



FSPSC BYLAWS TABLE OF CONTENTS

April 2023

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**FORT SILL FORT SILL PATRIOT
SPOUSES' CLUB (FSPSC)
FORT SILL, OKLAHOMA, INC.
BYLAWS**

April 2023

ARTICLE I - DUTIES

Section A. Governing Board Members

Members of Governing Board shall:

1. Be a permanent party during the tenure of the FSPSC Board year.
2. Be present at each Governing Board meeting, unless excused by the President.
3. Actively participate in FSPSC activities. (Ex: Board meetings, fundraising events, special projects, General Membership meetings, clean-up, and set-up).
4. Appoint committee members, if needed, sharing names/lists with the President.
5. Prepare a report for President and Secretary no later than the set deadline or 3 days prior to the Executive and Governing Board meetings.
6. Maintain and update Committee Standard Operating Procedures (SOPs).
7. Assist in setting membership dues annually.
8. If resigning, submit a written Letter of Resignation prior to vacating the position. Prepare an After Action Report and hand over binders and all FSPSC and board position papers after resignation. Support FSPSC and its events after resignation.
9. Submit a tentative proposed budget for the upcoming year to the outgoing Treasurer no later than the April Board meeting. (Outgoing Board)
10. Prepare and submit a budget to the Treasurer no later than the August budget meeting. (Incoming Board)
11. Prepare an after-action report to pass to the President, Secretary, and successor upon departure from office no later than May of the current FSPSC year.
12. Retain records pertaining to their office for a minimum of three years.
13. As a member of a social club, each board member shall be able to communicate and volunteer with other board members.
14. All Governing Board members are expected to support and promote FSPSC at all social events, on social media, and website.

Section B - Executive Board Members

1. President shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Preside over all Executive Board, Governing Board, and General Membership meetings.
- c. Sign all official documents of the FSPSC.
- d. Be bonded and sign checks.
- e. Be responsible for the FSPSC silver and keys and maintain a copy of the inventory.
- 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 the approval of the Governing Board.
- i. Replace an Executive Board Member with the 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 an ex-officio member of the Budget and Constitution Committee.
- l. Serve as the official representative of the FSPSC to all outside agencies.
- m. Submit a request to the approving authority for permission to operate on Fort. Sill.
- n. Be an administrator on all social media accounts.
- o. Send invitations to VIPs for fund-raising events at the Honorary President (s') and President's discretion.

2. First Vice President shall:

- a. Be a spouse of an 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 FSPSC membership.
- d. Be accountable for the farewell/end-of-year gifts for the President, Honorary President (s), and/or Advisor (s).
- e. Be accountable for condolence purchases of no more than \$100 to be approved by the executive board.
- f. Determine annual lunch themes and dates by the August Governing 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), Hospitality

chair(s), Publicity chair(s), Treasurer, and Volunteer Coordinator in preparation for monthly luncheon events.

- i. Serve as a member of the Budget Committee and may serve on Constitution and Bylaws committees.
- j. Serve as the main Point of Contact for the Historic Patriot Club.
- k. Be bonded and a signor in the absence of the President.

3. Second Vice President shall:

- a. Be a spouse of an 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 FSPSC membership.
- d. Act as Fundraising Chairperson, including 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 in Fort Sill Regulation 608-2.
- g. Serve as a member of the Budget Committee and may serve on Constitution and Bylaws committees.
- h. Be bonded.

4. Secretary shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Maintain a current copy of the Constitution and Bylaws and other records of the FSPSC on Google Drive.
- c. Record, sign, and preserve the minutes of all Board meetings of the FSPSC and share them (electronically on google drive) to the respective Boards for approval prior to the following Board meeting.
- d. Make available an approved copy of Governing 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:
 1. One (1) copy of the minutes of all meetings.
 2. Financial Reports.
 3. An updated list of names, addresses, and phone numbers of the FSPSC Executive Board Members.
 4. Correspondence on applicability of federal, state, or local laws; and any other major changes in FSPSC 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 Governing Board and General Membership.
- g. Receive and maintain all official records including electronic records. compile all Board positions' annual after action reports.
- h. Make arrangements for meetings of the Executive and Governing Board.
- i. Send reminders of upcoming meetings and monthly agenda to Governing Board members.
- j. Serve as a member of the budget committee and may serve on Constitution and Bylaws committee.
- k. Be bonded.
- l. Maintain a record of all passwords for social media and email accounts.
- m. Prepare and dispatch correspondence of the FSPSC after submitting it to President for signature.
- n. Ensure the roster of the Governing Board is current and provide updates to the Governing Board for submission to the Garrison Commander or designated representative.
- o. Sign for and maintain positive control of post office box keys with key copies distributed to the treasurer and/or President.
- p. Collect and distribute FSPSC mail and respond to all inquiries.
- q. Maintain from the Honorary President (s) an updated protocol roster of local VIPs.
- r. Verify 'Thank You' notes for all donations received have been sent.

5. 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 have one.
- b. Maintain a record of all accounts, to be available to any FSPSC member.
- c. Prepare financial statements for the period ending the last day of the month to include year-to-date transactions in the operating, Philanthropy, and PayPal accounts, with copies for all Governing Board members.
- d. Submit monthly financial statements to the 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 Governing 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 and have the budget approved by Governing Board in August and presented to the General Membership in September.

- i. Be bonded and be the custodian of the FSPSC funds.
- j. Deposit all money in the name of the FSPSC 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 FSPSC, including scholarship and grant donations.
- l. Pay all authorized reimbursements after receiving completed Reimbursement Request Forms.
- m. Be available as needed to serve on the Scholarship and Community Grant Committee.
- n. Present an annual report to the FSPSC General Membership at the final FSPSC luncheon.
- o. Have the Treasurer's books and financial records analyzed every year no later than 10th of June by a qualified, disinterested certified accountant 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. No later than (5) months and 2 weeks (no later than 14 November) from the end of the Board year (31 May). Outgoing treasurer file IRS postcard 990N after 31 May but no later than 10 June and place the certificate of submission in binder before they hand it off to the incoming Treasurer.
- 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.
- u. Bill luncheon no-shows.

6. Publicity shall:

- a. Be a spouse of an Active Duty or Retired Service Member. Assure that information on the Fort Sill Patriot Spouses' Club web-based publications (Facebook/Website) 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 FSPSC endeavors with Website content. Coordinate steps to promote with the President.
- h. Be responsible for creating a committee as needed from the current FSPSC membership.
- i. Provide flyers for events, Facebook, and emails to members as needed.
- j. Collect and distribute FSPSC information to Sill FACTS/ MWR.
- k. Submit FSPSC events to Ft. Sill Public Affairs Office for approval to distribute to local newspapers, kiosks, radio stations, magazines and distribute fliers. Create articles for our social media about Fort Sill Patriot Spouses' Club activities.
- l. Social Media Networking

7. Parliamentarian shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Attend all FSPSC 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 210-22, US Army Fires Center of Excellence and Fort Sill Regulation 210-56, Fort Sill Regulation 608-2, and the current Constitution and Bylaws of the FSPSC.
- d. Oversee voting procedures--collect and count ballots and announce FSPSC election results.
- e. Administer any telephone or email votes and report the results to the Secretary.
- f. Review official copies of the FSPSC Constitution and Bylaws before they are printed.
- g. Maintain and make available to the membership current copies of the FSPSC Constitution and Bylaws.
- h. Chair the biennial Constitution and Bylaws 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 Secretary and President.
- k. Serve as a member of the budget committee.

8. Honorary President(s) shall:

- a. Be a spouse of an Active Duty or Retired Service Member. Serve in an informative capacity (counsel, inform, mentor, and coach.)
- b. Provide assistance and advice while allowing the FSPSC Board to make

its own decisions.

- c. Designate the Advisor(s) for the FSPSC Board, in consultation of the President.
- d. Provide appropriate policy guidance in all matters pertaining to FSPSC.
- e. Serve as a non-voting member on the Budget and Nominating Committees as requested or desired.
- f. May serve on other committees as desired.
- g. Support and participate in all Patriot Spouses Club activities.

9. Honorary Advisor(s) shall:

- a. Be a senior spouse of an Active Duty or Retired Service Member.
- b. Will be appointed by the Honorary President(s), in consultation with the President.
- c. Be a non-voting member. In the event there is an absence of an Honorary President(s), the Advisor(s) would fill the Honorary President's role regarding New Board Installation.
- d. Serve in an advisory capacity (inform, mentor, coach, counsel) for all FSPSC board members.
- e. Ensure that FSPSC operates according to:
 - i. All military regulations that pertain to the FSPSC in accordance with DoD Instruction 1000.15, AR 210-22, US Army Fires Center of Excellence and Fort Sill Regulation 210-56, Fort Sill Regulation 608-2, and Robert's Rules of Order.
 - ii. The FSPSC Constitution, Bylaws, SOPs, and the membership's best interest.
 - iii. Sound financial practice.
- f. Be available to provide assistance and advice while allowing the FSPSC Governing Board to make its own decisions.
- g. Assist the President in selecting all standing and special committees, as needed. Support the President in maintaining a good atmosphere among board members.
- h. Act as an ex-officio member of the Budget, Constitution, SOP Review, Nominating, Scholarship, and Community Grant committees.
- i. Support and participate in all FSPSC activities.

Section C- Standing Committee Chairpersons

- 1. 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 the event.
 - b. Prepare, distribute, and maintain permanent name tags to be used at FSPSC functions.
 - c. Be responsible for planning and executing the initial sign-up event in August also known as Super Sign-Up. This includes forming a committee

- to plan and oversee the event.
 - d. Coordinate with Hospitality to obtain a list of previous year's vendors.
 - e. Maintain a current membership roster.
 - f. Be responsible for the distribution of FSPSC event news to the membership via email, with the approval of the President.
 - g. Be responsible for all reservations and cancellations at FSPSC functions.
 - h. Reserve childcare for FSPSC events if CDC Providers and funds are available.
2. Hospitality Chairperson shall:
- a. Be a spouse of an Active Duty or Retired Service Member.
 - 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 FSPSC Treasurer with monetary funds following events.
3. Retiree Spouse's Liaisons shall:
- a. Be a spouse of an Active Duty or Retired Service Member.
 - b. Act as a liaison between the FSPSC and the Retiree Spouses' Club.
 - c. Recruit new Retiree spouse members
4. International Spouses' Liaisons shall:
- a. Be a spouse of an Active Duty or Retired Service Member.
 - b. Act as a liaison between the FSPSC and the International Spouses groups.
 - c. Recruit new International spouse members.
5. Historian/Property Chairperson shall:
- a. Be a spouse of an Active Duty or Retired Service Member. Be responsible for taking photos and compiling the FSPSC 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 (s).
 - c. Upload photos to Google Drive and maintain the photos in Google Drive.
 - d. Coordinate computer slide shows, and display historical photo albums when appropriate, as requested by the President.
 - e. Conduct an inventory of all FSPSC property at the beginning and end of the FSPSC Board year and any time there is a change of Historian.
 - f. Provide a copy of the inventory to the Secretary.

6. 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 the application deadline date, award categories, and application forms with the Executive Board no later than the November Board Meeting.
 - c. Provide scholarship information in a timely manner to the following: FSPSC Publicity Chair; Fort Sill School Liaison Officer (SLO); local high schools and education centers; and the Family and Morale, Welfare and Recreation (FMWR) Special Program Manager for inclusion in the Fort Sill Family and Community Team Session and Town Hall (Sill FACTS) during the months of January-April.
 - d. Forward scholarship award recommendations to the FSPSC Secretary no later than 24 hours to the Governing Board, after the committee has made their selection.
 - e. Send out invitations to attend the May award ceremony, including the Governing Board, scholarship recipients, and regular contributors.
 - f. Coordinate with the Treasurer the issuance of checks for all disbursements.
 - g. Present award certificates to recipients no later than 31 May.
 - h. General Membership shall be advised of the awarded scholarships no later than the May General Membership meeting.

7. 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 FSPSC.
 - 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 it 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 FSPSC membership.

8. Sub-Club Chairperson shall:
 - a. Be a spouse of an Active Duty or Retired Service Member.
 - b. Organize, staff, and be the point of contact for Fort Sill Patriot Spouses’

Club Sub-Clubs.

- c. Organize and create sign-up lists to be shared at Super Sign Up.
- d. Recruit a point of contact for each Sub-Club.
- e. Coordinate with Publicity to publicize sub-club events.
- f. Be an admin on all sub-club pages.

9. Flamingo Flocking Chairperson shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Check email daily to see if there are any flamingo flocking requests and ensure that requests have been paid for via the Treasurer, prior to placing the flamingos.
- c. Fulfill requests personally or ensure an alternate or committee member fulfills the request. Ensure any alternate or replacement is knowledgeable of duties regarding the flamingos.
- d. Keep and maintain flamingos and accessories.
- e. Advertise through FSPSC events, online exposure, and signage.

10. Ways and Means Chairperson Shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Establish an inventory forecast that includes proposals of the new items to be offered.
- c. Purchases of items currently not on existing inventory requires approval from the governing board.
- d. Act as the sole purchasing agent for our Ways n Means store.
- e. Organize and conduct the sales activity at all PSC functions.
- f. Ensure merchandising is self-sustaining.
- g. Submit financial records, including a physical inventory count, for the audit in accordance with Audit Procedures.
- h. Coordinate with the Treasurer for purchases or orders.
- i. Remit all sales proceeds to the treasurer within five (5) working days.

11. Community Outreach Chair shall:

- a. Be a spouse of an Active Duty or Retired Service Member.
- b. Serve as the non-voting chair, except in the event of a tie, at the annual Community Grant Committee meeting.
- c. Collect and determine the eligibility of Philanthropy Fund requests and present these findings to the Governing Board for approval at the April Board meeting.
- d. 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 the August Board meeting.

- e. Be responsible for the collection and delivery of donated items given by membership to chosen charity/organization.
- f. Be responsible for providing FSPSC Publicity with the chosen monthly charity.
- g. Deliver monetary donations to designated monthly charity/organization in the form of a check provided by the FSPSC Treasurer.
- h. Provide Treasurer with a list of approved disbursements.

ARTICLE II– SPECIAL COMMITTEES

Section A. Responsibilities

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

Section B. Committees

- 1. The Budget Committee shall:
 - a. Consist of the Treasurer as chair, Advisor(s), Honorary President(s), the President, First VP, Second VP, Secretary, Parliamentarian, and at least two members from the General Membership. Open to all Governing Board members.
 - b. Meets bi-annually in August and in January to revise the budget.
 - c. Meet in May to write a tentative proposed Budget. Consist of outgoing and incoming Executive Boards and at least 2 members of General Membership.
 - d. Prepare and submit a proposed budget to the Governing Board at the August Board meeting and present it in September for approval at the General Membership meeting.
- 2. Constitution and Bylaws 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 FSPSC members with prior board experience on the installation to ensure an adverse group of committee members, in consultation with the Honorary President (s) and/or Advisor (s).

- c. Select a slate of one (1) or more nominees for each office.
4. 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. The Scholarship Committee will be comprised of 3-5 active FSPSC general members as Scholarship Chairperson deems appropriate.
 - c. All committee members must be in good standing and may not be related by blood, marriage, or legal guardianship of a student applying for a scholarship. In the event a committee member comes into conflict with this provision unknowingly, they are required to recuse themselves from participating in the scholarship selection process in any capacity for that board year.”
 - d. For scholarship eligibility as defined in the FSPSC Constitution, membership must be effective no later than 31 December of the current club year or within two months of an eligible candidate for membership's arrival to Fort Sill.
 - e. Present the committee’s scholarship distribution recommendations for final approval no later than the May Governing Board meeting.
 - f. The time frame for awardees will be set for the collection date of funds.

5. Community Grant Committee shall:
- a. Be chaired by the Community Outreach Chair as a non-voting member of the committee, except in the case of a tie.
 - b. Consist of committee members of 3-5 active general members.
 - c. All committee members must be in good standing and may not be affiliated or serve with the organization applying for a grant. In the event a committee member comes into conflict with this provision unknowingly, they are required to recuse themselves from participating in the grant selection process in any capacity for that board year.
 - d. Present the committee’s grant distribution recommendations for final approval no later than the May Governing Board meeting.
 - e. The time frame for awardees will be set for the collection date of funds.

**ARTICLE III- ELECTION AND
VOTING PROCEDURES OF THE EXECUTIVE BOARD**

Section A- Nominating Procedures

- 1. The Executive Board Slate is open for nominations in January.
- 2. Executive Board nominations from the General Membership must be received no later than the March of the Board year.
- 3. The nominating committee will meet no later than March of the Board year.

4. 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.
5. The slate will be presented at the April General Membership meeting.
6. The nominations are considered closed after the slate has been presented to the membership.
7. If any position is not filled by April, the election will proceed with the presented positions.
8. The Executive Board with the Advisor (s) are responsible for filling any Executive Board positions that remain vacant between the April election and the May induction ceremony.
9. Any post-election nominee must be presented and approved at the May General Membership meeting.
10. Any position that remains vacant after the May General Membership meeting will be filled in accordance with Article IV Section G of the Constitution.
11. The Governing Board may change the dates of nominations, election, and installation if deemed necessary.
12. FSPSC Members who caused conflict, resigned their board position prior to fulfilling a board year or failed to follow handover procedures stated by the FSPSC Constitution cannot be nominated for an upcoming FSPSC board year.

Section B- Voting

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

Section C- Terms of Office

1. 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 ensure IRS postcard 990N is filed after 31 May but no later than 10 June.
2. 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.
3. In the event no member steps forward to run for an elected position the Executive Board has the authority by a majority or 2/3 vote to allow a willing member to serve a third term.
4. Every board members need to be able to work with other board members

ARTICLE IV- DUES

- A. Membership dues are payable annually for the membership year which will run from 1st of June to 31st of May.
- B. Dues are non-refundable.
- C. The Governing Board will set membership dues annually.
- D. Members joining after 1st of January will pay one-half (1/2) of the annual dues for that year. This does not apply to reduced dues.

ARTICLE V –FINANCES

Section A- Financial Management

- 1. The Governing Board is charged with responsibility for the overall financial management of FSPSC funds. The FSPSC fiscal year shall run from 1 June to 31 May.
- 2. The Governing Board will not appropriate or authorize money in excess of funds on hand or subscribed.
- 3. The Governing Board will vote annually on the percentage the Scholarships and Community Grants will be allocated from the Philanthropy account as per Article VI Section B, Item 4 of the Club Constitution.
- 4. A minimum reserve of \$2,500.00 will remain in the treasury within the operating account and \$250 in the Philanthropy account.
- 5. All issued checks will have an expiration date of no more than 60 from the date of issue. All reissued payments will be done less the cost of the financial institution's stop payment charge.
- 6. No signor of any PSC account shall be permitted to write a PSC check to themselves under any circumstances. All checks written on PSC accounts require two (2) signatures.

Section B- Taxes

- 1. Treasurer will file federal tax forms as needed. No later than (5) months and 2 weeks (No later than November 14th) from the end of the Board year (May 31). Outgoing treasurer file IRS postcard 990N after 31 May but no later than 10 June and place certificate of submission in binder before they hand it off to new board member.
- 2. State sales tax on all external fundraisers must be paid by the 20th day of the month following each event by the Treasurer.
- 3. A copy of the FSPSC organization tax-exempt statement issued by the Internal Revenue Service must be maintained by the Treasurer. This statement may be obtained from the local IRS District Office if missing.

ARTICLE VI - INSURANCE COVERAGE

- A. FSPSC insurance will be carried for the FSPSC property.
- B. Insurance will cover liability, bonding, fire, and theft.

ARTICLE VII - AMENDMENT OF BYLAWS

- A. The Parliamentarian will submit a notice of amendments to the Bylaws electronically prior to a regular Governing Board meeting.
- B. Bylaws may be amended at any regular meeting of the Governing Board by a two-thirds (2/3) vote or a Governing Board phone call/electronic vote.
- C. Amendments to the Bylaws 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 Bylaws.

Approved by Governing Board vote on April 23rd, 2023.

Signed _____
Lauren Taylor
FSPSC President 2022-2023

Signed _____
Erin Walsh
FSPSC Acting Parliamentarian 2022-2023