

FORT BLISS SPOUSES' ASSOCIATION BYLAWS

ARTICLE I: PURPOSE

The purpose of these Bylaws is to establish guidance and standards for day-to-day operations 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 as follows:
 - a) Active Duty Military Member spouses
 - b) Retired Military Member spouses
 - c) Reserve Component (active or retired) spouses
 - d) Gold Star spouses
 - e) Spouses of Local DoD Civilian Employees (active or retired)
 - f) Spouses of Contract Employees (active or retired)
 - g) Surviving spouses of any of those listed above
 - h) Spouses of international military members stationed at Fort Bliss
 - i) Thrift Shop Employees
- 3) Honorary Membership shall include:
 - a) The spouses of the Fort Bliss Senior Mission Command team or a designated honorary member
 - b) Appointed FBSA Advisors

Section 3. Membership Eligibility

Persons eligible for membership in the FBSA shall be allowed to attend one regular general membership meeting (e.g., luncheons or events). 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 10 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. The Board of Directors shall be composed of the Executive Board, the Honorary President(s), the Advisor(s), and the General Board, hereafter referred to as the Board.

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

Section 3. Annual dues for spouses of E1-E6 and Gold Star spouses will be free. All additional ranks will fall under the membership rate decided by the Board.

ARTICLE IV: DUTIES OF THE BOARD (EXECUTIVE BOARD, GENERAL BOARD MEMBERS, AND ADVISORS)

The Executive Board consists of the Honorary President(s), Advisor(s), President, First Vice-President, Second Vice-President, Secretary, Treasurer, Marketing (elected positions), Parliamentarian. The General Board consists of all other appointed board members.

Section 1. Board Responsibilities

General responsibilities/duties of the Board include but are not limited to:

- 1) Attend Executive Board and/or General Board as appropriate to the position held and as directed by the President.
- 2) Attend Board training events
- 3) Attend/chair committee meetings as required
- 4) Make efforts to attend general membership meetings and all special activities of the FBSA
- 5) Fulfill the responsibilities of their position
- 6) Coordinate effectively with other Board members
- 7) Comply with FBSA policies on funds obligation and reimbursement

- 8) Volunteer as able 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) Submit any proposed revisions to the current board year budget to the Treasurer by the December board meeting
- 12) Prepare and submit a proposed budget for the following board year for the position by the April board meeting
- 13) Maintain continuity folders in the FBSA Google drive containing at least the following items:
 - a) Complete job descriptions which reflect the overall responsibilities of the position and SOP,
 - b) Monthly reports, as needed for position
 - c) After Action Reviews (AARs) that include revenues, expenditures, and all pertinent information related to their event(s) and/or position.

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. The Executive Board

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 President(s) and Advisor(s)
 - a) 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 General Board, 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) and Honorary President 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.
 - b) 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.

- c) 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 Elected President and they may choose someone outside of these units if the candidate is more qualified.
- 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 Honorary President(s), and Advisor(s) shall meet with the President to discuss goals and objectives for the year.
- f) Offer counsel, mentorship and coaching: advise concerning appropriate policy, guidelines, and liaise with the Installation and surrounding community.
- g) Familiarize the successor with position responsibilities, when possible.
- h) Advisors are provided 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 Retail Shoppes (e.g., Thrift Shop and A Little Bit of Bliss).
- b) Serve as an authorized signer on all FBSA bank accounts. .
- c) Collaborate with the Parliamentarian to call meetings and establish rules of order.
- d) Serve as an ex-officio member of all committees except the Nominating Committee.
- e) 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.
- f) Conduct activities authorized by the FBSA Board of Directors.
- g) Vote at committee meetings and during elections; however, at Executive Board and General Board meetings, only in the case of a tie.
- h) Sign checks or co-sign for any check over \$250.00, as necessary.
- 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, as needed.
- 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, as invited, and ensure FBSA information is also shared with publicity and newsletter chairs.

- 3) First Vice President
 - a) Serve on the Executive Board.
 - b) 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.
 - c) Serve as an authorized signer on all FBSA bank accounts.
 - d) Assist the President with standing committees and membership activities as needed.
 - e) Oversee Membership Chair, Reservations Chair, Luncheons Chair, Vendor Coordinator, Charitable Outreach Chair, Special Activities Chair, Fundraiser Chairs, and Ways and Means Chair.
 - f) Serve as an alternate Organization's Point of Contact (OPOC)
 - g) Sign checks or co-sign for any check over \$250.00, as necessary.
 - h) Help coordinate efforts of the FBSA.
- 4) Second Vice President
 - a) Serve on the Executive Board.
 - b) 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 both the President and First Vice President at the direction of the Executive Board.
 - c) Serve as an authorized signer on all FBSA bank accounts.
 - d) Assist the President with standing committees and membership activities as needed.
 - e) Oversee all activities related to Property, Operation Deploy Your Dress Chair, Grants, Scholarships and Volunteering Coordinator to ensure proper distribution of donations and grants.
 - f) Help coordinate efforts of the FBSA.
- 5) Secretary
 - a) Serve on the Executive Board.
 - b) Record the minutes of all Executive Board and General Board meetings and upload them into Google Drive.
 - c) Submit minutes to the board no later than one week after each meeting.
 - d) Submit board meeting minutes and financial statements to MWR as required.
 - 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) Participate in Constitution and Bylaws review as requested by the Parliamentarian.
 - 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, and board matrix.
 - l) Help coordinate efforts of the FBSA.
- 6) Treasurer
 - a) Serve on the Executive Board.

- b) Work with Retail Shoppes manager and bookkeeper to ensure proper accounting of all FBSA fiscal functions.
- c) Ensure all bank account signature cards reflect only current authorized signers and promptly remove prior signers.
- d) Ensure the FBSA has liability and property insurance.
- e) Collect monthly financial statements from all financial institutions.
- f) Pay any required taxes on Ways and Means purchases by filing returns on the 20th of every month regardless of sales.
- g) Obtain a second authorized signature on any check in any amount over \$250.00.
- h) Prepare and present monthly financial reports to the Board.
- i) Ensure all end-of-year financial reviews and audits are completed.
- j) Ensure an audit is completed at the time of a treasurer change.
- k) Submit monthly financial statements to the Secretary to be distributed with meeting agenda
- l) Serve on the Community Grants and Scholarships Committees
- m) Ensure the Thrift Shop account(s) maintain a minimum balance of \$50,000.
- n) Ensure the Association operating account maintains a minimum balance of \$15,000 to provide 6 months of operating costs.
- o) Require a receipt within 45 days for reimbursement on any approved purchase.
- p) Ensure all federal and state 501(c)(3) designation requirements are met.
- q) Ensure the accountant is paid and ensure the accountant submits all tax documents and payments as required for the FBSA and Retail Shoppes.
- r) Support fiscal requirements for fundraisers and events (e.g., provide cash box and Square reader).
- s) Work with the marketing chair and website manager to account for transactions made through payment processing tools.
- t) Help coordinate efforts of the FBSA.

7) Marketing Chair

- a) Serve on the Executive Board
- b) Creates and disseminates all public relations information through all appropriate media channels
- c) Works with treasurer to maintain payment processing websites
- d) Share marketing products, or acts in lieu of the Newsletter Chair in order to keep members up to date regularly
- e) Responsible for keeping the FBSA Social Media pages up-to-date as an admin
- f) Maintains a Social Media Google Drive as well as a hard copy that includes passwords, board reports, AARs, and other pertinent documents
- g) Coordinates fliers and web updates to obtain approval from the Board of Directors for marketing needs
- h) Collaborates with the Special Activities Chair to promote sub-club activities
- i) Coordinates with the Historian and Newsletter chair
- j) Serve on committees as requested.

8) Parliamentarian

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

Section 4. General Board (Chairs)

In addition to the requirements of the Board of Directors in Article IV, Section 1, the duties of each position are as follows:

- 1) Membership Chair
 - a) Reports to the 1st Vice-President
 - b) Plan and conduct an annual membership drive (Super Sign-Up)
 - c) Maintain an accurate Membership Directory
 - d) Review and update Membership Application Form as needed with the approval of the Executive Board (e.g., collaborate with Marketing Chair to make adjustments as needed)
 - e) Oversee membership sign-up at Special Events (e.g., Relocation Fair)
 - f) Purchase membership gifts
 - g) Promote a mid-year mini-membership drive
 - h) Supply an up-to-date membership roster to the Parliamentarian for use as needed
 - i) Serve on committees as requested.
- 2) 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) Collaborates with membership chair to ensure that sub-club members are current FBSA members
 - f) Serve as an admin of all Sub-Club social media pages/groups
 - g) Gather monthly sub-club information from leaders and provide it to marketing
 - h) Serves on committees as requested
- 3) Luncheon's Chair
 - a) Report to the 1st Vice President
 - b) Determine the monthly luncheon theme and dates
 - c) Coordinates with venues for luncheon
 - d) Plan and execute monthly luncheons
 - e) Works with marketing chair to distribute and market luncheon information
 - f) Serve on committees as requested

- 4) Reservations Chair
 - a) Reports to the 1st Vice President
 - b) Maintains accurate list of reservations and cancellations for FBSA events
 - c) Provide name tags for members to use at General Membership meetings
 - d) Publish and enforce reservation policy
 - e) Works in conjunction with luncheons and membership chair to have reservation numbers by the deadline day
 - f) Arrive early for the monthly functions to check in reservations
 - g) Serve on committees as requested.
- 5) Vendor Coordinator
 - a) Report to the 1st Vice President
 - b) Recruit and schedule all vendors for all FBSA events and luncheons. Ensure vendors have appropriate licensure with FMWR and that the appropriate request to FMWR to include vendors in an event has been completed and approved.
 - 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) Serve on committees as requested
- 6) Ways and Means Chair
 - a) Report to the 1st Vice President
 - b) Purchase all Ways and Means merchandise
 - c) Research new items for acquisition based on interest of FBSA members
 - d) Works with treasurer to determine prices for items
 - e) Works with treasurer to ensure taxes paid for items
 - f) Maintain inventory list
 - g) Sell Ways and Means items at luncheons
- 7) Tour of Homes Chair
 - a) Report to the 1st Vice President
 - b) Responsible for all Tour of Homes planning and execution
 - c) Form committee for event planning and holds regular meetings
 - d) Recruit homes to volunteer for tour
 - e) Coordinate with MWR to ensure all requirements are met for event operation
 - f) Work with vendor coordinator to recruit vendors for event
 - g) Work with reservations for attendance numbers
 - h) Work with volunteer coordinator to fill volunteer positions
- 8) Fundraiser 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 committees as requested
 - d) The number of fundraising chairs is at the discretion of the Executive Board and should be established at the beginning of the board year.

9) 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 committees as requested

10) Historian

- a) Reports to the Marketing Chair
- b) Maintains accountability for FBSA's digital camera for use in fulfilling obligations (e.g., stores camera, signs camera in and out via hand receipt)
- c) Maintain a photographic record of the FBSA events (e.g., take photos at events, delegate responsibility of taking photos to other attendees, collect photos from attendees)
- d) 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
- 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) Work with the marketing committee to use photos for marketing purposes throughout the year
- g) Serve on committees as requested.

11) 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) Work with membership chair to have updated membership distribution list
- d) Serve on committees as requested.

12) Community Grants Chair

- a) Report to 2nd Vice President
- b) Create a Grants committee which shall meet monthly to review grant applications to verify eligibility
- c) Track receipts from grants received
- d) Work with treasurer to determine remaining allocations of funds
- e) Present committee recommendations to the Board for approval
- f) Coordinate with Historian and Newsletter chairs to document check presentations
- g) Coordinate with the Treasurer for the monthly distribution of awards to the grant recipient
- h) Plan and execute end of year grants recognition event
- i) Serve on committees as requested

12) 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) Ensure all awardees provide complete detailed information necessary for school of choice no later than May 1
- h) Create letter for each recipient with detailed information to be included with award check by May 31
- i) Prepare letters and certified mailings for each award check by May 31
- j) Coordinate with Treasurer and incoming scholarship chair (as available) by July 25 to obtain scholarship award checks
- k) Coordinate with Secretary to mail scholarship awards no later than August 1
- l) Serve on committees as requested

13) Property Rental Chair

- a) Reports to the 2nd Vice President
- b) Maintains an up-to-date inventory of the FBSA property and supervises 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) Organizes a Spring Property Room Clean-Up/Organization Event to prepare for the incoming membership year
- e) Recommends repair, replacement and purchase of property room items
- f) Serves on committees as requested.

14) Volunteer Coordinator

- a) Reports to 2nd 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 as requested. Submit Volunteer r nominations to the FBSA and ACS Volunteer Program coordinator
- e) Coordinate end of year volunteer recognition
- f) Collaborate with Retail Shoppes to encourage volunteerism as requested
- g) Serve on committees as requested

15) Operation Deploy Your Dress Chair

- a) Report to the 2nd Vice President
- b) Coordinate with National 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 committees as requested

Section 5. Standing Committees

Standing Committees may be created, changed, or abolished at the discretion of the President in consultation with the FBSA Advisor, and with the approval of a majority vote of the Executive Board. 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 following committees are required:

- 1) 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, an Advisor, and at least three Members-at-Large. The committee is responsible for publicizing, collecting, and reviewing grant requests during the board year for monthly distribution.
- 2) Scholarship Committee – the Scholarship Committee is headed by the Scholarship Chair and will report to the Second Vice-President. In addition to the Scholarship Committee Chair, it will consist of the Second Vice-President, an Advisor, the Treasurer, and at least one member at large. The committee is responsible for distributing information about the scholarship, creating the application packet, recruiting applicants, assembling packets for review, allocating funds based on scores from results, mailing and tracking checks. The Scholarship Chair will redact all personally identifiable information on all applications and ensure that applicants are eligible to receive scholarships. The Scholarship Chair 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. He/She will also coordinate with the FBSA President to hand out awards. The scholarship committee will select members to form the Scholarship Selection Panel.
 - a) The Scholarship Selection Panel is responsible for reviewing and scoring applications in person, using a rubric, and determining who receives scholarships. The Scholarship Selection Panel consists of at least five members outside of the Executive Board. Executive Board members may not serve on the Selection Panel. No member of the Scholarship Selection Panel shall have a fiduciary relationship to any applicant (e.g., direct supervisor/subordinate, parent, family member, guardian, etc.). If a member of the Scholarship Selection Panel recognizes an applicant, they will recuse themselves from grading that applicant.

- 3) Constitution And Bylaws Review Committee – This Committee is led by the Parliamentarian. The committee will include the President, Secretary, an 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 other board year and every four years for Constitution review. This committee is directed by the FBSA Constitution, Article VII, Section 2.
- 4) Nominating Committee – This committee is led by the Parliamentarian to ensure a smooth transition at the close of each year. The Nominating Committee will consist of the Parliamentarian (or alternate chair), the Honorary President, an Advisor, and no fewer than two FBSA members appointed by the Advisor in consultation with the Honorary President and Parliamentarian. The committee is responsible for identifying, contacting, and coordinating the elected and non-elected members of the Executive Board and General Board for the following FBSA season as outlined in Article VII, Section 2 of the bylaws. 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. This committee is directed by Article VI, Section 2 of the FBSA Bylaws.

Additional Committees may be created as needed and in compliance with Section 6. These committees will work with the Board as needed. Standing Committees include but are not limited to:

- 5) Marketing Committee – the Marketing Committee is headed by the Marketing Chair. 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.
- 6) Luncheons Committee – the Luncheons Committee Chair will report to the First Vice-President and lead the Luncheons Committee. The committee is responsible for planning and executing General Membership luncheons and socials.
- 7) Operation Deploy Your Dress (ODYD) – the ODYD Committee Chair will report to the Second Vice-President and lead the ODYD Committee Chair. 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) Fundraiser Committee(s) - This committee is led by the Event Chair(s). This committee is responsible for planning and executing fundraising events outside of monthly luncheons to generate revenue for scholarships and community grants. All fundraising events that occur on Fort Bliss must be approved through the FMWR and comply with AR 600-29.
- 9) Super Sign-Up Committee - This committee is led by the Membership Chair. This committee is responsible for planning and executing the initial membership drive (Super Sign-Up).

ARTICLE V: BOARD VACANCIES

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

- 1) Any Board member may be dismissed for the following:
 - a) Bringing discredit upon the US Army, Fort Bliss, FBSA, or the Board
 - b) Unexplained absences from two (2) sequential Board Meetings
 - c) Failure to fulfill the responsibilities of their position
 - d) Failure to pay membership dues by their first board meeting
- 2) Dismissal of an Executive Board member requires Presidential and Advisor concurrence and approval by a two-thirds (2/3) vote of the Board
- 3) Dismissal of a General 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 Executive Board position after the primary election will be assumed by the President until a replacement is appointed by the President.
- 2) A vacancy in an appointed board position after the primary election will be assumed by the respective Vice-President until a replacement is appointed by the President.
- 3) 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 General Board 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 by the first board meeting and expect to fulfill the 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 and present it to the General Membership 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. All active FBSA members are eligible to vote.
- 6) The Nominations Committee chair opens and closes the polls at the discretion of the Executive Board’s timeline. 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 General Board.

ARTICLE VII: MEETINGS/QUORUMS, VOTING, AND AUDITS

Section 1: The Executive and General Board

- 1) The Executive Board will meet monthly 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) The General Board will 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.

Section 2: Child care at Board Meetings

1) FBSA pays for childcare through Fort Bliss CYS services for board members for the duration of the board meeting plus 15 minutes travel time before and 15 minutes after the meeting. When using personal childcare, rates of payments will be equal to the rate for the CYS services, not to exceed three hours.

Section 3. General Membership

- 1) General Membership meetings will be held 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 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 General Board (President, Honorary Presidents, Advisors, Parliamentarian,) 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 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 the Constitution and/or Bylaws.
- 2) E-vote procedures: In the event that a vote must be held before the next regularly occurring meeting of the voting group, or a quorum is not established, 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 of the Constitution) 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 monthly as part of regular accounting practices. An overview of annual Retail Shoppe performance will be presented to the Board by 1 June.

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 Executive Board with consideration to the Retail Manager and with approval from the Executive Board.
- 3) Paid employee roster, job descriptions, and salary details are outlined in the Shoppes' SOP.
- 4) The Gift Shop (A Little Bit of Bliss) collects a percentage of goods sold from each vendor. Proceeds will benefit FBSA scholarships and grants.
- 5) All Retail Shoppes vendors and consignors must fill out a W9 to receive a 1099.

Section 2: Consignments

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

These bylaws were approved by the Board of Directors on September 10, 2025, and by the General Membership on September, 25, 2025 . In witness thereof, the following affix their signatures:

Signed by:
X Ellie Oswald
9A3D1B966C3342F...

Ellie Oswald, President

Signed by:
X Emily Dirks
BF0F4AB57AC0413...

Emily Dirks Secretary

Signed by:
X Jamie Salerno
36700045297E4FA...

Jamie Salerno, Parliamentarian

Signed by:
X Cecili Chadwick
A2B1BCE5D2F440B...

Cecili Chadwick, General Member

APPENDIX B: FBSA ORGANIZATIONAL CHART

The Organizational Chart 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.