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**PATRIOT SPOUSES' CLUB (PSC)
FORT SILL, OKLAHOMA, INC.
BY-LAWS**

March 2019

(Not affiliated with the Department of Defense)

ARTICLE 1-DUTIES

Section 1. Governing Board Members

1. Member of Governing Board shall:
 - a. Be permanent party during the tenure of the PSC Board year.
 - b. Be present at each Board meeting.
 - c. Actively participate in PSC activities. (Ex: Board meetings, fundraising events, special projects, General Membership meetings, clean-up and set-up).
 - d. Appoint committee members, if needed, sharing names/list with the President.
 - e. Prepare a report for President and Recording Secretary NLT Friday before the Board meeting.
 - f. Maintain and update Committee Standard Operating Procedures (SOPs).
 - g. Set membership dues annually.
 - h. Submit a written Letter of Resignation prior to vacating position. Prepare an after action report and hand over binders and all PSC and board position papers after resignation. Support PSC and its events after resignation.
 - i. Submit a tentative proposed budget for the upcoming year to the outgoing Treasurer no later than the April Board meeting. (Outgoing Board)

- j. Prepare and submit a budget to the Treasurer NLT the August budget meeting. (Incoming Board)
- k. Prepare an after-action report AAR to pass to President and successor upon departure from office NLT May of current PSC year.
- l. Retain records pertaining to their office for a minimum of three years.
- m. As a member of a Social Club each board member shall be able to communicate and volunteer with other board members.
- n. Board members are expected to support and promote PSC at all social events and Social Media/Website venues.

Section 2. Executive Board Members

2. President shall:

- a. Be a spouse of an Active-Duty or Retired Service Member.
- b. Preside over all Executive Committee, Governing Board, and General Membership meetings.
- c. Sign all official documents of the PSC.
- d. Be bonded and sign checks in the absence of the Treasurer.
- e. Be responsible for the PSC silver and keys.
- f. Authorize expenditures of no more than one hundred dollars (\$100.00) per year for any non-budgeted item without the approval of the Governing Board.
- g. Appoint the Parliamentarian.
- h. Appoint, create, change and/or abolish all Standing Committee Chairpersons, Special Committee Chairpersons, and other representatives, as necessary, with approval of the Governing Board.
- i. Replace an elected officer with approval of the Governing Board.
- j. Serve as a non-voting member of the Executive and Governing Boards, except in the case of a tie.
- k. Serve as ex-officio member of all committees (Budget, Scholarship, Welfare, Bylaws, etc.) except the Nominating Committee.
- l. Serve as official representative of the PSC to all outside agencies.
- m. Submit request to approving authority for permission to operate on Ft. Sill.

3. First Vice President shall:

- a. Be a spouse of Active-Duty or Retired Service Member.
- b. Assume the duties of the President in their absence.
- c. Be responsible for forming committees, as needed from PSC membership.
- d. Be accountable for the farewell/end of year gifts for the President, Honorary President and/or Advisor.
- e. Be accountable for condolence purchases no more than \$100 to be approved by the executive board.
- f. Determine annual lunch themes and dates by August Board meeting.
- g. Plan and execute monthly luncheon events to include programs, menu selections, decorations, and set up/clean up.
- h. Coordinate with the membership/reservations chair(s), the hospitality chair(s), publicity chair(s), treasurer, and the Webmaster and volunteer coordinator in preparation for monthly luncheon events.
- i. Serve as a member of the Budget Committee.
- j. Serve as main POC for the Historic Patriot Club

4. Second Vice President shall:

- a. Be a spouse of Active-Duty or Retired Service Member.
- b. Assume the duties of the First Vice-President or the President in their absence.
- c. Be responsible for creating committees as needed from PSC membership, to include decorating the Patriot Club for the Holidays.
- d. Act as Fundraiser Chairperson, to include organizing, overseeing, and executing all major fundraisers during the Board year.
- e. Secure fundraising authorization with the Family and Morale Welfare and Recreation Special Program Manager 40 to 90 days prior to an event.
- f. Coordinate with external entities (as needed), and operate within post fund-raising protocol.
- g. Serve as a member of the Budget Committee, and may serve on Welfare and Scholarship committees.

5. Recording Secretary shall:

- a. Be a spouse of an Active-Duty or Retired Service Member.
- b. Maintain a current copy of the Constitution and By-Laws and other records of the PSC.
- c. Record, sign, and preserve the minutes of all Board meetings of the PSC and present them (electronically) to Governing Board for approval NLT one week prior to the following Board meeting.
- d. Make available an approved copy of Board meeting minutes in a designated place where all members may read them at General Membership meetings.
- e. Submit in accordance with MWR guidelines the following to the Garrison Commander or designated representative:
 - One (1) copy of the minutes of all meetings.
 - Financial Reports.
 - An updated list of names, addresses and phone numbers of the PSC officers.
 - Correspondence on applicability of federal, state or local laws; and any other major changes in PSC activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions in accordance with the Joint Ethics Regulation (JER), DoD Instruction 1000.15, and other applicable policies.
- f. Maintain a record of all motions passed by the Board and General Membership.
- g. Be prepared to perform the duties of the Corresponding Secretary upon request of the President.
- h. Receive and maintain all official records to include electronic compilations of all Board positions annual after action report.
- i. Make arrangements for meetings of the Board.
- j. Send reminders of upcoming meetings and monthly agenda to Governing Board members.
- k. Serve as a member of the budget committee.

6. Treasurer shall:

- a. Be a spouse of an Active-Duty or Retired Service Member and maintain a valid Social Security Number if the President does not.
- b. Maintain a record of all accounts, to be available to any PSC member.
- c. Prepare financial statements for the period ending the last day of the

month to include year to date transactions in the operating and welfare accounts, with copies for all Board members.

- d. Submit monthly financial statements to the Recording Secretary.
- e. Provide copies of any financial audits, articles of incorporation, and insurance policies as needed and make them available to be inspected by any general member.
- f. Keep an itemized account of all receipts and disbursements and present a report at the monthly Board meeting.
- g. Make available to the General Membership a copy of the itemized treasurer's report at every General Membership meeting.
- h. Act as Chairperson of the Budget Committee held in August, approved by Governing Board in September, and presented to General Membership in October.
- i. Be bonded and be the custodian of the PSC funds.
- j. Deposit all money in the name of the PSC in the bank account designated by the Governing Board, no later than four (4) business days after any General Membership event.
- k. Pay all authorized expenses of the PSC, including scholarship and welfare donations.
- l. Pay all authorized reimbursements after receiving completed Reimbursement Request Forms.
- m. Be available as needed to serve on Welfare and Scholarship Committees.
- n. Present an annual report to the PSC General Membership at final PSC luncheon.
- o. Have the Treasurer's books and financial records analyzed every 2 years by a qualified, disinterested third party auditor prior to the expiration of the term.
- p. Submit a report for audit if he or she does not fulfill the term of office. An audit may be conducted with a majority vote of the Governing Board.
- q. File incorporation renewal forms as needed.
- r. File federal tax forms as needed. NLT (5) month and 2 weeks (NLT NOV. 14) from the end of Board year (May 31). Outgoing treasurer file IRS postcard 990N after 31 May but NLT 10 June and place certificate of submission in binder before they hand off to new board member.
- s. Be responsible for all insurance policies to be reviewed, paid and updated every year with assistance from the President and Historian/Property Chair.
- t. Maintain records, including monthly statements for a minimum of seven years.

7. Webmaster shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Assure that information on the Patriot Spouses' Club web-based publications (Facebook/Website Wordpress) is represented in a clear and concise manner and meets the high standards of the organization.
- b. Use creative skills to develop a consistent design for all web-based publications including graphics, animation and functionality.
- c. Assist all Executive and Governing Board members in the accomplishment of their duties as they relate to the organization's Web-based publications.
- d. Monitor web use and provide relevant statistical data and reports regarding utilization of the organization's web-based publications, making recommendations for enhancements that will increase access and utilization by external constituencies.
- e. Ensure that all Internet standards are met and that the organization does not intentionally violate any standards that would place the organization's domain in jeopardy.
- f. Coordinate with the Treasure for all web based accounting
- g. Follow Governing Board event and activities decisions and support the PSC endeavors with Website content. Coordinate steps to promote with the President.
- h. Lead a monthly meeting with the Social Media and Publicity Chair to ensure concise and organized promotion for PSC on all website venues.

8. Parliamentarian shall:

- a. Be a spouse of an Active-Duty or Retired Service Member.
- b. Attend all PSC Board meetings as a non-voting member.
- c. Ensure that meetings run in an orderly manner and within the dictates of Robert's Rules of Order, AR 210-1, and the current Constitution and By-Laws of the PSC.
- d. Oversee voting procedures--collect and count ballots and announce PSC election results.
- e. Administer any telephone or email votes and report the results to the Recording Secretary.
- f. Review official copies of the PSC Constitution and By-Laws before they are printed.
- g. Maintain and make available to the membership current copies of the PSC Constitution and By-Laws.

- h. Chair the biennial Constitution and By-Laws Review Committee.
- i. Serve as the non-voting chair of Nominating Committee, except in the event of a tie.
- j. Forward copies of all revised documents to the Recording Secretary.
- k. Serve as a member of the budget committee.

9. Honorary President shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Serve in the informative capacity (counsel, inform, mentor and coach.)
- b. Provide assistance and advice while allowing the PSC Board to make its own decisions.
- c. Designate the Advisor(s) for the PSC Board.
- d. Provide appropriate policy guidance in all matters pertaining to PSC.
- e. Serve as a non-voting member on the Budget, Welfare, Scholarship and Nominating Committees as requested or desired.
- f. May serve on other committees as desired.

10. Honorary Advisor

- a. Be a spouse of an Active-Duty or Retired Service Member. Be a non-voting member (in the event there is an absence of an Honorary President, the advisor would fill the Honorary President's role regarding New Board Installation)
- b. Serve in an advisory capacity (inform, mentor, coach) all PSC board members.
- c. Ensure that Patriot Spouses Club operates according to:
 - 1.) All military regulations that pertain to the Patriot Spouses Club in accordance with AR210-22 and DOD Instruction 1000.15
 - 2.) The Patriot Spouses Club Constitution, Bylaws, SOPs and the membership's best interest
 - 3.) Sound financial practice
- d. Be available to provide assistance and advice while allowing the Patriot Spouses Club Board make their own decisions
- e. Assist the President in selecting all standing and special committees. Supports the president in maintaining a good atmosphere between board members.
- f. Act as an ex-officio member of the Budget, Constitution, SOP Review, Nominating Slate and Scholarship & Welfare Committees
- g. Support and participate in all Patriot Spouses Club activities.

- h. Be required to attend all Patriot Spouses Club Board meetings and events.

Section 3. Standing Committee Chairpersons

1. Welfare Chairperson shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Serve as the non-voting chair, except in the event of a tie, of the annual Welfare Committee meeting.
- b. Collect and determine eligibility of Welfare Fund requests and present these findings to the Governing Board for approval at April Board meeting.
- c. Coordinate with First Vice President and provide a complete list of organizations that support military members and their families as potential monthly luncheon charities by August Board meeting.
- d. Be responsible for collection and delivery of donated items given by membership to chosen charity/organization.
- e. Be responsible for providing PSC Facebook Page and Webmaster with the chosen monthly charity.
- f. Deliver monetary donations to designated monthly charity/organization in the form of a check provided by the PSC Treasurer.
- g. Provide Treasurer with a list of approved disbursements.
- h. Coordinate and supervise the Holiday Gift-Wrap Fundraiser.

2. Membership and Reservations Chairperson shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Collect membership forms and dues. Dues are to be turned over to the Treasurer following event.
- b. Prepare, distribute, and maintain permanent nametags to be used at PSC functions.
- c. Be responsible for planning and executing initial sign-up event in August. (Super Sign-Up) This includes forming a committee to plan and oversee the event.
- d. Coordinate with Hospitality to obtain list of previous year vendors.
- e. Responsible for coordinating, printing, and distributing the PSC directory.
- f. Be responsible for distribution of PSC event news to the membership via email, with the approval by the President.
- g. Be responsible for all reservations and cancellations at PSC functions.

- h. Reserve childcare for PSC Events.
 - i. Coordinate with the First Vice President and the Fort Sill Patriot Club catering manager for monthly luncheon reservations.
 - j. Bill luncheon no-shows and coordinate with treasurer.
3. Hospitality Chairperson shall:
- a. Be a spouse of an Active-Duty or Retired Service Member. Coordinate with First Vice President on luncheon themes by August Board meeting.
 - b. Coordinate, schedule, and assist vendors at the luncheons/General Membership meetings.
 - c. Be responsible for helping to collect donations for Opportunity Tickets and sell opportunity tickets.
 - d. Be responsible for providing PSC Treasurer with monetary fund's following events.
4. Retiree Spouse's Liaisons shall:
- a. Be a spouse of an Active-Duty or Retired Service Member. Act as a liaison between the PSC and the Retiree Spouses' club.
 - b. Recruit new Retiree spouse members
5. International Spouses' Liaisons shall:
- a. Be a spouse of an Active-Duty or Retired Service Member. Act as a liaison between the PSC and the International Spouses groups.
 - b. Recruit new International spouse members.
6. Historian/Property Chairperson shall:
- a. Be a spouse of an Active-Duty or Retired Service Member. Be responsible for taking photos and compiling the PSC yearly photo disc or album for the archives.
 - b. Be responsible for creating the photo disc/albums given yearly to the President and the Honorary President.
 - c. Provide photos when requested.
 - d. Coordinate computer slide shows, and display historical photo albums when appropriate, as requested by the President.
 - e. Inventory and clean silver and maintain all property in the Patriot Club storage area.

- f. Conduct an inventory of all PSC property at the beginning and end of the PSC Board year and any time there is a change of Historian.
- g. Provide a copy of the inventory to the Recording Secretary.

7. Scholarship Chairperson shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Act as a non-voting chair of the Scholarship Committee.
- b. Confirm application deadline date with President before updating application and taking it to the Board for approval.
- c. Obtain PSC Board approval of the Scholarship Committee's Application Form and Award Categories no later than the November Board Meeting.
- d. Coordinate with FMWR Special Program Manager to provide scholarship information for November and/or January Sill FACTS.
- e. Notify award recipients and present awards at May Luncheon.
- f. Sit on the Budget committee.

8. Publicity Chairperson shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Coordinate all publicity for the PSC with approval of the President Support the 1VP and Membership Chair with Flyers for their events and emails to membership. Create flyers for Facebook
- b. Collect and distribute PSC information to Sill FACTS/ MWR .
- c. Coordinate and share publicity material with the Social Media Chair and the Webmaster.
- d. Submit PSC events to Ft. Sill Public Affairs Office for approval to distribute to local newspapers, kiosk, radio stations, and magazines and distribute fliers.

9. Social Media shall:

- e. Be a spouse of an Active-Duty or Retired Service Member. Create and manage social media accounts on Facebook, Twitter, Instagram and the PSC Blog.
- f. Assist and support the Webmaster and Publicity Chair
- g. Create articles for Social Media about Patriot Spouses' Club activities.
- h. Social Media Networking
- i. Respond to messages, mentions and other communication from social media followers, blog followers, or on the website forms. Represent PSC

on the Web in a positive manner by maintaining a professional level correspondence at all times.

- j. Cross-pollinate across other social media sites, to raise the Patriot Spouses' club social media profile.

10. Corresponding Secretary shall:

- a. Be a spouse of an Active-Duty or Retired Service Member.
- b. Prepare and dispatch correspondence of the PSC after submitting to President for signature.
- c. Ensure the roster of the Governing Board is current and provide updates to the Board and the Recording Secretary for submission to the Garrison Commander or designated representative.
- d. Sign for and maintain positive control of post office box keys with key copies distributed to the treasurer and/or President.
- e. Collect and distribute PSC mail and respond to all inquiries received across all formats (i.e. Facebook, email..)
- f. Assume duties of the Recording Secretary, upon request of the President.
- g. Maintain from Honorary President an updated protocol roster of local VIPs.
- h. Send invitations to VIPs for fund-raising events (Honorary Presidents and Presidents discretion)
- i. Prepare and distribute 'Thank You' notes for all donations received.

11. Volunteer Coordinator shall:

- a. Be a spouse of an Active-Duty or Retired Service Member. Coordinate volunteer appreciation activities with the President and/or Governing Board.
- b. Assist in recruiting volunteers for committees, events, and all other fundraisers.
- c. Be the organizational point of contact for volunteers for the PSC.
- d. Ensure volunteers are registered in the Volunteer Management Information System (VMIS) and approve applications and hours submitted through VMIS.
- e. Maintain a log of volunteer hours of Board members and submit to the Army Volunteer Corps office monthly.
- f. Be responsible for recognizing volunteers by submitting awards on behalf of the volunteer to the installation for Volunteer of the Month and Year.
- g. Act as a liaison between the Post Volunteer Coordinator and the PSC

membership.

- h. Organize, staff, and be the point of contact for Patriot Spouses' Club Activity Club

ARTICLE 2– SPECIAL COMMITTEES

Section 1. Responsibilities

- a. The President shall appoint Committee Chairs.
- b. All Special Committee positions will be non-voting positions.
- c. Chairperson will prepare and submit an annual after-action report to the President no later than May of the current PSC year or as soon as tasking is complete.

Section 2. Committees

- 1. The Budget Committee shall:
 - a. Consist of the Treasurer as chair, and Advisor, Honorary President, the President, First VP, Second VP, Recording Secretary, Parliamentarian and at least two members from the General Membership. Open to all Governing Board members.
 - b. Meets bi-annually August and in January to revise the budget.
 - c. Meet in May to write tentative proposed Budget. Consist of outgoing and incoming Executive Boards and at least 2 members of General Membership.
 - d. Prepare and submit proposed budget to the Governing Board at the September Board meeting and present in October for approval at the General Membership meeting.

- 2. Constitution and By-Laws Review Committee shall:
 - a. Be chaired by the Parliamentarian.
 - b. Consist of at least one Advisor, one member of the Executive Board, at least one Governing Board member and at least two general members with prior Board experience.

- 3. Nominating Committee shall:

- a. Be chaired by the Parliamentarian as a non-voting member of the committee, except in the case of a tie.
- b. Consist of active PSC members representing a cross section of the brigade level commands on the installation to insure an adverse group of committee members, in consultation with the Honorary President and/or Advisor.
- c. Select a slate of one (1) or more nominees for each office.

4. Welfare Committee shall:

- a. Be chaired by Welfare Chair as a non-voting member of the committee, except in the case of a tie.
- b. Consist of active PSC members representing a cross section of the brigade level commands on the installation, in consultation with the Honorary President and/or Advisor.
- c. Consist of committee members and Welfare Advisor and if desired the President, Treasurer, and other major funding-raising chairpersons, in consultation with the Honorary President and/or Advisor.
- d. Present the committee's welfare distribution recommendations for final approval no later than the May Governing Board meeting.

5. Scholarship Committee shall:

- a. Be chaired by Scholarship Chair as a non-voting member of the committee, except in the case of a tie.
- b. Consist of active PSC members representing a cross section of the brigade level commands on the installation, with approval of the President, to serve as committee members.
- c. Consist of committee members and if desired the President, Treasurer, and other major funding-raising chairpersons, in consultation with the Honorary President and/or Advisor.
- d. Consist of a cross section of Members of Post Organizations to select winners from the anonymous group of applicants.
- e. Present the committee's scholarship distribution recommendations for final approval no later than the May Governing Board meeting.
- f. Time frame for awardees will be set for collection date of funds.

ARTICLE 3- ELECTION AND VOTING PROCEDURES OF EXECUTIVE BOARD

Section 1. Nominating Procedures

- a. Slate is open for nominations in January.
- b. Executive Board nominations from the General Membership must be received NLT the March of the Board year.
- c. The nominating committee will meet NLT March of the Board year.
- d. The Parliamentarian should receive the written consent of all nominees within ten (10) days prior to the election or that nomination will not be placed on the ballot.
- e. The slate will be presented at the April General Membership meeting.
- f. The nominations are considered closed after the slate has been presented to the membership.
- g. If any position is not filled by April, the election will proceed with the presented positions.
- h. The Executive Board with the Advisors are responsible for filling any Executive Board positions that remain vacant between the April election and the May induction ceremony.
- i. Any post-election nominee must be presented and approved at the May General Membership meeting.
- j. Any position that remains vacant after the May General Membership meeting will be filled in accordance with Article IV Section G of the Constitution.
- k. The Governing Board may change the dates of nominations, election, and installation, if deemed necessary.
- l. PSC Members who caused conflict, resigned their board position prior to fulfilling a board year or failed to follow hand over procedures stated by the PSC Constitution cannot be nominated for an upcoming PSC board year.

Section 2. Voting

- a. Voting will be conducted by written ballot unless there is only one nominee for each office.
- b. A single slate may be accepted by acclamation.
- c. A majority of the members present at the April General meeting will elect the new Executive Board.

Section 3. Terms of Office

- a. Elected officers shall be installed at the May General meeting and their term of office begins 1 June and ends 31 May with the exception of the treasurer to insure IRS postcard 990N is filed after 31 May but no later than 10 June.
- b. Elected Officers may only hold a particular Board position for two consecutive years, after which they must vacate the position for a one year break before returning to that position.
- c. In the event no member steps forward to run for an elected position the Board has the authority by a majority or 2/3 vote to allow a willing member to serve a third term.
- d. Every board members need to be able to work with other board members

ARTICLE 4- DUES

Section 1. Dues

- a. Membership dues are payable annually for the membership year which will run from 1 August to 31 July.
- b. Dues are non-refundable.
- c. The Governing Board will set membership dues annually.
- d. Members joining after 1 January will pay one-half (1/2) of the annual dues for that year. This does not apply to reduced dues.

ARTICLE 5 –FINANCES

Section 1. Financial Management

- a. The Governing Board is charged with responsibility for the overall financial management of PSC funds. The PSC fiscal year shall run from 1 June to 31 May.
- b. The Board will not appropriate or authorize money in excess of funds on hand or subscribed.
- c. A minimum reserve of \$2,500.00 will remain in the treasury within the operating account and \$250 in the welfare account.
- d. All issued checks will have an expiration date of no more than 60 from date of issue. All reissued payments will be done less the cost of the financial institute's stop payment charge.

Section 2. Taxes

- a. Treasurer will file federal tax forms as needed. NLT (5) month and 2

weeks (NLT NOV. 14) from the end of Board year (May 31). Outgoing treasurer file IRS postcard 990N after 31 May but NLT 10 June and place certificate of submission in binder before they hand off to new board member.

- b. State sales tax on all external fundraisers must be paid by the 20th day of the month following each event. (Treasurer)
- c. A copy of the PSC organization tax-exempt statement issued by the Internal Revenue Service must be maintained. This statement may be obtained from the local IRS District Office if missing. (Treasurer)

ARTICLE 6 - INSURANCE COVERAGE

Section 1. Coverage

- a. PSC insurance will be carried for PSC property.
- b. Insurance will cover liability, bonding, fire, and theft.

ARTICLE 7 - AMENDMENT OF BYLAWS

Section 1. Procedure

- a. Parliamentarian will submit a notice of amendments to the By-Laws electronically prior to a regular Governing Board meeting.
- b. By-Laws may be amended at any regular meeting of the Governing Board by two-thirds (2/3) vote or a Governing Board phone call/electronic vote.
- c. Amendments to the By-Laws should be given as a courtesy to the Approving Authority or its designated representative.
- d. A committee can be convened every two years to review the By-Laws.

Approved by Governing Board vote & Membership majority vote on Tuesday 12th of March, 2019

Signed _____ Signed Copy on File _____

Diana Ortiz
PSC President

Signed _____ Signed Copy on File _____

Jenn Smith
PSC Parliamentarian