

Rock Island Arsenal Welcome Club Constitution
15 May 2019

ARTICLE I — NAME, VALUES AND PURPOSE

Section 1. Name

- A. The name of this organization will be the Rock Island Arsenal Welcome Club (RIAWC). RIAWC is organized under the provision of Army Regulation (AR) 210-22, a supplement of DoDI 1000.15 as a private organization. This activity is not an instrument of the government. The RIAWC is organized as a private non-profit 501(c)(4) non-Federal entity incorporated by the State of Illinois under File number 62936339.
- B. Non-Federal entities operating on DoD installations may use the name or abbreviations of the Department of Defense, a DoD Component, organizational unit, or installation in its name provided that its status as a non-Federal entity is apparent and unambiguous and there is no appearance of official sanction or support by the Department of Defense. The non-Federal entity must have approval from the appropriate DoD organization whose name or abbreviation is to be used before using the name or abbreviation. A non-Federal entity must prominently display a disclaimer on all print and electronic media mentioning the entity's name confirming that the entity is not part of the Department of Defense. RIAWC's disclaimer states, "RIAWC is a private, not-for-profit, non-Federal entity. It is not a part of the Department of Defense or any of its components and has no governmental status."
- C. RIAWC exists on the Rock Island Arsenal (RIA) only with the consent of the Garrison Commander. This consent is contingent on compliance with the requirements and conditions of all Army regulations, specifically AR 210-22 and may be revoked by the Garrison Commander at any time.

Section 2. Values

RIAWC is built on the six core values of Friendship, Service, Integrity, Generosity, Accountability, and Courtesy. These values serve as the organization's foundation and establish the character and identity of RIAWC and its members.

Section 3. Purpose

The purpose of the RIAWC is to develop and foster a spirit of community responsibility at Rock Island Arsenal and within the Quad Cities Area (QCA), to provide opportunities for social, cultural and creative pursuits and to support worthwhile service and community projects.

ARTICLE II — GENERAL PROVISIONS

Section 1.

RIAWC will not discriminate on the basis of sex, race, color, national origin, religion, age or physically challenging condition. This organization will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. Nor will this organization seek to deprive individuals of their civil rights.

Section 2. RIAWC will not conduct activities that:

- a) May discredit the Army, DoD, or the Federal Government.
- b) Impose a financial obligation on the Army or any Non-appropriated Fund Instrumentality (NAFI) activities.

- c) Duplicate and/or compete with authorized Army or NAFI activities.
- d) Is created, operated, or administered for a commercial or monetary purpose.
- e) Engage in the distribution or sale of alcoholic beverages.
- f) Fail to comply with fire and safety regulations, environmental laws, tax codes and other applicable statutes and regulations.

ARTICLE III — FUNCTIONS/ACTIVITIES AND OPERATING PROCEDURES

Section 1. Functions

- a) RIAWC is not a NAFI and is not entitled to the immunities and privileges given NAFIs.
- b) RIAWC is not entitled to and will not receive Army endorsement by virtue of its contributions to the military community or installation, their promotion or support of Army goals and objectives, or for any reason.
- c) Only RIAWC can choose its specific funds and expenditures. DoD personnel acting in an official capacity will not influence these choices.
- d) RIAWC operates on a financially and operationally self-sustaining basis.

Section 2. State and local laws

- a) RIAWC is not exempt from State or local laws.
- b) RIAWC possesses a State of Illinois business license to operate the Arsenal Attic Thrift Shop.

Section 3. Employment laws

RIAWC complies with applicable laws that apply to private sector employment. RIAWC does not engage in employment practices that discriminate based on sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership or physical handicaps.

Section 4. Amendments/Revisions to Constitution

The process for amending and/or revising the RIAWC Constitution is:

- a) Proposed amendments to the RIAWC Constitution will be presented in writing first to the Executive Board.
- b) Following Executive Board review proposed; amendments will be reviewed by the RIAWC Board and published not less than ten (10) days before a General Membership meeting.
- c) Amendments must be approved by a 2/3 vote of those active members present at a General Membership meeting. Such amendments will become effective upon authorization by the approving authority, the Rock Island Arsenal Garrison.

Section 5. Amendments/Revisions to Bylaws

The RIAWC is empowered to amend the By-Laws of the RIAWC upon an affirmative vote of the voting members of the Board.

Section 6. Arsenal Attic Thrift Shop

The RIAWC operates the Arsenal Attic Thrift Shop (Attic) according to the Arsenal Attic Thrift Shop Standard Operating Procedures (SOP). The Attic SOP is reviewed and revised/amended as necessary every year by the Attic Committee.

ARTICLE IV — MEMBERSHIP

Section 1. Membership in the RIAWC will be voluntary.

Section 2. Categories

A. Active Membership

1. Active Duty Military and spouses; Retired Military and spouses; Reserve Military and spouses; National Guard and spouses; POW/MIA and spouses; spouses of deceased Military members of all branches at Rock Island Arsenal.
2. DOD civilian and contract employees and tenant activities, active or retired and/or their spouses at Rock Island Arsenal.
3. Active volunteers in a Rock Island Arsenal philanthropic organization are eligible to become a member of the RIAWC.
4. Former or current members of RIAWC who are no longer associated with the Rock Island Arsenal.
5. All members in categories 1, 2 and 3 above are eligible to hold board positions.
6. All active members are eligible to vote.

B. Honorary Membership—Honorary members will not pay dues, vote or hold board positions and are appointed by the Honorary President.

Section 3. Dues

Dues shall be established by the RIAWC Board for membership as defined in Article IV, Section 2.

Section 4. Guests

Guests of members are welcome; however, anyone eligible for membership may attend only one regular meeting as a guest.

Section 5. Termination of Membership

Membership in the RIAWC may be terminated under the following conditions or circumstances:

- A. Written resignation
- B. Removal for cause, upon consideration and a 2/3 approval vote of the RIAWC Executive Board, after due notification and opportunity to be heard has been extended.

Section 6. Club Year

The RIAWC club year, for general membership shall run from 1 September through 31 August.

ARTICLE V— GOVERNING BODY AND OFFICERS

Section 1. Governing Body

The governing body of the RIAWC will be the RIAWC Board.

A. Membership of the RIAWC Board will consist of the following:

- 1) Honorary President
- 2) Advisor(s), if appointed
- 3) Elected Officers
- 4) Parliamentarian
- 5) Committee Chairpersons

B. No RIAWC Board member may enter into any contract on behalf of the RIAWC without the written consent of either the President or Vice President(s).

Section 2. Executive Board

A. The Executive Board shall consist of Honorary President, Advisor(s), Elected Officers and

Parliamentarian.

- B. The Executive Board will have supervision and direction over all activities of the RIAWC.
- C. The President with the approval of the Executive Board will appoint a replacement to fill vacancies of any elective office of the RIAWC. Should the office of the President become vacant, the Vice President(s) will fill the office. Should the Vice-President(s) be unable to complete the term, a special election will be held.

Section 3. Honorary Officers

The Honorary President will be the spouse of the Senior Commander. In the event that the Senior Commander has no spouse or spouse is not able to take position, the RIAWC Board will designate an Honorary President. The Honorary President may select another person(s) to serve as an Advisor(s). The Honorary President will serve, as advisor to the RIAWC, and in this capacity, will be a non-voting member of the Executive Board and the RIAWC Board.

Section 4. Advisor(s)

The primary role of the Advisor(s) will be to give support and advice to the RIAWC, and in this capacity, will be a non-voting member of the Executive board and the RIAWC Board.

Section 5. Elected Officers

- A. The elected officers of the RIAWC will be: President, Vice-President(s), Secretary, and Treasurer. Officers will begin their duties following installation in May.
- B. Officers will be elected from the Active Membership, as defined under ARTICLE VII. At least two positions should be filled with active-duty military members or spouses of active-duty military personnel.
- C. The President and Vice-President(s) may not serve more than two consecutive full terms in the same office.

ARTICLE VI— ELECTED OFFICER DUTIES

Duties and Responsibilities of the Elected Officers

- A. The President will:
 - 1) Preside at all meetings of the General Membership, RIAWC Board and the Executive Board.
 - 2) Appoint a Parliamentarian and the Chairpersons of all committees.
 - 3) Be a non-voting member of all committees with the single exception of the Nominating Committee.
 - 4) Conduct any activities as authorized by the RIAWC Board or the Executive Board.
 - 5) Call any special meetings of the Club as needed.
 - 6) Designate any committee deemed necessary in carrying out the purpose of the Club.
 - 7) Have the authority to sign all legal binding documents including checks.
 - 8) Assume other duties as necessary.
 - 9) Be bonded.
 - 10) Vote only to break a tie.
 - 11) Serve as a member of the Hiring Committee for Arsenal Attic Thrift Shop employees; ensure Arsenal Attic Thrift Shop Manager(s) and Bookkeeper(s) contracts are prepared and signed yearly.
 - 12) Review and update corporate documents with the Illinois Secretary of State as determined by changes in the organizations name and purpose.

- 13) Be responsible for farewell gifts for RIAWC Board members.
- 14) Be responsible for Honorary President's Welcome and Farewell gifts.
- 15) Prepare After Action Report; provide copy to Parliamentarian, and one copy for notebook.

B. The Vice President(s) will:

- 1) Assist the President.
- 2) Have a working knowledge of all RIAWC activities.
- 3) Fulfill the duties of the President in the President's absence.
- 4) Be responsible, Monthly Luncheons and Contracts related to those functions.
- 5) Be custodian of the RIAWC supplies and materials in designated storage area and inventory the area upon assumption and relinquishment of this office.
- 6) Ensure that an accurate inventory of the RIAWC property is kept and that this property is appropriately stored and maintained.
- 7) Be bonded (if Co-Vice-Presidents, only one need be bonded).
- 8) Be a member(s) of the Budget Committee.
- 9) Be responsible for President's farewell gifts.
- 10) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

C. The Secretary will:

- 1) Record, date and sign the minutes of all RIAWC Board meetings and of all General Membership meetings when business is conducted. RIAWC Board minutes will include the name of all board members present and absent.
- 2) Keep the minutes in legible format.
- 3) Have minutes available for inspection by any active member upon request.
- 4) Include all standing resolutions in the RIAWC Board minutes.
- 5) Submit to each RIAWC Board member and to the RIA Garrison Commander's office the minutes of each RIAWC Board meeting.
- 6) Conduct all social correspondence of the RIAWC.
- 7) Check RIAWC post office regularly and distribute mail to the appropriate office or chairperson in a timely manner.
- 8) Record and add telephonic/electronic vote actions and results as an addendum to the minutes to be read at the next board meeting.
- 9) Notify the RIAWC Board members of upcoming meetings.
- 10) Arrange for the building access to RIAWC Board meetings with RIA security.
- 11) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

E. The Treasurer will:

- 1) Receive and disburse funds upon authorization of the RIAWC board.
- 2) Record receipts and expenditures.
- 3) Chair the Budget Committee.
- 4) Prepare a workable budget for the RIAWC year and present it to the RIAWC Board for approval at the August board meeting.
- 5) Present the approved proposed budget to the Active membership for their final approval

- at the General Membership meeting in September.
- 6) Present, at all the meetings of the RIAWC Board, a report of all receipts and disbursements made during the previous month, and the current balance on hand.
 - 7) Submit the monthly financial report to each RIAWC Board member and to the RIAWC Garrison Commander's office.
 - 8) Maintain a petty cash fund not to exceed two hundred dollars (\$200.00).
 - 9) Prepare the books for the audit in accordance with AR 210-22.
 - 10) Prior to turnover of books to the newly elected Treasurer, audit should be done and everything possible completed under outgoing Treasurer (to ensure incoming Treasurer starts out with a new set of books.)
 - 11) Functions as an ex-officio member of the Ways and Means Committee.
 - 12) Update the Illinois Certificate of Registration for the RIAWC and Arsenal Attic Thrift Shop as needed and determined by changes in the organizations name.
 - 13) Be bonded. Serve as a member of the Community Support Committee. Serve as a member of the Scholarship Committee. Serve as a member of the Hiring Committee for Arsenal Attic Thrift Shop employees.
 - 14) Prepare and file taxes.
 - 15) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

F. The Parliamentarian will:

- 1) Have a copy of Robert's Revised Rules of Order for reference at all meetings.
- 2) Serve in an advisory capacity to the RIAWC Board.
- 3) Chair the Nominating Committee.
- 4) Chair the Constitution and By-Laws Review Committee.
- 5) Chair the Arsenal Attic Thrift Shop Standard Operating Review Committee.
- 6) Administer telephonic/electronic vote.
- 7) Be a member of Budget Committee.
- 8) Prepare After Action Report; provide copy to President, and one copy for notebook.

ARTICLE VII— ELECTIONS AND VOTING

Section 1. The Nominating Committee presents its slate of officers at the March RIAWC Board meeting for approval.

Section 2. The Parliamentarian presents the slate of officers at the March General Membership meeting. Nominations may be made from the floor at that point, with the consent of the nominee.

Section 3. The election of officers will take place at the General Membership meeting in April. Voting will be by show of hands. In case of a dual slate, the vote will be by secret ballot.

ARTICLE VIII – STANDING COMMITTEES

Section 1. Nominating Committee

A. The Parliamentarian will:

- 1) Chair the Nominating Committee.
- 2) Select at least three (3) active members of the General membership who are not serving as RIAWC Board members, to serve on the Nominating Committee. At least one of these members will be the spouse of an active duty service member.

- B. The Honorary President and Advisor (if applicable) will be non-voting members of this committee.
- C. This committee will present its recommendations for the slate of officers to the RIAWC Board and the general membership in March.

Section 2. Community Support Committee

- A. The Community Support Chairperson will chair the Community Support Committee.
- B. The Community Support Committee will consist of the following at a minimum: Honorary President, Advisor (if applicable), President, Treasurer, Arsenal Attic Thrift Shop Chairperson, Fundraising Chairperson and two (2) active members.
- C. The Community Support Committee will:
 - 1) Assess the needs of the Military and Civilian communities.
 - 2) Award community grants to local organizations and local chapters of national organizations that provide support for military and civilian families.
 - 3) Coordinate and organize all community support requests.
 - 4) Determine the amount of total support funds to be distributed among community support requests.
 - 5) Evaluate individual community support requests and determine dollar amount to be issued to individual community support request.
 - 6) Any member involved with the Community Support distribution, who has a conflict of interest, will be excused from discussion and vote on that request.

Section 3. Scholarship Committee

- A. The Scholarship Chairperson will chair the Scholarship Committee.
- B. The Scholarship Committee will consist of the following at a minimum: Honorary President or Advisor, President, Treasurer, Arsenal Attic Thrift Shop Chairperson, Fundraising Chairperson and two (2) active member.
- C. The Scholarship Committee will:
 - 1) Consider scholarship requests from high school and continuing education applicants who reside in local area or have a parent/sponsor residing in local area and meet one of the following criteria:
 - a) hold a valid Military ID card (including dependent ID card) or a valid Federal ID card issued by Rock Island Arsenal or
 - b) have a parent/sponsor who holds a valid Military ID card or valid Federal ID card issued by Rock Island Arsenal or
 - c) who volunteers in a Rock Island Arsenal philanthropic organization or
 - d) have a parent who volunteers in a Rock Island Arsenal philanthropic organization
 - 2) Coordinate and organize scholarship requests.
 - 3) Determine amount of funds to be distributed among scholarship recipients.
 - 4) Any member involved with Scholarship distribution, who has a conflict of interest, will be excused from discussion and vote on that request.
 - 5) Any member who served as a Scholarship Judge will not participate in the discussion or awarding of funds for scholarship recipients.
- D. The scholarship judges will:
 - 1) Follow the criteria as listed on the scholarship application.
 - 2) Review all non-identifiable applications.
 - 3) Apply ratings based on criteria, which follow a pre-determined, merit-based system.
 - 4) Anyone involved with the scholarship selection with a conflict of interest will be excused

from serving as a judge.

Section 4. Budget Committee

- A. The Treasurer will chair the Budget Committee.
- B. Will ensure a workable budget is prepared prior to August Board meeting.
- C. Consist of the following at a minimum: Honorary President, Advisor (if applicable), President, Vice President, Treasurer, Arsenal Attic Thrift Shop Chairperson, Fundraising Chairperson, Ways and Means Chairperson, and Parliamentarian.

Section 5. Arsenal Attic Thrift Shop Committee

- B. The Arsenal Thrift Shop Chairperson will chair committee meetings. The Arsenal Attic Committee consists of the Chairperson, Manager, Bookkeeper, Secretary, Consignment Volunteer, Publicity Volunteer, Donation-Volunteer, Volunteer Representative, Honorary President and/or Thrift Shop Advisor of the RIAWC or his/her designee, and President of the RIAWC.
- B. The Arsenal Attic Thrift Shop Committee consists of the Arsenal Attic Thrift Shop Chairperson, Arsenal Attic Thrift Shop Manager, Arsenal Attic Thrift Shop Bookkeeper, RIAWC Parliamentarian, Arsenal Attic Thrift Shop Volunteer Representative, RIAWC Honorary President and/or Advisor(s) of the RIAWC, RIAWC President and three (3) active RIAWC Board Members appointed by RIAWC President.
- C. The Arsenal Attic Thrift Shop Committee will:
 - 1) Meet according to Arsenal Attic Thrift Shop SOP to revise or establish policies and to discuss suggestions pertaining to the Arsenal Attic Thrift Shop operations. These meetings are open to all Arsenal Attic Thrift Shop volunteers and RIAWC members.
 - 2) Be responsible for operating, maintaining, and enforcing the Arsenal Attic Thrift Shop policies and activities.
 - 3) All Arsenal Attic Thrift Shop Committee members have voting privileges, with the exception of the Arsenal Attic Thrift Shop Chairperson who only votes in case of a tie. RIAWC Honorary President, RIAWC President, RIAWC Advisor(s) and RIAWC Parliamentarian are non-voting members of the Committee.
 - 4) Have 2/3 of voting members present for a quorum.
 - 5) Recommend an annual operating budget to be submitted to the RIAWC Board at the August Board Meeting.
 - 6) Ensure that the Arsenal Attic Thrift Shop operates in a business-like manner and follows standard business practices. If a staff member, volunteer, or customer causes disruption of business activity, the Committee is responsible for evaluating and implementing, if appropriate, revocation of Arsenal Attic Thrift Shop privileges with support from appropriate agencies.

ARTICLE IX – FUNDING

Section 1. Revenues

The source of funds of the RIAWC will be derived from membership dues and from activities conducted by the club, to include those funds derived from the operation of the Arsenal Attic Thrift Shop in accordance with the Arsenal Attic Thrift Shop Standard Operating Procedure (SOP). Funds derived from the Arsenal Attic Thrift Shop are to be used for community support grants and scholarships. The RIAWC Board will determine the dues charged to all members for a RIAWC year. No refunds of membership dues will be made.

Section 2. Disbursements

- A. A proposed budget, prepared by the Budget Committee, will be presented to the RIAWC Board in August for approval. Once approved, proposed budget will be presented at the RIAWC General Membership meeting in September for approval by RIAWC Active Membership.
- B. The RIAWC Board will be authorized to disburse monies for operating expenses and established activities of the RIAWC. The RIAWC Board will be authorized to disburse monies not in the approved budget for operating expenses and established activities not to exceed the amount of two hundred dollars (\$200.00). Any other expenditures over two hundred dollars (\$200.00) not covered in the approved budget must be approved by a 2/3 vote of those active members present at a general meeting.
- C. The RIAWC Board will at no time authorize the obligation of monies in excess of funds on hand. It will be the duty of the RIAWC Board to manage the funds of the RIAWC so that all expenses incurred will be paid, and there will remain in the treasury a minimum ending cash balance of one thousand dollars (\$1,000.00) for use by the succeeding RIAWC Board.
- D. The RIAWC Board will determine the division of monies for disbursement to community support and scholarship disbursements no later than the April Board meeting.
- E. Income will not accrue to individual members either individually or collectively except under the provisions of the Scholarship Committee and through wages and salaries as employees or as award recognition for services rendered to the RIAWC.

Section 3. Audit

- A. If RIAWC has gross annual revenue of \$1,000 or more, an audit will be conducted at least once every two years, at the expense of RIAWC.
- B. Upon change of the RIAWC Treasurer, an audit will be conducted regardless of the times elapsed since the last audit.
- C. RIAWC utilizes a single entry accounting system, for which Three (3) RIAWC members who hold no office will be used to conduct the audit.

Section 4. Fundraising

- A. Fundraising on Army property is governed by DoD 5500.7-R, DOD 4165.70, AR 405-80, AR 210-22 and AR 600-29. RIAWC will conduct fundraising in compliance with the above regulations.
- B. RIAWC conducts fundraisers in accordance with the procedures developed by the Garrison commander.

ARTICLE X – TAXES

Section 1. RIAWC will comply with current tax regulations as follows:

- A. In accordance with the Internal Revenue Service Code, RIAWC shall file the appropriate state and federal tax forms annually. Any and all changes of status, activity, or purpose of the RIAWC shall be reported to the Internal Revenue Service.
- B. RIAWC will ensure that all employee taxes, including Social Security, FUTA, and all state taxes where applicable, shall be withheld, deposited, and paid in accordance with the current Internal Revenue Code.
- C. Appropriate, correct, and complete records shall be maintained on all tax matters affecting the orderly operation of RIAWC.

- D. Form 990 Federal Income Tax Return for Non-Profit Organizations, will be prepared and filed. Section 2. The RIAWC will ensure that the Attic complies with all current tax laws and regulations.

Section 3. The Treasurer will complete all reports on a monthly basis according to current tax regulations as stated in Article VI Section E of the Constitution.

Section 4. The Attic Chairperson will ensure that all reports are completed on a monthly basis, according to current tax regulations as stated in the Attic SOP.

ARTICLE XI – INSURANCE

- A. RIAWC will obtain adequate insurance as protection against liability, claims, property damage claims, or other legal actions arising from its activities, one or more of RIAWC’s members acting on its behalf or the operation of any equipment, apparatus or device under the control and responsibility of RIAWC.
- B. Fidelity bonding will be purchased by RIAWC for members or employees handling monthly cash flow exceeding \$500 (President, Vice President, Treasurer, Attic Manager and Attic Bookkeeper).

ARTICLE XII – MEETINGS AND QUORUMS

Section 1. Meetings

The RIAWC Board year will start with the installation of the new officers in May of each year. There will be General Membership meetings each month September through May unless otherwise specified by the RIAWC Board. Special meetings of the RIAWC may be called at any time by the President or by written request of a majority of the RIAWC Active Membership.

Section 2. Quorum and Voting

- A. A quorum will consist of active members present at a General Membership meeting.
- B. Quorum for an RIAWC Board meeting will consist of 2/3 of the voting board members.
- C. Absentee voting: A proxy may be given by one person to another to vote in their absence at RIAWC Board meetings. An attending board member can only carry one proxy.
- D. When necessary, a phone and/or electronic vote may be utilized for special considerations.

ARTICLE XIII – DISSOLUTION AND LIABILITY

Section 1. Dissolution

- A. In the event of the dissolution of the RIAWC, the Active Membership will be notified of the dissolution in writing.
- B. If RIAWC is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as follows:
- C. Upon dissolution, after payment of any outstanding debts, any remaining funds will be donated to Army Emergency Relief.

Section 2. Liability — In the event of bankruptcy, insolvency, or dissolution no officer or member of the RIAWC will have any personal liability for any organization debts or liabilities.

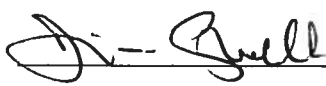
Neither the Garrison nor the Government will have any liability for RIAWC actions or debts.

ARTICLE XIV – ADOPTION

Upon final approval of the active members of the General membership and the RIA Garrison Manager (or his/her representative), this Constitution will supersede all previous RIAWC Constitutions.

Approved by Majority vote on 21 October 2015

Signed by

 5/15/2019

President

Date

Diane Campbell

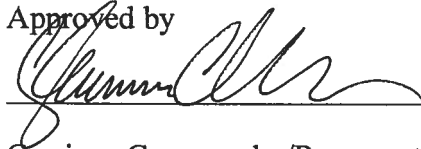
 5/15/2019

Parliamentarian

Date

Barbara Cartwright

Approved by

 5/17/2019

Garrison Commander/Representative

Date

COL Stephen C. Marr
Commanding

ARTICLE II—BOARD MEMBER/CHAIRPERSON

Section 1. Duties of the chairpersons may consist of, but are not limited to, the following and may be changed at the discretion of the president:

A. Arsenal Attic Thrift Shop Shop Chairperson will:

- 1) Call and preside at all regular and special meetings of the Arsenal Attic Thrift Shop Consignment Shop.
- 2) Act as the liaison between the Arsenal Attic Thrift Shop Shop and the RIAWC.
- 3) Consult with the bookkeeper to ensure appropriate tax documents are completed and filed.
- 4) Ensure Arsenal Attic Thrift Shop Shop bookkeeper transfers all monies with exception of budget annual carryover funds, to RIAWC Treasurer by 30 May.
- 5) Serve as a member of the Community Support Committee.
- 6) Serve as a member of the Scholarship Committee.
- 7) Prepare After Action Report; provide one copy to Parliamentarian and one copy for notebook.

B. Fundraising Chairperson will:

- 1) Investigate and be responsible for all fundraising projects for the operating and Community Support and Scholarship funds of the RIAWC.
- 2) Submit recommendations for fundraising to RIAWC Board for approval.
- 3) Serve as a member of the Budget Committee.
- 4) Serve as a member of the Community Support Committee.
- 5) Serve as a member of the Scholarship Committee.
- 6) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

C. Historian will:

- 1) Inventory historical documents and organize and maintain records.
- 2) Compile and maintain RIAWC scrapbooks and CDs to include pictures, captions, stories, personal accounts and other articles of importance about the Club.
- 3) Present annual scrapbooks/CDs to RIAWC and President at the end of the Board year.
- 4) Display scrapbooks/play CDs at RIAWC events.
- 5) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

D. Hospitality Chairperson will:

- 1) Provide Army Community Service with current RIAWC information to be included in welcome packets.
- 2) Introduce new members and guests during the monthly functions.
- 3) Acknowledge members' birthdays during the monthly function.
- 4) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

E. Membership Chair will:

- 1) Process all membership applications in a timely manner and regularly email updates of membership directory to all board members.
- 2) Keep an accurate record of membership deposits to RIAWC Treasurer.

- 3) Furnish a membership roster and copy of the current Constitution and By-Laws to all members no later than the November membership function.
 - 4) Provide new membership information to Hospitality, Newsletter and Reservations Chairpersons.
 - 5) Update Membership application as necessary.
 - 6) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.
- F. Newsletter Chairperson will:
- 1) Supervise publishing and distributing the RIAWC newsletter.
 - 2) Maintain a constant deadline.
 - 3) Be responsible for advertising as needed.
 - 4) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.
- G. Publicity Chairperson will:
- 1) Publicize all RIAWC events, and create associated media (posters, etc.).
 - 2) Forward reservation deadlines for publication in RIA Island Announcements.
 - 3) Provide the Rock and community papers with articles and pictures of RIAWC events.
 - 4) Publish announcements of special programs and activities of the RIAWC in RIAWC newsletter and local media resources.
 - 5) Send all publicity materials to Webmaster for publishing.
 - 6) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.
- H. Reservation Chairperson will:
- 1) Take reservations for monthly functions and all other RIAWC events.
 - 2) Coordinate with the Vice-President and Publicity Chairperson for each monthly function and for Honorary President's Welcome and Farewell.
 - 3) Collect luncheon fees and keep an accurate record.
 - 4) Prepare nametags.
 - 5) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.
- I. Special Activities Chairperson will:
- 1) Arrange special events based on an assessment of Club members and coordinate times, places, and details.
 - 2) Supply the Publicity and Newsletter Chairpersons with all activities information.
 - 3) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.
- J. Volunteer Recorder Chairperson will:
- 1) Gather information and maintain a current log of volunteers helping on any project that is supported by the RIAWC, to include the Arsenal Attic Thrift Shop.
 - 2) Serve as Organization Point of Contact (OPOC) for the Volunteer Information Management System (VMIS) and input RIAWC volunteer hours on a monthly basis.
 - 3) Update RIAWC job description as needed in VMIS in cooperation with ACS Army Volunteer Corps Coordinator.
 - 4) Submit RIAWC volunteer hours to ACS Army Volunteer Corps Coordinator on a monthly basis.
 - 5) Recognize volunteers based on the RIAWC calendar year.

- 6) Ensure that a Volunteer Appreciation Ceremony is held at the April RIAWC function.
- 7) Act as a liaison between the Child Development Center and RIAWC.
- 8) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

K. Ways and Means Chairperson will:

- 1) Submit recommendations for monthly fundraising activities to RIAWC Board.
- 2) Serve as a member of the Budget Committee
- 3) Be bonded.
- 4) Responsible for monthly General Membership Meeting opportunity items.
- 5) Maintain current inventory of items for sale.
- 6) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

L. Community Support Chairperson will:

- 1) Chair the Community Support Committee
- 2) Organize all Community Support requests and present them to the Community Support Committee for consideration.
- 3) Present RIAWC Board approved recipient list to the members at May RIAWC luncheon.
- 4) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

M. Scholarship Chairperson will:

- 1) Chair the Scholarship Committee.
- 2) Present scholarship application, developed by the Scholarship Committee to the RIAWC Board by November board meeting.
- 3) Recruit at least two outside members, an active member, and an active duty service member to serve as scholarship judges.
- 4) Present non-identifiable application to the scholarship judges.
- 5) Tally all ratings and present to the Scholarship Committee for approval.
- 6) Organize a reception for presentation of scholarships.
- 7) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

N. Website Chairperson will:

- 1) Establish RIAWC website.
- 2) Monitor, maintain, and update RIAWC website and social media accounts.
- 3) Organize and maintain electronic files and communications.
- 4) Prepare After Action Report; provide copies to President and Parliamentarian, and one copy for notebook.

ARTICLE IV—SPECIAL COMMITTEES

Special Committees shall be designated by the President, as needed, with the approval of the Executive Board.

- A. Special Committee Chairperson has the same privileges, as any chairperson while committee is active.
- B. Each of the Special Committee Chairpersons, upon completion of duties, will present a detailed report and recommendations to the RIAWC.