

VICTORY SPOUSES CLUB

BY-LAWS

FORT JACKSON, SOUTH CAROLINA

May, 2017

ARTICLE I

Parliamentary Authority

All parliamentary procedures not covered by this Constitution, By-Laws, Standing Rules shall be governed by Robert's Rules of order, Newly Revised.

ARTICLE II

Duties of Elected Officers

The duties of the officers shall be those implied by their respective titles, those prescribed by the Constitution of the VSC and those specifically outlined by these By-Laws.

SECTION 1: GENERAL DUTIES. Each Elected officer shall:

- a. Be a club member in good standing.
- b. Be familiar with the Constitution, By-Laws, after action reports, and job descriptions.
- c. Attend all Executive and Governing Board meetings, General Membership meetings and fundraising events. At the discretion of the Governing Board, an Officer or Chairperson can be relieved from their position if absent from two (2) or more Board or General Membership meetings.
- d. Submit a proposed annual budget to the Budget Committee.
- e. Submit a written report at each Board meeting.
- f. Submit after action reports for all special events.
- g. Submit articles to the e-newsletter as necessary.
- h. Update job descriptions annually and submit the report at the May Board meeting.
- i. Complete any additional duties and responsibilities deemed necessary.

SECTION 2: The President shall:

- a. Serve as the Chairperson of the Board.
- b. Schedule and preside over all meetings in accordance with established parliamentary procedures and ensure compliance with the Constitution and By-Laws.
- c. Will not make a motion and only votes to break a tie vote.
- d. Set all meeting agendas and call all special meetings.
- e. Supervise all affairs of the VSC.

- f. Appoint the Parliamentarian.
- g. Select Chairpersons for the Governing Board with the approval of the Executive Board.
- h. Serve as the ex-officio member of all standing committees except for the Nominating committee.
- i. Co-chair the Budget Committee.
- j. Be bonded and serve as the custodian of the VSC accounts. The President will sign all checks in the absence of the treasurer and co-sign checks over the amount of three hundred dollars (\$300.00).
- k. Will ensure all bank account signature cards are current.
- l. Represent the VSC or appoint a designee to all councils requiring VSC representation.
- m. Take inventory of all VSC property with the outgoing President.
- n. Review and sign all minutes to include financial reports and budgets before they are forwarded to the Installation Commander or designee.
- o. Appoint replacements to fill vacancies occurring in the elected VSC officers. These appointments must have the approval of the Executive Board.
- p. Have the authority to approve purchases less than fifty dollars (\$50.00) without prior approval of the Governing Board. A written record shall be kept of all expenditures, and all expenses will be subject to monthly review of the VSC governing board.
- q. Purchase the outgoing VSC Board member gifts keeping within the budgeted amount.
- r. Assume responsibilities of the Treasurer in his/her absence.
- s. Serve on the planning committee for the welcome/farewell function for the Installation Commander's spouse, the Soldier Support Institute Commander's spouse, the Post Command Sergeant Major's spouse, and the Soldier Support Institute Command Sergeant Major's spouse.
- t. Submit a monthly article to the E-newsletter, if necessary.
- u. Monitor the VSC web page and social media for information accuracy.
- v. Prepare an after-action report to include all duties performed by the President not specifically directed by the By-Laws.
- w. Collect all written after-action reports, including year end reports and special event reports.
- x. Direct the Parliamentarian, or his/her designee, to conduct all telephonic or electronic votes.

SECTION 3: The First Vice President shall:

- a. Assist the President as needed.
- b. Be a voting member of the Executive and Governing Board.
- c. Assume the duties of the President during any temporary absence. In the event the VSC President cannot complete the term of office, the First Vice President shall assume the duties of the President and appoint a successor to the position of First Vice President with the approval of the Executive Board as prescribed in the Constitution.
- d. Maintain a working knowledge of all VSC activities.
- e. Be bonded and serve as custodian of the VCS accounts. Write checks in the absence of the Treasurer and/or President and co-sign any check over the amount three hundred dollars (\$300.00) in the absence of the President.
- f. Serve on the Budget, Scholarship, and Constitution committees.
- g. Serve as the Chairman of all Fundraising events. In this capacity, he/she may:
 1. Plan and coordinate all projects to raise monies for the Scholarship fund.
 2. Appoint committees to assist with fundraising events and oversee the coordination of these events.
 3. Present proposed fundraising activities with estimated costs to the Governing Board for approval.
 4. Request approval for the annual event of the VSC from the Installation Commander or his/her designee, Fort Jackson, at least 60 working days prior to the date of the event if the event is to take place on Fort Jackson.
 5. Maintain all forms, records, and rosters for the fundraising event and encourages all volunteers to register with the Volunteer Management Information system (VMIS).
 6. Will collect and turn over all income and receipts to the Treasurer within five (5) days of the annual fund raising activity.
 7. Will ensure the after-action report is submitted by the chairmen for each event within two (2) weeks of the annual fund raising activity.

SECTION 4: The Second Vice President shall:

- a. Assist the President as needed.
- b. Be a voting member of the Executive and Governing Board.
- c. Maintain a working knowledge of all Club activities.
- d. Serve on the Budget and Constitution Committees.
- e. Be bonded.
- f. Serve as the Coordinator of the Programs Committee. In this capacity, he/she will:
 1. Present proposed program idea with the estimated cost to the Executive Board and Governing Board for approval. This will include the VSC Super Sign-Up held prior to the first luncheon, and monthly programs for General Membership monthly meetings.

2. Organize, schedule, and coordinate each monthly General Membership meeting to include an activity and/or a guest speaker.
3. Coordinate with other Chairpersons (Reservations, Hospitality, Marketing, Vendor Coordinator, Membership, Ways & Means, and Treasurer) for General Membership meetings.
4. Arrange with the Officers' Club, NCO Club, or other venue for the General Membership meetings. Duties include but are not limited to planning menus, reporting reservation count to the contracted venue, signing contracts, arranging for and special equipment needed for the event and arranging for child care as needed for each event.
5. Present any honorarium to program participants and write all necessary thank-you notes for the monthly programs.
6. In the absence of the President and First Vice President will perform the duties of the President.

SECTION 5: The Secretary shall:

- a. Be a voting member of the Executive and Governing Board.
- b. Work in coordination with the President to prepare all meeting agendas and collect and distribute all board member reports prior to the meeting.
- c. Record and preserve the minutes of all Executive Board meetings and monthly Governing Board meetings and present them for approval at the next Executive/Governing Board meeting to include the names of all Board Members present.
- d. Receive and maintain all official records to include for four (4) copies of the After-Action reports for each board position. One copy will be given to the PRESIDENT, one to the historical files, one to the files of the Secretary and one to remain in the file for each board position.
- e. Forward a signed copy of the minutes and the monthly financial statements and other attachments to the Installation Commander's designee through MWR, Financial Management Division, Fort Jackson within ten (10) working days of the Board meeting.
- f. Be the designated custodian of the Club's records, except the Treasurer's books, for a minimum of three (3) years.
- g. Keep a current roster of the Governing Board, to include addresses, email addresses, and phone numbers. Roster must be submitted to MWR at the beginning of the year and/or when any changes are made.
- h. Prepare the correspondence of the Club to include thank-you notes, special invitations, letters, and certificates of appreciation upon approval of the President.
- i. Members of the Governing Board by telephone or electronically of the time and place of meetings and of any special meetings as requested by the President.
- j. Retrieve mail from the Post Office and arrange delivery to appropriate Board and

- Committee members in a timely manner.
- k. Keep stationery supplies current.
 - l. Perform the duties of the Volunteer Chairperson in his/her absence.
 - m. Submit an after-action report at the end of the year.

SECTION 6: The Treasurer shall:

- a. Be a voting member of the Executive and Governing Board.
- b. Be bonded and ensure bonding is secured in accordance with the Constitution and By-Laws.
- c. Be the primary signer on the Club Operating and Scholarship accounts. Shall secure signature of the President, or his/her designee on a check over three hundred dollars (\$300.00). In the event the President is unavailable, the First (1st) Vice President may serve as an authorized second signature.

PLEASE NOTE THE REMAINING ENUMERATION POINTS FOLLOWS IN THE PROPER ALPHABETIC SEQUENCE THAT IS FOUND IN THE DOCUMENT.

- d. Receive, safeguard, disburse, deposit, and account for all funds and assets of the VSC.
- e. Maintain all financial records to include bank statements, reconciliation statements, and a copy of the IRS tax-exempt status for a minimum of seven (7) years.
- f. Chair the Budget committee and prepare a budget report in June and January on the status of the funds for review and approval by the Board and submitted to be submitted to General Membership for final approval.
- g. Prepare a financial report to be presented at the monthly Governing Board meeting. These financial reports are for information only and need not be voted upon by the Governing Board. Ensure financial reports are posted for review by General Membership in September, January, and May.
- h. Attend all General Membership meetings and Fundraisers to confirm cash receipts and cash disbursements.
- i. Be responsible for money boxes with sufficient change to support all functions.
- j. Ensure that the accounting system conforms to requirements of DoD instructions, all Fort Jackson regulations, and all Army regulations.
- k. Provide the Secretary with two (2) copies of the monthly financial report signed by the President.
- l. Prepare an annual financial report of receipts and disbursements for accounts receivable following the end of the VSC year. Copies of the annual financial reports shall be given to the incoming Board. These reports, with supporting vouchers and bank statements shall be forwarded to the auditor within six (6) weeks from the date of the May Governing Board meeting. A copy of the final audit shall be furnished to

- the approving authority.
- m. Arrange for the filing of tax forms as necessary.
 - n. Reimburse expenditures upon properly prepared vouched and receipts within thirty (30) days of purchase.
 - o. Recover any Non-sufficient (NSF) charges and additional debt billed to the VSC from a member incurring the charge.
 - p. Maintain a minimum balance of one thousand dollars (\$1000.00) in the Scholarship fund.
 - q. Submit a proposed budget to the out-going Governing Board no later than the May board meeting for submission with the Budget Committee recommendation to the newly elected and appointed Governing Board.
 - r. Serve on the Scholarship Committee.
 - s. Submit an after-action report upon departure or completion of term.

ARTICLE III

Non-Voting Members of the Governing Board

SECTION 1: Honorary Board Members shall:

- a. Be the spouse of the Fort Jackson Installation Commander and the spouse of the Soldier Support Institute Command or his/her designee.
- b. Be invited to attend Executive and Governing Board meetings, general membership meetings, and fund raising activities.
- c. Serve in an advisory role and provide policy guidance to the VSC.
- d. Is a non-voting member of the Board.
- e. Be a VSC member in good standing.

SECTION 2: Honorary Advisors shall:

- a. Be the spouse of the Fort Jackson Post Command Sergeant Major and the spouse of the Soldier Support Institute Command Sergeant Major or their designated appointee.
- b. Attend Executive and Governing Board meetings, general membership(s) meetings and fund-raising events.
- c. Serve in an advisory role without a board vote.
- d. Be a VSC member in good standing.

SECTION 3: The Parliamentarian shall:

- a. Be a VSC member in good standing.
- b. Be appointed by the President with the approval of the Executive Board.
- c. Be a non-voting member of the Executive and the Governing Board.
- d. Coordinate all voting to include written and absentee ballots when needed.
- e. Coordinate all telephonic and electronic votes when directed by the President, in

- coordination with the Secretary and in accordance with Article IX of the Constitution.
- f. Declare if a quorum is or is not present and keep written records of ballot votes.
 - g. Possess the book Robert's Rules of Order and be familiar with proper procedures.
 - h. Ensures that all meetings are conducted according to the Constitution, By-Laws, and Robert's Rules of Order, Revised.
 - i. Advises and aids the President as needed in regards to the Constitution, By-Laws, and the Post and DoD regulations relating to private organizations.
 - j. Be an impartial mediator in the conduct of all VSC business.
 - k. Serve as the chairperson and organize the Constitutional Review Committee to be held not later than February of every odd year and serve as liaison with Fort Jackson FMWR (Family, Morale, Welfare and Recreation) for all aspect of Constitution and By-Laws compliance.
 - l. Present Constitution and By-Laws changes to the Governing Board and the General Membership for approval.
 - m. Coordinate and submit private organization revalidation three (3) months prior to expiration.
 - n. Serve as Chairperson of the Nominating Committee and help with the Installation Ceremony for the new Executive Board Members.
 - o. Announce in January to General Membership VSC leadership opportunities.
 - n. Coordinate with Honorary Advisors, Honorary Presidents, and Second (2nd) the installation of VSC new Officers at the May General Membership meeting.
 - o. Ensures that each Governing Board member has a copy of the Constitution and By-Laws.

ARTICLE IV

Appointed Members of the Governing Board

The President appoints all Governing Board Positions, and the duties of all Board Members shall be those implied by their respective titles and those specified in the By-Laws. One vote per position is allowed and voting is limited to two (2) votes per person when one person holds two positions.

SECTION 1: General Information:

Appointed Members of the Governing Board shall:

- a. Be a VSC member in good standing.
- b. Be a voting member of the Governing Board in accordance with Article IX, Section 4 of the Constitution.
- c. Attend all Governing Board meetings and remain until all business is completed. At the discretion of the Governing Board, an Officer or Board Member can be removed if absent from two (2) or more Board or General Membership meetings.

- d. Attend all General Membership meetings to include special functions.
- e. Submit a proposed budget.
- f. Submit a monthly report at each Governing Board meeting to include a “No report at this time” statement.
- g. Submit information to the e-newsletter editor and Webmaster as needed.
- h. Update job descriptions annually and submit prior to the end of the governing year.
- i. Maintain files: of their duties, the after-action reports, the minutes of the Governing Board meetings, the monthly financial reports, and copies of the Constitution and By-Laws to submit to their successor.
- j. Submit an after-action report at the end of the year.
- k. Form committees as needed from General Membership, with the exceptions of the Nominating Committee, Budget Committee, and the Constitution Review committee.
- l. Maintain a copy of and be familiar with the Constitution and By-Laws, after action reports, and job descriptions for all positions.
- m. Be assigned any additional responsibilities deemed necessary for the benefit of VSC or as delegated by the President.

SECTION 2: APPOINTED GOVERNING BOARD MEMBERS

- a. ACTIVITIES shall:
 - 1. Organize and initiate social activities among VSC members and recruit a POC for each activity.
 - 2. Coordinate and arrange for activity sign-up at all meetings.
 - 3. Provide a list of activities to the e-newsletter Editor, Webmaster, Publicity, and Social Media Board Members in advance of events.
 - 4. Act as a liaison between the Governing Board and any social activity affiliated with the VSC.
 - 5. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
 - 6. Submit an after-action report upon completion of duties.
- b. HISTORIAN shall:
 - 1. Arrange for pictures to be taken at VSC functions and special events.
 - 2. Create for presentation to the President and Advisors annual scrapbooks. The Scrapbook may be in electronic form.
 - 3. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
 - 4. Submit an after-action report upon completion of duties.
- c. HOSPITALITY shall:
 - 1. Ensure that an official greeter is present at each General Membership function to welcome newcomers and guests.

2. Check with the Reservation Chairperson for names of any new members that may be attending an event and appropriately acknowledge new members at the function.
3. Chair the committee to plan welcomes and farewells for incoming and outgoing Spouse(s) of the Fort Jackson Installation Commander, Post Command Sergeant Major, Soldier Support Institute Commander, and Soldier Support Institute Command Sergeant Major.
4. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
5. In coordination with Ways and Means offer tickets of opportunity at each function when necessary.
6. Submit an after-action report upon completion of duties.

d. MEMBERSHIP shall:

1. Be bonded.
2. Collect dues and submit money to the Treasurer in a timely manner.
3. Keep and maintain all membership records.
4. Organize a “Super Sign-Up” event.
5. Submit an after-action report when leaving position.
6. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.

e. PUBLICITY and SOCIAL MEDIA shall:

1. Publicize all VSC activities.
2. Attend the Community Information Exchange meetings.
3. Provide approved written articles for submission to the public as deemed necessary.
4. Solicit publicity for VSC activities from local newspapers, Radio, TV, and other outlets with the approval of the Public Affairs Office.
5. Prepare information and flyers (as needed) for monthly newsletters, Community Information Exchange meeting, and Newcomers briefing.
6. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
7. Maintain the VSC Facebook, Instagram & Twitter page.
8. Submit an after-action report upon completion of duties.

f. E-NEWSLETTER EDITOR shall:

1. Gathers information to be published in the VSC monthly.
2. Designs the newsletter and insures the newsletter is delivered to VSC members.
3. Appoints a staff to take photographs at any VSC activity.
4. Writes articles for VSC publication.

5. Maintains a file of all published VSC newsletters.
6. Performs all duties as outlined in Article IV, Section 1 of these By-Laws.
7. Submits an after-action report upon completion of duties.

g. WEBMASTER shall:

1. Will design, update, and maintain the VSC website.
2. Current announcements and information will be coordinated with the E-newsletter Editor and Publicity Board Members.
3. Maintain a file with all website information to include any passwords, contact persons, obligations, and/or contracts.
4. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
5. Complete and submit an after-action report upon completion of duties.

h. RESERVATIONS shall:

1. Be bonded.
2. Update and print a Reservation Policy to include a section allowing a request for yearly permanent reservations. This will be made available to VSC members via the VSC website, E-newsletter, social media, and other appropriate venues.
3. Take reservations for all General Membership functions.
4. Report the number of reservations to the Second Vice President.
5. Maintain a current reservation list and make changes as needed.
6. Ensures each member and guest has a name tag for monthly functions.
7. Receives full payment from each member to attend the event.
8. After each function, notifies in writing a request for payment from those people who made a reservation and failed to cancel the reservation prior to the deadline.
9. Performs all duties as outlined in Article IV, Section 1 of these By-Laws.
10. Complete and submit an after-action report upon completion of duties.

i. SCHOLARSHIPS shall:

1. Research and establish with the Governing Board timelines, guidelines goals for the current VSC year scholarship program.
2. Coordinate, update, and assemble materials, applications, and establish a Selection committee for the VSC scholarship program by November 1st of the current VSC year.
3. Select members to serve on the Scholarship committee. Committee members cannot be related to any applicant.
4. Chair the Scholarship Committee.

5. Distribute the scholarship application packets three (3) months prior to the application deadline.
6. Ensure that all applicants are members of VSC or children of VSC members.
7. Receive, review, and copy all scholarship applications and redact all personal identifying information of the applicant.
8. Meet with committee members after they have reviewed the applications and preside over the selection process.
9. Notify applicants they were not selected prior to the publication of recipients.
10. Notify all recipients that were selected.
11. Submit to Marketing, E-newsletter Editor, Website, and Publicity an Article and photograph to announce recipients.
12. Coordinate distribution of scholarship checks with the Treasurer and Ensure their timely delivery to be paid directly to the recipient's school.
13. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
14. Complete and submit an after-action report upon completion of duties.

j. COMMUNITY SERVICE shall:

1. Plan and coordinate all community service projects to support non-profit organizations and charities that support military service members and their families located in the Fort Jackson community.
2. Submit recommendations for community service projects for approval by The Governing Board.
3. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
4. Complete and submit an after-action report upon completion of duties.

k. WAYS AND MEANS shall:

1. Be bonded.
2. Propose, develop ideas, plan and execute methods of raising operating funds for the VSC.
3. Maintain current inventory of supplies.
4. Replenish inventory of sale items as necessary when funds are available.
5. Ensure monies are counted and turned into the Treasurer.
6. Not enter a contract or legal obligation without consent of the Governing Board.
7. Coordinate with the Vendor Coordinator for items to be donated at VSC functions.
8. Provide a monthly report of sales and inventory at Governing Board meetings.
9. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
10. Complete and submit an after-action report upon completion of duties.

l. VENDOR COORDINATOR shall:

1. Be bonded.
2. Coordinate vendors for each luncheon.
3. Collects table fees from each vendor.
4. Collects from each vendor one item for the opportunities.
5. Decides on the number of tables needed to accommodate the number of vendors at each luncheon.
6. Notifies the Second (2nd) Vice President of the number of vendors attending and the number of tables needed.
7. Coordinates with the Reservation Chairperson the number of meals for vendors.
8. Ensures each vendor has a vendor policy letter and completes and signs vendor agreement policy.
9. Perform all duties as outlined in Article IV, Section I of these By-Laws.
10. Complete and submit an after-action report upon completion of duties.

m. VOLUNTEER COORDINATOR shall:

1. Recruit volunteers for all events.
2. Maintain a file and distribute forms necessary for tacking and reporting volunteer hours. Ensure reporting of all VSC volunteer hours are recorded though VMIS.
3. Coordinate with the Governing Board for VSC member nomination(s) for post volunteer recognition. Submit the completed paperwork to the Installation Volunteer coordinator for volunteer recognition.
4. Coordinate with E-newsletter Editor, Webmaster, and publicity Chairpersons to recognize the VSC members who have volunteered at monthly functions or events.
5. Perform all duties as outlined in Article IV, Section 1 of these By-Laws.
6. Complete and submit an after-action report upon completion of duties.

SECTION 3. Other Committees and Temporary Positions

The President, with approval of the Executive Board, may appoint other positions or committees. This includes any temporary position. The Executive Board shall determine the duties of these special positions and the terms of office. Temporary positions shall have no vote.

ARTICLE V Standing Committees

SECTION 1:

- a. Budget Committee, chaired by the Treasurer, shall consist of the Honorary Board members, Advisors, President, First (1st)

Vice President, Second (2nd) Vice President, Ways and Means Chairman, and any other member considered necessary. This committee will meet in July to prepare the yearly operating and welfare budgets to be approved by the Governing Board and then presented to General Membership for approval during the first General Membership meeting in September. This committee will also organize and coordinate all a second budget meeting to be held in January to revise the approved Operating and Welfare budgets. The revised budgets will be presented to the Governing Board for approval in February.

b. Constitution Review Committee

Will follow the directions as listed in ARTICLE III, Section 5 of the Constitution.

c. Nominating Committee

Will follow the directions as listed in ARTICLE VI, Section 2 of the Constitution.

d. Scholarship Committee

The Scholarship Committee shall be chaired by the Scholarship Chairperson and shall consist of the President (or his/her designee), First (1st) Vice President (or his/her designee), Treasurer (and his/her designee), Secretary (or his/her designee), and at least three (3) eligible VSC members, and at the discretion of the chairperson, one or more community members may be invited to participate in the scholarship selection process. The committee will meet at the direction of the Scholarship Chairperson and determine the number of Scholarships to be awarded and their value. Recommendations will be presented to the Governing Board for approval. The committee shall complete the scholarship award selection process before the completion of the current Club year.

SECTION 2:

Other standing committees may be created, changed or abolished Direction of the President with the approval of the Executive Board.

ARTICLE VI
Finance

SECTION 1: Membership dues shall be reviewed and determined annually by the Governing Board. Anyone eligible for membership joining after 1 January will be assessed a half-year

membership. Anyone assigned to Fort Jackson in a student capacity of less than six (6) months may join the VSC for the half-year membership rate.

SECTION 2: The dues of associate members will be the same as dues for regular members. Honorary Members shall not pay dues.

SECTION 3: No refunds shall be given to any member leaving the post or voluntarily relinquishing membership. Memberships are not transferable.

SECTION 4: All reimbursement requests for expenses must be submitted to the Treasurer within thirty (30) days after expenses were incurred. Exceptions may be made at the discretion of the President.

SECTION 5: Unbudgeted expenditures of less than \$51.00 must be approved by the President or no reimbursement will occur. Unbudgeted expenditures of \$51.00 or more must be approved by a vote of the Governing Board at a regularly scheduled meeting or no reimbursement will occur.

SECTION 6: Recovering outstanding debts by club members will be coordinated and conducted by the Treasurer. The Treasurer shall recover Non-Sufficient Funds (NSF) charges and additional debt billed to VSC from the member incurring the charge. If the member fails to settle his/her debt, written notification will be mailed within thirty (30) days VSC. The member will have fourteen (14) days to make payment or membership privileges will be suspended until the debt is settled.

SECTION 7: The President, First (1st) Vice President, Second (2nd) Vice President, Treasurer, Property Chairperson, Reservations Chairperson, Membership Chairperson, Ways and Means Chairperson, and Vendor Coordinator shall be bonded. Other Governing Board positions may be bonded if deemed necessary.

ARTICLE VII Appreciation Gifts

SECTION 1: The end of the Board year gift for the President will not exceed the budgeted amount.

SECTION 2: The end of the Board year gifts presented to the outgoing Governing Board by the President will not exceed budgeted amount per position.

ARTICLE VIII Meetings

SECTION 1: The schedule of Governing Board meetings and monthly General Membership meetings will be determined by the Governing Board at the start of each board year.

SECTION 2: The Governing Board meetings are open to the VSC membership. Any member in good standing may attend a Governing Board meeting to observe the proceedings, to present an issue and/or to participate in the discussion of any issue. The observing member has no vote.

ARTICLE IX
Reservation Policy

Any person who has made a reservation and fails to either attend that function or cancel by the reservation deadline shall be responsible to pay for the entry cost of the function unless they contact Reservations with the name of a replacement. Emergencies will be handled on a case by case basis through the Reservation Chairperson, who will present the situation to the President and Advisors for consideration.

Signed:

VSC President

Date: _____

VSC Secretary

Date: _____

VSC Parliamentarian

Date: _____