

Peterson Schriever Cheyenne Mountain Spouses' Club

260 Glasgow Avenue Bldg 1013
Peterson SFB, CO 80914-1580

BYLAWS OF THE PETERSON SCHRIEVER CHEYENNE MOUNTAIN SPOUSES' CLUB

ARTICLE I – MEMBERSHIP

Section 1. Membership Categories

Membership shall be in three categories: Active, Associate, and Honorary.

1. Active Membership:

- a. The following are eligible for active members:
 - i. Spouses of active duty military personnel in the US Armed Forces and spouses of active duty military personnel in the US Armed Forces who are assigned to remote areas or on unaccompanied tours.
 - ii. Spouses of military personnel serving in the Reserves or the National Guard.
 - iii. Spouses of active duty foreign military members assigned to the Pikes Peak Region.
 - iv. Spouses or adult household members of retired military personnel in the US Armed Forces.
 - v. Widows or widowers of active duty or retired military personnel, who reside in the Pikes Peak Region.
 - vi. Spouses of fallen heroes, who reside in the Pikes Peak Region.

2. Associate Membership:

- a. The following are eligible associate members:
 - i. All adult relatives of military personnel.
 - ii. Civilian personnel who are assigned to the Pikes Peak Region.
 - iii. Spouses of civilian personnel, active and retired, assigned to the Pikes Peak Region.
 - iv. All active duty military personnel who are assigned to the Pikes Peak Region.
 - v. All retired military personnel

3. Honorary Membership:

- a. The following are eligible for honorary members:
 - i. Spouse of the Mayor of the City of Colorado Springs
 - ii. Spouse of the President of the Chamber of Commerce of the City of Colorado Springs.
 - iii. Spouse of the President of the Military Affairs Committee.
 - iv. With the approval of the Advisors and the President, may invite such person, as they deem appropriate to be honorary members for a period of one year. These memberships shall be renewable at the discretion of the President
 - v. Honorary members may not vote or hold a position on the Board.
 - vi. Honorary members do not pay dues.

4. Other:

- a. Any individual who does not fall into one of the above categories should be subjected to $\frac{2}{3}$ vote of the BOD
- b. Associate members shall complete the membership form and pay dues (if required by the BOD), and may vote and hold appointive offices and chair committees.
- c. Individuals may attend ONE event before becoming an official member. After ONE event, that individual must become a member or they will not be able to attend any further events.

Section 2. Resignation, Removals, Revocation of Membership and Reinstatement

1. Membership in the PSCSC is terminated upon permanent departure from the vicinity or upon written resignation to the Membership Chairman.
2. Membership shall be revoked for disregard of PSCSC Bylaws and Standing Rules by a two-thirds ($\frac{2}{3}$) vote of the Board of Directors.
3. Reinstatement may be accomplished upon written request to an approval of the Board and payment of any delinquent dues.

ARTICLE II – FINANCES

Section 1. General Account Keeping

Finances shall be determined according to the fiscal year of the organization, which shall be from June 1 through May 31.

1. Financial Authority

- a. The President will review the checking and savings accounts quarterly (checkbook, statements, and ledger) and sign a statement on the Treasurers'

reports, stating that the review was completed and that the accounts appear to be accurate.

- b. The President, in coordination with the Vice-President may authorize emergency expenditures not to exceed two hundred dollars (\$200).
- c. The General Fund, Charitable Fund, and Thrift Shop will be audited/reviewed or have a compilation done annually and/or immediately prior to change of treasurer/bookkeeper or at other times as may be requested by the President.

2. General Fund

- a. A minimum of five thousand dollars (\$5000) must be in the Treasury as a working fund as of May 31. Two thousand dollars (\$2000) must remain in a dissolution fund at all times.
- b. Two signatures are required for any disbursement from the checking or savings accounts. **The check must be completely written before the second signature is requested.**
- c. The Board of Directors shall consider any request for money from unbudgeted funds. This request shall be in the form of a motion before the Board of Directors.
- d. Monies budgeted which are not spent in the current fiscal year shall be used for the next fiscal years' budget and reallocated to appropriate line items as determined by the BOD.

3. Charitable Fund

- a. A minimum of seven hundred fifty dollars (\$750) shall be in the Treasury as a working fund as of May 31. Five hundred dollars (\$500) must remain in a dissolution fund at all times.
- b. Two signatures are required for any disbursement from the checking or savings accounts. **The check must be completely written before the second signature is requested.**
- c. The Charitable Committee shall consider any request for money up to seven hundred and fifty dollars \$750. This request shall be accompanied by written justification.
- d. Anything exceeding seven hundred and fifty dollars (\$750) shall be presented to the BOD for discussion and approval. Upon approval by the BOD the request shall be presented to general membership for discussion and vote.
- e. Any organization may only request and be awarded ONE grant per club fiscal year.
- f. Monies budgeted which are not spent in the current fiscal year shall be used for the next fiscal years' budget and reallocated to appropriate line items as determined by the BOD.

- g. If Scholarships are not presented by the PSCSC, monies to support these awards will be transferred from the current Charitable Fund to the next year's Charitable Fund and these monies must be designated for these specific Scholarships in the next year's Charitable Budget.

Section 2. Collection of Dues

The dues for active and associate members shall be paid to the PSCSC on an annual basis. After January 1st, dues shall be reduced by half.

Section 3. Use of Dues

Dues collected by this organization shall be placed in the administrative budget and used for PSCSC expenses, programs, and special activities.

Section 4. Charitable Income

The monies of the PSCSC Charitable Association shall be collected from:

- A. Net profits of the Thrift Shop.
- B. Charitable fundraising activities.
- C. Interest from the welfare savings account.

Section 5. Charitable Accounting

The Charitable Treasurer shall prepare all charitable requests for presentation and approval to the Board of Directors at the monthly meeting.

Section 6. Budget Preparation

Each outgoing officer and committee chairmen must submit a tentative proposed budget to the appropriate treasurer no later than April 1st. It will be voted on at the April BOD meeting and sent for a general membership vote in May.

Section 7. Mid-Year Budget Review

In January, the budget committee shall meet to review and reconcile the budget. The Budget Committee shall consist of the Executive Board, member at large (as available), with the Treasurers as co-chairmen.

Section 8. Approval of Expenditures

Any one expenditure in excess of seven hundred and fifty (\$750) not covered in the approved general budget must be presented to and approved by the general membership at a regular general membership meeting.

ARTICLE III – OFFICERS

Section 1. Advisory Positions

With their consent and upon official designation, the Advisor(s) shall be the spouses of the installation command team. If spouses of installation leadership are unable to fill this role, another senior spouse who has been actively involved in spouses club leadership may fill this role.

1. These individuals will serve as advisors to the Board of Directors, the Executive Board and all committees, without vote.
2. They shall pay dues and have the rights and privileges of an active member, including a vote for general membership voting.

Section 2. Elected Officers

Elected officers may include: A President, a Vice-President, a Secretary, a General Treasurer, and a Charitable Treasurer.

1. The President shall:
 - a. **NOT** be a voting Board Member except in the event of a tie for the BOD and Executive Board.
 - b. Attend monthly board meetings (additional meetings as needed).
 - c. Be responsible for the administrative oversight and support for all Club functions.
 - d. Be responsible for complying with all applicable regulations (taxes, HR, charitable registrations, etc.).
 - e. Be signer on all PSCSC Spouses' Club bank accounts.
 - f. Be the final authority on all financial agreements.
 - g. Be the final authority on all employment contracts.
 - h. Work with all board members to ensure they are fulfilling their board roles, providing guidance and support as needed.
 - i. Work with all board members to support the charitable giving and outreach goals of the PSCSC Spouses' Club.
 - j. Assume the duties of Membership, if a vacancy occurs.
 - k. Be an *ex-officio* member of all committees except the Nominating Committee
2. The Vice-President shall:
 - a. Report directly to the President.
 - b. Be a voting Board Member.
 - c. Attend monthly board meetings (additional meetings as needed).
 - d. Assume the President's role in his/her absence.
 - e. Shall oversee the welfare-oriented activities and committees and serve as the point person for all board members who fall into welfare related areas.
 - f. Keeps the president informed of all business related to welfare-oriented areas.
 - g. Acts as custodian of all PSCSC properties.

- h. Will assume the duties or help assign duties of other Board positions in their absence.
- i. Be a secondary review for checks issued.

3. The Secretary shall:

- a. Report directly to the President.
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as needed).
- d. Manage organizational email accounts.
- e. Submit reports as required to FSS (Force Support Squadron).
- f. Compile monthly board agendas and reports and email to board members in sufficient time for members to read and take note.
- g. Take board meeting minutes during each meeting, compile and prepare for the following meeting (for them to be voted on).
- h. Check organizational mailboxes/PO boxes and ensure relevant mail is passed onto the appropriate board member.

4. The Operational Treasurer shall:

- a. Report directly to the President.
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as needed)
- d. Balance accounts monthly and provide an itemized report of expenditures, collections, and cash balances to the Board of Directors at the monthly board meeting.
- e. Use their knowledge, skills and expertise to advise the Board on budgetary matters.
- f. Be a signer on the PSCSC Spouses' Club Thrift accounts.
- g. Be responsible for collection of dues (as needed) and payment of bills related to club operations.
- h. Chair budget development meetings, providing guidance for operational and charitable VPs to ensure budgets are reasonable and support the PSCSC Spouses' Club goals.
- i. Be responsible for the maintenance of QuickBooks (online version) and reconciliation of bank accounts.
- j. Run thrift shop payroll once per month.
- k. File monthly city/state sales tax returns and make payments.
- l. Work with Thrift Shop to ensure routine supply purchases are completed and submit any non-routine supply purchases for Board vote.
- m. Provide external accountants with required documentation for tax filing.
- n. Assist with annual tax filings.
- o. Assist the Charitable Treasurer, when necessary, and assume the office of Charitable Treasurer on an interim basis if a vacancy occurs in that office.

5. The Charitable Treasurer shall:

- a. Report directly to the President.
- b. Be a voting Board Member.

- c. Attend monthly board meetings (additional meetings as needed).
- d. Balance accounts monthly and provide an itemized report of expenditures, collection, and cash balance to the Board of Directors at the monthly board meeting.
- e. Assist with the charitable budget development.
- f. Be a signer on the PSCSC Spouses' Club Charitable accounts.
- g. Ensure all charitable expenses are tracked and accounted for.
- h. Assist with event sponsorship and partnerships.
- i. Track monetary donations.
- j. Develop and maintain the grant and scholarship application process.
- k. Vet the grant requests, guiding the PSCSC Spouses' Club's charitable giving efforts to ensure maximum community impact.

Section 3. Appointed Officers

1. The Parliamentarian:

- a. Serves as the custodian of and interpreter of the clubs constitution and by-laws.
- b. Is appointed by the President.
- c. **NOT** be a voting Board Member.
- d. Attend monthly board and executive meetings (additional meetings as needed).
- e. Carry out votes for motions brought to the board.
- f. Chair the Nominations Committee as outlined in the constitution and by-laws.
- g. Oversee the bi-annual updating of the constitution and by-laws.
- h. Ensure rules of order are followed and that elections are held.
- i. Take an active role in the conduct of meetings (sticking to the planned agenda and keeping Board Members on track).
- j. Provide copies of constitution, bylaws, and job descriptions
- k. This position will provide parliamentary opinions based on Robert's Rules of Order and the current Bylaws and Constitution.
- l. This position **MUST** remain impartial, will not make motions, will not participate in debate unless needing clarification for constitution or bylaw questions, or vote (except on a ballot vote).
- m. Strong verbal and written communication skills are highly desirable.

Section 4. General Board of Directors

General Board positions may be shared between up to two members as deemed necessary. Only one vote will be cast by each position regardless of number of members.

1. Membership Chair:

- a. Report directly to the President.
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as requested).

- d. Planning at least one major membership drive each Club Year.
- e. Provide the club members with all relevant information regarding the function of the Club.
- f. Communicate via email/social media to ensure each member is kept up to date on operational, charitable and events information.
- g. Liaise with the Parliamentarian to ensure members are provided with election information.
- h. Maintain an email list of all members.
- i. Job duties will default to the Outreach coordinator in the absence of a membership coordinator.

2. Outreach Chair:

- a. Report directly to the President.
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as requested).
- d. Assist in developing the PSCSC Spouses' Club organization brand identity to attract new engagement.
- e. Create and publish promotional information for the PSCSC Spouses' Club.
- f. Liaise closely with the Thrift Shop Liaison regarding the social media needs of the Thrift Shop.
- g. Liaise closely with the Charitable Treasurer/Scholarship Chair regarding the materials needed for grants and scholarships.
- h. Serve as an ambassador to the PSCSC Spouses' Club and attend events (as requested by the President).

3. Thrift Shop Liaison:

- a. Report directly to the Vice President (and the President in their absence).
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as requested).
- d. Be in regular contact with the Thrift Shop to ensure a clear line of communication between the Board and the shop.
- e. Chair the Thrift Shop committee
- f. Provide a monthly Thrift Shop update to the Board using information communicated by the Thrift Store team detailing sales information, general queries, concerns and proposed changes.
- g. Be the designated Board Member responsible for working closely with the Thrift Shop team to ensure policies and procedures are kept updated and adhered to.
- h. Be the designated Board Member assigned as the secondary support for the Thrift Shop Health and Safety issues which require escalation.
- i. Present supply requests to the Thrift Shop committee or treasurer.

4. Scholarship Chair:

- a. Be a voting Member
- b. Attend Monthly Board Meeting.
- c. Manage scholarship applications received.

- d. Chair the Scholarship committee
- e. Maintain upkeep of judging rubric for scholarships.
- f. Liaise closely with the Outreach Chair and Social Media to ensure all necessary grant and scholarship information is published within a timely manner.
- g. Submit rules, regulations and rubric to the Board of Directors for approval.

5. Events Coordinator:

- a. Report directly to the President.
- b. Be a voting Board Member.
- c. Attend monthly board meetings (additional meetings as requested).
- d. Reach out to members of the community to ascertain what events are both desired and needed.
- e. Liaise with the Board to seek ideas on events which will have the greatest impact on the community.
- f. Develop and plan a variety of events to reach maximum community participation.
- g. Take the lead on events and guide other board members and volunteers on specific roles.
- h. Be present for events and ensure the smooth running.
- i. Maintains documents of organization sponsored events.
- j. At a minimum hold Quarterly Events.

6. Ways and Means: may be filled at discretion of BOD

7. Historian: may be filled at discretion of BOD

8. Charitable/Welfare Grant Chair: may be filled in the event no charitable treasurer is available or other circumstances at the discretion of the BOD

ARTICLE IV – NOMINATING COMMITTEE, ELECTIONS, TERMS OF OFFICE, RESIGNATIONS, SUCCESSIONS, AND VACANCIES

Section 1. Nominating Committee

1. The Chairman of the Nominating Committee shall be the Parliamentarian, who shall with the approval of the Board of Directors, select a committee of no less than 2 BoD members (who are NOT planning to run for an elected office), one advisor, and 2 members at large. If these positions are unable to be filled, the BoD will agree on a reasonable alternative.
2. The Nominating Committee shall nominate candidates, with the candidates' approval, for elective office.
 - a. The nominating Committee shall commence in February and as needed thereafter to prepare a slate of nominees for presentation to the Board of Directors in April and then to the general membership for voting/elections in April.
3. A Nominating Committee member must resign upon becoming a candidate for an elected office. The Nominating Committee can replace such members.

Section 2. Elections

Elections shall be held in April.

1. Voting procedures:

- a. Voting shall be by ballot for any contested position, and the person receiving the greatest number of votes shall be the one elected. The numerical count of the ballot shall remain a secret.
- b. In the event that the slate of nominees is running uncontested, the Board may, at its discretion, decide to present the candidates to the general membership and call for election by acclamation.

Section 3. Term of Office

Term of office for elected officers shall be from June 1 through May 31 (the fiscal year). No elected officers shall be eligible to serve more than two consecutive terms in the same office without the approval of the Board of Directors. A person may run for a third term in an elected position if, following the nomination process, there is no other candidate for said position.

Section 4. Resignations

1. Resignation of the President shall be submitted in writing to the First Vice-President.
2. Resignation of any other elected officers or appointed officers shall be submitted in writing to the President.
3. Elected officers whose membership status changes from active to associate, will be eligible to complete their term, if desired.

Section 5. Succession

1. A vacancy in the officer of the President shall be filled by the Vice-President.
2. The office of Vice-President of the PSCSC shall be filled on an interim basis by the Secretary, if a vacancy occurs.
3. The office of General Treasurer of the PSCSC shall be filled on an interim basis by the Charitable Treasurer, if a vacancy occurs.
4. The office of Charitable Treasurer of the PSCSC shall be filled on an interim basis by the General Treasurer, if a vacancy occurs.
5. The President will fill the office of Membership Chair, if a vacancy occurs.
6. The Vice-President will fill the office of Secretary, if a vacancy occurs.
7. The secretary will fill the office of Parliamentarian, on an interim basis, if a vacancy occurs.

Section 6. Vacancies

1. Vacancies in the elected offices, excluding the President, shall be appointed by the President with the approval of the Executive Board.
2. Committee chairman vacancies shall be filled by appointment by the President with the approval of the Board of Directors.

ARTICLE V – MEETINGS

Section 1. General Membership Meetings

1. A general membership meeting of the PSCSC may be held monthly, unless otherwise designated by the BOD.
2. Written notice shall be given to membership (or posted publicly) no less than 15 calendar days prior to the meeting. Such notice shall include the time, date and location of the meeting as well as any items to be discussed, contact information for questions, and if applicable any items to be voted on.
3. A quorum for general membership meetings shall consist of a simple majority of those members present and in good standing.

Section 2. Special Meetings

Special meetings of the PSCSC or of the Board of Directors may be called by the President.

Section 3. Action Without a Meeting

Any action required or permitted to be taken at a Board or membership meeting may be taken without a meeting by following the process set forth in this section. An action taken in this manner will have the same force and effect as an action taken at a Board or general membership meeting.

1. Notice of Vote: Written notice must be delivered to each member setting forth the action to be voted upon; the time by which the member must respond, which must be at least three (3) days or general membership items, or twenty-four hours (24 hours) for BoD items, from the time of notice; and a statement that failing to respond by the time stated will have the same effect as abstaining in writing and failing to demand a meeting.
2. Respond by Member: In response to the written notice, a member may vote in writing for the action; vote in writing against the action; abstain in writing from voting; fail to respond; or demand in writing that the action not be taken without a meeting. The response must be in a form sufficient to inform the Board of the member's identity and response. A member's demand for meeting will be waived if not received by the deadline provided in the written notice. All member responses will be recorded and filed with the minute of meetings of the Board.
3. Action Taken: An action will be considered taken under this section only if the deadline provided in the notice has passed, there has been no demand for meeting, and the written affirmative votes for the action are equal to, or exceed, the number of votes that would be

necessary to take action in a meeting assuming that all members were present and voted. Action taken under this section will be effective at the end of time stated in the written notice for member response.

4. Method of Delivery: Communications under this section may be sent or received by email, online survey, text message, or other digital communications. All such communications will be recognized as written communication.

Section 4. Administrative Meetings

The Executive Board shall meet at the call of the elected President, and the Board of Directors shall meet each month at a time designated by the elected President.

1. The Executive Board and BoD quorum are met with Two-thirds (2/3) of the voting members present at a meeting.

ARTICLE VI – ADMINISTRATION

All PSCSC fundraising activity must be approved by the Installation Commander or FSS Commander whichever is designated, in coordination with the 50th Space Wing Commander, or their appropriate designee, via the Private Org monitor.

Section 1. The Executive Board shall:

1. Consist of the advisors, and the elected officers and Parliamentarians.
2. Determine the amount of bonding necessary for all positions and other insurances required for club and Thrift Store activities.
3. Be responsible for determining the action to be taken when emergencies affecting the membership arise.

Section 2. The Board of Directors shall:

1. Consist of the Executive Council and the chairmen of the Standing Committees.
2. Approve all major plans and policies and is responsible for the organization, direction, and operation of the PSCSC.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees and Chair

Following the election, the President shall appoint the chair of the standing committees with the approval of the executive committee. The chair shall choose the members of each standing committee. Standing committee chair may appoint a vice-chair, who shall assume the responsibilities of the chair in their absence. Vice-chair may attend board meetings in an auditory capacity and may vote when the committee chair is absent.

1. Standing committee chairs shall be voting members of the Board of Directors.

2. The standing committees may include: Membership, Event Coordinator, Thrift Shop, Scholarship, Marketing & PR, Historian, and Ways and Means.
3. Elected or appointed members of the Board of Directors may serve in up to two (2) positions at the discretion of the President.

Section 2. Special Committee and Chair

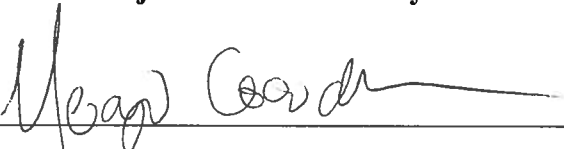
The President at the direction and/or approval of the Board of Directors shall appoint special committees.

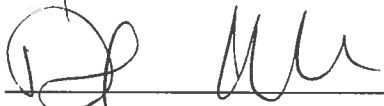
ARTICLE VIII – PARLIAMENTARY AUTHORITY

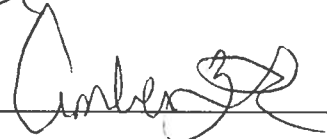
The PSCSC is governed by its Constitution and Bylaws. Should there be a conflict between the PSCSC Constitution and Bylaws, the Constitution shall govern. Robert's Rules of Order, Newly Revised, 11th Edition by Henry M. Robert III, Daniel H. Honemann and Thomass J. Balch shall guide the PSCSC providing it does not conflict with the Constitution and Bylaws of the PSCSC.

ARTICLE IX – AMENDMENT

Amendments to the Bylaws will be made as directed by the Installation Commander or delegate, or as recommended by the Installation legal office. Additional amendments may be proposed by the Board during any meeting of the Board and will require a simple majority vote of all seated members in order to send the proposed amendment to general membership for approval. **All amendments are subject to final review by the installation commander.**

President:  Date: 05/14/2025

Secretary:  Date: 5/14/25

Parliamentarian:  Date: 5/14/25

