

# **FRIENDS OF CAMP DARBY**

## **CONSTITUTION AND BY-LAWS**

---

### ***CONSTITUTION:***

#### **Article I: NAME, LOCATION, & AUTHORITY**

The name of this organization is the Friends of Camp Darby (hereafter referred to as FCD), located at Camp Darby, Livorno, Italy. It is established under the provisions of AR 210-22 and AE 210-22 as a private organization. The organization operates and exists on Camp Darby only with the consent of the Deputy Garrison Manager, Camp Darby, Italy, herein referred to as the “Approving Authority”. The FCD as a private organization is not entitled to immunities and privileges, will be self-sustaining, and will not receive financial assistance from appropriated or non-appropriated funds since it is not an instrument of the US Government. Neither the Department of the Army nor the United States Army, Europe (Army in Europe) will assume responsibility for the debts of this organization.

#### **Article II: PURPOSE**

The purpose of the FCD shall be:

To enhance the Camp Darby Community by providing its members and guests: activities that explore Italian heritage, coordination of the FCD sponsored Second Glance Thrift Shop, support of community projects benefiting the local community, as well as local, national, and international organizations, promotion and support of international programs to further understanding and cooperation, awards and scholarships, and opportunities to strengthen friendships and support networks.

#### **Article III: ACTIVITIES**

The FCD activities may include monthly meetings, social activities, evening socials, fundraising activities, and operating activities’ specifically the Thrift Shop.

The FCD shall not engage in activities that compete with those of any appropriated fund or non-appropriated fund (NAF) activities.

## **Article IV: MEMBERSHIP**

**Section 1:** Membership in the FCD shall be voluntary, and all members will be provided a copy of the Constitution and By-Laws upon request.

**Section 2:** Active membership shall be open to the following within the Camp Darby Military Community: (I.e. those who are DoD ID Card Holders)

- a. Military spouses to include spouses of reservists, retirees, and deceased military
- b. Spouses of U.S. Civilian employees
- c. U.S. Civilian Employees
- d. Service members to include reservists

**Section 3:** Associate and Honorary Members shall have all the privileges of active membership with the exception of holding the elected officer of Treasurer, or any other office that has a significant authority, if the account of the FCD is with a military banking facility.

- a. Honorary Membership: Honorary membership shall be extended to commander spouses and others at the discretion of the Executive Board
- b. Associate Membership: Associate membership may be extended to other persons not eligible for active membership in the FCD. Membership in this category will be at the discretion and with approval of the Executive Board. Associate membership shall not exceed 49% of the total membership. Renewal of membership maintains priority over new associates. Associate membership may be terminated by majority vote of the Executive Board.
- c. All active and honorary members have the privilege of bringing guests to FCD functions and activities.

**Section 4:** Membership may begin at any time and is renewable every September. Withdrawal of membership will be accepted upon written notification with dues being non-refundable.

**Section 5:** This organization fully supports the Army in Europe policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, sex, mental or physical handicap. This organization will not accept invitations from, nor participate in, any activity or organization that does not conform to Army in Europe nondiscrimination policy or that discriminates on the basis of race, color, religion, national origin, sex, mental, or physical handicap. (AE 210-22)

## **Article V: GOVERNING BODY**

**Section 1:** Executive Board

- a. Direction of the FCD is vested in the Executive Board
- b. The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, and Parliamentarian.

**Section 2:** Governing Board

- a. The business of the FCD shall be conducted according to this Constitution and By-Laws by a Governing Board, which shall be composed of the Executive Board and Standing Committee Chairs and be subordinate to a simple majority vote by the membership at large.
- b. The Governing Board shall be a deliberative body. It shall receive, select, initiate, and act upon issues submitted for consideration to the FCD as a whole.
- c. Standing committee chairs shall consist of Events, Publicity, Thrift Store Liaison, Travel/Leisure, Membership, Cultural Affairs, and Welfare.
- d. The President may appoint Ad Hoc or Special Committees and their chairs by majority vote of the Governing Board. Ad Hoc or Special Committee chairs shall be non-voting members of the Governing Board. The President will establish the provisions for the tenure, dissolution, and scope of responsibility of Ad Hoc or Special Committees.

**Section 3:** Standing Committee Chairpersons shall be selected by the Executive Board and approved by the membership at large.

**Section 4:** The Parliamentarian shall be selected by the FCD President.

## **Article VI: ELECTION OF OFFICERS**

**Section 1:** The Elected Officers shall consist of the President, Vice President, Secretary, Treasurer, and will be elected annually.

**Section 2:** Officers shall be elected by ballot no later than the May Board Meeting. A majority vote of the membership present shall determine the outcome of the election.

**Section 3:** Absentee balloting will be allowed. Procedure will be at the discretion of the Nominating Committee. No proxy votes will be accepted.

**Section 4:** In the event of the office of President becomes vacant during the year, it will be filled by the Vice President, who will serve for the remainder of the term. Officers to fill other vacancies during the year will be appointed by a vote of the Executive Board, and the officers appointed will serve for the remainder of the term.

## **Article VII: ADVISORS**

The position of FCD Advisor(s) will be open to the spouse of Unit Commands. Advisors, if desired and/or available, will be selected by the FCD President.

## **Article VIII: MEETINGS**

**Section 1:** The regular meetings/activities of the membership shall normally be held monthly, except in June, July, and August when no meetings shall be required. All members shall be notified of meetings through the monthly newsletter, flier, email, and/or earlier announcements.

**Section 2:** Special meetings of this organization may be called at the discretion of the President, with the approval of the Executive Board.

**Section 3:** A quorum of any meeting of the general membership will consist of 15% of the general membership.

**Section 4:** A quorum during a board meeting shall be more than half of the number of board positions presently filled. Business can only be conducted when a quorum is present.

**Section 5:** If the need arises for an emergency or immediate vote, the Parliamentarian may conduct a telephone or email vote. One more than half the number of board positions filled is required for a quorum.

## **Article IX: FUNDS**

**Section 1:** Funds for the operation of the FCD and its welfare projects (I.e. scholarships) will be provided from:

- a. Membership dues
- b. Activities and projects conducted by its members in accordance with the regulations of Army in Europe and SETAF
- c. Thrift Shop proceeds

**Section 2:** The Governing Board will authorize the expenditure of funds as outlined in the bylaws. They will never obligate funds in excess of those actually on hand. It will be the duty of the members of this board to manage money in such a way as to retain a cash reserve at the expiration of their term of office, in an amount prescribed in the by-laws.

**Section 3:** No FCD member shall incur any financial obligation for the organization without the approval of the board and/or general membership.

## **Article X: DISSOLUTION AND LIABILITIES**

Dissolution of the FCD may be accomplished by majority vote of the general membership or by order of the approving authority. Should dissolution of the organization become necessary, the following procedures will be adhered to:

- a. Collection of all outstanding accounts receivable.
- b. All outstanding financial obligations of the FCD will be settled.
- c. Bank account will be closed, and bank statement reconciliation will be prepared.
- d. Final financial statement of operations and balance sheet will be prepared.
- e. A terminal audit will be conducted.

- f. Any remaining assets and property shall be given to the Senior Scholarship Fund of Camp Darby, or in the absence of such fund, the Camp Darby Army Emergency Relief (AER). Thrift Shop property will be donated to a local charity.
- g. All bonded members, in accordance with Italian Law, may be personally liable to creditors if the assets of the organization are insufficient to discharge all liabilities.

## **Article XI: AMENDMENTS, REVIEWS, & REVISION**

**Section 1:** This constitution will be amended in the following manner:

- a. The proposed amendments will be presented to the Secretary in writing. The Secretary will present them at the next regular meeting of the Governing Board and shall be approved by a majority vote.
- b. If approved by the Governing Board, the proposed amendment(s) will be published at least fourteen (14) days in advance of the next regular or special meeting.
- c. The amendment(s) will become effective upon adoption thereof by two-thirds of the membership present and voting, and if subsequently approved by the Deputy Garrison Manager, Camp Darby.
- d. Amendments to the by-laws may be made by majority vote of the Governing Board. Changes to the by-laws will be presented to the membership at the next regular or special meeting, or be published in the following month's newsletter.

**Section 2:** Constitution and by-laws will be reviewed biannually by a committee to include: the Executive Board and the Thrift Shop Liaison, to be chaired by the Parliamentarian. A revision, if required, will be presented to the general membership for approval pursuant to Article XI, Section 1. Said revision will be submitted to the Deputy Garrison Manager, Camp Darby for approval. If revision is not required, a statement to that effect will be submitted to the same authority. Two (2) revised copies, duly signed and dated, will accompany the biannual renewal request to the appropriate authority ninety (90) days before current authorization expires.

**Section 3:** With the adoption of this Constitution, this organization will deem to have repealed all heretofore-existing Constitutions.

**Section 4:** Approved by majority vote on \_\_\_\_\_.

X

FCD President/ Date

X

FCD Secretary/Date

## ***BY-LAWS:***

### **Article I: GOVERNANCE**

#### **Section 1: Executive Board**

- a. The Elected Officers shall consist of the President, Vice President, Secretary, and Treasurer, each of whom will have one vote. The President votes only in the case of a tie.
- b. The Advisor(s) shall be non-voting members of the Executive Board.

#### **Section 2: Governing Board**

- a. The Standing Committees shall include: Events, Publicity, Thrift Shop Liaison, Travel/Leisure, Welfare, Awards/Scholarships, Membership, and Cultural Affairs. The Chairperson of each Standing committee shall have one vote.
- b. Non-voting members are the Parliamentarian and Advisor(s). If Ad Hoc or special committee chairs are appointed by the President, they will not vote on the Governing Board.
- c. The Governing Board shall set the time and date of the monthly Governing Board meeting. The General Membership shall meet monthly from September to May at the discretion of the Governing Board.
- d. After three (3) unexcused absences, the President may request a Board member's resignation.
- e. Any personal holding two positions on the Executive Board and Standing Committee shall have only one vote.

### **Article II: DUTIES OF THE BOARD**

**Section 1:** The duties of the Executive Board shall be:

- a. To transact all routine business of the FCD unless otherwise specified in the Constitution and By-Laws.
- b. Regular Executive Board meetings shall be held monthly, unless otherwise decided by the board.
- c. The Elected Officers may conduct business on an emergency basis only in the absence of the availability of a quorum of the Governing Board.
- d. Paid employees of the Thrift Shop may not hold a voting position on the Executive Board.
- e. Elected officers shall submit a copy of their annual report to the President and Secretary in April for reproduction and distribution to all board members prior to the joint board meeting in May. All fiscal records will be turned over by June 1<sup>st</sup>, or as soon as complete. The new Board shall meet in June to plan the coming Board Year.

**Section 2:** The duties of the Governing Board shall be:

- a. To coordinate and supervise all activities of the FCD. No program or activity shall be conducted by the FCD, which would prejudice or discredit the military or other agencies of the United States Government.
- b. To initiate changes to the Constitution and the By-Laws for the efficient and orderly operation of the FCD.
- c. The President can call an emergency meeting of the Governing Board at her/his discretion or at the request of a Governing Board member.
- d. Any member at large may attend a board meeting. However, to make a specific request, permission must be obtained from the President prior to the meeting.

**Article III: ELECTED OFFICERS**

**Section 1: President**

- a. Votes only in case of a tie.
- b. Holds only one position on the Governing Board, that of President.
- c. Appoints all Ad Hoc or Special committees and is an ex-officio member of all committees with the exception of the Nominating Committee.
- d. Monitor the activities of all Standing Committees with the assistance of the Vice President.
- e. Signs all contracts and legal documents. The President shall insure that the appropriate persons are authorized signatories on the FCD accounts.
- f. Insures that, annually, an audit of all FCD accounts is performed by a person not serving on the Governing Board in accordance with the provisions of current USAREUR Private Organization Policy Letter.
- g. Signs all Thrift Shop employment contracts with salaried employees.
- h. Directs the orderly and complete transition to the new Governing Board.
- i. Sends a monthly email reminder to all Governing Board members on the date and time of the next meeting.
- j. Contacts all Board members for all special and emergency Governing Board meetings.

- k. Shall conduct all correspondence for the FCD.

## **Section 2: Vice President**

- a. Is a voting member of the Governing Board.
- b. Performs the duties of the President in the absence of the President and fulfills the remainder of the term should the President resign.
- c. Assists the President with activities as directed.
- d. Is an FCD representative for the community as appointed by the President.
- e. Chairs the scholarship and awards committee.

## **Section 3: Secretary**

- a. Is a voting members of the Governing Board.
- b. Shall be custodian of the permanent FCD records, to include the official copy of the Constitution and By-Laws, and the letter of approval to operate as a private organization.
- c. Keeps an accurate record of all Executive Board, Governing Board, and General Membership meetings, noting all motions subject to the inspection of any member.
- d. Submits copies of monthly minutes to the Governing Board.
- e. Shall post the minutes of all meetings, regular or special, within thirty days of said meeting on the bulletin board in the Thrift Shop.
- f. Shall maintain a current list of all officers and committee chairpersons.
- g. Maintains record of all committee reports submitted at Governing Board meetings.

## **Section 4: Treasurer**

- a. Is a voting member of the Governing Board.
- b. Must be a valid U.S. Identification and Privilege Cardholder.
- c. Shall act at all times in accordance with AE 210-22.
- d. Presents a report at the monthly Governing Board Meetings. If unable to attend, will prepare a written report and ensures that it is presented at the meeting.
- e. Shall chair the Budget Committee.
- f. Advises Governing Board of available welfare funds.
- g. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth, and financial transactions of the General Administration fund and Welfare Fund.
- h. Disburses the General Administration and Welfare funds with the authority to execute checks against all the FCD bank accounts.
- i. Collects all accounts receivable, such as membership dues and funds accrued by the various Committees.
- j. Ensures bonding for all officials.
- k. Ensures that the FCD has sufficient liability insurance coverage.
- l. Has all fund accounting records available at all times for inspections and audits by representatives of the approving authority.
- m. Provides for an accounting record audit of all the funds annually and upon change of Treasurer.



- n. In the absence of the retail operations bookkeeper, disburses Thrift Shop funds, with the authority to execute checks against the Thrift Shop accounts.
- o. Supervises the retail operations bookkeeper to ensure that the accounts are maintained properly and are current.
- p. Ensures that all reports are presented to the Board and the Garrison in a timely manner.

## **Article IV: PARLIAMENTARIAN**

### **Section 1: Duties**

- a. Shall be appointed by the President.
- b. Is a non-voting member of the Governing Board.
- c. In the event no Parliamentarian is available, the Vice President shall serve.
- d. The Parliamentarian shall advise the FCD on all points of parliamentary procedure not covered by the Constitution and By-Laws.
- e. Chairs the biannual review of the Constitution and By-Laws committee
- f. Chairs the Nominating Committee and presides over the election of new officers.
- g. Conducts all telephone and/or email voting and passes the results to the President and the Secretary.

### **Section 2: Constitution and By-Laws Committee**

- a. Shall be chaired by the Parliamentarian
- b. Is composed of the Executive Board and the Thrift Store Liaison
- c. Conducts the review and types the revision of the Constitution and By-laws for submission to the approving authority every 2 years.
- d. Submits revised Constitution to the Governing Board for approval, then to the General Membership for approval. Submits revisions to the By-Laws to the Governing Board for approval and announces revisions to the members at the next General Membership meeting.

### **Section 3: The Nominating Committee**

- a. Is chaired by the Parliamentarian
- b. Is composed of, one elected member of the Governing Board, other than President, two Standing Committee Chairs and two members of the General Membership appointed by the Parliamentarian. Advisor(s) may be invited to attend, if available.
- c. The Parliamentarian will announce the Nominating Committee at the February General Membership meeting.
- d. The slate of nominees will be announced at the March General Membership meeting. At this meeting the Parliamentarian will accept nominations from the floor, providing the consent of the nominee has been obtained.
- e. All nominations for elected officers will close as of 1 April. All FCD members in good standing are eligible to vote, including the President.

## **Article V: ELECTIONS**

**Section 1:** At the election meeting, further nominations may be made from the floor, provided the nominee is present and/or previously has given written consent to the nomination.

**Section 2:** The officers shall be elected by ballot, except where there is but one nominee for an office and the vote may be by a show of hands at the general membership meeting.

**Section 3:** All members of the FCD are entitled to hold office, and are entitled to vote at business meetings and elections of officers. They may also serve as chairpersons of committees. The only exception is that the office of Treasurer, or any other office that has signature authority or bonding, must be held by an active member (not as Associate member) that possesses a valid U.S. Identification and Privilege Card, if the account of the FCD is held at a military banking facility.

**Section 4:** The Outgoing Executive Board and the Incoming Executive Board will meet together at the May Board meeting following the elections. The term of office shall begin the first working day in June and conclude the last working day in May.

**Section 5:** The Outgoing officers will discharge the duties of their respective offices to the newly elected officers at the June Executive Board meeting.

**Section 6:** Absentee Balloting: Any member may submit an absentee ballot for the general election.

**Section 7:** Resignation of the board members should be submitted to the President or Vice President in written form when possible. The Governing Board may elect a member to fulfill the duties for the remainder of the term.

## **Article VI: STANDING COMMITTEES**

A Standing Committee shall consist of a Chairperson suggested by the Executive Board and approved by the membership at large and additional members as necessary who have been approved by the President. All Standing Committee Chairpersons shall submit a copy of their annual reports to the President and Secretary, and retain one for their files. An updated copy of the SOP of the office shall be submitted to the Secretary in April for reproduction and distribution to all Board members prior to the Joint Board meeting in May.

### **Section 1: Events**

- a. Shall be responsible for coordinating and executing FCD special events.
- b. Appoint a special committee, if needed.
- c. Will coordinate volunteers to help carry out event tasks.
- d. Will be responsible for transporting decorations to and from FCD storage closet.
- e. Responsible for keeping inventory of event materials.
- f. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

### **Section 2: Publicity**

- a. Shall assist the FCD committees in marketing and publicizing FCD and Second Glance Thrift Store events within the Camp Darby community, including but not limited to posting fliers at designated areas around Camp Darby, distributing fliers at FCD membership meetings, and assistance in creation of marketing materials if needed.
- b. Appoint a committee, if needed.
- c. Shall be responsible for creating a monthly newsletter and distributing it to members by email or flier (Sept-May).
- d. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

### **Section 3: Thrift Shop Liaison**

- a. Be an active volunteer at the Second Glance Thrift Shop.
- b. Shall consider, develop, and execute ideas and plans to create revenue.
- c. Present to the Governing Board all pertinent news related to the Thrift Shop at the monthly Board meeting.
- d. Assist the Thrift Store Manager as necessary.
- e. Appoint a committee, if needed.
- f. Recruit Thrift Shop volunteers at the General membership meetings. Maintain volunteer relations by proper recognition of specific volunteers and their achievements; submit monthly volunteer hours and quarterly/yearly recognition to be submitted to VMIS.
- g. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.
- h. Shall be conversant with all procedure and have a working knowledge of the Thrift Store SOP. May serve as a substitute staff as needed. Will be a signature authority on the Thrift Store bank account. All checks one hundred dollars and over will require the signature of the Thrift Store Liaison. This will be a bonded position.

### **Section 4: Membership**

- a. Contact prospective members and encourage membership.
- b. Maintain a current list of members and furnish list to the Executive Board with monthly corrections and updates.
- c. Will be responsible for collecting dues and will relinquish the dues to the Treasurer.
- d. Appoint a committee, if needed.
- e. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

### **Section 5: Cultural Affairs**

- a. Shall inform membership of significant local cultural events.
- b. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

### **Section 6: Travel and Leisure**

- a. Will be responsible for considering, developing, and executing ideas and plans for monthly FCD membership trips.
- b. Will present members with travel opportunities and tips.
- c. Appoint a committee, if needed.
- d. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

### **Section 7: Welfare**

- a. Will review all requests and make recommendations for grants.
- b. Solicit requests from community organizations and individuals seeking community grants inviting them to submit a written statement of need, IAW USAREUR Private Organization and Fundraising Policy.
- c. Receive and research welfare requests for approval by the Governing Board.
- d. Obtain and disburse checks for approved welfare requests and return signed receipts to Treasurer.
- e. Appoint a committee, if needed.
- f. Will attend all monthly FCD membership meetings as well as monthly Governing Board meetings.

## **Article VII: THRIFT SHOP**

**Section 1:** The Second Glance Thrift Shop is sponsored by the FCD and shall be referred to as such. FCD maintains decision-making authority with regard to all day-to-day activities and major operating decisions. The Second Glance Thrift Shop is operated by the FCD for the primary purpose of generating welfare funds to return to the Camp Darby community.

**Section 2:** The FCD will maintain a checking account at the post military banking facility (if available) for the purposes of depositing income, writing consignment checks and paying employees. The Thrift Shop Manager, Treasurer, and other authorized Board member will be included as authorized signatures on the account. One signature will be necessary for any check up to \$99.99. Any check exceeding \$100 will require both the authorization and signature of a designated FCD Board member.

**Section 3:** The Second Glance Thrift Shop may maintain up to two part-time paid positions that are U.S. Identification and Privilege Cardholders. Both paid positions shall be bonded. A paid employee or board member must be responsible for all deposits.

At least twice yearly, funds will be transferred into the FCD account for welfare purposes. The Thrift Shop Manager is responsible for reporting any facility repair to DPW. The manager is also responsible for reporting any internal repairs and requirements to the Thrift Store Liaison for a FCD Board vote to authorize funding. The Thrift Shop Manager may not enter into any contract or agreement, other than regular consignments on behalf of the Thrift Shop without prior FCD Board approval. Operating hours of the Thrift shop is at the discretion of the Thrift Shop committee. In the event there is no Thrift Shop Committee, the Executive Board shall decide the Thrift Shop hours of operation.

#### **Section 4:**

The Thrift Store Liaison will coordinate and lead any committee convened for Thrift Shop evaluation and/or actions. Will coordinate volunteers to help out with daily operations at the Thrift Shop. The liaison will convene an Ad Hoc Committee consisting of him/herself, and at least two other FCD Board members for the purpose of hiring, increasing salaries, terminating employees, and any other operating issues as deemed necessary.

#### **Section 5:**

A copy of the Thrift Shop Standard Operating Procedures will be included as an addendum to these By-Laws. The Thrift Shop Advisory Committee, if available, will review the SOP bi-annually, to ensure its inclusion with the FCD By-Laws. If no Advisory Committee is available, then the Thrift Store Liaison or designated Board Member shall review the SOP bi-annually. All FCD property currently in the Thrift Shop or in the property closet is considered real property of the FCD, and may not be removed without Board consent. Rules for copy machine will be delineated under the Thrift Shop SOP.

### **Article VIII: FUNDS, EXPENDITURES, AUDIT AND CASH RESERVE**

#### **Section 1:**

The Treasurer shall appoint and chair a Budget Committee to include the Executive Board, Thrift Store Liaison, and Welfare Chair, which will prepare a proposed budget for the FCD club year. The Executive Board must approve the proposed budget, which will be submitted to the general membership for a vote in the fall. The type of expenditures and amount authorized shall be described in the budget.

#### **Section 2: Expenditures**

- a. Expenditures by the FCD shall be limited to those required to support the activities listed in the FCD Constitution, Article II-Purpose.
- b. Authorized Expenditure Limits
  1. The Governing Board may authorize all unbudgeted expenditures of General Administration funds of two hundred dollars (\$200.00) or less for one transaction.
  2. Expenditures of unbudgeted funds over two hundred (\$200.00) must be approved by the General Membership by a majority vote of those present.
  3. The Governing Board may approve or reject all unbudgeted welfare requests for single expenditures up to two hundred dollars (\$200.00).
  4. General Membership may approve or reject any unbudgeted welfare request for single expenditures in excess of two hundred dollars (\$200.00).
  5. No member of the Governing Board may spend more than fifty dollars (\$50.00) for operating expenses over and above the previously approved budget without Governing Board approval.

#### **Section 3:**

Dues shall be fifteen dollars (\$15.00) for all members, per FCD club year. Dues shall be seven dollars (\$7.00) for any new members joining from February until the end of May. Other revenue shall be derived from the Thrift Shop sales and other sources as authorized by the Executive Board when not precluded by military regulations.

**Section 4:**

A single-entry bookkeeping system will be used with an accurate amount of all cash received, and all cash disbursed, as in accordance with AE 210-22. Funds derived from fundraising activities shall be expended as prescribed in AE 210-22 regulations and local command policy.

**Section 5:**

Accounting records of FCD and the Thrift Shop shall be submitted to the MWR Private Organization Coordinator quarterly. Upon change of Treasurer or Manager/Bookkeeper, a qualified auditor will conduct an annual audit of their respective books. This is in accordance with AE 210-22.

**Section 6:**

A minimum cash balance of two hundred fifty dollars (\$250.00) will remain in the Treasury at the close of each FCD fiscal club year, in order to provide a ready source of funds to the incoming administration for the planning and execution of activities for the ensuing year.

**Section 7:**

When total assets to which any one official representative of the FCD has access exceeds one thousand dollars (\$1,000.00), he/she shall be bonded by an authorized surety company, as in accordance with AE 210-22.

**Article IX: PARLIAMENTARY AUTHORITY**

Authority in all instances not specified in the By-Laws of FCD shall be from a published resource on parliamentary procedure that has been agreed upon by the Executive Board.

X

\_\_\_\_\_  
FCD President/Date

X

\_\_\_\_\_  
FCD Secretary/Date