



SPOUSES' CLUB OF THE FORT SAM HOUSTON AREA

BY-LAWS

ARTICLE I - Declaration of Bylaws

The General Governing Board hereby declares these Bylaws for the management of the Spouses' Club of the Fort Sam Houston Area, hereafter referred to as SCFSHA, in accordance with the SCFSHA Constitution and applicable military regulations.

ARTICLE II - Dues

The General Governing Board shall set the annual membership dues each year. Dues are nonrefundable. Failure to pay dues shall prohibit anyone eligible for SCFSHA membership from participating in any SCFSHA sponsored activity, voting, or holding office. Individuals eligible for membership can attend one event or activity prior to joining. Honorary Members who do not pay dues are permitted to participate in SCFSHA activities but are not allowed to vote.

ARTICLE III – Elected Officers

Section 1: Term of Office

- a. One (1) year or until the successors are elected and installed.
- b. Begins June 1st following the Installation of Officers at the May General Membership meeting.
- c. No more than two consecutive terms for the same office.

ARTICLE IV - Governance

Section 1: Executive Board

- a. Consists of the elected officers: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer, as well as the Parliamentarian, who is appointed by the President.
- b. Meets monthly prior to the SCFSHA General Governing Board meeting, if directed by the President.
- c. Advisors may be invited to attend the Executive Board meetings, at the discretion of the President.
- d. Ineligible for paid SCFSHA Thrift Shop positions.

Section 2: General Governing Board

- a. Includes voting and non-voting members.

- b. Voting Members consist of the 1st Vice President, 2nd Vice President, Secretary, Treasurer, Activities, Community Outreach, Historian, Hospitality, Membership, Newsletter, Publicity, Reservations, Social Media, Volunteer Coordinator, Ways and Means, Website, BAMC, and ROWWC.
- c. Non-voting Members consist of the Parliamentarian, Honorary Members, and Advisors.
- d. The President votes only in case of a tie.
- e. Discusses and prepares all business that is presented to the membership of the SCFSHA.
- f. Meets monthly at the time and date decided by the President with approval from the General Governing Board.
- g. The last SCFSHA General Governing Board meeting of the fiscal year shall be a joint meeting of the outgoing and incoming General Governing Boards. The official transfer of all records to the incoming board will occur no later than June 1st of each year.

Section 3: Duties of the General Governing Board

- a. Attends, supervises, and promotes the programs and activities of the SCFSHA.
- b. Directs the collection and distribution of the SCFSHA monies as well as maintains proper accounting procedures as outlined in the SCFSHA Constitution.
- c. Approves the annual budget prior to it being presented to and voted on by the General Membership at the annual September meeting.
- d. Updates the Constitution and the Bylaws for the efficient and orderly operation of the SCFSHA.

Section 4: Duties of the General Governing Board Member

- a. Prepares and submits a proposed individual line-item budget to the Treasurer NLT than 1st July.
- b. Provides a monthly electronic report.
- c. Attends and participates in the General Governing Board meetings. After three (3) unexcused absences, the President may request a Board Member's resignation.
- d. Functions within his/her allotted budget.
- e. Maintains continuity files that consist of Standard Operating Procedures (SOP), After Action Report (AAR), and a Position Description.
- f. Maintains all records on a continuing basis and prepares three (3) copies of a detailed AAR. He/she shall submit one (1) copy to the Secretary, (1) copy to the President, and maintain one (1) copy for his/her continuity file.
- g. Transfers continuity files to the incumbent at the joint General Governing Board Meeting in May.

Section 5: Voting Procedures

- a. Conducted in accordance with the guidance presented in *Robert's Rules of Order*.
- b. A quorum is established when at least 51% of voting members are present.
- c. Approves or rejects any Community Grant or individual Scholarship request.
- d. Submits any Community Grant or individual Scholarship request in excess of \$2000.00 to the General Membership.
- e. A show of hands will be asked for by the President and counted by the Parliamentarian with the results being passed on to the Secretary.
- f. Telephonic/Electronic Vote: If an urgent vote is required, the Parliamentarian will conduct the voting for the General Governing Board.

ARTICLE V – Parliamentarian

Section 1: Duties

- a. Appointed by the President.

- b. Advises the SCFSHA and Corporation on all points of parliamentary procedure not covered by the Constitution, SCFSHA Bylaws, and Corporation Bylaws. Parliamentary procedures will be in accordance with *Robert's Rules of Order*.
- c. Chairs the biennial review of the Constitution and Bylaws.
- d. Chairs the Nominating Committee.
- e. Serves as a member of the Budget Committee.
- f. Presides over the election and installation of new officers.
- g. Conducts all telephonic/electronic votes and passes the results to the President and Secretary.

Section 2: Committees Chaired

a. Constitution and Bylaws Committee

- 1. Chaired by the Parliamentarian.
- 2. Consists of an Advisor, the President, 1st Vice President, Secretary, two members from the SCFSHA General Membership, and a member of the Corporation.
- 3. Additional Advisors may be invited to attend, if available.
- 4. Conducts the review and types the revision of the Constitution and Bylaws for submission to the approving authority.
- 5. Submits a revised copy of the Constitution and SCFSHA Bylaws to the General Governing Board for approval, prior to presenting them to the General Membership for acceptance.
- 6. Submits a revised copy of the Corporation Bylaws to the Board of Directors and Advisory Council for acceptance.

b. Nominating Committee

- 1. Chaired by the Parliamentarian.
- 2. Consists of the 1st Vice President, Membership Chair, Hospitality Chair, and two members of the SCFSHA General Membership. If a conflict of interest exists, any committee member may be replaced at the discretion of the Parliamentarian.
- 3. Advisor(s) may be invited to attend, if available.
- 4. Presents the slate of nominees to the General Governing Board at the March/April board meeting.
- 5. Nominees will be published in the SCFSHA newsletter.
- 6. The slate of nominees will be announced and voted on at the April General Membership meeting. At this meeting the Parliamentarian will accept nominations from the floor, providing the consent of the nominee has been obtained.

ARTICLE VI - Elected Officers

Section 1: President

- a. Must be the spouse of an active duty military member stationed at Fort Sam Houston and reside in the San Antonio area.
- b. Appoints the Parliamentarian and all Committee Chairs, Ad Hoc or Special Committees, and is an Ex-Officio Member of all committees with the exception of the Nominating Committee.
- c. Recruits Advisors.
- d. Ensures that the Constitution and SCFSHA Bylaws are upheld.
- e. Signs contracts and legal documents.
- f. Serves as a SCFSHA Representative for the community.
- g. Presides at all Membership and SCFSHA Board meetings.
- h. Calls an emergency meeting of the General Governing Board at her/his discretion or at the request of a General Governing Board member.
- i. Calls special Membership, Board, or Committee Meetings.
- j. Monitors the activities of all committees with the assistance of the two Vice Presidents.

- k. Ensures that the appropriate persons are authorized signatories on the SCFSHA accounts.
- l. Authorized to sign checks.
- m. Ensures that a CPA performs agreed upon procedures of all SCFSHA accounts annually.
- n. Conducts the orderly and complete transition of SCFSHA business from the outgoing to the incoming General Governing Boards.
- o. Supervises the preparation and submission of the necessary documents for all installation reviews.
- p. Reviews and confirms dates, times, and locations of all SCFSHA activities.
- q. Purchases and presents gifts to SCFSHA Board members and Advisors.
- r. Reviews SCFSHA financial books monthly.
- s. Presents guest speaker gifts.
- t. Insures and bonds the appropriate members.
- u. Insures that sufficient liability insurance coverage is carried.
- v. Performs the duties of the Corporation Chair in the absence of the Chair and fulfills the remainder of the term, if the Chair resigns.

Section 2: 1st Vice President

a. Duties

- 1. Performs the duties of the President in the absence of the President and fulfills the remainder of the term if the President resigns.
- 2. Assists the President with activities as directed.
- 3. Serves as the primary point of contact for the Thrift Shop.
- 4. Ensures the Thrift Shop Manager complies with SCFSHA policies, and Installation Private Organizations Policies.
- 5. Serves as a member of the following committees: Budget, Constitution and Bylaws, Nominating, Super Sign-up, and Programs.
- 6. Authorized signatory on the SCFSHA accounts.
- 7. May appoint a Fundraising Chair for SCFSHA

b. Committees Chaired

1. SCFSHA Corporation Committee

- i. Chaired by the 1st Vice President.
- ii. Consists of the President, Corporation Recording Secretary, Corporation Treasurer, Community Grants Chair, and Scholarship Chair. The Thrift Shop Manager, Thrift Shop Bookkeeper, and Corporation Advisor shall be invited to attend as non-voting members.

2. Thrift Shop Liaison Committee

- i. Chaired by the 1st Vice President.
- ii. Consists of the President, Thrift Shop Manager, Corporation Treasurer, Thrift Shop Bookkeeper, and Thrift Shop Advisor.
- iii. Reviews and approves the annual SCFSHA Thrift Shop budget.
- iv. Presents the Thrift Shop budget to the General Governing Board.
- v. Reviews the SCFSHA Thrift Shop SOP and monitors activity.

Section 3: 2nd Vice President

a. Duties

- 1. Performs the duties of the President in the absence of the President and 1st Vice President.
- 2. Assists the President with activities as directed.
- 3. Plans and coordinates all monthly membership programs to include contracting venues, coordination of all decorations, prizes, guest speakers, and meals.
- 4. Presents the year's programs, including the super sign-up program, to the General Governing Board no later than 1st of August.

5. Acquires guest speaker gifts and thank-you notes.
6. Selects vendors to attend General Membership Meetings.
7. Chairs the Joint Services Luncheon every three (3) years. Coordinates and distributes information to participating clubs.
8. Coordinates with the Joint Services Luncheon hosting club POC and distributes the information to the General Governing Board and General Membership.
9. Serves as a member of the Budget Committee.

b. Committees Chaired

1. Program Committee

- i. Chaired by the 2nd Vice President.
- ii. Consists of the President, 1st Vice President, and Ways and Means Chair.
- iii. Advisor(s) may be invited to attend, if available.
- iv. Proposes dates and programs for monthly membership meetings.

2. Super Sign-up Committee

- i. Chaired by the 2nd Vice President.
- ii. Consists of the President, 1st Vice President, Membership Chair, Activities Chair, Reservations Chair, and Ways and Means Chair.
- iii. Advisor(s) may be invited to attend, if available.
- iv. Proposes date, location, and program for the event.

Section 4: Secretary

- a. Collects, records, and distributes correspondence as needed.
- b. Sends a monthly e-mail to all General Governing Board members with the date and time of the upcoming meeting.
- c. Ensures meeting room is set up for monthly General Governing Board meetings to include the set-up of the General Governing Board members name/title plates.
- d. Keeps an accurate record of all General Governing Board and General Membership meetings, noting all motions.
- e. Submits copies of monthly minutes to the General Governing Board.
- f. Contacts all General Governing Board Members for all special and Emergency General Governing Board Meetings.
- g. Maintains record of all committee and activity reports submitted at or prior to the General Governing Board meetings.
- h. Collects and records any telephonic/electronic votes in the minutes.
- i. Serves as the Secretary on the Constitution and By-law Review Committee.
- j. Distributes finalized copy of board reports to all General Governing Board members.
- k. Submits copies of the General Governing Board meeting approved minutes and quarterly financial statements for all accounts to the installation.
- l. Provides monthly financial reports and minutes to active members upon request.

Section 5: Treasurer

a. Duties

1. Prepares proposed general administration budget for the upcoming fiscal year by August, which shall be approved by a majority vote of the General Governing Board and by a majority vote of the General Membership in September.
2. Maintains accurate and complete accounting records to reflect the assets, liabilities, net worth, and financial transactions of the SCFSHA funds.
3. Disburses the funds when directed by the General Governing Board.
4. Collects and deposits all accounts receivable.

5. Prepares accounting records for inspections, reviews, audits, or agreed upon procedures.
6. Prepares account agreed upon procedures of all the funds annually and upon change of Treasurer.
7. Ensures that all financial reports are presented to the General Governing Board and the Installation in a timely manner.
8. Authorized signatory on the SCFSHA accounts.
9. Keeps an itemized account for all sub-accounts in the Operating Fund to include, but not limited to, sub-accounts for the: President, 1st Vice President, 2nd Vice President, Operating Expenses, Membership, Hospitality, Ways and Means, Reservations, and Volunteer Coordinator.
10. Keeps copies of all receipts, disbursements, and supporting vouchers for the SCFSHA financial accounts. Obtains a written statement when no receipt is available.
11. Orders disbursement vouchers.

b. Budget Committee

1. Chaired by the Treasurer.
2. Consists of the outgoing Treasurer, President, 1st Vice President, 2nd Vice President, Parliamentarian, Membership Chair, and Ways and Means Chair.
3. Advisor(s) may be invited to attend, if available.
4. Prepares a proposed annual budget for the upcoming fiscal year to be presented to the General Governing Board for approval.

ARTICLE VII –Appointed Chairs

Section 1: Appointed Chairs of Governing Board

- a. Appointed by the President and shall include, but are not restricted to:
 1. Activities
 2. BAMC Auxiliary
 3. Community Outreach
 4. Historian
 5. Hospitality
 6. Membership
 7. Newsletter
 8. Publicity
 9. Reservations
 10. ROWWC (Retired Officers’ Wives & Widows Club)
 11. Social Media
 12. Volunteer Coordinator
 13. Ways and Means
 14. Website
- b. Each Chair can recruit SCFSHA members to form a committee as needed to fulfill the responsibilities of the Chair.
- c. Appoints a representative to attend events/activities in his/her absence when necessary.
- d. Holds meetings.
- e. Follows guidance of SCFSHA SOP.

Section 2: Chair Duties

a. Activities

1. Assists Activities’ Coordinators when needed.
2. Maintains up-to-date roster of Activities’ Coordinators.
3. Organizes, maintains and distributes monthly activities calendar.

4. Recruits activities coordinators as necessary.
5. Serves as a member of the Super Sign-up Committee.

b. BAMC Auxiliary

Acts as a liaison between the BAMC Auxiliary Board and the SCFSHA Board.

c. Community Outreach

Plans and coordinates events and collections that support the community through hands-on service and non-monetary contributions from our members.

d. Historian

1. Maintains photographic history of all SCFSHA activities and meetings.
2. Prepares two end-of-year scrapbooks for the President and historical archives file of SCFSHA.
3. Keeps a current board photo on file.

e. Hospitality

1. Writes and distributes thank you notes, sympathy cards, well wishes, letters and any correspondence required for SCFSHA.
2. Recognizes birthdays, life events, guests and departing members at the monthly General Membership meeting.
3. Assists the 2nd Vice President with the annual welcome function.
4. Serves on the Nominating Committee or appoints designee.

f. Membership

1. Determines eligibility of applicants for membership.
2. Collects membership applications and collects dues in the absence of Treasurer or when requested by Treasurer.
3. Maintains membership roster and current records of active members.
4. Prepares, publishes and distributes a Membership Directory.
5. Recruits new members and actively monitors members for potential board candidates for the Parliamentarian.
6. Serves on the Nominating Committee, Super Sign-up Committee, and Budget Committee.
7. Represents SCFSHA at JBSA-Fort Sam Houston sponsored events related to community newcomers.
8. Recognizes new members at General Membership meetings.

g. Newsletter

1. Prepares, publishes, and distributes the Club newsletter.
2. Gathers information relevant to the community to add to the SCFSHA newsletter.

h. Publicity

1. Develops publicity plan for maximum coverage.
2. Creates and distributes flyers/articles throughout the community via JBSA-Fort Sam Houston Newspaper, SCFSHA Newsletter, SCFSHA Website, and social media outlets.

i. Reservations

1. Retains an up-to-date membership roster.
2. Sends out invitations and reminders of General Membership meetings and events.
3. Accepts and notifies 2nd Vice President of total number of reservations.
4. Provides name tags for membership meetings and events.
5. Records attendance and collects payments in the absence of Treasurer or when requested by Treasurer.

6. Makes initial contact regarding meeting or event “no-shows” and notifies Treasurer.
7. Serves as a member of the Super Sign-up Committee.

j. ROWWC

Acts as a liaison between the Retired Officers’ Wives & Widows Club (ROWWC) and the SCFSHA Board.

k. Social Media

1. Ensures up-to-date information related to SCFSHA is available while keeping in mind security concerns such as location of events.
2. Ensures up-to-date pictures and posts related to the SCFSHA Thrift Shop are promoted weekly.
3. Monitors and posts relevant community information that will benefit military families in the Fort Sam Houston area.
4. Responds to inquiries made through social media.

l. Volunteer Coordinator

1. Serves as Point of Contact for all volunteers with the exception of SCFSHA thrift shop volunteer hours.
2. Ensures all SCFSHA positions and respective job descriptions in current use are updated in the installation volunteer reporting system; such as VMIS.
3. Tracks volunteer hours for General Governing Board and submits hours into the installation volunteer reporting system.
4. Recruits volunteers as needed.
5. Attends trainings/meetings throughout JBSA-Fort Sam Houston related to volunteers.

m. Ways and Means

1. Attends and staffs a Ways and Means table at the General Membership meetings.
2. Selects, purchases, prices, advertises, sells, inventories, and keeps financial records on items sold by the Club.
3. Serves on the Budget Committee, Super Sign-up and, Program Committee.
4. Submits to the Treasurer the inventory on hand and sales for the Financial Statements.

n. Webmaster

1. Monitors and improves the performance of existing SCFSHA Website.
2. Updates SCFSHA website.

ARTICLE VIII –Advisors

Section 1: Honorary Officers and Advisors

- a. The Honorary President provides guidance and support to the President and General Governing Board.
- b. The Honorary Vice President assists the Honorary President as needed.
- c. Advisors serve as liaisons between the SCFSHA and their respective military organizations.
- d. Honorary Officers and Advisors act in an advisory capacity on various committees with no vote on the General Governing Board.
- e. Honorary Officers and Advisors who are members in good standing may vote at General Membership meetings.

ARTICLE IX - General Membership

Section 1: Duties

- a. Meets monthly from September through May at the discretion of the General Governing Board.
- b. Votes on the budget presented in September by the Budget Committee.
- c. Votes on the slate of nominations presented in April by the Nominations Committee.
- d. Votes on individual Scholarships and Community Grants in excess of \$2000.00.
- e. Votes on the Constitution & By-Laws presented biennial or when revised by the Constitution and By-Laws Committee.

Section 2: Voting Procedures

- a. Votes will be conducted in accordance with the guidance presented in *Robert's Rules of Order*.
- b. A quorum shall consist of members present.
- c. A show of hands will be asked for by the President and counted by the Parliamentarian with the results being passed on to the Secretary.
- d. All SCFSHA members in good standing are eligible to vote, including the President.
- e. Telephonic/Electronic Vote: If an urgent vote is required, the Parliamentarian will conduct the voting of the General Membership.

Section 3: Financial Responsibilities

- a. Members are responsible for paying their annual dues.
- b. Members are responsible to pay for reservations made even if unable to attend.
- c. No refunds will be made.

ARTICLE X - Financial Management

Section 1: Financial Control

- a. The SCFSHA shall maintain accounting records for Operations.
- b. A minimum cash reserve of \$10,000 or an amount approved by the General Governing Board, once expenses have been met, should be maintained in the operating fund for the succeeding board.
- c. The basic accounting record shall be a journal, ledger, account book, or computerized accounting program in which column headings show income and disbursements.
- d. Supporting documents for the record shall include, but are not limited to:
 1. Receipt and disbursement vouchers
 2. Income vouchers and bank deposit slips
 3. Invoices and/or statements
 4. Checkbooks
 5. Bank statements
 6. Monthly bank statements
- e. Financial Statements to include balance sheet, income statement and bank reconciliation shall be prepared monthly for the General Governing Board's review and forwarded to the Secretary to submit to the installation.
- f. Financial ledgers and supporting documents shall be kept on file with the Treasurer and back up files at the SCFSHA Thrift Shop office for a minimum of four (4) years, available for review by the approval authority at any time.

Section 2: SCFSHA Operating Fund

- a. **Income**
 1. Membership dues
 2. Ways and Means
 3. General Membership meeting fees

4. Fundraising activities
5. Newsletter advertisements
6. Donations

b. Expenditures

1. Limited to those required to support the activities listed in SCFSHA Constitution.
2. Operating expenses as specified by the approved Budget.
3. Includes the cost of the “Volunteer of the Year” nominee for SCFSHA and SCFSHA Thrift Shop as paid guests at the April General Membership meeting.

c. Restrictions and Limits

1. Any line item exceeding the approved budget requires approval from the General Governing Board prior to reimbursement.
2. Petty cash is not authorized.

Section 3: Account Procedures

- a. An account record of agreed-upon procedures shall be conducted annually, and/or upon change of the Treasurer.
- b. The agreed-upon procedures of the account shall be conducted by a Certified Public Accountant (CPA) selected by the Executive Board member responsible for the account. The CPA may not be affiliated with the club in any way.
- c. The agreed-upon procedures of the account shall include, but not be limited to:
 1. A thorough check to ensure that all transactions are recorded and properly documented.
 2. Cash count of all cash on hand, reconciliation of bank statements, check for accounts receivable, and a reconciliation of accounts payable and other liabilities.
 3. Verification that financial statements are accurate and issued quarterly for review and approval by the Executive Board.
 4. An inventory of SCFSHA property for the SCFSHA Account to include but not limited to Ways & Means.
- d. The CPA shall send the President a written report on the agreed-upon procedure results.
- e. The President shall send a copy of each report, and a corrective action reply if warranted, to the approval authority within thirty (30) days of completion.
- f. Upon the change of Treasurer, a memorandum of financial responsibility needs to be signed by the outgoing and in-coming Treasurer.

Section 4: Bonding

- a. Fidelity insurance coverage shall be procured, at SCFSHA expense, in an amount sufficient to provide full protection of assets, when the total cash on hand or assets that any official or employee of the SCFSHA has access to exceeds one thousand dollars (\$1,000.00).
- b. Bonded positions shall include, but are not limited to:
 1. President
 2. 1st Vice President
 3. 2nd Vice President
 4. Treasurer
 5. Reservations Chair
 6. Membership Chair
 7. Thrift Shop Bookkeeper
 8. Thrift Shop Cashier(s)
 9. Thrift Shop Manager(s)

Section 5: Liability Insurance

Insurance coverage at a minimum of one hundred thousand dollars (\$100,000.00) shall be maintained by the SCFSHA. Obtaining additional coverage for special events is the responsibility of the event's Chair.

ARTICLE XI – Business Practices

Section 1: Record Keeping

- a. The SCFSHA shall ensure that the SCFSHA Secretary maintains a historical file to include, but not limited to, the following records.
 1. Constitution, Bylaws and Amendments Constitution with all current revisions.
 2. Copy of Authorization to Operate.
 3. Financial statements and/or ledgers with supporting documentation.
 4. Any Financial related reports received from the CPA.
 5. Copy of inventory of all fixed assets.
 6. All minutes of the current SCFSHA year.
 7. Copies of insurance policies.
 8. Copies of contracts.
 9. All documentation necessary for proper function of the SCFSHA.
 10. Copies of committee Standard Operating Procedure (SOP), contracts and After Action Reports.
- b. Records of the SCFSHA shall be suspended at the end of the fiscal year and held at least three (3) years. Records older than three years may be destroyed, with the exception of permanent files, uncompleted checkbooks, and historical items.

Section 2: Contributions

The SCFSHA shall accept contributions only as gifts with the express condition that the contributor shall not thereby acquire or own any funds, or possess any enforceable rights or interests in any funds or property of SCFSHA.

Section 3: Conflict of Interest

- a. No SCFSHA General Governing Board Member, Committee Member, or staff shall participate in any discussion or vote on any matter that has the potential to result in a conflict of interest for either themselves or their immediate family due to having material economic involvement regarding the matter being discussed.
- b. Whenever such a situation presents itself, the member must announce the potential conflict, disqualify him/herself, and be excused from the meeting until discussion is over on the matter involved.
- c. The President and/or Chair of the meeting is/are expected to make inquiry if such conflict appears to exist and the board member has not made it known.

Section 4: Confidentiality

- a. Information obtained about SCFSHA, its members, or donors, as a result of volunteering/working for SCFSHA, that is not otherwise publicly available, constitutes confidential information.
- b. General Governing Board Members, Committee Members, and staff may not disclose confidential information to anyone outside the organization, board, or committee in which he/she is participating or to other members of SCFSHA who do not need to know such information to assist in the operation of the organization or committee.
- c. The disclosure, distribution, electronic transmission, or copying of confidential SCFSHA information is prohibited. Any SCFSHA General Governing Board Member, Committee Members or employee who discloses confidential SCFSHA information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Section 5: Membership Roster

The SCFSHA shall retain sole possession of the SCFSHA Membership Roster and shall not loan or sell the roster to third parties. SCFSHA Membership Rosters may only be used for SCFSHA sponsored events.

Section 6: Attendance of Children

The SCFSHA shall allow only children who are considered lap babies such as those 6 months or younger to attend General Membership Meetings unless specified otherwise by the General Governing Board.

Section 7: Eligible Guests

The SCFSHA shall allow the following as paying guests:

- a. Individuals who are eligible for membership may attend one SCFSHA meeting, event, or activity per SCFSHA fiscal year.
- b. Individuals who are not eligible for membership and who are vendors selling at a SCFSHA General Membership Meeting.
- c. Individuals who are not eligible for membership and who are visiting a member may attend a SCFSHA event or activity.

ARTICLE XII – Contractor(s)

Section 1: Contractor Criteria

- a. Contractors must be a valid U.S. ID cardholder or U.S. company in the community and shall meet the criteria outlined in the SCFSHA Constitution and By-Laws.
- b. A committee of at least three General Governing Board Members shall interview contractor applicants.

Section 2: Contracts

- a. Contracts will set parameters of work to be done and procedures for completion and/or termination of contract.
- b. Defines scope of responsibilities, compensation, length of contract, termination procedures and other provisions deemed necessary to carry out the terms of contract.
- c. Terminations require a majority vote of the General Governing Board.

Approved by majority vote of the General Membership on May 16, 2017.

Laura Read, SCFSHA President

Laura Porter, SCFSHA Parliamentarian