

**Garmisch Community Club**  
**CMR 409 Box 615, APO AE 09053**

**BYLAWS**

**ARTICLE I: DUTIES OF OFFICERS**

**SECTION 1:** Officers at the end of their term of office will ensure that all organization records are complete, including: checkbook, financial statements, meeting minutes, PO handbook, etc. These items will be handed off to the new board of governors/officers.

**SECTION 2:** Elected officers of the Club shall be the President, Vice-President, Secretary, and Treasurer. The President, Vice President and Treasurer, in accordance with AE Reg. 210-22, must be Department of Defense ID cardholders with SOFA status. Each officer shall have a one-year term of office.

**A. President.**

1. The President shall be the executive head of the organization, and shall preside at all meetings of the Club and of the Executive Board, hereinafter referred to as the Board. The president shall be responsible for arranging accommodations for all meetings of the Board.
2. The President is responsible for creating agendas for Executive Board and Club meetings.
3. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall not serve on the Nominating Committee in any capacity.
4. The President will act as the Charter Organization President for any organizations which the club charters.
5. The President is responsible for ensuring the biannual application for private organization renewal is processed and submitted.
6. The President is one of the Fund Custodian's for the club's bank accounts. If unable to fulfill this obligation; the President is responsible for securing a replacement Board Member as Fund Custodian in their place.
7. The President will not vote at Executive Board Meetings and General Membership Meetings, except to break a tie.
8. The President must be an Active member.

**B. Vice President.**

1. If the President is temporarily absent or unwilling to serve in his/her role, the Vice President shall perform the duties of President.
2. If the President resigns or departs, the Vice President will become the President, serving the remainder of the current term of office. The Board will choose a new Vice President.
3. The Vice President will attend all meetings of the Club and the Executive Board.

4. The Vice President shall be the custodian of Club Property and equipment. He/She shall use a hand-receipt type of system to account for all club property. He/she shall conduct an inventory of Club property after every function that involves the use of club property, and shall report monthly to the Board on the status of the property.
5. The Vice President works with Trips/Special Events to reserve spaces for functions other than monthly Board meetings.
6. In the event that the Vice President resigns or departs before his/her term of office is complete, the Board will choose a new Vice President.

**C. Treasurer.**

1. The Treasurer shall be primarily responsible for all financial affairs of the Club. He/she shall be the custodian and administrator of all Club funds, and shall conduct all correspondence, other than welfare requests, related to the financial affairs of the Club.
2. The Treasurer shall keep or cause to be kept, separate accounts of the receipts and expenditures of each main activity and an account of the reserve for special purposes for which funds are allocated. These shall be kept in a general ledger. Vouchers supporting each receipt and expenditure will be tiled in a manner to permit reconciliation with the entries in the ledger.
3. The Treasurer will present a complete financial statement of the Club to the Board each month, and will forward the statement to the approval authority.
4. The Treasurer will attend all meetings of the Club and the Executive Board. In the event that the Treasurer is unable to attend any of the Club or Board meetings, it shall remain his/her responsibility to send the financial statement to the President to be presented at the meeting.
5. The Treasurer will chair the Budget Committee. The committee will be composed of at minimum two Executive Board Members (the President will sit on board as a non voting member except to break a tie), and at least three General Members of the Club.
6. Using USAREUR Reg. 210-22, Appendix B as a guide, the Treasurer will prepare a Standing Operating Procedure (SOP) describing the Club's accounting system. The SOP will be presented to the Executive Board, and will be kept on permanent file for reference and audit.
7. The Treasurer must be an Active member.

**D. Secretary.**

1. The Secretary shall, in general, be the recording and corresponding officer of the GCC, and the custodian of all non-financial records and files of the Club. He/she will maintain the official copies of the Club Constitution and Bylaws.
2. The Secretary shall keep minutes of all meetings of the Club and of the Executive Board electronically or in a book specifically for that purpose, and shall provide electronic copies of these minutes to the President within three working days of Club meetings.
3. The Secretary shall attend all meetings of the Club and the Executive Board.
4. In the event that the Secretary is unable to attend any of the Club meetings or Board meetings, it shall remain his/her responsibility to locate a member of

the Board who will record the proceedings of such meetings.

E. Retention of Office:

1. In the event that an officer holding the position of Vice President, Treasurer, or Secretary fails to adequately discharge his/her duties according to his/her job description, the Board (through the President) shall ask that officer to resign his/her position.
2. The Board shall have the power to appoint a successor to complete the remainder of the current term.

## **ARTICLE II: ELECTIONS**

SECTION 1: A nominating committee shall be formed annually in the summer to nominate candidates for Executive Board membership. The Parliamentarian will serve as the chairperson. The chairperson shall select a committee consisting of two members of the Executive Board, two members of the general membership, and an honorary officer or advisor. The committee shall select at least one person per office, ensuring that each nominee is willing to serve in case of election to the office. The list of nominees shall be presented to the Executive Board in time to meet voting notification requirements to the general membership as outlined in Section 2 (below).

SECTION 2: Voting will take place at the August membership meeting, notice having been given to the general membership at least two weeks in advance by written publication. Additional candidates may be nominated from the floor at the time the elections are held, provided consent of the nominee has been obtained by the nominator. Voting will be by secret ballot. Voting by absentee ballot or email ballot is authorized. Absentee/email ballots must be received by Parliamentarian prior to the August membership meeting. The Parliamentarian will print out Absentee/email ballots and include them as part of the general membership anonymous voting during the general membership meeting. Candidates will be elected by a majority vote of the active members voting, a quorum one-third (1 /3) of the active membership being present either in person or represented by an absentee/email ballot.

SECTION 3: Terms of office shall be for one year, 1 October – 30 September.

SECTION 4: Except in the case of the President, should a vacancy occur due to the resignation or departure of an officer of the Club, the Board shall have the power to appoint a successor to complete the current term. Should the President resign or depart, the Vice President will become the President, and a new Vice President will be chosen by the Executive Board.

## **ARTICLE III: GENERAL MEMBERSHIP MEETINGS**

SECTION 1: The general membership may meet as often as once per month, but will meet at a minimum of four times per membership year. Meetings locations will be announced no later than two weeks ahead of the meeting.

- A. The monthly Board meeting will be held prior to the general membership meeting.
- B. General membership meetings will be advertised in the Community Newsletter, by flyer, and on the GCC Facebook page at least two weeks in advance.
- C. At a meeting in which a vote by the general membership is called, at least one-third (1/3) of the active membership of the Club must be either present at the meeting or represented by an absentee ballot in order to constitute a quorum. See Article II, Section 2.

SECTION 2: Upon change of officers, an updated list that includes full name, full address, email address and daytime telephone numbers of all officers will be forwarded to the approval authority.

SECTION 3: A copy of all meeting minutes will be forwarded to the approval authority within 30 days after the meeting. The President will sign minutes.

#### **ARTICLE IV: STANDING COMMITTEES**

SECTION 1: Standing committee chairpersons will be appointed to a one-year term of office by the President. Co-Chairs may also be appointed. The term of office will coincide with the Executive Board year. A job description for each chair will be maintained by the Secretary in the club files. The standing committees are:

- A. Publicity: Advertises as directed by the Board. Collects and compiles pertinent information concerning the Club and Club-sponsored events for release to the Community Newsletter, Facebook page, GCC webpage or other items.
- B. Ways and Means: Plans and coordinates both major and minor fundraisers.
- C. Welfare:
  1. Solicits, receives and assesses requests for money for community welfare projects, presents those requests to the Board, and notifies the requestor of the result of the Board's decision.
  2. The Welfare chair may contact the President to conduct a phone vote in the event that a welfare request is received and needed before the next scheduled Board Meeting. The President will contact the Parliamentarian to conduct the official telephonic vote. The Parliamentarian will make every effort to contact all voting Board members to include the use of e-mail and the mail system. Fifty-one percent of all voting Board Members must vote "YES" in order for the request to be approved. The Parliamentarian will then report the results to the President and Secretary to be recorded into the minutes. These results will be shared at the next Board meeting.
  3. The Welfare chair will bring forth all welfare requests regardless of the welfare budgets current standing. The Welfare chair will correspond with applicants to

inform them of other resources in the area or ask them to reapply in the future.

D. Scholarship:

1. Committee exists to provide funds to deserving graduating high school seniors, current college students from the community, and continuing adult education students from the community. While the Scholarship chair may vote on all welfare requests, he/she may not vote on scholarship requests. He/she cannot have a child or spouse applying for scholarships or be applying for the scholarships themselves.
2. Committee chair will compose a committee of at minimum two Executive Board Members (the President will sit on board as a non-voting member except to break a tie), and at least three General Members of the Club. All committee members will not have a child or spouse applying for a scholarship nor will they be applying for a scholarship themselves.
3. Committee determines the division of scholarship funds, sends letters to winning recipients, and collects school contact information of recipients. Scholarship awards will be made payable to the financial office of chosen institution of higher learning. Extreme situations (reimbursement to an applicant) need a vote by the Executive Board after all other avenues have been exhausted. Applicants' identities should be kept confidential during the application and judging process.

E. Membership/Hospitality. Collects all dues and maintains a current membership roster. Maintains current email addresses of all members on the Club's Google mail account. Publishes an annual telephone and email directory of all members as needed. Sends new members a telephone and email directory via email.

F. Trips/Special Events. Plans and coordinates logistical support for all tours, trips, and special events. (can be two separate committees if needed)

G. Thrift Shop Liaison (position as necessary). Operates as a liaison between the Executive Board and the Thrift Shop staff. In addition, is familiar with the Thrift Shop Standing Operating Procedures (SOP) and can coordinate Thrift Shop operations in the event the Thrift Shop Manager is absent.

H. Parliamentarian. Ensures that Executive Board and Club meetings are run in compliance with rules of parliamentary procedure; chairs the Nominating Committee; conducts annual review of the Constitution, Bylaws, and Thrift Shop SOP; is familiar with the contents of Regulation AR 210-22 and USAREUR 210-22, governing the operation of Private Organizations on Army installations. In accordance with rules of parliamentary procedure, the Parliamentarian will not initiate or second a motion, nor will he/she vote. Conducts all telephonic votes.

I. Historian. Collects memorabilia and photographs from Club events, and compiles this information in albums or scrap books for display at Club functions and for

historical purposes. (as needed)

- J. German Community Liaison. Serves as the primary point of contact with the local German Community.
- K. Volunteer Coordinator. Responsible for contacting Club members and recruiting volunteers to assist with Club activities. Certifies all hours in the Volunteer Management Information System.

SECTION 2: Each standing committee, regardless of size, will have one vote at all Executive Board meetings.

SECTION 3: In the event that any chairperson fails to adequately perform his/her duties according to the job description, a committee consisting of the Executive Board and an honorary advisor shall review the situation and determining whether the chairperson should retain the office. If the chairperson is removed from office, the President shall appoint a replacement for the remainder of the term.

## **ARTICLE V: EXPENDITURES**

SECTION 1: Expenditures are in accordance with Club activities outlined in the Constitution.

SECTION 2: Check signing authority will be determined by each new Executive Board, according to its needs. In all cases, checks written for expenditures less than \$500 may be made by a single signature, while checks written for \$500.01 or more must be co-signed. This includes checks written for Thrift Shop consignment payments.

SECTION 3: The Club will not maintain a petty cash account.

SECTION 4: The club's fiscal year shall run from Oct. 1 – Sept. 30.

## **ARTICLE VI: INCOME**

SECTION 1: The Club's revenue shall consist of dues, money earned from fundraising, Thrift Shop proceeds, and non-member surcharges (as determined by the Executive Board).

SECTION 2: Dues shall be fifteen dollars (\$15) for individuals and twenty-five dollars (\$25) for families annually for both active and associate members. Lifetime members are not required to pay dues. The membership year begins Oct.1 and ends Sept. 30.

## **ARTICLE VII: FINANCIAL CONTROL**

SECTION 1: Accounting records will be maintained that reflect the assets, liabilities, net worth and financial transactions of the Club. A Financial Standard Operating Procedure (SOP) describing the accounting system will be prepared and maintained in a permanent file for reference and inspection purposes.

SECTION 2: Financial statements will be prepared monthly for the review of the Executive Board and signed by the President. The financial statement should consist of, at a minimum, the balance sheet, a profit and loss statement (income and profit), and fund equity statement/bank reconciliation.

SECTION 3: The club's budget will be formulated once during each fiscal year, prior to the first scheduled general membership meeting. The budget is only an estimate of income and expenses; it is absolutely not binding. A budget committee shall be chaired by the Treasurer. The committee shall first present the proposed budget to the Board for discussion and approval, and then shall present the budget to the general membership for a vote.

#### **ARTICLE VIII: BONDING**

SECTION 1: When total cash on hand, cash in the bank, and saleable merchandise, to which any elected officer or employee of the organization has access totals \$500 or more, the Club will purchase fidelity insurance. This insurance will be procured at the Club's expense from a commercial firm, and in an amount sufficient to provide full protection of assets.

SECTION 2: Copies of the current fidelity insurance will be submitted to the approval authority.

#### **ARTICLE IX: LIABILITY INSURANCE**

SECTION 1: The Club shall maintain liability insurance in the amount of \$50,000.

SECTION 2: Copies of the current liability insurance will be submitted to the approval authority. Insurance will be obtained from commercial firms at the organization's expense.

SECTION 3: All officers who can sign Club checks without the use of a co-signor shall be covered by fidelity insurance. This insurance will procure at the expense of the GCC in an amount sufficient to cover full protection of assets. Any member of the club with access to cash in hand, cash in the bank, or merchandise with a value of over \$1,000 will be bonded at the expense of the Club in an amount sufficient to provide full protection of all Club assets.

#### **ARTICLE X: AUDIT**

SECTION 1: Auditors contracted by the Club must comply with audit procedures and requirements in accordance with AE Reg. 210-22.

SECTION 2: A standard single-entry system of accounting shall be used as the official accounting procedure of the Club. Sub-accounts will be maintained as directed by the Board. The Treasurer shall maintain a ledger of outstanding liabilities and keep them reconciled with the cash account.

SECTION 3: When required under AR 210-22, the organization will be audited at least once a year or upon change of treasurer, at its own expense, by a qualified auditor or an appropriate committee. The audit will, at a minimum, include:

- A. A thorough check to ensure that all transactions are recorded and properly documented. This establishes an audit trail.
- B. Inventory of Club-owned property.
- C. Verification that financial statements are accurate and are issued as required for review.
- D. A cash count of all cash on hand, reconciliation of bank statements, check of accounts receivable, and reconciliation of accounts payable and other liabilities.
- E. A review of the Club's Financial SOP.

SECTION 4: The auditor or committee will furnish the Club's President and the approval authority with a written report of the audit results.

SECTION 5: A corrective action reply by the Club's President will be forwarded to the approval authority within 30 days after receipt of the audit.

SECTION 6: The Club will retain audit reports and financial records for at least four years.

## **ARTICLE XI: DONATIONS/WELFARE CONTRIBUTIONS**

SECTION 1. A listing of all donations/contributions provided by GCC throughout the organizational year will be prepared and forwarded to the approval authority annually, together with the annual audit report. The list will contain the name of the recipient organization, purpose of the donation, date donation was made, and dollar amount.

## **ARTICLE XII: RESALE AND FUNDRAISING ACTIVITIES**

SECTION 1: The Club will not engage in any fundraising activities without prior written



approval from the approval authority or his designee. The written approval from the approval authority will be posted at the fundraising site during any fundraising activity.

SECTION 2: A letter requesting permission to conduct a fundraising event will be forwarded through the Private Organization Coordinator to the approval authority at least 30 days prior to the event. If any pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.

SECTION 3: Participation in fundraising activities will be limited to members of the US Forces, their family members, and members of the civilian component of the US Forces and their family members who are authorized logistical support pursuant to USAREUR Regulation 600-700.

SECTION 4: Participating retired military personnel, their family members, and other personnel not authorized full logistical support under USAREUR Regulation 600-700, will be informed of their responsibility to notify appropriate customs on any item purchased or won (other than for immediate consumption) if the value of the item exceeds \$50.

SECTION 5: The Club will appoint a disinterested person, who holds no office, to inspect the records of the organization at the conclusion of the event, to insure all income and expenditures have been properly entered on the accounting records of the Club and to ensure expenditures are supported by appropriate vouchers. The inspector will provide a copy of the written report with supporting documentation to the approval authority within 30 days after the event. The Club will file its copy of the written report with supporting documentation in its permanent file.

SECTION 6: Organizations are required to submit an after-action report (AAR) to the approval authority within 30 days after the event. A committee of at least three organization members, who hold no office and are present at the event, will prepare the AAR. The AAR will include a summary of the event (e.g. planning, execution, problems, suggestions, and final distribution of funds).

SECTION 7: The Club will specify risk management procedures when planning and carrying out activities for their organization.

SECTION 8: Request for fundraising events will include a risk management assessment to ensure the safety of the participants.

### **ARTICLE XIII: EMPLOYEES**

SECTION I: The Club shall sponsor a community thrift shop to include a boutique which shall be governed by the Club's Executive Board, advised by the Thrift Shop Standing Committee, and run by the Thrift Shop Manager.

SECTION 2: The Club shall contract a Thrift Shop Manager, and a Thrift Shop Bookkeeper if needed. The Thrift Shop Manager's stipend may be up to \$750 per month.

- A. The Club must use all of the Thrift Shop profit for community welfare purposes.
- B. The Thrift Shop shall be managed in accordance with an approved Standard Operating Procedure (SOP). This SOP will be reviewed on a yearly basis by the Parliamentarian, with the help of the Thrift Shop Liaison and the Thrift Shop Manager.
- C. The Thrift Shop shall be covered by basic liability insurance.
- D. The Thrift Shop Manager shall be covered by fidelity insurance procured at the expense of the Club in an amount sufficient to cover the value of the property in the Thrift Shop. The Thrift Shop Bookkeeper shall also be covered by fidelity insurance procured at the expense of the Club in an amount sufficient to cover the Thrift Shop's bank account.
- E. The Thrift Shop Manager may not co-sign checks written by the Thrift Shop Bookkeeper.
- F. Items in the Thrift Shop may be purchased by DOD ID-cardholders only. Consigners must also be DOD ID-cardholders.

SECTION 3: The Thrift Shop is not a U.S. employer within the meaning of the United States Employment Tax Regulation according to this policy.

SECTION 4: The GCC and the Thrift Shop will comply with all Federal, State, and local tax laws and codes. Laws of the country where located will be followed. The GCC and the thrift shop will, when required, submit tax returns and other documentation to the host nation tax agency in accordance with AR 210-22, paragraph 3-4d.

#### **ARTICLE XIV: AFFILIATED CHAPTERS**

SECTION 1: The Club is not affiliated with any other Private Organization.

#### **ARTICLE XV: RESCISSION**

SECTION 1: The Constitution shall be effective immediately after approval by the Club and upon subsequent written approval by the approval authority. The Bylaws shall be drafted and approved by the Board, in accordance with the approved Constitution, and any changes shall be briefed to the membership for overall review.

SECTION 2: Upon approval of the Constitution and the Bylaws, previously published

Constitutions and Bylaws will be rescinded.

## **ARTICLE XVI: RESTRICTIONS**

**SECTION 1:** There is no official relationship between the organization's activities, official duties, and responsibilities of DoD personnel who are organization members or participants.

**SECTION 2:** The Club's Constitution and Bylaws must authorize all functions and expenditures DoD personnel acting in an official capacity will not influence these choices.

**SECTION 3:** This organization was not created, operated, or administered by DoD personnel acting in an official capacity or on behalf of an official purpose to evade restrictions on expenditures of appropriated and/or non-appropriated funds.

**SECTION 4:** Except as authorized, this organization will not use for any improper purpose or in a manner that implies endorsement by any federal entity, or include in its title, logo, letterhead, name, seal, or acronym, or the name, abbreviation or seal of any military department, service or other Federal entity. No member of or participant in the Club's activities will use their military or civilian title, logo, letterhead, name, seal or acronym in any manner in connection with the Club's activities.

## **ARTICLE XVII: RATIFICATION**

Approved by the GCC Elected Board on 3 September 2019.