



## **KAISERSLAUTERN -LANDSTUHL SPOUSES' ASSOCIATION BY-LAWS (Effective Date: September 2018)**

### **ARTICLE I – Declaration of By-laws**

The Board of Governors (BOG) hereby declares these By-laws for the management of the Kaiserslautern Landstuhl Spouses' Association, hereafter referred to as KLSA, in accordance with the KLSA Constitution and applicable military regulations.

### **ARTICLE II – Dues**

The Board of Governors shall set the annual membership dues each year. Dues are not refundable for any reason. Failure to pay dues shall prohibit anyone eligible for KLSA membership from participating in any KLSA-sponsored activity, voting or holding office, with the exception of Honorary Members and Advisors who will be permitted to participate in KLSA activities. Membership dues are \$20.00 for E-4 and below family members, and \$40.00 for all others. Membership will be for the KLSA member year (June 1st - May 31st). Members joining January or later for the current KLSA member year will pay half price.

### **ARTICLE III – Elected Officers**

#### **Term of office**

- a. Elected officers shall serve for a period of one (1) year or until their successors are elected or appointed. The term of office shall begin following Installation of Officers at the May General Membership meeting.
- b. An incumbent shall be eligible for re-election, but no officer shall be elected for more than three (3) consecutive terms for the same office.

### **ARTICLE IV – Governance**

**Section 1: Executive Board:** The Executive Board shall consist of the elected officers: President, First and Second Vice President, Secretary and Treasurer and the Parliamentarian. An Honorary President and/or Advisor may be invited to participate in the Executive Board meetings, at the discretion of the President, and the limits of their role in such position will be defined in the By-laws and Constitution.

#### **Section 2: Board of Governors (BOG)**

- a. The Board of Governors, hereinafter the BOG shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian and the Standing Committee Chairs.
- b. The BOG shall discuss, prepare and (if necessary) vote on all business that is presented to KLSA.
- c. Shall hold SOFA status.
- d. Voting Standing Committee Chairs consist of: Activities Chair, AWAG Chair, Bright Eyes Coordinator, Historian, Membership Chair, Outreach Coordinator, Publicity Chair, Reservations Chair, Scholarship Chair, Volunteer Coordinator, Ways and Means Chair, Webmaster and Community Grants Chair. The President's vote will decide outcome in the case of a tie.
- e. Non-voting members are the Parliamentarian, Honorary President and the Advisor(s). If Ad Hoc or special committee chairs are appointed by the President, they will not vote on the Board of Governors.
- f. The President shall set the time and date of the monthly Board of Governors meeting.
- g. The Community Grants Chair will set the date and time for the Community Grants meeting with the President's approval.
- h. It shall be the responsibility of each KLSA BOG member to maintain his or her records on a continuing basis and to prepare three (3) copies of a detailed after actions report that will be given to the following people: one (1) copy to the Parliamentarian and (1) copy to the President and maintain one (1) copy for his or her continuity file. This will be done no later than the board meeting in May.
- i. It is imperative that BOG members attend and participate in the monthly BOG meetings. After three (3) absences, the President may request a Board member's resignation.

### Section 3: Duties and Responsibilities of the Board of Governors

- a. To supervise and promote the programs and activities of KLSA. The BOG shall meet monthly, or as necessary, to conduct all necessary business.
- b. To direct the collection and distribution of the KLSA monies as well as maintain proper accounting procedures as outlined in the KLSA Constitution, Article IX: Finances.
- c. The annual budget will be drafted by the Executive Board, approved by the BOG and voted on by the Membership at Large at the annual September meeting.
- d. To initiate changes to the Constitution and the By-laws for the efficient and orderly operation of KLSA.
- e. No program or activity shall be conducted by KLSA, which would prejudice or discredit the military or other agencies of the United States Government.
- f. The Elected Officers may conduct business on an emergency basis, only in the absence of the availability of a quorum of the Board of Governors.
- g. The President can call an emergency meeting of the Board of Governors at her/his discretion or at the request of a Board of Governors' member.
- h. Abide by the Code of Conduct as a condition of membership in the KLSA.
- i. Protect members' privileged information including personal contact information as well as the content of all discussions and/or individual votes at the Board of Governors meetings.

j. Disclose and eliminate (if necessary) any potential or actual duality of interest or conflict of interest.

#### Section 4: Voting Procedures

a. All voting procedures will be conducted in accordance with the guidance presented in The New Robert's Rules of Order.

b. Voting at BOG Meetings. A vote will be conducted by the President requesting a showing of hands for or against the proposal and the Parliamentarian orally counting the votes to be recorded by the Secretary. Votes concerning monetary requests will be conducted in accordance with the voting at the BOG Meetings. At the BOG meeting, a quorum is established when at least one-third (1/3) of voting members are present (as defined in the By-laws) or votes in an alternate manner as specified in the By-laws. In the event of a vacancy of a chaired position on the BOG the vacant position will not be counted toward quorum. A simple majority of voting members constitutes a vote unless otherwise specified. The Parliamentarian will count written ballots.

c. Voting at General Membership Meetings. The General Membership will only vote on unbudgeted requested expenditures exceeding \$2,000 (two thousand dollars), approval of budget in September (Article III, Section 16 of KLSA Constitution) and the election of officers (in accordance with Article IX Section 2 of the By-laws). The Parliamentarian will count written ballots.

d. Absentee Ballot: A signed vote to be given to the Parliamentarian in a sealed envelope to be opened at the time of the vote.

e. Proxy: A signed letter authorizing a specific person to vote on their behalf at a BOG or General Membership Meeting. A copy of this letter is to be given to the Parliamentarian before the vote.

f. Telephonic Vote: The Parliamentarian will conduct the telephonic voting for the BOG; passing on the results to the President and Secretary. If an emergency vote is needed from the General Membership, the Parliamentarian will appoint three (3) Elected Officers (if required) to help with the telephonic vote, passing on the results to the President and Secretary.

g. Electronic Vote: If an urgent General Membership vote is required, email voting will be used as prescribed in Robert's Rules of Order.

#### ARTICLE V – Parliamentarian

##### Section 1: Duties

a. Shall be appointed by the President.

b. Is a non-voting member of the Board of Governors.

c. Shall advise the KLSA on all points of parliamentary procedure not covered by the Constitution and By-laws. Parliamentary procedures will be in accordance with The Robert's Rules of Order Newly Revised (RONR) 11<sup>th</sup> Edition.

d. Chairs the bi-annual review (even years) of the Constitution and By-laws Committee (see section 2 below).

e. Leads the Nominating Committee and presides over the election of new officers (see section 3

below).

- f. Conducts all telephonic and/or e-mail voting and passes the results to the President and the Secretary.
- g. Collects all SOPs and After Action reports with the President at the May Board of Governors meeting, and reviews them with the President. Committee SOP's will be submitted to the Parliamentarian in May, AAR's and SOPs will be presented to the incumbent chairs at the June meeting, and will be reviewed by new BOG Members at June or September board meeting.
- h. Maintains a file of all After Action reports of the Board of Governors, all the SOPS, Constitution and By-laws and minutes, to be passed on to successor.

#### Section 2: Constitution and By-laws Committee

- a. The Parliamentarian chairs the committee, which will consist of a minimum of five members to include the President, one Vice President, Secretary, and two members at large. . The Honorary President and/or Advisor(s) may be invited to attend, if available. Conducts the review and types the revision of the Constitution and By-laws for submission to the approving authority, every two years (even).
- b. Submits revised Constitution and By-laws to the Board of Governors for approval, and then shows them to the General Membership, who will then vote to approve them (majority of members present at the meeting).

#### Section 3: The Nominating Committee

- a. Is chaired by the Parliamentarian.
- b. Is composed of, but not limited to one elected member of the Executive Board, other than the President, two Standing Committee Chairs and two members of the General Membership appointed by the Parliamentarian. Honorary President and/or Advisor(s) may be invited to assist, if available.
- c. At the January General Membership Meeting, the Parliamentarian will announce nominations to be held during the January General Membership meeting.
- d. The nominees will be accepted at the February General Membership meeting either through ballot or verbal floor nominations. Following the meeting, consent will be obtained from the nominee to be placed on the ballot.
- e. Voting will occur during the January general membership meeting and all voting for nominated officers will close at the end of that meeting.
- f. All KLSA members in good standing are eligible to vote. The President shall vote only in a case of a tie.

### ARTICLE VI – Elected Officers

#### Section 1: President

- a. Presides at all Membership and KLSA Board and Community Grants Chair meetings.
- b. Ensures that the Constitution and By-laws are upheld.
- c. Holds only one position on the BOG- that of Presidency- unless, the Executive Board grants an emergency waiver allowing the President to hold two (2) positions for up to sixty (60) days.

- A one-time thirty (30) day extension may be granted if deemed necessary.
- d. Appoints all Standing Committee Chairs, Ad Hoc or Special Committees, and is an Ex-Officio Member of all committees with the exception of the Nominating Committee.
  - e. Calls special Membership, Board, or Committee Meetings as needed.
  - f. Monitors the activities of ALL Standing Committees with the assistance of the two Vice Presidents.
  - g. Directs and guides the AWAG Chair, Volunteer Coordinator, Community Grants Chair and Webmaster.
  - h. Signs all contracts and legal documents. The President shall ensure that the appropriate persons are authorized signatories on KLSA banking accounts.
  - i. Is authorized to sign checks in conjunction with the Treasurer or 1st Vice President when dual signature check system is utilized. The President must be bonded.
  - j. Ensures that, by 01 August of each calendar year an audit of all KLSA accounts is performed by a person not serving on the BOG in accordance with Army Regulation 210-22 Chapter 3-3 Audit and current USAREUR Private Organization Policy Letter.
  - k. Signs all Thrift Shop employment agreements with paid employees by 15 July.
  - l. Directs the orderly and complete transition to the new Board of Governors.
  - m. Reviews and revises her/his own SOP annually and submits one (1) written copy, along with after action report, to the Parliamentarian at the May BOG Meeting.
  - n. Supervises the preparation and submission of the necessary documents for all military reviews.
  - o. Maintains a file of the President SOP, After Action Reports and Minutes from the previous year, current Constitution and By-laws, current USAREUR Private Organizations Fundraising Policy, and previous year budget for submission to successor.
  - p. Appoints the Parliamentarian.
  - q. Appoints all Committee Chairpersons.
  - r. Appoints KLSA representatives to attend post wide meetings as required.
  - s. Coordinates with the First Vice President, or another officer designated by the President, for the purchase and presentation of welcome, farewell and appreciation gifts to KLSA Board members, Advisors, employees and volunteers.
  - t. Prepares and submit a proposed budget to the BOG at the September KLSA Board meeting and conducts a review of the budget in February.
  - u. Signs signature cards at the bank for the Operating, Community Outreach (Community Grants Fund) and Thrift Store accounts by 15 June of the year elected.
  - v. Reviews KLSA financial books monthly.
  - w. Coordinates with Publicity and 2nd Vice President to ensure that all major events are placed on the KLSA website to include but not limited to membership events, fundraisers, and special events.
  - x. Turns in two (2) copies of a monthly report to the Parliamentarian and Secretary at each Board meeting.
  - y. Prepares two (2) copies of a detailed After Actions Report, submits one (1) copy to the Parliamentarian no later than the Board Meeting in May, and maintains one (1) copy for his or her continuity file.

## Section 2: 1st Vice President

- a. Is a voting member of the BOG.
- b. Presents a report at monthly BOG Meetings. If unable to attend, will prepare a written report and ensures that it is presented at the meeting.
- c. Performs the duties of the President in the absence of the President and fulfills the remainder of the term if the President resigns.
- d. Serves as the primary point of contact for the Thrift Shop Business. As such, ensures the Thrift Shop complies with KLSA policies, USAREUR Private Organizations Policy and applicable German Laws.
- e. Supervises the Thrift Shop account and the bookkeeper records to ensure that the accounts are maintained properly and are current. Ensures that all reports are presented to the BOG and the Garrison in a timely manner.
- f. Oversees, directs and supervises the following standing committees: Bright Eyes Coordinator, Outreach Coordinator and Scholarship Chair
- g. Works with Outreach Coordinator and Membership Chair to promote membership meetings and membership growth.
- h. Provides oversight to the marketing and publicity of KLSA Thrift Stores.
- i. Is authorized to sign checks in conjunction with the Treasurer or President when dual signature check system is utilized. A surety approved by the Board of governors on such accounts as the Board of Governors deems necessary, shall bond the 1st Vice President.
- j. Submits an After Action Report with any changes to the 1st Vice President SOP to the Parliamentarian at the May BOG Meeting.
- k. Maintains a file of the Thrift Shop SOP, After Action Reports and Minutes from previous year, copy of Constitution and By-laws, and current USAREUR Private Organizations and Fundraising Policy, to be passed on to successor. Ensures the Thrift Shop SOP is followed, executed and updated.
- l. Follow-up on fire inspections in the thrift store and provide corrective action if necessary. Maintain contacts for maintenance and care of the thrift stores.
- m. Ensures that the Thrift Shops comply with the Safety Regulation (AR 385-10) and local policies.
- n. Prepares two (2) copies of a detailed After Actions Report, submits one (1) copy to the Parliamentarian no later than the Board Meeting in May, and maintains one (1) copy for his or her continuity file.
- o. Sit on the Community Grants Committee.
- p. Signs all Thrift Shop employment contracts with paid employees.

## Section 3: 2nd Vice President

- a. Is a voting member of the BOG.
- b. Presents a report at monthly BOG Meetings. If unable to attend, will prepare a written report and ensures that it is presented at the meeting.
- c. Performs the duties of the President in the absence of the President and 1st Vice President.
- d. Assists the President with activities as directed.
- e. Is a KLSA representative for the community as appointed by the President.
- f. Ensures Program SOP is followed and executed, and presents the year's proposed programs to KLSA Board of Governors no later than the May Board of Governors Meeting.

- g. Oversees, directs, and coordinates the following standing committees: Historian Chair, Membership Chair, Publicity Chair, Activities Chair, Ways and Means and Reservation Chair.
- h. Submits an after action report with any changes to the 2nd Vice President SOP to the Parliamentarian at the May Board of Governors Meeting.
- i. Maintains a file of the 2nd Vice President SOP; After Action Reports and Minutes from previous year; copy of the KLSA Constitution and By-laws; maintains a current copy of the USAREUR Private Organizations and Fundraising Policy, to be passed on to successor.
- j. Plans and coordinates all monthly membership programs.
- k. Works with Publicity Chair to promote membership meetings and membership growth.
- l. Presents planned programs to the BOG.
- m. Is responsible for coordination of all decorations, prizes and menu for the general membership monthly luncheons.
- n. Coordinates Volunteer and Employee Appreciation held in May of each year.
- o. Turns in three (3) copies of a monthly report to the President, Secretary and Parliamentarian via email prior to each board meeting or in person at the BOG meeting.
- p. Prepares three (3) copies of a detailed After Action Report, submit one (1) copy to the Parliamentarian and one (1) to the President no later than the board meeting in May, and maintain one (1) copy for the respective continuity file.

#### Section 4: Secretary

- a. Is a voting member of the BOG.
- b. Keeps an accurate record of all BOG, General Membership and Community Grant meetings (part of the Community Grant Committee) taking note of all motions.
- c. Submits copies of monthly minutes to the BOG.
- d. Provides a copy of the BOG's minutes at each General Meeting.
- e. Sends a monthly email reminder to all BOG members on the date and time of next meeting.
- f. Contacts all BOG Members for all special and Emergency BOG Meetings.
- g. Maintains record of all committee reports submitted at BOG meetings.
- h. Submits an after action report with any changes to the Parliamentarian at the May BOG Meeting.
- i. Maintains a file of the Secretary's documentation to include an After Action Report and Minutes from previous year; A copy of the Constitution and By-laws, and current USAREUR Private Organizations and Fundraising Policy, to be passed on to the successor.
- j. Ensures meeting room is set up for monthly BOG meetings to include the setup of the BOG members name/title plates.
- k. Provide minutes to active members upon request.
- l. Collect and record any telephonic or email votes in the minutes.
- m. Serve as the Recording Secretary on the Constitution and By-law Review Committee.
- n. Turn in three (3) copies of a monthly report to the Parliamentarian and President via email prior to each BOG meeting or in person at the BOG meeting.
- o. Prepare three (3) copies of a detailed after action report and submit one(1) copy to the Parliamentarian and one (1) to the President no later than the board meeting in May and maintain one (1) copy for your individual position continuity file.
- p. Write all correspondence as needed for the BOG.

- q. Pick up mail and distributes to appropriate board members.
- r. Check KLSA phone line for messages and distribute the messages to applicable members.
- s. Provide Refreshments during extended meetings of the Board and Committee Chairs.
- t. Maintain Key Register
- u. Maintain equipment inventory
- v. Maintain contacts for maintenance and care of the main office building
- w. Maintain a historical file consisting of the following permanent records:

1. The KLSA Constitution and Bylaws with all current revisions.
2. Records of approval of the KLSA Constitution and By-laws and all amendments.
3. Current list of KLSA Officers names, addresses and phone numbers.
4. Current list of KLSA members.
5. Copies of all KLSA BOG and Welfare minutes.
6. Copies of all policies.

#### Section 5: Treasurer

- a. Is a voting member of the BOG.
- b. Presents a report at the monthly BOG Meetings. If unable to attend, prepares a written report and ensures that it is presented at the meeting.
- c. Prepares proposed Operating Account budget (in conjunction with the executive board) for the upcoming fiscal year by September, which shall be approved by a majority vote of the BOG, at the September meeting. The budget will be presented at the General Membership meeting in September and approved with a majority vote of the General Membership in attendance. Conduct a budget review in February to ensure goals and objectives are being met.
- d. Member of the Community Grant Committee.
- e. Advises Community Grant Committee and President of available funds for distribution.
- f. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth and financial transactions of the Operating Account and Welfare account.
- g. Disburses the Operating account and Welfare account funds when directed by the President and/or Executive Board, maintaining the authority to execute checks against all the KLSA bank accounts.
- h. Collects all accounts receivable, such as membership dues, reservation fee, opportunity drawings and funds accrued by the various committees.
- i. Ensures bonding for all officials as specified in Article IX section 5 of the By-laws.
- j. Ensures that KLSA has sufficient liability insurance coverage.
- k. Provide a signed copy of the monthly financial report and monthly minutes to the MWR Coordinating Officer for staffing and approval no later than (5) business days after the BOG meeting.
- k. Has all fund accounting records available at all times for inspections and audits.
- l. Provides for an accounting record audit of all the funds by the 01 August annually, and upon change of Treasurer.
- m. Submits an After Action Report with any changes to the Treasurer's SOP to the Parliamentarian at the May BOG Meeting.
- n. Maintains a file of Treasurer's SOP; After Action Reports; Budgetary and Financial Reports; and Minutes from previous year, copy of Constitution and By-laws, and current USAREUR Private Organization and Fundraising Policy, which will be provided to his or her successor.



- o. Signs signature cards at the bank for Thrift Store, Operation and Welfare accounts by 15 June of the year elected.
- p. Keeps an itemized account for all sub-accounts in the Operating account to include but not limited to sub-accounts for the: President, 1st Vice President, 2nd Vice President, Operating Expenses, Membership, Historian, Ways and Means, Reservations, and Volunteer Coordinator.
- q. Keeps copies of all receipts, disbursements, and supporting vouchers for the sub-accounts of the Operating Fund. Gets a written statement from the person who cannot provide a receipt when a receipt is not available.
- r. Collects all Operating Account receivables and deposit all monies on the payday following receipt not to exceed 30 (thirty) days.
- s. Disburses KLSA's Operating funds as directed by the BOG with the authority to execute checks against the KLSA's Operating fund within five (5) business days.
- t. Is responsible for ordering disbursement vouchers.
- u. Purchases insurance for all properties of KLSA. Insures and bonds the President, 1<sup>st</sup> Vice President (if necessary) and him or herself, which renews annually.
- v. Ensures that KLSA retained accountant prepares and files the proper tax documents for the fiscal year with the IRS.
- w. Present a financial report at the first board meeting of the year (September) for the end of year report.
- x. All records of the KLSA, excluding permanent files and the uncompleted checkbook, will be cut off at the end of the fiscal year (15 June). These records will be held at least four years, after which time they may be destroyed. The checkbook will be placed with related records when it is completed; using the applicable provisions of the DoDI 1000.15 series as a guide.
- y. Submits copies of the BOG approved minutes and quarterly financial statements for all -accounts to the Garrison.

#### Section 6: Honorary President

- a. Shall be a non-voting member except at general membership meetings.
- b. Shall attend KLSA Executive Board and Board Meetings, Special Meetings, General Membership Meetings and other functions of KLSA.
- c. Serve in an advisory capacity (counsel, inform, mentor, and coach).
- d. Be available to provide assistance and advice, while allowing the KLSA BOG to make their own decisions.
- e. Shall be offered to the senior ranking Army officer or NCO spouse or his/her designee.
- f. Can also be deemed the advisor if the President sees fit.

#### Section 7: Advisor(s)

- a. Shall be a non-voting member except at general membership meetings.
- b. Shall attend KLSA Executive Board and Board Meetings, Special Meetings, General Membership Meetings and other functions of KLSA.
- c. Serve in the advisory capacity (counsel, inform, mentor, and coach).
- d. Be available to provide assistance and advice, while allowing the KLSA BOG to make their own decisions.

- e. Shall confer with the President on selection of Standing Committee Chairs.
- f. Shall be offered to the senior ranking officer or NCO spouse or his/her designee.

## ARTICLE VII – COMMITTEES

### Section 1: Standing Committees

a. Standing Committees shall include, but are not restricted to:

- 1) Activities Chair
- 2) AWAG Chair
- 3) Bright Eyes Coordinator
- 5) Historian
- 6) Membership Chair
- 7) Outreach Coordinator
- 8) Publicity Chair
- 9) Reservations Chair
- 10) Scholarship Chair
- 11) Volunteer Coordinator
- 12) Ways and Means Chair
- 13) Webmaster
- 14) Community Grants Chair

b. Committees will consist of:

- (1) The Chair as appointed by the President.
- (2) Committee members appointed by the Chair, as needed to fulfill the responsibilities of the Committee.

c. Committee meetings shall be convened at the discretion of the respective Committee Chair. The decision of what constitutes a quorum shall be stated in each Committee's SOP. The Chair will decide methods of voting.

d. Duties of each Standing Committees are prescribed in Section 2.

### Section 2: Standing Committee Duties (All Executive and BOG Members must do the following:

a. Standing Committee duties shall consist of, but are not limited to:

- 1) Participating as a voting member of the Board of Governors.
- 2) Presents a report at the monthly Board of Governors' meeting. If unable to attend, prepares a written report and ensures that it is presented at said meeting.
- 3) Recruits committee members as necessary.
- 4) Submits an After Action Report and any changes to the Committee SOP to the Parliamentarian at the May Board of Governors' meeting.
- 5) Maintains a file of Committee SOP (if you have), After Action Reports, Committee Records, Minutes from the previous year, and a copy of Constitution and Bylaws, for submission to his or her successor.
- 6) Provide a copy of the committee's SOP to the Parliamentarian to ensure compliance with the KLSA Constitution and By-laws.
- 7) Volunteer a minimum of 3 hours a month in the Thrift Shop at the discretion of the President.

### Section 3: Job Descriptions of the Standing Committee:

#### A. Activities Chair

- 1) Organize all activities for the general membership of the KLSA.
- 2) Maintains sign-up sheets and POC's for each activity.
- 3) Organizes and maintains monthly activities calendar.
- 4) Activities can support KLSA member's business, but are limited to once a quarter per individual and/or business. Activities can only charge members the cost of the activity, nothing more.

#### B. AWAG Chair

- 1) Represent KLSA to the AWAG Board and its representatives.
- 2) Maintain information and history of AWAG and KLSA's involvement with AWAG.
- 3) Communicate with the Rheinland-Pfalz Area Representative regarding upcoming events and how KLSA can participate and contribute.
- 4) Provide information regarding upcoming AWAG events to the BOG and Membership.
- 5) Coordinate the attendance of KLSA members for the fall AWAG seminar.
- 6) Coordinate the attendance of KLSA members to the Pre-annual seminar meeting.
- 7) Coordinate the attendance of KLSA members for the annual AWAG seminar.
- 8) Secure payment for the fall seminar and annual seminar to forward to AWAG.
- 9) Completes payment paperwork and maintains copy on file, sends one to president and treasurer.
- 10) Keeps track of expenses and stays under budget.
- 11) Compiles monthly AWAG Committee report for the any AWAG events as necessary, and submits the report for board meetings.

#### C. Bright Eyes Coordinator

- 1) Administers and coordinates key activities to sustain viable program.
- 2) Maintains currency of flyers and ensures proper distribution in key areas of community.
- 3) Maintains poster for presentation at KLSA events and functions.
- 4) Maintains contacts with school nurses and school administration to ensure program communication
- 5) Maintains contact with School Liaison Officers (SLO) to administer the program properly.
- 6) Works with Optical Shop to analyze invoices and paperwork to ensure proper documentation and compliance with procedures to ensure proper disbursement of funds. Ensures Optical shop gives HIPPA agreement to customer for signature and is kept with the paperwork.
- 7) Completes summary payment paperwork and maintains copy on file, sends one to president, treasurer and one to the Optical Shop manager with disbursement check.
- 8) Keeps track of expenses and stays under budget.
- 9) Sits as a member of the Community Grant Board to ensure disbursement of KLSA funds in accordance with KLSA constitution and By-laws.
- 10) Maintains a current Bright Eyes SOP, and updates SOP as necessary.

#### D. Historian

- 1) Maintains photographic history of all KLSA activities and meetings.
- 2) Maintain a pin drive with all KLSA photographs.
- 3) Post pictures of all events onto the Web page and the Facebook page within seven (7) days of the event.
- 4) Attend all monthly functions and additional events to capture photographic images. If you are unable to attend, you will appoint someone to take the photographs in your absence.
- 5) Provides a historical scrapbook for President, Honorary President, and Advisor and for historical records of the board year's activities.

#### E. Membership Chair

- 1) Maintains membership roster and current records of active members.
- 2) Work with the 1st Vice President to promote membership growth.
- 3) Recruits new members and actively pursues board candidates.
- 4) Create a membership directory and distribute to members by Nov 15<sup>th</sup>. Make sure everyone listed in the directory has given their consent on their membership form.

#### F. Outreach Coordinator

- 1) Coordinates with community organizations for KLSA members to volunteer at their programs.
- 2) Organizes volunteer outreach opportunities for the general membership.
- 3) Recruits volunteers for outreach activities as necessary via KLSA membership chair email list.
- 4) Maintains the sign-up sheet for volunteers via email, web site sign up (volunteer spot) or any other medium necessary.
- 5) Provides reports of outreach activities at each monthly board meeting and monthly general membership meeting.
- 6) Community organizations that KLSA outreach coordinator will network with and support include, but is not limited to: Fisher House, USO WWC, FMWR, Red Cross, ACS and local schools and their school clubs/associations as well as any newcomers briefings,.
- 7) Reports the volunteers and their hours to the KLSA volunteer coordinator by the 2nd of the month for the previous month.
- 8) Responsible for marketing materials for KLSA at the outreach events/activities.
- 9) Works with treasurer for project budget when necessary.
- 10) Coordinates with KLSA publicity chair for advertising and KLSA historian for documenting event.

#### G. Publicity Chair

- 1) Develops publicity plan for maximum coverage through radio spots, flyers, website, brochures, business cards, newspaper ads, etc.
- 2) Attend and set up for publicity opportunity throughout the Rheinland-Pfalz Area.
- 3) Maintain and replenish stock of flyers, business card and any other printed material needed
- 4) Maintains a record of advertising efforts and expenses and follows the budget approved by BOG

- 5) Coordinate with the Membership Chair to make sure the monthly newsletter is distributed, if applicable.
- 6) Maintain a Pin Drive with all Publicity Information.
- 7) Coordinates with the Chairs of the Community Grants Committee, Bright Eyes, and Scholarship to ensure print and online publicity is consistently done for all KLSA grants and programs that benefit the community.

#### H. Reservations

- 1) Set up reservation announcement on evite
- 2) Takes reservations for the monthly functions through evite and email.
- 3) Maintains a working list of members in good standing and sends out invitations to each month's function (3) three weeks prior to event
- 4) Send out invitations to special guests.
- 5) Maintain a working list of members with outstanding debts and works with Treasurer to collect the debt.
- 6) Greet members upon welcome and provide them with nametags and necessary items for the event; Collect payments as necessary.
- 7) Updates nametags for attending members for the monthly function.
- 8) Makes a list of members attending the function with their meal choice and supplies them with appropriate meal cards.

#### I. Scholarship Chair:

- 1) Foster relationships with school counselors/principals by providing guidance for scholarships.
- 2) Updates forms and procedures as necessary.
- 3). Represent KLSA as part of the Kaiserslautern Military Community (KMC) Scholarship Steering Committee. Attend all KMC Scholarship Steering Committee. Meetings, distribute scholarship information to High School Seniors and spouses who live within the community.
- 4) Performs any other duties required to ensure the scholarship selection process is performed efficiently and fairly.
- 5) Maintain a Scholarship Chair Notebook with monthly reports.
- 6) Sits as a member of the Welfare Board to ensure disbursement of KLSA funds in accordance with KLSA Constitution and By-laws.

#### J. Volunteer Coordinator

- 1) Serves as Organizational Point of Contact (herein OPOC) for all volunteers of both thrift stores and KLSA.
- 2) Tracks, log and submits hours for all volunteers.
- 3) Submit Volunteer of the Month, Volunteer of Quarter and Volunteer of the Year Packets
- 4) Attends monthly ACS Volunteer Advisory Council Meetings to receive the latest volunteer opportunities and information.
- 5) Coordinate with the Community Grants Chair to maintain a list of those receiving grants and willing to volunteer, and contacts them with opportunities.

#### K. Ways and Means

- 1) If applicable, schedules vendors for each monthly function as well as formulates the procedure for these transactions, detailing this in his or her After Actions Report.
- 2) Purchases gifts for opportunity drawings
- 3) Purchase and inventory KLSA brand items, such as shirts (polos and button up) and fleece pullovers, bling, coins, pins, throws, totes, pillows and ornaments.
- 4) Set up and take down ways and means tables at monthly functions.
- 5) Inventory, purchase and categorize all Ways and Means items.
- 6) Works with the KLSA Second Vice-President to ensure that vendors have necessary set up areas at each function.
- 7) Organize and recruit volunteers along with set up for FMWR Bazaars.
- 8) Purchase European items for resale as deemed necessary and within the budget.

#### L. Webmaster

- 1) Monitors, improves, and updates the performance of KLSA webpage.
- 2) Visits webpage weekly to update information.
- 3) Posts dates and flyer for monthly events, volunteer news, employment and any other pertinent information for our members.
- 4) Track deadlines and confirms payment for continued use of the website, domain name and hosting requirements.
- 5) Performs a variety of technical tasks to make sure that a Website works properly and can be accessed quickly by as many people as possible. These tasks include but are not limited to: making sure the server (a computer in a network that provides services to other computers in the network) and browsers (the different programs used to access the Web site) can properly handle e-mail, transmit news, and download files.
- 6) Maintain Pin drive of all account information, passwords and instruction on how to operate and navigate KLSA Webpage.

#### M. Community Grants Chairman

- 1) Establishes a Community Grant Committee consisting of the Community Grant Chairperson, President, 1<sup>st</sup> Vice President, Treasurer, Secretary, Parliamentarian, Scholarship Chair, Bright Eyes Chair, and up to four members as appointed by the Community Grant chair.
- 2) The Community Grant Committee will meet a minimum of four times a year (OCT, DEC, FEB and APR) and/or at the discretion of the President.
- 3) Receives (by the first of the month) and review Community Grant requests from the Rheinland-Pfalz Community.
- 4) Check email twice a week
- 5) Make sure forms are accurate, updated and posted on our webpage.
- 6) Determine if requests are correct and ready for committee review.
- 7) Determine if requests require committee approval or is it a budget line item.
- 8) Maintain an excel spreadsheet regarding disbursements. The spreadsheet will be available for the monthly welfare meetings. Maintain on file for four years.

- 9) Keep an accurate log of request and reconcile the budget accordingly.
- 10) Notify President of requests monthly.
- 11) Follow up with “Tabled” or additional information requested by the Community Grant committee
- 12) Make arrangements for funds delivery at the KLSA building or directly to the receiving organization at their meetings.
- 13) Serves as liaison between the requesting party and the Community Grant committee.
- 14) Follows procedures set up in Community Grant SOP
- 15) Community Grant Committee members may not vote on a request from a group or program in which they or their immediate family member is involved or from which they will directly benefit from the proceeds.
- 16) Coordinate with the Publicity Chair to ensure publicity via print and online for all community grant presentations.
- 17) Work with the Volunteer Coordinator to send out quarterly volunteer opportunity emails to community grant recipients.

#### ARTICLE VIII – General Membership Meetings

1. The KLSA General Membership shall meet monthly from September to May as determined by the Board of Governors.
2. The type of function and time shall be set at the discretion of 2nd Vice President with the guidance and input of the President.
3. The date, time, cost, and place of the event shall be posted on the KLSA website, Facebook, AFN and local area newspapers prior to the function.

#### ARTICLE IX – Financial Management

##### Section 1: Income

- a. The KLSA shall derive income for the Operating Account for operating expenses from:
  - (1) Membership dues
  - (2) Ways and Means fundraising activities
  - (3) General membership function fees.
  - (4) Thrift Shop profits, not to exceed twenty percent (20%) may be transferred into the Operating Account on a quarterly basis, as approved by the BOG.
  - (5) Major fundraising activities conducted in accordance with Appendix D of the USAREUR Private Organizations and Fundraising Policy.
  - (6) Special fundraising activities conducted in accordance with Appendix D of the USAREUR Private Organizations and Fundraising Policy.
  - (7) Donations

##### Section 2: Expenditures

- a. Expenditures by the KLSA shall be limited to those required to support the activities listed in KLSA Constitution, Article III – Purpose.
- b. Authorized Expenditure Limits

- (1) The Executive Board may authorize unbudgeted expenditures from the Operating Account of one thousand dollars (\$1,000.00) or less for one transaction.
- (2) Expenditures of unbudgeted funds over one thousand dollars (\$1,000.00) but less than two thousand dollars (\$2000) must be approved by the Board of Governors. Any unbudgeted expenditure over two thousand dollars (\$2,000) must be brought before the General Membership by a majority vote of those present.
- (3) No member of the Board of Governors may spend more than fifty dollars (\$50.00) for operating expenses over and above the previously approved budget without Board of Governors approval.
- (4) The Community Grants Committee will approve (up to \$2000), reduce, reject or recommend all unbudgeted community grant requests for single expenditures. delete this -or reject all unbudgeted welfare requests for single expenditures up to two thousand dollars (\$2,000).
- (5) General Membership will approve or reject all committee-recommended grant awards exceeding \$2000.
- (6) KLSA will pay for the cost of the lunch for KLSA members and a guest who are recognized as "Volunteer of the Quarter" by Army Community Services (ACS).
- (7) Petty cash system is authorized for KLSA Operating accounts for opportunity drawings (\$50), Ways and Means (\$75), and Reservations (\$75).

### Section 3: Financial Control

- a. The KLSA shall maintain separate accounting records for the Operating, Community Grants Fund, and Thrift Shop accounts.
- b. The basic accounting record for each account shall be a journal, ledger, accounts book, or computerized accounting program (Quick Books) in which column headings show income and disbursements.
- c. Supporting documents for the records shall include, but are not limited to:
  - (1) Receipt and disbursement vouchers.
  - (2) Bank deposit slips
  - (3) Invoices and/or statements
  - (4) Checkbooks
  - (5) Bank statements
  - (6) Monthly bank statements
- d. Financial ledgers and supporting documents shall be kept on file in the KLSA office for a minimum of four (4) years, available for review by the approval authority at any time.
- e. A copy of the minutes and approved financial statement will be available by request

### Section 4: Audit Procedures

- a. An account record audit shall be conducted:
  - (1) Annually in June and/or upon change of the Treasurer.
  - (2) Annually in June, and/or upon change of the Bookkeeper for the Thrift Shop account.
- b. The audit of each account shall be conducted by a Certified Public Accountant selected by the Executive Board member responsible for the account. The auditor may not be affiliated with the club in any way.



- c. The audit of each account shall include, but not be limited to:
- (1) A thorough check to ensure that all transactions are recorded and properly documented (i.e. audit trail established).
  - (2) Cash count of all cash on hand, reconciliation of bank statements, check for accounts receivable, and a reconciliation of accounts payable and other liabilities.
  - (3) Verification that financial statements are accurate and issued quarterly for review and approval by the Executive Board.
  - (4) An inventory of KLSA property for the General Administration fund account audit, and or Thrift Shop property for the Thrift Shop account audit.
- d. The auditor shall send the President a written report on the audit results.
- e. The President shall send a copy of each audit, and a corrective action reply if warranted, to the approval authority within thirty (30) days of audit completion.

#### Section 5: Bonding

- a. Fidelity insurance coverage shall be procured, at KLSA expense, in an amount sufficient to provide full protection of assets, when the total cash on hand or assets that any official or employee of the KLSA has access to exceeds one hundred thousand dollars (\$100,000.00).
- b. Bonded positions shall include, but are not limited to:
- (1) President
  - (2) 1st Vice President
  - (3) Treasurer
  - (4) Thrift Shop Bookkeeper
  - (5) Thrift Shop Cashier(s)
  - (6) Thrift Shop Manager(s) and/or Assistant Manager

#### Section 6: Liability Insurance

Insurance coverage at a minimum of one hundred thousand dollars (\$100,000.00) shall be maintained by the KLSA. Obtaining additional coverage for special events is the responsibility of the event's Chair.

### ARTICLE X – EMPLOYEES

#### Section 1: Paid Employees

- a. The 1st Vice President is responsible to oversee the Pulaski and Landstuhl Thrift Shop and acts as a liaison between the Shop Manager and the President. The 1st Vice President shall operate within the guidelines of the KLSA Constitution and By-laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy.
- b. Manager is responsible for the overall management of the Thrift Shops including the organization and maintenance of consignment and asset records, and the supervision of the shop employees and volunteers. The Manager shall operate within the guidelines of the KLSA Constitution and By-laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. The Manager reports to the Executive Board.
- c. Bookkeeper performs duties as outlined in the Bookkeeper portion of the Thrift Shop SOP. Operates within the guidelines of the KLSA Constitution and By-laws, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. Bookkeeper reports to the Treasurer.

Treasurer reports to the President.

d. Cashier performs duties as outlined in the Cashier section of the Thrift Shop SOP. Operates within the KLSA Constitution and By-laws, Thrift Shop SOP, DODI 1000.15, and USAREUR Private Organizations and Fundraising Policy. Cashier reports to the Thrift Shop Manager.

e. Paid employees shall be paid no less than current minimum wage.

f. The KLSA is not a U.S. employer within the meaning of the United States Employment Tax Regulation.

## Section 2: Employment Criteria

a. Any employee shall be a valid U.S. ID cardholder in the community and shall meet the criteria outlined in the KLSA Constitution and By-laws.

b. A committee of three shall interview applicants for Management Positions, including the President, 1st Vice President and/or 2nd Vice President and Advisor(s) may be invited to attend, if available.

c. The 1st Vice President and the Thrift Shop Manager shall interview applicants for any thrift store paid position. The Thrift Store Manager is given the flexibility to do the initial interview without the 1st Vice President. If employment is to be offered, the Manager will meet with the 1st Vice President to proceed with the interview process.

d. The President and 1<sup>st</sup> Vice President shall signs all Thrift Shop employment contracts with paid employees.

## Section 3: Termination of Employees

Termination of employment of the Thrift Shop Manager(s) shall be by a majority vote of the KLSA Executive Board. Such termination shall be effective immediately upon the service of a written notice.

Kenya Plotnick, President