

BYLAWS

North Country Spouses Club

Fort Drum, New York

Revised February 14, 2024

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 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 Quarter” 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 Advisory Council, Volunteer Support Fund, and other community councils deemed necessary;
10. Shall ensure that validation and tax documents are prepared and maintained; 11. Shall maintain a copy of keys to all NCSC properties to include mailbox, NCSC storage facility, Off the Beatin’ Path Gift Shop, Operation Deploy Your Dress, and NCSC Building. 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 a position profile within VMIS and record monthly volunteer hours; 15. 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 and Changeover in May
16. 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/bookkeeping experience.

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 selecting a token of appreciation for the President;
7. 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
8. Shall maintain and report a detailed monthly record of all income and expenses related to the position at each board meeting;
9. Shall maintain a position profile within VMIS and record monthly volunteer hours; 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 plan and coordinate with Parliamentarian a Changeover Ceremony to be conducted at the May Luncheon;
12. Shall be bonded;
13. Shall be at all fundraising events to facilitate building and property access;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall be responsible for organizing and coordinating major fundraisers. The Governing Board may approve any additional fundraisers and additional chairpersons to oversee;
16. Shall be allowed to appoint a committee chairperson for each fundraising event. Committee members shall have no vote at Governing Board meetings. Suggested Chair Positions: Tree and Wreath Auction and Spring Fundraiser;
17. Shall deposit monies with Treasurer within 7 days upon receipt;
18. Shall ensure compliance with Fort Drum's fundraising rules and regulations;
19. Shall work closely with Donation Coordinator-Fundraising, Reservations, Social, Hospitality, Volunteer Coordinator, and additional chairs for fundraising events and various projects.

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 be responsible for finding vendors for each luncheon;
6. Shall gather “talking points” and announcements for monthly luncheon from Board Members;
7. Shall maintain a position profile within VMIS and record monthly volunteer hours;
8. Shall maintain a detailed monthly record of all income and expenses related to position;
9. Shall not go into a binding contract for the North Country Spouses Club;
10. 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.
11. Shall be authorized to co-sign all checks in excess of two hundred dollars (\$200) in the absence of the president and 1st VP;
12. Shall work closely with Reservations, Hospitality, and Community Outreach for events.

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 report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
9. Supervises maintenance of office equipment and orders office supplies;
10. Shall not go into a binding contract for the North Country Spouses Club;
11. Shall maintain a position profile within VMIS and record monthly volunteer hours;
12. 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 the successor at the joint Governing Board Meeting in May.

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13. Must be familiar with website maintenance and fluent in appropriate computer programs necessary for job performance;
14. Shall be an administrator with the Corresponding Secretary and Publicity chair for all Social Media (i.e.: Facebook, Website, and e mails).

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 ordering and maintaining stationery supplies and stamps for distribution upon request of other board members;
6. Maintain all correspondence files of NCSC and turns these over to her successor upon her departure or expiration of her term in office;
7. Shall maintain a current Board Roster and Electronic Distribution List of all Board Members;
8. Shall assume the duties of the Recording Secretary if absent;
9. Shall maintain a position profile within VMIS and record monthly volunteer hours;
10. 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.
11. Shall maintain a detailed monthly record of all income and expenses related to their position;
12. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
13. Shall notify Honorary Members of their status when appointed;
14. Must be familiar with website maintenance and fluent in appropriate computer programs necessary for job performance;
15. Shall be an administrator with the Recording Secretary and Publicity Chair on all Social Media; (i.e.: Facebook, Website, and e mails)
16. Shall not go into a binding contract for the North Country Spouses Club.

SECTION VI. TREASURER

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meeting and NCSC functions;
2. Shall be a voting member of the Governing Board;

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3. Shall assume any duties deemed necessary by the President;
4. Shall receive all dues and monies;
5. Shall maintain General Operating Account and disburse any checks for the NCSC under the approval of the Governing Board;
6. Shall prepare and present monthly financial report to the Governing board to include one copy of financial report prepared to accompany official minutes for approval by the DCA; 7. Shall call a meeting of all Governing Board members and one member at large to prepare the annual budget. The Governing Board members must approve the budget in August with a subsequent approval at the first General Membership meeting. The treasurer may call a budget revision meeting in January if the need arises or if requested by the President; 8. Shall keep an itemized account of all such receipts, vouchers and disbursements for seven years. 9. Shall keep an open account of all financial records for inspection of and by the General Membership;
10. Shall utilize general provision of AR Regulation 210-17 in maintaining accounting records; 11. Shall, with the President or First Vice-President, sign all checks in excess of two hundred dollars (\$200);
12. 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;
13. Shall file federal tax forms and state tax forms and any other required sales tax forms; 14. Shall review and adjust all insurance and bonding policies required to maintain compliance with AR 210-22 and Garrison regulations;
15. Shall be bonded;
16. Shall maintain a detailed monthly record of all income and expenses related to position; 17. Shall ensure monies are counted and deposited within seven (7) days of receipt; 18. Shall be present at least one-half hour prior to all fundraising events to facilitate financial set up and deposits. If not available, prior arrangement to be coordinated with President's approval;
19. Shall be responsible for the collection of all money at the end of all NCSC functions. If not available, prior arrangement to be coordinated with the President's approval. 20. Shall be responsible for notification and collection of all outstanding checks and fees incurred from returned checks and shall notify the President of any such matters. 21. Shall not go into a binding contract on behalf of the NCSC;
22. Shall maintain a position profile within VMIS and record monthly volunteer hours; 23. Shall maintain and update board notebook to include:
 - a. Complete job description to reflect overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to Parliamentarian at the April Governing Board Meeting for review.
 - c. Transfer of notebook and all misc job materials shall be given to successor upon audit completion.

SECTION VII. PARLIAMENTARIAN

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership meeting and NCSC functions;
2. Shall be a non-voting member;
3. Shall assume any duties deemed necessary by the President;
4. Shall ensure all NCSC meetings are conducted according to proper procedures as outlined in the Constitution and Bylaws, Fort Drum Garrison Regulations and AR 210-22;
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 President, Senior Advisor and at least three (3) members at large, as per Article VII of the Constitution.
7. Shall coordinate all voting procedures for the membership;
8. Shall tally votes pertaining to elections with another non-voting member of the Board;
9. Shall collect names and information from NCSC Members interested in appointed positions to be passed along to the President- Elect;
10. Shall collect names and information of NCSC Members interested in running for elections to the Executive Board;
11. Shall maintain and report a detailed monthly record of all income and expenses related to position;
12. Shall maintain a position profile within VMIS and record monthly volunteer hours;
13. Shall review Board notebooks at the April Governing Board meeting;
14. Shall biannually obtain permission to operate as a Private Organization on Fort Drum through DCA;
15. Shall not go into a binding contract for the NCSC;
16. Shall maintain and update board notebook to include:
 - a. Complete job description to reflect overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to Parliamentarian at the April Governing Board Meeting for review.
 - c. Transfer of notebook and all misc. job materials shall be given to the successor upon audit completion.

SECTION VIII. HONORARY PRESIDENTS

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

SECTION IX. SENIOR ADVISORS

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

ARTICLE II - ELECTIONS AND PROCEDURES

SECTION I. EXECUTIVE BOARD AND OFFICIAL ELECTIONS

1. All officers of the Executive Board shall be elected by the General Membership at the April General Membership meeting for a term of one (1) year, commencing in May of the year in which elected.
2. The Executive Office shall consist of the following seven (7) elected positions. Each elected office shall consist of one officially elected representative to said office;
 - a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Recording Secretary
 - e. Corresponding Secretary
 - f. Treasurer
 - g. Parliamentarian
3. No Executive Board Member shall serve in the same position for more than two (2) consecutive membership years.
4. The proposed Executive Board Slate shall be presented to the General Membership a minimum of one (1) week prior to the April Elections and General Membership meeting.
5. No candidate shall compete for more than one elected position.
6. Nomination may be made from the floor at the April General Membership Meeting provided that the consent of the nominee has been obtained.
7. If a single and uncontested slate of candidates is presented and accepted by the membership, the slate may be accepted by acclamation or by show of hands.
8. If a slate contains more than one nominee for any office, the voting will be by secret ballot.
9. Only General Members in good standing are permitted to cast a vote.
10. In extenuating circumstances, a member may designate a proxy, in writing, to cast their ballot. The Member must notify the Parliamentarian of their proxy prior to elections.
11. All secret ballot votes shall be collected and counted by the Parliamentarian and one other non-voting Board Member.
12. The nominee receiving the majority votes of Members present shall be duly elected.
13. In the event of a tie, votes shall be recounted. Should a tie be confirmed, the President shall enact her reserved voting privileges to break the tie.
14. Officers and Officers-Elect will attend the May Governing Board meeting together in order to exchange all pertinent information and Position Binders. This meeting shall be known as the Change-Over Board Meeting.
15. Officers-Elect will work with their predecessors through May 31 to ensure continuity and change in responsibilities.
16. On June 1, Officers-Elect will assume their official duties to the Executive Board.

ARTICLE III – COMMITTEES

SECTION I. APPOINTED CHAIRPERSON(S)

1. The President shall appoint the chairperson(s) of the following standing committees as deemed necessary:
 - a. Historian
 - b. Reservations
 - c. Social
 - d. Membership
 - e. Hospitality
 - f. Volunteer Coordinator
 - g. Publicity
 - h. Donations Coordinator - Fundraising
 - i. Community Outreach
 - j. Scholarships
 - k. Property Manager
 - l. Off the Beatin' Path Representative
 - m. Retiree Representative

SECTION II. CHAIRPERSON RESPONSIBILITIES AND JOB DESCRIPTIONS

HISTORIAN

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;

3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting

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for review;

9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall be responsible for maintaining a historical file of the NCSC year in the form of a digital scrapbook;
14. Shall photograph and/or video all NCSC events;
15. Shall have administrative access to Facebook and Shutterfly to post photos in a timely manner; 16. Shall be responsible for the upkeep and accountability of the old scrapbook collection.

HOSPITALITY

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall purchase and oversee all aspects of opportunity items;

14. Shall ensure that all monies from opportunity items are turned over to Treasurer prior to leaving an event;
15. Shall greet members and guests at the door;
16. Shall work closely with other appointed chairs;
17. Shall work closely with 1st and 2nd VP for opportunity items at events as needed.

SOCIAL

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall establish board-approved sub-clubs, which are groups within the NCSC that members may join to pursue personal interests or hobbies;
14. Shall be responsible for ensuring all sub-club members are NCSC members;
15. Shall appoint sub-club chairs to each sub-club group and maintain POCs for each sub-club;
16. 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;
17. Shall evaluate sub-clubs for lack of interest to determine if said sub-club should be terminated; 18. Shall be responsible for getting all sub-club information to the Publicity Chair for dissemination on Social Media;
19. Shall work closely with 1st VP to coordinate sub-club support for fundraising events; 20. Shall coordinate with sub-club chairs to share current NCSC business at each sub-club meeting.

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MEMBERSHIP

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;

3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;

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11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall coordinate with the 1VP/2VP the planning of Membership Drive to be held in August and a half price membership event in January;
14. Shall collect membership applications, dues and maintain a current membership roster on file; 15. Shall provide reservations chairperson with new member list within 24 hours of sign up to ensure new member receives invitation for the next luncheon;
16. Shall review NCSC membership form at the beginning of NCSC year (June) and report any changes to the publicity chair;
17. Shall provide an updated roster to the president and reservations chair as needed; 18. Shall provide updated membership numbers at monthly NCSC meeting;
19. Shall order NCSC pins to new members;
20. Shall recommend the membership fees to the Governing Board for a vote by the July board meeting for approval;
21. Shall design and distribute membership forms with updated information with board approval; 22. Shall coordinate with Reservations to introduce new members and guests at luncheons.

PUBLICITY

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with

- Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
 9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
 10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;
 13. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
 14. Shall have the responsibility for all publicity for organization to include newspapers, posters, signs, banners and social media based on approval from the President;
 15. Shall maintain, along with the Recording Secretary and Corresponding Secretary, all social media accounts (i.e.: Facebook, Website, and e mails).

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RESERVATIONS

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall report reservations to the point of contact for the given event;
14. Shall be responsible for luncheon sign-in and collection of money;
15. Shall be responsible with the Treasurer for collection of monies due from no show reservations;
16. Shall make name tags for members upon an RSVP to an event. Shall be responsible for creating and ordering permanent name tags for members who purchase them. Shall collect permanent name tags and bring them to subsequent NCSC functions when requested by members;
17. Shall ensure monies are counted and given to the Treasurer or designee before leaving the event;
18. Shall confirm receipt of RSVP with the Luncheon Cancellation Policy;
19. Shall work with other chairs (1 & 2 VP, Membership) to coordinate invitations and RSVPs for events;
20. Shall coordinate with Membership to introduce new members and guests at Luncheons.

COMMUNITY OUTREACH

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;

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8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall chair the annual Community Outreach Grant Meeting meetings consisting of one board member, two general membership members, and the NCSC President;
14. 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;
15. Shall publish and maintain Community Outreach applications. Shall publicize Community Outreach application process;
16. Shall investigate community needs and requests for assistance and submit finding and recommendations to the Governing Board;
17. Shall compile a list of recipients of monthly donations collected at luncheons, coordinate with recipients and ensure delivery of all donations.

SCHOLARSHIPS

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly

- community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
 8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
 9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
 10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;
 13. Shall chair the annual scholarship committee meetings consisting of one board members, two general membership members, Fort Drum Thrift Shop Vice Chairman (to serve only as a Fort Drum Thrift Shop Liaison for as long as the Fort Drum Thrift Shop is giving a scholarship at the NCSC ceremony) and the NCSC President;
 14. Shall lead the scholarship committee in securing other Scholarship Sponsors and/or Donors;
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15. Shall review the current scholarship application and make any necessary changes/adjustments, prior to the application being released to the public;
 16. Shall verify that the applications received meet all requirements and the applicants are eligible;
 17. Shall ensure approved application packets are prepared and delivered to the judges in a timely manner;
 18. Shall obtain judges that will consist of three people from the local community (non-NCSC members), one NCSC Board Member and one General Membership Member. All judges will remain anonymous and known only to the scholarship committee;
 19. Shall ensure that the sponsored scholarships are awarded based in accordance with the donors/sponsors set requirements;
 20. Shall work with the NCSC Publicity Chair to obtain local media coverage and publicizing the Scholarship Program throughout the local community, the Fort Drum community, the NCSC Website and NCSC Facebook page;
 21. Shall send all recipients an approval letter and an invitation to the Scholarship Ceremony;
 22. Shall send letters to all applicants not receiving a scholarship; Shall turn over a recipient list immediately to the Treasurer;
 23. Shall set the date, secure the location, obtain the guest speaker and see to it that all preparations for the scholarship ceremony are accomplished in a timely manner;
 24. Shall be the Master of Ceremonies;
 25. Shall, along with the NCSC President, award recipients at the scholarship ceremony.

PROPERTY MANAGER

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;

6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall be the custodian of Club Property;
14. Shall maintain a correct inventory and price list items for rentals;
15. Shall conduct a yearly inventory of Club Property;
16. Shall ensure monies are counted and given to the Treasurer within 7 days of property rentals.

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DONATIONS COORDINATOR - FUNDRAISING

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
10. Shall maintain NCSC e-mails that are provided for each Committee;
11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
12. Shall not go into a binding contract for the North Country Spouses' Club;
13. Shall work alongside the 1st VP to coordinate and procure donations for fundraising events;
14. Shall initiate and grow lasting partnerships with residential donors, area businesses, and Fort Drum Tennant Units to acquire donations to the North Country Spouses Club.

VOLUNTEER COORDINATOR

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only

- one vote is permitted;
3. Shall assume duties deemed necessary by the President;
 4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
 6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
 7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
 8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
 9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
 10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;

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13. Shall maintain and approve volunteer hours in Volunteer Management Information System (VMIS);
14. Shall work with Board Members to recruit and organize all volunteers for special functions: i.e. Mountainfest, Welcome Party, International Food Festival, holiday party and any other special function that the 1st Vice President shall be in charge of or that which the President deems necessary;
15. Shall be allowed to select an NCSC Volunteer of the Quarter and recognize said member at the General Membership Meetings;
16. Shall attend the Volunteer of the Quarter Ceremony, in the absence of the President, when an NCSC volunteer is being recognized;
17. Shall work with the fall/spring fundraiser chairs to recruit and organize all volunteers for their events;
18. Shall work closely with 1st VP, Operation Deploy Your Dress Rep and Off the Beatin' Path Rep to coordinate volunteer support.

OFF THE BEATIN' PATH GIFT SHOP REPRESENTATIVE:

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval; 5. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
6. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
7. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
8. Shall present updated notebook to the parliamentarian at the April Governing Board meeting

- for review;
9. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
 10. Shall maintain NCSC e-mails that are provided for each Committee;
 11. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
 12. Shall not go into a binding contract for the North Country Spouses' Club;
 13. Shall ensure the policies of the OTBPG are within the consent of the NCSC Board; 14. Shall establish, with the approval of the President, an OTBPG Advisory Council comprised of the President, Senior Advisor appointed by the Honorary President, Treasurer and Gift Shop Manager;
 15. Shall, with the OTBPG Advisory Council, annually update the OTBPG SOP and all vendor contracts, 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;
 16. Shall ensure that the OTBPG follows all constitutional guidelines of the NCSC; 17. 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

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- meeting;
18. Shall present the OTBPG financial statements to the NCSC Board on a monthly basis; 19. Shall, in the event of vacancy of salaried positions, and with the President and OTBPG Advisory Council, review and select qualified applicants for the position;
 20. Shall report to the President;
 21. Shall maintain a record of inventory of items for sale at all times;
 22. May coordinate and promote the sale of items from OTBPG to be sold at General Membership Meeting and NCSC functions.

OPERATION DEPLOY YOUR DRESS REPRESENTATIVE:

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
5. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
6. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
7. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
8. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
9. Shall maintain NCSC e-mails that are provided for each Committee;
10. Shall appoint (with the President's approval) a member in good standing to fill an absence of

- a chair position;
- 11. Shall not go into a binding contract for the North Country Spouses' Club;
- 12. Shall ensure the policies of the ODYD are within the consent of the NCSC Board; 13. Shall ensure that the ODYD follows all constitutional guidelines of the NCSC; 14. Shall prepare the annual ODYD budget in consultation with the ODYD Council. The budget must be presented to the NCSC Board for approval by the September NCSC board meeting; 15. Shall present the ODYD financial statements to the NCSC Board on a monthly basis; 16. Shall report to the President;
- 17. Shall always maintain a record of items inventory;
- 18. Wear ODYD aprons to be easily identifiable to customers and create a team spirit.

RETIREE REPRESENTATIVE

- 1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions; 2. Shall be one (1) of two (2) allowable Associate Members appointed to the Governing Board per NCSC Constitution Article IV, Section 2;
- 3. Shall be a voting member of the Governing Board;
- 4. Shall promote the social, membership and community outreach activities of the NCSC;
- 5. Shall act as a community liaison to the local community by reporting on community events of interest to the club;
- 6. Shall pay annual dues;
- 7. Shall have all rights and privileges of the NCSC Membership;
- 8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
- 9. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
- 10. Shall serve no more than one (1) year to the Governing Board per NCSC Constitution Article IV, Section 2.
- 1.

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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: Money will be counted by the chairperson that collected money, plus one;
 - a. Money will be recorded on a deposit slip;
 - b. Money will be placed in a sealed signature of aforementioned person;
 - c. Money will be deposited in the 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 the bottom of receipt. In this case, a copy of said receipt will be accepted.
2. Any request for funds forms 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 the date of request.

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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