

## **BY-LAWS**

### **Capital Area Military Spouses**

#### **ARTICLE I**

##### **Purpose**

The purpose of these By-Laws is to establish Operating Procedures for the Capital Area Military Spouses (CAMS).

#### **ARTICLE II**

##### **Terms of Office**

The CAMS Board shall abide by the following term limits and conditions:

1. A term of office shall be defined as one (1) year effective 1 June through 31 May of the following year.
2. No board member shall hold the same board position, elected or appointed, for more than two consecutive years.
3. No board member shall hold more than one (1) Governing Board position at a time unless approved by the Executive Board.
4. Elected officers shall not serve simultaneously on other military spouse club boards.

#### **ARTICLE III**

##### **Duties of Elected Officers**

The duties of the Elected Officers shall be implied by their respective titles, those prescribed by the Constitution of the CAMS and those specified by these By-Laws.

##### **Section 1. General Duties. Each Elected Officer shall**

- A. Be a CAMS member in good standing. A member in good standing is a paid member who has met all member policies outlined in ARTICLE IV of the Constitution.
- B. Be familiar with the Constitution, By-Laws, after action reports and job descriptions.
- C. Attend all Executive, Governing and General Membership Meetings, as well as all special events as deemed necessary by their board position.
- D. Submit a proposed annual budget to the Treasurer.
- E. Turn in all reimbursement requests to the Treasurer within thirty (30) days of expenditure.
- F. Submit a written monthly board report to include a “no report” for each board meeting.
- G. Submit after action reports for all special events.
- H. Submit articles to the e-newsletter as necessary.

- I. Update Job description annually and submit at the May Board meeting.
- J. Maintain a continuity binder.
- K. Perform additional duties as deemed necessary for the benefit of the organization as delegated by the President.

**Section 2. The President Shall**

- A. Serve as the Chairperson of the Board.
- B. Schedule and preside over all meetings in accordance with established parliamentary procedures and ensure compliance with the Constitution and By-Laws.
- C. Supervise the overall affairs of CAMS and ensure that the First Vice President is informed of all decisions and committee information.
- D. Set all meeting agendas and call all special meetings.
- E. Shall not motion or vote except in the event of a tie.
- F. Appoint the Parliamentarian.
- G. Select Appointed Chairpersons for the Governing Board with the approval of the Executive Board.
- H. Serve as the ex-officio member of all standing committees with the exception of the Nominating Committee.
- I. Be bonded and serve with the Treasurer as the co-custodian of all CAMS accounts. Will sign checks in the absence of the Treasurer.
- J. Will ensure all bank account signature cards are current at all times.
- K. Ensure that an audit is performed in accordance with JBM-HH guidelines.
- L. Act as the responsible party for all matters dealing with the IRS and/or any other governing organization(s) and will update IRS contact information/form upon transfer of positions as necessary.
- M. Review and approve all correspondence before being distributed.
- N. Appoint replacements to fill vacancies occurring in the elected offices, except those filled by succession as prescribed in the Constitution. These appointments must have the approval of the Executive Board.
- O. Submit a monthly article to the E-newsletter for publication.
- P. Monitor CAMS web page information for accuracy.
- Q. Prepare an after-action report to include, but not be limited to, all duties performed by the President not specifically directed by the By-Laws.
- R. Collect all written after action reports including end of year reports and special event reports.
- S. Direct the Parliamentarian to conduct all needed telephonic or electronic votes.
- T. Coordinate revalidation of CAMS Charter with JBM-HH for the Installation Commander's approval every two years.
- U. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.

**Section 3. The First (1<sup>st</sup>) Vice President shall**

- A. Assist the President as requested.
- B. Be a voting member of the Executive and Governing Boards.
- C. Assume the duties of the President during any temporary or permanent absence as outlined in ARTICLE VI, Section 3 of the Constitution.
- D. Maintain a working knowledge of all CAMS activities.
- E. Be bonded and serve as co-custodian of CAMS accounts. Will sign checks in the absence of the President and Treasurer.
- F. Serve as Coordinator of the Programs Committee. In this capacity, he/she will:
  - 1. Present planned programs with estimated costs to the CAMS Executive and Governing Boards for approval at the beginning of the board year. This includes working with the Membership Chair to plan the CAMS SignUp Event each year.
  - 2. Organize, schedule and coordinate each monthly General Membership meeting to include the activity and/or guest speaker.
  - 3. Present any honorarium to program participants and write all necessary thank-you notes for monthly programs.
- G. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.

**Section 4. The Second (2<sup>nd</sup>) Vice-President shall**

- A. Assist the President as requested.
- B. Be a voting member of the Executive and Governing Boards.
- C. Maintain a working knowledge of all CAMS activities.
- D. Work closely with 1<sup>st</sup> Vice President and coordinate with other Chairpersons (Reservations, Hospitality, Membership, Vendors, Social Media, Webmaster, E-Newsletter, Treasurer as others as needed) for General Membership Meetings.
- E. Arrange with Patton Hall or other designated venues for the General Membership meetings. Duties include but are not limited to planning menus, reporting headcount to the contracted venue, signing contracts, arranging any special equipment needed for the event (i.e. vendor tables,) decorations and any other details to make the event successful.
- F. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.

**Section 5. The Secretary shall**

- A. Be a voting member of the Executive and Governing Boards.
- B. Work in coordination with the President to prepare all meeting agendas and collect and distribute all board member reports prior to the meeting.

- C. Coordinate time and place for all meetings and notify Governing Board members with details of said meetings as well as the deadline time for collection of board reports.
- D. Record and preserve the minutes of all Executive Board meetings and monthly Governing Board meetings and present them for approval at the next Executive/Governing Board meeting to include the names of all Board Members present.
- E. Forward a signed copy of the minutes and the monthly financial statements and other required attachments to the Installation Commander's designee as mandated.
- F. Be the designated custodian of CAMS records, except the Treasurers books, for a minimum of seven (7) years.
- G. Keep a current roster of the Governing Board, to include addresses, personal and CAMS e-mail addresses, passwords for CAMS email accounts, and phone numbers.
- H. Keep a current roster of all CAMS members and distribute any correspondence as directed by the President.
- I. Prepare the correspondence of CAMS to include thank-you notes, invitations, letters, and certificates of appreciation upon approval of the President.
- J. Retrieve mail from the Post Office and arrange delivery to appropriate Board and Committee members in a timely manner.
- K. Renew Post Office box as needed.
- L. Keep stationery supplies current.
- M. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.

**Section 6. Treasurer shall**

- A. Be a voting member of the Executive and Governing Boards.
- B. Be bonded and ensure bonding is secured in accordance with the Constitution and By-Laws.
- C. Be the primary signer on the CAMS accounts.
- D. Shall sign all appropriate contracts, obligations and disbursements authorized by the Board.
- E. Receive, safeguard, disburse, deposit and account for all funds and assets of CAMS.
- F. Maintain all financial records to include bank statements, reconciliation statements and a copy of the IRS Federal Exemption Status letter for a minimum of seven (7) years.

- G. Prepare a budget with input from the Governing Board by designated deadline for review and approval by the Executive Board. Prepare an update in January on the status of the funds for review and reallocation if necessary.
- H. Prepare a financial report to be presented at the monthly Governing Board meeting. These financial reports are for information only and need not be accepted or voted upon by the Governing Board.
- I. Be responsible for cash boxes with sufficient change to support all functions.
- J. Ensure that the accounting system conforms to the requirements of DoD Instruction 1000.15 and all applicable JBM-HH supplements and Army regulations.
- K. Provide the Secretary with one (1) copy of the signed monthly financial report to be turned into the approving JBM-HH authorities.
- L. Prepare an annual financial report of receipts and disbursements for the account following the end of the CAMS year. Copies of the annual financial reports shall be given to the incoming Board. These reports, with supporting voucher files and bank statements, shall be forwarded to the auditor in accordance with ARTICLE VIII, Section 2b of the Constitution. A copy of the final audit shall be furnished to the approving authority (Installation Commander's designee) of the Constitution and By-Laws.
- M. Arrange for the filing of tax forms as necessary.
- N. Reimburse for expenditures within thirty (30) days of purchase with receipt and properly submitted request.
- O. Recover any Non Sufficient Funds (NSF) charges and additional debt billed to CAMS from a member incurring the charge.
- P. Collect the final invoice from the venue after the event for payment.
- Q. Perform all duties as outlined in ARTICLE III, Section 1 of these By-Laws.

#### **ARTICLE IV**

##### **Appointed Members of the CAMS Board**

With the exception of the Parliamentarian position, all appointed chair positions may be created, changed or abolished at the discretion of the President with the approval of the Executive Board. The duties of the appointed officers shall be implied by their respective titles, those prescribed by the Constitution of the CAMS and those specified by these By-Laws.

**Section 1. General Duties. Each Appointed Chairperson shall**

- A. Be a CAMS member in good standing. A member in good standing is a paid member who has met all member policies outlined in ARTICLE IV of the Constitution.
- B. Be familiar with the Constitution, By-Laws, after action reports and job descriptions.
- C. Attend all Executive, Governing and General Meetings, as well as all special events as deemed necessary by their board position.
- D. Have the option to appoint a Vice-Chair for assistance who will be responsible to the Chairperson. Each Committee will only be allowed one (1) vote at CAMS Board Meetings and only one person (1) needs to attend the monthly meetings.
- D. Submit a proposed annual budget to the Treasurer.
- E. Turn in all reimbursement requests to the Treasurer within thirty (30) days of expenditure.
- F. Submit a written monthly board report to include a “no report” for each board meeting.
- G. Submit after action reports for all special events.
- H. Submit articles to the e-newsletter as necessary.
- I. Update Job description annually and submit at the May Board meeting.
- J. Maintain a continuity binder.
- K. Form his/her own sub-committees, when needed, from the General Membership.
- L. Perform additional duties as deemed necessary for the benefit of the organization as delegated by the President.

**Section 2. The Parliamentarian shall**

- A. Be appointed by the President with the approval of the Executive Board.
- B. Be a NON-VOTING member of the Executive and Governing Boards.
- C. Chair the Nominating and Constitution Review Committees as outlined in ARTICLE V of these By-Laws.
- D. Ensure all meetings of the CAMS are conducted according to the Constitution, By-Laws, and Robert's Rules of Order.
- E. Possess the book *Robert's Rules of Order* and be familiar with proper procedures.
- F. Maintain historical files as outlined in ARTICLE XII, Section 1 of Constitution and ensure all Governing Board members have a current copy of the Constitution and By-Laws.
- G. Advise and aid the President as needed in regard to the Constitution, By-Laws, Garrison, and DOD regulations related to private organizations.
- H. Coordinate all voting to include written and absentee ballots when needed as outlined in ARTICLE VI of these By-Laws.

- I. Ensures each eligible member casts only one vote, either in absentia or in person.
- J. Coordinate all telephonic and electronic votes when directed by the President.
- K. Declare if a quorum is or is not present and keep written records of ballot votes.
- L. Prepare proposed amendments/revisions to the Constitution and By-Laws for distribution to the Governing Board for review, to the General membership as required, and to the Installation approving authority.
- M. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 3. Activities Chair shall**

- A. Be a voting member of the Governing Board.
- B. Organize sub-club groups i.e. Tours, BUNCO, Book Club, Scrapbooking, cooking, diners and dives, hiking, game night, etc. as requested and approved by the Executive Board.
- C. Coordinate and arrange for activity sign up at all meetings.
- D. Find group leaders for all groups.
- E. Provide a list and photos of activities to E-newsletter, Social Media and Webmaster Chairs in advance and at the conclusion of events.
- F. Act as the liaison between the Governing Board and any sub-clubs affiliated with CAMS.
- G. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 4. E-Newsletter Chair shall**

- A. Be a voting member of the Governing Board.
- B. Be responsible for CAMS monthly electronic publication to include gathering information, design, and preparing for delivery to members through the Secretary via email.
- C. Work closely with other committee chairs for photos, luncheon flyers, and reservation policies etc.
- D. Maintain a file of all e-newsletters published.
- E. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 5. Hospitality Chair shall**

- A. Be a voting member of the Governing Board.
- B. Ensure an official greeter(s) attends each general membership meeting to welcome members and guests.
- C. Purchase or obtain all opportunity prizes for each luncheon within the allotted budget.

- D. Conduct sales of opportunity tickets at each CAMS function and ensure all monies are counted and turned over to the Treasurer in accordance with his/her requirements.
- E. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 6. Membership Chair shall**

- A. Be a voting member of the Governing Board.
- B. Review and revise membership form at the beginning of the board year to be approved by the Executive Board.
- C. Submit Membership form to Webmaster, Social Media, and E-newsletter Chairs for widest dissemination.
- D. Collect dues and submit monies to the Treasurer in accordance with his/her requirements.
- E. Maintain a current membership roster at all times.
- F. Maintain a 'confidential' list of members not in good standing and report to the President.
- G. Organize, compile, and distribute an electronic member directory.
- H. Provide monthly updates of new members, birthdays, anniversaries, and any information deemed useful to E-Newsletter Chairperson for publishing.
- I. Provide a current list of members to the President, Secretary, and Reservations Chair, adding new members as needed.
- J. Maintain a list of members who have indicated a desire to volunteer.
- K. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 7. Military Service Branch Chair shall**

- A. Be a voting member of the Governing Board.
- B. Identify a representative from each service branch to act as a liaison between his/her branch of service and CAMS, sharing information on CAMS events.
- C. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 8. Photographer shall**

- A. Be a voting member of the Governing Board.
- B. Arrange for photos to be taken at CAMS functions and special events.
- C. Establish and maintain online photo storage.
- D. Provide photos to the committees for publicity.
- E. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws

**Section 9. Publicity Chair shall**

- A. Be a voting member of the Governing Board.



- B. Prepare information, announcements and flyers (as needed) for CAMS events, and publicize all events monthly in/on the E-newsletter, Facebook and all other media sources as requested.
- C. Monitor and maintain a CAMS presence on social media websites, e.g. Facebook, Twitter, and other platforms as appropriate and legal.
- D. Follow all JBM-HH regulations regarding websites and social media.
- E. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 10. Reservations Chair shall**

- A. Be a voting member of the Governing Board.
- B. Review, revise and distribute a Reservation Policy letter to include a no-show agreement. Present to the Executive Board for approval.
- C. Accept reservations via policy guidelines to all CAMS functions that require a reservation, most importantly, the General Membership Meetings.
- D. Report the number of reservations to the 2<sup>nd</sup> Vice President by the requested deadline.
- E. Prepare an accurate by-name reservation list to be used to check in attendees at luncheon/event.
- F. Collect payment from each member attending the event. Reconcile number of reservations from list with monies/payments received. Turn over all monies to the Treasurer in accordance with his/her requirements.
- G. Create and maintain nametags for the general membership, guests, and the CAMS Board.
- H. After each function, notify in writing a request for payment from those who did not attend and failed to cancel their reservation prior to the deadline. Work with the Treasurer for future attendance at functions.
- I. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 11. Vendor Chair shall**

- A. Be a voting member of the Governing Board.
- B. In coordination with the President at the beginning of the board year, review and revise vendor application to be in accordance with Installation Policies and Guidelines.
- C. Seek out vendors for luncheons/events and maintain a current list.
- D. Notify 2<sup>nd</sup> Vice President of the number of vendor tables needed at luncheons/events prior to the reservation deadline.
- E. Coordinate vendor placement and collection of fees. All monies must be counted and turned into the Treasurer in accordance with his/her requirements.
- F. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 12. Volunteer Coordinator shall**

- A. Be a voting member of the Governing Board.
- B. Coordinate all volunteers as requested by the event chair.
- C. Take Volunteer Management Information System (VMIS) training classes to be the CAMS Organization Point of Contact (POC). Update all job descriptions in the VMIS system.
- D. Maintain a file and distribute forms necessary for tracking and reporting volunteer hours. Ensure reporting of all CAMS volunteer hours through VMIS.
- E. Coordinate with the Governing Board for CAMS member nomination(s) for post volunteer recognition. Submit completed paperwork to the Installation Volunteer Coordinator for any nominations of CAMS members for recognition.
- F. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 13. Web Administrator shall**

- A. Be a voting member of the Governing Board.
- B. Design, update, and maintain/development of the CAMS website.
- C. Maintain a file with all website information to include any passwords, contact persons, obligations, and/or contracts.
- D. Maintain timeline for web server domain/account renewal and renew as necessary.
- E. Perform all duties as outlined in ARTICLE IV, Section 1 of these By-Laws.

**Section 14. President Emeritus shall**

- A. Be a non-voting member of the Governing Board.
- B. Have previously served as the President, First (1<sup>st</sup>) Vice President, or Second (2<sup>nd</sup>) Vice President.
- C. Provide corporate knowledge of past club decisions and actions to advise the Executive and Governing Boards.

**Section 15. Other Committees and Temporary Positions**

The President, with the 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. They shall have no vote on the Governing Board.

## **ARTICLE V**

### **Standing Committees**

#### **Section 1. Constitution Review Committee**

The Constitution Review Committee, chaired by the Parliamentarian, shall consist of two Governing Board members and two active club members at a minimum. This committee reviews the Constitution and By-Laws, every two years or more often as necessary to ensure these documents accurately and effectively govern CAMS. This committee shall recommend any appropriate changes and amendments as deemed necessary and present them to the Governing Board for approval in accordance with ARTICLE XI of the Constitution. A copy of the Constitution and By-Laws shall be provided to the Installation Commander's designee for approval every two years.

#### **Section 2. Nominating Committee**

Shall perform all duties as outlined in ARTICLE VI of the Constitution. Additional direction is provided in these By-Laws. Solicitation of interested candidates will begin in January under the direction of the Parliamentarian. Interested candidates will be provided a copy of the Constitution, By-Laws, Job Descriptions of the positions available, and candidate application. The nominating committee, represented by the Parliamentarian or designated Chairperson, will review the candidate applications and will present a slate of nominees to the Governing Board in March. The slate of nominees shall be presented to the General Membership at the March meeting. After the slate has been presented, nominations will be taken from the floor, provided written or verbal. Consent must be obtained from the nominee at this time. Nominations will then be closed. Elections will be conducted at the April General Membership Meeting with the Nominating Committee assisting the Parliamentarian. Installation of the new officers will take place at the May General Membership Meeting.

## **ARTICLE VI**

### **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 IV, Section 3 of the Constitution.

**Section 1. Election Voting Procedure & Tabulation of Votes:** The General Membership shall elect the CAMS Elected Officers annually in the spring. If all offices

are uncontested, the slate may be accepted by acclamation. If more than one name has been submitted for any position, the following procedures shall be used in the election:

- A. ABSENTEE VOTING: When requested by a member, the Parliamentarian will send via email an absentee ballot. Absentee ballots will be due to the Parliamentarian by the designated deadline. A valid vote consists of the voter's selections as well as the voter's name and signature on the absentee ballot. This is not an anonymous vote.
- B. IN PERSON VOTING: 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. Voters are allowed to cast their vote in secrecy. Voting will conclude at a designated time.
- C. Upon conclusion of the election, the Parliamentarian and two members of the Nominating Committee will tally both absentee and in-person ballots.
- D. The officers shall be elected by a majority vote of ballots received.
- E. Election results will be announced prior to the conclusion of the General Membership meeting.

**Section 2. Non-Election Procedures: Telephonic or Electronic Voting:**

- A. The President shall have the authority to authorize a vote by telephone or email in the event of the requirement of an immediate decision to conduct CAMS Governing Board business expeditiously.
- B. The telephone or email vote is to be administered solely by the Parliamentarian and reported to the Secretary. The minutes shall include the exact wording of the main motion, the names of those CAMS Board Members who cannot be contacted and the exact count of the vote.
- C. If there is no email response from a Governing Board Member within the time allotted by the President of the vote being emailed, the Parliamentarian is required to attempt contact with that Governing Board Member.
- D. The Parliamentarian will inform the Governing Board members of the results of any electronic votes within one week of its conclusion.

**ARTICLE VII**

**Finance**

**Section 1.** Dues are outlined in ARTICLE VIII, Section 4 of the Constitution.

**Section 2.** Unbudgeted expenditures of less than fifty-one dollars (\$0 - \$50) must be approved by the President or no reimbursement will occur. Unbudgeted expenditures of

fifty-one dollars (\$51 and up) or more must be approved by a vote of the Executive Board at a regularly scheduled meeting or no reimbursement will occur.

**Section 3.** Recovering outstanding debts by CAMS members will be coordinated and conducted by the Treasurer. The Treasurer shall recover the Non-Sufficient Funds (NSF) charges and any additional debt billed to CAMS from the member incurring the charge. If a member fails to settle his/her debt, his/her membership privileges will be suspended and he/she will not be allowed to attend any CAMS events until such time as the debt is settled.

**Section 4.** Maintain a minimum balance of \$1,500.00 in the Operating Fund to carry over to the next year.

**Section 5.** Bonding will be purchased annually for those positions, which the Governing Board deems necessary, but at a minimum for the President, 1<sup>st</sup> Vice President and Treasurer.

**Section 6.** Revenues for CAMS shall be derived from dues paid by the active and associate members, from donations from individuals, other private associations or foundations, or from revenue producing activities entered into by the club when required, approved and conducted under the guidance and supervision of the Executive Board and authorized under the applicable provisions of JBMHH regulations. One hundred percent (100%) of the Vendor revenue collected will be deposited into the General Operating Fund as will seventy percent (70%) of the Opportunity Ticket revenue. The remaining thirty percent (30%) of Opportunity Ticket revenue will be deposited into the Hospitality Fund to be used as the budget dictates.

## **ARTICLE VIII General Provisions**

**Section 1. General Membership Motions:** Any motions to be presented at a General Membership meeting must be submitted in writing to the President at least 72 hours prior to the scheduled meeting.

**Section 2. Post Office Box:** All correspondence, bank statements and checks shall be directed at the CAMS Post Office Box rather than a home address. Keys to the box will be signed out to the Secretary and the President.

**Section 3. Children:** CAMS events are geared towards adult participation; children under the age of one are permitted to attend with their parent.

**Section 4. Conduct:** Members shall be responsible for their conduct and the conduct of their guests.

**Section 5. Appreciation Gifts:**

- A. The end of term gift for the President will not exceed the budgeted amount.
- B. The end of term gifts presented to the outgoing Governing Board by the President will not exceed budgeted amount.
- C. A Board member must serve at least five (5) months of his/her term of office to receive an appreciation gift or upon the discretion/approval of the Executive Board.

**ARTICLE IX  
Reservation Policy**

Any person who has made a reservation and fails to either attend that function or cancel by the reservation deadline shall be responsible to pay the cost of the function. Emergencies will be handled on a case-by-case basis through the Reservations Chairperson who will present the situation to the President for consideration.

**ARTICLE X**  
**Adoption and Amendments**

These By-Laws, upon approval by the Governing Board, shall be forwarded to the Installation Commander for final approval. Once approved, they shall supersede all previous By-Laws and shall become effective immediately.

Ellen McAllister  
Printed Name – Co-President                      Signature – Co-President

Robin Powers  
Printed Name – Co-President                      Signature – Co-President

Kelly Shurgot  
Printed Name – 1<sup>st</sup> Vice President                      Signature – 1<sup>st</sup> Vice President

Date submitted to JBM-HH: \_\_\_\_\_

Approved by: \_\_\_\_\_