

NATIONAL GUARD BUREAU SPOUSES' CLUB

BYLAWS

ARTICLE 1

PURPOSE

The purpose of these Bylaws is to document Standard Operating Procedures for the National Guard Bureau Spouses' Club (NGBSC).

ARTICLE II

NGBSC BOARD

The NGBSC Governing Board will be composed of the Executive Committee. All members of the board must be members in good standing. The term of office is one year. The board shall meet each month at a time and place specified by the President.

ARTICLE III

EXECUTIVE COMMITTEE

SECTION 1

EXECUTIVE COMMITTEE MEMBERS

The Executive Committee will be composed of the elected officers: President, Secretary, Treasurer, and Scholarship Chair.

The Executive Committee shall be vested with the authority to formulate policies, manage the business, and control the funds of the NGBSC. The Executive Committee shall, by a majority vote, authorize and approve all operating expenses of the NGBSC.

Each Executive Committee member shall maintain all files received from previous holders of her/his position. During her/his year of service, the office holder shall add any compiled information to the file and make reports concerning the position that is deemed helpful to the replacement. At the end of the term, a summary document, with recommendations for improvement, shall be completed by each office holder and included in the files. All files shall be transferred to the incoming office holder prior to the start of the next board year.

SECTION 2

EXECUTIVE COMMITTEE DUTIES

PRESIDENT: Presides at all NGBSC meetings, is an ex-officio member of all committees, appoints all chairpersons of committees as deemed necessary and performs all duties of those of the presiding officer, including welcoming new members, serving as host of events, and serving as spokesperson for the organization; Leads the biannual review of the Constitution and Bylaws, and plans the Fall coffee; Leads membership, communications, and fundraising efforts.

SECRETARY: Keeps minutes of all monthly board meetings, prepares, distributes, and archives the minutes for distribution to members at the monthly board meetings, and keeps all permanent records and archives pertaining to the club including all treasurer's reports, minutes, and meeting agendas; maintains passwords; ;maintains social media and website ; and assists with membership, communications, and fundraising.

TREASURER: Receives all dues and moneys due to or generated by the NGBSC, disperses funds under the direction of the Executive committee, prepares an annual budget, keeps an itemized account of receipts and disbursements, and presents a report at each meeting of the board.; Prepares end of year statement and all documents in compliance with state and federal regulations. ; assists with membership and fundraising.

SCHOLARSHIPS CHAIRPERSON: Manages the scholarship application process; selects, instructs, and oversees the Scholarship Selection Committee; coordinates with applicants; ensures the Treasurer disburses the awarded scholarship funds to the appropriate academic institutions in a timely manner; plans the yearly scholarship luncheon to honor the recipients; assists with membership, communications, and fundraising.

**ARTICLE IV
STANDING COMMITTEES**

SECTION 1

There are no Standing Committees. However, the President may create a Subcommittee and appoint chairs as needed. The chairpersons of Subcommittees will not be voting members of the board.

**ARTICLE V
HONORARY PRESIDENT**

The spouse of the Chief of the National Guard shall be invited to be the honorary president of the club. The honorary president serves in an advisory capacity and does not vote.

ARTICLE VI

The Secretary or her appointee will assign each board member an organizational email and electronic folder. Board members are responsible for using that account exclusively during their service on the board for all organizational business.

**ARTICLE VII
MEETINGS/PROGRAMS**

**SECTION 1
MEETINGS**

Monthly Board meetings are open to the general membership and minutes are available to the general membership upon request, via electronic means, or read at the monthly board meetings.

An agenda shall be published by the Secretary with guidance from the President at least two business days prior to board meetings and shall be available to members upon request.

A majority of positions filled on the Governing Board shall constitute a quorum. A vote of the majority of the quorum shall govern. Members in good standing shall be permitted to attend board meetings; members do not have voting privileges at board meetings, other than for the purposes of elections or as otherwise announced prior to a meeting.

The Secretary will record minutes for all meetings and the minutes will be submitted to the Governing Board members within seven business days of the meeting. Meeting minutes, including the treasurer's reports, shall be archived as appropriate and made available to members upon request.

**SECTION 2
PROGRAMS**

Members shall be notified by electronic means of any scheduled activity

Membership-eligible individuals may attend as a guest one time; membership is required if they wish to attend more than one event.

**ARTICLE VIII
ELECTIONS**

SECTION 1

- A. Candidates shall be solicited from the membership at least 45 days prior to the election. Members may nominate a candidate (with their prior knowledge and permission) or may nominate themselves. Only Active Members in good standing are eligible for board positions. Consent of the nominee to serve must be obtained and the President be informed of such nomination three days prior to the date of the election.
- B. The slate of nominees must be announced to the board at least two days prior to the election meeting.
- C. Elections may be conducted in person, or by electronic means.
- D. The officers shall be elected by a plurality of the votes cast by eligible members via online voting.
- E. Voting will conclude at a time designated by the President. Votes will be tallied by the Secretary and verified by another member not on the slate.
- F. The number of votes cast for each candidate will not be disclosed or published to the Board or the General Membership. Results of the election shall be announced at in May.

SECTION 2

If the office of the President is vacated, the Secretary will fill it. The Board will appoint a new Secretary.

SECTION 3

The President, subject to the approval of the Board, shall appoint vacancies of other Executive Committee Board members.

**ARTICLE IX
DUES**

SECTION 1

The club year runs from June 1 to May 31. Dues of an amount determined by the Board shall be paid annually.

SECTION 2

Those applying for membership between December 1 and May 31 shall be required to pay one-half of the annual dues.

**ARTICLE X
AMENDING BYLAWS**

These Bylaws may be amended at any meeting of the Board by a majority vote of the members present.

**ARTICLE XI
MEMBERSHIP ROSTER**

The NGBSC membership roster, consisting of honorary and active members and any other membership information is solely for the use of the members. Information from the roster shall not be used for business purposes.

**ARTICLE XII
ADOPTION**

SECTION 1

These Bylaws shall be accepted by a majority vote of the Executive Committee. Upon approval, these Bylaws supersede, revoke, and nullify any/all previous Bylaws of the NGBSC. Adoption of these Bylaws and/or Amendments shall not affect the elected officers until such members have completed their designated terms of

office. Any/all contracts already entered into will remain in effect until said contracts have reached their expiration.

SECTION 2

The Governing Board has reviewed and approved revisions to these Bylaws at a meeting held on May 21, 2020; and became effective immediately.



Ginny Waller

5/21/2020

Date

President (2019-2020)