

FORT BLISS SPOUSES' ASSOCIATION BYLAWS

ARTICLE I: PURPOSE.

The purpose of these Bylaws is to establish Standard Operating Procedures (SOPs) for the Fort Bliss Spouses' Association (FBSA).

ARTICLE II: MEMBERSHIP.

Section 1. Membership Terms.

Membership is voluntary, and documentation of eligibility must be presented with the application. This organization fully supports the policy of equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or gender. All members of the FBSA are required to read, sign, and adhere to the constitution and bylaws, available on the FBSA website or by direct request of the member.

Section 2. Membership Classifications.

The classifications of membership are as follows:

- 1) Regular membership shall include valid military ID cardholders of the Fort Bliss/El Paso community who are spouses of :
 - a) Active Duty Military Members,
 - b) Retired Military Members,
 - c) Reserve Component (active or retired),
 - d) Local DoD Civilian Employees (active or retired),
 - e) Contract Employees (active or retired),
 - f) Surviving Members of any of those listed above, and
- 2) Honorary Membership shall include:
 - a) The spouses of the Fort Bliss Senior Mission Command team or a designated honorary member.
 - b) Appointed FBSA Advisors and
 - c) Gold Star spouses
- 3) Thrift Shop Employees are eligible for membership.

Section 3. Membership Eligibility.

Persons eligible for membership in the FBSA shall be allowed to attend one regular general membership meeting as a guest. After that, membership is required for continued involvement. Persons not eligible for membership may attend one general membership meeting per year as a guest of a member. Exceptions may be approved by the President on a case-by-case basis. The President must notify the Reservations Coordinator of the approved exception before the guest may RSVP.

Section 4. Membership Termination.

Upon departure or Permanent Change of Station (PCS) of the member from the Fort Bliss area, membership may be terminated upon the written request of the member.

Membership may also be retained for the remainder of the fiscal year but will not be renewed. Membership may be terminated by the FBSA Board of Directors. Terminated members will be notified by the Membership chair:

- 1) If the conduct of a member is such as to bring discredit upon the FBSA.
- 2) If a member fails to meet financial obligations to the FBSA within 30 days of notification of the obligation.

ARTICLE III: DUES AND FEES.

Section 1. Membership dues will be reviewed and established annually by the Board of Directors at the first board meeting.

Section 2. Annual dues are valid from June 1st through May 31st of the following year. After December 31st a prorated membership fee is available. **No dues are refundable.** Honorary Members must complete a membership application, even for free membership.

Section 3. Annual dues for spouses of E1-E5 will be free. All additional ranks will fall under the membership rate decided by the Board of Directors.

ARTICLE IV: DUTIES OF EXECUTIVE BOARD, BOARD OF DIRECTORS MEMBERS, AND ADVISORS

Section 1. Executive Board and Board of Director Responsibilities.

General responsibilities/duties of Executive Board and Board of Directors include but are not limited to:

- 1) Attend a minimum of six (6) meetings of the Executive Board and/or Board of Directors as appropriate to the position held and as directed by the President
- 2) Attend Board training events
- 3) Attend/chair committee meetings
- 4) Attend general membership meetings and special activities of the FBSA
- 5) Fulfill the responsibilities of their position
- 6) Coordinate effectively with other Board of Directors members
- 7) Comply with FBSA policies on funds obligation and reimbursement
- 8) Volunteer one (1) hour a month at the Thrift Shop to be tracked by the Volunteer chair
- 9) Submit monthly reports as needed
- 10) Review current SOP and submit any changes to the Parliamentarian for approval by the Executive Board
- 11) Provide monthly submission to the newsletter editor as needed
- 12) Submit any proposed revisions to the current budget to the Treasurer by the December board meeting
- 13) Prepare and submit a budget for the position by the April board meeting
- 14) Maintain continuity folders in the FBSA Google drive containing at least the following items for submission to the successors by the May board meeting:
 - a) Complete job descriptions which reflect the overall responsibilities of the position and SOP,

- b) Monthly reports
- c) Meeting minutes of the current board year
- d) After Action Reviews (AARs) that include revenues, expenditures, and all pertinent information related to their event(s) and/or position, and
- e) A copy of the Constitution and Bylaws (most current and signed).

Section 2. Contracts.

Only the President, First Vice-President, and Second Vice-President are authorized to enter into contracts on behalf of the FBSA.

Section 3. Advisors and Honorary Presidents.

Advisor(s), as set forth in Article III, Section 3 of the FBSA Constitution, shall advise, counsel, and assist the elected officers of the FBSA in the performance of their duties. The Advisor(s) may attend meetings of the Executive Board, the Board of Directors, and Standing Committees, and may provide guidance in all matters pertaining to the FBSA as set forth in Article III, Section 3 of the FBSA Constitution. The Advisor(s) shall be non-voting. In situations where the Constitution requires “consultation with an Advisor (or the Honorary President)”, the final decision rests with the officer, committee chair, or designated voting group. Advisor(s) and the Honorary President(s) may not override or veto decisions. Advisor(s) will offer experience, suggestions, and guidance, but the decision-making power rests with the elected officers and the processes outlined in this document and validated by the membership agreement.

Section 4. The Executive Board.

The Executive Board consists of the Honorary Presidents, Advisors, President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Parliamentarian. The following are guidelines for each position on the Executive Board. In addition to the duties of the Board of Directors in Article IV, Sections 1 and 2, the following are guidelines for each position.

- 1) Honorary Presidents and Advisors
 - a) The spouses of the Senior Mission Command Team of Fort Bliss shall be invited to serve as Honorary President(s) of the FBSA. The spouses of the Senior Mission Command team may appoint alternate senior spouses as the FBSA Honorary Presidents(s) to the Board. In the absence of the Senior Mission Command Team General’s Spouse or CSM Spouse, the spouse of the next senior-ranking General Officer and/or the spouse of the next senior-ranking Command Sergeant Major may serve in their absence(s). The Honorary Presidents(s) shall appoint the Advisor(s) to the FBSA. The Honorary President(s) and all advisors will be non-voting members of the Board of Directors.
 - b) Advisor(s), as set forth in Article III, Section 3 of the FBSA Constitution, shall advise, counsel, and assist the elected officers of the FBSA in performing their duties. The Advisor(s) may attend meetings of the Executive Board, the Board of Directors, and Standing Committees, and may provide guidance in all

matters pertaining to the FBSA as set forth in Article III, Section 3 of the FBSA Constitution.

- c) The Advisor(s) shall be non-voting. In situations where the Constitution requires “consultation with an Advisor (or the Honorary President)”, the final decision rests with the officer, committee chair, or designated voting group. Advisor(s) and the Honorary President(s) may not override or veto decisions. Advisor(s) will offer experience, suggestions, and guidance, but the decision-making power rests with the elected officers and the processes outlined in this document.
- d) The Advisor(s) may be appointed each year by the Honorary President(s) in conjunction with the Elected President and will be asked to serve on the Executive and Governing Board without a board vote. The Advisor(s) assumes the duties of the Honorary President(s) in their temporary absence. Advisors may be appointed to serve in support of the 1st Vice President and 2nd Vice President positions.
- e) The suggested Advisor roles should be offered to a senior spouse of the Command Teams of JTFN, JMC, 32ND, NCOLCoE, or 1AD. Ultimately the selection decision rests with the Honorary President and the President and they may choose someone outside of these units if the candidate is more qualified.
- f) The Honorary President(s), and Advisor(s) shall meet with the President prior to the first Executive Board meeting to discuss goals and objectives for the year.
- g) Invited to all FBSA Executive Board and Board meetings.
- h) Serve in an advisory capacity on any committees including Constitution and Bylaws Review, Scholarships and Grants Committees, Nominating Committees, Rules Committees, and Executive Committee additionally, as requested.
- i) Offer counsel, mentorship and coaching; advice concerning appropriate policy, guidelines, and liaise with the Installation and surrounding community.
- j) Familiarize the successor with position responsibilities, when possible.
- k) Advisors are responsible for creating and maintaining a continuity folder in Google Drive of monthly and annual progress, information, and important notes to ensure successful and comprehensive transfer between advisors each year.

2) President

- a) Oversee the affairs and activities of the FBSA and the FBSA Thrift Shop.
- b) Collaborate with the Parliamentarian to call meetings and establish rules of order.
- c) Serve as an ex-officio member of all committees except the Nominating Committee.

- d) Ensure that all requirements for operation policy, including those necessary to maintain the FBSA's status as a Private Organization within the US Army Garrison – Fort Bliss, are forwarded to the required approving authorities in a timely manner.
- e) Conduct activities authorized by the FBSA Board of Directors.
- f) Vote at committee meetings and during elections; however, at Executive Board and Board of Director meetings, only in the case of a tie.
- g) Sign checks or co-sign for any check over \$250.00, as necessary.
- h) Ensure all committees have a current Standard Operating Procedure (SOP).
- i) Establish and Maintain relationships and serve as a liaison between FBSA, the community on and off the installation, and other military family-serving organizations.
- j) Collaborate frequently with Retail Shoppe Manager; guide and develop managers in their role.
- k) Ensure consistent and accurate information flow among all honorary members.
- l) Serve as the Community Team Partner Representative during Team Bliss meetings and ensure FBSA information is also shared with publicity and newsletter chairs.

3) First Vice President

- a) Assume duties of the President in the absence of the President, and/or succeed to the Presidency upon vacancy due to Permanent Change of Station or resignation of the President at the direction of the Executive Board.
- b) Assist the President with standing committees and membership activities as needed.
- c) Oversee Membership Chair, Reservations Chair, Luncheons Chair, Vendor Coordinator, Charitable Outreach Chair, Marketing Chair, Special Activities Chair, Fundraiser Chairs, and Volunteer Coordinator
- d) Help coordinate efforts of the FBSA.
- e) Sign checks or co-sign for any check over \$250.00, as necessary, when acting in the absence of the President.
- f) Serve on the Executive Board, and attend marketing, and fundraising committee meetings.

4) Second Vice President

- a) Assume the duties of the President in the absence of both the President and First Vice President, and/or succeed to the Presidency upon vacancy due to Permanent Change of Station or resignation of the President at the direction of the Executive Board.
- b) Assist the President with standing committees and membership activities as needed.

- c) Oversee Retail Committee to ensure successful operations of the Retail Shoppes.
- d) Oversee Community Grants and Scholarship Committees to ensure proper distribution of donations and grants.
- e) Serve on the Executive, Finance, Community Grants and Scholarship, ODYD, and Retail Committees.
- f) Help coordinate efforts of the FBSA.

5) Secretary

- a) Record the minutes of all Executive Board and Board of Directors meetings and upload them into google drive.
- b) Submit minutes to the board no later than one week after each meeting.
- c) Submit board meeting minutes and financial statements to MWR monthly and annually as required.
- d) Collect the final membership roster and historical records annually.
- e) Ensure Post Office Box records reflect current authorized users and maintain accountability of Post Office box keys.
- f) Check Post Office Box for mail twice a week and distribute mail accordingly.
- g) Ensure current and full payment as well as postal signature cards of Post Office Box.
- h) Serve on the Executive and Constitution and Bylaws Review Committees.
- i) Ensure all Board of Directors sign the Confidentiality Agreement Form.
- j) Create and maintain a board meeting attendance tracker.
- k) Maintain on Google drive all SOPs, board rosters, attendance spreadsheet, and board matrix.
- l) Help coordinate efforts of the FBSA.

6) Treasurer

- a) Along with the President, work with the Retail Shoppes bookkeeper to ensure proper accounting of all FBSA fiscal functions.
- b) Obtain bonding annually for all persons named on bank accounts.
- c) Ensure all bank account signature cards reflect only current authorized signers and promptly remove prior signers.
- d) Maintain accountability of the Post Office Box key.
- e) Ensure the FBSA has liability and property insurance.
- f) Collect monthly financial statements from all financial institutions.
- g) Obtain a second authorized signature on any check in any amount over \$250.00.
- h) Oversee the Finance Committee.
- i) Prepare and present monthly financial reports to the Board of Directors.
- j) Ensure all end-of-year financial reviews and audits are completed.
- k) Ensure an audit is completed at the time of a treasurer change.
- l) Submit monthly financial statements to the Secretary.
- m) Serve on the Executive, Retail, Community Grants, Scholarship, Finance, and Constitution and Bylaws Review Committees.

- n) Ensure the Thrift Shoppe account(s) maintain a minimum balance of \$50,000.
- o) Ensure the Association operating account maintains a minimum balance of \$15,000 to provide 6 months of operating costs.
- p) Require a receipt within 45 days for reimbursement on any approved purchase.
- q) Ensure all federal and state 501(c)(3) designation requirements are met.
- r) Ensure the accountant is paid and ensure the accountant submits all tax documents and payments as required for the FBSA and Retail Shoppes.
- s) Help coordinate efforts of the FBSA.

7) Parliamentary

- a) Enforce parliamentary procedures at all Executive Board, Board of Directors, and General Membership meetings, and any other meetings as requested by committee chairs.
- b) Serve as a non-voting member of the Executive Board, unless it is a ballot vote.
- c) Leads the Constitution and Bylaws Review Committee, which is responsible for reviewing amendments to the constitution and bylaws.
- d) Leads the Nominating Committee.
- e) Arrange and conduct all elections and voting.
- f) Serve on the Executive, Nominating, and Constitution and Bylaws Review Committees.
- g) Plan, coordinate and invite participants for the induction ceremony of outgoing and incoming board members.
- h) Ensure all nominations and vote results are submitted to the secretary for recording.
- i) Help coordinate efforts of the FBSA.

Section 5. Standing Committees

Standing Committees may be created, changed, or abolished at the discretion of the President with the approval of a majority vote of the Board of Directors. Each Standing Committee Chair shall have one vote on the Board of Directors, and each chair, or their designee, shall attend all Board of Directors and General Membership meetings. In addition to the duties of the Board of Directors in Article III, Section 1, it shall be the duties of Standing Committee Chairs to adhere to, or develop as necessary, a Standard Operating Procedure (SOP) for their committee. Chairs may create subcommittees to accomplish committee work. Subcommittee activities which fall under a specific Standing Committee Chair, remain the responsibility of that Standing Committee Chair. The Members-at-Large and/or alternate members of the Finance, Community Grants, Scholarship, Retail, and Constitution and Bylaws Review Committees shall be approved and/or appointed by the President in consultation with the FBSA Advisor.

- 1) Finance Committee - when necessary, the Finance Committee is led by the Treasurer. In addition to the treasurer, the committee will include the First Vice-President, Second Vice-President, and three Members-at-Large. The committee is responsible for the sound fiscal management of the FBSA.
- 2) Marketing Committee – the Marketing Committee is led by the Marketing Chair and will be composed of the First Vice-President, Publicity, Historian, and Newsletter, in addition to two Members-at-Large. The committee will create and implement an annual marketing campaign and oversee the historian and newsletter. This committee will support all FBSA events and fundraising efforts.
- 3) Community Grants Committee – the Community Grants Committee is headed by the Community Grants Chair and will report to the Second Vice-President. In addition to the Community Grants Chair, the committee will consist of the Second Vice-President, Treasurer, Retail Chair, an Advisor, and three Members-at-Large. The committee is responsible for publicizing, collecting, and reviewing grant requests during the board year for monthly distribution.
- 4) Scholarship Committee – the Scholarship Committee is led by the Scholarship Chair and will report to the Second Vice-President. In addition to the Scholarship Committee Chair, it will consist of the Treasurer, an Advisor, and three Members-at-Large. The committee is responsible for the recruitment and review of applicants and awarding of scholarships. It will ensure that no person with a fiduciary relationship (direct supervisor/subordinate, parent, close family member, or guardian) to any applicant or committee member serves on the selection panel or committee. Will coordinate location, seating, invitations, and presentation of scholarships for the award ceremony, including finalizing any additional details, photographer or historian, community partners, and Honorary Presidents. Will also coordinate with the FBSA president to hand out awards.
- 5) Retail Committee – The Retail Committee is led by the Retail Chair and will report to the Second Vice-President. In addition to the Retail Committee Chair, it will consist of the President, Second Vice-President, Advisor, Treasurer, Vendor Coordinator, and two Members-at-Large. The committee is responsible for ensuring the FBSA Retail Shoppes is run efficiently and in accordance with Federal, State, and local laws. The committee is responsible for the planning, implementation, and management of profitable business practices. The chair will keep an updated copy of the SOPs for the Retail Shoppes and coordinate with the Secretary to keep them updated in the Shared Docs folder.
- 6) Luncheons Committee – The Luncheons Committee will report to the First Vice-President and be headed by the Luncheons Committee Chair. In addition to the Luncheon Committee Chair, the committee will include the First Vice-President, Reservation, Sub-Club Chair and Membership representatives,

and no more than two Members-at-Large. The committee is responsible for planning and executing General Membership luncheons and socials.

- 7) Operation Deploy Your Dress (ODYD) – the ODYD Committee will report to the Second Vice-President and is led by the ODYD Committee Chair. In addition to the ODYD Committee Chair, the Committee will consist of the President, Second Vice-President, Volunteer Coordinator, and no more than two Members-at-Large. The committee is responsible for planning and executing all ODYD events and will maintain the ODYD SOP and share updates with the secretary to post in Google docs.
- 8) Nominating Committee – This committee is led by the Parliamentarian to ensure a smooth transition at the close of each year. The committee will include an Advisor, Honorary President(s), and at least two members at large. The committee is responsible for identifying, contacting, and coordinating the elected and non-elected members of the Executive Board and Board of Directors for the following FBSA season as outlined in Article VII, Section 2 of the bylaws.
- 9) Constitution And Bylaws Review Committee – This Committee is led by the Parliamentarian. The committee will include the President, Secretary, Advisor, and one non-Executive Board member. The committee will be responsible for the amendment process with respect to the constitution and bylaws of the club. The committee will meet every two years from the last date of the previous Bylaw review, to review amendments to the bylaws and every five years from the last Constitution review date, to review amendments to the constitution. This committee is directed by the FBSA Constitution, Article VII, Section 2, and Bylaws Article IX, Section 1.
- 10) Fundraiser Committee(s) - This committee is led by the event chair(s) and can include the 1st Vice President, 1st Vice President Advisor, Treasurer, Marketing, Publicity, Reservations, Vendor Coordinator, Property Rentals, Volunteer Coordinator, Historian and members at large. This committee is responsible for planning and executing fundraising events outside of monthly luncheons to generate revenue for scholarships and community grants.
- 11) Super Sign-Up Committee - This committee is led by the Membership Chair and can include the 1st Vice President, 1st Vice President Advisor, Treasurer, Marketing, Publicity, Reservations, Vendor Coordinator, Property Rentals, Volunteer Coordinator, Historian, Special Activities Chair and members at large. This committee is responsible for planning and executing the initial membership drive (Super Sign-Up).

Section 6. Board of Directors (Chairs)

In addition to the duties of the Board of Directors in Article IV, Section 1, it shall be the duties to

1) Historian

- a) Reports to the Marketing Chair
- b) Coordinate with the Secretary as necessary and maintain a photographic record of the FBSA events including preparing a photo book to remain with the FBSA
- c) Record the history of the board through the use of photography and scrapbooks, submit photographs to the FBSA Website, and Google docs for the publication of photos online, and share photographs to the FBSA Facebook page as an admin
- d) Assemble and maintain two photo books: one covering the year's events for the club and one covering the year's events for the President. Present scrapbooks to the President at the year-end General Membership Function and retain one for the FBSA Files. Photo books may be displayed at the FBSA General Membership luncheons
- e) Coordinate the annual Board picture and individual photos of board members for the website. Turn in the camera to the incoming President two weeks prior to the end of the board year
- f) Maintain FBSA's digital camera for use in fulfilling obligations
- g) Submit volunteer hours to the Volunteer Chair monthly
- h) Work with the marketing committee to use photos for marketing purposes throughout the year
- i) Serve on Fundraiser, Marketing, and Luncheon committees

2) Membership Chair

- a) Report to the First Vice-President as needed
- b) Plan and conduct an annual membership drive (Super Sign-Up)
- c) Compile and maintain an accurate Membership Directory
- d) Review and update Membership Application Form as needed with the approval of the Executive Board
- e) Prepare and distribute a renewal letter and membership application form to the previous year's members
- f) Oversee membership sign-up at the September Newcomers Activities/Sign-up and monthly events
- g) Purchase membership gifts
- h) Promote a mid-year mini-membership drive
- i) Collect membership dues and turn over dues to the Treasurer within 3 days
- j) Compile and maintain a complete and accurate membership list
- k) Supply an up-to-date membership roster no later than the February Board meeting to the Parliamentarian for use by the Nominating Committee
- l) Serve on the Luncheons Committee and Super-Sign Up Committee

3) Property Rental Chair

- a) Reports to the 2nd Vice President

- b) Maintain an up-to-date inventory of the FBSA property and supervise storage, maintenance, and rental of all rental property
 - c) Must be present for all rental drop off and pick-ups. If unable to be present, must coordinate with another FBSA Board member and must not use Retail Shoppe employees
 - d) Serves on Luncheons, Fundraisers, and Super Sign-Up
- 4) Marketing Chair
- a) Reports to the 1st Vice President
 - b) Create and disseminate all public relations information through all appropriate media channels
 - c) Work with the newsletter chair to share marketing products
 - d) Responsible for keeping the FBSA Twitter, Instagram, website, and Facebook page up to date as an admin
 - e) Maintain a Social Media Google Drive as well as a hard copy that includes passwords, board reports, AARs, and other pertinent documents
 - f) Coordinate fliers and web updates to obtain approval from Committee Chairs for marketing needs
 - g) Collaborate with the Special Activities Chair
 - h) Coordinate with the Historian and Newsletter chair
 - i) Serve on the Marketing, Luncheon, Fundraising, and Super Sign-Up committees
- 5) Reservations Chair
- a) Reports to the 1st Vice President
 - b) Accept and track the reservations and cancellations for FBSA events
 - c) Provide name tags for members to use at General Membership meetings
 - d) Publish the reservation policy and provide it to the Board of Directors
 - e) Notify the event chair of reservation numbers by the deadline day
 - f) Arrive early for the monthly functions to check in reservations
 - g) Collect monies for events in the absence of the treasurer and ensure money is turned over no later than 3 days after the event
 - h) Notify persons that have made 3 reservations and do not attend or have not canceled by the deadline, that membership is terminated. The President shall be notified of such suspension and termination
 - i) Serve on luncheon and fundraising committees
- 6) Special Activities Chair
- a) Reports to the 1st Vice President
 - b) Recruit Sub-club leaders
 - c) Maintain a roster of Sub-club Points-of-Contact (POCs)
 - d) Collaborates with the Marketing chair to create and maintain Sub-Club social media pages/groups
 - e) Serve as an admin of all Sub-Club social media pages/groups
 - f) Serve as an alternate Organization's Point of Contact (OPOC)

- g) Gather monthly sub-club information from leaders and provide it to marketing
 - h) Serves on the Super Sign-Up Committee
- 7) Volunteer Coordinator
- a) Reports to 1st Vice President
 - b) Serve as the Organization's Point of Contact (OPOC) and monitor and update the Volunteer Information Management System (VMIS) as needed for all the FBSA volunteers
 - c) Recruit and schedule volunteers for various events that the FBSA hosts or votes to support
 - d) Supply an up-to-date standing of volunteer hours to the Executive Board quarterly. Submit a Volunteer of the Quarter nomination to the FBSA and ACS Volunteer Program coordinator
 - e) Coordinate planning of the end-of-the-year Volunteer Recognition Ceremony with the 1st Vice President
 - f) Collaborate with Retail Shoppes to encourage volunteerism
 - g) Serve on the Marketing Committee, Super Sign-Up, Fundraising, and Luncheon committees
- 8) Newsletter Chair
- a) Report to the Marketing Chair
 - b) Responsible for a monthly FBSA e-publication which will include information regarding upcoming events, luncheons, fundraisers, etc., and other news within the Association
 - c) Newsletters will be e-mailed to members and posted to the website
 - d) Serve on the Marketing committee
- 9) Vendor Coordinator.
- a) Report to the 1st Vice President
 - b) Recruit and schedule all vendors for all FBSA events and luncheons
 - c) Assist with set-up and collecting vendor donations at all events
 - d) Work with marketing to advertise for vendors
 - e) Coordinate with Retail Shoppe Manager to share vendor information.
 - f) Recruit vendors for Little Bit of Bliss
 - g) Serve on Luncheon, Super Sign-Up, Retail, and Fundraising committees
- 10) Fundraiser 1/2 Chair(s)*
- a) Report to the 1st Vice President
 - b) Responsible for planning and executing fundraising events outside of monthly luncheons to generate revenue for scholarships and community grants
 - c) Serve on the fundraising committee

* The number of fundraising chairs is at the discretion of the Executive Board and should be established at the beginning of the board year.

11) Retail Chair

- a) Report to the 2nd Vice President
- b) The manager of the Fort Bliss Retail Shoppes is appointed to serve as the Retail Chair on the Board of Directors
- h) The Retail Chair acts as a liaison for the Fort Bliss Spouses' Association and the Fort Bliss Retail Shoppes and is a non-voting member of the Board of Directors
- i) Coordinate for A Little Bit of Bliss to be at FBSA Socials and events
- j) The Retail Chair is not required to pay dues; however, they may choose to do so at their discretion
- k) Hire, train, and mentor Thrift shop employees and give a performance evaluation every 6 months
- l) Serve on the Retail Committee

12) Charitable Outreach Chair

- a) Report to the 1st Vice President
- b) Create and organize a monthly charity list
- c) Determine a monthly goal for donation items
- d) Correspond with selected charities each month for desired donations/volunteer opportunities
- e) Relay information to marketing and newsletter chairs monthly
- f) Maintain a collection bin at the Retail Shoppes and luncheons
- g) Collect and deliver donations to charities
- h) Provide an update to General Membership at the following luncheon
- i) Serve on the Luncheons committee

13) Community Grants Chair

- a) Report to 2nd Vice President
- b) Review monthly grant applications to verify eligibility
- c) Present committee recommendations to the Board of Directors for approval
- d) Coordinate with Historian and Newsletter chairs to document check presentations
- e) Coordinate with the treasurer for the monthly distribution of awards to the grant recipient
- f) Serve on the grant committee

14) Operation Deploy Your Dress Chair

- a) Report to the 2nd Vice President
- b) Under the direction and guidance of the Executive Board and 2nd Vice President oversee the Fort Bliss Chapter of ODYD
- c) Organize Community and Unit Dress events
- d) Adhere to SOP and Protocol from National ODYD

- e) Train and recruit volunteers to support ODYD events
- f) Serve on the ODYD committee

15) Scholarship Chair

- a) Report to the 2nd Vice President
- b) Review all community applications for eligibility
- c) Recruit general members to sit on the judging panel
- d) Notify the Board of Directors upon completion of committee decisions
- e) Plan and execute the scholarship recipient award ceremony
- f) Ensure the application is updated annually and posted to the FBSA website by December 1
- g) Serve on the Scholarship committee

16) Luncheon's Chair

- a) Report to the 1st Vice President
- b) Determine the annual luncheon theme and dates prior to Super Sign-Up
- c) Plan and execute monthly luncheons
- d) Serve on the Luncheon committee

17) Flocking Coordinator

- a) Report to the 2nd Vice President
- b) Coordinate volunteers to “flock” yards
- c) Maintain the flock
- d) Coordinates with treasure to receive the flocking requests

18) Retiree Chair

- a) Report to the 1st Vice President
- b) Create and maintain a list of retiree rosters by gathering information on major retiree associations and clubs in the greater El Paso community
- c) Forward all FBSA events to the retiree community
- d) Help membership recruit retiree members
- e) Act as a liaison between the retiree community and the Board of Directors about community events
- f) Serves on the Membership Committee

ARTICLE V: BOARD VACANCIES

Section 1: Removal of an Executive Board and/or Board of Directors Member.

- 1) All Board of Directors must be regular members of the FBSA
- 2) Any board member may be dismissed for the following:
 - a) Bringing discredit upon the US Army, Fort Bliss, FBSA, or the Board of Directors
 - b) Unexplained absences from two (2) sequential Board Meetings
 - c) Failure to fulfill the responsibilities of their position

- d) The Board of Directors may be removed from the board for failure to pay membership dues by their first board meeting
- 3) Dismissal of an elected board member requires Presidential and Advisor concurrence and approval by a two-thirds (2/3) vote of the Board of Directors
- 4) Dismissal of an appointed board member requires the President to consult with the Executive Board and the Advisor(s)

Section 2: Filling a Vacancy on the Executive Board and/or Board of Directors.

- 1) A vacancy in an appointed or elected board position after the primary election will be filled by the President
- 2) In the vacancy of the President, if the First Vice and Second Vice decline to accept the position, the Honorary President and the Advisor(s) will appoint a temporary President until the Parliamentarian can call a special election

ARTICLE VI: ELECTIONS

Section 1. Position Terms.

No member shall be elected to the same Executive Board or Board of Directors position for more than two consecutive terms. However, in the event that following the Nominating Committee's due diligence, no interested, qualified candidate expresses interest in a particular board position, an officer may serve an additional term with the approval of the Honorary President upon the recommendation of an Advisor. All candidates running for the Executive Board must reside in El Paso/Fort Bliss at the time of election and expect to fulfill board year.

Section 2. The Nominating Committee

- 1) The Parliamentarian shall chair the Nominating Committee. If the Parliamentarian is interested in serving in an Executive Board position, he or she will appoint someone to serve as the chair. The chair will keep the Parliamentarian apprised of the committee's progress and will consult the Parliamentarian with questions regarding the procedure.
- 2) The Nominating Committee will consist of the Parliamentarian (or alternate chair), the Honorary President, Advisor, and no fewer than two FBSA members appointed by the Advisor in consultation with the Honorary President and Parliamentarian. Members of the Nominating Committee may be currently serving board members, but they may not be considered for an elected position for the upcoming Executive Board.
- 3) In February the members of the Nominating Committee will be announced to the General Membership. Members may contact the committee if they are interested in serving on the Executive Board. Nominations will be taken and shared with the committee.
- 4) The Nominating Committee will create a slate of nominees for the elected board positions according to the procedures outlined in the Nominating Committee SOP and present it to the General Membership one month prior to elections. Members may submit "write-in" nominations to the Parliamentarian up to two

weeks prior to the General Membership meeting when elections are performed. The Parliamentarian will confirm the “write-in” nominee’s interest in the position and then add the nominee to the ballot.

- 5) Voting is by written or electronic ballot. The chair of the Nominations Committee instructs the General Membership on how to cast their vote prior to ballots being distributed. Eligible voting members are members in good standing with the FBSA.
- 6) The Nominations Committee chair opens and closes the polls. Ballots are verified and counted by the chair of the Nominations Committee, an Advisor, and a member-at-large. After counting, a written election report is generated. This report is given to the secretary and attached to the meeting minutes and will be available to anyone that inquires.
- 7) If no majority is reached, the President announces it is a tie and a revote is conducted. Re-voting continues until a majority is reached.
- 8) The newly elected Executive Board will be installed at the May General Membership meeting. The newly installed board will begin service on June 1st and remain in office until May 31st of the following year.
- 9) As part of the nominating process, the Parliamentarian, in consultation with the Nominating Committee, will solicit members interested in the appointed board positions. If a member expresses interest in an appointed board position, the Parliamentarian will share that expressed interest with the newly elected President. The Parliamentarian will not offer any position, as it is the newly elected President’s responsibility to appoint each member of the Board of Directors.

ARTICLE VII: MEETINGS/QUORUMS, VOTING, AND AUDITS

Section 1: The Executive Board

- 1) The Executive Board shall meet at the call of the President. Three members of the Executive Board shall constitute a quorum, and decisions require a simple majority to pass.
- 2) FBSA pays for childcare through Fort Bliss CYS services for committee members for the duration of the Executive Board meeting plus fifteen (15) minutes travel time before and after the meeting. When using personal childcare, rates of payments will be equal to the rate for the CYS services, not to exceed 3 hours.

Section 2: Board of Directors

- 1) The Board of Directors shall meet monthly and/or at the call of the President. A quorum for board meetings is met when the number of voting board members present is a simple majority of the number of board members eligible to vote. All board decisions shall be made by simple majority vote of those members present. Board members who serve in two appointed positions may vote in each position. Committees with co-chairs may enter only one vote.
- 2) FBSA pays for childcare through Fort Bliss CYSS services for board members for the duration of the board meeting plus fifteen (15) minutes travel time before and after the meeting, not to exceed 3 hours.

Section 3. General Membership

- 1) General Membership meetings will be held on a monthly basis as determined by the board. The members present will constitute a quorum; decisions of the membership require a simple majority to pass.
- 2) Special meetings of the membership may be called at any time upon request of the board (through motion made, seconded, and carried by the board), or by written petition of ten (10) percent of the general members.
- 3) Notice of general membership or special meetings, stating the principal nature of the business to be conducted, shall be given through one or more means of communication, as chosen by the board, at least seven (7) days prior to meeting.
- 4) The minutes approved at the most recent board meetings shall be available to the General Membership by request.
- 5) Non-voting members of the Executive Board or Board of Directors (President, Honorary Presidents, Advisors, Parliamentarian, and Retail Chair) are authorized to vote in general membership polls upon payment of membership dues.

Section 4. Committees

Within committees, decisions may be made by official vote or consensus. Decisions are presented to the Board of Directors for consideration.

Section 5. Voting

- 1) Voting at board, general, and special committee meetings shall be by show of hands, written ballot, voice vote, or electronic vote. A majority of the eligible voting members present will be required to approve any motion. The Parliamentarian determines which voting method is to be used unless specified in this Constitution and/or Bylaws.
- 2) If a voting board member is unable to attend a board meeting, they may appoint a proxy to vote on their behalf. Board members must notify the Parliamentarian in writing (email is acceptable) of the name of the proxy at least 24 hours before the board meeting. At the start of the new business section (before voting begins) the Parliamentarian will read the proxies' names and for whom they are voting to be recorded in the minutes. Written notifications (printed copy of email) will be given to the Secretary to be attached to the minutes.

Section 6. Electronic voting (e-vote)

1. E-vote procedures: In the event that a vote must be held before the next regularly occurring meeting of the voting group (board or general membership), an e-vote may be held through the following procedure:
 - a) A member will email the motion to the Parliamentarian and President. The Parliamentarian will forward the motion and its second motion to the entire voting group and open the motion for discussion. If the issue is of such importance that an e-vote is necessary, the President, Parliamentarian, and member making the motion should have already discussed and ensured that a second is offered to speed up the process. The Parliamentarian will inform members of the discussion time period.

- b) Members will email any discussion directly to the Parliamentarian only. (If a member emails their vote at this time it will be considered an official vote).
- c) The Parliamentarian will forward all discussion points to the entire voting group.
- d) At the conclusion of the discussion period, the Parliamentarian will call for votes.
- e) Members will email their votes directly to the Parliamentarian.
- f) The number of votes submitted constitutes quorum in a vote by General Membership. In a vote of the Board of Directors, the quorum rules of the Board of Directors meetings apply.
- g) The Parliamentarian notifies the President, the maker of the motion, and the voting group of the results of the vote.
- h) At the next regularly scheduled Board of Directors meeting the Parliamentarian will read the results of the vote so that they may be entered into the official minutes.
- i) The Parliamentarian will make emails containing discussion points or votes available for any requesting member's review until entered into the official minutes.

Section 7. Auditing

- 1) A review of the FBSA financial statements by an independent third party or three members at large shall be conducted in accordance with Army Regulation 210-22 annually and coordinated by the Treasurer in conjunction with the President. A copy will be submitted to the Board within 30 days of a Treasurer change. The most current financial statement and a copy of the tax identification number will be submitted to MWR (Private Organization) with the request for continuance (Article II, Section 5) every two years. The FBSA will abide by all tax laws established by local, state, and federal authorities.
- 2) A review of the Retail Shoppes' financial statements by an independent third party shall be conducted annually and coordinated by the Treasurer in conjunction with the President and Retail Chair. A copy will be submitted to the Board by 1 June. The most current financial statement and a copy of the tax identification number will be submitted to MWR (Private Organization) with the request for continuance (Article II, Section 5) every two years. The FBSA will abide by all tax laws established by local, state, and federal authorities.

ARTICLE VIII: FBSA RETAIL SHOPPES

Section 1: Retail Shoppes (Thrift Shop and Gift Shop).

- 1) The Retail Shoppes exists to:
 - a) Benefit the Fort Bliss and Greater El Paso communities by returning a portion of the proceeds to the community through FBSA scholarships and grants
 - b) Accept donated items, which are sold as FBSA property
 - c) Promote community volunteerism through its primary volunteer workforce

- 2) In accordance with Texas Employment Law At-Will Doctrine, the FBSA is an At-Will Employer. All employees will sign an offer of employment acknowledging their understanding of this status. The creation and elimination of paid staff positions are at the discretion of the FBSA Retail Committee with approval from the Executive Board.
- 3) Paid employee roster, job descriptions, and salary details are outlined in the shoppes' SOP.
- 4) Gift Shop collects a percentage of goods sold from each vendor. Proceeds will benefit FBSA scholarships and grants.

Section 2: Consignments

Consignment checks that are not picked up within 90 days will be donated to Community Grants and Scholarships

ARTICLE IX: Bylaws Approval, Amendments, and Adoption

Section 1. Constitution and Bylaws Review Committee

A meeting of the Constitution and Bylaws Review Committee will be called by the Parliamentarian at the direction of the President to review the Bylaws every two years, using the last signed bylaw review date. The Parliamentarian will present the proposed changes to the Board of Directors and, upon board approval, to the General Membership.

Section 2: Amendment Process

- 1) The amendment process may be used to add new information to the Bylaws or alter previous amendments. Changes to the content of the body of the existing document may only be made during a review of the entire document.
- 2) The amendment becomes effective by approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting or by a special vote called by the President and by a majority of members present at a General membership or special meeting.
- 3) In the course of the next Bylaws review, the committee may choose to add the information contained in the amendment(s) to the body of the document. If the committee determines instead to leave the information in the content of an amendment, it remains alterable through the amendment process.

Section 3: Adoption of Approved Changes

- 1) The adoption of approved changes to the FBSA Bylaws becomes effective by approval of two-thirds (2/3) of the Board of Directors at a regularly scheduled meeting or by special vote called by the President and by a majority of members present at a General Membership or special meeting.
- 2) These Bylaws shall then supersede all previous Bylaws and amendments. Specific agreements and contracts entered into under the terms of previous Bylaws will remain in force until such terms of agreements or contracts shall have reached their expiration dates.

These bylaws were approved by the Board of Directors on February 28, 2023, and by the General Membership on May 10, 2023 . In witness thereof, the following affix their signatures:

X 

Jemma Urquhart, President

Latoya M Arceneaux
X _____

Latoya Arceneaux, Second Vice President

Nicole Carey
X _____

Nicole Carey, Parliamentarian

Renee Fletcher
X _____

Renee Fletcher, Membership/TOH

APPENDIX A: FBSA COMMITTEES MATRIX

The Committees Matrix is an exhaustive list of each committee found within the Fort Bliss Spouses' Association Constitution and Bylaws. The Committees Matrix clearly displays which board position is represented within each committee as outlined in the FBSA Constitution and Bylaws.

APPENDIX B: FBSA COMMITTEES MATRIX BY BOARD POSITION

The Committees Matrix by Board Position is a detailed list of which committees(s) a specified board position is a representative on, and is expected to serve at a minimum, as outlined within the Fort Bliss Spouses' Association Constitution and Bylaws.