

BYLAWS

ASSOCIATION OF BRAGG SPOUSES FORT BRAGG, NORTH CAROLINA

Effective: May 2, 2025

ARTICLE I

PURPOSE

The purpose of these Bylaws is to establish standard operating procedures for the ASSOCIATION OF BRAGG SPOUSES (hereinafter referred to as "ABS"), in accordance with the provisions of DoD Instruction 1000.15, Private Organizations on Department of Defense Installations, AF 210-22, Private Organizations of Department of the Army Installations, and pertinent local regulations. ABS is a Non-Profit Organization incorporation dated August 12, 2012 and as amended from time to time. Effective August 17, 2012, ABS is exempt from federal income tax under 501(c)(3) of the Internal Revenue Code.

ARTICLE II

DUTIES OF OFFICERS

SECTION 1: The President Shall:

- A. Preside over all meetings of the membership.
- B. Preside over all meetings of the Executive Board and General Board.
- C. Call special meetings as stated in the Constitution.
- D. Appoint a Parliamentarian with the majority approval of the Executive Board.
- E. Appoint a Chairperson of each standing committee with the majority approval of the Executive Board as needed.
- F. Appoint non-standing committee chairs as needed.
- G. Fill vacancies in the Executive Board as soon as possible with the majority approval of the Executive Board. If there is no one available to fill the vacancies then the Board may operate with at minimum a President, Secretary, and Treasurer.
- H. Be bonded and sign/countersign checks for club expenditures as needed.
- I. Disburse funds up to \$100.00 without approval of the Board. A written record shall be kept of all such disbursements, and all disbursements shall be subject to review by the Board.
- J. Maintain a working knowledge of all club activities.
- K. Be an ex-officio member of all committees, except the Nominating Committee when they are a candidate for the following Board year, including serving on the Welfare, Constitution, Bylaws, Internal Operating Procedures (hereinafter referred to as "IOP") Review, Budget, and Scholarship Committees unless direct conflicts exist.

- L. Serve as Chairperson of any committee that is deemed necessary to maintain ABS in good standing in the absence of any volunteers to fill those position vacancies.
- M. Maintain a positive relationship and open communication with all Board members.
- N. File paperwork with the North Carolina Secretary of State at the beginning of their term of office registering as the Registered Agent of ABS.

O. Additional duties as outlined in the IOP.

SECTION 2: The First Vice President shall:

- A. Assist the President and perform the duties of the President in their absence.
- B. Serve as a primary point of contact and supervisor for the following standing committees and Chairpersons: Bragg Unique Boutique, Fundraiser, Internal Clubs, Scholarships, and Welfare Grants.
- C. Oversee all fundraisers and serve as Fundraiser Chairperson if the chair position is vacant.
- D. Be bonded and sign/countersign checks drawn against ABS as needed in the absence of the Treasurer or President.
- E. Work closely with all members of both the Executive Board, the General Board and applicable committee Chairpersons.
- F. Maintain a working knowledge of all club activities.
- G. Succeed to the office of the President if that office is vacated. If the First Vice President declines the appointment, the Second Vice President shall be asked. If the Second Vice President declines, the First Vice President shall assume duties until a new appointment for President is made by a majority vote of the Executive Board.
- H. Serve on the Welfare, Constitution, Bylaws, IOP Review, Budget, and Scholarship Committees unless direct conflicts exist.
- I. Additional duties as outlined in the IOP.

SECTION 3: The Second Vice President shall:

- A. Perform the duties of the President in the absence of both the President and First Vice President.
- B. Serve as the primary point of contact and supervisor for the following standing committees and Chairpersons: Community Outreach, Membership, Property, Publicity, Tour of Homes, and Volunteer Coordinator.
- C. Be bonded and sign/countersign checks drawn against ABS as needed in the absence of the Treasurer, President, or the First Vice President.
- D. Work closely with all members of both the Executive Board, the General Board and applicable committee chairpersons.
- E. Be responsible for providing quality programs including facility setup for any events and other special activities.
- F. Act as a representative of ABS in making arrangements for functions, and be responsible for scheduling and coordinating the logistical needs of all functions.
- G. Introduce any programs and provide the Publicity Chairperson and Membership Chairperson with information for flyers and news releases. Make the necessary reservations for lodging and transportation and purchase gifts for guest speakers and/or program presenters.

- H. Serve on the Welfare, Constitution, Bylaws, IOP Review, Budget, and Scholarship Committees unless direct conflicts exist.
- I. Additional duties as outlined in the IOP.

SECTION 4: The Secretary shall:

- A. Record, present, and keep minutes of the Board meetings, special meetings, and monthly functions, as necessary.
- B. Ensure that the minutes as well as any required supporting documents from all meetings and monthly financial statements are submitted quarterly to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB.
- C. Prepare the Board meeting agendas prior to the Board meeting. The agenda will be sent out via Google Doc and Board members shall insert their board reports before the deadline the Secretary sets.
- D. Prepare ABS correspondence on behalf of the organization.
- E. Notify the Board of all meetings.
- F. Open and distribute all mail, including bank statements, in a timely manner.
- G. Be responsible for management of the ABS building including key control and inventory.
- H. Be responsible for the upkeep of all historical documents including but not limited to membership numbers, fundraising totals, etc.
- I. Be responsible for the upkeep of the ABS website and work directly with the Publicity Chairperson (or whoever is in charge of the website) to ensure accuracy of information.
- J. Serve on the Welfare, Constitution, Bylaws, IOP Review, Budget, and Scholarship Committees unless direct conflicts exist.
- K. Additional duties as outlined in the IOP.

SECTION 5: The Treasurer shall:

- A. Be bonded and the primary signer of checks drawn against the ABS account.
- B. Receive, safeguard, disburse, and account for funds and other assets in accordance with DoD Instruction 1000.15.
- C. Ensure that the accounting system is in compliance with DoD Instruction 1000.15.
- D. Prepare monthly financial statements for the period ending the last day of the month to include year-to-date transactions in the operating and welfare accounts.
- E. Keep an itemized account of all receipts and disbursements and prepare a monthly receipts and disbursements accounting made available to the Board via email or in a shared drive by the 10th of every month and address any questions regarding the financial reports at the Board meetings.
- F. With the Executive Board and the Advisor(s), prepare a proposed budget for review and approval of the Board at the August Board meeting. The Board must review and approve the annual budget no later than 31 August.
- G. Provide a copy of the approved budget to the Secretary for submission to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB.
- H. Prepare a mid-year and year-end report for the Board and conduct a Budget Review in January. A revised budget must be presented to the Board for approval if necessary.
- I. Work with the Parliamentarian to select a qualified disinterested party to perform the annual compliance audit. In the event the Treasurer vacates the position before

the end of the Board year, the Treasurer must select a qualified disinterested party to perform an annual compliance audit. This audit must take place before the departing Treasurer leaves and before the new Treasurer takes their place. An internal audit may be conducted and satisfy this requirement if it adheres to Fort Bragg regulations and AR 201-22.

- J. Provide a copy of audits and financial reports to the Secretary for submission to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB.
- K. Secure and pay for appropriate amounts of insurance to cover ABS for bonding, liability and property.
- L. Serve on the Welfare, Constitution, Bylaws, IOP Review, and Scholarship Committees unless direct conflicts exist.
- M. Serve as Chairperson for the Budget Committee.
- N. Ensure that all local, state and federal taxes are paid including but not limited to sales and income tax.
- O. Ensure that the proper insurance policies that are required herein and in the ABS Constitution and Bylaws are up-to-date and in compliance.
- P. Ensure that all financials are in compliance with IRS 501(c)(3) status and file any paperwork regarding said 501(c)(3) status.

- Q. Reconcile and deposit all membership dues received from the Membership Chairperson.
- R. Reconcile and deposit all donations/checks received.
- S. With the President, sign contracts, obligations and all disbursements authorized by the ABS Board.

- T. Reimburse Members for outstanding expenses in a reasonable amount of time.
- U. Additional duties as outlined in the IOP.

SECTION 6: The Parliamentarian shall:

- A. Ensure that the Board meetings are conducted by proper procedures as outlined in the ABS Constitution and Bylaws. Robert's Rules of Order (newly revised) shall govern all parliamentary procedures not covered by the ABS Constitution and Bylaws.

- B. Ensure that a copy of the ABS Constitution, Bylaws, and IOP are available to the Members upon request and all Members abide by the rules set forth therein.
- C. Advise the President and Advisor(s) on Parliamentary procedure.
- D. Oversee all voting and election procedures. Administer all electronic votes as well as proxy votes and report results to the President and the Secretary.
- E. Tally votes and report results to appropriate committee chairs as well as the Secretary and the President. Provide the Secretary with a copy of the results for minutes.
- F. Prepare, copy, and distribute ballots for all voting procedures at all meetings or electronically as necessary.
- G. Chair and oversee the Constitution, Bylaws and IOP Review Committees, which shall meet at least every two (2) years, no later than January. (Next review is 2026).

H. Chair the Nominating Committee in accordance with ABS policy and any applicable Nominating Committee Standard Operating Procedures

(hereinafter referred to as “SOP”).

- I. Facilitate any amendments to the IOP when voted upon by a majority vote of the Executive Board.
- J. Plan with the Second Vice President and preside over the Installation Ceremony of the ABS Executive Board officers.
- K. Maintain a copy of the IOP and SOPs for all Committees.
- L. Submit Non-Profit Private Organization Approval paperwork to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR FMB. Next paperwork is due in Fall 2024 and Fall 2026.
- M. Advise the Membership Chairperson, Fundraiser Chairperson(s), Tour of Homes Chairperson(s) and any other Chair wishing to host a fundraiser to submit Private Organization Event Request Forms to DMWR-FMB requesting permission to hold fundraising events on Fort Bragg.
- N. Advise that ALL “advertisement” for the Club; including flyers, signs, posters, etc. must be submitted for approval PRIOR to posting and should include the phrase “This is a non-federal entity. It is not part of the Department of Defense or any of its components and it has no governmental status.” before being shared.
- O. Additional duties as outlined in the IOP.

SECTION 7: The Advisor(s) shall:

- A. Serve in an advisory capacity.
- B. Be available to provide assistance and advice, while allowing the Board to make their own decisions.
- C. Provide appropriate policy guidance.
- D. Keep the Executive Board informed of all pertinent information.
- E. Ensure that the Board operates according to sound financial practices in accordance with the ABS Bylaws and Constitution.
- F. Coordinate with other Advisor(s) and make a good faith effort to be present at Board meetings, Executive Board meetings, Budget meetings, Nominating Committee meetings, and others by request.
- G. Additional duties as outlined in the IOP.

SECTION 8: Standing Committees (General Board)

- A. Standing Committees, who are appointed by the President with the majority approval of the Executive Board, may consist of, but are not limited to, the following:
 - 1. Bragg Unique Boutique (BUB)
 - 2. Community Outreach
 - 3. Fundraiser

4. Internal Clubs
5. Membership
6. Property
7. Publicity
8. Scholarship
9. Tour of Homes
10. Volunteer Coordinator
11. Welfare

- B. The Standing Committees may be created, changed, and/or abolished at the direction of the President with the approval of the Executive Board as per the Constitution Article IX Section 4.
- C. Any vacancies of the Standing Committee chairs shall be filled as soon as possible by the President with the approval of the Executive Board, however, vacancies in these positions do not affect the operations of ABS.

SECTION 9: All members of the Board shall refer to the IOP for their duties and responsibilities.

SECTION 10: The Board shall be representative of all membership and include Officer and Enlisted spouses to the best extent possible.

SECTION 11: No Member shall hold the same Board position for more than two (2) consecutive years unless no one is willing or available to hold the office. No person shall be President more than two (2) consecutive one (1) year terms.

SECTION 12: Vacancies

- A. Vacancies of the Executive Board will be filled as soon as possible by the President, with the majority approval of the remaining Executive Board. Vacancy of Treasurer will be filled as soon as possible as a priority. The vacancies of First Vice President, Second Vice President and Secretary will not affect the operations of ABS but should be filled as soon as possible.
 - a. The State of North Carolina requires a minimum of one (1) officer for a 501(c)(3) public charity but strongly recommends a separate President and Treasurer.
 - b. The IRS requires a minimum of one (1) though strongly suggests a minimum of three (3) individual officers for a federally recognized 501(c)(3), namely President, Secretary, and Treasurer.
- B. Vacancies of Standing Committee Chairs on the Board will be filled as soon as possible by the President, with the majority approval of the Executive Board. Vacancies in any of these positions do not affect the operations of ABS.

SECTION 13: Notification

Removal of a Board Member will result in the notification to other organizations wherein the Board Member represents ABS in an official capacity as per Article V of these Bylaws.

ARTICLE III

MEETINGS AND QUORUMS

SECTION 1: **Executive Meetings**

Meetings of the Executive Board shall meet as needed. Regular attendance is required in order to remain a Member in Good Standing as outlined herein. Failure to regularly

attend meetings and events may lead to being asked to step down from the position. The purpose of an Executive Board meeting will be to review and vote on ABS matters

requiring Executive Board approval. All votes will be recorded by the Secretary and will be submitted for review and approval quarterly to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB and a majority of the positions filled on the Executive Board shall constitute a quorum. The vote of the majority shall govern. Proxy or email voting may be used as per Article IV herein.

SECTION 2: Board Meetings

Meetings of the Board shall be held at least quarterly. Regular attendance is required in order to remain a Member in Good Standing as outlined herein. Failure to regularly attend meetings and events may lead to being asked to step down from the position. The purpose of Board Meetings will be to review and vote on ABS matters to include review of monthly financial statements requiring Board approval. All meetings will be recorded by the Secretary and the minutes including the financial statements will be submitted quarterly to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB. A quorum shall consist of a majority of filled Board positions. The vote of the majority of the quorum present shall govern. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome. Proxy or email voting may be used as per Article IV herein. Standing Committee Chairs constitute one vote per Committee seat, if there are Co-Chairs then only one vote is counted.

SECTION 3: Membership Meetings

Meetings of the membership may be held at the discretion of the Board, and as necessary to review and vote on ABS matters requiring membership approval, as well as to provide an opportunity for social interaction. A quorum shall consist of 20% of the membership.

The vote of the majority of the quorum present shall govern unless otherwise stated herein. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome. The results of any voting conducted at a Membership meeting will be submitted by the Secretary to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB. Proxy or email voting may be used as per Article IV herein.

SECTION 4: Special Membership Meetings

Special meetings may be called by the President with the concurrence of a majority of the Board or by a Member who submits a proposal for a special meeting to the Board for approval. The Member requesting a Special Membership meeting shall be notified in writing of the Board's decision regarding their request. All effort should be made to provide the Membership with at least ten (10) days notice prior to a special meeting in order for members to attend or prepare a proxy. A quorum shall consist of 20% of Membership. The vote of the majority of the quorum present shall govern unless otherwise stated herein. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome. The results of any voting conducted at a special membership meeting and the minutes of the meeting will be submitted by the Secretary to the Installation Commander, XVIII AIRBORNE CORPS

AND FORT BRAGG through DMWR-FMB. Proxy or email voting may be used as per Article IV herein.

SECTION 5: The Board minutes, including financial statements, shall be submitted quarterly to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB for review and approval. Unless otherwise deemed necessary by the majority of the Executive Board, the minutes of any other meetings (Executive Board, Membership, and Special meetings) shall be submitted to the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG through DMWR-FMB along with the minutes submitted quarterly.

ARTICLE IV

VOTING PROCEDURES

SECTION 1: Electronic Mail Vote during Board Meetings

An electronic mail vote is authorized. An attempt must be made to poll all voting members. A vote of the quorum, as defined by the ABS Constitution and Bylaws, shall govern. The electronic mail vote is to be administered by the Parliamentarian. The Parliamentarian shall insure the legitimacy of all votes. All electronic mail votes are to be recorded by the Secretary in the minutes. The minutes shall include the exact wording of the main motion and an exact vote of Yeas, Nays, and Abstentions. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome.

SECTION 2: Electronic Mail Vote during Membership Meetings

An electronic mail vote is authorized. An attempt must be made to poll all voting members. A vote quorum, as defined by the ABS Constitution and Bylaws, shall govern. The electronic mail vote is to be administered by the Parliamentarian. The Parliamentarian shall insure the legitimacy of all votes. All electronic mail votes are to be recorded by the Secretary in the minutes. The minutes shall include the exact wording of the main motion, the names of those voting members contacted and voting, and an exact vote of Yeas, Nays, and Abstentions. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome.

SECTION 3: Proxy Vote

A Member may assign their voting rights to a proxy to vote on their behalf as long as the proxy certificate properly outlines the voting time and date, attested to, notarized, and signed by the Member, sufficiently designates a proxy who is a Member and accurately describes the time that the proxy is valid for and its expiration. The Parliamentarian shall insure the legitimacy of all votes and the proxy certificates shall be kept by the Secretary including the exact wording of the motion, the names of the voting members contacted and voting, and an exact vote of Yeas, Nays, and Abstentions. Abstentions will not be

included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from

voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome.

ARTICLE V

DISCIPLINARY PROCEDURES

SECTION 1: A Member in “good standing” is defined as a Member who has:

- A. Paid any dues in full, if applicable;
- B. Made payment in full of costs associated with the attendance at scheduled Membership functions; and
- C. Returned all borrowed or rented ABS Property in the same condition as obtained.

SECTION 2: Removal of a Member by Just Cause

- A. Members are required to be of honorable character and reputation. ABS has the ultimate right to require that its members refrain from conduct injurious to the organization or its purposes. The Board may remove a Member for just cause with a quorum of a majority of Board filled positions and two-thirds (2/3rds) approval. No one should be allowed to remain a Member if their retention will harm the organization. Just cause for removal can be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work. ¹
- B. Examples of Just Cause are defined but not limited to the following:²
 - 1. Three unexcused absences
 - 2. Loss of confidence
 - 3. Lack of adequate competence as a leader
 - 4. Lack of ability to meet deadlines
 - 5. Lack of integrity
 - 6. Poor attitude
 - 7. Inability to get along with others
 - 8. Slander ABS by the use of media outlets

SECTION 3: Removal of a Board Member

- A. Members of the Board may be removed from either their elected or appointed offices for just cause, as outlined above. Any ABS Member may propose such a removal to the Executive Board.
- B. The Executive Board shall meet with both the Member proposing the removal and the Board Member affected by this proposal. After conducting an informal inquiry, the Executive Board will convene to determine whether there is justification for

proceeding with a more extensive investigation. Upon a majority vote of the Executive Board to proceed with a more extensive investigation, the Executive

¹ Roberts Rules of Order, Newly Revised, 10th Edition; General Henry M. Robert; 2000; p 624, 630
² Rules and Tools for Leaders, Perry M. Smith; 1998; p196

Board shall:

- a. Suspend the Board Member who has been proposed for removal.
 - b. Request that all ABS property in the possession of the Board Member, including but not limited to Keys, After Action Reports and Continuity Books, be returned to a Member of the Executive Board until such time as the investigation is concluded. These items are to be submitted to an Executive Board Member within twenty-four (24) hours of this request.
 - c. Notify all community organizations in which the Board Member is involved by virtue of their position on the ABS Board of their suspension; and
 - d. Conduct a detailed investigation into the reasons for the Proposal for Removal.
- C. If the Executive Board finds that there is sufficient cause to support the Proposal for Removal, they shall form a Special Committee consisting of all Members of the Board as voting Members. The Special Committee will present the Board Member with a written Proposal for Removal.
- D. The Board Member will be given a reasonable time, not to exceed seven (7) days, to either voluntarily resign or prepare a written rebuttal to the Proposal to Removal. The Board Member will then present this written rebuttal to the Special Committee prior to any Committee action. The Special Committee will vote on the Proposal for Removal. A quorum of a majority of said Special Committee should be present in order to vote and a vote of two-thirds (2/3rds) of the quorum present will govern. Abstentions will not be included in the quorum and should be subtracted from the number required for a quorum and will in no way impact the outcome of the vote. If a voting member abstains from voting, their vote shall not be counted as a Yes vote or a No vote and will not impact the final outcome. After the vote, the Board Member will receive a written notification of the Special Committee's actions.
- E. In the event that the Board Member fails to submit a written rebuttal to the Special Committee within the allotted time period, she/he will have forfeited all rights to speak on this Proposal for Removal. Failure to comply with the removal procedures will result in automatic revocation of ABS membership.

ARTICLE VI

FINANCING

SECTION 1: The revenue necessary to pursue the purpose of ABS as outlined in Article I of the Constitution shall include sources of income, any annual dues collected, all money-raising activities approved by the board and the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG and DMWR-FMB, donations from outside sources, and transfers of funds from the Bragg Unique Boutique (referred to herein as the "BUB") account to the Operating Account. Operating monies shall be funded by any annual dues collected and money raising activities. When funds are transferred from the BUB account, a portion of these funds, not to exceed 5%, maybe used for operating expenses, and the remaining balance shall be placed in the welfare account for equal distribution between Welfare and Scholarship (if applicable) unless the Board decides that a different percentage

would be just and fair given the pool of applicants for a specific year. No funds shall be dispersed to any individual or organization known to

have Anti-American affiliations.

SECTION 2: At no time shall an elected or appointed Board Member benefit financially from any ABS funds. This includes but is not limited to farewell, birthday and Board gifts. If gifts are deemed necessary, then there shall be dues or a collection made at the discretion of the Executive Board.

SECTION 3: Any monetary amount of dues required for Membership of ABS must be decided annually in August by a majority vote of the Board. If dues are staggered based upon types of Membership, a Member shall be required to pay the highest amount of dues for which they are eligible. The Board in its discretion may set a no-cost Membership year.

SECTION 4: The Board shall:

- A. Ensure that the financial records and accounts of ABS are audited annually for compliance.
- B. Be charged with the responsibility for the overall financial management of ABS to ensure solvency and ability to meet obligations.
- C. Ensure that funds of at least \$5,000 but no more than \$8,000 remain in the Operating Account at the end of the Board year in order for the organization to operate.
- D. Ensure that unallocated funds of at least \$500 but no more than \$1,000 remain in the Welfare Account at the end of the Board year. (Funds must be reflected as designated for either Scholarships or Welfare Grants on the financial reports).
- E. Ensure that the money given to Welfare projects and the Scholarships recipients(if applicable) be split equally unless the Board feels that a different percentage would be just and fair given the pool of applicants for a specific year.
- F. Ensure that the financial records are in compliance with DoD1 1000.15.

SECTION 5: The ABS Board must approve all expenditures for the operation of ABS and shall ensure that all disbursements are with the purpose for which ABS was established.

SECTION 6: At no time shall ABS appropriate or authorize the obligation of money in excess of funds on hand. Any funds obligated in excess of funds on hand shall be the liability of the general membership.

SECTION 7: All unbudgeted expenditures that exceed \$2,500.00 shall be approved by a majority vote of Membership present at Membership meetings with a quorum of 20% of Membership voting.

SECTION 8: Taxes, Budget, and Audit

- A. Taxes: ABS shall comply with current tax regulations, and the Treasurer shall complete all reports on a monthly basis, according to current tax regulations and ensure that a Form 990 is prepared by a qualified and reliable party and filed with the IRS completely, correctly, and on time.
- B. Budget:

- a. The Budget Committee chaired by the Treasurer shall present a budget to the Board for approval no later than 31 August and present to Membership no later than 30 September .
- b. If necessary the Board must review both the budget and the revised budget no later than 31 January of each year.
- C. Audit: ABS books will close as of the ABS fiscal year (May 31st) and shall be audited annually for compliance by a qualified disinterested person authorized by the Treasurer and Parliamentarian to conduct an annual audit. Any financial charges for the audit shall be included in the annual budget. All reporting procedural requirements under DoDI 1000.15 shall be observed.

SECTION 9: Any outside donations, unless use is specified by the donor, will be deposited into the Operating Account. The ABS Executive Board will determine how these funds will be distributed in accordance with the ABS Constitution and Bylaws. Funds identified to be used for charitable donations will be deposited into the Welfare account. The amount will then be utilized for Welfare Grants and Scholarships (if applicable) with the percentage split being determined by the Board.

SECTION 10: Gifts/contributions made by patrons of the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG shall be deposited into a holding account of ABS. A Special Committee of the ABS Executive Board shall be formed and chaired by the ABS First Vice President. Each member of this Special Committee will have only one (1) vote with the exception of the First Vice President, voting only in the case of a tie. This Committee is responsible for administration of donated funds, as outlined in the ABS Constitution and Bylaws.

ARTICLE VII

SCHOLARSHIPS AND WELFARE

SECTION 1: Scholarships

- A. The Board may offer scholarships based on the charitable funds available.
- B. If scholarship funds are available, scholarship applications shall be prepared by the Scholarship Committee Chair in accordance with the IOP and any applicable SOP and keeping with the purpose of ABS as defined in the ABS Constitution.
- C. The split of charitable funds raised during a Board year shall be determined by a vote of the Board, and are not required to be split equally between Welfare Grants and Scholarships unless the Board feels that there are enough total funds to make an equal split be just and fair given the pool of applicants for a specific year.
- D. For the purpose of scholarship eligibility as defined in the ABS Constitution, ABS Membership must be effective during the current club year unless the Scholarship Committee deems it necessary to change the membership requirements for a specific scholarship (i.e. the scholarship for the benefit of dependents of those killed while on Active Duty). The Board may in its discretion vote to allow exceptions to the membership requirement stated above including but not limited to allowing for exceptions to the membership eligibility

requirement or allowing for non-members to apply for a scholarship with the implementation of an application fee.

SECTION 2: Welfare

- A. The Board shall open Welfare applications, prepared by the Welfare Committee Chair, in accordance with the IOP and any applicable SOP and keeping with the purpose of ABS as defined in the ABS Constitution. The split of charitable funds raised during a Board year shall be determined by a vote of the Board, and are not required to be split equally between Welfare Grants and Scholarships unless the Board feels that there are enough total funds to make an equal split be just and fair given the pool of applicants for a specific year

ARTICLE VIII

BRAGG UNIQUE BOUTIQUE

SECTION 1: The Bragg Unique Boutique (also known as BUB) is a non-profit gift shop that operates under ABS. It was established to sell handcrafted and retail items to the general public to generate income for charitable purposes, as determined by the ABS board. The BUB operates under the provisions set forth in the ABS Constitution, these Bylaws and its SOP.

ARTICLE IX

ADOPTION

SECTION 1: The Bylaws shall become accepted as changed by a majority vote of approval from the Executive Board and two-thirds (2/3rds) vote of approval from the Board. Upon approval of the Installation Commander, XVIII AIRBORNE CORPS AND FORT BRAGG, these Bylaws shall then supersede all previous Bylaws and Amendments except that it shall neither affect already elected/appointed officers nor contracts entered into until such officers have completed their designated term and said contracts have reached their expiration.

SECTION 2: Robert's Rules of Order (newly revised) shall govern all parliamentary procedures not covered by this Bylaws and/or Constitution. The rules of the state of North Carolina shall govern and adhere to.

SECTION 3: The following Board members reviewed and approved these Bylaws:

_____	_____
President	First Vice President
_____	_____
Second Vice President	Secretary
_____	_____
Treasurer	Parliamentarian

This _____ DAY OF May, 2025.

(Supersedes Bylaws dated 2024).

FOR THE INSTALLATION COMMANDER, XVIII AIRBORNE CORPS AND FORT BRAGG.

