

**BYLAWS OF THE
WEST POINT SPOUSES' CLUB
WEST POINT, NEW YORK
2022**

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 by the first WPSC 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 WPSC Bylaws and by the WPSC Constitution.
3. Read and be knowledgeable of, adhere to, and execute the duties as defined and outlined in the WPSC Constitution and the WPSC Bylaws.
4. Attend all WPSC Board meetings, WPSC General membership meetings, and volunteer and support as many WPSC-sponsored activities as possible.
5. Prior to the WPSC Board meeting, notify the President and Secretary of their intended absence.
6. Prior to the WPSC Board meeting, submit advanced meeting reports in accordance with the Secretary's requested SOP.
7. Report verbally to the WPSC 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 August, of the Board year.
9. Maintain written records on a continuous basis to include:
 - a. Current WPSC Constitution and WPSC Bylaws.
 - b. Applicable SOP for the respected position.
 - c. The 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 annual physical copy of "The Link," and monthly electronic distribution of information.
13. Record volunteer hours as determined by the WPSC Executive Board.
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 if items are to be held in the Properties Closet.
16. Provide three copies of an After-Action Report (AAR) and give one each to the President, the Secretary, and to his/her successor, by the May board meeting.
17. Make sure all files for the position are uploaded into SharePoint, the WPSC electronic file system.
18. 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 a 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 it 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 WPSC Executive Board consists of the elected officers: President, 1st Vice President, 2nd 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 WPSC 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 WPSC Executive Board positions are voting members of the WPSC Board and WPSC General Membership.
3. The WPSC 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 WPSC Bylaws and will require a two-thirds vote of the WPSC Board.
4. The WPSC Executive Board will hold quarterly meetings if needed as facilitated by the President.
5. The duties of the WPSC 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 WPSC General Membership, WPSC 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 WPSC Board year.
3. Submit a budget at the beginning of the year to the Treasurer.
4. Facilitate quarterly meetings with the WPSC 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 WPSC 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 WPSC Executive Board and WPSC Board as needed.
10. Establish WPSC Board Policies, meeting agendas 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 the 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 the Treasurer's absence, receive and disburse all authorized funds of the WPSC and exercise financial oversight for all fundraising activities.
16. Prepare a written article for the WPSC annual physical copy of "The Link" and monthly electronic distribution of WPSC information.
17. Request approval from approving authority and sign memos of agreement for major fundraisers except for Ways and Means.
18. Approve and sign appropriate contracts for the WPSC.
19. Direct orderly and complete transition to the succeeding board; preside over the 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: Parliamentarian

1. Appointed by the President.
2. Maintain the official WPSC Constitution, WPSC Bylaws, records of contracts, and validation documents of the WPSC as required by AR 210-22 and the office of the Garrison Commander.
3. Advise on parliamentary procedure and issues pertaining to the WPSC Constitution and WPSC Bylaws to the President, the WPSC Board and any committees.
4. Ensure that WPSC Board Meetings are conducted according to the proper procedures as outlined in the WPSC Constitution and WPSC Bylaws, all applicable post and Army regulations relevant to private organizations and Robert's Rules of Order: Newly Revised.
5. Serve as Election Officer and prepare and dispense the ballots, oversee the election process, and follow the voting procedure in accordance with the WPSC Constitution and WPSC Bylaws.
6. At the request of the President, administer any electronic votes with the Secretary and relay the results to the President.
7. Chair Nominating Committee. If running for an elected position, the President will appoint a replacement.
8. Maintain a copy of all job descriptions for the WPSC Board.
9. Chair WPSC Constitution and WPSC Bylaws Revision Committee; revise WPSC Constitution and WPSC Bylaws biennially.
10. Submit a copy of the revised WPSC Constitution and WPSC Bylaws to the approving authority when completed.
11. Ensure that WPSC Constitution and WPSC Bylaws are available to the WPSC Board and the WPSC General Membership. Provide an electronic copy for availability on the WPSC website.
12. Non-voting member of the WPSC Executive Board.

Section D: 1st 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 more than \$2500.
3. Act as the Parliamentarian in the absence of the Parliamentarian.
4. Submit a budget at the beginning of the board year to the Treasurer.
5. Plan and execute 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 comply.
 - d. Schedule the use of appropriate facilities and coordinate logistics, including food and decorations.

- e. Ensure the event is publicized with the aid of the Internet Manager and Communications Manager.
- 6. Confirm WPSC Board members are registered and recorded.
- 7. Help oversee membership monthly programs as needed by the program's chair (not including special clubs).
- 8. Be responsible for procuring the President's Appreciation gift.
- 9. Serve on the Annual Budget Committee as an official member.
- 10. Plan and execute welcome and farewell festivities for incoming and outgoing Honorary Presidents and Senior Advisors.

Section E: 2nd Vice President

- 1. Perform the duties of the 1st Vice President during a temporary absence, fulfill the term should the position be vacated, or the 1st Vice President must assume the role of the President.
- 2. Submit a budget at the beginning of the board year to the Treasurer
- 3. Serve on the Annual Budget Committee as an official member.
- 4. Research and present one Community Outreach project to the Board for approval.
- 5. Work in conjunction with MWR for their annual Octoberfest in planning and executing Kindercorner.
- 6. Coordinate volunteers for Wreaths Across America.
- 7. Plan and execute the Caroling for Cadets in December.
- 8. Plan and execute the annual WPSC Grants and Scholarship event with the assistance of the Grants and Scholarship Chairs.
 - a. Establish criteria for vendor selection and activities to be offered at Super Sign Up.
 - b. Schedule the use of appropriate facilities and coordinate logistics, including food and decorations.
 - c. Ensure the event is publicized with the aid of the Internet Manager and Communications Manager.

Section F: Secretary

- 1. Be responsible for organizing and notifying attendees of all WPSC Executive meetings and WPSC Board meetings to include time and location.
- 2. Submit a budget at the beginning of the board year to the Treasurer for administrative costs.
- 3. Order WPSC Board member name tags.
- 4. Collect and organize advance notes prior to the monthly WPSC Board meeting and disseminate them to Board members for preview.
- 5. Be the recording officer for all Meetings of the WPSC Executive Board and the WPSC Board; minutes shall also be kept for WPSC General Membership meetings when official business is conducted.
- 6. Submit a rough draft of meeting minutes 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.

7. Enter any electronic votes and the results as given from the Parliamentarian in an addendum to the minutes at the next scheduled WPSC Board Meeting.
8. Provide a copy of the minutes of all WPSC Board meetings and/or WPSC General membership meetings to any WPSC member upon request. Minutes of the WPSC Executive Board meetings shall remain within the WPSC Executive Board only.
9. Minutes shall include the names of all WPSC members in attendance.
10. Prepare and distribute to the WPSC Board a roster of all WPSC Board members.
11. Familiarize successor with all records and files of the association.
12. 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.
13. Maintain the WPSC records for 3 inactive years plus the current year.
14. Be responsible for storage and eventual destruction of WPSC files. For historical purposes, selected files may be passed to historians for preservation.

Section G: 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. Chair Annual Budget Committee meeting in August (See Article VI, Section A of the WPSC Bylaws).
4. Receive and disburse all authorized funds of the WPSC and exercise financial oversight of all fundraising events except for 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. Review, along with the President, the budget in January and recommend adjustments, if necessary, for approval by the WPSC Board in February.
13. Comply with Garrison, state, and federal regulations, including IRS codes that govern 501 (c)(3) organizations.
14. Coordinate with a CPA to file appropriate Federal form for return of organization exemption from income tax by the end of June.
15. Assist in the revalidation of the WPSC biennially.
16. Maintain tax documents and all records as required by AR 210-22.

17. Plan for WPSC to accept monies at all fundraising events and monthly programs (apart from Ways & Means) to facilitate transactions appropriately.
18. Review and amend, if necessary, all insurance and bonding agreements.
19. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than May 31.

Section H: Honoraria/Advisors

1. As per Article III, Section D in the WPSC Constitution, the Honorary President is reserved for the Superintendent's spouse; his or her designee or that of the WPSC Executive Board.
2. There will be an Honorary Advisor(s) at the discretion of the Honorary President.
3. Invited to all WPSC Executive Board and WPSC Board meetings.
4. Serve in an advisory capacity on any committees to include WPSC Constitution and WPSC Bylaws and Scholarships and Grants. 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 WPSC 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 WPSC General Membership the names of any other candidates who have stepped forward in interest in a position, whose membership was valid before 1 January of the current board year. No late nominations will be accepted, except in case of withdrawal of any nominees.
3. The officers of the WPSC Executive Board may be elected by the WPSC 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 WPSC Board member appointed by the President. Any candidate receiving a 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 WPSC Board will assume responsibility on 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 voting members 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 WPSC 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. Responsible for planning four or five events for WPSC Membership not to include events planned by other board members, such as Super Sign Up, Community Outreach and Scholarship Reception, Major Fundraisers, and Service Projects.
2. Prepare and present a tentative schedule of events with tentative dates to the board for approval.
3. Submit a Budget to the Treasurer prior to the Budget Committee meeting.
4. Coordinate advertising and publication of program schedule with Internet Manager and Communications Manager.
5. Ensure dates are reserved with the appropriate event locations and obtain signed contracts with the assistance of the President.
6. Assume the responsibility for the details of each function to include menu, price, prizes, reservations, and other items needed.
7. Submit all funds, if any, are collected at social functions to the Treasurer or President at the end of each function.
8. Provide a reservation list at each event to verify WPSC Membership.
9. Review bills received for all planned functions and turn them over to WPSC Treasurer for payment.
10. Submit an AAR to the Secretary and the President after each event, including budget and details.
11. Coordinate decorations for each event with Properties/Decorations Chair.
12. Serve on the Annual Budget Committee as an official member.

Section B: Stadium Seating Coordinator

1. Communicate with the contractor who holds stadium seating responsibility during the summer to organize the details of our role/responsibilities.
2. Communicate with facilities to have access to the seat and stadium and to coordinate before season set-up and post-season teardown.
3. Communicate with ticketing about adding the seats as an option for season ticket holders.
4. Partner with Internet Manager and Communications Manager to recruit volunteers as early as possible.
5. Coordinate volunteers for pre-season setup, each home game, and post-season teardown.
6. Track volunteer hours for member recognition.
7. Recruit and manage volunteer service hours through various local service groups (ie. NHS, Boy Scouts, etc.) to supplement volunteer needs. This individual would be the point of contact for volunteer service hour approval and tracking for this event.
8. Work with treasurer to ensure profits are being placed in the account and keep track of income and report it to the board monthly.

Section C: Ways and Means

1. Be bonded and serve as a custodian of the WPSC Ways and Means financial account.
2. Be the holder of the WPSC Gift Shoppe CC and make purchases in collaboration with the Ways and Means Financial Manager.
3. Operate and maintain Ways and Means for the WPSC, including the WPSC Gift Shoppe and www.shopthepoint.com retail website.
4. 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.
5. Operate a Ways and Means sale table at designated West Point functions.
6. Maintain stock and inventory and keep accurate records for reporting purposes.
7. Coordinate with the Ways and Means Financial Manager for the purchase and sale of items (e.g. cookbooks, baskets, jewelry, etc.).
8. Serve on the WPSC Annual Budget Committee.
9. May serve as a voting member of either the WPSC Grant Committee or the WPSC Scholarship Committee if no conflict of interest.
10. Maintain income and expenses report, in conjunction with the Ways and Means Financial Manager.
11. Serve as WPSC Gift Shoppe key custodian in conjunction with the MWR appointed building commandant.
12. Obtain WPSC Board approval for invoices over \$2,000 for items never sold in the WPSC Gift Shoppe.
13. Obtain WPSC Board approval for single invoices over \$2,500.
14. Form a Ways and Means Committee

Section D: 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 the WPSC 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 with the Ways and Means Financial Manager.
9. May serve as a voting member of either the WPSC Grant Committee or the WPSC Scholarship Committee if no conflict of interest.
10. File and pay appropriate New York state retail sales tax.
11. Coordinate with Treasurer for support in filing Federal tax forms to CPA.
12. Arrange for a timely and orderly transfer of the financial records with the newly appointed Ways and Means Financial Manager, no later than 1 June.

Section E: Membership

1. Update the WPSC membership application and submit it to President for approval.
2. Recommend the membership fees to the WPSC Board for approval in June.
3. Submit a budget to the treasurer at the beginning of the board year.
4. Run the WPSC membership table at the West Point Community Fair and the WPSC annual Super Sign Up.
5. 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.
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. Welcome members to WPSC Monthly Functions, both current and prospective.
9. Create appropriate name tags for WPSC members and guests at social functions.
10. Provide a listing of WPSC members to other committee chairs as needed for events and advertisements of WPSC happenings.
11. Provide a year-end print copy of the membership list for the Secretary for the WPSC permanent file.

Section F: Internet Manager

1. Promote and publish all WPSC activities approved by the WPSC Board.
2. Serve as Webmaster maintain the westpointspousesclub.com website.
3. Maintain the WPSC Facebook page and any other established social media with all events and happenings for the WPSC.
4. Work with Casino Night Chair to make sure all sponsorships are honored on the website and social media.
5. Oversee newsletter distribution in accordance with the Army Private Organizations and Fundraising Policy.
6. Maintain a file of all editions of the WPSC Newsletter.

Section G: Communications Manager

1. Be responsible for the WPSC publication of *The Link*.
2. Submit a budget to the Budget Committee at the beginning of the Board year.
3. At the beginning of the WPSC 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. Design, develop and print the summer/fall edition of *the Link* to be printed and delivered to all residents of West Point. (There is only one printed version of *The Link* for each year).
6. Prepare monthly electronic versions of *The Link* to be delivered to WPSC general membership.
7. Work with the Internet Manager to ensure the success of *The Link* electronic distribution.
8. Acquire draft approval by the President and two WPSC Board members before any distribution.

SECTION H: Grants

1. Submit a budget at beginning of the WPSC Board year.
2. Coordinate the notice of grant availability with the Internet Manager and Communications Manager for coverage.
3. Turn funds over to the Treasurer received from the curtain closet to be maintained in the Community Outreach funds.
4. Establish grant application open/closing dates and present them to the board for approval.
5. Present any Immediate/Urgent Grant requests received to the WPSC Board for a vote.
6. 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.
7. At the April WPSC Board meeting, present Grant recommendations approved by the Grant Committee to the WPSC Board for a vote.

8. Help the 2nd Vice President plan and execute the Scholarship and Grant reception at the end of the year.
9. Present Grant recipients their award at the end of year Scholarship and Grant reception.
10. Coordinate with the Treasurer the disbursements of checks for the Grant recipients.
11. Keep a record of Grants given and receipts provided by Grantees for three years.

Section I: Scholarship

1. Set Scholarship guidelines, limitations, and 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 Internet Manager and Communications Manager 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 WPSC Bylaws.
4. Follow the guidelines set under Special committees, Article VI, Section D of the WPSC Bylaws.
5. At the April WPSC Board meeting, present the Scholarship awardees approved by the Scholarship Committee to the WPSC Board for a vote.
6. Help the 2nd Vice President plan and execute the Scholarship and Grant reception at the end of the year.
7. Present Grant recipients their award at the end of year Scholarship and Grant reception.
8. Acknowledge scholarship winners at the end of year reception.
9. Coordinate with the Treasurer the disbursements of scholarship checks.
10. Keep track of all scholarships awarded the previous year and that they were used appropriately.
11. Make sure all returned scholarships return to the appropriate account.
12. Keep records of Scholarships given for three years.

Section J: Cookbook

1. Position to be filled only when there is a new incoming Superintendent.
2. Title, design, schedule, plan, and coordinate the WPSC Cookbook with approval from the WPSC Board.
3. Establish a committee from the WPSC membership to plan and execute the WPSC Cookbook.
4. Present a proposed budget for the Cookbook to Treasurer.
5. Maintain all forms, records and rosters of volunteers and contributors for the cookbook.
6. Coordinate publicity with the Internet Manager and Communications Manager for the solicitation of recipes from community members and the advertisement of the release and sales of the Cookbook.
7. Coordinate sales of the Cookbook with the Ways and Means Chair.

8. May serve as a voting member of Grant, and Scholarship Committees if there is not a conflict of interest.

Section K: Casino Night

1. Submit a budget at the beginning of the WPSC Board year to the Treasurer.
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 the Internet Manager and the Communications Manager.
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, Honorary President and the WPSC Gift Shoppe.
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 Internet Manager and Communications Manager as needed
5. Arrange to take individual and group photos of the WPSC Board.
6. Maintain library of past years' scrapbooks at WPSC Gift Shoppe/Properties Closet.
7. Responsible for preserving historical records.

Section M: Special Clubs

1. At the beginning of the year present which Special Clubs will be active to the board for approval.
2. Represent all monthly clubs at the WPSC monthly Board meetings.
3. Report to the WPSC Board monthly on happenings for the WPSC Special Clubs.
4. Advertise events with the Internet Manager and Communications Manager.
5. Keep a record of monthly sign-in sheets from events to verify WPSC membership.
6. Make suggestions for possible new special clubs to the WPSC Board for their approval. *List of approved clubs omitted

Section N: Playdates and Playmates

1. Organize activities that help parents with young children support one another.
2. Advertise Playdates and Playmates at the annual WPSC Super Sign Up.

3. Advertise activities with the Internet Manager and Communications Manager.
4. Keep a sign-in sheet at each event to verify WPSC membership with the Membership Chair.

Section O: Properties/Decorations

1. Work with programs to submit a budget at beginning of WPSC Board year for decorations for events.
2. Establish usage policy for property rentals and present them to the WPSC Board for approval.
3. Serve as WPSC Gift Shoppe key custodian.
4. Maintain an accurate inventory of all WPSC property that is in the WPSC property closet.
5. 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.
6. Report missing, broken, and/or newly purchased items at monthly board meetings.
7. Plan decorations as needed at monthly events and in conjunction with Programs Chair(s), 1st Vice President (welcomes and farewells), 2nd Vice President (Grants and Scholarships Reception).
8. Serve as the Decorations Chair for any fundraisers for the WPSC.
9. Help with set up and clean up at monthly WPSC events.
10. Provide advertisement information for the Internet Manager and the Communications Manager regarding property rental.

ARTICLE VI – SPECIAL COMMITTEES

Special committees shall exist for specific purposes and for specific periods of time 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 treasurer will hold a Budget committee meeting no later than 1 August of the board year.
2. The Budget Committee will include the following:
 - a. Treasurer, who will serve as chairperson.
 - b. President
 - c. 1st Vice President
 - d. 2nd Vice President
 - e. Programs Chair
 - f. Ways and Means Chairperson
 - g. Ways and Means Financial Manager
 - h. Casino Night Chair
 - i. Cookbook (If needed)
 - j. Honorary President
 - k. Advisor(s)

3. The Budget Committee will present the budget to the WPSC Board at the September board meeting for approval.
4. Once approved by the WPSC Board the budget will be presented to the WPSC General Membership for approval.

Section B: WPSC Constitution and WPSC Bylaws Revision Committee

1. In all ways comply with the WPSC Constitution, Article IX.
2. Be created and meet in between January - March 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 WPSC Board member and one WPSC General member.
4. The President may nominate one WPSC 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 committee approval, present the Final Draft to WPSC 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 WPSC 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 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 where no conflict of interest exists. No senior parents can sit on the Scholarship Committee.
2. Committee Guidelines will be published each January.
3. The number 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 Committee to serve the greatest good for the community.
4. Scholarship Applicants:
 - a. An applicant for the WPSC Member Scholarship must be a WPSC member by 1 January, or within 30 days of the 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 the arrival of West Point, whichever is later.
 - c. This is a one-time scholarship opportunity. Both WPSC member and high school senior scholarship awards are intended for use with tuition, fees, books, supplies, and room and board, Payments are made directly to the academic institution upon verification of enrollment.
 - d. 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 approval.

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 is a non-voting member.
 - d. Advisor(s) as a non-voting member.
 - e. There will be five members of the voting committee: a Ways and Means representative, one fundraiser chair and three WPSC General members where no conflict of interest exists as appointed by the Community Outreach/Grant Chairperson.
2. 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.
3. In the event of a conflict of interest or scheduling challenges, a third WPSC Board member may serve on the committee.
4. The WPSC Grant Committee guidelines will be published each January.
5. The number of funds available for Grants 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 Committee to serve the greatest good for the community.
6. The amount and number of awards will be determined by the WPSC Scholarship Committee.
7. The WPSC Grant Committee's recommendations will be presented to the WPSC Board for approval.
8. WPSC 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 cost of dues for WPSC members in any WPSC year will be determined by the WPSC Board at the first WPSC 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 WPSC Constitution.
2. See Budget Committee: Article VI, Section A of the WPSC Bylaws.

Section C: Administrative Account

1. Income for the WPSC Administrative account will be derived from the following:
 - a. Membership income.
 - b. Stadium Seating Project
 - c. Transfers from Welfare Account. Up to and not to exceed twenty percent (20% of net profits from fundraising activities).
 - d. Incurred excess monies from Programs and service projects.
2. Monies in the Administrative Account may be transferred to the Welfare Account with WPSC Board approval.
3. Any unbudgeted expenditure over \$500 will be voted on by the WPSC Board.

Section D: Welfare Account

1. Income for the WPSC Welfare Account will be derived from the following:
 - a. Fundraiser(s). Eighty percent or more (80%) of net profits from fundraising activities.
 - b. Semi-annual transfer from Ways and Means Account.
 - c. Service Projects.
 - d. Interest income.
2. Disposition of income from Welfare Account:
 - a. Scholarships.
 - b. Welfare Grants.
 - c. Service Projects.
3. Any unbudgeted expenditure over \$750 will be voted on by the WPSC Board.

4. Up to and not to exceed twenty percent (20%) percent of the profit generated annually from the Welfare Account may be used in the Administrative Account. The number of funds available for Welfare Grants will be transferred into one lump sum from the welfare savings account to the welfare checking account in April.
5. The number of funds available for Scholarships will be transferred in one lump sum from the welfare savings account to the welfare checking account in August.
6. Any additional transfers from Welfare savings to Welfare checking will be voted on by the WPSC Board.

Section E: Premium Savings Account

1. Income for the WPSC Premium Savings Account will be derived from the following:
 - a. Stadium Seating funds set aside to run programs and the administrative accounts the following board year.
 - b. Interest.
2. Disposition of income from WPSC Premium Savings Account:
 - a. Administrative Expenses.
 - b. WPSC Membership Programs.
 - c. Monies that are saved for large, earmarked projects as needed or decided by the board. These monies can be used for grants and scholarships as decided by each board.

Section F: Bonded Account

1. The bonded account will always hold \$300-\$400 for insurance bonding.

Section G: Ways & Means Checking 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. Shop sales.
2. Disposition of income from Ways & Means account:
 - a. Semi-annual deposits into the Ways and Means Premium Savings Account.
 - b. Amount to be determined by the Ways and Means Committee.
 - c. Inventory purchases for the Ways and Means Gift Shoppe

Section H: Ways & Means Premium Savings Account

1. Income for Ways & Means Premium Savings Account will be derived from the following:
 - a. Transfers from the Ways and Means Checking Account.
 - b. Interest.
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 approval by the WPSC Board.
- c. Shop financials shall be reviewed in December and April, and any current year profits over \$10,000 shall be transferred into the Welfare Account.
- d. Profits may be transferred more often throughout the year as determined by the President and the Ways and Means Committee.
- e. At no time shall the account hold more than two years' worth of money needed to fund the WPSC Gift Shoppe.

Section F: Audit

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

Section G: Contributions

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 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 AMENDMENT OF BYLAWS

Every even year the WPSC Constitution and WPSC Bylaws Revision Committee redrafts the WPSC Constitution and WPSC Bylaws to be presented to the WPSC General Membership electronically no later than May of the revision year. The WPSC Constitution and WPSC 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 WPSC Bylaws, as needed, subject to a two-thirds vote by the WPSC Board. See Article VI, Section B of the WPSC Bylaws.

ARTICLE XI – ADOPTION OF BYLAWS

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

President
Date

Parliamentarian
Date

Secretary
Date

**BYLAWS OF THE WEST POINT SPOUSES' CLUB WEST POINT, NEW YORK
2022**