



BY-LAWS OF THE REDSTONE SPOUSES AND MILITARY COMMUNITY CLUB

ARTICLE I PURPOSE

The purpose of these By-Laws is to establish operating procedures for the Redstone Spouses And Military Community Club (RSAMCC).

ARTICLE II GENERAL DUTIES OF BOARD MEMBERS

Section A: The duties of the Board members shall be implied by their respective titles and those specified by these By-Laws. These duties shall include but are not limited to:

1. Maintain a current standard operating procedure (SOP) and write an After-Action Report (AAR) due at the June Board meeting and submitted to the Secretary, Parliamentarian, and President via email.
2. Annually review/revise/maintain said SOP and AAR and create and clearly label a digital copy to be stored electronically on a device to be passed on to the next Board year's officer/chair with that position and printed if a binder is also kept and passed on.
3. Prepare and submit a proposed budget to the Treasurer at the beginning of the RSAMCC year if position requires one and operate within individual allowances as approved by the General Membership. See RSAMCC Constitution, Article IX, Section I for approval of additional allowances.
4. Provide monthly board reports to the President, Secretary and Volunteer Chair by the specified deadline, unless arrangements have been made with the President's approval for an alternate submission timeline.
5. Attend all Board meetings. Members should notify the President of any intended absence prior to any meeting. Missing three consecutive board meetings without prior notification will trigger a review of the Officer's/Chair's continued participation by the Executive Board.
6. At the start of the Board year, the Parliamentarian will assign each voting Board position another voting Board position to serve as their proxy in the event they are absent from a meeting. No Board position shall receive more than one proxy.
7. Shall attend all monthly General Membership meeting luncheons and special events, if possible.

ARTICLE III DUTIES OF HONORARY PRESIDENT AND ADVISORS (NON-VOTING)

Section A: The Honorary President and Advisor(s) shall comprise the Advisory Committee of the RSAMCC.

1. 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 Chair, hence would have a vote at General Board meetings when holding a voting position.

2. The Honorary President shall, with his/her consent, serve on the Executive Board and the General Board in an advisory capacity, without a vote.
3. Serves as a liaison between Redstone Arsenal military leadership and RSAMCC leadership regarding any installation policies or resources.
4. Ensures all RSAMCC activities are in compliance with DOD and Redstone policies.
5. Updates RSAMCC Board on any Redstone service member family issues/needs that may arise.

ARTICLE IV DUTIES OF EXECUTIVE BOARD

Section A: 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. The 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-Property Chair. 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 Chairs 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 RSAMCC and other organizations as required.
8. Shall have the authority to sign checks and shall be one of the three signatories on the bank check signing authorization card.
9. 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.
10. Shall sign and review, with the Executive Board, the revalidation packet received from the Parliamentarian.
11. Shall, with the approval of the Executive Board, sign all contracts on behalf of the RSAMCC.
12. 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.
13. Ensure the Executive Board, General Board, Standing Committee and Special Committee positions are bonded at the expense of the RSAMCC as needed.



14. 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.
15. 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.
16. Shall have the authority to appoint Standing Committee Chairs.
17. Shall ensure that the Treasurer prepares and files taxes by October 15th each year.

Section B: 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, with the approval of the Honorary President and Advisor(s).
3. Shall attend committee meetings at the request of the President.
4. Shall act as a liaison for all VIP Guests (seating, security, and notification.)
5. Shall, in conjunction with the President, prepare a program outline for the year which includes the Membership Kick-Off, luncheons and other functions as they arise to be presented to the Executive Board for approval. Shall coordinate and assist in the presentation of programs for each General Membership Meeting.
6. Shall work with the Vendor Chair to keep all vendor forms and Disclaimer forms updated and submitted to FMWR for approval no less than 21 business prior to RSAMCC event.
7. Submit annual program schedule and menus to Webmaster for program flyer creation and monthly evites.
8. Shall reserve facilities (The Summit at Redstone or another location) for the monthly General Membership Meeting functions.
9. Shall be the primary point of contact between RSAMCC and The Summit at Redstone regarding the facility's use for General Membership functions.
10. Be responsible for procuring the President's appreciation gift at the end of the President's term, which will be budgeted for in the First Vice President's budget.

Section C: 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 RSAMCC projects and events.
3. Shall maintain working knowledge of all RSAMCC activities.
4. Shall complete an AAR after each event to include a final spreadsheet of expenditures. in conjunction with the Treasurer.
5. Shall plan and coordinate with approval from the President and General Board in arranging all other special events/fundraising activities, to include coordinating with 1VP on fundraisers that also serve as monthly membership events, Oversee Fundraising Committee to assist and coordinate all fundraising and sponsorship activities in which the RSAMCC chooses to participate.
6. Shall work with Volunteer Coordinator to appoint chairs with approval of the President and First Vice-President in assisting with events and activities.



Section D: 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 RSAMCC revalidation purposes, shall have custody of all minutes and records of meetings of the RSAMCC and maintain a current file of documents to include:
 - a. Constitution and Bylaws
 - b. Copy of Request for Permission to Operate letter and the Installation Approval letter
 - c. Retention of revalidation documentation
 - d. Copy of financial statements
 - e. Copy of latest audit
 - f. Copy of incorporation paperwork
 - g. Copy of IRS tax exempt status
 - h. Current list of officers
 - i. Copies of the SOP and After-Action Reports for each position on the General Board
 - j. List of annual members as provided by the Membership Chair
4. Shall prepare copies of minutes and agendas and distribute via Google Workspace.
5. Arrange for minutes to be recorded by another member of the General Board or Executive Board, depending on the meeting, in their absence.
6. Collect monthly board reports and create a General Board agenda based on submitted reports.

Section E: 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 RSAMCC. 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 as outlined in the Constitution
4. Shall maintain all contracts, warranties and bonds and shall be bonded at the expense of RSAMCC.
5. Shall present a report on the transactions of the previous month at the monthly meeting of the General Board.
6. Shall request proposed budget submissions from those Board members requiring a budget and chair the Budget Committee and prepare, with the assistance of the Honorary President, Advisor(s), President, First Vice President, Second Vice President, Secretary, Parliamentarian, and the Board Liaison the annual proposed budget to be presented to the General Board NLT the September Board meeting for their approval. This budget will



then be presented to the General Membership in September for their approval. Upon approval of the Executive Board, prepare a revised Budget in January, if necessary.

7. Shall prepare an annual financial statement with supporting documents and ensure audit requirements are met in accordance with AR 210-22.
8. Shall ensure that twenty-five percent of membership dues remain in the general fund at the end of the board year per the RSAMCC Constitution.
9. Shall prepare and file the required annual tax documents (October 15th every year).
10. Shall be responsible for one post office box key and coordinate with the President for any mail collection. Additional keys to the PO Box may be held by any voting Executive Board member as designated at the beginning of each RSAMCC year.

Section F: 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. Shall submit monthly General Board minutes and Treasurer's reports to the FMWR Garrison Non-Federal Entity/Fundraising Coordinator.
4. Maintain the current, approved Constitution with all current revisions.
5. Shall advise the President in matters of interpretation of the RSAMCC Constitution and By-Laws and seek, if necessary, competent legal advice on these matters.
6. 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 RSAMCC.
7. Shall be responsible for maintaining copies of current Army regulations governing the operation of the RSAMCC.
8. Shall be the single point of contact for the Executive Board with FMWR Garrison Non-Federal Entity/Fundraising Coordinator when needing approval for RSAMCC activities.
9. Shall review the Constitution and By-Laws each year and changes deemed necessary shall be presented to the General Membership following the procedures described in these Constitution and By-Laws.
10. Shall serve as Chair of the Constitution and By-Laws Review committee as outlined in the Constitution.
11. 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 Regulations 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 to be in compliance.)
12. For RSAMCC revalidation purposes, shall have custody of all minutes and records of meetings of the RSAMCC and maintain a current file of documents to include:
 - k. Constitution and Bylaws
 - l. Copy of Request for Permission to Operate letter and the Installation Approval letter
 - m. Retention of revalidation documentation
 - n. Copy of financial statements
 - o. Copy of latest audit
 - p. Copy of incorporation paperwork
 - q. Copy of IRS tax exempt status



- r. Current list of officers
 - s. Copies of the SOP and After-Action Reports for each position on the General Board
13. Shall serve as Chair of the Nominating Committee.
 14. 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.
 15. Designate proxies for all General Board positions with a vote.

Section G: Board Liaison (Non-Voting)

1. Appointed by the President from the General Board and shall serve on the Executive Board and General Board, without vote.
2. Shall advise the Executive Board on operations and communications with Board Chairs and committees and provide ongoing orientation to new members of the General Board throughout the Board year.
3. When possible, attend all special committee meetings, i.e. fundraising, luncheons, etc.

ARTICLE V – DUTIES OF GENERAL BOARD COMMITTEES

Section A: General Duties

Committees may be formed or abolished at the direction of the President with the approval of the Executive Board. Chairs 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 Chair or Co-Chair or their designated proxy.

Chairs and/or Co-Chairs shall:

1. Maintain a current Standard Operating Procedure (SOP) and write an After-Action Report (AAR) due at the June Board meeting and submit to the Secretary, Parliamentarian, and President.
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, if possible.
4. Attend all RSAMCC special events, if possible.
5. Report monthly volunteer hours to the Volunteer Coordinator via board report.
6. Provide monthly Board Report to the Secretary by the specified deadline, unless alternate arrangements have been approved by the President.
7. Prepare and submit a proposed budget to the Treasurer at the beginning of the RSAMCC year if the committee requires one and operate within individual allowances as approved by the General Membership. The Executive Board must approve additional allowances.
8. Maintain a digital copy of all files on approved digital storage devices in accordance with established policy.
9. Perform additional duties as designated by the President.

Section B: Activities Chair (Voting)

1. Serve on the Membership Kick-Off event Committee and perform duties assigned by the organizer.



2. Provide an opportunity for members to sign up for activity groups at the Membership Kick-Off 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, via invitations, 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 Grants Chair

1. Shall create an application for Community Grants and ensure inclusion of the disclaimer "The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status.
2. Shall advertise and accept Community Grant applications. Coordinate with the Scholarship Chair, Newsletter Chair and Publicity Chair, and Webmaster for the advertisement of RSAMCC Community Grants in the eligible community area (within a fifty-mile radius of Redstone Arsenal).
3. Shall select the annual Community Grant Disbursement Committee to be comprised of the Honorary President (non-voting), Advisor(s) (non-voting), Community Grant Chair (and Co-Chair applicable), First Vice President, Second Vice President, Treasurer, Secretary, Parliamentarian (non-voting), Board Liaison, and not less than four (4) members of the general membership. The 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 Grant funds to eligible organizations and activities.
4. A simple majority of the Disbursement Committee voting members (6 of 10) are needed to approve the Community Grants proposal that will be presented to the General Board for approval. This vote may be done electronically if necessary, due to time constraints or other unforeseen circumstances.
5. Shall receive and process grant applications (with Co-Chair if applicable) to be presented to the Community Grants 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 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.
6. Organizations are not eligible to receive a grant in consecutive years.



7. Shall, prior to the Disbursement Committee Meeting/s, consult with the President, Treasurer, and Scholarship Chair to determine the total amount of funds available to be distributed for Community Grants in accordance with the Constitution.
8. Shall conduct Community 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 Chair 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.
9. Shall prepare summary sheets and recommendations from the Community Grants Disbursement Committee to the General Board for approval. Present results to General Membership. Submit results for publication to Newsletter and Webmaster.
10. Shall plan and implement with the First Vice President and Scholarship Chair the recognition of Grant and Scholarship recipients in form of ceremony or applicable venue to occur in May.

Section D: Decorations Chair (Voting)

1. Coordinate with the 1st 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.
3. Coordinate the Hanging of the Greens at The Summit decorating event and take down.
4. Make necessary recommendations for replenishment purchases for The Summit Christmas decor to The Summit Manager.

Section E: Hospitality (Voting)

1. Shall be responsible for extending special courtesies during illness, times of bereavement etc., to the General Membership.
2. Shall be a member of the planning committee to assist in the coordination of the August Membership Kick-Off event.
3. Ensure that an official greeter is present at each General Membership function to assist with name tags.
4. Check with the Membership Chair for names of any new members that may be attending the function and see that they are made to feel welcome.
5. Shall establish a Hospitality Committee to assist the Hospitality Chairperson, if necessary.

Section F: Membership Chair (Voting)

1. Set up a table at RSAMCC events for signing up new members.
2. Half year memberships will be available for those moving into the area after 1 Jan at a pro-rated rate of half the yearly membership fee.
3. 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.
4. Maintain a confidential list of members "not in good standing" and report to the President, and Reservation Chair.



5. Regularly update membership records (monthly at a minimum) with new members and/or member updates.
6. May obtain Co-Chairperson, with the approval of the President, to assist with position duties.
7. Shall review the master membership list for membership confirmation prior to each monthly function.
8. Review and update membership application forms with Webmaster Chair at the beginning of the Board year to be reviewed and approved by the Executive Board.
9. Coordinate with Webmaster Chair to submit membership renewal flyer to Newsletter and Publicity Chairs in June and August Newsletters.
10. Set up a table at RSAMCC events for signing up new members.
11. Collect membership dues and turn dues over to the Treasurer in a timely manner.
12. Maintain a confidential list of members “not in good standing” and report to the Honorary President, President, and 1st Vice President, and Activities Chair.
13. Regularly update membership records (monthly at a minimum) and Evite address book with new members and/or member updates.
14. Email monthly newsletter to Membership.

Section G: Newsletter (Voting)

1. Responsible for all facets of creation and publication of the RSAMCC Newsletter.
2. Coordinate with all Board Members on material submitted for the Newsletter.
3. Shall submit final draft to President, and/or Executive Board, for review and approval. Once approved, submit to the Membership Chair for email distribution.
4. Shall coordinate with the Webmaster Chair for posting of Newsletter on the RSAMCC website.
5. Responsible for converting the newsletter into a slide show and operating the projector and equipment at our monthly luncheons when needed.
6. Shall establish standards and limitations for submission of materials to be published in compliance with Army regulations and local policies. Shall ensure that a disclaimer is added to each newsletter and email that states: “The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status.
7. Coordinate with appropriate positions to post monthly RSAMCC events and programs.

Section H: Property Chair (Voting)

1. Shall maintain and hold keys/combinations for the RSAMCC storage area(s).
2. Shall be responsible for and maintain an accurate list of all RSAMCC property and loaned property, including cabinets and decorating items, and shall be responsible for the general orderliness of storage facilities.

Section I: Publicity Chair (Voting)

1. Provide General Membership with information on RSAMCC activities and actions by the Governing Board.
2. Shall ensure that a disclaimer is added to all publicity that states: “The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status.



3. Shall be responsible for all social media for the RSAMCC in a timely fashion upon approval of the President and Executive Board, ensuring all appropriate protocols are followed.
4. Shall coordinate with local newspapers, radio and TV as needed to promote RSAMCC public events and membership recruitment events.
5. Coordinate with appropriate positions to post monthly RSAMCC events and programs.

Section J: Reservations Chair (Voting)

1. In coordination with 1st VP, Webmaster and Newsletter, update and print a Reservation Policy letter. This will be distributed at the August Membership event and at subsequent RSAMCC luncheons/events.
2. Submit reservation and no-show policies to Newsletter, Publicity and Website Chairs for on-going publication.
3. 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 twice during the club year.
4. Shall be responsible for providing the exact number of reservations and the names of special guests and new members attending to the First Vice President by the specified deadline prior to each RSAMCC function.
5. 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.
6. Prepare and maintain name tags for membership and have them available at all RSAMCC events.

Section K: Scholarship Chair (Voting)

1. The purpose of the RSAMCC 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 dependents of the Redstone Arsenal community.
2. Scholarship Funding
 - a. Funds for this purpose shall come from the RSAMCC Scholarship and Grants fund.
 - b. The determination of the amount of funds to be given to each student each year shall be recommended by the Scholarship Chair and presented to the General Board no later than the May General Board meeting.
3. Eligibility:
 - a. RSAMCC Scholarships are available to graduating high school seniors, undergraduate students, students working towards a certification in a technical school and RSAMCC members. Scholarships available to RSAMCC members must be working towards an undergraduate degree, graduate degree or certification in a technical school. Applicants must be sponsored by an RSAMCC member in good standing who have paid their dues by the December general membership function.
 - c. Applicants must be the son or daughter of an Active Duty service member or Retiree, or self-sponsoring RSAMCC member.
 - d. Applicants' primary residence must be located within the Redstone Arsenal community (a fifty-mile radius around the installation).



- e. Applicants who are in receipt of a full scholarship (tuition, room, board, books, lab fees, etc. to include Military Academy appointments) and GI Bill recipients (receiving full benefits for the school year) are not eligible for a RSAMCC Scholarship Award.
 - f. Past recipients are not eligible to apply for subsequent Scholarship Awards.
 - g. Applicants must be a high school senior, current undergraduate student for the upcoming fall academic semester with at least a 2.5 cumulative grade point average on a 4.0 scale.
 - h. Applicants must plan to pursue an Associate's, Bachelor's, or higher-level degree or a technical school certification. RSAMCC members must plan to attend an accredited college, university or technical school for the upcoming academic year.
 - i. Applicants must satisfy all limitations, conditions, and restrictions set forth in the "Limitations and Conditions" section of the application.
4. Administration
- Chair shall:
- a. Coordinate, update, and assemble materials and applications and establish a committee for the RSAMCC Scholarship Program.
 - b. Ensure that the application includes the disclaimer: "The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status."
 - c. Assume responsibilities for all administrative details connected with the Scholarship Program as approved by the Executive Board of the RSAMCC.
 - d. Coordinate with the Executive Board to determine how and when Scholarships will be distributed.
 - e. Submit Scholarship award application information to the Webmaster, Newsletter and Publicity Chair prior to November 1st of the current membership year.
 - f. Review all submitted applications to ensure that candidates meet the eligibility requirements and consult the Membership Chair on eligibility if in question.
 - g. Assemble and Chair the Scholarship Committee to select Scholarship Award recipients from eligible applicants.
 - h. Advise the Executive Board in May 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 May Board meeting, the monetary amounts and number of Scholarship for approval.
 - i. Submit a list of the recipients for publication in the Newsletter, to the Webmaster and Publicity Chair, to include The Redstone Rocket.
 - j. Keep on file all applications and communications with applicants for at least 2 years.
 - k. Serve as Chair of the Disbursement Committee.
 - l. Receive all applications and remove any information that could identify the applicant in preparation for the Selection Committee.
 - m. Maintain all records and applications and prepare any correspondence regarding applicants and recipients.
5. Selection Committee (Evaluators) who shall:
- a. Be invited to serve by the Chair and include 4 members consisting of the following:
 - 1. One Active/retired military member
 - 2. One Active/retired Federal Civilian employee
 - 3. One RSAMCC general member



4. One outside organization representative
- b. 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.
6. Disbursement Committee
 - a. Shall be invited to serve by the Scholarship Chair and shall not exceed more than 3 (three) RSAMCC members-at-large.
 - b. Shall award funds based on the ranking of scores in each category as determined by the Selection Committee.
 - c. Shall have the ability to make limited discretionary decisions regarding the awarding of funds.
 - d. 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.
7. Non-RSAMCC Scholarships
 - a. RSAMCC may serve as a conduit for outside organizations/individuals to award scholarships based on their selection criteria. Any requirements for RSAMCC managed scholarships from outside organizations will be directed by those organizations. The outside organizations/individuals may serve on the Selection Committee.

Section L: Vendor Chair (Voting)

1. Review and revise vendor applications and policy letters.
2. Serve on the August Membership Kick-Off event committee.
3. Contact vendors in advance of the RSAMCC luncheons/events and assign them a table.
4. Notify the First Vice President of the number of vendor tables needed prior to the reservation deadline for monthly functions.
5. Ensure vendors' table fees are remitted to Treasurer for each event with proper documents.
7. Ensure that each vendor completes the Vendor Policy/Application Letter before participating in RSAMCC events and that vendors abide by this Policy.
8. At each event where a vendor is present, procure a door prize.

Section M: 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), President, Secretary and Webmaster.
2. Shall maintain a database of RSAMCC volunteers as indicated on membership applications.
3. Shall help coordinate the RSAMCC's volunteer sign-ups, as needed.
4. Shall attend ACS Quarterly Community Volunteer Advisory Meetings as stipulated by FMWR, if active.
5. Coordinate Volunteer Activity Group by contacting group members with various volunteer opportunities within the community.

Section N: Webmaster Chair (Voting)

1. Shall coordinate with Publicity and Newsletter chairs to create media (posters, flyers, handouts, etc.) for all RSAMCC events, fundraisers and other promotions.



2. Shall maintain and add content to RSAMCC website as approved by the President or a member of the Executive Board.
3. Shall coordinate information submission/removal with the Board.
4. Shall oversee historical documents and actions for the Club.
5. Shall coordinate with Historian for pictures for the website.
6. Shall ensure that all outdated content on the website is removed as quickly as possible.
7. Shall ensure that a disclaimer is added to each website and/or social media site: Shall ensure that a disclaimer is added to all publicity that states: "The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status."
8. Shall coordinate with the Treasurer on forms and payment links placed on the website.
9. Shall coordinate with both the Merit Awards Chair and Community Grants Chair on their respective applications for the website.
10. Create and distribute all electronic invitations for all RSAMCC events.
11. Manage the Google Workspace Environment, including user accounts, permissions and security settings.
12. Coordinate Google Workspace onboarding, offboarding, and account transitions for board members.
13. Provide training and support on Google Workspace applications, tools, and organizational procedures.
14. Oversee technology subscriptions, software licensing, and vendor account management.
15. Manage user access and permissions for board members across organizational technology platforms.

Section O: Wreaths Across America Chair (Voting)

1. Coordinates with RSAMCC to determine the number of wreaths to sponsor.
2. Manage the RSAMCC WAA webpage.
3. Coordinates with Regional WAA to submit required paperwork (W2s, email account, email addresses).
4. Ensure paperwork is complete with regional WAA to receive pay.
5. Track and Manage orders of all wreaths.
6. Send thank you notes to wreath sponsors.
7. Coordinate with Regional WAA to address any sponsor purchase issues.
8. Order WAA supplies.
9. Coordinate with Redstone Arsenal P/X to set up a WAA table.
10. Coordinate with Redstone Rocket for articles.
11. Coordinate with local Boy Scouts to help in placing flags and opening ceremony.
12. Conducted WAA laying ceremony at Moon designated Cemetery.
13. Coordinate for pickup, sorting, and delivery of wreaths.
14. Coordinate to assume oversight of designated Cemeteries.
15. Shall ensure that a disclaimer is added to all publicity that states: "The RSAMCC is a not for profit 501(C)(3) private service organization. RSAMCC is a non-federal entity. It is not a part of the Department of Defense or any of its components, and it has no governmental status."



ARTICLE VIII – SPECIAL VOTING PROCEDURES

Section A: Voting when the General Board is not in session: When an immediate decision is required, precluding a scheduled meeting of the General Board, the President is authorized to make a request for an electronic vote. The following guidelines apply and must be utilized when voting is required outside of the scheduled meeting of the General Board.

1. The President will authorize the Parliamentarian to implement electronic voting by email.
2. The Parliamentarian will provide each member of the General Board with the details of the issue to be voted on and will execute a vote, electronically.
3. All members of the General Board must be contacted and given the opportunity to submit their vote and a quorum of the members must be polled.
4. The members of the General Board must be informed of the voting procedure; must be emailed the full motion, along with the name of the individual who made the motion and the name of the second; and must be asked for their vote.
5. The polling must be conducted expeditiously. A simple majority vote is necessary to approve the motion.
6. The Parliamentarian will inform the General Board of the vote and will submit to the Secretary for an official recording of the action; the minutes shall include the exact words of the motion, names of the members who either could not be reached for polling or did not respond to such polling before the deadline, and the exact accounting of the vote.

Section B: Proxy Voting:

1. At the start of the Board year, each voting board position will be assigned another voting board position to serve as their proxy in the event they are absent from a meeting. No Board position shall receive more than one proxy.
2. There shall be no proxy voting in writing, by phone, or electronically.

ARTICLE IX – ADOPTION

Section A: General

These By-Laws shall become effective upon approval of the Garrison Commander and shall supersede all previous By-Laws and amendments.

ARTICLE X – APPROVAL

These By-Laws were approved by the RSAMCC General Board on 4 August 2026.
In witness whereof, the following officers affix their signature.

Marty Clark
President, Marty Clark

4 Aug 2026
Date

Cathy Hays
Parliamentarian, Cathy Hays

4 Aug 2026
Date