

**BYLAWS OF THE
WEST POINT SPOUSES' CLUB
WEST POINT, NEW YORK
2018**

ARTICLE I – NAME AND PURPOSE

The Purpose of these Bylaws is to establish standard operating procedures (SOPs) for the West Point Spouses' Club (WPSC).

ARTICLE II – GENERAL DUTIES OF WPSC BOARD MEMBERS

Section A: General Duties

1. Be members of the WPSC in good standing and pay dues at the first board meeting of the year.
2. The duties of the WPSC Board members shall be those implied by their respective titles and those specified by these Bylaws and by the WPSC Constitution.
3. Read and be knowledgeable of, and adhere to, the WPSC Constitution and execute their duties as defined and outlined in the Bylaws.
4. Attend all WPSC Board meetings, general membership meetings, and volunteer and support as many WPSC-sponsored activities as possible.
5. Prior to the board meeting, notify the President and Secretary of their intended absence.
6. Prior to the board meeting, submit advanced notes in accordance with the Secretary's requested SOP.
7. Report verbally to the board at the monthly meeting; if absent, provide a written report to the President and Secretary to be presented.
8. If applicable, submit a proposed budget for their designated position to the Treasurer at the beginning, or no later than 1 September, of the Board year.
9. Maintain written records on a continuous basis to include:
 - a. Current Constitution and Bylaws.
 - b. Applicable SOP for respected position.
 - c. Current budget, minutes and financial statements when necessary.
 - d. After Action Reports.
10. May select a co-chair, pending approval by the President. Co-chairpersons will have one vote between them.
11. Present any major decisions concerning his or her board position of committee activity to the entire board for a vote.
12. Regularly submit articles relevant to their position for the quarterly publication of the WPSC Newsletter, *The Link*.
13. Register and log hours within VMIS.
14. Meet with their successor prior to the installation of the new Board to discuss duties.
15. Provide an inventory sheet of WPSC items held by position for change of chair at the end of the year. Provide a copy to the Properties Chair.
16. Provide three copies of an After Action Report and give one each to the President, the Secretary, and to his/her successor, by the May board meeting.
17. The last WPSC Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming board. The official transfer of all records to the incoming board will occur no later than June 1 of each year. If the successor has not yet been appointed, all

information shall be turned over to the incoming President.

Section B: Attendance and Resignation

1. Absence from three WPSC Board meetings shall be considered good reason for dismissal from the WPSC Board, at the discretion of the President and approval of the WPSC Board.
2. Any WPSC Board member who is unable to fulfill his/her duties will notify the President in writing. The President will accept the resignation in writing and appoint a replacement. If it is an elected position, the President will appoint a replacement and present to the WPSC Board for a vote.

ARTICLE III – EXECUTIVE BOARD

Section A: General Duties

1. As Stated in the Constitution (Article III, Section B) the Executive Board consists of the elected officers: President, Vice President, Secretary and Treasurer, and a non-voting Parliamentarian, a non-voting Honorary President and a non-voting advisor(s). The duties and functions of the Executive Board will meet the needs of the organization, in accordance with Army Regulation (AR) 210-22.
2. The President shall only vote in the event of a tie during any WPSC meeting. All other elected Executive Board positions are voting members of the board and general membership.
3. The Executive Board will meet at the beginning of each term to determine which standing committees should exist for their term in office. Any change to existing standing committees will constitute an amendment to the Bylaws and will require a two-thirds vote of the Board.
4. The Executive Board will hold a planning meeting to determine dates and events for the WPSC Board year to present to the board for a vote. Other attendees are invited at the President's discretion and should include board members planning events and/or fundraisers.
5. The Executive Board will attend quarterly meetings as facilitated by the President.
6. The duties of the Executive Board shall include those described in Article II, Section A with the addition of duties described under their respective titles.

Section B: President

1. Preside at all meetings of the general membership, Executive Board, and the WPSC Board, and shall be an ex officio member of all committees with the exception of the Nominating Committee.
2. Meet with the Honorary President at the beginning of the board year.
3. Submit a budget at the beginning of the board year.
4. Facilitate quarterly meetings with the Executive Board, extending invitations to the Honorary President and Senior Advisor(s).
5. Oversee the overall affairs of the WPSC.
6. Ensure that the Constitution and Bylaws of the WPSC are upheld.
7. Appoint a Parliamentarian, Standing Committee Chairs and a Chairperson for any special committee deemed necessary.
8. Appoint a member to fill any vacancy occurring in the Executive Board or Standing

Committee Chair. Appointments to an elected position will be presented to the WPSC Board for a vote.

9. Call special or emergency meetings of the Executive Board and WPSC Board as needed.
10. Establish WPSC Board Policies, meeting agenda and procedures at the beginning of the Board year.
11. Confer with members of the WPSC Board to review job descriptions and SOPs.
12. Represent the WPSC at community events to include Volunteer of the quarter ceremonies, Community Fair and other West Point Community Forums or appoint a designee from the WPSC Board.
13. Maintain keys to all WPSC properties and the P.O. Box.
14. Be bonded and countersign all checks drawn in the amounts of \$2500 or more.
15. In the event of Treasurer's absence, receive and disburse all authorized funds of the WPSC and exercise financial oversight for all fundraising activities.
16. Prepare a written quarterly article for the WPSC Newsletter.
17. Request approval from approving authority and sign memos of agreement for major fundraisers except Ways and Means.
18. Approve and sign appropriate contracts for the WPSC.
19. Direct orderly and complete transition to the succeeding board; preside over joint session of the outgoing and incoming boards in May.
20. Coordinate the purchase and presentation of welcome, farewell and/or appreciation gifts for the WPSC Board members.
21. Ensure that validation and tax documents are prepared, filed and maintained.
22. Be entitled to vote in the event of a tie and/or when there is a vote by ballot.
23. Submit a revalidation request for a Private Organization Operating Permit to the approving authority every odd numbered year.
24. Serve as a signature authority on all bank accounts.
25. Sign, submit, and maintain Release from Liability forms for all applicable WPSC events.

Section C: Vice President

1. Perform the Duties of the President during a temporary absence, fulfill the term should the position be vacated, assuming all the responsibilities of the President.
2. Be a Signatory of the WPSC financial accounts in the event the President is unavailable to sign checks in excess of \$2500.
3. Act as the Parliamentarian in the absence of the Parliamentarian.
4. Submit a budget at the beginning of the board year.
5. Chair the annual WPSC Super Sign up event with the assistance of the Membership Chair.
 - a. Establish criteria for vendor selection and activities to be offered at Super Sign Up.
 - b. Establish vendor contracts.
 - c. Confer with DFMWR on current vendor policy and ensure all vendors and procedures are in compliance.
 - d. Schedule the use of appropriate facility and coordinate logistics, including food and decorations.
 - e. Ensure event is publicized with the aid of the Publicity Chair.

6. Confirm Board members are registered in the Volunteer Management Information System (VMIS).
 - a. Verify Board member's volunteer hours submitted to the VMIS.
 - b. Update WPSC's job descriptions in the VMIS.
 - c. Attend Volunteer Action Council meetings.
 - d. Submit WPSC volunteer nominees quarterly to Black and Gold Awards.
 - e. Attend Black and Gold Awards ceremony and/or designate a representative.
7. Be responsible for procuring the President's Appreciation gift.
8. Serve on the Annual Budget Committee as an official member.
9. Plan and execute welcome and farewell festivities for incoming and outgoing honorary presidents and senior advisors.

Section D: Secretary

1. Be responsible for organizing and notifying attendees of all WPSC Executive meetings and Board meetings to include location and childcare.
2. Coordinate with Treasurer on any administrative related expenses for the budget at the beginning of the Board year.
3. Collect and organize advance notes prior to the monthly Board meeting and disseminate to Board members for preview.
4. Verify all childcare bills, match WPSC board attendance, and submit to treasurer to make payment.
5. Be the recording officer for all meetings of the Executive Board and the WPSC Board; minutes shall also be kept for General Membership meetings when official business is conducted.
7. Submit a rough draft to the President for approval; an approved copy will then be distributed to the WPSC Board (Email) no less than one week prior to the next meeting.
8. Enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes at the next scheduled Board Meeting.
9. Provide a copy of the minutes of all WPSC Board meetings and/or General Membership meetings to any member upon request. Minutes of the Executive Board meetings shall remain within the Executive Board only.
10. Minutes shall include the names of all members in attendance.
11. Prepare and distribute to the WPSC Board a roster of all WPSC Board members.
12. Familiarize successor with all records and files of the association.
13. Be responsible for collecting one copy of the AAR from each WPSC Board member, both elected and appointed, for the WPSC permanent file no later than 15 May.
14. Ensure that validation and tax documents are prepared and maintained as required by AR 210-22.
15. Maintain the WPSC records for 3 inactive years plus the current year.
16. Be responsible for storage and eventual destruction of WPSC files. For historical purposes, selected files may be passed to historian for preservation.

Section E: Treasurer

1. Be bonded and serve as the custodian of the WPSC funds.

2. Establish policies for payment and receipt procedures at the beginning of the board year.
3. Create an administrative budget at the beginning of the board year with input from Executive Board.
4. Receive and disburse all authorized funds of the WPSC and exercise financial oversight of all fundraising events with the exception of Ways & Means.
5. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
6. Receive and deposit all dues and monies; maintain a General Operating and Welfare account, per the annual budget, and disburse any checks for the WPSC as covered by the approved WPSC annual budget. All checks over \$2500.00 are to be co-signed by the President.
7. Distribute approved Community Assistance Grants to the Community Assistance Chair in a timely manner upon receipt of the list of all recipients.
8. Distribute approved Scholarship awards directly to the academic institution in a timely manner upon receipt of the approved recipients from the Scholarship Chair.
9. Prepare and present a financial report monthly to the WPSC Board to be included with the official minutes.
10. Retain a copy of all property inventories for insurance purposes.
11. Ensure that WPSC maintains adequate insurance coverage, as outlined in Article IX.
12. Chair Annual Budget Committee meeting in August (See Article VI, Section A of the Bylaws).
13. Review, along with the President, the budget in January and recommend adjustments if necessary for approval by the WPSC Board in February.
14. Comply with Garrison, state, and federal regulations, including IRS codes that govern 501 (c)(3) organizations.
15. Coordinate with a CPA to file appropriate Federal form for return of organization exemption from income tax by the end of June.
16. Assist in the revalidation of the WPSC biennially.
17. Maintain tax documents and all records as required by AR 210-22.
18. Be present at all fundraising and social events (with the exception of Ways & Means) to facilitate financial transactions and if unable to attend make arrangements for WPSC to accept monies at event.
19. Review and amend, if necessary, all insurance and bonding agreements.
20. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.

Section F: Parliamentarian

1. Appointed by the President.
2. Maintain the official Constitution, Bylaws, records of contracts, and validation documents of the WPSC as required by AR 210-22 and office of the Garrison Commander.
3. Advise on parliamentary procedure and issues pertaining to the Constitution and Bylaws to the President, the WPSC Board and any committees.
4. Ensure that Board Meetings are conducted according to the proper procedures as outlines in the WPSC Constitution and Bylaws, all applicable post and Army regulations relevant to private organizations and Robert's Rules of Order: Newly

Revised.

5. Advise the President on issues pertaining to the Constitution and Bylaws.
6. Serve as Election Officer and prepare and dispense the ballots, oversee the election process, and follow voting procedure in accordance with the Constitution and Bylaws.
7. At the request of the President, administer any electronic votes and relay the results to the Secretary and the President.
8. Chair Nominating Committee. If running for an elected position, the President will appoint a replacement.
9. Maintain a copy of all job descriptions for the WPSC Board.
10. Chair Constitution and Bylaws Revision Committee; revise Constitution and Bylaws biennially.
11. Submit a copy of the revised WPSC Constitution and Bylaws to the approving authority when completed.
12. Ensure that Constitution and Bylaws are available to the Board and the General Membership. Provide an electronic copy for availability on the WPSC website.
13. Non-voting member of the Executive Board.

Section G: Honoraria/Advisors

1. As per Article III, Section D in the Constitution, the Honorary President is reserved for the Superintendent's spouse.
2. There will be an Honorary Advisor(s) at the discretion of the Honorary President.
3. Invited to all WPSC Executive Board and Board meetings.
4. Serve in advisory capacity on any committees to include Constitution and Bylaws and Scholarships and Grants, but especially when requested. Honoraria have no voting privileges.
5. Offer counsel, mentorship and coaching; advise concerning appropriate policy guidelines, and liaise with the Installation and surrounding community.
6. Familiarize successor with position responsibilities, when possible.

ARTICLE IV– ELECTION OF OFFICERS

Section A: Election Process

1. The Nominating Committee will present to the General Membership the names of the candidates nominated for each elected position, providing consent of the candidates has been obtained prior to nomination. The names of the candidates will be published electronically.
2. Not less than 15 days before the spring election, the Parliamentarian will present to the General Membership the names of any other candidates who have been endorsed in writing by 10 active WPSC members. No late nominations will be accepted, except in case of withdrawal of any nominees.
3. The officers of the Executive Board may be elected by the General Membership via electronic vote. In cases where there is only one nominee for the office, the election will be by acclamation. If there is more than one nominee for an office, the election will be by electronic ballot. Votes will be counted by the Parliamentarian and by a

second Board Member appointed by the President. Any candidate receiving plurality of votes cast for an office will be elected to that office. The current President's vote will be placed in a sealed envelope prior to the vote deadline and counted only in the event of a tie.

4. The dates of nominations, elections, and installations may be changed by the WPSC Board if deemed necessary.

Section B: Term of Office

1. Officers of the incoming Board will assume responsibility 1 June. The term of office will be for one year. An officer is eligible for reelection for a second term. The President and Vice Presidents may not serve for more than two consecutive years in the same office. The Treasurer and the Secretary may only serve a third term in the event there is no other candidate for the office. Neither, the Treasurer nor the Secretary may serve for more than three consecutive years in the same office.
2. Vacancies among elected officers of the WPSC Board will be filled by the President and be presented to the WPSC Board for a vote. If the position of President becomes vacant, the Vice President will resume all the responsibilities of the President.

ARTICLE V – STANDING COMMITTEE CHAIRS

All Appointed WPSC Board Chairs will be a voting member of the WPSC Board with one vote per chair. The duties of each appointed officer shall include those as noted in Article II, Section A of the Bylaws General Duties of the WPSC Board Members as well as but not limited to, the following as noted and implied by their respective titles.

Section A: Programs

1. Be responsible for making the necessary arrangements for the monthly programs other than special events: Super Sign Up, Community Outreach and Scholarship Reception, Major Fundraisers, and Service Projects.
2. Submit a Budget at the beginning of the Board year.
3. Propose a tentative program schedule to the Executive Board at their first planning meeting of the year. Present tentative schedule to the Board for approval no later than the August Board meeting. After approval, coordinate publication of program schedule with Publicity Chair.
4. Ensure dates are reserved with the appropriate event locations and obtain signed contracts with the assistance of the President.
5. Assume the responsibility for the details of each function to include menu, price, prizes, and other items needed.
6. Coordinate with reservations chair on attendance.
7. Review bills received for all planned functions and turn over to WPSC Treasurer for payment.
8. Submit an AAR to the Secretary and the President after each event, including budget and details.
9. Coordinate decorations for each event with Properties Chair.
10. Serve on the Annual Budget Committee as an official member.

Section B: Ways and Means

1. Operate and maintain Ways and Means for the WPSC, to include the WPSC Gift Shoppe and www.shopthepoint.com retail website.
2. Submit off-site sales events schedule and obtain approval from the office of the Garrison Commander in the spring for subsequent year's Ways and Means events.
3. Operate a Ways and Means sale table at designated West Point functions.
4. Maintain stock and inventory and keep accurate records for reporting purposes.
5. Coordinate with the Ways and Financial Manager for the purchase and sale of items (e.g. cookbooks, baskets, jewelry, etc.).
6. Serve on the Annual Budget Committee.
7. May serve as a voting member of Grant, and Scholarship Committees if there is no conflict of interest.
8. Maintain income and expenses report, in conjunction with the Ways and Means Financial Manager.
9. Serve as WPSC Gift Shoppe key custodian in conjunction with the MWR appointed building commandant.
10. Obtain Board approval for invoices over \$1,500 for items never before sold in the WPSC Gift Shoppe.
11. Obtain Board approval for single invoices over \$2,000.

Section C: Ways and Means Financial Manager

1. Be bonded and serve as the custodian of the WPSC Ways and Means financial account.
2. Maintain income and expenses report, in conjunction with the Ways and Means Chairperson.
3. Maintain WPSC Gift Shoppe Security Policy.
4. Serve on Annual Budget Committee.
5. Act as an assistant to WPSC Treasurer if necessary.
6. Prepare and present a financial report monthly to the WPSC Board to be included with the official minutes.
7. Comply with Garrison, state, and federal regulations, including IRS codes that govern 501 (c)(3) organizations.
8. Co-sign any checks drawn in the amount of \$2,500 or more.
9. File and pay appropriate New York state retail sales tax.
10. Coordinate with Treasurer for support in filing Federal tax forms to CPA.
11. Arrange for timely and orderly transfer of the financial records with the newly appointed Ways and Means Financial Manager, no later than 1 June.

Section D: Membership

1. Update WPSC membership application and submit to president for approval.
2. Recommend the membership fees to the WPSC Board for approval in June.
3. Submit a budget at the beginning of the board year.
4. Welcome members to WPSC Monthly Functions, both current and prospective.
5. Run the membership table at the WPSC annual Super Sign Up.
6. Recognize WPSC Board members' special events such as birthdays, new babies and other special occasions.
7. Send Sympathy cards to any WPSC Board members as needed.

8. Verify eligibility and enroll all WPSC members and maintain forms and database roster.
 - a. The WPSC General Membership roster is the sole property of the WPSC, and will not be sold or loaned. All personal membership information will be maintained with the strictest confidentiality.
9. Collect membership dues and Applications and submit funds to the Treasurer.
10. Maintain accurate record of members.
11. Provide a listing of WPSC members to other committee chairs as needed for events and advertisements of WPSC happenings.
12. Prepare, have printed and distribute a membership directory no later than 01 November. May choose to plan distribution of the membership directory with an issue of the WPSC Newsletter.
13. Provide a year-end print copy of the membership list for the secretary for the WPSC permanent file.

Section E: Publicity/ Social Media

1. Promote and publicize all WPSC activities approved by the board; establish deadlines for information to be publicized.
2. Submit a budget at the beginning of the Board year.
3. Send out WPSC updates on activities to WPSC members via email, as needed.
4. Serve as Webmaster or appoint a Webmaster with the approval of the President, and maintain the westpointspousesclub.com website.
5. Maintain the WPSC Facebook page with all events and happenings for the WPSC.
6. Serve as Publicist for yearly fundraising and advertise the events in all available media.
7. Produce flyers, note cards, certificates, posters and other graphic products as needed to advertise events as per the guidance of the event chairs.
8. Develop and maintain a media contact list.

Section F: Newsletter: *The Link*

1. Be responsible for the quarterly publishing and distribution of the WPSC Newsletter *The Link*.
2. Submit a budget at the beginning of the Board year.
3. At the beginning of the Board year set and publish deadlines for submission and publication.
4. Solicit content for *The Link* from WPSC Board as well as community organizations.
5. Create and develop the creative vision of the newsletter.
6. Acquire draft approval by the President and two board members.
7. Appoint committee members to help with advertising and distribution with approval from the President.
8. Oversee newsletter distribution in accordance with the Army Private Organizations and Fundraising Policy.
9. Manage and submit changes that need to be made to newsletter to the WPSC President for approval.
10. Maintain a file of all editions of the WPSC newsletter.

Section G: *The Link* Advertising

1. Update contract for advertisers for the cost of ads.

2. Procure advertisements for the newsletter.
3. Collect fees for advertising made payable to WPSC and sent to the P.O. Box address.

Section H: Community Outreach/ Grants

1. Submit a budget at beginning of the Board year.
2. Receive curtain shipments and supervise organization and distribution of donated curtains or appoint a designee.
3. Coordinate the notice of grant availability with the Publicity Chair for coverage.
4. Turn funds over to the Treasurer received from the curtain closet to be maintained in the Community Outreach funds.
5. Research and provide WPSC Board with one or several Community Outreach projects to be voted on.
6. Plan and execute the Caroling for Cadets event that is held in December as one of the WPSC's Community Outreach Projects.
7. Establish grant application open/closing dates and present to the board for approval.
8. Present any Immediate/Urgent Grant requests received to the WPSC Board for a vote.
9. Chair the Grant Committee as a non-voting member and be responsible for the selection of other committee members as per Article VI, Section E of the Bylaws.
10. At the April Board meeting, present Grant recommendations approved by the Grant Committee to the WPSC Board for a vote.
11. Present Grant recipients their award at the end of year Scholarship and Grant reception planned and executed by the Scholarship Chair.
12. Coordinate with the Treasurer the disbursements of checks for the Grant recipients.
13. Keep a record of Grants given and receipts provided by Grantees for three years.

Section I: Scholarship

1. Set Scholarship open/closing guidelines to present to the WPSC Board for a vote no later than 1 November.
2. Coordinate the notice of scholarship availability with the Publicity Chair and The Newsletter Chair for coverage.
3. Chair the Scholarship Committee as a non-voting member and be responsible for the selection of other committee members as per Article VI, Section D of the Bylaws.
4. Follow the guidelines set under Special committees, Article VI, Section D of the Bylaws.
5. At the April Board Meeting, present the Scholarship awardees approved by the Scholarship Committee to the WPSC Board for a vote.
6. Plan and execute the Scholarship and Grant reception at the end of the year.
7. Acknowledge scholarship winners at the end of year reception.
8. Coordinate with the Treasurer the disbursements of scholarship checks.
9. Keep records of Scholarships given for three years.

Section J: Fundraiser Chair(s) (for example, holiday bazaar, cookbook)

1. Schedule, plan, and coordinate fundraiser(s).
2. Establish a committee from the WPSC Membership to plan and execute the WPSC fundraiser.

3. Present a proposed budget for the fundraiser(s) to Treasurer.
4. Maintain all forms, records and rosters of volunteers, vendors and sponsors.
5. Coordinate publicity with Publicity Chair.
6. May serve as a voting member of Grant, and Scholarship Committees if there is not a conflict of interest.
7. Coordinate all money transactions with Treasurer.

Section K: Casino Night

1. Submit a budget at the beginning of the Board year.
2. Comply with Garrison, state, and federal regulations, including IRS codes that govern 501 (c)(3) organizations to include, but not limited to, soliciting, obtaining, and distributing contributions.
3. Select a theme for the fundraiser.
4. Schedule, plan, and coordinate Casino Night Fundraiser.
5. Establish a Casino Night Committee from the WPSC Membership to plan and execute the WPSC Casino Night Fundraiser.
6. Maintain all forms, records and rosters of contributions, volunteers, and sponsors.
7. Coordinate publicity with Publicity Chair.
8. May serve as a voting member of Grant, and Scholarship Committees if there is not a conflict of interest.
9. Coordinate all money transactions with Treasurer.

Section L: Historian

1. Maintain the official WPSC scrapbook, preparing copies for the President and Honorary President.
2. Submit a budget at the beginning of the Board year.
3. Be responsible for the photography at all WPSC events.
4. Provide digital copies of photos from WPSC functions to the Publicity Chair and Newsletter Chair as needed.
5. Upload photographs of WPSC events onto the social media pages.
6. Arrange to take individual and group photos of the WPSC Board.
7. Produce one scrapbook for the club and one scrapbook for the President.
8. Maintain library of past years' scrapbooks at WPSC Gift Shoppe.
9. Responsible for preserving historical records.

Section M: Special Clubs

1. Represent all monthly clubs at the WPSC monthly Board meetings.
2. Report to the Board monthly on happenings for the WPSC special clubs.
3. Advertise events with Publicity and the Newsletter Chair.
4. Keep a record of monthly sign in sheets from events to verify membership.
5. Make suggestions for possible new special clubs to the WPSC Board for their approval.

*List of approved clubs omitted

Section N: Moms and Tots

1. Organize activities that help mothers with young children support one another.
2. Advertise Mom and Tots at the annual WPSC Super Sign Up.

3. Advertise activities with both the Publicity Chair and the Newsletter Chair.
4. Keep a sign in sheet at each event to verify membership with the Membership Chair.

Section O: Reservations

1. Establish a Reservation Policy and present it to the WPSC Board for approval at the beginning of the year.
2. Accept reservations and collect money for WPSC events.
3. Order WPSC Board member name tags.
4. Create appropriate name tags for members and guests at social functions.
5. Provide reservation information to both the Publicity Chair and Newsletter Chair. The Reservation Policy must be printed in the WPSC Newsletter and must appear on the WPSC website.
6. Submit all funds collected at social functions to the Treasurer or President at the end of each function.
7. Submit all funds received through the mail to the Treasurer.
8. Bill all “no shows” for social events and collect fees for submission to the Treasurer.
9. Provide a reservation list at each event to verify membership.
10. Serve as the Reservation chair for all WPSC fundraiser events as needed.

Section P: Properties/Decorations

1. Submit a budget at beginning of Board year.
2. Establish usage policy for property rentals and present them to the Board for approval.
3. Maintain an accurate inventory of all WPSC property, to include property in the WPSC storage closet and property held by each Board Member.
4. Maintain accountability, lending contracts and collect deposits of all property items when they are loaned. Obtain signatures from borrowers on the property contract when collecting the deposit.
5. Report missing, broken, and/or newly purchased items at monthly board meetings.
6. Plan decorations as needed at monthly events and in conjunction with Programs Chair(s) and VP (welcomes and farewells).
7. Serve as the Decorations Chair for any fundraisers for the WPSC.
8. Help with set up and clean up at monthly WPSC events.
9. Provide advertisement information for Publicity and the newsletter regarding property rental.

ARTICLE VI – SPECIAL COMMITTEES

Special committees shall exist for specific purposes and for specific periods of time in order to execute tasks required for the orderly and efficient operation of the WPSC.

Section A: Annual Budget Committee

1. At the beginning of its term, the WPSC Board will review and approve the proposed budget of income and expenses, ensuring that disbursement of WPSC monies will accomplish the purpose of Article I of the Constitution.
2. The Budget committee will include the following:
 - a. Treasurer, who will serve as chairperson.

- b. President
 - c. Vice President
 - d. Programs Chair
 - e. Ways and Means Chairperson
 - f. Ways and Means Financial Manager
 - g. Major Fundraiser Chair (Holiday Bazaar and Casino Night Chair)
 - h. Honorary President
 - i. Advisor(s)
3. The budget will be presented to the general membership for approval by plurality vote at the September general membership meeting.

Section B: Constitution and Bylaws Revision Committee

1. In all ways comply with the WPSC Constitution, Article IX.
2. Be created and meet in January of each even numbered year and be chaired by the Parliamentarian.
3. Be composed of the President, Honorary President, Advisor(s), Secretary, and at minimum, one Board member and one General Member.
4. The President may nominate one Board member to sit on this committee all other committee members are appointed by the Parliamentarian.
5. Consider all written and signed amendment proposals from any member of the WPSC, if submitted two weeks prior to the scheduled meeting.
6. Review a draft of any complete amendment or amended document paragraph by paragraph.
7. After approval, present the Final Draft to general membership for a vote conducted electronically over a one-week period.

Section C: Nominating Committee

1. Chaired by the Parliamentarian and be composed of the following:
 - a. Honorary President.
 - b. Advisor(s)
 - c. Two non-executive board members who are not seeking elected office, appointed by the Parliamentarian.
 - d. Two voting members at large who are not seeking elected office, appointed by the Parliamentarian.
2. Should any member of the Nominating Committee be nominated for an elected position, that member must excuse themselves from the committee. The current WPSC President may not sit on this committee.
3. Nominee candidates must be WPSC members in good standing no later than 01 January of the current board year.
4. The Parliamentarian will advertise the upcoming election and keep a running list of interested potential chairs for the following year. This list will be provided to the incoming President after the election takes place.
5. Maintain confidentiality of all committee proceedings.
6. The slate proposed by the Committee will be announced at the March Board meeting.
7. The remainder of the election process will be conducted as set forth in Article IV, Section A.

Section D: Scholarship Committee

1. Chaired by the Scholarship Chairperson and be composed of the following:
 - a. Scholarship chairperson as a non-voting member.
 - b. President and Treasurer who are non-voting members.
 - c. The WPSC Honorary President as a non-voting member.
 - d. Advisor(s) as a non-voting member.
 - e. If any non-voter has a conflict of interest they may not sit on the committee; the Ways and Means Financial Manager may sit in place of the Treasurer.
 - f. There will be five members of the voting committee. Two fundraiser chairs and three WPSC members-at-large who are not applying for awards, nor have a family member who is applying as a high school student, which may cause a conflict of interest, as appointed by the Scholarship Chair.
2. Committee Guidelines will be published each January.
3. Amount of funds available for scholarships will be determined by the WPSC Executive Board with the recommendations of both the Scholarship Committee Chair and the Grant Committee Chair and based on available funds raised from both fundraisers and Ways and Means Gift Shoppe in order to serve the greatest good for the community.
4. Scholarship Applicants:
 - a. An applicant for the WPSC Member Scholarship must a WPSC member by 1 January, or within 30 days of arrival of West Point, whichever is later.
 - b. College Scholarships are open to any high school senior who is a child of a WPSC member who has joined by 1 January, or within 30 days of arrival of West Point, whichever is later.
 - c. This is a onetime scholarship opportunity. Both member and high school senior scholarship awards are intended for use with tuition, fees, books, supplies, room and board, and other expenses. Payments are made directly to the academic institution upon verification of enrollment.
 - d. Awards are granted on the basis of merit, and are determined exclusive of need.
 - e. If the scholarship funds are unable to be applied directly to the academic institution, the funds will remain with or be returned to the WPSC operating budget.
5. The amount and number of awards will be determined by the Scholarship Committee.
6. The Scholarship Committee recommendations will be presented to the WPSC Board for a vote.

Section E: Grants Committee

1. Chaired by the Community Outreach/Grant Chairperson and be composed of the following:
 - a. Community Outreach/Grant Chair as a non-voting member.
 - b. President and Treasurer who are non-voting members.
 - c. The WPSC Honorary President as a non-voting member.
 - d. Advisor(s) as a non-voting member.
 - e. If any non-voter has a conflict of interest they may not sit on the committee; the Ways and Means Financial Manager may sit in place of the treasurer.

- f. There will be five members of the voting committee: two fundraiser chairs and three WPSC members-at-large who are not applying for awards, which may cause a conflict of interest, as appointed by Community Outreach/Grant Chairperson.
- g. In the event of a conflict of interest or scheduling challenge, a third Board member may serve on the committee.
2. The Grant Committee guidelines will be published each January.
3. Amount of funds available for Grant will be determined by the WPSC Executive Board with the recommendations of both the Grant Committee Chair and the Scholarship Committee Chair and based on available funds raised from both fundraisers and Ways and Means Gift Shoppe in order to serve the greatest good for the community.
4. The amount and number of awards will be determined by the Scholarship Committee.
5. The Grant Committee's recommendations will be presented to the WPSC Board for a vote.
6. Grant applicants: If the grant funds are unable to be applied, the funds will remain with or be returned to the WPSC operating budget.

ARTICLE VII – FINANCES

Section A: Dues

1. The amount of dues for members in any WPSC year will be determined by the WPSC Board at the first Board meeting of the year with the recommendation of the Membership Chair.
2. Membership dues are payable annually for the club year beginning 1 June and terminating 31 May.
3. Members who join after 1 January will be assessed half the regularly yearly club dues.
4. Membership Dues are not refundable.

Section B: Annual Budget

1. At the beginning of its term the WPSC Board will develop a proposed budget of income and expenses set forth by the Annual Budget Committee, ensuring that disbursement of WPSC monies will accomplish the purpose of Article I of the Constitution.
2. See Budget Committee: Article VI, Section A of the Bylaws.

Section C: Administrative Account

1. Income for the WPSC Administrative account will be derived from the following:
 - a. Membership income.
 - b. Newsletter income from advertising to defray the cost of publication and mailing.
 - c. Transfers from Welfare Account.
 - d. Incurred excess monies from Programs.
2. Monies in the Administrative Account may be transferred to the Welfare Account with Board approval.
3. Any unbudgeted expenditure over \$750 will be voted on by the Board.

Section D: Welfare Account

1. Income for the WPSC Welfare Account will be derived from the following:
 - a. Fundraiser(s).
 - b. Semi-annual transfer from Ways and Means Account.
 - c. Service Projects.
2. Disposition of income from Welfare Account:
 - a. Scholarship.
 - b. Welfare Grant.
 - c. Service Projects.
3. Any unbudgeted expenditure over \$500 will be voted on by the Board.
4. Fifteen (15%) percent of profit generated annually from the Welfare Account may be used in the Administrative Account.

Section E: Ways & Means Account

1. Income for Ways & Means Account will be derived from the following:
 - a. Ways & Means activities and off-site sales.
 - b. Internet sales.
 - c. Shoppe sales.
2. Disposition of income from Ways & Means account:
 - a. Semi-annual deposits into the Welfare Account.
 - b. Amount to be determined based on recommendations of the President and Ways & Means Chairperson, and vote of the Board.

Section F: Audit

1. See Article VI, Section C in the WPSC Constitution. All Audits should be accordance with AR-210-22.

Section G: Contributions

1. Contributions shall be accepted only as gifts to the association with the express condition that the contributor shall not thereby acquire or own any funds, or possess an enforceable rights or interests in any funds of property, or any special consideration by the WPSC.

ARTICLE VIII – GIFTS

Appreciation gifts may be given at the discretion of the WPSC Board, not to exceed \$35 per Board member and \$150 for the President.

ARTICLE IX– INSURANCE COVERAGE

The WPSC will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from WPSC activities, one or more of the WPSC members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the WPSC in accordance with AR 210-22.

ARTICLE X -- REVISION AND AMMENDMENT OF BYLAWS

Every even year the Constitution and Bylaws Revision Committee redrafts the Constitution and Bylaws to be presented to the WPSC General Membership electronically no later than

May of the revision year. The Constitution and Bylaws will be effective upon approval of a simple majority by electronic vote. An Approved Revision will be submitted to the Garrison Commander or any other approved authority. The WPSC Board may amend the Bylaws, as needed, subject to a two-thirds vote by the Board. See Article VI, Section B of the Bylaws.

ARTICLE XI – ADOPTION OF BYLAWS

These Bylaws shall become effective upon adoption in an electronic vote of the General Membership. Once approved these Bylaws shall supersede all previous Bylaws and amendments.

**BYLAWS OF THE
WEST POINT SPOUSES' CLUB
WEST POINT, NEW YORK
2018**

President

Secretary

Date

Date

Parliamentarian

Date