

CONSTITUTION

North Country Spouses' Club

Fort Drum, New York

March 1, 2016

ARTICLE I- NAME AND PURPOSE

SECTION 1.

The name of this association shall be the North Country Spouses' Club located at Fort Drum, New York, hereinafter referred to as the NCSC. This NCSC is not an instrumentality of the United States Government.

SECTION 2.

The purpose of the organization shall be to develop and foster a spirit of community responsibility at Fort Drum to provide scholarships and community outreach; to provide opportunities for social, cultural, and creative pursuits; and to support worthwhile service and community projects.

ARTICLE II- GENERAL PROVISIONS

SECTION 1.

AUTHORITY:

The NCSC operates as a private organization and exists on Fort Drum with the written consent of the Garrison Commander. The consent is contingent upon compliance with AR 210-22 and the Fort Drum Regulation 210-17. Permission to operate as a private organization on Fort Drum, New York may be revoked at any time by the Fort Drum Garrison Commander. The operation of the NCSC will comply with all applicable DoD, Army and with the Joint Ethics Regulation, DoD 5500.7R, Ft Drum Private Organizations Guidelines and DoD 1000.15, Private Organizations on DoD Installations. In accordance with (IAW) Fort Drum Regulation 210-17, paragraph 5f (4), NCSC will comply with annual reporting requirements by submitting the following; (a) monthly financial statements; (b) Annual audit reports; (c) Proof of insurance; (d) Current name, addresses, e-mail addresses, and telephone numbers of officers; (e) Any major changes in PO activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds and management functions to Director of Community Activities (DCA), Fort Drum, for approval and placed on file.

SECTION 2.

The NCSC shall in no way be affiliated with the Department of the Army nor will its activities be conducted in the name of an installation or organization of the Army.

SECTION 3.

The NCSC will neither propagate extremist views nor advocate violence against others or the violent overthrow of the Government. The activities of the NCSC will not seek to deprive individuals of their civil rights. The NCSC will not engage in any acts of public persuasion on Fort Drum or use Fort Drum as a public forum to host free discussions on matters of public policy or public concern.

SECTION 4.

The NCSC will comply with state and/or local laws concerning licensing, certification and registration in regard to its activities. The NCSC will be responsible for ensuring applicable fire and safety regulations, environmental laws, local, state and federal tax codes, applicable laws on labor standards, and any other applicable statutes and regulations are complied with in the operation of the NCSC.

OLD SECTION 5- Removed Completely

SECTION 5.

The NCSC will maintain a General Liability insurance policy, in the amount of three hundred thousand dollars (\$300,000) per occurrence to cover its members and guests for all NCSC-related events.

SECTION 6.

The programs and activities of the NCSC shall not discriminate or discredit the military services or any other agencies of the United States Government.

SECTION 7.

Neither an appropriated fund activity nor a non-appropriated fund instrumentality will assert any claim to the assets of this organization nor incur or assume any obligation of any private organization, except as may arise out of contractual relationships.

SECTION 8.

NCSC will not engage in activities that are in conflict with authorized activities of non-appropriated fund instrumentalities as defined in AR 215-1.

SECTION 9.

The NCSC is not established to provide morale, welfare and recreation services essential to the operation of the United States Army.

ARTICLE III – OFFICERS AND GOVERNING BODY

SECTION 1.

The elected officers of the NCSC shall be the following: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

SECTION 2.

The Executive Board shall consist of the elected officers, Honorary Presidents, Honorary Advisor and Parliamentarian. The Executive Board acts in an advisory capacity to the President and shall be effective upon the yearly election and assume full duties upon installation. The elected officers of the Executive Board may not be in the same position in another organization that conducts business with the NCSC during the same time.

SECTION 3.

The Governing Board shall consist of the elected officers, Honorary President(s), Honorary Advisor(s), Chairpersons of standing committees, and the Parliamentarian. Each member shall have one (1) vote with the exception of the President, Honorary President(s), Honorary Advisor(s), and Parliamentarian. In the case of co-chair positions, that standing committee shall have only one (1) vote. The President shall vote only in the case of a tie.

SECTION 4.

THE GOVERNING BOARD SHALL

- a. Ensure the purpose and objectives of the NCSC are met during transaction of it's routine business and activities.
- b. Establish policies and procedures for the NCSC, in accordance with the constitution and bylaws.
- c. Formulate plans, activities and services for the membership.
- d. Approve all expenditures for the operation of the NCSC and ensure all disbursements are within the purpose for which this NCSC was established.
- e. Hold office for a minimum of one (1) year beginning with the installation of officers.

ARTICLE IV – MEMBERSHIP

SECTION 1.

The NCSC will not discriminate on the basis of age, lawful political affiliations, labor organization membership, physical handicaps, race, color, religion, national origin, sex, gender or sexual orientation. All members are expected to read and be familiar with the provisions contained within this Constitution and Bylaws. All members are expected to uphold the purpose of the organization. Membership in the NCSC shall be voluntary and is limited to eligible persons who shall be:

- a. ACTIVE MEMBERS:
 1. Spouses of active duty service members of the Armed Forces of the United States assigned to or residing near Fort Drum.
 2. Service members of the Armed Forces on active duty assigned to Fort Drum.
- b. ASSOCIATE MEMBERS
 1. Spouses of retired or deceased service members of the Armed Forces of the United States residing in the Fort Drum area to include:
 - a. Retired from Active Duty
 - b. Retired from Reserve Components
 2. Family members, 18 years and older, residing in the household of active duty service members assigned to Fort Drum
 3. Civilian employees and/or spouses of civilian employees in the grade of GS-01 and above
 4. Spouses of service members of the Reserve Components of the Armed Forces of the United States, residing near Fort Drum.
- c. HONORARY MEMBERS (no more than 15% of the total membership):
 1. Spouse of the Commanding General, Fort Drum, New York and Division Command Sergeant Major, Fort Drum, New York
 2. Spouses of Deputy Commanding Generals stationed at Fort Drum.
 3. Past presidents of the Officers' Spouses' Club of Fort Drum, the Enlisted Spouses' Club of Fort Drum and the **North Country Spouses' Club** residing in the Fort Drum area if he/she chooses, otherwise he/she remains an active member and retains all privileges associated with said status.
 4. Spouses of any retired General Officers and Division Command Sergeants Major residing in the area.
 5. Other individuals who have rendered exceptional service and support to the Fort Drum community. Approval of said individuals is required annually by the Honorary Presidents.
- d. COMPLIMENTARY MEMBERS:

An individual invited by the President to be members for one year upon approval of the governing board. Complimentary members pay no annual dues and are ineligible to vote or hold office.

SECTION 2.

DUES AND PRIVILEGES:

a. ACTIVE MEMBERS:

1. Shall pay annual dues determined by the governing board
2. May vote on all matters related to the NCSC and presented at General Membership meetings. With the exception of the Parliamentarian, who is an active member who pays dues but does not vote.
3. May hold elected or appointed office
4. May participate in all activities and events of the NCSC.

b. ASSOCIATE MEMBERS

1. Shall pay annual dues determined by the Governing Board.
2. Shall have all rights and privileges, including holding a non-executive board Position for no more than a year at a time.
3. There shall be no more than two Associate Members serving on the Governing Board at one time.

c. HONORARY MEMBERS:

1. Are not required to, but may pay annual dues.
2. The spouses of the Commanding General, Division Command Sergeant Major and Deputy Commanding Generals shall have all rights and privileges of the NCSC with the exception of nominating, voting at any board meeting, and holding elected or appointed office
3. All other Honorary Members shall have all rights and privileges of the NCSC with the exception of nominating, voting on any matter and holding elected or appointed offices.

d. COMPLIMENTARY MEMBERS:

1. Shall not pay dues
2. May not vote or hold any position.

SECTION 3.

MEMBERSHIP STANDING:

A member in good standing is defined as having paid the appropriate dues, incurred no outstanding NCSC debts (to include sub-club responsibilities) and is in compliance with the current constitution, bylaws, policies, and procedures of the NCSC.

SECTION 4.

GUESTS:

All members have the privilege of bringing guests to NCSC membership functions. However, no person eligible for membership shall be admitted as a guest to any monthly NCSC membership function more than once in an NCSC year. Any member bringing a guest to an NCSC function is responsible for payment of said guest. In the event of a guest “no-show”, the NCSC member remains responsible for payment of said guest. The NCSC member becomes and remains “not in good standing” with the NCSC until such time as the money is paid to the NCSC Reservation Chairperson.

ARTICLE V – GIFT SHOP

SECTION 1.

The Off the Beatin’ Path Gifts (OBPG) is a gift shop operating under the NCSC. Operations conform to these By-Laws, AR 210-22 (Private Organizations of DA Installations) and its internal SOP. It is managed by volunteers and is staffed with hired cashiers’, a book keeper and volunteers. It sells handcrafts, retail and 10th Mt. Div. QM items. All OBPG proceeds will be used to meet expenses within the OBPG budget and given to the NCSC for scholarships and community outreach grants.

ARTICLE VI – METHOD OF FINANCE

SECTION 1.

The NCSC shall have two (2) accounts: a General Operating Account and a Community Outreach Account. Source of funds for the Operating Account shall be dues and any other monies that are designed by the board. Source of funds for the Community Outreach shall be special fundraising events where net income, after expenses are covered, will be depositing into said account. When Ways and Means sells at these events, the acquisition costs for items sold will come from the Operating Account and only profits from these sales will go in the Community Outreach. All item costs will be reimbursed to the Operating Account.

SECTION 2.

The dues of the NCSC shall be decided annually by the majority vote of the members of the Governing Board present at a duly constituted meeting. No dues or any portion thereof shall be refunded upon the departure or reassignment of any members. Dues for a prospective Active Member after January 1, shall be half of the yearly dues of the NCSC.

SECTION 3.

The President, First Vice President, Treasurer, Second Vice President, Ways and Means and other board members deemed necessary by the Governing Board shall be bonded.

SECTION 4.

The Governing Board shall not incur any financial obligations or enter into any contracts which extend beyond it's term of office, with the exception of ongoing service contracts.

SECTION 5.

The Governing Board may authorize expenditures in the amount of seven hundred fifty dollars (\$750) or less. Expenditures of over said amount in one transaction and not covered in the annual budget must be approved by a majority vote of the active members present at the next scheduled General Membership meeting.

SECTION 6.

At the end of the fiscal year, not less than two thousand (\$2,000) or more than five thousand (\$5,000) will be held in reserve for the General Operating Fund, and not less that five hundred (\$500) or more than two thousand (\$2,000) will be held in the Community Outreach Account.

SECTION 7.

To accomplish the goals and limits set in Section 6, the Governing Board at its discretion may transfer funds between the Operating and Community Outreach Accounts. The objective of the transfer of funds will be to keep the Operating Account from exceeding the five thousand dollar (\$5,000) limit by transferring excess funds into the Welfare account or to assist in covering expenses by transferring funds from the Community Outreach Account.

SECTION 8.

The fiscal and membership year shall run from June 1 through May 31 of the following year. The budget may not be approved before June 1 by the new Governing Board and must be approved by the General Membership at the first general membership meeting of the new year.

ARTICLE VII – SCHLORSHIPS

SECTION 1.

Monies raised for scholarships for the NCSC to give out to qualifying soldiers, spouses' and dependents will be determined by a committee at the end of each board year. Soldiers and Spouses' must be a good standing member of the NCSC. For dependents to be eligible for scholarships, a parent/legal guardian must be a good standing member of the NCSC. Complimentary members or their dependents are not eligible to receive scholarships.

ARTICLE VIII – MEETINGS AND QUORUMS

SECTION 1.

GENERAL MEMBERSHIP MEETINGS

- a. General Membership meetings, to include luncheons and other social activities shall be held according to an announced schedule. Other business meetings may be called at the discretion of the President. Organizational business that requires action by the membership may be conducted at these meetings.
- b. General Membership meeting shall be held in April for the election of new officers. Installation for the new officers shall take place at the May meeting.
- c. In the event of bad weather, membership due to attend monthly luncheon remain responsible for luncheon dues. The only time luncheon dues are waived is upon the closure of The Commons (or other designated location of luncheon) on the day of event.

SECTION 2.

GOVERNING BOARD MEETINGS

- a. The Governing Board shall meet at least once monthly as designated by the President. A quorum shall consist of a majority of voting members of the Board. The vote of the majority of the quorum present shall govern.
- b. Members of the Governing Board will be limited to two (2) absences during their term. After two (2) absences, the Governing Board member will be on a probationary status to be determined by the Executive Board. An absence is defined as no notice and no report submitted prior to schedule meeting.
- c. Special meetings of the Governing Board may be called at the discretion of the President.
- d. Officers-elect and Standing Committee Chairs will attend, if possible, the last meeting of the outgoing Governing Board.
- e. Any member in good standing, with at least twenty-four (24) hours prior notice given to the President, may attend Governing Board meetings to observe or present an issue

to the Governing Board. The member may participate in the discussion surrounding the said issue, but shall not have a vote.

SECTION 3.

EXECUTIVE BOARD MEETINGS

a. The Executive Board shall meet at the discretion of the President.

ARTICLE IX – ADOPTION AND AMENDMENTS

SECTION 1.

The constitution shall become effective upon the adoption by two-thirds vote of the voting members present at a scheduled General Membership meeting, provided a 30-day notice has been given to the members, either orally or in writing.

SECTION 2.

Constitutional amendments may be proposed by any voting member. Proposed amendments must be submitted in writing to the Governing Board. Upon approval of a majority vote by the Governing Board, a proposed amendment shall be read or otherwise distributed to the General Membership a minimum of 15 days and no more than 31 days prior to the proposed amendment being voted on by the General Membership. A proposed amendment to the constitution will be adopted upon a two-thirds vote of the voting members present and voting at an announced General Membership meeting.

SECTION 3.

This constitution shall be subject to the approval of the Garrison Commander or his/her designated representative.

SECTION 4.

This constitution nullifies all previous governing documents pertaining to the NCSC, as referred to in Article I, herein.

SECTION 5.

BYLAWS AND AMENDMENTS

The Governing Board is empowered to amend the bylaws upon a majority vote of the Board.

SECTION 6.

The member desiring to propose an amendment to the bylaws shall present the same in writing to the President and Governing Board. The Governing Board shall consider and act upon

the amendment at its next meeting. Amendments to the bylaws are subject to review and approval by the Garrison Commander.

SECTION 7.

A Constitutional Review Committee will convene according to AR 210-22.

ARTICLE X – PARLIAMENTARIAN AUTHORITY

All parliamentary procedures not covered by this constitution and bylaws shall be governed by Fort Drum and Army regulations related to Private Organizations.

ARTICLE XI– DISSOLUTION

Upon dissolution, either by an initiative of the membership or upon withdrawal of consent by the Installation Commander, disposition of the remaining assets after all debts and obligations have been liquidated will be donated to charities designated by the Governing Board and in accordance with a majority vote of the General Membership in a duly constituted meeting upon approval of the Installation Commander. The Club shall be liable if assets are not enough to cover debts and obligations.

ARTICLE XII – LIABILITY AND INSURANCE

SECTION 1.

All NCSC are personally liable for organizational debts if the assets of the organization are insufficient to discharge all liabilities in the event of bankruptcy, insolvency, or dissolution. Neither the Fort Drum Military Community, Department of the Army, DoD, nor the United States Government will incur or assume any liability on behalf of, or result of, the NCSC's actions or debts.

SECTION 2.

An individual member of the NCSC will not be personally liable for the negligent conduct of the NCSC or it's members unless he or she authorized assets to, participates in, or otherwise ratifies such conduct. When an individual member or members are not personally liable, the NCSC is liable for all debts or claims against it.

SECTION 3.

The NCSC agrees to reimburse Fort Drum for any utility expenses, unless use is incidental. (it would cost more to bill and collect expenses that it costs to provide the utility.)

SECTION 4.

The NCSC, in compliance with state and jurisdictional laws, has secured adequate insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting in its behalf, or the operation of any equipment, apparatus or device under the control and responsibility of the NCSC. The NCSC agrees to obtain a “Certificate of Insurance” for any events held of Fort Drum. This “Certificate of Insurance” will name Fort Drum as a third party insured. All members of the NCSC engaged in any events on Fort Drum will sign “Hold Harmless Agreements”.

ARTICLE XIII- METHODS OF FINANCES

SECTION 1.

The NCSC shall have two (2) accounts: a General Operating Account and a Community Outreach Account. Source of funds for the Operating Account shall be dues and any other monies that are designed by the board. Source of funds for the Community Outreach shall be special fundraising events where net income, after expenses are covered, will be depositing into said account. When Ways and Means sells at these events, the acquisition costs for items sold will come from the Operating Account and only profits from these sales will go in the Community Outreach. All item costs will be reimbursed to the Operating Account.

SECTION 2.

The dues of the NCSC shall be decided annually by the majority vote of the members of the Governing Board present at a duly constituted meeting. No dues or any portion thereof shall be refunded upon the departure or reassignment of any members. Dues for a prospective Active Member after January 1, shall be half of the yearly dues of the NCSC.

SECTION 3.

The President, First Vice President, Treasurer, Second Vice President, Ways and Means and other board members deemed necessary by the Governing Board shall be bonded.

SECTION 4.

The Governing Board shall not incur any financial obligations or enter into any contracts which extend beyond it’s term of office, with the exception of ongoing service contracts.

SECTION 5.

The Governing Board may authorize expenditures in the amount of seven hundred fifty dollars (\$750) or less. Expenditures of over said amount in one transaction and not covered in the annual budget must be approved by a majority vote of the active members present at the next scheduled General Membership meeting.

SECTION 6.

At the end of the fiscal year, not less than two thousand (\$2,000) or more than five thousand (\$5,000) will be held in reserve for the General Operating Fund, and not less than five hundred (\$500) or more than two thousand (\$2,000) will be held in the Community Outreach Account.

SECTION 7.

To accomplish the goals and limits set in Section 6, the Governing Board at its discretion may transfer funds between the Operating and Community Outreach Accounts. The objective of the transfer of funds will be to keep the Operating Account from exceeding the five thousand dollar (\$5,000) limit by transferring excess funds into the Welfare account or to assist in covering expenses by transferring funds from the Community Outreach Account.

SECTION 8.

The fiscal and membership year shall run from June 1 through May 31 of the following year. The budget may not be approved before June 1 by the new Governing Board and must be approved by the General Membership at the first general membership meeting of the new year.

ARTICLE XIII – MEETINGS AND QUORUMS

SECTION 1.

GENERAL MEMBERSHIP MEETINGS

- a. General Membership meetings, to include luncheons and other social activities shall be held according to an announced schedule. Other business meetings may be called at the discretion of the President. Organizational business that requires action by the membership may be conducted at these meetings.
- b. General Membership meeting shall be held in April for the election of new officers. Installation for the new officers shall take place at the May meeting.
- c. In the event of bad weather, membership due to attend monthly luncheon remain responsible for luncheon dues. The only time luncheon dues are waived is upon the closure of The Commons (or other designated location of luncheon) on the day of event.

SECTION 2.

GOVERNING BOARD MEETINGS

- a. The Governing Board shall meet at least once monthly as designated by the President. A quorum shall consist of a majority of voting members of the Board. The vote of the majority of the quorum present shall govern.

- b. Members of the Governing Board will be limited to two (2) absences during their term. After two (2) absences, the Governing Board member will be on a probationary status to be determined by the Executive Board. An absence is defined as no notice and no report submitted prior to schedule meeting.
- c. Special meetings of the Governing Board may be called at the discretion of the President.
- d. Officers-elect and Standing Committee Chairs will attend, if possible, the last meeting of the outgoing Governing Board.
- e. Any member in good standing, with at least twenty-four (24) hours prior notice given to the President, may attend Governing Board meetings to observe or present an issue to the Governing Board. The member may participate in the discussion surrounding the said issue, but shall not have a vote.

SECTION 3.

EXECUTIVE BOARD MEETINGS

The Executive Board shall meet at the discretion of the President.

APPROVED BY 2/3 OF THE VOTING MEMBERS PRESENT ON _____

President

Parliamentarian

BYLAWS

North Country Spouses' Club

Fort Drum, New York

Revised March 2016

ARTICLE I – DUTIES OF ELECTED OFFICERS

SECTION I. PRESIDENT:

1. Shall preside at all meetings of the General Membership, the Executive Board, Governing Board, and shall be an official Member of all committees except the Nominating Committee;
2. Shall vote on any measure in the event of a tie;
3. Shall appoint a Parliamentarian, Chairperson for each standing committee, and any special committee deemed necessary;
4. Shall be authorized with the treasurer, to co-sign all checks in excess of two hundred dollars (\$200);
5. Shall appoint a member to fill any vacancy occurring in the elective offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board;
6. Shall sign checks for authorized expenditures of the NCSC in the absence of the treasurer and/or first vice president;
7. Shall nominate "Volunteer of the Month" for recognition in response to the Army Volunteer Corps Coordinator (AVCC) request;
8. Shall be bonded;
9. Shall represent or appoint a designee to represent the NCSC in the Fort Drum community at community councils such as Community Action Committee, Community Leaders Information Forum, Volunteer Resource Council, Thrift Shop, and other community councils deemed necessary;
10. Shall ensure that validation and tax documents are prepared and maintained;
11. Will work with the Honorary Advisor to select a committee of three NCSC members to review the NCSC's financial records when a new treasurer assumes duties during the NCSC fiscal year.
 - a. These members must not hold a position on the current Governing Board.
 - b. At least one of these members should have accounting/book keeping experience.
12. May remove any member of the Board for just cause, with the approval of Executive Board and the Honorary Presidents;
13. Responsible for advance notice to Honorary Presidents of scheduled events (i.e. Board meetings, committee meetings, programs and special events);
14. Shall maintain and update board notebook to include;
 - a. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.

- c. Notebooks and all job-related materials shall be given to successors at the Joint Governing Board Meeting in May
- 15. Shall report a detailed record of all income and expenses related to position at each Governing Board meeting ;
- 16. Shall appoint chairpersons of special committees as deemed necessary;
- 17. Shall approve Publicity actions prior to publication;
- 18. Shall not go into a binding contact for the North Country Spouses Club.

SECTION II. FIRST VICE-PRESIDENT

- 1. Shall attend all Governing Board meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
- 2. Shall be a voting member of the Governing Board;
- 3. Shall assume any duties deemed necessary by the president;
- 4. Shall assist the president in all functions of the NCSC, assume the president's duties in her absence, and succeed to the said position should a vacancy occur;
- 5. Shall be responsible for coordinating Welcomes and Farewells for the Commanding General Spouse, Division Command Sergeant Major Spouse, Deputy Commander of Operation Spouse and Deputy Commander of Support Spouse;
- 6. Shall be responsible for coordinating the NCSC participation of the International Food Festival;
- 7. Shall be responsible for selecting a token of appreciation for the President;
 - a. Shall maintain and update Board notebook to include;
 - b. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - c. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - d. Notebooks and all job related materials shall be given to successors at the joint Governing Board Meeting in May
- 8. Shall maintain and report a detailed monthly record of all income and expenses related to the position at each board meeting;
- 9. Shall assist the treasurer and perform said duties of the treasurer in her absence.
- 10. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president;
- 11. Shall be bonded;
- 12. Shall sign for all keys issued to the NCSC by the Building Representative for Building T-604;
- 13. Shall issue the keys to Board Members based upon need;
- 14. Shall inform key holders of their accountability to their issued keys. If keys are lost, the key holding will be held responsible for the cost of replacing each lock that the key fits;
- 15. Shall maintain building key;
- 16. Shall be at all fundraising events to facilitate building and property access;
- 17. Shall not go into a binding contact for the North Country Spouses Club.

SECTION III. SECOND VICE-PRESIDENT

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Board
3. Shall assume any duties deemed necessary by the president;
4. Shall coordinate programs for NCSC sponsored luncheons;
5. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
6. Maintain a detailed monthly record of all income and expenses related to position at each Governing Board Meeting;
7. Shall be responsible for finding vendors for vendors for each luncheon;
8. Will gather “talking points” (announcements) for the luncheon from Board Members;
9. Shall not go into a binding contact for the North Country Spouses Club.

SECTION IV. RECORDING SECRETARY

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall be the recording officer for all meetings of the Executive Board, Governing Board, Budget Committee, Constitution Review Committee, and General Membership whenever business is conducted;
5. Shall be the custodian of the club’s records, except the Treasurer’s books and maintain said records for a period of five (5) years;
6. Shall ensure that all recorded minutes/records of the Governing Board are emailed to each member of the Board for approval within one week from the meeting. Said minutes shall be forwarded to the Director of Community Activities (DCA) Fort Drum, New York, on a monthly basis for review and approval, and then placed on file;
7. Shall assume the duties of the Corresponding Secretary, if absent;
8. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP;
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successor at the joint Governing Board Meeting in May.
9. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
10. Supervises maintenance of copier and orders office supplies;
11. Must be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
12. Shall be an administrator with the Corresponding Secretary and Publicity chair for all Social Media (i.e.: Facebook, Website, and e mails);

13. Shall not go into a binding contact for the North Country Spouses Club.

SECTION V. CORRESPONDING SECRETARY:

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall sign, prepare, pick up, and dispatch all correspondence in connection with NCSC activities; (i.e.: special invitations, thank you notes, sympathy cards and birthday cards, etc.)
5. Shall be responsible for all electronic correspondence;
6. Notifies all members of the executive board of regular and special meetings and makes all the necessary arrangements;
7. Maintain all correspondence files of NCSC and turns these over to her successor upon her departure or expiration of her term in office;
8. Shall assume the duties of the Recording Secretary if absence;
9. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
10. Shall maintain a detailed monthly record of all income and expenses related to their position;
11. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
12. Shall maintain board member roster;
13. Shall notify Honorary Members of their status when appointed;
14. Supervises maintenance of copier and orders office supplies;
15. Must be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
16. Shall be an administrator with the Recording Secretary and Publicity Chair on all Social Media; (i.e.: Facebook, Website, and e mails)
17. Shall not go into a binding contact for the North Country Spouses Club.

SECTION VI. TREASURER

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall receive all dues and monies, maintain General Operating and Community Outreach Accounts and disburse any checks for the NCSC under the approval of the Governing Board;
5. Shall prepare and present a financial report monthly to the Governing Board with a

- copy to accompany the minutes for approval by the DCA;
- 6. Shall call a meeting of all Governing Board members and one member at large to prepare the annual budget. The Governing Board must approve the budget in August and at the first General Membership meeting thereafter. The treasurer may call a budget revision meeting in January if the need arises or if requested by the President;
- 7. Shall keep an itemized account of all such receipts, vouchers and disbursements for seven years. The records of all accounts shall be open to inspection by members of the club;
- 8. Shall use the general provisions of AR Reg 210-17 in maintaining the accounting records;
- 9. Shall, with the president or first vice president, sign all checks in excess of two hundred dollars (\$200);
- 10. Shall prepare and submit a complete audit in accordance with AR 210-17 no later than two (2) weeks after the close of the NCSC fiscal year;
- 11. Shall file any federal tax forms, any state tax forms, and or sales tax forms.
- 12. Shall review and adjust all insurance and bonding policies required for the NCSC;
- 13. Shall be bonded;
- 14. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successors upon audit completion.
- 15. Shall maintain a detailed monthly record of all income and expenses related to their position;
- 16. Shall ensure monies are counted and deposited within seven (7) days of receipt;
- 17. Shall be present at least half hour prior, to all fundraising events to facilitate financial set-up and deposits. If not available, arrangements are to be made prior to the event, with President's approval;
- 18. Shall be responsible for collection of all money at the end of all NCSC functions. If treasurer is not available, arrangements are to be made prior to the event with the President's knowledge, for money to be handed over to a bonded board member;
- 19. Shall be responsible for notification and collection of all outstanding checks and fees incurred from any and all returned checks. Shall notify president of any incidents pertaining to such matters. Outstanding checks will be handled in a timely manner and with information forwarded to President;
- 20. Shall not go into a binding contact for the North Country Spouses Club.

SECTION VII. PARLIAMENTARIAN

- 1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
- 2. Shall be non-voting members;
- 3. Shall assume any duties deemed necessary by the President;
- 4. Shall ensure all NCSC meetings are conducted according to proper procedures as outlines in the Constitution and Bylaws, Fort Drum and Army regulations related to private organizations;
- 5. Shall advise and assist the President and other members of the Governing Board as requested;

6. Shall chair the bi-annual constitution review and revision committee to consist of the Executive Board, Honorary Advisor, Honorary President and at least three (3) members at large, as described in Article VII, Section of the Constitution.
7. Shall coordinate all voting procedures for the membership: Shall tally votes with President or another bonded Governing Board Member;
8. Shall collect names and information from NCSC Members interested in appointed positions to be passed to President-elect;
9. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
10. Shall maintain and report a detailed monthly record of all income and expenses related to their position.
11. Shall review Board notebooks at the April Governing Board meeting;
12. Shall report a detailed monthly record of all income and expenses related to position at each Governing Board Meeting;
13. Shall biannually obtain permission to operate as a Private Organization on Fort Drum through DCA;
14. Shall not go into a binding contact for the North Country Spouses Club.

SECTION VIII. HONORARY PRESIDENTS

1. Shall be the spouses of the Commanding General and the Division Command Sergeant Major;
2. Shall be a nonvoting member;
3. Shall not be required to pay dues;
4. Are invited to attend all meetings and events;
5. Shall review the list of Honorary Members annually.

SECTION IX. ADVISOR

1. Shall be appointed by the Honorary Presidents;
2. Shall advise and assist the Governing Board;
3. Is a nonvoting member;
4. Shall attend all meetings and events.

ARTICLE II – ELECTION AND VOTING

SECTION I. ELECTION:

1. All officers shall be elected by the active membership in April for a term of one (1) year commencing in May, of the year in which elected;
2. No executive board member (to include the Parliamentarian) shall serve in the same position for more than two (2) consecutive membership years;

3. The proposed slate will be presented to the general membership a minimum of one week prior to the April function. No person shall compete for more than one elected position. Nominations may be made from the floor at the April function provided that the consent of the nominee has been obtained.

SECTION II. VOTING:

1. If a single slate is presented and accepted by the membership, the slate may be accepted by acclamation or show of hands;
2. If a slate contains more than one nominee for any office, the voting will be by secret ballot. In extenuating circumstances, a member may designate a proxy, in writing, to cast their ballot. The member must notify the Parliamentarian of their proxy before the vote. The nominee receiving the majority of votes of the members present shall be duly elected. Officers-elect will be installed at the May function. Officers-elect and standing committee chairs will work with their predecessor through May 31. On June 1, officers-elect and standing committee chairs will officially assume their duties;
3. Officers-elect and standing committee chairs will attend the May Governing Board meeting to receive all notebooks and information pertaining to their particular board position;
4. In the event of a tie, votes shall be recounted. If a tie remains, the President shall break the tie.

ARTICLE III – COMMITTEES

SECTION I.

The President shall appoint the chairperson(s) of the following standing committees as deemed necessary:

HISTORIAN	RESERVATIONS	SOCIAL
MEMBERSHIP	HOSPITALITY	WAYS & MEANS
VOLUNTEER COORDINATOR		PUBLICITY
FUNDRAISING	COMMUNITY OUTREACH	
SCHOLARSHIPS	PROPERTY MANAGER	
OFF THE BEATIN' PATH REPRESENTATIVE		

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair (s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contact for the North Country Spouses Club.

HISTORIAN:

1. Shall be responsible for maintaining a historical file of the NCSC year. Organizes and updates, as appropriate, scrapbooks for the NCSC President and Honorary Presidents and Advisors;
2. Shall take photographs at all NCSC events;
3. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
4. Shall have administrative access to Facebook, Website and Drop Box to post photos in a timely manner;
5. Shall be responsible for upkeep and accountability of the old scrapbook collection;
6. Shall Maintain a NCSC Snapfish (or equivalent) account;
7. Shall provide a digital file of all NCSC events.

HOSPITALITY:

1. Shall purchase and oversee all aspects of opportunity items;
2. Shall ensure that all monies from opportunity items are turned over to Treasurer prior to leaving an event;
3. Shall greet members and guests at the door;
4. Shall work closely with other appointed chairs.

SOCIAL:

1. Shall establish board-approved sub-clubs, which are groups within the NCSC that members may join to pursue personal interests or hobbies;
2. Shall be responsible for ensuring all sub-club members are NCSC members;
3. Shall appoint sub-club chairs to each sub-club group and maintain POCs for each sub-

- club;
4. Shall coordinate with sub-club chairs to establish dates, locations and times for all sub-club meetings. In the absence of a sub-club chair, the Social chairperson will decide above mentioned;
 5. Shall evaluate sub-clubs for lack of interest to determine if said sub-club should be terminated;
 6. Shall be responsible for getting all sub-club information to the Publicity Chair for dissemination on Social Media.

MEMBERSHIP:

1. Shall coordinate with the 1VP/2VP the planning of Membership Drive to be held in August;
2. Shall coordinate a booth/table at the Super Sign Up in September;
3. Shall collect membership applications, dues and maintain a current membership on file;
4. Shall provide reservations chairperson with new member list within 24 hours of sign up to ensure new member receives invitation for the next luncheon;
5. Shall bring NCSC membership forms to all NCSC functions;
6. Shall review NCSC membership form at the beginning of NCSC year (June) and report any changes to the publicity chair;
7. Shall provide an updated roster to the president and reservations chair as needed;
8. Shall provide updated membership numbers at monthly NCSC meeting;
9. Shall order NCSC pins to new members;
10. Shall recommend the membership fees to the Governing Board for a vote in June for approval;
11. Shall design and distribute membership forms with updated information with board approval;
12. Shall coordinate with Reservations to introduce new members and guest at luncheons;
13. Shall be responsible for distributing to general membership of The Little Black Book by the first week in December. Shall make available to general membership any changes to the book.

PUBLICITY:

1. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
2. Shall have the responsibility for all publicity for organization to include newspapers, posters, signs, banners and social media based on approval from the President;
3. Shall edit and post the NCSC website a monthly e-newsletter. Shall send said newsletter to membership via email after approval of the president;
 - a. There will be no e-newsletter in July.
 - b. The December and January e-newsletters will be combined into one e-newsletter.
4. Shall edit and post to the NCSC website any special e-newsletters deemed necessary by the President;
5. Shall update the subscriber list with new member information from the Membership Chair before posting all e-newsletters;
6. Shall maintain with the Recording Secretary and Corresponding Secretary all social media (i.e.: Facebook, Website, and e mails)

RESERVATIONS:

1. Shall report reservations to the point of contact for the given event;
2. Shall be responsible for luncheon sign-in and collection of money;
3. Shall be responsible with the Treasurer for collection of monies due from no show reservations;
4. Shall make name tags for members upon an RSVP to an event;
5. Shall ensure monies are counted and given to the Treasurer or designee before leaving the event;
6. Shall confirm receipt of RSVP with the Luncheon Cancellation Policy;
7. Shall work with other chairs (1 & 2 VP, Membership) to coordinate invitations for events;
8. Shall coordinate with Membership to introduce new members and guests at Luncheons.

WAYS & MEANS:

1. Shall with the Boards approval shall procure items of interest to the Membership to be sold at all General Membership Meetings and NCSC functions;
2. Shall maintain a record of inventory of items for sale at all times;
3. Shall coordinate and promote the sale of items on social media with Board Members and Chairs (Recording & Corresponding Secretaries and Publicity);
4. Shall ensure monies are counted and given to the Treasurer within 7 days of the event;
5. Shall be bonded.

COMMUNITY OUTREACH:

1. Shall chair the annual Community Outreach Meeting, consisting of the President, Advisor, Treasurer, and the Honorary Presidents,, (the aforementioned members shall not have a vote) four (4) other General Membership members and one (1) Honorary Member. The voting members on the committee shall be the four (4) General Membership Members and the Honorary Member.
2. Shall coordinate any special events related to Community Outreach. May appoint a chairperson(s) to assist with said special events. Any appointed chairperson for a special event shall not have a vote at governing board meetings.
3. Shall publish and maintain Community Outreach applications. Shall publicize Community Outreach application process.
4. Shall investigate community needs and requests for assistance and submit finding and recommendations to the Governing Board.
5. Shall compile a list of recipients of monthly donations collected at luncheons, coordinate with recipients and ensure delivery of all donations.

SCHOLARSHIPS:

1. Shall research and evaluate all scholarship applications received by the Governing Board;
2. Shall, along with the Parliamentarian, coordinate and execute the May luncheon;
3. Shall chair the annual scholarship committee meeting, consisting of President, Advisor, Treasurer, (the aforementioned members will not have a vote) and five (5) other General

- Membership members. The Honorary Presidents may participate as a non-voting member if they choose;
4. Shall award any sponsored scholarship according to the donors/sponsors set requirements;
 5. Shall turn over a recipient list immediately to the Treasurer;
 6. Shall coordinate and execute Scholarship Reception in May.

PROPERTY MANAGER:

1. Shall be the custodian of Club Property;
2. Shall maintain a correct inventory and price list items for rentals.
3. Shall conduct a yearly inventory of Club Property.
4. Shall ensure monies are counted and given to the Treasurer within 7 days of property rentals

FUNDRAISING:

1. Shall be responsible for organizing and coordinating at least two major fundraisers. The Governing Board may approve any additional fundraisers and additional chairpersons to oversee;
2. Shall appoint a committee chairperson for each fundraising event. Committee members shall have no vote at Governing Board meetings. Suggested Chair Positions: Gift Wrap, FMWR Events, Mountain Fest, Craft Fair and Spring Fundraiser Chair;
3. Shall deposit monies with treasurer within 7 days upon receipt;
4. Shall ensure compliance with Fort Drum's fundraising rules and regulations.

VOLUNTEERS COORDINATOR:

1. Shall maintain and approve volunteer hours in Volunteer Management Information System (VMIS);
2. Shall work with the 1 Vice President to recruit and organize all volunteers for special functions: i.e. Mountain Fest, Welcome Party, International Food Festival, holiday party and any other special function that the 1 Vice President would be in charge of or President deems necessary;
3. Shall select an NCSC Volunteer of the Month and recognize said member at the General Membership Meetings;
4. Shall attend the Volunteer of the Month Ceremony, in the absence of the President, when an NCSC volunteer is being recognized;
5. Shall work with the fall/spring fundraiser chairs to recruit and organize all volunteers for their events.

OFF THE BEATIN' PATH GIFT SHOP REPRESENTATIVE

1. Shall ensure the policies of the OTBPG are with the consent of the NCSC Board.
2. Shall establish, with the approval of the President, an OTBPG Council comprised of three members from the General Membership.
3. Shall, with the Council members, annually write/update the OTBPG policy handbook/vendor contracts, and standard operating procedure, in accordance with ARTICLE V of the By-Laws. The current SOP shall be kept as an addendum to the

NCSC By-Laws, which must be validated by the Constitution Review Committee for final approval by the Board.

4. Shall ensure that the OTBPG follows all constitutional guidelines of the NCSC.
5. Shall prepare the annual OTBPG budget in consultation with the OTBPG Council. The budget must be presented to the NCSC Board for approval by the September NCSC board meeting.
6. Shall present the OTBPG financial statements to the NCSC Board on a monthly basis.
7. Shall in the event of vacancy of salaried positions, and with the President, 1st Vice President, and OTBPG Advisor, review and select qualified applicants for the position
8. Shall report to the President.

ARTICLE IV – FINANCES, TAXES AND MONEY

SECTION 1.

The Governing Board shall approve all expenditures essential for the operation of the NCSC, will ensure that all disbursements are within the purpose for which this association was established, and in accordance with sound business practices.

SECTION 2.

The amount of funds used for scholarships shall be fifty percent (50%) of the annual Community Outreach income, unless deemed otherwise by the Governing Board.

SECTION 3.

1. Any money collected from any NCSC function will be collected by the NCSC Treasurer at the end of said function.
2. Any money collected from any NCSC function will be made ready for deposit before leaving said functions. Procedure will be as follows:
 - a. Money will be counted by the chairperson that collected money, plus one;
 - b. Money will be recorded on a deposit slip;
 - c. Money will be placed in a sealed signature of aforementioned person;
 - d. Money will be deposited in bank within 48 hours of function.
3. In the event that the NCSC treasurer is absent from function the above procedure will be followed and money will be given to a bonded board member.

SECTION 4.

1. Any request for reimbursements must be submitted to the Treasurer with a request for funds form with original receipt attached. In the event that there are multiple items on receipt that are not being requested in refund, items that are to be requested must be highlighted and totaled at bottom of receipt. In this case, a copy of said receipt will be accepted.
2. Any request for funds form being turned in must include a description of items and be

- approved by the President.
3. Treasurer must complete any request for funds submitted within two weeks from date of request.

ARTICLE V – INSURANCE

SECTION 1.

All insurance will be obtained in accordance with Army Regulation 210-22 and the 10th Mountain Division (LI) and Fort Drum Regulation 210-17, Private Organization on Fort Drum.

AUTHENTICATION

By-Laws were amended and approved by the Executive Board, Honorary President and Advisors on _____

President

Parliamentarian