

# **HCSC BYLAWS 2011**

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# HCSC BYLAWS 2011

## ARTICLE I – ORGANIZATION NAME AND PURPOSE

### *Declaration of Bylaws*

The Board of Governors (BOG) hereby declares these Bylaws for the management of the “Heidelberg Community and Spouses’ Club” hereinafter referred to as HCSC, in accordance with the HCSC Constitution, DoDI 1000.15 (Private Organization Operating on DoD Installations), and the AE Reg 210-22 (Private Organization and Fundraising Policy).

## ARTICLE II – GENERAL PROVISIONS

### *Section A. Audit*

Audit procedures shall be conducted as follows:

1. Audits shall be performed in accordance with the AE Reg 210-22.
  - A. A qualified, independent auditor shall conduct all HCSC audits.
  - B. No US government auditing service shall conduct HCSC audits.
  - C. Audit reports and replies, if applicable, shall be maintained for four (4) inactive years plus the current year.
  - D. An audit will be conducted on the following accounts once a year or upon change of position as indicated below:
    - (1) Financial accounts:
      - (a) Administrative
      - (b) Bazaar
      - (c) Thrift Shop
      - (d) Welfare
    - (1) Positions:
      - (a) President
      - (b) Administrative Treasurer
      - (c) Bazaar Treasurer
      - (d) Thrift Shop Bookkeeper
      - (e) Thrift Shop Manager
      - (f) Ways and Means Chair
      - (g) Welfare Treasurer
2. Audit procedures shall be performed as follows:
  - A. All HCSC Officers and Standing Committee Chairs with accounts shall submit financial records to the Administrative Treasurer no later than 31 May.
  - B. The Administrative Treasurer shall gather all financial records and submit them to an independent auditor no later than 30 June.

- C. Upon completion of the audit, the auditor shall send a written report to the HCSC.
- D. The Administrative Treasurer shall present the audit report to the Executive Committee members for review as soon as possible upon receipt of the audit report.
- E. The Administrative Treasurer shall present the audit report to the board at the first BOG meeting following receipt of the audit report.
- F. The Secretary shall ensure a copy of the audit report is sent to the Approving Authority.
- G. If corrective action is required, the Administrative Treasurer shall ensure a corrective action reply is sent to the Approving Authority within thirty (30) days. Extensions may be granted.

**Section B.** Biennial Renewal

In accordance with the AE Reg 210-22, HCSC must request renewal from its Approving Authority biennially at least ninety (90) days prior to expiration. The following must be submitted with the renewal request:

- 1. Two (2) copies of the current Constitution and Bylaws.
- 2. Copies of the last two (2) audit reports from all HCSC accounts.
- 3. List of current Officers.
- 4. Copy of current Thrift Shop SOP.

**ARTICLE III – FUNCTIONS/ACTIVITIES AND OPERATING PROCEDURES**

See Article III of the HCSC Constitution

**ARTICLE IV - MEMBERSHIP**

See Article IV of HCSC Constitution

**ARTICLE V – GOVERNING BODIES**

**Section A.** Executive Committee

- 1. The Executive Committee shall consist of:
  - A. Elected Officers to include: President, 1st Vice-President, 2nd Vice-President, Administrative Treasurer, and Secretary.
  - B. Honorary President and Honorary Vice President(s)

- C. The HCSC Advisor
- D. Parliamentarian

2. All Standing Committee Advisors are invited to attend the Executive Committee meetings, but are not required to attend.
3. The Elected Officers' year shall commence effective 1 June.
4. The Executive Committee's first order of business after installation is to approve the nominations of the Standing Committee Chairs as chosen by the President.
5. The Executive Committee's responsibility shall be to discuss business and forward recommendations to the BOG for a vote.
6. The Executive Committee shall be responsible for reviewing the proposed annual budget for administration prior to presentation to the BOG.
7. At the request of any member of the Executive Committee, the President may call an emergency meeting of the Executive Committee.
8. Any time a member of the Executive Committee causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Committee can require the resignation of said member.
9. In the event of a vacancy of an elected office, except in the office of the President, the office shall be filled by appointment made by the President and approved by the BOG. If the presidency is vacated at any time, this position shall be filled by the 1st Vice President. In the event the 1st Vice President is unable, declines or is unavailable to serve, the position will be filled by a nominee selected by the BOG and elected by the general membership.

**Section B.** Board of Governors (BOG)

1. The BOG operates and administers all HCSC activities. No BOG member shall be a paid employee of the HCSC. The BOG shall consist of the Executive Committee (Elected Officers), Standing Committee Chairs, Honorary President, Honorary Vice President(s), the HCSC Advisor, Committee Advisors, the Welfare Treasurer and the Parliamentarian
2. The duties of the BOG shall be:
  - A. To coordinate and supervise all activities of the HCSC.
  - B. To direct collection and disbursement of HCSC monies and establish proper accounting procedures.
  - C. To initiate changes to the Constitution and Bylaws for the efficient and orderly operation of the HCSC.

- D. To ensure that no program or activity shall be conducted by the HCSC that would prejudice or discredit the military service or other agencies of the United States government.
- 3. Any time a member of the BOG causes hardship, conflict, or fails to attend three (3) board meetings, the Executive Committee can require the resignation of said member.
- 4. At the request of any member of the BOG, the President may call an emergency meeting of the BOG.

## **ARTICLE VI – DUTIES OF OFFICERS**

**Section A.** Honorary Positions of the HCSC are Honorary President, Honorary Vice President(s), the HCSC Advisor and Committee Advisors

- 1. The spouse of the Commanding General, USAREUR, or designee, shall be invited to serve as the Honorary President. The Honorary President:
  - A. Serves on the Executive Committee and BOG.
  - B. Appoints the HCSC Advisor.
  - C. Appoints additional Advisors to committees to include Thrift Shop, Welfare, Scholarship Awards and Bazaar as deemed necessary.
  - D. May appoint additional Honorary Vice Presidents.
- 2. The spouse of the Command Sergeant Major, USAREUR, shall be invited to serve as the Honorary Vice President of the BOG.
- 3. The Honorary President and Honorary Vice President(s) shall:
  - A. Be invited to attend all regularly scheduled meetings of the BOG and the Executive Committee.
  - B. Be invited to attend all special meetings of the BOG.
- 4. The HCSC Advisor shall:
  - A. Be invited to attend all regularly scheduled meetings of the BOG and the Executive Committee.
  - B. Be invited to attend all special meetings of the BOG and/or committee meetings.
  - C. Act only in an advisory capacity and have no vote on the Executive Board or the BOG.
- 5. The Committee Advisors shall:
  - A. Be invited to attend all regularly scheduled meetings of the BOG and the Executive Committee.
  - B. Be invited to attend all special meetings of the BOG and/or committees they advise.

**Section B.** Elected Officers

1. Elected Officers (President, 1st Vice President, 2nd Vice President, Secretary and Administrative Treasurer) shall:
  - A. Be elected by the general membership. Appointed Officers filling vacancies of Elected Officers shall adhere to the same guidelines as Elected Officers.
  - B. Be voting members of the Executive Committee. The President votes only in case of a tie.
  - C. Be voting members of the BOG. The President shall vote only in case of a tie.
  - D. Be responsible to the President, Executive Committee, BOG, and the general membership. The President shall be responsible to the Executive Committee, BOG, and the general membership.
  - E. Submit a written monthly report to the BOG. Include financial statement, if applicable
  - F. Review and revise SOP/Job Description, subject to BOG approval.
  - G. Maintain a file containing the following items for submission to successor:
    - (1) SOP/Job Description
    - (2) Monthly reports (Includes financial statement, if applicable)
    - (3) After Action Report (1 inactive year plus current year)
    - (4) Constitution and Bylaws
  - H. Give Secretary a copy of the following no later than the May BOG meeting:
    - (1) After Action Report
    - (2) SOP/Job Description
  
2. The **President** shall have the following duties:
  - A. All duties and responsibilities as listed under Article V and Article VI, Section B of these Bylaws.
  - B. Other duties as follows:
    - (1) Official
      - (a) Appoint the Parliamentarian and all Standing Committees Chairs subject to approval of the Executive Committee.
      - (b) Preside at Executive Committee, BOG, and general membership meetings.
      - (c) Preside at the joint meeting of the newly elected Officers and outgoing Officers at the regular meeting of the BOG in May.
      - (d) Oversee responsibilities of the 1st and 2nd Vice Presidents, Secretary, Administrative Treasurer, Welfare Treasurer and Parliamentarian.
    - (2) Financial:
      - (a) Be the custodian of all HCSC checking and saving accounts to include: Administrative, Welfare, Bazaar, Special Events and Thrift Shop. Ensure that appropriate persons are authorized signatories on the HCSC accounts.
      - (b) Have authority to sign checks in the absence of the Administrative Treasurer, Bazaar Treasurer, or the Welfare Treasurer. Co-sign with one of the aforementioned individuals checks exceeding five hundred dollars (\$500.00) or five hundred Euro (€500.00).

- (c) Have authority to sign checks in the absence of the Thrift Shop Chair or Thrift Shop Manager. Co-sign with the aforementioned individuals checks exceeding two hundred fifty dollars (\$250.00).
  - (d) Have a President's discretionary fund as part of the HCSC administrative budget. The HCSC Administrative Treasurer will maintain this account.
  - (e) Be responsible for BOG appreciation gifts.
  - (f) Ensure that an audit is performed in accordance with HCSC audit procedures.
- (3) Committee:
- (a) Be an ex officio member of all committees with the exception of the Nominations and Election Committee.
  - (b) Approve all committee members with the exception of the Nominations and Election Committee members.
  - (c) Be a member of the Budget Committee.
  - (d) Be a member of the Constitution and Bylaws Committee.
  - (e) Appoint special committees and representatives of the HCSC to community activities.
  - (f) In November, appoint a Nomination and Election Chair approved by the HCSC Advisor.
  - (g) In January, appoint the Bazaar Chair for the following year.
  - (h) Coordinate with the Administrative Treasurer and the Bazaar Chair to appoint a Bazaar Treasurer.
  - (i) Monitor the activities of the following committees: Bazaar, Scholarship Awards, Special Events, Ways and Means and Welfare.
- (4) Representative:
- (a) Recommend community representatives who may be invited to report to the BOG. The BOG must approve these representatives.
  - (b) Propose the American Women's Activities Germany (AWAG) delegation to the BOG for approval.
- (5) Ways and Means:
- (a) After the end-of-year financial records are submitted, conduct a physical inventory of the Ways & Means merchandise with the Ways and Means Chair and/or Welfare Treasurer.
- (6) Thrift Shop:
- (a) Monitor the activities of the Thrift Shop.
  - (b) Ensure that interviews of potential Thrift Shop employees are conducted by at least three (3) of the following: The HCSC President, Thrift Shop Advisor, Thrift Shop Chair, and Thrift Shop Manager, or in the absence of the Thrift Shop Manager, a designee.
  - (c) Co-sign with the Thrift Shop Chair all Thrift Shop contracts for salaried employees.
- (7) Public Relations: Provide a monthly letter to the general membership for publications.
- (8) Administrative:

- (a) Request approval from Approving Authority and sign memorandum of agreement for major fundraisers.
- (b) Approve and sign the Heidelberg Holiday Bazaar contract in October.
- (c) Direct an orderly and complete transition to the succeeding board.
- (d) Biennially request approval from Approving Authority to operate as a Private Organization.

3. The **1st Vice President** shall have the following duties:

- A. All duties and responsibilities as listed under Article V and Article VI, Section B of these Bylaws.
- B. Other duties as follows:
  - (1) Official:
    - (a) Perform the duties of the President in his or her absence and fulfill the term should the position be vacated.
    - (b) Assist the President as needed.
    - (c) Be responsible for Heidelberg community functions such as the Care Fair.
    - (d) Recognize HCSC volunteer contributions and track volunteer hours.
  - (2) Financial
    - (a) Be responsible for Volunteer Appreciation Gifts
    - (b) Be responsible for the President's appreciation gift.
    - (c) Maintain a valid signature card for all financial accounts.
  - (3) Committee:
    - (a) Be a member of the Budget Committee.
    - (b) Monitor and coordinate with the President activities of the following Standing Committees: Activities, Membership and Public Relations.
    - (c) Coordinate office and automation issues with the Secretary.
    - (d) Provide budget requirements from Activities, Membership and Public Relations to the Budget Committee.
  - (4) Appoint subcommittee Chairs with consensus of the President.
  - (5) Representative: Be the HCSC representative on community related councils as requested by the President.

4. The **2nd Vice President** shall have the following duties:

- A. All duties and responsibilities as listed under Article V and Article VI, Section B of these Bylaws.
- B. Other duties as follows:
  - (1) Official:
    - (a) Preside at meetings in the absence of the President and 1st Vice President.
    - (b) Be responsible for making the necessary arrangements for the BOG meetings.
    - (c) Act as luncheon/dinner coordinator:
      - I. Coordinate the details of each function with the catering manager of the Village Pavilion (VP) or designated event location and obtain a signed contract for the entire club year.

- II. Be responsible for the details of each function to include menu, price, linen colors, table decorations, and raffle/door prizes as needed.
- III. Be responsible for purchasing speaker and/or guest gifts for HCSC functions.
- IV. Coordinate details of each function with the President, 1st Vice President, Public Relations Chair, Reservation Chair and Ways and Means Chair
- V. Provide information to the Public Relations Chair for publication.
- VI. Notify the catering staff at the VP or event location regarding the number of members planning to attend the event at least 3 business days prior to the function.
- VII. Send "thank you" notes to speakers/presenters.
- VIII. Review HCSC functions and BOG meeting bills from the VP or designated location for accuracy. Correct with the catering staff if necessary and turn over to the HCSC Administrative Treasurer for payment.

(2) Financial:

- (a) Prepare an outline of proposed monthly expenses for the Board year (1 June to 31 May) and as part of the monthly BOG report, provide an accounting of actual expenses incurred.
- (b) Document each purchase made for HCSC functions with invoices and receipts.

(3) Committee:

- (a) Chair the Programs Committee or appoint a Chair.
  - I. Propose a tentative program schedule for the current year and submit it to the BOG for approval no later than the August BOG meeting.
  - II. Coordinate, publicize, and introduce the programs for the monthly functions.
  - III. Ensure dates are reserved with the VP or event location by October of the current year through December of the following year.
- (b) Appoint a Special Events Committee Chair (such as Raffle Chair), as needed.
- (c) Be a member of the Budget Committee.
- (d) Monitor and coordinate with the President the activities of the following Standing Committees: Hospitality and Reservations.
- (e) Provide budget requirements from Hospitality and Reservations to the Budget Committee.

5. The **Secretary** shall have the following duties:

- A. All duties and responsibilities as listed under Article V and Article VI, Section B of these Bylaws.
- B. Other duties as follows:
  - (1) Official:
    - (a) Keep an accurate record of BOG, Executive Committee, Budget and general membership meetings and provide copies as appropriate. BOG meeting minutes shall be provided to any member upon request.
    - (b) Submit copies of each month's board minutes to all members of the BOG within ten (10) working days after each meeting.
    - (c) Be responsible for the HCSC office, to include:

- I. Collecting and distributing mail from Patton Barracks and the Village Pavilion to BOG members and the Thrift Shop.
- II. Ordering necessary office supplies.
- III. Handling correspondence for President upon request.
- (d) Maintain a current BOG phone list.
- (e) In the event of a telephone/electronic vote shall record the votes as reported by the Parliamentarian.
- (2) Committee:
  - (a) Be a member of the Budget Committee.
  - (b) Be a member of the Constitution and Bylaws Committee
  - (c) Property:
- (3) Property:
  - (a) Maintain a current inventory of all HCSC property and obtain a copy of Bazaar property inventory and Thrift Shop property inventory.
  - (b) Maintain a member check-out log of all HCSC property.
  - (c) Maintain a hand receipt record of appropriate property.
  - (d) Coordinate repair or refurbishment of real property items with 1st Vice President's approval.
  - (e) Keep maintenance agreements updated and provide copies to the Secretary
  - (f) Ensure that all keys are signed for. Maintain a key control registry for all keys to HCSC locks. Provide a copy of these lists to the Secretary.
  - (g) Coordinate facility repair and key reproduction/replacement with the appropriate Installation Coordinator and/or DPW.
  - (h) Provide a list of fixed assets to the Administrative Treasurer for inclusion in annual or special audits.
  - (i) Conduct an inventory, to include photographs, upon change of First Vice President under the supervision of the President and/or Administrative Treasurer.
- (4) Administrative:
  - (a) Forward approved Thrift Shop meeting minutes, BOG meeting minutes and general membership meeting minutes to the Approving Authority.
  - (b) Forward a copy of the following financial reports to the Approving Authority: Administrative, Ways & Means, Thrift Shop, Welfare and Bazaar.
    - I. Maintain a current inventory of all HCSC property and obtain a copy of Bazaar property inventory and Thrift Shop property inventory.
    - II. Maintain a member check-out log of all HCSC property.
    - III. Maintain a hand receipt record of appropriate property.
    - IV. Coordinate repair or refurbishment of real property items with 1st Vice President's approval.
    - V. Keep maintenance agreements updated and provide copies to the Secretary
    - VI. Ensure that all keys are signed for. Maintain a key control registry for all keys to HCSC locks. Provide a copy of these lists to the Secretary.

- VII. Coordinate facility repair and key reproduction/replacement with the appropriate Installation Coordinator and/or DPW.
  - VIII. Provide a list of fixed assets to the Administrative Treasurer for inclusion in annual or special audits.
  - IX. Conduct an inventory, to include photographs, upon change of First Vice President under the supervision of the President and/or Administrative Treasurer.
- (c) Maintain the HCSC Policies and Precedents File in the HCSC office and maintain a back-up of files in a separate location. Documents shall be maintained for four (4) inactive years plus current year.
- I. Constitution, Bylaws and Amendments
  - II. Copy of Authorization to Operate
  - III. Memorandums of Understanding between HCSC and community
  - IV. Financial statements
  - V. Copy of inventory of all fixed assets
  - VI. Audit reports
  - VII. Meeting minutes
  - VIII. Copies of insurance policies
  - IX. Copies of contracts
  - X. All documentation necessary for proper function of the HCSC
  - XI. Copies of committee policy statements, contracts and After Action Reports
  - XII. BOG SOP/Job Descriptions
  - XIII. DoDI 1000.15 and AE Reg 210-22
- (d) Store all committee records in the HCSC office for committees that have recessed.
- (e) Collect all After Action Reports and SOP/Job Descriptions from BOG and committee members no later than the May board meeting. These documents shall be reviewed by the President and filed in the Policies and Precedents File

1. The **Administrative Treasurer** shall have the following duties:
- A. All duties and responsibilities as listed under Article V and Article VI, Section B of these Bylaws.
  - B. Other duties as follows:
    - (1) Official:
      - (a) Ensure that all accounting procedures are done in accordance with the AE Reg 210-22.
      - (b) Ensure that all financial accounts follow proper accounting procedures. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution and ensure petty cash is not used.
      - (c) Maintain a current and accurate SOP/Job Description for respective accounts as a reference and for audit purposes.
      - (d) Coordinate with the President and the Bazaar Chair to appoint a Bazaar Treasurer.

- (e) Instruct and assist the Bazaar Treasurer and Standing Committee Chairs that have financial accounts on proper accounting procedures.
  - (f) Be available to train the newly appointed Bazaar Treasurer.
  - (g) Be available to train the Standing Committee Chairs who have financial accounts.
- (2) Administrative:
- (a) Deposit all monies in respective accounts immediately upon receipt.
  - (b) Sign checks and pay all bills/disbursements within thirty (30) days as approved in respective budget and as authorized by applicable committee, the BOG, or the general membership.
  - (c) Co-sign with President all checks exceeding five hundred dollars (\$500.00) or five hundred Euro (€500.00).
  - (d) Maintain a valid signature card for all financial accounts.
  - (e) Reconcile respective financial accounts on a monthly basis.
  - (f) Submit a monthly financial report, to include income statement, in writing to the BOG for approval. Provide three (3) copies to the Secretary for Approving Authority and the Policies and Precedents File Prepare an annual budget for the board year (1 June to 31 May) for respective accounts. Present proposed budget to the Budget Committee for review.
  - (g) The outgoing Administrative Treasurer will present the proposed budget to the outgoing BOG no later than the April meeting for submission with Budget Committee recommendations to the newly appointed BOG at the May BOG meeting.
  - (h) Maintain a current and accurate budget report with financial records.
  - (i) Submit respective financial records for audit in accordance with audit procedures and provide the audit report to the President and Secretary.
  - (j) Ensure the bonding of appropriate HCSC Officers and Standing Committee members is accomplished in accordance with the AE Reg 210-22 and with Article XII, Section A of these Bylaws.
  - (k) Maintain a copy of the Inventory of all fixed assets as provided by the 1<sup>st</sup> Vice President.
  - (l) Collect financial documents from all financial sources for audit in accordance with audit procedures.
  - (m) Serve as Chair of the Budget Committee.
  - (n) After end-of-year financial records are submitted, conduct a physical inventory of Ways and Means merchandise with President and/or Ways and Means Chair.

**Section C.** Appointed Officers:

1. The **Parliamentarian** shall:
  - A. Be appointed by the President with the approval of the Executive Committee.
    - (a) Be a nonvoting member of the Executive Committee
    - (b) Be a nonvoting member of the BOG.

- B. Be responsible to the President, Executive Committee, BOG, and the general membership.
  - C. Advise the President, BOG and committees on matters of parliamentary procedure.
  - D. Be the parliamentary authority on all procedures to ensure orderly conduct as outlined in Robert's Rules of Order, Revised. As a non-voting member, the Parliamentarian shall attend all BOG, Executive Committee, Budget, and general membership meetings of the HCSC.
  - E. At the President's request, take a telephone/email vote of the BOG and report the results to the Secretary.
  - F. Chair the committee that biennially reviews the Constitution and Bylaws to be convened by 1 February. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority.
  - G. Be responsible for typing and reproducing the HCSC Constitution and Bylaws for distribution to members of the BOG. The Constitution and Bylaws should be made available to the general membership. The Parliamentarian shall provide a copy of the Constitution and Bylaws to members upon request.
  - H. Serve as a nonvoting member of the Nominations and Elections Committee and Budget Committee.
  - I. Preside over elections in April in accordance with Article VII of the Constitution.
  - J. Monitor membership role percentage as provided by Membership Chair to ensure that the numbers of associate and honorary members do not exceed the amounts specified by Constitution Article IV, Sections A.2 and A.3.
  - K. Review and revise SOP/Job Descriptions, subject to BOG approval.
  - L. Maintain a file containing the following items for submission to successor:
    - (a) SOP/Job Description
    - (b) Monthly reports
    - (c) After Action Report (1 inactive year plus current year)
    - (d) Constitution and Bylaws
  - M. Give Secretary a copy of the following no later than the May BOG meeting:
    - (a) After Action Report
    - (b) SOP/Job Description
1. The **Welfare Treasurer** shall have the following duties:
- A. All duties as listed under Article V and Article VI, Section B of these Bylaws.
  - B. Other duties as follows:
    - (1) Official:
      - (a) Ensure that all accounting procedures are done in accordance with the USAREUR Private Organizations and Fundraising Policy.
      - (b) Ensure that all financial accounts follow proper accounting procedures. Ensure all expenditures are limited to those required to support the mission and activities listed in the Constitution and ensure petty cash is not used.
      - (c) Maintain a current and accurate SOP/Job Description for respective accounts as a reference and for audit purposes.

- (d) Keep a current account of all welfare monies.
- (e) Serve as a nonvoting member of the Welfare Committee.
- (f) In case of vacancy of Administrative Treasurer, be responsible, in coordination with the President, for the duties and financial records of the Administrative Treasurer.

## **ARTICLE VII – ELECTIONS, VOTING PROCEDURES AND VOTING/NON-VOTING MEMBERS**

See Article VII of the HCSC Constitution

## **ARTICLE VIII – STANDING COMMITTEES**

**Section A.** Standing Committee Chairs shall:

1. Be appointed by the President upon approval of the Executive Committee. Vacancies shall be filled in the same manner.
2. Be voting members of the BOG as explained in Article VII of the HCSC Constitution.
3. Be responsible to the President, Executive Committee, BOG and general membership.
4. Submit in writing to the President, a proposed list of committee members.
5. Coordinate:
  - A. Activities, Membership and Public Relations with the 1st Vice-President.
  - B. Hospitality and Reservations with the 2nd Vice-President.
  - C. Bazaar, Scholarship Awards, Special Events, Thrift Shop, Ways and Means and Welfare with the President.
6. Provide monthly information, in writing, to Public Relations Chair.
7. Attend all regularly scheduled meetings of the BOG or as called by the President or the HCSC Advisor. Attend all general membership meetings or functions or as called by the President.
8. Submit monthly reports, in writing, to the BOG. Submit monthly reports with financial statements as appropriate, in writing, to the Secretary by the Sunday before the BOG meeting. Chairs who have financial accounts shall include three (3) copies of their financial statement for the Secretary who shall forward a copy to the Approving Authority and maintain a copy for the HCSC Policies and Precedents File.

9. Present monthly Committee report, and Committee Financial Reports if appropriate, at the monthly BOG meetings.
10. Review and revise Committee SOP/Job Description(s), subject to BOG approval.
11. Maintain a file containing the following items for submission to successor:
  - A. SOP/Job Description(s)
  - B. Monthly reports (Includes financial statements for those to whom it applies.)
  - C. After Action Report
  - D. Constitution and Bylaws
12. Give Secretary a copy of the following no later than the May BOG meeting:
  - A. After Action Report
  - B. SOP/Job Description(s)

**Section B.** The **Activities Chair** shall have the following duties:

1. All duties as listed under Article VII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Appoint a committee responsible for administering, and planning details of activities conducted by and for HCSC members and coordinating this information with the 1st Vice President. Groups may include but are not limited to bunko, book club, bridge, stitching, golf, and bowling.
  - B. Submit a tentative activities list to the BOG by the August board meeting.
  - C. Coordinate and plan end-of-year membership appreciation activity upon recommendation of the BOG.
3. Ensure that all expenses associated with the activity are borne by the participants.

**Section C.** The **Bazaar Chair** shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Assume position in March following appointment by the President and approval of the Executive Committee.
  - B. Coordinate all Bazaar activities with the President.
  - C. Coordinate with USAG Heidelberg MWR and the President to modify/amend contract for the Bazaar.
  - D. Coordinate with President to sign a contract for the Bazaar with USAG Heidelberg MWR.

- E. Assist USAG Heidelberg MWR in conducting the Heidelberg Holiday Bazaar as a fundraiser in accordance with the AE Reg 210-22. Responsibilities are outlined in the contract with USAG Heidelberg MWR.
    - (a) Appoint a Bazaar Committee, with the consensus of the President. Committee members may not be paid employees of HCSC, must be HCSC members and possess an ID card with MWR privileges. The Bazaar Committee members include, but are not limited to, the following listed positions:
      - (i) ID Card Checker
      - (ii) Private Organizations Chair
      - (iii) Secretary
      - (iv) Security Liaison
      - (v) Treasurer
      - (vi) Vendors Chair
      - (vii) Volunteer Recognition
      - (viii) Volunteers Chair
      - (ix) Decorations
      - (x) Hospitality
      - (xi) Raffle
    - (b) Present a proposed Bazaar budget to the Budget Committee for review at the biannual meetings.
    - (c) Submit a proposed budget to the BOG for approval NLT the April meeting.
    - (d) In cooperation with the Vendor Chair(s), the President and Bazaar Advisor, select and present a list of vendors to the USAG Heidelberg MWR representative for approval.
  - F. Coordinate Bazaar activities with all community activities to include the USAG Heidelberg, Village Pavilion, and MWR.
    - (a) Coordinate with Bazaar Treasurer for audit within in March at the end of bazaar financial year. Audit shall be in accordance with audit procedures.
    - (b) Give to successor and Secretary in writing:
      - (i) After Action Report no later than the February BOG Meeting
      - (ii) SOP/Job Description no later than the February BOG meeting.
3. Work in conjunction with a Bazaar Treasurer who has the following duties:
- A. Assume the position in April following appointment by the Bazaar Chair in coordination with the President and Administrative Treasurer.
  - B. Attend all Bazaar Committee meetings.
  - C. Attend HCSC Budget meetings when requested.
  - D. Maintain all Bazaar funds.
    - (a) Sign all checks authorized by Bazaar Chair as allowed in budget.
    - (b) In the absence of the Bazaar Treasurer, all fiduciary responsibilities will be assumed by the Administrative Treasurer.
    - (c) Co-sign all Bazaar checks exceeding five hundred dollars (\$500.00) or five hundred Euro (€500.00) with one of the authorized account signatories.

- (d) Disburse Bazaar proceeds to the Administrative Account and Welfare Account in accordance with the AE Reg 210-22, the approved annual HCSC budget, and BOG approval within 30 days of receipt.
  - (e) Present monthly Financial Statement to Bazaar Chair for submission to the BOG.
  - (f) Present monthly Financial Statement with Bank statement to the Administrative Treasurer.
  - (g) Coordinate with Administrative Treasurer for audit in March when bazaar fiscal year is complete. Audit shall be in accordance with audit procedures and Article II of these Bylaws.
- E. Give to successor, Bazaar Chair and BOG Secretary in writing
- (a) After Action Report within 30 days of the completion of the Bazaar audit.
  - (b) SOP/Job Description no later than the April BOG meeting.

*Section E:* The **Hospitality Chair** shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws
2. Other duties as follows:
  - A. Plan Newcomer's Reception to welcome all new HCSC members.
  - B. Plan periodic social functions for the BOG.
  - C. Obtain monthly list of new members from Membership and send each a welcome note.
  - D. Review child care requirements of BOG members. Make reservations with Child Development Center (CDC) for needed child care slots for BOG meetings and HCSC monthly functions and cancel/change dates of childcare requirements with CDC as appropriate.

*Section F.* The **Membership Chair** shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Coordinate with the 1st Vice President on accepting members into the HCSC.
    - (1) Monitor membership applications to determine active, associate, or honorary status in accordance with the HCSC Constitution.
    - (2) Ensure the number of associate and honorary members does not exceed the limits established by the HCSC Constitution. Coordinate percentages with the Parliamentarian for voting procedures and submit at monthly BOG meetings.
    - (3) Present membership applications as necessary to the BOG for associate and honorary membership.

- (4) Check membership statistics to ensure that at least 51% of the members are ID card holders. Present these numbers to the BOG in accordance with the AE Reg 210-22.
- (5) Ensure that the HCSC Constitution and Bylaws is available to all members.
- (6) Review and update membership application forms.
- B. Appoint a membership committee, as needed, with the consensus of the President, to accomplish the following:
  - (1) Collect membership dues and remit to the Administrative Treasurer upon receipt.
  - (2) Provide members receipt of payment of membership dues.
  - (3) Compile, publish, and distribute the HCSC directory no later than 1 December and any supplements as needed.
  - (4) Ensure current membership information is available to the BOG.

**Section H.** The **Public Relations Chair** shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Other duties as follows:
  - A. Solicit information of interest to HCSC members from all BOG members
  - B. Appoint a publicity committee, as needed, with the consensus of the President, with the following responsibilities:
    - (a) Publicize all HCSC activities in accordance with the Publicity SOP, after coordinating with the appropriate BOG members and with the approval of the 1<sup>st</sup> Vice President
    - (b) Support publicity of all other HCSC activities to include Bazaar, Thrift Shop, Scholarship Awards, and Welfare.
    - (c) Publicize activities through multi media sources in a timely manner.
    - (d) Ensure that all copying and mailing is in accordance with the AE Reg 210-22.
  - C. Appoint a newsletter committee, as needed, with the consensus of the President and publish a newsletter (Heidelberg Connection)
    - (a) Set deadlines for publications.
    - (b) Distribute the newsletter via email, the HCSC website and/or mail.
    - (c) Provide budget requirements for submission to the Budget Committee.
    - (d) Ensure that all copying and mailing is in accordance with the AE Reg 210-22.
    - (e) Ensure that all copying and mailing is in accordance with the AE Reg 210-22.
  - D. Prepare a scrapbook for the HCSC records and photo albums for the President and Honorary President(s).
  - E. Organize and maintain historical data to include scrapbooks, BOG officer rosters, membership and welfare figures, special event synopses, local newspaper articles naming HCSC and other items of historical significance.
  - F. Ensure that a current BOG photograph is taken and maintained with HCSC records.
  - G. Ensure that photos are taken at all HCSC functions.

**Section I.** The **Reservations** Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Appoint a reservations committee, as needed, with the consensus of the President, responsible for:
    - (1) Coordinating reservations for HCSC general membership meetings and special events and remit all monies to the Administrative Treasurer upon receipt.
    - (2) Maintaining an accurate guest list of each function.
    - (3) Collecting payments for HCSC general membership meetings and special events.
    - (4) Preparing, distributing, and keeping permanent nametags for membership.
    - (5) Ensuring that members who make reservations for HCSC activities are held responsible for payment. In the event that members fail to cancel reservations by the deadline or fail to show up at the event, the Chair is responsible for collecting all appropriate charges. Members are responsible for reservations of guests.
  - B. Coordinate details of each function's reservations with the 2nd Vice President, Public Relations Chair and any other BOG members deemed necessary.

**Section J.** The **Scholarship Awards** Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Appoint a scholarship committee with the consensus of the President, consisting of at least nine (9) HCSC members who are not paid employees of the HCSC.
  - B. Present the proposed scholarship cover pages (to include scholarship intent, eligibility requirements, selection criteria, packet requirements, and disbursement information) to the BOG for approval no later than the December BOG meeting.
  - C. Ensure that applications and criteria are ready for distribution to the community-at large by mid-December.
  - D. Present the proposed distribution of Scholarship Awards monies to the BOG for approval no later than the March BOG meeting.
  - E. Present awards to recipients prior to installation of the new Exec BOG at the May General meeting.
3. The Scholarship Awards Committee shall have the following duties:
  - A. Review the scholarship cover pages (to include scholarship intent, eligibility requirements, selection criteria, packet requirements, and disbursement information). Propose recommendations to the Scholarship Awards Chair for approval by the BOG.
  - B. Review the scholarship applications and the scholarship application assessment metrics. Propose recommendation to the Scholarship Awards Chair.

- C. Ensure that applications and criteria are ready for distribution to the community-at-large by mid-December.
- D. Voting on the proposed distribution of Scholarship Awards monies.
  - (1) A quorum consists of 2/3 of the voting members to establish a meeting for the purpose of voting on the proposed distribution of Scholarship Awards monies.
  - (2) A valid committee vote consists of a simple majority.
  - (3) The Scholarship Chair shall only vote in case of a committee tie.

**Section K.** The **Special Events** Chair shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Other duties as follows:
  - A. Assume position in May with new BOG
  - B. Provide budget requirements to the President for submission to the Budget Committee.
    - (1) Appoint a Flea Market Finds Committee, as needed, with the consensus of the President responsible for:
      - (a) Organizing the event
      - (b) Purchasing all Flea Market Finds items at European flea markets and thrift stores
      - (c) Clean, de-worm, and prepare items for display
      - (d) Coordinate with 2nd Vice President to plan dinner event
      - (e) Plan and execute the Event

**Section L:** The **Thrift Shop Chair** shall have the following duties:

- 1. All duties as listed under Article VIII, Section A of these Bylaws.
- 2. Other duties as follows:
  - A. Ensure that all Thrift Shop employees and volunteers follow the Thrift Shop SOP and work in compliance with the HCSC Constitution and Bylaws.
  - B. Bring Thrift Shop issues before the Thrift Shop Advisory Board for approval or resolution.
  - C. Participate in all interviews to fill all Thrift Shop vacancies. Co-sign employment contracts with the President.
  - D. Have a copy of all Thrift Shop meeting minutes available in the Manager's office.
  - E. The monthly net profit check and/or reserve account check is signed by Chairperson and deposited by the Manager.
  - F. Prepare a proposed annual budget with the Thrift Shop Manager, Thrift Shop Advisor and Thrift Shop Bookkeeper, for biannual submission to and approval by the HCSC Budget Committee.
  - G. Submit financial records for audit in accordance with audit procedures.
- 3. Thrift Shop employees and volunteers shall:

- A. Possess an approved and valid U.S. ID or NATO ID in accordance with the HCSC Constitution and the AE Reg 210-22.
  - B. Follow the Thrift Shop SOP, the HCSC Constitution and Bylaws, DoDI 1000.15 and the AE Reg 210-22.
4. Thrift Shop Staff includes but is not limited to:
- A. Employees
    - (a) Manager
    - (b) Customer Service Coordinator
    - (c) Consignment Coordinators
    - (d) Thrift Shop Property Coordinator
    - (e) Bookkeeper
    - (f) Cashier
    - (g) Custodian
    - (h) On call staff as needed
  - B. Appointed Volunteer Staff (must be HCSC members)
    - (a) Advisor
    - (b) Chair
  - C. Applicants for paid positions shall:
    - (a) Be interviewed by the Thrift Shop Manager and at least two (2) of the following: President, Thrift Shop Chair, or Thrift Shop Advisor.
    - (b) Have salaries as determined by the Thrift Shop Advisory Board.
5. The Thrift Shop Advisory Board shall meet at least semi-annually or as needed and consist of:
- A. Voting Members: the Thrift Shop Chair, President (or the designated representative), and the Welfare Chair.
  - B. Non-voting members: Thrift Shop Advisor, Thrift Shop Manager, and the Welfare Treasurer.
  - C. Determine salary changes.
  - D. Make decisions on policy changes. This includes changes to the SOP, job descriptions, employee contracts, and consignment contracts.
  - E. Shall meet with the Thrift Shop Manager no less than twice per fiscal year.
6. The Thrift Shop Administrative Committee shall:
- A. Consist of the Thrift Shop Chair, Thrift Shop Advisor, and salaried staff.
  - B. Review the overall operation of the Thrift Shop and recommend policy changes to the Thrift Shop Board for approval and presentation to the HCSC BOG.
  - C. Meet monthly or as needed.
7. Financial policies:
- A. Financial reports to include monthly income statement and balance sheet shall be presented to the HCSC BOG by the Thrift Shop Chair.
  - B. Accrual accounts:

- (a) Accrual accounts, as defined in the Thrift Shop SOP, Section 17G – Financial Policies, shall be presented for approval at HCSC Budget meetings.
- (b) If accrual account funding causes a loss, no monies shall be deposited that month.
- (c) Accrual accounts, as defined in the Thrift Shop SOP, Section 17G – Financial Policies, shall be maintained for the Thrift Shop with financial reports submitted at the monthly BOG meetings.
- C. The President, 1st Vice President, Thrift Shop Chair, Thrift Shop Manager, and HCSC Administrative Treasurer shall be authorized to sign checks for all Thrift Shop accounts. All checks exceeding two hundred fifty dollars (\$250.00) shall be signed by two (2) of the aforementioned persons.
- D. The President, 1st Vice President, Administrative Treasurer, Thrift Shop Chair, or Thrift Shop Manager shall review each employee pay voucher. The paychecks shall be signed by two (2) of the aforementioned persons. An employee shall not sign his or her own checks.
- E. The total wages of paid positions will not exceed 20 percent of the thrift-shop gross income. Income and revenue may be measured monthly or yearly for the purpose of this limitation.
- F. A Thrift Shop dissolution account in the amount of two thousand five hundred dollars (\$2,500.00) shall be held in the HCSC administrative account.

**Section M.** The **Ways and Means** Chair shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Appoint a Ways & Means committee, as needed, with the consensus of the President, responsible for conducting a Ways and Means sales activity at most HCSC functions. Appoint an Assistant to maintain inventory records and sales transactions and remit to the Administrative Treasurer.
  - B. Coordinate vendor participation at monthly events and inform the 2nd Vice President.
  - C. Maintain Ways and Means Sales Activity and inventory:
    - (a) Remit all monies to the Administrative Treasurer upon conclusion of each event.
    - (b) Reconcile Ways and Means inventory records with Sales each month and provide copy to the Administrative Treasurer.
    - (c) Provide proposed budget of potential income and expenses for entire year to the President for submission to the Budget Committee.
    - (d) Conduct 100% inventory of all merchandise quarterly.
    - (e) Submit financial records, to include a physical inventory count, for the audit in accordance with audit procedures. The inventory count shall be conducted with the Administrative Treasurer and/the President.

**Section N.** The **Welfare Chair** shall have the following duties:

1. All duties as listed under Article VIII, Section A of these Bylaws.
2. Other duties as follows:
  - A. Appoint a Welfare committee, with the consensus of the President, consisting of the following members:
    - (a) At least six (6) HCSC members who are not paid employees of the HCSC or a BOG member. A quorum consists of 2/3 of the voting members to establish a meeting. The Welfare Chair will assign one member the additional duty of Welfare Committee Secretary.
    - (b) Thrift Shop Chair or Welfare Advisor will be invited to serve on the Welfare Committee as a non-voting member.
  - B. Voting.
    - (a) A valid committee vote consists of a simple majority.
    - (b) The Welfare Chair shall only vote in case of a committee tie.
    - (c) All committee recommendations will be submitted by the Welfare Chair to the BOG for approval.
    - (d) All expenditures in excess of eight thousand dollars (\$8,000.00) must be approved by the general membership.
    - (e) The Welfare Treasurer shall only vote in case of a committee tie in the absence of the Welfare Chair.
  - C. Assist the Welfare Treasurer in proposing a budget for submission to the Budget Committee. This proposed budget shall include, but not limited to, the following general categories:
    - (a) Community projects
    - (b) Education awards
    - (c) Organizational commitments
    - (d) Start-up: A minimum of twenty-five thousand dollars (\$25,000.00) in the welfare account for the incoming Welfare Committee. All designated monies and education award funds are not considered part of this start up money. Amounts less than \$25,000 must have BOG approval.

## **ARTICLE IX – SPECIAL COMMITTEES**

**Section A.** Special Committees shall consist of the following:

1. Chair who shall:
  - A. Preside at the committee meetings.
  - B. Vote only in case of a tie.
  - C. Report to the Executive Committee and/or BOG.
  - D. Submit a current and accurate SOP/Job Description, if needed, to the BOG for approval.

- E. Submit an After Action Report to the President upon completion of the committee.
2. HCSC members in good standing.
3. Members who are not paid employees of HCSC.

**Section B.** The **Budget** Committee shall:

1. Be chaired by the Administrative Treasurer.
2. Consist of the Executive Committee, the HCSC Advisor, all HCSC Committee Advisors who are able to attend, Welfare Chair, Welfare Treasurer, Bazaar Chair, Scholarship Chair, Thrift Shop Chair, Ways & Means Chair, Special Events Chair, and other BOG members as needed.
3. The voting members are:
  - A. President
  - B. 1st Vice President
  - C. 2nd Vice President
  - D. Secretary
  - E. Bazaar Chair
  - F. Scholarship Chair
  - G. Special Events Chair
  - H. Thrift Shop Chair
  - I. Ways and Means Chair
  - J. Welfare Chair
  - K. Welfare Treasurer
4. Convene and recess in conjunction with the club year.
5. Review the proposed budget for presentation to the BOG at the first BOG meeting of the club year.
6. Meet in July, January and April.
7. Review entire budget to include all financial accounts as follows:
  - A. Administrative
  - B. Bazaar
  - C. Thrift Shop
  - D. Welfare
8. Determine budget limitations for committees.

9. Advise the BOG of budget imbalance and recommend changes necessary to balance the budget for approval.

**Section C.** The **Constitution and Bylaws** Committee shall:

1. Be chaired by the Parliamentarian.
2. Include the following:
  - A. HCSC Advisor
  - B. President
  - C. Secretary
  - D. Administrative Treasurer
  - E. The Parliamentarian, with the President's approval, appoints remaining members.
3. Review the Constitution and Bylaws by February 1 (bi-annually) and present to the BOG for approval.
4. Present revisions and/or amendments to the Constitution. The general membership should have these in writing one month prior to the approval vote with the vote taking place no later than the April function.
5. Ensure that revisions and/or amendments to the Bylaws are approved by the BOG in accordance with Article III, Section D of the Constitution and are made known to the general membership.
6. Ensure that approved revisions and/or amendments to the Constitution and Bylaws are submitted to the Approving Authority by the Parliamentarian.
7. Upon completion of the Constitution and Bylaws review, this committee is dissolved.

**Section D.** The **Nominations and Elections** Committee:

1. The Nominations and Elections Chair shall:
  - A. Be appointed in November by the President with the approval of the HCSC Advisor.
  - B. Meet with the out-going President periodically throughout the election process.
  - C. Select the committee by the January BOG meeting. The committee shall consist of the HCSC Advisor, the Parliamentarian and at least six (6) HCSC members who represent the Heidelberg community demographics. The HCSC Advisor and the Parliamentarian shall serve as non-voting members.
  - D. Inform Honorary President of selection of nominees.
  - E. Publicize elections process and selection of nominees no later than the February function.
  - F. Be responsible for presenting the slate of Officers at the March function.

2. The Nominations and Elections Committee shall:
  - A. Submit a slate of nominees to the general membership at the March function.
  - B. Accept nominations from the floor at the March function provided written consent of the nominee is received.
  - C. Ensure the following:
    - (1) The President does not serve as a member of this committee.
    - (2) No member of the committee shall run for elected office. In the event a committee member elects to run, he/she shall remove him/herself from the committee.
    - (3) Elections are held in accordance with Article VII of the Constitution at the April general membership meeting.
    - (4) If a single slate is presented, a voice vote may be taken. The Parliamentarian shall conduct the voice vote by a show of hands.
    - (5) If a multiple slate is presented, elections shall be by secret ballot. The Parliamentarian shall provide ballots and handle the procedure for ballot voting.
    - (6) There shall be no absentee or proxy voting.
    - (7) All nominees require a majority vote (one more than 1/2 of votes cast) to be elected.
    - (8) The new Officers shall be installed at the May general membership meeting for a term of one year (1 June – 31 May).
    - (9) Upon completion of the elections, this committee is dissolved.

**Section E.** Other Committees and Temporary Positions

The President, with approval of the Executive Committee, may appoint other committees. This shall include any temporary committee or position; e.g. German American Women’s Club (GWAC) or NMFA representatives that the President deems necessary. The Executive Committee shall determine their duties and term of office; they shall have no vote on the BOG.

**ARTICLE X – MEETINGS AND QUORUMS**

See Article X of the HCSC Constitution

**ARTICLE XI - FUNDING SOURCES**

**Section A.** Income

1. Dues:
  - A. The annual dues to active and associate members from 1 June until 31 May shall thirty dollars (\$30.00) for E6 and up and twenty dollars (\$20.00) for E5 and below payable in full at the time of registration.

- B. If an eligible person joins in January or later, the dues shall be one half (1/2) of the normal dues based on member sponsor's rank payable at the time of registration.
  - C. Dues will not be increased or decreased by more than 50% without the approval of the general membership.
  - D. Dues are not refundable.
2. Fundraising activities:
- A. All major fundraising (Heidelberg Holiday Bazaar, etc.) shall be conducted in accordance with the AE Reg 210-22, and approved by the Approving Authority and the BOG.
  - B. All minor fundraising shall be conducted in accordance with the AE Reg 210-22 and the approval of the BOG.
3. Thrift Shop: HCSC shall operate a Thrift Shop in accordance with the AE Reg 210-22 with the monthly net profit remitted to the HCSC Welfare account.

**Section B.** Expenditures

- 1. Expenditures shall be limited to those required to support HCSC's mission and activities as listed in the Constitution.
- 2. Expenditure Types
  - A. Expenditures will be categorized and disbursed in accordance with AE Reg 210-22.
  - B. Expenses shall not exceed income.
  - C. HCSC shall categorize all expenditures as either non-discretionary expenses or discretionary expenses in the form of an annual budget with line item amounts approved by the BOG.
- 3. Petty cash will not be used.

**Section C.** Financial Control

HCSC shall maintain and record all assets, liabilities, net worth, and financial transactions in accordance with AE Reg 210-22, in the form of a general ledger using generally accepted accounting procedures.

**ARTICLE XII – TAXES**

See Article XII of the HCSC Constitution.

**ARTICLE XIII – INSURANCE COVERAGE**

See Article XIII of the HCSC Constitution

## **ARTICLE XIV – DISSOLUTION**

See Article XIV of the HCSC Constitution.

Approved by majority vote of the HCSC General Membership on \_\_\_\_\_, 2011

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**Brandie Kretzschmar**  
**HCSC President, Board Year 2010-2011**

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**Ana Kress**  
**HCSC Parliamentarian, Board Year 2010-2011**

**Approved by the USAG Heidelberg**  
**HCSC Approving Authority**

### **APPENDIX**

#### **Definitions:**

**Audit:** An official examination, verification, and correction of account books that shows the financial status of a Private Organization. (AR 210-22)

**Biennial:** Every two years

**Qualified Auditor:** An auditor qualified to hold grade UA/GS-9 (or local national equivalent grades) or above in civilian job series 510 or 511, or public accountant or certified public accountant licensed by a State or other recognized licensing jurisdiction. (AR 210-22)

Standard Operating Procedure (SOP): Includes duties from Bylaws, job description, and procedures for performing the duties of the position.

Policy and Precedent File: A file held by the HCSC President to include, but not limited to:

1. Bonding and Liability Insurance Policies
2. All SOPs
3. Constitution and Bylaws
4. Minutes from the current year
5. Copies of Signature Cards for all HCSC accounts.
6. Current Financial Statements