REDSTONE ARSENAL MILITARY AND CIVILIANS’ CLUB

CONSTITUTION AND BYLAWS

# ARTICLE I – NAME AND PURPOSE

**Section A**: The name of this organization shall be the Redstone Arsenal Military and Civilians’

Club, herein referred to as the RSAMCC or MCC.

**Section B**: The purpose of the RSAMCC shall be:

1. To provide educational, cultural, and recreational activities.
2. To foster and preserve the ideals of good fellowship.
3. To promote social welfare and support community activities through outreach, volunteer service, and donations in the form of Community Assistance Grants and Merit Awards.
4. To support military and Gold Star families, to include those of deployed military personnel.

# ARTICLE II – GENERAL PROVISIONS

**Section A**: The RSAMCC is organized as a 501©4 non-profit organization.

**Section B**: The RSAMCC operates and exists as a private organization on a military installation only with the consent of the Redstone Arsenal Garrison Commander. This consent is contingent on compliance with the requirements and conditions of all controlling regulations, specifically AR 210-22, *Private Organizations on Department of the Army Installations.*

**Section C**: It is required that all members of the RSAMCC read the Constitution and Bylaws.

**Section D**: This organization will not discriminate on the basis of race, religion, color, gender, sexual orientation, national origin, age or physically challenging conditions. RSAMCC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government, nor will this organization seek to deprive individuals of their civil rights.

# ARTICLE III – FUNCTIONS/ACTIVITIES AND OPERATING PROCEDURES

**Section A**: The RSAMCC participates in social activities such as luncheons, tours and other functions as determined to support the purpose and objectives of the organization. RSAMCC also participates in fundraising activities for the purpose of making charitable donations to our community (Community Assistance Grants, see Article VIII Section C) and to provide scholarships (Merit Awards, see Article VIII Section L). RSAMCC collects membership dues and participates in various volunteer activities in order to raise administrative monies necessary to function.

**Section B:** Operating procedures are noted in each Board Member’s duty description.

# ARTICLE IV – MEMBERSHIP

**Section A**: The RSAMCC shall not discriminate on the basis of race, religion, color, gender, sexual orientation, national origin, age or physically challenging conditions.

1. Membership is voluntary and will begin when the eligible member pays their dues and will end on the 31st of May of the Board year in which they join.
2. Membership dues are determined by the MCC Board and in accordance with Bylaws. No refunds shall be allowed for any member moving away from the area or voluntarily relinquishing membership. Memberships are not transferable.

## Section B: Membership Eligibility

1. Active Duty or Retired Military and their dependents (aged 18 and above) residing in the Redstone Arsenal area and with individual gate access to the Arsenal.
2. Active and Retired Federal Civilian Employees affiliated with Redstone Arsenal and their dependents (aged 18 and above) residing in the Redstone Arsenal area and with individual gate access to the Arsenal.
3. Gold Star Families and dependents (aged 18 and above) residing in the Redstone Arsenal area and with individual gate access to the Arsenal.
4. Government contractors residing in the Redstone Arsenal area and with individual gate access to the Arsenal.
5. Anyone eligible for membership may attend two club programs as a guest of a member. Participation in subsequent membership meetings or club activities, not including fundraisers, requires becoming a Member in Good Standing.
6. Ineligible individuals may attend club programs as a guest of a member in good standing at the discretion of the president.

## Section C: Membership in Good Standing and Privileges

1. Membership in Good Standing is defined as a member who has paid their membership dues and is not delinquent in the payment of any cost associated with participation of RSAMCC activities.
2. Privileges include:
	1. Voting during membership meeting programs and in elections
	2. Participation in all club activities and sponsored events
	3. Ability to hold Board Positions and Committee Chairmanships

**Section D: Status Change**: Members whose membership eligibility changes during the year may remain full Members until the end of the Board year (May 31).

**Section E: Member Responsibility**: Members understand it is their responsibility to read the Constitution and Bylaws. Member’s signature on the Membership application constitutes agreement and understanding of this responsibility.

## Section F: Disciplinary Procedures for Revocation of Membership

1. Members are required to be of honorable character and reputation. The RSAMCC has the right to require its members to refrain from conduct injurious to the organization or its purposes. No one should be allowed to remain a member if their retention will be detrimental to this organization’s reputation or effectiveness. Cause for removal from

the organization can be for conduct tending to injure the good name of the club, disturb its well- being, or hamper its work or failure to adhere to financial obligations to the RSAMCC.

1. Examples of Cause for Removal include, but are not limited to, the following:
	1. Lack of integrity.
	2. Violation of Article II, Section D.
	3. Violation of Article IV, Section C.
	4. Failure to adhere to the Constitution and Bylaws; working in contravention to Robert’s Rules of Order (Robert’s Rules of Order, Newly Revised, 11th Edition by Henry M. Robert III, Daniel H. Hoemann and Thomas J. Batch, guides the RSAMCC, providing it does not conflict with the Constitution and Bylaws).
	5. Defamation/slander of the RSAMCC, including through use of social media.
	6. Disruptive behavior during RSAMCC meetings or events; behaviors considered to be, but not limited to inappropriate foul language, shouting over others, and/or failure to adhere to Robert’s Rules of Order after the membership has voted on a decision.
	7. General Members may be removed from general membership for cause upon vote of the majority of the Governing Board. Vote conducted in accordance with procedures outlined in Robert’s Rules of Order.
	8. All issues of concern must be stated specifically in writing.
2. The member in question must be notified of the issues or concerns and have the opportunity to respond via written correspondence before a vote is taken.
3. In the event cause for removal has been determined and voted upon by the Board to remove said member, their membership dues will be reimbursed and membership to the RSAMCC will be terminated.

# ARTICLE V – OFFICERS AND GOVERNING BODY

## Section A: Elected Officers

1. The elected officers of the RSAMCC shall be:
	1. President
	2. First Vice President
	3. Second Vice President
	4. Secretary
	5. Treasurer
2. Officers shall be elected at the General Membership meeting in April of each year by slate or ballot. The Board year will run from June 1 to May 31.
3. Any Active Member in good standing, except the Honorary President, shall be eligible to hold an elected office.

## Section B: Honorary Officer and Advisors

1. The spouse of the Commanding General, Army Materiel Command (AMC), or their designee, shall serve as the Honorary President.
2. In the event that the Honorary President position is vacant, the next senior spouse or their designee shall serve as Honorary President.
3. Any Advisor(s) will be appointed by the Honorary President.

## Section C: Executive Board

1. The Executive direction of the MCC shall be vested in the Executive Board.
2. The Executive Board shall consist of:
	1. Elected officers
	2. Honorary President
	3. Advisor(s)
	4. Parliamentarian
	5. Board Liaison

## Section D: The General Board shall consist of:

1. The Executive Board.
2. The Committee Chairpersons.

**Section E:** Members of the General Board may be removed from their elected or appointed office for just cause upon the vote of a majority of the General Board.

## Section F: Unscheduled Changes of Board Members:

1. RSAMCC Board Members are presumed to have resigned upon their permanent departure from the Redstone Arsenal area~~.~~ The MCC Board reserves the right to request a resignation from any Board Member, at any time, due to that Board

Member’s failure to fulfill their job description and duties.

1. In the event an elected office becomes vacant, the President, with the approval of the Executive Board, will appoint an Active Member in good standing, to fill the vacant position. This appointment will be assumed immediately and will be presented to the Membership at the next scheduled Membership meeting.
2. If the office of the President is vacated at any time, this position will be filled by the First Vice President. In the event the First Vice President is unable to fill the position, a nominee will be elected by the General Membership.

# ARTICLE VI – OFFICERS AND THEIR DUTIES

## Section A: Each Officer

1. Shall maintain a current standard operating procedure (SOP) and write an After-Action Report (AAR) due at the May Board meeting and distributed as listed below.
2. Shall annually review/revise/maintain said SOP and AAR in consultation with the President and prepare one paper copy to be placed in folder to be passed on to the next Board year’s officer with that position. The current officer shall also create and clearly label an electronic copy by the most current storage methods and give that to the Secretary no later than the May General Board meeting.
3. Prepare and submit a proposed budget to the Treasurer at the beginning of the RSAMCC year if committee requires one and operate within individual allowances as approved by the General Membership. The Executive Board must approve additional allowances.
4. Shall provide monthly board reports to the Secretary by the specified deadline.
5. Shall attend all Board meetings. Members should notify the President any intended absence prior to any meeting. Missing three consecutive board meetings without prior notification will trigger a review of the position by the Executive Board.
6. At the start of the board year, each voting board member will identify another voting member to serve as their voting proxy in the event they are absent from a meeting. No board member shall receive more that one proxy.
7. Shall attend all monthly General Membership meeting luncheons and special events.

## Section B: Honorary President and Advisor(s) – Non-Voting

1. The Honorary President and Advisor(s) shall comprise the Advisory Committee of the MCC.
2. Advisors, at the request of the President, shall serve as non-voting members of the Executive Board as well as standing and special committees. They may serve as a Committee Chairperson, hence would have a vote at General Board meetings when holding a voting position.
3. The Honorary President shall, with his/her consent, serve on the Executive Board and the General Board in an advisory capacity, without a vote.
4. Serves as a liaison between Redstone Arsenal military leadership and MCC leadership regarding any post policies or resources.
5. Ensures all MCC activities are in compliance with DOD and Redstone policies.
6. Updates MCC board on any Redstone service member family issues/needs that arise.

## Section C: President – Non-Voting, except as a tie breaker

1. Shall, upon assuming office in June (Joint Board Meeting), acquire/sign for all keys and, as needed, sign a new application at the post office for new key lock/change. President will distribute copies of keys as follows: PO Box-Treasurer, additional PO Box key to any voting Executive Board member as designated at the beginning of each RSAMCC year, Storage Unit-2nd Vice President. See SOP for further change over duties upon installation and exit of office.
2. Shall preside at all RSAMCC General Membership, Executive Board, and General Board meetings to include the Annual Board Orientation in June.
3. Shall call special meetings of the Executive Board and/or the General Board when necessary and may call special meetings of the General Membership with the approval of the Executive Board.
4. Shall serve as an ex-officio member of all committees except the Nominating Committee.
5. Shall with the assistance of the Executive Board, appoint all Chairpersons of Standing Committees and Special Committees.
6. Shall appoint a Parliamentarian to the Executive and General Boards.
7. Shall appoint representatives to serve as liaisons between the MCC and other organizations as required.
8. Shall appoint a member of the Executive Board to provide ongoing orientation to new members of the General Board throughout the Board year.
9. Shall have the authority to sign checks and shall be one of the three signatories on the bank check signing authorization card.
10. Shall sign and review the monthly Treasurer’s financial statement and approved board minutes to be submitted to FMWR by the deadline set by FMWR.
11. Shall sign and review, with the Executive Board, the revalidation packet received from the First Vice President.
12. Shall, with the approval of the Executive Board, sign all contracts on behalf of the RSAMCC.
13. Shall maintain an electronic file containing the SOP and After-Action Report for each of the Executive Board, General Board, Standing Committee and Special Committee positions.
14. The Executive Board, General Board, Standing Committee and Special Committee positions shall be bonded at the expense of the RSAMCC as needed.
15. If any elective office, other than the Presidency, becomes vacant during the year, the President, with the approval of the Executive Board, shall appoint a successor to serve the unexpired term.
16. Shall maintain incorporation status with the State of Alabama and shall ensure that the Treasurer makes yearly payments associated with operating a charitable organization in the state in the month of June.
17. Shall be responsible for coordination of the revalidation packet for submission to FMWR. This information shall be turned in NLT January 1 and completed every other year in accordance with Army Regulation and FMWR guidelines. (The request for the revalidation packet from FMWR should be expected by mail in the November time frame to be completed by January 1 so as to be in compliance.)
18. Shall have the authority to appoint Standing Committee Chairs.
19. Shall ensure that the Treasurer prepares and files taxes by October 15th each year.

## Section D: First Vice President - Voting

1. Shall assist the President and perform the duties of the President in the President’s absence.
2. Shall assume the duties of the President in the event that office becomes vacant during the year.
3. Shall coordinate with the Treasurer to assure that RSAMCC maintains adequate insurance coverage for its assets and bonding, if needed.
4. Shall attend committee meetings at the request of the President.
5. Shall act as a liaison for all VIP Guests and seating, security and notification.
6. Shall assist the President with completing and submitting the Revalidation Packet to FMWR. This information shall be turned in NLT January 1 and completed every other year in accordance with Army Regulation and FMWR guidelines. (The request for the revalidation packet from FMWR should be expected by mail in the November time frame to be completed by January 1 so as to be in compliance.)
7. Shall, in conjunction with the President, prepare a program outline for the year to be presented to the Executive Board for approval. Shall coordinate and assist in the presentation of programs for each General Membership Meeting to include coordinating with Reservations and Hospitality Committees.
8. Shall reserve facilities (The Summit at Redstone or another location) for the monthly General Membership Meeting luncheons.
9. Shall be the primary point of contact between RSAMCC and the Summit at Redstone regarding the facility’s use for General Membership meeting luncheons.
10. Shall coordinate speakers for the General Membership meeting luncheons.

## Section E: Second Vice President - Voting

* 1. Shall preside at all meetings in the absence of both President and First Vice President.
	2. Shall assist the President and First Vice President as requested for all MCC projects and events.
	3. Shall maintain working knowledge of all RSAMCC activities.
	4. Shall maintain and hold keys/combination for the RSAMCC storage area(s).
	5. Shall be responsible for and maintain an accurate list of all MCC property and loaned property, including cabinets and decorating items, and shall be responsible for the general orderliness of storage facilities.
	6. Shall plan and coordinate with Executive Board the August Welcome/Super Sign-Up and the Newcomers’ Welcome Tea.
	7. Shall complete an AAR after each event to include a final spreadsheet of expenditures.
	8. Shall plan and coordinate with approval from President and general board in arranging all other special events/fundraising activities. to include working directly with the Fundraising Chair to assist and coordinate all fundraising and sponsorship activities in which the RSAMCC chooses to participate.
1. Shall assist the President with completing and submitting the Revalidation Packet to FMWR. This information shall be turned in NLT January 1 and completed every other year in accordance with Army Regulation and FMWR guidelines. (The request for the revalidation packet from FMWR should be expected by mail in the November time frame to be completed by January 1 so as to be in compliance.)
2. Shall work with Volunteer Coordinator to appoint chairs with approval of President and First Vice-President in assisting with events and activities.
3. Shall be the single point of contact for the Executive Board with MWR Quality Assurance and Legal when needing approval for RSAMCC activities.
4. Shall work with the Vendor Chair to keep all vendor forms and Disclaimer forms updates and submitted to MWR for approval no less than 21 work days prior to RSAMCC event.

## Section F: Secretary - Voting

1. Shall attend and keep minutes of all meetings of the Executive Board, General Board, regular, and special meetings of the General Membership.
2. Shall set up monthly board meetings.
3. For MCC revalidation purposes, shall have custody of all minutes and records of meetings of the MCC and maintain a current file of documents to include:
4. Constitution and Bylaws
5. Copy of Request for Permission to Operate letter and the Installation Approval letter
6. Retention of revalidation documentation
7. Copy of financial statements
8. Copy of latest audit
9. Copy of incorporation paperwork
10. Copy of IRS tax exempt status
11. Current list of officers
12. Copies of the SOP and After-Action Reports for each position on the General Board
13. List of annual members as provided by the Membership Chair
14. Shall prepare copies of General Board minutes for each member of the General Board and distribute within/by 10 days after said meeting. These may be distributed electronically.
15. Shall prepare copies of Executive Board meetings for each member of the Executive Board and distribute within/by 10 days after said meeting. These may be distributed electronically.
16. Shall ensure copies of the signed (President, Secretary) monthly minutes and monthly financial reports (signed by President and Treasurer) are submitted to the FMWR Private Organizations officer, Office of the Garrison, Redstone Arsenal, after Board approval as stipulated by the Private Organization Office on Redstone Arsenal.
17. If unable to attend a board meeting or special meetings of the General Membership, shall arrange for minutes to be recorded by another member of the General Board or Executive Board, depending on the meeting.

## Section G: Treasurer – Voting

1. Shall make arrangements with the bank for three signatories on the bank signature authorization card. The signatories shall be the Treasurer and any two Executive Board members as determined at the beginning of each RSAMCC year. Signatories will be bonded at the expense of RSAMCC. Two signatures will be required to make a check valid. No persons shall sign checks written to themselves.
2. Shall receive and disburse funds generated (to include any fundraiser) on behalf of the MCC. Shall make deposits of funds in a timely manner, not to exceed 72 hours after an event or fundraiser. The two designated voting Executive Board members who have authorized signatures shall be allowed to make deposits on behalf of the Treasurer. Treasurer will work with any Board Member that an overdraft check has been given to, to ensure that all members owing money for any function or dues or for an overdraft will be informed and collected from.
3. Shall split profits from fundraising for disbursement: 60% to Merit Awards and 40% to Community Assistance Grants.
4. Shall make a permanent record of all receipts and expenditures.
5. Shall maintain all contracts, warranties and bonds and shall be bonded at the expense of RSAMCC.
6. Shall present a report on the transactions of the previous month at the monthly meeting of the General Board and the monthly meeting of the General Membership.
7. The Treasurer, President and Secretary shall be bonded at the expense of the MCC.
8. Shall prepare, with the assistance of the Honorary President, President, First Vice President, Second Vice President, Secretary, Parliamentarian and the Chairperson of the Ways and Means and Community Outreach Committees, and present to the board the annual proposed budget at the first General Board Meeting and present proposed budget to the General Membership in September.
9. Shall prepare an annual financial statement with supporting documents for audit and approval in accordance with AR 210-22 regarding audit requirements.
10. Shall ensure that twenty-five percent of membership dues remain in the general fund at end of the board year per the RSAMCC Constitution.
11. Shall hold the incorporation paperwork for the RSAMCC. Each year shall pay Alabama operating fees and ensure paperwork is completed for incorporation in the month of June.
12. Shall prepare and file the required annual tax documents (October 15th every year).
13. Shall be responsible for one post office box key and coordinate with the President for any mail collection. Additional key to the PO Box may be held by any voting Executive Board member as designated at the beginning of each RSAMCC year.

## Section H: The President, with approval of the Executive Board, shall appoint the following position(s):

#### Parliamentarian-Non-Voting

1. Shall serve on the Executive Board and General Board, without vote.
2. Shall serve as an advisor in rulings on points of order at all meetings.
3. Maintain the current, approved Constitution with all current revisions.
4. Shall advise the President in matters of interpretation of the RSAMCC Constitution and Bylaws and seek, if necessary, competent legal advice on these matters.
5. May present recommendations to the Executive Board and the General Board on all standing rules and operating procedures necessary to the efficient internal administration of the MCC.
6. Shall be responsible for maintaining copies of current Army regulations governing the operation of the MCC.
7. Shall review the Constitution and Bylaws each year and changes deemed necessary shall be presented to the General Membership following the procedures described in these Constitution and Bylaws.
8. Shall serve as Chairperson of the Nominating Committee.
9. Shall work with the Treasurer on tax paperwork (due 15 October each year), if necessary, and the yearly registration for the State of Alabama papers.
10. Robert’s Rules of Order shall govern in all cases where it does not conflict with the rules

set forth by this Constitution and Bylaws.

#### Board Liaison-Non-Voting

1. Shall serve on the Executive Board and General Board, without vote.
2. Shall advise executive board on operations and communications with board chairpersons and committees.
3. When possible, attend all special committee meetings, i.e.: fundraising, luncheons, etc.

# ARTICLE VII – ELECTIONS AND VOTING

## Section A: Nominations

1. The Nominating Committee shall be appointed by the Parliamentarian no later than 31 January.
2. The Nominating Committee shall be composed of the Honorary President and/or the Advisor(s), the Parliamentarian, who shall serve as Chairperson, and no less than three (3) MCC members. This Committee should, at the very least, serve as a cross- section representation of members of the Greater Redstone Arsenal Community. This Committee shall nominate a slate of at least one candidate for each of the elective offices, provided that the candidates are members in good standing and have provided their consent.

## Section B: Presentation

1. The nominated slate shall be presented by the Parliamentarian to the General Board at the March board meeting for approval.
2. During the March General Membership meeting and in the April RSAMCC newsletter the Chairperson of the Nominating Committee (Parliamentarian) shall:
	1. Present the nominated slate of officers to the Membership at March General Membership meeting
	2. Announce that nominations will be accepted from the floor on the day of the election in April, provided the nominee has previously given their consent and is a Member-in-Good-Standing
	3. Submit to Newsletter Chair before deadline (for the Early April issue) the biographies and photos of nominees

## Section C: Elections

1. The Chairperson of the Nominating Committee (Parliamentarian) shall conduct the election, which shall take place at the General Membership Meeting of the MCC in April of each year, at which time additional nominations for any office shall be in order from the floor, provided previous consent has been given by the nominee and the nominee is a Member-in-Good-Standing.
2. In the event there is only one candidate for each office, voting may be by acclamation. Otherwise, voting shall proceed by written ballot and the Chairperson of the Nominating Committee (Parliamentarian) shall be responsible for distributing ballots and tabulating votes.
3. The right to vote is granted to Members-In-Good-Standing as of 31 January of that Board year, or on a case-by-case basis as determined by the Executive Board.
4. There will be no absentee or proxy voting.
5. The candidate for each office receiving the majority of votes by the voting members present shall be declared as elected. In the event of a tie, the MCC President’s vote shall break the tie.

## Section D: Term of Office

1. The newly elected officers shall be installed during the May General Membership Meeting and shall assume office during the joint General Board Meeting in June.
2. Elected officers shall serve for a term of one year.
3. Elected officers shall serve for no more than two consecutive terms in the same office.

## Section E: Vacancies

1. In the event the Office of President becomes vacant during the year, it shall be filled by the First Vice-President.
2. If any other elective office becomes vacant during the year the President, with the approval of the Executive Board, shall appoint a successor to serve the unexpired term.

# ARTICLE VIII – GENERAL BOARD COMMITTEES

**Section A:** Committees may be formed or abolished at the direction of the President with the approval of the Executive Board. Chairpersons of Committees shall be appointed by the President and shall in turn, as deemed necessary, appoint their Co-Chair and Committee members. Each Committee has one vote on the General Board that may be provided by the Chairperson or Co-Chair or their designated proxy.

**Chairpersons and/or Co-Chairpersons shall:**

1. Maintain a current Standard Operating Procedure (SOP) and write an After Action Report (AAR) due at the May Board meeting and distributed.
2. Attend monthly General Board Meetings and other meetings as deemed necessary by his/her job description. Members should notify the Secretary of his/her intended absence prior to any meeting.
3. Attend all General Membership meetings.
4. Attend all MCC special events.
5. Report monthly volunteer hours to the Volunteer Coordinator.
6. Provide monthly Board Report to the Secretary by the specified deadline.
7. Prepare and submit a proposed budget to the Treasurer at the beginning of the RSAMCC year if committee requires one and operate within individual allowances as approved by the General Membership. The Executive Board must approve additional allowances.
8. Maintain a continuity binder in accordance with established policy.
9. Perform additional duties as designated by the President.

## Section B: Activities Chair - Voting

1. Serve on the Super Sign-Up Committee and perform duties assigned by the First Vice President.
2. Provide an opportunity for members to sign up for activities and ~~clubs~~ groups at the Super Sign- Up event.
3. Recruit leaders for each activity from the General Membership when needed and maintain a roster of activity group leaders and ensure they remain members in good standing.
4. Ensure that all activity leaders are made aware of and adhere to RSAMCC Activities Policies and Procedures.
5. Ensure that up-coming activity group events are advertised to members as widely as possible including on the RSAMCC website, at monthly meetings (luncheons), on social media and in the newsletter.
6. Maintain a list of participants for each activity group and confirm all participants are and remain members in good standing.
7. Ensure that no activity separately fundraises and that no activity has a separate bank account.

## Section C: Community Assistance Grants Chair - Voting

1. Shall create an application for community assistance grants and ensure inclusion of the disclaimer “The RSAMCC is a private organization not affiliated with Redstone Arsenal or the U.S. Army.”
2. Shall advertise and accept community assistance grant applications. Coordinate with the Merit Award Chairperson, Publicity Chairperson, and Webmaster for the advertisement of RSAMCC Philanthropy in the eligible community area (within a fifty mile radius of Redstone Arsenal) before November 1st.
3. Shall select the annual community assistance grant disbursement committee to be comprised of an Advisor (non-voting), Community Assistance Grant Chairperson (and Co-Chairperson if applicable), Treasurer, Secretary, Parliamentarian (non-voting), Community Outreach Chairperson and Community Liaison (both as available), and not less than four (4) members of the general membership. The President and Honorary President shall be issued a standing invitation to attend all meetings (non-voting). The Disbursement Committee shall investigate, vote, and recommend for the approval of the General Board the allocation of community assistance grant funds to eligible organizations and activities.
4. Shall receive and process grant applications (with Co-chairperson if applicable) to be presented to the Community Assistance Disbursement Committee for review. The Disbursement Committee will consider all properly completed applications received and decide to recommend either approval or denial of request to the General Board. Applications must be correctly completed and meet eligibility guidelines. Incomplete applications and/or applications submitted past the deadline will not be reviewed and can be re-submitted at the next application cycle. Applicants must use the grant assistance funds provided by the RSAMCC to their organization or event to support a percentage (10%) of active duty military, veterans, retirees, DoD civilians, their families, and/or their communities. The event or service (not organization) must be within a 50-mile radius of Redstone Arsenal.
5. Shall, prior to the Disbursement Committee Meeting/s, consult with President, Treasurer, and Merit Award Chairperson to determine the total amount of funds available. to be distributed for Community Assistance Grants IAW Article 5, Section G, paragraph 3 of this Constitution.
6. Shall conduct Community Assistance Grant Disbursement meetings either annually or bi- annually (fall and spring cycles depending on RSAMCC funds available each year). All meeting activities are considered confidential. Voting members should abstain from voting if there could be a perception of a conflict of interest. Committee members will not discuss the details of decision-making process until after the Chairperson has provided notice of grant disbursements, and then discussions should be general in nature. It is imperative that all committee members support the collective decisions of both the committee and the General Board after the fact.
7. Shall prepare summary sheets and recommendations from Community Assistance Disbursement Committee to the General Board for approval for annual or bi-annual community assistance grant disbursements in November for Fall Cycle and April/May for Spring Cycle. Present results to General Membership in December and/or May. Submit results for publication to Newsletter and Webmaster.
8. Shall plan and implement with Merit (Scholarship) Award Chairperson/s the recognition of Grant and Merit Award recipients in form of ceremony or applicable venue to occur in May.

**Section D: Community Liaison Chair – Voting**

Shall serve as the point of contact between RSAMCC and organizations within the community that have the potential for collaboration and mission statements that are in alignment with that of RSAMCC.

Shall assess and identify community organizations with valuable collaborative opportunities and determine which community meetings and events will enhance RSAMCC’s community outreach efforts.

Shall provide a budget request to the Treasurer for all warranted community events where attendance requires fees.

Shall attend the General Board meetings.

Shall turn in board report with volunteer service hours to the Secretary, President and Volunteer Coordinator 1 week prior to General Board meeting.

Shall work in conjunction with the Executive Board and Membership Outreach to enhance visibility of presence at functions where attendance by RSAMCC leadership may be requested.

## Section E: Community Outreach Chair - Voting

1. Shall be responsible for seeking out other nonprofit organizations that serve the Redstone Arsenal and the surrounding area. These organizations must assist military families, to include veterans and their families, through an Outreach Program.
2. Chairperson will present five (5) to ten (10) nonprofit organizations to the president at the beginning of the RSAMCC year. Each approved organization will be highlighted for one month during the membership year.
3. Each month, the Chairperson will invite a representative from the highlighted organization to present a 5-10 minute overview of their mission to include donation needs. If representative is not available, the Chairperson will present the overview. Members will be asked to voluntarily donate requested items and bring them to the luncheon.
4. Shall write an article for the Newsletter about the upcoming outreach for the next month and submit it by the deadline.

## Section F: Decorations Chair - Voting

1. Coordinate with the appropriate Vice President for the decorations needed for the monthly functions and special events.
2. Direct set up/take down decorations for monthly functions and events.

**Section G: Fundraising Chair - Voting**

1. Reports to the Second Vice President.
2. All solicitations for RSAMCC charitable funds on behalf of outside organizations will be referred to the fundraising chair.

RSAMCC may accept gifts and donations, however, RSAMCC will not solicit gifts/donation on the installation. External solicitations must clearly indicate that they are for RSAMCC and not the installation or any official part of the U.S. Army. Donor/gift recognition may not be made publicly. Recognition can only be made to members of RSAMCC or those present at an event benefiting from the donation/gift.

All fundraisers must be approved by MWR at least 15 calendar days prior to the event.

Shall maintain a continuity folder which consists of: Constitution and Bylaws, Job description-written by previous holder annually, minutes from the previous one year, any and all fundraisers from the previous one year and current year with AAR, and list of storage inventory from Ways & Means.

 Shall organize all fundraising events and will organize and lead all committees for each event. Lead planning meetings for each event, Send out minutes from each planning meeting. Complete an AAR for each event with committee input.

Work with the Treasurer to obtain disbursements and budgets for fundraising events.

Funds from all fundraisers shall go to the Merit and Grants account.

## Section H: Historian Chair - Voting

1. Take photos at all official RSAMCC functions and sponsored events (e.g. luncheons, dinners, fundraisers and any community sponsored welcomes and farewells). If unable to attend an event, must find someone to attend and take photos.
2. Prepare and assemble photo CD’s (or most current electronic storage device). The archived photos will be permanent property of the RSAMCC and submitted to the Secretary and President.
3. Maintain and purchase photographic supplies from RSAMCC’s designated budget.
4. Coordinate with all board members on material submitted for the website.
5. Remind the Executive and the General Board Members to open the MCC Time

Capsule in March 2033, and will host the opening ceremony with a guest speaker. (The MCC Time Capsule is buried by the the Summit Gazebo.)

## Section I: Hospitality Chair - Voting

1. Shall be responsible for contacting newcomers to acquaint them with MCC activities.
2. Shall ensure that new members are welcomed at monthly General Membership meetings.
3. Shall be responsible for hospitality at MCC functions and all fundraisers and special events.
4. Shall be a member of the planning committee to assist in the coordination of the Newcomers Coffee/Tea.
5. Shall be responsible for extending special courtesies during illness, times of bereavement etc., to the General Membership.
6. Shall submit monthly hospitality article to the RSAMCC Newsletter by the deadline.
7. Shall establish a Hospitality Committee to assist the Hospitality Chairperson.

## Section J: Membership Chair - Voting

1. Review and update membership application forms at the beginning of the Board year to be reviewed and approved by the Executive Board.
2. Submit a copy of the Membership Application to the Newsletter Chair, Publicity Chair and Secretary.
3. Set up a table at MCC events for signing up new members.
4. Collect membership dues and turn dues over to the Treasurer in a timely manner.
5. Shall receive and maintain one cash box with $100 from the Treasurer. Shall turn over all monies collected, less the $100, to the Treasurer after each event.
6. Compile and maintain a complete and accurate Membership list to be given to the Secretary and Reservations, or other board members as needed. The roster shall be kept private and will not be shared beyond board members or sold.
7. Maintain a confidential list of members “not in good standing” and report to President,

Merit Award Chair, and Reservation Chair.

1. Maintain a database of the MCC General Membership volunteers to be given to the President and Volunteer Coordinator.
2. Regularly update membership records (monthly at a minimum) with new members and/or member updates.

**Section K: Membership Outreach – Voting**

Plan and host up to 6 pop-ups during the year to involve current membership, invite potential

members and establish goodwill within the community. Pop-ups will take into consideration

varied locations, varied interests and demographics reaching out to all sectors of the Redstone

Arsenal Community.

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Arsenal Community

1. Plan and host up to 6 pop-up events during the RSAMCC year to involve current membership, invite potential members and establish goodwill within the community.
2. Shall take into consideration various locations, varied interests and demographics reaching out to all sectors of the Redstone Arsenal Community.

## Section L: Merit Awards (Scholarship) Chair - Voting

1. The purpose of the MCC Scholarship Program is to reflect the mission of RSAMCC as well as to promote education and community assistance. The program supports the educational aspirations of eligible U.S. military and DoD Civilian family members of the Redstone Arsenal community.
2. Eligibility
	1. Scholarships are available to graduating high school seniors, college students and spouses.
	2. For military and DoD civilian family members to be eligible, their primary residence must be located within the Redstone Arsenal community (a fifty-mile radius around the installation.
	3. Military family members must be the son, daughter or spouse of an active duty, retired or deceased service member. Active duty is defined as active duty regular service (Army, Navy, Air Force, Marine and Coast Guard) and/or Reserve or National Guardsmen activated during the time frame that applications are made available until the award ceremony. For Department of Defense (DoD) civilian family members to be eligible, they must be the son, daughter or spouse of a DoD civilian assigned to Redstone Arsenal.
	4. Students who are in receipt of a full scholarship (tuition, room, board, books, lab fees, etc.) are not eligible for an MCC scholarship.
	5. Past recipients in the RSAMCC College and/or Spouse Merit Awards category are not eligible to apply for subsequent scholarship in any category.
	6. To be eligible for an RSAMCC-sponsored scholarship, candidates must be sponsored by an RSAMCC member in good standing.
3. Merit Awards
	1. Funds for this purpose shall come from the MCC Merit and Grants fund.
	2. The determination of the amount of funds to be given to each student each year shall be recommended by the Merit Award (Scholarship) Chairperson and presented to the General Board no later than the April General Board meeting.
4. Administration Chairperson shall:
	1. Coordinate, update, and assemble materials and applications and establish a committee for the RSAMCC Merit Awards Program.
	2. Ensure that application includes the disclaimer: “The RSAMCC is a private

organization not affiliated with Redstone Arsenal or the U.S. Army.”

* 1. Assume responsibilities for all administrative details connected with the Merit Awards Program as approved by the Executive Board of the MCC.
	2. Coordinate with the Executive Board to determine how and when Merit Awards will be distributed.
	3. Submit merit award application information to the Publicity Chair and Newsletter Chair prior to November 1st of the current membership year.
	4. Review all submitted applications to ensure that candidates meet the eligibility requirements
	5. Assemble and Chair the Merit Awards committee to select Merit Award recipients from eligible applicants.
	6. Advise the Executive Board in early April on the monetary amounts and number of scholarships to be presented and the method of selection and presentation. Shall present to the General Board, at the April Board meeting, the monetary amounts and number of scholarships for approval. Shall present at the May Membership meeting the number of scholarships awarded and the amounts of the awards.
	7. Submit a list of the recipients for publication in the Newsletter and all social media, to include The Redstone Rocket.
	8. Keep on file all applications and communications with applicants for at least 2 years.

The Merit Award (Scholarship) Selection Committee shall consist of:

* 1. The Chairperson of the Scholarship Standing Committee who shall:
		1. Serve as Chairperson of the Disbursement Committee.
		2. Receive all applications and remove any information that could identify the applicant in preparation for the Selection Committee.
		3. Maintain all records and applications and prepare any correspondence regarding applicants and recipients.
	2. Evaluators (Selection Committee) who shall:
		1. Be invited to serve by the Chairperson and include 12 members consisting of a combination of the following:
			+ Active/retired military members
			+ Active/retired Federal Civilian employees
			+ RSAMCC general members
			+ Members of organizations that support the RSAMCC mission
			+ Professional educators
	3. No member of the Selection Committee, voting or non-voting, shall sponsor a scholarship applicant during the time in which they serve as a member.

Disbursement Committee:

1. Shall be invited to serve by the Scholarship Chairperson and shall not exceed more than 3 (three) MCC members-at-large.
2. Shall be invited to assist with review of eligibility of applicants.
3. Shall award funds based on the ranking of scores as determined by the Selection Committee.
4. Shall award funds based upon the overall ranking of scores, not the ranking within each application category
5. Shall have the ability to make limited discretionary decisions regarding the awarding of funds.
6. No member of the Disbursement Committee, voting or non-voting, shall. sponsor a scholarship applicant during the time in which they serve as a member.

## Section M: Newsletter Chair - Voting

1. Responsible for all facets of creation and publication of the RSAMCC Newsletter. Include publicity on RSAMCC activities and actions by the Governing Board and any other information to the Membership.
2. Coordinate with the RSAMCC Publicity Chair to determine publicity layout.
3. Coordinate with all Board Members on material submitted for the Newsletter.
4. Shall submit final draft to President, and/or Executive Board, for review and approval. Once approved, submit to Membership Chair for email distribution.
5. Shall ensure that a disclaimer is added to the bottom of each email and on each Newsletter that states: “The RSAMCC is a private organization not affiliated with Redstone Arsenal or the U. S. Army.”

## Section N: Publicity Chair - Voting

1. Shall be responsible for all publicity for the MCC.
2. Shall coordinate with Webmaster and Newsletter Chairpersons.
3. Shall establish standards and limitations for submission of materials to be published in compliance with Army regulations and local policies. Shall ensure, where appropriate, that a disclaimer is added to each article that states: “The RSAMCC is a private organization not affiliated with Redstone Arsenal or the U.S. Army.”
4. Publish announcements of all RSAMCC events and news through all suitable media, website, flyers and, social media (Facebook, etc.).
5. Coordinate with appropriate positions to post monthly RSAMCC events and programs.
6. Publish requests and deadline information on behalf of the RSAMCC activities as requested.
7. Maintain a file of all RSAMCC publicity for activities and events (e.g. Programs, ad layouts, flyers etc.).

## Section O: Reservations Chair - Voting

* 1. Update and print a Reservation Policy letter including opportunity to request permanent luncheon reservations annually. This will be distributed at the Super Sign- Up Event and at subsequent RSAMCC luncheons/events.
	2. Shall obtain a Reservation Co-Chairperson, with the approval of the President, to assist with position duties.
	3. Submit reservation and no-show policies to the RSAMCC Newsletter Chair one month prior to the event for publication on the RSAMCC website and social medial pages, as well as via email.
	4. Accept reservations for RSAMCC events and maintain an accurate guest list of each function. Ensure no person eligible for membership is admitted as a guest more than once during the club year.
	5. Shall be responsible for providing the exact number of reservations and the names of special guests and new members attending to the Second Vice President by the specified deadline prior to each MCC function.
	6. Shall coordinate with the Membership Chairperson prior to each event to receive new member names from the master membership list for membership confirmation. Shall assist the Membership Chairperson in taking new member applications and fees if said chair is unavailable for general membership meetings.
	7. Ensure members who make reservations for RSAMCC activities are held responsible for payment. If members fail to cancel reservations by the deadline or fail to show up at the event, the Chair shall send out a collection letter and collect all appropriate charges.
	8. Shall receive and maintain one cash box with $200 from the Treasurer. Shall turn over all monies collected, less the $200, to the Treasurer after the event.
	9. Prepare and maintain name tags for membership and have them available at all RSAMCC events.
	10. Notify the Membership Chair of any guest in attendance that is eligible to join the RSAMCC so that a Membership Application can be offered/sent to them.
	11. Notify the President, Membership Chair, Treasurer and Merit Awards Chair if a member or guest does not pay for a missed luncheon within one month of written notification. At that time, the member loses “in good standing” status until delinquent fees are collected.

## Section P: Vendor Chair - Non-Voting

1. Review and revise vendor applications and policy letters.
2. Serve on the Super Sign-Up Committee.
3. Contact vendors in advance of the RSAMCC luncheons/events and assign them a table.
4. Notify the Second Vice President of the number of vendor tables needed prior to the reservation deadline.
5. Ensure vendors’ table fees are remitted to Treasurer for each event with proper

documents.

1. Ensure that each vendor completes the Vendor Policy/Application Letter before participating in RSAMCC events and that vendors abide by this Policy.
2. At each luncheon receive from each vendor a door prize for that event.

## Section Q: Volunteer Coordinator Chair - Voting

1. Shall be responsible for collecting and reporting the RSAMCC’s volunteer hours and submit monthly reports to both Redstone Arsenal Army Community Service (ACS) and the MCC Secretary.
2. Shall initiate communication with Executive Board for selection of the Volunteer of the Month and Volunteer of the Year.
3. Write a brief newsletter article recognizing these volunteers and submit for Newsletter

by the Editor’s deadline.

1. Shall work with ACS as required, for submission to recognize volunteers and Volunteer of the Year.
2. Shall help coordinate the MCC’s volunteer sign-ups, as needed.
3. Shall attend ACS Quarterly Community Volunteer Advisory Meetings as stipulated by FMWR.

## Section R: Ways and Means Chair - Voting

1. Raise funds that contribute to the Operating Fund of the RSAMCC.
2. At the beginning of the Board year, audit the inventory of Ways and Means from the last year’s Board and submit an inventory and verification to the Treasurer. Submit inventory at the end of Board year or as needed during the year to the Treasurer.
3. Maintain an inventory of items on hand. Present to the Governing Board a selection of possible items for review.
4. Make purchases as necessary, based on the recommendations of the Governing Board, within budget constraints. All purchases require approval of the Executive Board. No inventory items should be inscribed with a date that would cause it to become obsolete (e.g. Dated Christmas ornaments).
5. Be responsible for the Ways and Means RSAMCC table at functions (luncheons/dinners, craft fairs, and as otherwise required).
6. Provide the Treasurer a receipts voucher, inventory of items sold and the cash/checks received at the end of each function.
7. When gifts are donated to RSAMCC and excess inventory remains, they may be sold on a wholesale basis.
8. For tax purposes, ensure all monies for RSAMCC Ways and Means items are kept separate.

## Section S: Webmaster Chair - Voting

1. Shall maintain and add content to RSAMCC website as approved by the President or a member of the Executive Board.
2. Shall coordinate information submission/removal with the Webmaster.
3. Shall coordinate with Historian for pictures for the website.
4. Shall ensure that all outdated content on the website is removed as quickly as possible.
5. Shall ensure that a disclaimer is added to each website and/or social media site: “The

RSAMCC is a private organization not affiliated with Redstone Arsenal or The U.S. Army.”

## Section T: Special Committee Chair (One-time Event or Ongoing) - Non-Voting

1. Shall be appointed by the President, with approval of the Executive Board, to perform such duties as are deemed necessary, without vote.
2. Shall submit a written After-Action Report within 30 days of a single, one- time event (such as a major fundraiser), or if non-one-time event (continual event) shall submit by the end of the Board year.

# ARTICLE IX – FUNDING SOURCES

**Section A**: The funds of the organization shall be maintained in two accounts known as the Operating account and the Merit and Grants account respectively.

**Section B**: Income shall be derived from Membership dues, fund-raising activities and projects approved by the General Board.

**Section C**: Disbursements of income shall be authorized by the General Board for operational expenses, merit awards, and contributions to worthy organizations and activities that serve the community interest.

**Section D**: The General Board shall budget funds so that at least twenty-five percent (25%) of the income from membership dues of the club shall remain as non-obligated in the Operating account and $1000 in the Merit and Grants account at the end of the year.

**Section E**: In accordance with AR 210-22 MCC will arrange for an audit at least once every 2 years. On change of the Treasurer, an audit will be conducted regardless of the time elapsed since the last audit.

# ARTICLE X – TAXES

RSAMCC will comply with all federal, state, and local tax laws and codes.

# ARTICLE XI - INSURANCE COVERAGE

RSAMCC will obtain liability insurance and bonding.

# ARTICLE XII – MEETINGS AND QUORUMS

## Section A: General Membership

1. The regular general membership meeting of this organization shall be on the second Tuesday of each month from September through May or as directed by the President.
2. Special meetings of the MCC general membership may be called by the President with the approval of the Executive Board.
3. Motions brought from the General Membership at the General Membership meeting, shall be reviewed by the Executive Board at the next Executive Board meeting. Action on the motion by the Executive Board will be reported on to the General Board and voted on by the General Board, if necessary, and then reported on to the members at the next General Membership meeting.
4. A quorum will consist of active members present (in good standing) at the general membership meeting as they constitute the membership at that time.
5. A simple majority vote constitutes approval.
6. No proxy or absentee voting is allowed.

## Section B: General Board

1. The regular meeting of the General Board shall be on the first Tuesday of each month unless otherwise directed by said Board.
2. Special meetings of the General Board may be called by the President with approval of the Executive Board.
3. A quorum will be established by a simple majority of voting members present.
4. A simple majority vote constitutes approval unless otherwise specified in this document.
5. Proxy voting is allowed but proxy must be given to another voting board member who does not already have a proxy vote at that time.
6. Voting may be accomplished electronically. Members may reply to the email with their response or phone the parliamentarian with their response. Quorum rules will

still apply and only one vote per RSAMCC email address is allowed.

## Section C: Executive Board

1. Meetings of the Executive Board shall be called monthly, as deemed necessary by the President.
2. A quorum will be established by three (3) voting members present.
3. A simple majority vote constitutes approval unless otherwise specified in this document.
4. Proxy voting is allowed but proxy must be given to another voting board member who does not already have a proxy vote at that time.
5. Voting may be accomplished electronically. Members may reply to the email with their response or phone the parliamentarian with their response. Quorum rules will

still apply and only one vote per email address is allowed.

# ARTICLE XIII – DISSOLUTION AND LIABILITY

## Section A: Dissolution

1. In the event of the dissolution of the RSAMCC, the Active Membership will be notified of the dissolution in writing.
2. Upon dissolution, the club’s silver, decorations and dishes will be donated to The Summit or any federal military historical organization for preservation, with designation of the RSAMCC as the original owners with their appending history.
3. Upon dissolution, after payment of any outstanding debts, any remaining funds will be donated to Army Emergency Relief.

## Section B: Liability

In the event of bankruptcy, insolvency or dissolution, no officer or member of the RSAMCC will have any personal liability for any organization debts or liabilities.

# ARTICLE XIV – ADOPTION

Upon final approval of the active members of the General Membership and the Redstone Arsenal Garrison Commander (or his/her representative), this constitution will supersede all previous Redstone Arsenal Military and Civilians’ Club Constitutions and Bylaws.

Amendments:

1. The Constitution and Bylaws may be amended by a two-third (2/3) vote of the General Board members that are present when a quorum is present.
2. The amended document shall be presented to the General Membership of the RSAMCC for a vote at the subsequent General Membership meeting.
3. The amendments are effective upon the adoption by an affirmative quorum vote of the Membership present at a General Membership meeting.

President, Cherie Cain Date

Parliamentarian, Kerrie Sheppard Date