

BROOKE ARMY MEDICAL CENTER AUXILIARY
BYLAWS

Article I
The General Board

Section 1: It shall be the duty of all officers to ensure the organization and its members comply with AFI 34-223 and all other directives affecting the operation of the organization. The General Board is composed of all the honorary members, elected officers and appointed standing committee chairs.

Section 2. Honorary Members

a. Honorary President

- 1) The Honorary President shall be appointed by the Commander of Brooke Army Medical Center.
- 2) The Honorary President shall serve as a representative of the organization at Brooke Army Medical Center, on Joint Base San Antonio, and within the military community at large according to the organization's mission and agreed upon interests.
- 3) The Honorary President is encouraged to attend General Board, Executive Committee, and General Membership meetings with a Board Report submitted to the President prior to General Board meetings.
- 4) The Honorary President is encouraged to act as an advisor to the General Board on military procedure and protocol.
- 5) The Honorary President is encouraged to provide mentorship to the General Board on leadership, operations, and communications from personal and professional experience.
- 6) The Honorary President is encouraged to attend major functions of the organization and promote them to the larger military community.

b. Honorary Advisors

- 1) One Honorary Advisor shall be appointed by the Command Sergeant Major, Brooke Army Medical Center.
- 2) Additional Honorary Advisors shall be appointed by the Executive Board.
- 3) Honorary Advisors are encouraged to attend General Board, Executive Committee, and General Membership meetings with Board Reports submitted to the President prior to General Board meetings.
- 4) Honorary Advisors are encouraged to act as advisors to the General Board on military procedure and protocol.
- 5) Honorary Advisors are encouraged to provide mentorship to the General Board on leadership, operations, and communications from personal and professional experience.
- 6) Honorary Advisors are encouraged to attend major functions of the organization and promote them to the larger military community.

Section 3. Elected Members

a. President

- 1) The President shall not be active duty military personnel.
- 2) The President shall serve as a representative of the organization at Brooke Army Medical Center, on Joint Base San Antonio, and within the military community at large according to the organization's mission and agreed upon interests.
- 3) The President shall preside at all General Membership, General Board, and Executive

Committee meetings and may call additional meetings as needed.

- 4) The President shall appoint all Presidential Representatives and all Committee Chairpersons.
 - 5) The President shall receive all Board Reports prior to monthly General Board meetings, review them, and compile them into an agenda for the General Board meetings.
 - 6) The President shall respond to questions and concerns from Executive Officers between monthly General Board meetings as necessary.
 - 7) The President shall maintain ownership and responsibility for the organization's postal mailbox, storage unit, digital account passwords (including but not limited to PayPal, website, email accounts, and Facebook), printer, and laptop.
 - 8) The President shall assume responsibility of funds on hand in the absence of the Treasurer.
 - 9) The President shall receive and keep duplicate copies of Standard Operating Procedures and After Action Reports from Executive Officers, Committee Chairpersons, and Presidential Representatives by 31 May.
 - 10) The President shall request permission every other year to operate on JBSA-Fort Sam Houston as a private organization in accordance with AFI 34-223 from the Installation Commander via 502d Force Support Squadron (502 FSS/CL), ATTN Private Organizations.
 - 11) The President shall delegate other duties to the Executive Officers as necessary.
- b. First Vice President
- 1) The First Vice President shall not be active duty military personnel.
 - 2) In the absence of the President and the First Vice President shall perform the duties of the President.
 - 3) The First Vice President shall manage all fundraising programs.
 - 4) The First Vice President shall complete a request to conduct fundraisers to the JBSA Installation Commander via 502d Force Support Squadron and the Brooke Army Medical Center Deputy Commander for fundraisers conducted on BAMC grounds.
 - 5) The First Vice President shall perform other duties as delegated by the President.
- c. Second Vice President
- 1) The Second Vice President shall manage all service programs.
 - 2) The Second Vice President shall perform other duties as delegated by the President.
 - 3) The Second Vice President shall monitor and guide the following standing committee: WFSC Meal Chair.
- d. Secretary
- 1) The Secretary shall keep a record of the organization's proceedings and all meeting agendas and minutes.
 - 2) The Secretary will also provide minutes of the previous month's General Board meetings to the General Board.
 - 3) The Secretary shall provide copies of monthly minutes to the Installation Commander via the JBSA private organization coordinator.
 - 4) The Secretary shall keep a record of all the organization's monthly bulletins, spotlights, and calendars and quarterly newsletters.
 - 5) The Secretary shall prepare and dispatch correspondence of the organization as needed.
 - 6) The Secretary shall keep and distribute to the General Board a list of contact information of the General Board with at least two points of contact for each member (i.e. phone and email address).
 - 7) The Secretary shall perform other duties as delegated by the President.

- 8) The Secretary shall monitor and guide the following standing committee: Membership and Media.
- e. Treasurer
- 1) The Treasurer shall not be active duty military personnel.
 - 2) The Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the General Board and governing board for review no later than the August board meeting.
 - 2) The Treasurer shall receive, safeguard, disburse, and account for funds and other assets as directed by the General Board.
 - 3) The Treasurer shall make available to the General Board, at the monthly board meetings, a copy of the itemized Treasurer's report.
 - 4) The Treasurer will prepare a quarterly financial statement and submit it to the General Board for review. The General Board will appoint an outside party to review the organization's financial records upon a change of Treasurer.
 - 5) The books of the Treasurer will be reviewed at least 2 weeks prior to termination of office. The results of this review will reflect the new Treasurer's acceptance of said books. A copy of the new Treasurer's acceptance will be forwarded to 502 FSS/FSR within 30 days of transfer of office. Year end financial statements will be forwarded to the 502 FSS/FSR within 30 days after the end of BAMC Auxiliary's fiscal year. The cost of all financial reviews/audits is the responsibility of this organization.
 - 6) The Treasurer shall monitor and guide the following standing committees: Welfare.
 - 7) The Treasurer shall make a yearly report available for audit.
 - 8) The Treasurer shall submit a report for audit if he or she does not fulfill term of office.
 - 9) The Treasurer shall comply with all applicable sales tax laws.
 - 10) The Treasurer shall perform other duties as delegated by the President.
- f. Parliamentarian
- 1) The Parliamentarian shall make sure General Board meetings, Executive Committee meetings, and business meetings of the General Membership are governed according to Robert's Rules.
 - 2) The Parliamentarian shall keep a record of all motions, their vote tallies, and their results during meetings.
 - 3) The Parliamentarian shall make sure the organization adheres to the most up-to-date Constitution and Bylaws and keep a record of any proposed amendments or changes to the Constitution and Bylaws, and once voted on, shall submit them to the Installation Commander via 502 FSS/CL, through the private organization coordinator.
 - 4) The Parliamentarian shall give copies of the most up-to-date Constitution and Bylaws to the General Board (including to the Membership Chair for distribution to the General Membership), ensure they are posted on the organization's website by the Media chair, and make copies available by email, upon request, to any member of the organization.
 - 5) The Parliamentarian shall chair the Nominating Committee annually and the Constitution and Bylaws Review Committee every other year.
 - 6) The Parliamentarian shall coordinate the Installation and Farewell ceremonies annually.
 - 7) The Parliamentarian shall perform other duties as delegated by the President.
- g. Elected members are known as Executive Officers and:
- 1) Shall have one vote during meetings of the General Board, according to Robert's Rules. Co-officers shall share one vote.
 - 2) Shall attend all General Board meetings. Failure to do so can result in the loss of the position.

- 3) Shall adhere to the privileges and obligations listed in Article V, Section 5 of the Constitution.

Section 3. Standing Committees

- a. Committee Chairpersons and their responsibilities are:
 - 1) Membership Chair shall maintain all membership records and promote and expand the organization's membership. Additionally, Membership Chair shall create and distribute a membership directory to include the organization's up-to-date Constitution and Bylaws received from the Parliamentarian.
 - 2) Media Chair shall compile and distribute a quarterly newsletter and monthly calendars, bulletins, and spotlights, keep the organization's website up-to-date, and keep the organization's Facebook pages current and ongoing.
 - 3) Welfare Chair shall compile Welfare requests, organize a committee to create a list of final requests, ensures a vote by the General Board of those final requests, distribute funds at the annual Welfare Reception, and coordinate the Welfare Reception.
 - 4) WFSC Meal Chair shall coordinate the monthly meals and volunteers at the Warrior Family Support Center.
- b. Standing Committee Chairpersons shall establish sub committees as needed to perform their prescribed duties. Subcommittee chairs will not have a vote and are not expected to attend General Board meetings.
- c. The President shall appoint standing or special committees as the organization or Executive Officers deem necessary to carry out the work.
- d. The President shall be an ex-officio member of all committees, except the Nominating Committee.
- e. Each Standing Committee Chairperson shall have one vote during meetings of the General Board. Exception: Co-chairs will share one vote.
- f. Each Standing Committee Chairperson is expected to attend all General Board meetings. Failure to do so can result in loss of the position.
- g. Each Special Committee Chairperson shall attend General Board meetings and shall make a written After Action Report to the General Board annually, in addition to their monthly Board Reports, as long as the special committee exists.
- h. Appointed members not on the General Board serve as Presidential Representatives.
 - 1) Presidential Representatives shall be appointed as necessary.
 - 2) Duties of the Presidential Representatives are to represent the organization to the respective organizations, i.e.: Military Spouse EXPO, Kernel Club volunteers, Spouses' Club of the Fort Sam Houston Area board meetings, BAMC Auxiliary's Incoming Spouses Orientation, etc. and to report to the President at monthly General Board meetings as necessary.

Article II
Election of Officers

Section 1. Nominating Procedure:

- a. Nominating Committee
 - 1) The Parliamentarian shall serve as the chairperson of the Nominating Committee.
 - 2) The Nominating Committee shall invite at least one Honorary Advisor and consist of no less than three members of the General Membership and not more than two members of the Executive Board (not including the Parliamentarian). The President and President Elect cannot serve on the Nominating Committee.
 - 3) Members of the Nominating Committee shall not be barred from becoming nominees.
 - 4) The committee shall create an email to be sent no later than 1 February to invite all members to contact the committee if they are interested in serving on the General Board or nominating a member to serve on the General Board, as long as proof of prior consent of the nominated member has been obtained.
 - 5) The Nominating Committee shall contact each General Board member to gauge their interest in elected or appointed positions. The Nominating Committee shall contact others to gauge interest in elected or appointed positions, as the committee deems appropriate as directed by the Parliamentarian.
 - 6) The committee shall confirm the receipt of each nomination with an email response. The committee shall also contact the candidate to confirm their acceptance of the nomination with a completed Statement of Intent form for their nominated position.
- b. Presentation of Nominees
 - 1) The slate shall be presented to the General Board at the April General Board meeting and shall be sent in an email to the General Membership no later than 1 April.
 - 2) The committee will include an invitation in the 1 April email for members to nominate themselves or other members by email no later than April 15th as long as proof of prior consent of the nominated members has been obtained.

Section 2. Election of Officers

- a. The election of Executive Officers shall be held by email vote of the General Membership by no later than 1 May.
 - 1) The candidates receiving a simple majority of the votes submitted are elected.
 - 2) In the event of a tie for any elected position, the Executive Committee will convene asap to take a final vote according to Robert's Rules no later than 31 May.
 - 3) Results of the final votes for elected positions shall be emailed to the General Membership no later than 31 May.

Section 3. Installation of Officers

- a. Executive Officers shall be installed no later than 31 August.
 - 1) The Parliamentarian shall coordinate the installation ceremony.

Section 4. Appointment of Standing Committee Chairpersons

- a. Standing Committee Chairpersons shall be appointed by the President at a General Board meeting no later than 31 May.
- b. Results of the appointments shall be emailed to the Membership no later than 31 May.

Article III
Dues and Expenditures

Section 1. The General Board shall determine the dues each year. After January 1, eligible members shall pay one half (1/2) the annual dues for the remainder of the year.

Section 2. The President shall have the authority to authorize non-budgeted expenditures not to exceed \$100.00.

Section 3. A majority vote of the General Board shall authorize non-budgeted expenditures in excess of \$100.00.


Article IV
The Fiscal Year

The fiscal year for operation of the BAMC Auxiliary shall be from 1 June through 31 May.

Article V
Reports

Each Executive Officer, Committee Chairperson, or Presidential Representative will submit an updated description of the duties and responsibilities of his or her respective office and a summary of the year's activities to include recommendations for the coming year (After Action Report) to his or her successor by 31 May. He or she will provide the President or President Elect with a duplicate copy of the report.

APPROVED BY MAJORITY VOTE OF THE GENERAL MEMBERSHIP on June 28, 2021.



Sarah Krell, President 2021-2022

6/28/21
Date



Jamie Wilson, Parliamentarian 2021-2022

6/28/21
Date