFOWL Liaison.

### **SECTION 3: First Vice President**

- A. Performs all duties as outlined in Article V Section 1 of these Bylaws.
- B. Reports to the President.
- C. In case of vacancy of the office of President, is given right of first refusal.
- D. Presides at all meetings in the absence of the President.
- E. Serves as the Chair of the committee responsible for scheduling, planning, and executing the

- annual membership drive, traditionally held in September.
- F. Coordinates programs, to include arranging for speakers or entertainment, for General Membership events.
- G. Submits recommendations for proposed programs to the Governing Board during the summer planning sessions and may appoint a committee to assist.
- H. Draws up, when needed, speaker contracts and ensures that fees are paid prior to the guest speaker's departure on the day of the event.
- I. Provides escort for guest speakers and any guests.
- J. Introduces the program guest(s) at General Membership events and sits with them at the head table if a head table has been assigned.
- K. Provides speaker information to the President, Reservations Chair, Publicity Chair, and Newsletter Chair/Editor.
- L. Obtains the speaker's meal choice and informs the Reservations Chair, if necessary. Provides the speaker with a small gift of appreciation.
- M. Submits publicity for General Membership events to the Publicity Chair.
- N. Selects a farewell token of appreciation for the President within the First Vice President's Budget.
- O. Assists the President and assumes all duties assigned or deemed appropriate by the President.
- P. Maintains communication and coordination with the following chairs: Community Outreach, Fundraising/Vendor, Newsletter, Publicity, Special Activities, Tours, and Web Chair.
- Q. Coordinates with community organizations to participate at the annual membership drive.

#### **SECTION 4: Second Vice President**

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

#### **SECTION 5: Secretary**

- A. Performs all duties as outlined in Article V Section 1 of these Bylaws.
- B. Reports to the President.
- C. Ensures that the President reviews all correspondence before distribution.
- D. Sends email reminders to the Governing Board Members one week prior to the due date of the board reports.
- E. Collects monthly board position reports in a timely fashion as designated by the Secretary and then distributes these monthly position reports electronically to all Governing Board members at least two days prior to Governing Board Meetings along with the meeting agenda.

- F. Distributes the Board Meeting Minutes via email within one week after the Board Meeting for review. If any revisions are submitted, distributes the revised copy via email to the Board no later than 48 hours of the next scheduled Board Meeting. Adds in the next minutes any votes not taken in person at a meeting.
- G. Records and preserves the minutes of all Governing Board and Executive Board Meetings; records and preserves the minutes of any General Membership Meeting requiring a vote.
- H. Serves as official keeper/custodian of ASCGWA records (except the Treasurer's books) and maintains said records for a period of five years. These records shall be maintained at the ASCGWA storage facility and on a flash drive maintained by the Secretary. Outdated files shall be purged annually. Records to keep include, but are not limited to, this paperwork:
  - 1. Current copies of the Constitution, Bylaws, and Amendments
  - 2. Copy of Authorization to Operate
  - 3. Financial statements and/or ledgers with supporting documentation
  - 4. Copy of audit reports
  - 5. Copy of inventory of all fixed assets
  - 6. All minutes of the current ASCGWA year.
  - 7. Copies of insurance policies
  - 8. Copies of contracts
  - 9. All documentation necessary for proper function of the ASCGWA
  - 10. After-Action Reports (AARs)
- I. Forwards a copy of the minutes and the financial statements to the Joint Base Commander, JBM-HH, Financial Management Branch and to the Commander JFHQ-NCR/MDW.
- J. Provides a standard format for Board Reports and After-Action Reports to all Governing Board members during the summer planning session.
- K. Submits the organization revalidation as directed by the Garrison Commander. The Club cannot conduct business without revalidation from JBM-HH. Documentation traditionally includes:
  - 1. Financial review reports
  - 2. Tax forms
  - 3. Current ASCGWA Constitution and Bylaws and any amendments
  - 4. Summary of annual minutes
  - 5. A letter to request validation
- L. In May, collects After-Action Reports from each Governing Board member to be distributed to the incoming President, Secretary, and incoming Chairs.
- M. Maintains the roster of the ASCGWA Governing Board, creates email distribution list, and sends all minutes and pertinent information pertaining to the ASCGWA Governing Board.
- N. Mails all correspondence as directed by the President.
- O. Ensures mail is picked up on a weekly basis or as needed.
- P. Writes thank you, sympathy, get well, and encouragement notes on behalf of the ASCGWA.
- Q. Coordinates with the President to send annual welcome letters to Honorary Members.

#### **SECTION 6: Treasurer**

- A. Performs all duties as outlined in Article V Section 1 of these Bylaws.
- B. Reports to the President.
- C. Assists the President in all financial decisions for ASCGWA.
- D. Chairs the Budget Committee.
- E. Presents the annual budget(s) to the Governing Board and the General Membership for approval by the October meetings or earlier.
- F. Submits the budget to the Web Chair to be published on the Members Only page of the ASCGWA website.
- G. Prepares and submits financial statements monthly to be reconciled by the President.
- H. Submits monthly financial statements for presentation to the Governing Board.

- I. Submits a monthly Treasurer's Report electronically to the Secretary by the designated deadline.
- J. Maintains checking accounts with the President as an authorized co-signer.
- K. Reviews all contracts and obligations authorized by the Governing Board and has authority to cosign all disbursements exceeding \$3,000, with the exception of monthly General Membership Meetings, from ASCGWA bank accounts.
- L. Makes funds for operating expenses available in the amount to be determined in the annual budget, and these funds will be held in a separate checking account.
- M. Disburses funds for authorized expenses as approved by the budget of ASCGWA, using a reimbursement voucher to record expenses, attaching all original receipts. All expenses are to be reviewed and approved by the appropriate Vice President for Committee Chairs, by the President for the Vice Presidents, and by the Honorary Advisor for the President prior to reimbursement.
- N. Collects funds and completed receipt vouchers with proper documentation and deposits funds into appropriate ASCGWA checking accounts.
- O. Maintains itemized financial records for at least 6 years.
- P. Ensures all financial records are in order for an annual compilation per JBM-HH, State of Virginia, and the IRS.
- Q. Maintains and renews Bond Insurance.
- R. Maintains and renews Property and Liability Insurance for ASCGWA property and events.
- S. Maintains and renews ASCGWA trademark and Post Office box.
- T. Ensures all federal and state taxes are submitted within the time requirements.
- U. Following the end of the organization year, prepares an annual financial report of receipts and disbursements for the operating fund. This report, with supporting voucher files and bank statements, shall be forwarded to a designated auditor. A copy of the final audit shall be furnished to the Commander JFHQ-NCR/MDW.
- V. Confirms that the Joint Base Commander, JBM-HH, Financial Management Branch has a copy of the current tax status.

#### **SECTION 7: Parliamentarian**

- A. Performs all duties as outlined in Article V Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is appointed by the President upon approval of the Executive Board and serves as a non-voting member of the Executive Board.
- D. Ensures parliamentary authority on all procedures is followed to ensure orderly conduct as outlined in the most current edition of *Robert's Rules of Order*.
- E. Chairs the Nominating Committee.
- F. Oversees or advises the Governing Board and General Membership on voting and parliamentary procedures in accordance with the Constitution, Bylaws, Army Regulation AR 210-22, and Joint Ethic Regulation (JER) DoD 5500.07-R.
- G. Reports election and voting results to the President and Secretary.
- H. Handles the election and ensures that each General Member in good standing casts only one vote and that any member not in good standing does not vote.
- I. Is responsible for the installation of new officers in May.
- J. Activates and serves as the Chair of the ASCGWA Constitution and Bylaws Review Committee, as outlined in these Bylaws. Changes needed to be voted on and should be completed every even year by the spring, or more often if needed.
- K. Prepares proposed amendments to the Constitution and Bylaws for the Governing Board and proposed changes to the Constitution for the General Membership Meeting.
- L. Ensures that approved amendments to the Constitution and Bylaws are submitted to the Approving Authority.
- M. Submits the current approved Constitution and Bylaws to the Web Chair for publication on the General Membership website and ensures a link to these documents is present at the Annual

- Membership Drive and at monthly membership meetings for members to review.
- N. Notifies the Second Vice President if a table is needed at events or meetings.
- O. Ensures outgoing Board members turn in their Board binders to their successor. The President will keep binders for positions when no incoming Board members have been appointed.

**ARTICLE VI  
GENERAL RESPONSIBILITIES OF GOVERNING BOARD MEMBERS**

**SECTION 1**

- A. All Governing Board members shall be Regular Members in good standing. The Governing Board will carry out the responsibilities of their office as stated in the Constitution, these Bylaws, and their respective job descriptions. Governing Board Committee Chair positions may be created, changed, or abolished at the direction of the President in conference with the Honorary President(s) and/or Honorary Advisor and with the approval of the ASCGWA Executive Board. The President may vote in the event of a tie.
- B. Governing Board Committee Chairs are appointed by the President, and each position has only one vote on the Governing Board.

**SECTION 2**

The ASCGWA Governing Board shall review and vote on:

- A. ASCGWA budgets
- B. Disbursements of welfare and scholarship funds
- C. Non-budgeted expenses
- D. Any other items requiring a vote

**SECTION 3**

- A. May appoint their own committee members, unless otherwise stated in these Bylaws.
- B. Attend monthly scheduled meetings to include for the General Membership, Governing Board, and Executive Board, and support as many ASCGWA-sponsored activities as possible.
- C. Should notify the President of an intended absence(s) prior to any scheduled meetings or luncheons. Board Members failing to attend 3 or more scheduled meetings or luncheons may be asked by the President, on advice of the Honorary President(s) or Honorary Advisor, to resign.
- D. Attend the summer planning session to discuss the upcoming Club year.
- E. Attend the annual membership drive.
- F. May submit information for the monthly newsletter.
- G. Submit a written monthly report to the President and the Secretary by the designated deadline with a copy retained for that position's Continuity Binder.
- H. Ensure that the Secretary or President reviews all correspondence to the General Membership before being distributed.
- I. Submit a detailed After Action Report in May to the President and Secretary, including a suggested budget for the following year.
- J. Prepare and submit a proposed budget to the Treasurer at the beginning of the Board year if the position requires one and operate within individual budget allowances as approved by the General Membership. Expenses beyond the approved budget must be presented to the Governing Board for approval.
- K. Maintain a Continuity Binder in accordance with requirements established by the President. Governing Board members shall bring their Continuity Binder to the Board Meeting in June to pass to the incoming chair, or if no successor has been appointed, then to give the binder to the President. Board members shall sign for Continuity Binders upon receipt.
- L. Perform additional duties as designated by the President.

**ARTICLE VII**  
**SPECIFIC RESPONSIBILITIES OF COMMITTEE CHAIRS**

**SECTION 1: Community Outreach Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Along with the First Vice President, organizes outreach events for ASCGWA membership.
- D. Submits information to the Newsletter Chair and the Publicity Chair about community outreach.
- E. Acts as liaison between ASCGWA and military affiliated companies in the area, which may include but are not limited to the Association of United States Army (AUSA), the National Military Family Association (NMFA), the Military Officers Association of America (MOAA), United Services Automobile Association (USAA), and First Command.
- F. In partnership with the President, acts as a liaison with military retirement communities, such as Knollwood Military Retirement Community.
- G. Notifies the Second Vice President of the need for tables and other accommodations at General Membership events.

**SECTION 2: Fundraising/Vendor Chair**

- A. General Duties
  1. Performs all duties as outlined in Article VI of these Bylaws.
  2. Coordinates with the First Vice President.
- B. Fundraising Duties
  1. Is responsible for scheduling, planning, and coordinating fundraising events. May establish a committee and/or designate a committee lead(s) for each fundraising event.
  2. Ensures all fundraising is in accordance with Department of Defense (DoD) policies.
  3. Within three days after a specific event, sends Newsletter Editor, Web Chair, and Publicity Chair a list of vendors to thank for participating in that particular ASCGWA event.
- C. Vendor Duties
  1. Reviews and revises vendor applications at the beginning of the Board year with the First Vice President.
  2. Solicits and invites vendors to participate at various ASCGWA events throughout the year and assigns them a table at these events.
  3. Coordinates with Publicity and Newsletter Chairs to publish initial advertising packets to vendors for the Annual Membership Drive.
  4. Ensures that each vendor completes the Vendor Policy Letter before participating in ASCGWA events and that vendors abide by this agreement.
  5. Maintains a complete list of vendors with contact information and interests.
  6. Selects vendors for individual events in coordination with the First Vice President. Emails invitations to selected vendors, including a response deadline.
  7. Follows up email with additional pertinent information, such as payment instructions; event timeline and set-up instructions; instructions for post access for non-DoD ID card holders; and information on how vendors can reserve a meal.
  8. Notifies the Second Vice President of the number of vendor tables needed prior to the reservation deadline.
  9. Sends vendor names to the Treasurer at least one week prior to event to invoice for payment for events.
  10. Works with the Treasurer to ensure vendor fees have been paid prior to vendors participating in any ASCGWA event.
  11. Sends vendor names to Reservations Chair for which vendors can participate and select a meal.
  12. Sends vendor names to President for recognition at the General Membership Meeting.
  13. Coordinates and collects donated items from vendors prior to the start of an event for an



- opportunity drawing.
14. Within three days of a specific event, sends Newsletter Editor, Web Chair, and Publicity Chair a list of vendors to thank for participating in that particular ASCGWA event.

### **SECTION 3: Historian Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Takes photos at all official ASCGWA functions and ASCGWA sponsored events (e.g., luncheons, dinners, fundraisers, and any community-sponsored welcomes and farewells). If unable to attend an event, finds a replacement and informs the Second Vice President.
- D. Shares digital photos of all events and activities with Publicity, Web, and Newsletter Chairs to distribute as appropriate.
- E. Prepares and assembles photo albums for the President and the ASCGWA archives at the completion of the Club year, and additional copies may be created at the discretion of the President for the Honorary Officers and Honorary Advisor(s). The archive photo album will be the permanent property of ASCGWA.
- F. Is responsible for the upkeep and accountability of the scrapbook collection.
- G. Maintains and purchases photographic supplies, photo booth backdrops, props, and supplies from the ASCGWA designated budget. Set up a photo booth at various General Membership Luncheons and other events to coordinate with the theme.
- H. Prepares a slideshow for ASCGWA events as requested.
- I. Maintains and organizes online photo archive.

### **SECTION 4: Hospitality Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Is responsible for obtaining and distributing opportunities and tickets at ASCGWA General Membership events and other activities as necessary.
- D. Is responsible for greeting members and guests, creating a welcoming atmosphere at Club events.
- E. Provides hostesses as necessary for Club events. Establishes a committee of hostesses who will be responsible for welcoming members and guests.
- F. Notifies the Second Vice President of the need for tables and other accommodations at General Membership events.

### **SECTION 5: International Relations Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Reports to the President.
- C. Serves as a coordinator for all matters pertaining to the participation of Foreign Military Spouses in ASCGWA.
- D. Distributes ASCGWA and community information to International Spouses.
- E. Seeks opportunities to build bridges between American and International Members, which should include a Welcome and/or Farewell event.
- F. Helps International Members feel comfortable and welcome.
- G. Plans and executes the annual International Showcase.

### **SECTION 6: Membership Chair/Volunteer Coordinator**

- A. General Duties
  - 1. Performs all duties as outlined in Article VI of these Bylaws.
  - 2. Coordinates with the Second Vice President.
- B. Membership Duties
  - 1. Reviews and updates membership application forms at the beginning of the Board year to be

- approved by the Executive Board.
  - 2. Once approved, submits a copy of the new Membership Application to the Publicity Chair, Web Chair, Secretary, and Newsletter Chair for publication.
  - 3. Collects membership dues and turns dues over to the Treasurer in a timely manner.
  - 4. Compiles and maintains a complete and accurate membership file.
  - 5. Maintains a confidential list of members not in good standing and reports to President.
  - 6. Designs and compiles a hard copy and electronic annual ASCGWA Membership Directory to be distributed by October or no later than November 15.
  - 7. Maintains membership information on the ASCGWA website.
  - 8. Compiles and distributes membership interest information to the Special Activities Chair, Secretary, International Relations Chair, and any other Chairs as needed.
- C. Volunteers Duties
- 1. Coordinates all volunteer registration and recruits volunteers for all ASCGWA committees, fundraisers, events, and functions.
  - 2. Coordinates with the President to recognize volunteers.

### **SECTION 7: Newsletter Chair/Editor**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Establishes and maintains a publication schedule in consultation with the Publicity Chair and the President.
- D. Manages the monthly publication of ASCGWA's newsletter. The editor may solicit volunteers to assist with reporting, writing, and editing content.
- E. Coordinates with all Board and committee members on material to be submitted for the newsletter.
- F. If the Club chooses to solicit advertisements for the newsletter, determines, in consultation with the President and Executive Board, advertising fees for the year.
- G. Works with Treasurer to ascertain all advertising fees are collected in a timely manner.
- H. Complies with all Joint Base Myer-Henderson Hall (JBM-HH), United States Army, and Department of Defense regulations regarding solicitations for advertising in ASCGWA publications.
- I. Coordinates with the Web Chair to publish the newsletter by electronic means (email and website).
- J. Distributes hard or electronic copies to President, Historian, and other members as necessary.

### **SECTION 8: Publicity Chair**

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

### **SECTION 9: Reservations Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the Second Vice President.

- C. Annually updates a Reservation Policy letter to be posted to the website and, in partnership with the President, annually distributes this letter for appropriate publication. Accepts reservations for ASCGWA luncheons, General Membership events, such as meetings, tours, and classes and maintains an accurate guest list for each function.
- D. Monitors and handles the waitlist for tours, classes, and special events.
- E. If a White House Tour is being offered, works with the Tours Chair, President, or others.
- F. Turns in reservations/meal count to the Second Vice President as required.
- G. Ensures members who make reservations for ASCGWA activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Chair shall send out a collection letter and collect all appropriate charges. Informs the President and Treasurer of any member who fails to submit payment.
- H. Turns over all monies collected to the Treasurer at the conclusion of the event.
- I. Prepares, distributes, and keeps permanent nametags and place cards for membership and ensures these items are available at luncheons and other functions as needed.
- J. Notifies the President, Membership Chair, Treasurer, and Honorary Advisor(s) if a member does not pay for a missed luncheon or other ASCGWA event within one month of written notification.

#### **SECTION 10: Scholarship Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Coordinates, updates, and assembles materials and applications.
- D. Chairs the Scholarship Committee as outlined in Article VIII Section 3 of these Bylaws to select scholarship recipients from eligible applicants.
- E. Submits updated scholarship application and information to the Publicity Chair, local schools, and the installations' Education Centers by January 1 of the current year.
- F. Submits scholarship recipients' names to the Publicity Chair, Newsletter Chair, and Web Chair for publication.
- G. Plans Scholarship Award recognition program.

#### **SECTION 11: Special Activities Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Organizes and creates Special Activities sign-up lists for the Annual Membership Drive.
- D. Provides oversight to all special activities.
- E. Maintains a master calendar for all activity groups and coordinates posting with Web Chair.
- F. Coordinates with Publicity Chair in a timely manner for proper publicity.
- G. Ensures that each Zip Code Group has a Coordinator and that each Coordinator has the current contact information for members living within that area.
- H. Coordinates with the Membership Chair to ensure that all group leaders have the current list of Club Members interested in their respective group and that all group members are current Club Members in good standing.
- I. Coordinates the initial meeting of subgroups with no leaders, providing the group an opportunity to find a leader among its members.

#### **SECTION 12: Tours Chair/Coordinator**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the First Vice President and Reservations.
- C. Plans and coordinates unique tours for ASCGWA members only. Tours may be combined with other groups, or guests can be invited with approval from the First Vice President.
- D. Hosts planned tours, and, if unable to attend, finds a replacement and informs the First Vice President.

- E. If a White House Tour is being offered, works with the Reservations Chair, President, or others.
- F. Provides information to the Publicity Chair and Newsletter Editor for publication both before and after events.
- G. Provides photos of tours to the Historian, Newsletter Editor, Publicity Chair, and Web Chair.

**SECTION 13: Ways and Means Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the Second Vice President.
- C. Manages operations approved by the Governing Board and raises funds that contribute to the ASCGWA Operating Account. Proceeds from such projects will be added to the ASCGWA Operating Account as voted upon by the Governing Board.
- D. Sets up merchandising displays and sells items at monthly luncheons and at special events.
- E. Notifies the Second Vice President of the need for tables and other accommodations at General Membership events.
- F. Receives all monies from the sale of Ways and Means items and turns over to the Treasurer in a timely manner at the conclusion of the event.
- G. Is responsible, in conjunction with the President and Publicity Chair, for informing all those concerned that the ASCGWA Board governs the rights and use of the trademark of the United States Army Wives Seal and all rights and privileges of said trademark. Requests for use of the seal must be presented to the Governing Board.
- H. Until otherwise directed, will serve in conjunction with the President as the custodian for the room in the designated ASCGWA storage facility/facilities and its contents.

**SECTION 14: Web Chair**

- A. Performs all duties as outlined in Article VI of these Bylaws.
- B. Coordinates with the First Vice President.
- C. Creates and maintains the ASCGWA website.
- D. Contracts website server.
- E. Posts and updates information on the website in a timely manner.
- F. Protects the Army Wife Seal from unauthorized use.
- G. Ensures all ASCGWA applications are posted on the website, which can include applications for Membership, Scholarship, and others as needed.

**ARTICLE VIII  
SPECIAL COMMITTEES**

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

**SECTION 1: Budget Committee**

- A. Is chaired by the Treasurer.
- B. Consists of the members of the Executive Board: President, First Vice President, Second Vice President, Secretary, Parliamentarian, and any other Chairs deemed necessary. Invites the Honorary President(s) and/or Honorary Advisor(s) to attend.
- C. Prepares and submits a proposed budget for the ASCGWA year to be presented to and approved by the Governing Board at the Governing Board Meeting in August, made available to the General Membership at the Membership Drive, and then voted on and passed by the General Membership at the next regularly scheduled General Membership meeting.
- D. Recommends budget limitations for Governing Board positions and/or committees.
- E. Meets at mid-year to review the budget. Submits any changes to the Governing Board for approval and gives updates to the General Membership.

- F. The Budget Committee shall advise the Governing Board of any budget imbalance and recommend for approval any budget changes necessary during the year as needed.
- G. A minimum of \$10,000 shall be carried forward in the Operating Budget for the succeeding year while additional sums may be reserved and granted at the discretion of the Governing Board.

#### **SECTION 2: Constitution and Bylaws Review Committee**

- A. Is chaired by the Parliamentarian and includes a combination of three to five General and/or Governing Board Members in good standing to review the Constitution and the Bylaws.
- B. Reviews the Constitution and Bylaws every two years, or more often as necessary, to ensure these documents accurately and effectively govern ASCGWA pursuant to its purpose and in accordance with applicable regulations.
- C. Extends an invitation to the Honorary President(s) and Honorary Advisor(s) to participate on the Bylaws Review Committee.
- D. Ensures that revisions and/or amendments to the Bylaws are presented to the Governing Board in writing with advance notice of a vote.
- E. Ensures that revisions and/or amendments to the Constitution are presented to the Governing Board and the General Membership with advance notice of a vote.
- F. Submits approved changes to the Secretary to be forwarded to the Commander of JBM-HH for review.

#### **SECTION 3: JAFOWL or Joint Armed Forces of Washington Luncheon Liaison**

- A. Performs all duties as outlined in Article VI Section 1 of these Bylaws.
- B. Reports to the President.
- C. Is appointed by the President and serves as a non-voting member of the Governing Board.
- D. Serves as the Army liaison on the JAFOWL Committee and attends the scheduled JAFOWL meetings along with the ASCGWA President.
- E. Selects additional committee members in collaboration with the President as required, such as when the Army is designated as the lead service.

#### **SECTION 4: Nominating Committee**

- A. Is chaired by the Parliamentarian, who selects at least four ASCGWA members, in consultation with the Honorary Advisor to serve as committee members who represent a cross-section of the membership.
- B. Ensures nominations meet the conditions in the ASCGWA Constitution and Bylaws.
- C. Includes these duties of the Chair:
  - 1. Ensures the Constitution and Bylaws have been distributed to the Nominating Committee members.
  - 2. Provides each applicant a volunteer form to be completed for consideration of proposed position.
  - 3. Presents the slate of nominees for all elected positions and determines if nominees exceed the term limits as defined in the Constitution and Bylaws and notifies the President of any special cases and receives approval from the Executive Board for any exceptions.
  - 4. Prepares balloting materials and conducts the annual elections of officers in accordance with the ASCGWA Constitution and Bylaws. Selects assistants, as needed, if vote is conducted by paper ballot.
  - 5. Collects and counts ballots and announces the results of the ASCGWA elections at the General Membership Meeting.

## **SECTION 5: Scholarship Committee**

- A. Is chaired by the Scholarship Chair who is a non-voting member of this committee. The rest of the committee consists of voting members to include at least five eligible ASCGWA General Members with at least one Executive Board Member. Invitations should be extended to all Honoraries and Advisors.
- B. Determines eligibility to include that Scholarship Committee Members shall not be parents or spouses of students, or members applying for the scholarship. No more than 20% of the available scholarship funds may be awarded to Associate Members and/or their family members.
- C. Recommends the number of awards to be given and their value, using available scholarship funds as determined by the Governing Board. The Chair presents recommendations to the Governing Board for approval.
- D. Follows ASCGWA Scholarship Standard Operating Procedure (SOP).

## **SECTION 6: Other Committees and Temporary Positions**

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

## **ARTICLE IX VOTING PROCEDURES**

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

### **SECTION 1: Election Voting**

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

- A. Voting
  1. If all offices are uncontested, the slate may be accepted by acclamation.
  2. If office(s) are not uncontested, eligible voters must sign for a ballot at the voting table after being cross-referenced on a membership list to verify that no vote has been previously cast.
  3. Voters are allowed to cast their vote in secrecy.
  4. Voting will begin and conclude at designated times.
- B. Tabulation of Votes
  1. Upon conclusion of the election, ballots will be tallied by the Parliamentarian or his or her designee and verified by the Advisor.
  2. The Officers shall be elected by a majority vote of ballots received at this General Membership Meeting.
  3. Election results will be announced prior to the conclusion of this General Membership Meeting.
  4. The number of votes cast for each candidate will not be published. A candidate may submit a request in writing to the Parliamentarian no later than fifteen days after elections are held for a recount of his or her specific office. The Recount Committee will be appointed by the Honorary Advisor, consisting of at least 3 but no more than 5 ASCGWA members in good standing.

### **SECTION 2: Electronic Voting**

- A. General Members
  1. The President shall have the authority to authorize a vote by email in the event of the requirement of an immediate decision to conduct ASCGWA business expeditiously.

2. The email vote is to be administered solely by the Parliamentarian or if the Parliamentarian is unavailable, then by the Secretary. Non-deliverable emails will not be counted towards the vote. A non-reply shall be considered an affirmative vote, and the email to the General Membership should include wording stating that a non-reply constitutes an affirmative vote.
  3. Results of the vote will be submitted to the Secretary. The minutes shall include the exact wording of the main motion.
  4. Names of the newly elected members will be posted on the website, and an email will be sent to the General Membership with these names.
- B. Governing Board**
1. The President shall have the authority to authorize a vote by email in the event of the requirement of an immediate decision to conduct ASCGWA business expeditiously. The Parliamentarian will call for a vote following a period of discussion. Each voting member replies with his or her vote to the Parliamentarian. Discussion replies should be sent to “reply all” and “no discussion” responses sent to the Parliamentarian.
  2. A quorum of the voting Board must respond to ensure validity of the vote.
  3. If there is no email response from a Board Member within the allotted time frame of the vote request being emailed, the Parliamentarian is required to attempt contact with that Board member. If a member cannot be reached to vote, then his or her vote is considered as an abstention.
  4. The Parliamentarian will inform the Governing Board members of the results of any electronic votes within one day of the conclusion of the vote.
  5. Voting must be concluded within the allotted time frame.

### **SECTION 3: Co-Chairs**

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

## **ARTICLE X MEETINGS**

### **SECTION 1: General Membership Meetings**

- A. The General Membership shall meet monthly from September through May. Business may be conducted at regular meetings. A quorum shall consist of those members present and voting. A simple majority of voting members present constitutes a valid vote. Electronic voting may be initiated at the discretion of the President.
- B. The President may call special meetings of the General Membership for the purpose of conducting business with the concurrence of two-thirds of the voting members of the ASCGWA Governing Board.
- C. Any Regular Member may seek to have a special General Membership Meeting called by submitting such a proposal to the President, signed by a minimum of ten General Members in good standing. Should that fail, the member may directly petition the ASCGWA Governing Board, who will then consider the matter. A vote must be taken and passed by two-thirds of the voting members of the ASCGWA Governing Board to call this special meeting.

### **SECTION 2: Board Meetings**

#### **A. Governing Board**

1. The Governing Board shall meet at least once per month, and any additional special Governing Board meetings can be called by the President or as outlined in these Bylaws. The Honorary Advisor(s) shall be notified prior to all meetings.
2. The quorum shall consist of one half of the voting members of filled positions of the ASCGWA Governing Board, whether present or polled.
3. The vote of a simple majority of the members present and/or polled shall govern.

4. Electronic voting for the Governing Board may be initiated at the discretion of the President and as outlined in these Bylaws.

**B. Executive Board**

1. The President may call meetings of the Executive Board. The Honorary Advisor(s) shall be notified prior to all meetings.
2. The quorum shall consist of three of the voting members of the ASCGWA Executive Board.
3. The vote of a simple majority of the members present and/or polled shall govern.
4. Electronic voting may be initiated at the discretion of the President and as outlined in these Bylaws.

**ARTICLE XI  
MEMBERSHIP**

**SECTION 1: Members**

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

**A. Regular Members**

1. Spouses, widows/widowers, and adult dependent ID card-holding family members of/and those serving in or retired from active duty in the U.S. Army, the reserve component, or the National Guard.
2. Department of the Army (DA) civilian employees or spouses of the same, currently serving or retired.
3. Individuals who maintain eligibility for rights and privileges that accompany DD 1173.

**B. Associate Members**

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

**C. Honorary Members**

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

Honorary Membership will be offered to the spouses of the following:

1. Secretary of Defense
2. Secretary of the Army
3. Chairman of the Joint Chiefs
4. Joint Chiefs
  - a. Chief of Staff of the Army
  - b. Commandant of the Marine Corps
  - c. Chief of Naval Operations
  - d. Chief of Staff of the Air Force
  - e. Chief of Space Operations
  - f. Commandant of the Coast Guard
  - g. Chief of the National Guard Bureau



5. Senior Enlisted Advisors to the Chair of the Joint Chiefs
  - a. Sergeant Major of the Army
  - b. Sergeant Major of the Marine Corps
  - c. Master Chief Petty Officer of the Navy
  - d. Chief Master Sergeant of the Air Force
  - e. Chief Master Sergeant of the Space Force
  - f. Master Chief Petty Officer of the Coast Guard
  - g. Senior Enlisted Advisor to the Chief of the National Guard Bureau

Lifetime Honorary Membership shall be extended to the spouse of the following:

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

## **SECTION 2: Dues**

### **A. Regular Members**

1. Shall pay annual dues.
2. Shall have all the rights and privileges of the organization.

### **B. Associate Members**

1. Shall pay annual dues.
2. Shall have all the rights and privileges of the organization with the exception of holding the elected office of President, First Vice President, Second Vice President, and Treasurer.

### **C. Honorary Members**

1. Are not required to pay annual dues.
2. Are entitled to the same rights and privileges as Regular Members with the exception of holding elected office.

## **SECTION 3: Visitors**

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

## **SECTION 4: Good Standing**

A. A member in good standing is defined as having completed the following:

1. Paid dues in full.
2. Completed payment of costs associated with the attendance at General Membership events, which can include luncheons, tours, special events, and activities.

B. A member not in good standing is prohibited from these activities:

1. May not apply for a scholarship, which also applies to family member(s) of a member not in good standing.
2. May not attend any ASCGWA or JAFOWL function until good standing is restored.
3. May not vote until good standing is restored.

## **SECTION 5: Scholarship Eligibility Requirements**

- A. The applicant or the applicant's parent or spouse must be an active member of ASCGWA prior to December 1 the year before the scholarship is awarded.
- B. Exceptions for members who join after December 1 will be evaluated on a case-by-case basis by the Scholarship Chair.

- C. Applicants must be attending or plan to attend an accredited secondary institution in a degree program.

### **SECTION 6: Termination**

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

- A. The member has two consecutive months of non-payment for luncheon or other reservations, or any returned checks not rectified in thirty days from notice by the ASCGWA Treasurer.
- B. The member submits a written resignation to the Membership Chair.

## **ARTICLE XII APPRECIATION MEMENTOS**

### **SECTION 1: Budget**

- A. An appropriate memento not to exceed \$150 and a scrapbook will be presented to the ASCGWA President at the completion of his or her term. The First Vice President is responsible for coordinating the purchase of this memento.
- B. The budget for the appreciation mementos for the elected and appointed officers, and at the President's discretion for Honorary Officers and Advisors, must be approved in the budget by the General Membership. The ASCGWA President is responsible for coordinating the purchase of these mementos.

### **SECTION 2: Guidelines**

- A. An appreciation memento may be given to the Honorary Officers and Advisors at their PCS departure at the discretion of the Executive Board.
- B. Refer to Joint Ethics Regulation (JER) DoD 5500.07-R for guidance when purchasing gifts for Honorary Officers and Advisors.

## **ARTICLE XIII GENERAL PROVISIONS**

### **SECTION 1: Post Office Box**

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

### **SECTION 2: Children**

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

### **SECTION 3 Conduct**

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

## **ARTICLE XIV FINANCES**

### **SECTION 1: Income**

- A. The revenue necessary to pursue the objectives in the Bylaws shall be derived from dues paid by Regular and Associate Members, donations, and other revenue-producing activities entered into by the Club, when required, approved, and conducted under the guidance and supervision of the Governing Board.

- B. The dues of ASCGWA will be determined annually by two-thirds vote of the members of the Governing Board. Honorary members are not required to pay dues. No dues shall be refunded upon departure or reassignment of any member.
- C. The ASCGWA membership year shall begin July 1 and end June 30.
- D. Operating Fund revenues will be derived from dues and monies raised within the membership.
- E. All revenue derived from Club activities shall go into the Outreach Account. All other revenue shall go into the Operating Account. Available funds in the Operating Budget may be transferred to the Outreach Budget with a majority vote of the Governing Board. Once funds have been transferred to the Outreach Account, funds cannot be returned to the Operating Account.
- F. Financial operations of ASCGWA will be conducted in accordance with generally accepted accounting principles. Operating Fund records shall be subject to audit in accordance with AR 210-22.
- G. The Treasurer shall be the primary signer on the ASCGWA bank account. In the absence of the Treasurer, the President will assume this responsibility. The Treasurer shall secure a second authorized signature with the President on any check in the amount over \$3000 with the exception of payment for the exact amount of the luncheon or monthly General Membership Meeting catering bill.

## **SECTION 2: Bonding and Insurance**

- A. Any member handling a monthly cash flow of \$500 or more for ASCGWA will be bonded according to AR 210-22.
- B. The Executive Board shall review bonding annually upon renewal.
- C. Insurance will be obtained for protection against public liability claims, property damage claims, or other legal actions, as required in AR 210-22.

## **SECTION 3: Financial Review**

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

## **SECTION 4: Taxes**

ASCGWA will comply with current tax regulation as follows:

- A. The Treasurer shall ensure, in accordance with IRS Code 1954, Section 501(c)(4), that the auditor shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of ASCGWA shall be reported to the IRS.
- B. Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of ASCGWA.
- C. The Executive Board and Governing Board shall have supervision of and direction over all activities, operations, and disbursements of ASCGWA funds. The only exception is that the President, without Governing Board approval, may commit funds in the amount of \$250 or less, not to exceed \$500 per Club year. This authorization must be disclosed at the next Governing Board Meeting.

**SECTION 5: Budget and Accounting**

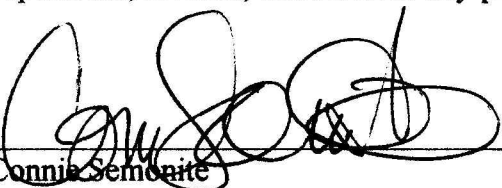
- A. A balanced budget shall be presented to the General Membership for their approval by the October General Membership Meeting.
- B. The Budget Committee shall review the budget annually no later than the end of January.
- C. Accounting books will be established using the single-entry system.
- D. Funds collected exclusively from Regular and Associate Members and guests, including reciprocated membership from related clubs and member-only functions, will be deposited in the Operating Account.
- E. All checks over \$3,000 require two authorized signatures with the exception of the monthly General Membership Meeting catering bill.
- F. Adequate funds to cover Scholarship disbursements, as well as operating debts, must be left in the ASCGWA bank account at the end of the Board year.
- G. Monies in the Operating Account at the end of each year shall be a minimum of \$10,000 of designated funds. The Governing Board shall not incur any financial obligations, which extend beyond its term of office with the exception of prefinanced and ongoing fundraisers, insurance, bonding, and rent.
- H. With approval from the Governing Board, operating funds may be designated for monetary gifts to military community-based organizations.

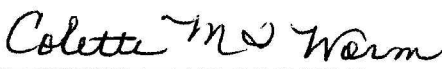
**SECTION 6: Dissolution**

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

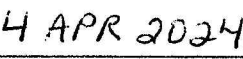
**ARTICLE XV  
ADOPTION**

These Bylaws were approved by the Governing Board on April 4, 2024. The adoption of these Bylaws supersedes, revokes, and nullifies any prior Bylaws of ASCGWA.

  
\_\_\_\_\_  
Connie Semonite  
ASCGWA President 2023-2024

  
\_\_\_\_\_  
Colette Worm  
ASCGWA Parliamentarian 2023-2024

  
\_\_\_\_\_  
Date

  
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Date