

JBER COMMUNITY CLUB

BYLAWS

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ARTICLE I. Name and Purpose

- SECTION 1. Name
- SECTION 2. Purpose

ARTICLE II. Membership

- SECTION 1. Policy
- SECTION 2. Categories

ARTICLE III. Governance

- SECTION 1. Governing Board
- SECTION 2. Selection of Governing Board

ARTICLE IV. Administration

- SECTION 1. Business Meetings
- SECTION 2. Social Events
- SECTION 3. Charitable Operations

ARTICLE V. Finances

- SECTION 1. Overview
- SECTION 2. Accounts
- SECTION 3. Budgets
- SECTION 4. Dues
- SECTION 5. Fiscal Policy

ARTICLE VI. Duties of Elected Officers

- SECTION 1. President
- SECTION 2. Vice President of Administrative Operations

SECTION 3. Vice President of Charitable Operations

SECTION 4. Vice President of Communications

SECTION 5. Executive

Secretary

SECTION 6.

Administrative Treasurer

SECTION 7.

Charitable Treasurer

ARTICLE VII. Duties of Appointed Officers

SECTION 1.

Executive Team

SECTION 2.

Administrative Operations Team

SECTION 3.

Charitable Operations Team

SECTION 4.

Communication s Team

ARTICLE VIII. Review and Amendment

SECTION 1. Review

SECTION 2. Amendment

ARTICLE IX. Adoption

ARTICLE I – NAME AND PURPOSE

SECTION I. NAME

- A. The legal name of this organization is the Fort *Richardson Spouses' Club*. This organization will conduct business as the "*JBER Community Club*" as voted on in April 2023 until and after the organization's legal name change is complete.

SECTION II. PURPOSE

- A. The purpose of the Bylaws is to establish operating procedures for the JBER Community Club (hereinafter referred to as "JCC"), in accordance with the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense Installations, AFI 34-223, Private Organizations of Department of the Air Force Installations, and pertinent local regulations.
- B. The provisions of this document are subordinate to the Constitution but supersede other operating guidelines. In cases not governed by Constitution, Bylaws, and other operating guidelines, the current edition of Robert's Rules of Order Newly Revised shall govern.
- C. JCC is a registered 501(c)(4) Non-Profit Organization.

ARTICLE II – MEMBERSHIP

SECTION I. POLICY

- A. Membership Term: Annual membership term shall begin on 1 August and expire 31 May. E1-E4 or equivalent has their membership fee waived.
- B. Member Standing: Members in good standing shall be those who have dues paid in full.
- C. Denial: The Governing Board, with the consent of at least two (2) Advisors may with just cause deny or revoke membership.
- D. Removal: Members are required to be of honorable character and reputation. JCC has the ultimate right to require that its Members refrain from conduct injurious to the organization or its purposes. The Board may remove a Member for Just Cause with a two-thirds (2/3rds) quorum of filled Board positions and two-thirds (2/3rds) majority approval. No one should be allowed to remain a Member if their retention will harm the organization. Just Cause for removal can be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.¹

¹ Roberts Rules of Order, Newly Revised, 10th Edition; General Henry M. Robert; 2000; p 624, 630

SECTION II. CATEGORIES

JCC Membership shall consist of two categories: General and Advisor.

A. Eligibility: Anyone with base access.

B. Privileges: Shall be permitted to vote, serve on Governing Board, and participate, at own expense, in all JCC sponsored events. Widows and widowers (Section 2. A. 1. c.) shall not pay dues.

ARTICLE III – GOVERNANCE

SECTION I. GOVERNING BOARD

A. Structure: The JCC Governing Board shall be structured as follows:

1. Executive Team
 - a) All Executive Officers
 - b) All Advisor(s) – as invited at discretion of the Executive Officers
2. Executive Officers
 - a) President
 - b) Vice President of Administrative Operations (1st VP)
 - c) Vice President of Charitable Operations (2nd VP)
 - d) Vice President of Communications (3rd VP)
 - e) Executive Secretary
 - f) Administrative Treasurer
 - g) Charitable Treasurer
 - h) Parliamentarian
3. Chairs: At the discretion of the Executive Team.

B. Duties: The duties of the JCC Board members shall be those defined in the job description specified by these Bylaws and by the Constitution of the JCC. The duties in this Article describes the general duties of all board members and shall include but not be limited to those listed. The members of the Governing Board of the JCC shall:

1. Be a Club member in good standing.
2. Be present at each Board meeting or notify the President of their absence in advance.
3. Email a monthly board report to the Secretary by the first Friday of the month.
4. Attend and support club functions, to include committees, event and fundraising efforts.
5. Appoint Chairs and Committee members, at the discretion of the executive board. Position description will be determined before soliciting for the position.
6. Establish board, chair and committee policies and procedures at the beginning of the board year or prior to the stand-up of position.
7. Turn in proposed budget for following board year at April board meeting. Additionally, prepare and submit a budget revision at the beginning of each Board year (in July or August) if deemed necessary, and if required, a revision at the January Board meeting.
8. Maintain and update records for continuity.
9. Register with the Volunteer Management Information System (VMIS)

through Army.com and update hours monthly.

C. Succession, Term, and Dismissal

1. Executive Succession: In the event the President vacates office or cannot perform duties, succession shall follow as sequenced above.
2. Term: The board year shall run twelve months, 1 June – 31 May.
3. Dismissal: All Governing Board members shall undertake duties as defined in job descriptions. The Governing Board, with the Advisors' consent, may dismiss with just cause a Governing Board member.

SECTION II. SELECTION OF GOVERNING BOARD

A. Elected and Appointed Offices

1. Elected Offices: All Executive Officers, with the exception of Parliamentarian, shall be elected by the General Membership. All executive offices, including Parliamentarian, shall be filled by Active Members. If an elected office is vacant, the President may, with Executive Team approval, appoint an officer.

B. Appointed Offices: All Chairs, Advisors and the Parliamentarian shall, with Executive board approval, be appointed by the President.

C. Nomination and Election of Executive Offices

1. Nominations: Executive officer applications (self-nomination forms) must be available publicly on the JCC website.
2. Election
 - a) The Parliamentarian will oversee Executive Officer elections at the April General Membership meeting.
 - b) Elections shall be by secret ballot in the case of a multi-candidate race. If a slate runs unopposed, a voice or hand vote will suffice.
 - c) Results shall be announced immediately.
 - d) Installation of new executive officers will take place at the May General Membership meeting, and the new board will assume duties on June 1st.

ARTICLE IV – ADMINISTRATION

SECTION I. JCC BUSINESS MEETINGS

A. Meetings

1. General Membership – The JCC General Membership Meetings shall be held no less than every month in conjunction with JCC social events.
2. Governing Board – The JCC Governing Board shall meet monthly.

B. Quorums, Majorities and Voting

1. Quorums: A quorum is 51% of present eligible voters.
2. Voting: All eligible voting members must be notified 48 hours prior to vote taking place to include electronic voting.

SECTION II. SOCIAL EVENTS

A. Events

1. Special Events: The JCC may sponsor special events and engage in charity event participation and sponsorship.
2. Internal Clubs: The JCC advocates networking among members with shared interests through promotion of independent, member-led activity

groups.

B. Guests: May participate as appropriate and are responsible for their own expenses. Non-members may be charged additional fees.

SECTION III. CHARITABLE OPERATIONS

A. JCC Charitable Grants

1. The purpose of the JCC Grants program is to distribute JCC monies in the form of grants to organizations and individuals supporting military affiliated personnel.
2. The 2VP shall review written requests and make recommendations to the Governing Board. Awards are voted on regularly by the JCC's Governing Board based on availability of funds and board approval.

B. ERSC Scholarships

1. The purpose of the JCC Scholarships program is to distribute JCC monies in the form of educational scholarships.
2. The JCC Charitable Team shall make selection guidelines recommendations to the Governing Board no later than the October Board Meeting.
3. The Scholarship Selection Committee will consist of five people voted on by the executive board.
4. The Scholarships Selections Committee shall review scholarship applications and make recommendations to the Governing Board.
5. Scholarship applications are due no later than 01 April of the current JCC board year. The Scholarships Committee shall be organized by the Charitable Team.

ARTICLE V – FINANCES

SECTION I. OVERVIEW

A. The revenue necessary to pursue the purpose of JCC as outlined in Article II of the Constitution shall include sources of income, annual dues, donations, all money-raising activities approved by the board and appropriate installation authority.

SECTION II. ACCOUNTS

A. The JCC will maintain separate Administrative and Charitable as defined in the Constitution.

1. Administrative Fund:

- a) Income: dues, any other monies derived solely from the General Membership, games of chance where applicable, and designated sales from Ways and Means.
- b) Will be utilized for operating expenses of JCC.
- c) Shall have a minimum of \$1,000 held in reserve for the succeeding year.

2. Charitable Fund:

- a) Income: Donations and fundraisers.
- b) Will be utilized for operating expenses of charitable fundraising

activities, and for bona fide welfare contributions and scholarships.

- c) Shall have a minimum of \$1,000 held in reserve for the succeeding year, plus any pending scholarship payments.

B. Expenses:

1. All expenses shall be approved by: two signatories.
2. Expenses approved by the budget shall not require additional approbation.
3. Budget must be reviewed twice during the board year.

C. Signatories: Three members of the Governing Board will have signatory authority on each account.

D. Dissolution Fund: The JCC shall maintain a dissolution fund, holding in reserve no less than \$1,000 in Administrative monies and \$1,000 in Charitable monies.

SECTION III. BUDGETS

A. The ERSC shall maintain separate budgets for Administrative, and Charitable funds.

B. Budget must be reviewed twice during the board year.

C. Annual Budget: Proposed annual Administrative, and Charitable budgets shall be made available to the General Membership for comments prior to vote at the Governing Board meeting in April.

SECTION IV. DUES

A. All dues shall be deposited to the Administrative account.

B. Amount: Amount of dues shall be approved each spring as included in the proposed annual budget.

1. Gold Star Category: Membership in the JCC is complimentary for Gold Star Spouses of our Fallen Heroes.
2. E1-E4 and equivalent shall not pay dues.

C. Discounts: Members joining after 1 January shall pay one-half the amount of annual dues. The Governing Board reserves the right to offer other promotional discounts.

D. Paid in Full: Annual dues must be paid in full with membership application, upon which a member will be considered in good standing. Dues cover remainder of membership term, ending 31 May.

E. No dues shall be refunded.

SECTION V. FISCAL POLICY

A. The Board Shall:

1. Ensure that the financial records and accounts of the JCC are audited annually for compliance.
2. Be charged with the responsibility for the overall financial management of JCC to ensure solvency and to meet obligations.

B. Fiscal Year: The fiscal year of the JCC shall run concurrent with the Governing

Board term, 1 June – 31 May.

- C. Private Benefit: The JCC shall not sponsor any activity where profit accrues to the private benefit of individual members. At no time shall an elected or appointed Board Member benefit financially from any JCC funds.
- D. Gifts
 - 1) Unless otherwise budgeted, with the approval of the Governing Board and with the consent of the Honorary Officers and Advisors, ERSC gifts shall not exceed \$25.
 - 2) In the case of death of a member or death in a member's immediate family, a condolence gift of up to \$50 is permitted. A collection may be made at the discretion of the Executive Board.
- E. Divestiture
 - 1) Divestiture of any JCC asset shall mean any sale, transfer, separate holding, divestiture or other disposition, or any prohibition of, or any limitation on, the acquisition, ownership, operation, effective control or exercise of full rights of ownership, of such asset in accordance with IRS non-exempt rules.
 - 2) The Governing Board, with the Advisors' consent, may elect to divest JCC asset(s) when asset disposition serves the purpose of advancing the charitable objective of the organization.

ARTICLE VI – DUTIES OF ELECTED OFFICERS

The duties of Elected Officers shall include those described in Article III with the addition of but not limited to the following:

SECTION I. The President shall:

- A. Preside at all Meetings of the General Membership, the Executive Team, and the Governing Board and shall be an official Member of all committees except the Nominating Committee where the President is permitted to attend without rights or voting privileges.
- B. Ensure that the Constitution and Bylaws are upheld.
- C. Be signatory on all JCC bank accounts.
- D. Coordinate the purchase and presentation of farewell and/or appreciation gifts for the Governing Board.
- E. Prepare a welcome letter.
- F. Invite the spouses of senior leaders for all services.
- G. Ensure that validation and tax documents are prepared, filed, and maintained. Shall cosign the JCC's yearly tax returns, if necessary.
- H. Authenticate—by signature—all acts, orders, and proceedings of the JCC.
- I. Serve as Operational Point of Contact (OPOC) for JCC Volunteer Management Information System (VMIS) account.
- J. Attend Private Organization meeting chaired by the 673rd Command Chief.
- K. Will maintain keys for building 1108 room 17 A/B and 18 A/B.

SECTION II. The Vice President of Administrative Operations shall:

- A. As First Vice, assumes presiding role in absence of the President.
- B. As Admin Team lead, supports and supervises Socials, Special Events, Internal Clubs, Ways and Means/Property/Vendor Coordination.
- C. Partners with Treasurer to ensure responsible accrual and dispersion of administrative funds.
- D. Determine committee members, as needed, who are club members in good standing.
- E. Works with VP of Communications to promote participation and publicize JCC events.
- F. Act as co-custodian of all JCC property in conjunction with the Property Chair.
- G. Be responsible for procuring the President's appreciation gift, which will be budgeted for and paid from the Administrative Account.
- H. Be signatory on JCC bank accounts.

SECTION III. The Vice President of Charitable Operations shall:

- A. As Second Vice, assumes duties of President if 1VP First is unable.
- B. In the case of simultaneous vacancies in the office of the President and First Vice President, the Second Vice President will assume the office of President.
- C. Determine committee members, as needed, who are club members in good standing.
- D. As Charitable Team Lead, supports and supervises special events, fundraising charitable outreach and scholarship committee.
- E. Partners with Treasurer to ensure responsible accrual and dispersion of charitable funds.
- F. Works with VP of Communications to promote volunteerism and publicize JCC philanthropy.
- G. Oversees and approves Volunteer Letters of Appreciation, when applicable.
- H. Acts as co-custodian of all JCC property in conjunction with the 1VP, President and the Property Chair.
- I. Be signatory on all JCC bank accounts.

SECTION IV. The Vice President of Communications shall: As 3VP, assumes duties of President if VP Admin. 1VP and 2VP are unable.

- A. Determine committee members, as needed, who are club members in good standing.
- B. Serve as a JCC representative to specific councils/events as determined after consultation with the JCC President and Advisor(s).
- C. Manages designated administrative funds (see Administrative Budget).
- D. Collaborates with the Executive Team to manage JCC events calendar.
- E. Be signatory on JCC bank accounts.
- F. Manage and update the website.
- G. Publish blog, meeting minutes and news/events onto the website.
- H. Facilitate all event reservations, both for monthly programs and special events. Reservations policy shall be as defined and available to all members on the

ERSC's website.

- I. Verify eligibility and enroll all members; maintain the membership forms and database roster.
- J. The JCC General Membership roster is the sole property of the JCC and will not be sold or loaned. All personal membership information will be maintained with the strictest confidentiality.
- K. Prepare and distribute membership directory (via e-mail and members only web portal) no later than the December General Membership Meeting.
- L. Maintain the official JCC scrapbook and make available to reproduce by the close of membership year.
- M. Be responsible for the photography at all JCC functions.
- N. Maintain a disc of all digital photographs to be submitted to the successor.
- O. Submit digital copies of photos from JCC functions to the JCC Board for their use.
- P. Arrange for an official photograph of the JCC Governing Board.
- Q. Post pictures from events to social media and website.
- R. Process and provide prints of any Club events and activities as requested by the Communications Team
- S. Publicize and create graphics information concerning Club sponsored events and activities.
- T. Maintain, update and act as JCC Social Media Accounts Administrator along with the President and Parliamentarian. Additional social media editors, moderators, and contributors may be selected at the discretion of the Communications Chair and with the approval of the VP of Communications.
- U. Complete and send Community Action Committee (CAC) slides by the published deadline and present at the monthly meeting.
- V. Email club opportunities to all members as applicable
- W. Publicize all military support activity events at the Executive Board's discretion.

SECTION V. The Executive Secretary shall:

- A. Be the recording officer for all meetings of the Governing Board, Executive Board, and General Membership Meetings (whenever business is conducted) of the JCC and their proceedings. Minutes of all Governing Board meetings will include the names of any member not in attendance at each session.
- B. Collect by the first Friday all monthly board reports.
- C. Submit a rough draft of the minutes to the Executive Board for approval no later than one week after the meeting. The approved copy will be provided to Communications VP for publishing to the website.
- D. As required, forward one (1) copy of the monthly approved minutes and the financial statements to the governing body of private organizations on JBER.
- E. Properly enter any telephonic or electronic votes and the results as given from the Parliamentarian in an addendum to the minutes to be read at the next scheduled Board meeting.
- F. Maintain the ERSC historical file as stated in the ERSC Constitution.
- G. Familiarize their successor with all records and files of the association.
- H. Prepare and dispatch correspondence for the association as directed by the President. Write and distribute thank you notes when appropriate.
- I. Collect and deliver all JCC postal mail no less than once weekly.
- J. Report to the Board all correspondence received for the JCC.

- K. Prepare and distribute to the Governing Board the Board roster to include names, addresses, phone numbers, and email addresses, with respect for their privacy considerations.
- L. Be responsible for the storage and eventual destruction of JCC files, as per JCC Constitution.

SECTION VI. The Treasurer shall:

- A. Manage operational finances of all JCC Bank Accounts, including bank records, income/expenditures, and CPA services.
- B. Select a qualified disinterested party to perform the annual compliance audit. Submit the record for the annual financial review of the accounts no later than two weeks following the end of the JCC fiscal year, May 31.
- C. Should there be a mid-term vacancy in the position of Treasurer, a financial review will also be performed. This audit must take place before the departing Treasurer leaves and before the new Treasurer takes their place.
- D. Establish policies to cover debit and credit procedures at the beginning of the board year.
- E. Keep all receipts and maintain itemized accounts of all receipts, disbursements, supporting vouchers and records.
- F. Reimburse Members for outstanding expenses in a reasonable amount of time.
- G. Coordinate with the Executive Board when necessary to implement ways to accept debit and credit cards.
- H. Collect all accounts receivable and maintain them in an accredited financial institution.
- I. Deposit all funds within 72 hours of receipt.
- J. Submit copies of reconciled monthly bank statements for all accounts to the Governing Board.
- K. Prepare and present a financial report monthly to the Governing Board to be included with the official minutes.
- L. Retain a copy of all property inventories for insurance purposes.
- M. Ensure properties of the organization are properly insured as deemed necessary and approved by the board.
- N. Comply with current IRS requirements.
- O. Ensure non-profit tax status is in force.
- P. Be present at all fundraising and social events to facilitate financial transactions.
- Q. Verify or appoint a member of the Executive Team to verify the count of all cash received at JCC events for deposit.
- R. Arrange for a timely and orderly transfer of the financial records with the newly elected Treasurer no later than two weeks following the end of the JCC fiscal year, May 25.

Article VII – DUTIES OF APPOINTED OFFICERS

The duties of each non-elected (appointed) officer shall include those as noted in Article III – General Duties of Board Members as well as, but not limited to, the following as noted and implied by their respective titles.

SECTION I. Executive Team

A. The Parliamentarian Shall:

1. Ensure that Board Meetings are conducted according to the proper procedures as outlined in the JCC Constitution and Bylaws, all applicable post/base, Air Force and/or Army regulations relevant to private organizations, and Robert's Rules of Order (revised).
2. Advise the President and aid in ensuring the ERSC Constitution and Bylaws are followed.
3. Be an impartial mediator in the conduct of all Club business.
4. Have no voting privileges at the JCC Board meetings.
5. Maintain and have available at all General Membership functions, copies of the current constitution and bylaws for review by members.
6. Ensure that each board member has a copy of the most current JCC Constitution and Bylaws.
7. Chair the Constitution and Bylaw Review Committee: Submit a copy of the revised Constitution and Bylaws to the Installation Commander and private organization governing body for approval, after appropriate JCC approval has been achieved.
8. Coordinate with Communication VP for publication of constitution/bylaw changes.
9. At the request of the President, administer any telephonic or electronic votes, and relay the results to the Secretary and President.
10. Serve as the Nominating/Elections committee chairperson.
11. Serve as Election Officer:
 - a) Prepare and dispense the ballots.
 - b) Oversee the election process, including counting the ballots with an impartial Club member in attendance.
 - c) Announce the results to the General Membership. Install newly elected officers at the May General Membership meeting.

B. Advisors Shall:

1. Assist in attracting attention to the JCC's mission in the community.
2. Use knowledge of spouses' clubs, military volunteer programs and community organizations to advise, offer consultation, and/or assist the Governing Board.
3. Use their individual composition of knowledge, skills, abilities, and diversity to assist with advising, networking, donations, and fundraising when appropriate.

Article VIII – REVIEW AND AMENDMENT

SECTION I. REVIEW

The Bylaws and Constitution Review Committee will conduct a bi-annual review of governing documents and make recommendations to the Governing Board. The committee shall be chaired by the Parliamentarian. Committee procedures

will be as defined in JCC bylaws.

SECTION II. AMENDMENT

JCC Bylaws may be amended by the Governing Board, with a quorum and vote as defined above. Documents are subject to bi-annual review by FSS and/or any JBER Installation Command designated approval authority.

Article IX – ADOPTION

SECTION I. The Bylaws shall become accepted as changed by a majority vote of approval from the Executive Board and two-thirds (2/3rds) vote of approval from the General Membership. Upon approval of the Installation Commander, FSS and/or any JBER Installation Command designated approval authority, these Bylaws shall then supersede all previous Bylaws and Amendments except that it shall neither affect already elected/appointed officers nor contracts entered into until such officers have completed their designated term and said contracts have reached their expiration.

SECTION II. Robert's Rules of Order (newly revised) shall govern all parliamentary procedures not covered by this Bylaws and/or Constitution. The rules of the state of Alaska shall govern and be adhered to.

SECTION III. The following Board members reviewed and approved these Bylaws:

CLUB YEAR 2023-2024

Executive Team Signatories:

President Stephany Pippin _____

1st Vice President

2nd Vice President

3rd Vice President

Executive Secretary

Treasurer

Parliamentarian

Rebecca Heglund

Tim Wiessner

Megan Bosworth

Victoria Hoskins

Vacant

Taylor Campbell

ACCEPTED AND APPROVED THIS _____ DAY OF _____, 20__

FOR THE INSTALLATION COMMANDER, JBER APPROVAL AUTHORITY