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These Bylaws, dated **1 April 2021**, shall supersede all others.

MOUNTAIN POST SPOUSES' CLUB

FORT CARSON, COLORADO

BYLAWS

ARTICLE I

NAME AND PURPOSE

1. The name of this organization shall be the Mountain Post Spouses' Club. It shall hereafter be referred to as the MPSC.
2. The purpose of the MPSC is outlined in the organization's Constitution, Article I, Section 2.

ARTICLE II

MPSC BOARD

1. The board shall meet monthly or as needed to transact all necessary business. The MPSC BOARD shall supervise and promote the programs and activities of the MPSC.
2. All appointed positions may be co-chaired, sharing duties and responsibilities, at the approval of the Executive Board. Each Chairperson position is allowed only one vote at the MPSC board meetings.
3. The MPSC board shall discuss and prepare all business that is presented to the general membership.
4. A term of office shall be defined as one (1) year, **1 June to 31 May**. No member shall hold the same board position, elected or appointed, for more than two consecutive years.
5. It shall be the responsibility of each MPSC Executive Board Member to:
 - A. Attend all Executive and General Board meetings. The General Board has the option to vote to remove any Executive Board member who misses three meetings, or does not fulfill their duties as stated.

- B. Serve on the Constitution and Bylaws, Thrift Shop Advisory, Scholarship and Community Grants Committees.
 - C. Maintain their records on a continuing basis.
 - D. Prepare and submit a detailed after action report (AAR) to the successor, on the Google Drive, and to the President no later than the installation of the officers in **May**.
 - E. The President, 1st Vice President, and Treasurer must know how to run the cash register, open and close the thrift shop to include opening the cash register and preparing and making the daily bank deposit. Any other bonded Executive Board member may be trained on and execute these duties.
 - F. The President, 1st Vice President, 2nd Vice President, Treasurer, and Secretary will be bonded to the current MPSC insurance policy.
6. It shall be the responsibility of each MPSC General Board Member to:
- A. Attend all General Board meetings. The Board has the option to vote to remove any Board Member who misses three (3) meetings.
 - B. Maintain their records on a continuing basis.
 - C. Prepare and submit a detailed AAR to the successor, on the Google drive, and to the President no later than the installation of the officers in **May**.

ARTICLE III

ELECTED OFFICERS

The duties of the officers shall be those implied by respective titles, those prescribed by the Constitution of the MPSC, and those specified by the Bylaws.

President- It shall be the duty of the President to:

- A. Be present at all general membership and MPSC Board meetings.
- B. The President is a non-voting member but may vote only to break a tie.
- C. Ensure that the Constitution and Bylaws are upheld.
- D. Call all membership and Board meetings.
- E. Appoint the Parliamentarian, Committee Chairperson and any additional Chairpersons as deemed necessary by MPSC activities with approval of the Executive Board.
- F. Serve as an ex-officio member of all committees, except the Nominating Committee.
- G. Write checks and make deposits at the request of the Treasurer and be bonded through the current MPSC insurance policy.
- H. In the absence of the 1st Vice President the President will oversee the thrift shop, with support from the Executive Board.

- I. Attend or appoint a representative to attend Fort Carson general information meetings and installation information fairs to represent the MPSC.
- J. In coordination with the Treasurer, coordinate with DFMWR annually to verify MPSC's 501(c)(3) status with the IRS and maintain a record on file. After verifications, register the organization's name with the Colorado Secretary of State's office and maintain incorporation documents to include proof of 501(c)(3) tax-exempt status. Review bond, property and liability insurance policy annually.
- K. Coordinate with Fort Carson Directorate of Family Morale, Welfare and Recreation (DFMWR) on matters of Private Organization status, for the Garrison commander's approval, every two years.
- L. Obtain written permission from the Private Organization liaison at DFMWR for all fundraising events and activities, to include all paperwork and documentation.
- M. Act as liaison with DFMWR to provide support for MPSC fundraising events that will not violate AR 215-1, paragraph 4-19.
- N. Clear dates with the Fort Carson calendar through the office of DFMWR and the Executive Board.
- O. Prepare a letter to the credit union when changing signers to the accounts, maintaining a copy for our records.
- P. Provide thank you notes to all donors for both monetary and item donations.
- Q. Be a signing authority on MPSC accounts.
- R. In the event an Executive Board position becomes vacant, President excluded, the President may appoint a member of the MPSC to the positions with approval of the MPSC Board.
- S. Perform internal audit along with the Treasurer and Parliamentarian, and overseen by Advisors.
- T. Coordinate with DFMWR to maintain all tax-exempt status paperwork and file updates with the State of Colorado and the Federal government as needed.
- U. Provide a proposed budget to the Treasurer no later than **June 30**.
- V. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- W. At the end of the MPSC year, submit a written AAR to the new President and a copy must be on the Google Drive.

1ST Vice-President – It shall be the duty of the 1ST Vice President to:

- A. Assist the President as requested.
- B. Assume the duties of the President during any temporary absence. In the event the MPSC President cannot complete the term of office, the 1ST Vice President shall assume the duties of the President and appoint a successor to the 1ST Vice President with the approval of the MPSC board.

- C. Be bonded through the current MPSC insurance policy.
- D. Purchase and present the gift for the MPSC President in coordination with the MPSC Honorary President, Honorary Vice President or the Advisors.
- E. Oversee all Thrift Shop activities, to include working with the Advisory Board and Treasurer.
- F. Oversee the Thrift shop employees and conduct the hiring and dismissal process in coordination with the President. Evaluate and maintain Thrift Shop employee agreements and semi-annual evaluation with the TSAB. Review salaries and yearly bonuses, if applicable. Present proposed salary changes and bonuses in coordination with Treasurer to Executive Board for approval.
- G. Thrift Shop employee descriptions shall be reviewed and revised annually in coordination with the TSAB
- H. Ensure Thrift Shop is opened and closed on all operating days.
- I. Provide a Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- J. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

2ND Vice President – It shall be the duty of the 2nd Vice President to:

- A. Serve as coordinator of the monthly luncheon event. In this capacity she /he shall:
 - 1. Present proposed luncheon dates to the MPSC Executive Board for approval by the July board meeting.
 - 2. Coordinate with other Chairperson needed for monthly event meetings and Operational Fundraisers.
 - 3. Assist Membership Chairperson with membership drives.
 - 4. Assist where needed for Super Sign Up.
 - 5. If the monthly general membership meeting includes a guest speaker, make the necessary reservations and purchase gifts to be presented to the guest speakers and/or program presenters.
 - 6. Ensure all money is turned into the Treasurer at the end of each program.
- B. Provide a Monthly Board Report to the Secretary and keep them in a folder on the Google Drive
- C. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Secretary – It shall be the duty of the Secretary to:

- A. Keep record of all MPSC Executive and General Board meetings, Thrift Shop Advisory Board meetings and all committee meetings.
- B. After consultation with the President, publish copies of minutes.
- C. Maintain a permanent record of all minutes for all MPSC Board meetings. Previous years; records will be stored for three (3) years on Google Drive.
- D. Note any electronic votes (e-vote) as an addendum to the minutes from Parliamentarian.
- E. Secure the location for all board meetings and ensure that the meeting space is setup before each meeting to include table setup and name tents. Ensure the meeting space is returned to original condition after meeting. This may be handled by the acting President.
- F. Notify members of the MPSC Board as to the time and place of meetings and call for the board reports. This may be handled by the acting President.
 - a. Work with President to write all correspondence as needed for the MPSC. (Thank you notes may be written by committee Chairperson.)
- G. Collect and distribute MPSC mail in a timely manner. Maintain signature card for the Post Office Box.
 - H. PO Box 13236, Colorado Springs, CO 80902**
- I. Create and order all board member nametags.
- J. If the Childcare Coordinator position is not filled then the duties would fall to the secretary.
- K. Maintain current copies of the following documents on MPSC Google Drive:
 - 1. Approval by the Garrison Commander to operate on the Installation.
 - 2. Insurance policies
 - 3. Applicable Army Regulations
 - 4. Constitution
 - 5. Bylaws
 - 6. Record of approval of the Constitution and Bylaws and a copy of any approved amendments
 - 7. Inventory of physical and financial assets
 - 8. Proof of 501(c)(3)
- L. Work with Membership Chairperson to communicate with sub-club leaders and manage sub-club activities, including administration of sub-club Facebook pages.
- M. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- N. . Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Treasurer – It shall be the duty of the Treasurer to:

- A. Be knowledgeable with the electronic accounting program QuickBooks or be willing to take training. Training will be provided if necessary.
- B. Keep an itemized account of all receipts, disbursements, supporting vouchers and records for all supporting vouchers and records for the Operating and Welfare accounts using sound business practices and generally accepted accounting principles.
- C. Collect and count all funds received by any method and deposit in appropriate accounts within five (5) working days of receipt.
- D. Disburse MPSC's Operating and Welfare accounts as directed by the MPSC Board with the full authority to execute checks.
- E. Provide a written monthly financial report for the Operating and Welfare accounts to the MPSC Board and upload to the Drive.
- F. Meet with the President in June to create a budget to present to the Executive Board for approval in July.
- G. Collect all debit cards when board member leaves or at the end of the year, report to President the cards that need to be cancelled.
- H. Perform an internal audit annually or at a change in treasurer along with the President, Parliamentarian, and overseen by the Advisor(s).
- I. Prepare the books and annual financial reports for the Operating and Welfare accounts for the external audit as deemed necessary by Executive Board and advisor(s) in accordance with the MPSC Constitution Article V, Section 9.
- J. Present the external audit findings to the Executive Board.
- K. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- L. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

ARTICLE IV

NON-ELECTED MEMBERS OF THE MPSC BOARD

SECTION 1:

Parliamentarian- It shall be the duty of the Parliamentarian to:

- A. Be a non-voting member of the MPSC Executive Board appointed by the President.
- B. Ensure that all meetings of the MPSC are conducted according to proper procedures as outlined in the newly revised version of Robert's Rules of Order.

- C. Ensure orderly taking of votes and administration of elections. Submit results in monthly board report.
- D. Collect electronic votes and submit results to Secretary.
- E. Interpret the Constitution and Bylaws. Advise the President as needed.
- F. Chair and organize all aspects of the Constitution Review Committee to be held when needed.
- G. Present Constitution and Bylaws changes to the MPSC Board and the General Membership for approval.
- H. Serve as Chairperson of the Election Committee.
 - 1. Make announcement to the general membership in **February** in regard to future MPSC leadership opportunities.
 - 2. Provide information on nomination procedures to Marketing Chairperson to be placed on the MPSC website in **February**.
 - 3. Coordinate with the Executive Board for the installation of new officers at the **May** general membership meeting and secure token of welcome for new officers. (Ex. Rose bud)
- I. Ensure the general membership has a means for voicing feedback concerning the MPSC.
- J. Perform annual internal audit along with President and Treasurer, and overseen by Advisors.
- K. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- L. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

SECTION 2:

STANDING COMMITTEE CHAIRPERSON:

Special Events Chairperson – It shall be the duty of the Special Events Coordinator to:

- A. Select a Fall/Winter Fundraiser in coordination with the Executive Board by August 1st.
- B. Coordinate dates, meetings, and budget related to the event with the Executive Board.
- C. Appoint committee members and chair on all aspects of the committee in coordination with the Executive Board.
- D. Maintain minutes of each committee meeting and submit a copy to the Secretary.

- E. Coordinate with the Marketing Chairperson to create and distribute advertising material in any other appropriate forum, to include Facebook and the MPSC website.
- F. Within 30 days of the completion of the events, the Special Events Chairperson will submit the committee's written AAR to the President.
- G. Coordinate with Volunteer Coordinator to ensure general membership involvement.
- H. Provide a proposed budget at least three (3) months prior to the event.
- I. Plan and execute event(s) for children of all general membership in celebration of Month of the Military Child.”
- J. Plan and lead any additional special membership events or fundraisers.
- K. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- L. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

V.I.C.E. Night Chairperson- It shall be the duty of the Vice Night Chairperson to:

- A. Propose a plan for a Spring Fundraiser/V.IC.E. Night (Very Important Charity Event) for approval to the MPSC Executive Board at the beginning of the board year, and acquire approval from Fort Carson for the event.
 - 1. Organize and conduct the event as approved by the MPSC Board and Fort Carson.
 - 2. Appoint a committee (as needed) to plan and execute, in coordination with the Executive Board, the approved fundraiser and hold regular, published committee meetings as needed.
 - 3. Coordinate closely with the Marketing Chairperson/Social Media Chairperson to advertise the event information.
- B. Coordinate dates, meetings, and budget related to fundraising events with the Executive Board.
- C. Coordinate with the Volunteer Coordinator to ensure general membership involvement.
- D. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- E. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Historian - It shall be the duty of the Historian to:

- A. Maintain a digital photo album for the MPSC archives.
- B. Ensure that photos are taken at all MPSC functions and activities.
- C. Display club history at functions where deemed appropriate.
- D. Work to preserve and maintain previous years' photos and electronic storage devices.
- E. Coordinate with Marketing Chairperson and Social Media Chairperson to ensure photos and/or videos are properly utilized on social media, MPSC website, and in other marketing materials.
- F. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- G. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Membership Chairperson – It shall be the duty of Membership Chairperson to:

- A. Coordinates Fall Super-Sign-Up and other membership drives as needed
- B. At general membership meetings greet arriving members and welcome new members.
- C. Coordinate activities with the 2nd Vice President at general membership functions throughout the year.
- D. Provide and maintain name tags for the general membership and guests
- E. Work with treasurer to enroll eligible spouses and collect dues
- F. Maintain a current membership file and list.
- G. The roster shall be updated monthly and shared with the President, 2VP and Secretary on the Google Drive within five (5) days.
- H. Emails shall be shared with corresponding sub-club leaders of specified interests. (*Sub-Club information can be found in **Addendum C** of this document.)
- I. Participate in Installation information fairs with MPSC President or another MPSC board member volunteer.
- J. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- K. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Marketing Chairperson- It shall be the duty of the Marketing Chairperson to:

- A. Design marketing materials in support of approved events in collaboration with Board Members. The manufacturing/printing cost is part of the requesting Board Member's budget.
- B. Maintain, update and administer MPSC webpage. Collaborate with Social Media chairperson to maintain up-to-date information. Coordinate with the Treasurer to ensure that all PayPal links function properly.
- C. Work with Social Media Chairperson to maintain, update and administer approved Social Media. Collaborate with chairpersons to maintain up-to-date information.
- D. Coordinate with the Social Media Chairperson and Historian on all upcoming media events and flyers. Ensure both the website and Social Media are working in conjunction with each other.
- E. Act as a liaison to coordinate and execute marketing of events via outside channels, when deemed necessary.
- F. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- G. Provide a written AAR before the end of the MPSC Board year and a copy must be on the Google Drive.

Social Media Chairperson- It shall be the duty of the Social Media Chairperson to:

- A. Social Media Chair will be added as an admin on all social media accounts.
- B. Manage/post to the club's Social Media accounts in support of current club events.
- C. Manage/monitor all Social Media "Groups," to include but not limited to: the thrift shop, ODYD, V.I.C.E. Night, sub-clubs and general Facebook pages.
- D. Monitors all Social Media accounts for inappropriate usage, removes and notifies members as applicable
- E. Posts MPSC events information to other social media groups and platforms affiliated with the Mountain Post.
- F. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- G. Provide a written AAR before the end of the MPSC Board year and a copy must be on the Google Drive.

Scholarship Chairperson - It shall be the duty of the Scholarship Chairperson to:

- A. Coordinate all aspects of the MPSC Scholarship Program, supervising the scholarship committee.
- B. Setup Scholarship Committee, which should consist of, The Executive Board, 2 general board members and at least 2 active members in good standing.

- C. Work with the Scholarship Committee to review and update Scholarship SOP (**SEE ADDENDUM B**) and application process. Present significant changes to the MPSC Board for approval at the **December** board meeting. Timelines are subject to change based on unforeseen circumstances.
- D. Work with the committee to determine application criteria, review criteria, deadlines, and disbursements.
- E. Coordinate with the Marketing Chair and Social Media Chair to publicize the scholarship applications and guidelines.
- F. Prepare applications for approval for the General Board.
- G. Facilitate Scholarship Committee meeting. Arrange meeting time, location, logistical support.
- H. Inform all applicants of the awardees selection and invite awardees and MPSC members to the award ceremony.
- I. Coordinate with the Executive Board and Community Grants Chairperson on all aspects of the award ceremony
- J. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- K. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Childcare Chairperson - It shall be the duty of the Childcare Coordinator to:

- A. Coordinates all aspects of childcare for all MPSC events and meetings.
- B. Will arrive early to all events and serve as the liaison between the child childcare providers and parents
- C. Maintain relationship with Child Development Center and hire caretakers for all events, where applicable.
- D. If using off site care ensure meals have been arranged for the luncheon.
- E. Coordinate with Treasurer to pay caretakers.
- F. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- G. Provide a written AAR before the end of the MPSC term and copy must be on the Google Drive.

Retiree Chairperson – It shall be the duty of the Retiree Liaison to:

- A. Communicate with Retiree Community through retiree organizations.
- B. Advise board members on retiree information and functions
- C. Serve as the MPSC POC for all retiree organizations.
- D. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.

- E. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Volunteer Chairperson – It shall be the duty of the Volunteer Coordinator to:

- A. Maintain a current record of all MPSC volunteers.
- B. Encourage all MPSC volunteers to register with VMIS, providing education, outreach and assistance to do so as needed.
- C. Keep a record of volunteers and the number of hours each volunteer has served. Compose and submit, after Executive Board approval, by ACS deadline, a Volunteer of the Quarter (VOQ) nomination form to the Installation Army Community Service Volunteer Coordinator for consideration of the MPSC volunteers at the Division level.
 - a. Submit Volunteer of the Year and Exemplary Award nominations from current board year, VOQ awardees to the installation, Army Community Service, and Volunteer Coordinator.
 - b. Pick up volunteer log and non-user volunteer forms from the Thrift Shop and ODYD periodically and enter any new users into VMIS and log all hours.
- D. Update the MPSC President on submissions of Installation recognitions and maintain a file of all nominations.
- E. Attend quarterly Volunteer Advisory Council Meetings and any and all volunteer recognition ceremonies in which MPSC volunteers are to be recognized.
- F. Assist other chairpersons in organizing volunteers for events as requested.
- G. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- H. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Vendor Chairperson - It shall be the duty of the Vendor Coordinator to:

- A. Coordinate with 2nd Vice President and Special Events to schedule vendors for fundraising opportunities.
- B. Maintain a rolling vendor contact list (Business Directory).
- C. Process all eligible vendor applications and coordinate with Treasurer for invoicing.
- D. Schedule vendor set-up times and cleanup times.
- E. Collect donations of door prizes and silent auction items according to vendor contract.
- F. Ensure MPSC vendor policy is being followed regarding members with home based businesses:

1. No more than one (1) consultant from each home-based business company will be set up at any event unless approved by the event chair.
 2. No more than one (1) like style vendor will be set up at any event unless approved by the event chairperson (i.e. 2 candle/wax melt vendors).
 3. MPSC members receive priority when applying for a vendor opportunity.
- G. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- H. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Community Outreach Chairperson – It shall be the duty of the Community Outreach Chairperson to:

- A. Plan and coordinate a monthly outreach partner for each luncheon.
- B. Communicate with Marketing and 2nd VP on information regarding each monthly outreach partner.
- C. Collect and distribute all donations received for community outreach partners.
- D. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- E. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Community Grants - It shall be the duty of the Community Grants Chairperson to:

- F. Coordinate all aspects of the MPSC Community Grants Program, supervising the Community Grants committee.
- G. Invite at least 2 active members in good standing to serve on the Community Grants Committee.
- H. Work with the Community Grants Committee to review and update Community Grant SOP (**SEE ADDENDUM A**) and application process. Present significant changes to the MPSC Board for approval at the **December** board meeting.
- I. Work with the committee to determine application criteria, selection panel review criteria, deadlines, and disbursements.
- J. Coordinate with the Marketing Chair to publicize the Community Grant application guidelines.
- K. Prepare applications for review by the Community Grants committee.

- L. Facilitate Community Grants Committee meeting. Arrange meeting time, location, and logistical support.
- M. Inform all applicants of the awardees' selection and invite awardees' and MPSC members to the award ceremony.
- N. Coordinate with the Executive Board and Scholarship Chairperson on all aspects of the award ceremony.
- O. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive
- P. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Operation Deploy Your Dress (ODYD) Chairperson - It shall be the duty of the ODYD Chairperson to:

- A. Must be bonded or have a bonded representative present whenever the ODYD Dress Shop is open.
- B. ODYD will operate from a room located at the MPSC Thrift Shop.
- C. Attend monthly MPSC General Board meetings.
- D. Maintain ODYD shop to include organization of dresses, formal wear, shoes, accessories and the cleanliness of the shop.
- E. Maintain inventory of fixtures to include all shelving, racks and furniture and provide report to the Secretary on a quarterly basis.
- F. Provide ODYD schedule, to include satellite events, to the Executive Board and Social Media and Marketing Chairs.
- G. Work with MPSC Volunteer Coordinator to maintain a list of ODYD shop volunteers.
 - a. Work with Volunteers Coordinator to register all volunteers into the Volunteer Management Information System (VMIS) to log their time in the dress shop for insurance purposes.
- H. Maintain a log of all volunteers and hours. Provide log to the Volunteer Coordinator at the end of each month. Include all cumulative volunteer information to the Secretary on a monthly basis in the board report.
- I. Maintain a log of distribution and recipients. Include all information regarding distribution of dresses and recipients to the Secretary monthly within the board report.
- J. Write and send thank you notes to large donors.
- K. Provide ODYD National monthly report.

- L. Work with Social Media Chairperson and Marketing Chairperson to maintain a MPSC ODYD Facebook page for the Fort Carson area where photos of recipients, special events, news and schedules can be posted.
- M. Act as a liaison with ODYD National to coordinate directing/redirecting donations to and from the Fort Carson Dress Shop based on needs information provided.
- N. Act as a liaison for local/regional donors/donations.
- O. Run the MPSC ODYD dress shop in accordance with the agreement between MPSC and ODYD National (**SEE ADDENDUM D**)
- P. In the event of dissolution of the Mountain Post Spouses' Club, all ODYD donations (dresses, formal wear, accessories, Sortly System,) shall be donated back to ODYD National. All equipment (minus the Sortly system), furniture and fixtures are the property of MPSC.
- Q. The shop donations shall be run according to rules and regulations of Operation Deploy Your Dress National. All ODYD shops are expected to run on the same guidelines so that recipients know what to expect from shop to shop as outlined in the Operation Deploy Your Dress SOP (**SEE ADDENDUM D**).
 1. You may receive One dress per calendar year.
 2. Program must be accessible to ALL military or Dependent ID card holders.
 3. Donations are for the ID card holder's personal use and may not be sold or profited off of in any way.
 4. Dresses will always be FREE, available to any military or dependent ID card holder, and theirs to keep if they choose. This is not a borrow and return program.
 5. Recipients are not authorized to return a dress in exchange for another dress (One dress per calendar year).
 6. If at any time the MPSC feels that they want to change these guidelines for distribution, ODYD National should be consulted and a decision as to whether or not the Operation Deploy Your Dress name and working relationship will continue can be made.
 7. At no time will any items donated to Fort Carson ODYD for distribution be resold for profit by MPSC or any volunteers performing the role of ODYD Branch representative.
- R. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive
- S. Provide a written AAR before the end of the MPSC term and a copy must be on the Google Drive.

Properties Chairperson - It shall be the duty of the Properties Chairperson to:

- A. Responsible for the overall coordination and organization of the property of the MPSC including the rental of movable property to third parties and the rental of the MPSC Station.
- B. Responsible for the purchase of new property and cleaning supplies for MPSC properties.
- C. Responsible for an inventory of articles in possession of the MPSC.
- D. Works with the Treasurer on the inventory of the MPSC property and reviews the list once a year.
- E. Works with the President to approve the price list for the year.
- F. Maintain a digital record of rentals and payments received for rentals. Ensures a copy is on Google Drive.
- G. Maintains the CONNEX and rentals in clean working order.
- H. Maintains a Properties display in the MPSC Thrift Shop.
- I. Check properties email daily to see if there are any requests for the MPSC property items.
- J. Present a proposed budget for Properties to the Treasurer at the April General Board meeting.
- K. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- L. Provide a written AAR before the end of the MPSC Term and a copy must be on the Google Drive.

Mother Flocker Chairperson - It shall be the duty of the Mother Flocker Chairperson to:

- A. Communicates directly with the purchaser to determine date of installation and removal of "The Flock."
- B. Ensure that requests have been paid for via the Treasurer, prior to placing "The Flock."
- C. Fulfill requests for "The Flock" personally or with the help of the flocking committee. Ensure any alternate or replacement is knowledgeable regarding the Rules of The Flock.
- D. Check Flocking email daily to see if there are any requests for "The Flock."
- E. Keep and maintain flamingos and accessories (currently flamingos will be kept in the properties CONNEX).
- F. Work with Marketing Chairperson and Social Media Chairperson to advertise through luncheons, online exposure, business cards and door hangers.

- G. Present a proposed budget for “The Flock” to the Treasurer at the April General Board meeting.
- H. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- I. Provide a written AAR before the end of the MPSC Term and a copy must be on the Google Drive.

Ways and Means Chairperson - It shall be the duty of the Ways and Means Chairperson to:

- A. Coordinate with vendors for appropriate 4ID and Mountain Post items to be sold in the Ways and Means section of the MPSC Thrift Store, at MPSC functions, and in an online store.
- B. Attend all MPSC Functions where Ways and Means can be sold.
- C. Coordinate with the Treasurer for a bonded member to accept payment for Ways and Means items.
- D. Work with Marketing Chairperson to maintain an online store on the MPSC website.
- E. Maintain an accurate inventory of all Ways and Means property. A detailed inventory must be provided to the Secretary monthly and a copy should be included on the Google Drive.
- F. The monthly inventory shall be reported at the April General Board meeting.
- G. Present a proposed budget for Ways and Means to the Treasurer at the April General Board meeting.
- H. The Executive Board will decide where all Ways and Means are distributed for Philanthropic purposes.
- I. Provide a written Monthly Board Report to the Secretary and keep them in a folder on the Google Drive.
- J. Provide a written AAR before the end of the MPSC Term and a copy must be on the Google Drive.

ARTICLE V

MOUNTAIN POST SPOUSES' CLUB THRIFT SHOP

SECTION 1

NAME & PURPOSE

The name of this operation shall be the Mountain Post Spouses Club Thrift Shop hereafter referred to as the Thrift Shop.

- A. The Thrift Shop is the responsibility of, and operated by, the Mountain Post Spouses' Club (MPSC). It is governed by the Thrift Shop Advisory Board, hereafter referred to as TSAB, TS or MPTS. The 1st Vice President acts as the liaison between the Thrift Shop and the Thrift Shop Advisory Board (TSAB).
- B. The Thrift Shop is organized and operated to provide a convenient means for qualified customers to purchase merchandise that has been donated to the Thrift Shop.
 - 1. It will not be used as a market or retail outlet for individuals seeking a business opportunity.
 - 2. Merchandise from any dealer or business will not be purchased for resale or accepted for sale by the Thrift Shop.
- C. Profits will be used for MPSC Scholarships, charitable grants in and around the Fort Carson Community, SFRG grants, and MPSC operational costs.

SECTION 2

PATRONS

Individuals who have access to Fort Carson are permitted to use the services of the MPTS. The MPTS Manager(s) and/or 1st Vice President retain the right to deny use of the MPTS to any person who misuses the services of the MPTS.

SECTION 3

THRIFT SHOP ADVISORY BOARD

The Thrift Shop shall be run by a governing body known as the MPTS Advisory Board, under the auspice of the Mountain Post Spouses' Club.

- A. The Thrift Shop Advisory Board (TSAB) will be chaired by the 1st Vice President.
- B. Members are as follows: MPSC President (non-voting), MPSC 1st Vice President
- C. MPSC Treasurer, MPSC 2nd Vice President, MPSC Secretary, MPSC Thrift Shop Manager, MPSC Honorary President/Vice President (non-voting), MPSC Advisor(s) (non-voting).

- D. Each member will have one (1) vote. The MPSC President will have one vote in the event of a tie. The voting members present will constitute a quorum for the transaction of business. The MPSC Honorary President/Vice President is invited to all TSAB meetings.
- E. The TSAB is responsible for formulating policies and ensuring the proper functioning of the Thrift Shop. The policies, procedures and job descriptions shall be reviewed and revised **annually** by the TSAB. President and 1st Vice President interview and approve hiring and dismissal of paid employees.
- F. The TSAB will meet **once a quarter** or more often as needed upon the call of the 1st Vice President. Minutes will be recorded and uploaded to the Google Drive by the MPSC Secretary.
- G. Members of the TSAB shall maintain the confidentiality of the board meeting proceedings.

SECTION 4

STAFF

- A. A separate contractual agreement, as well as a job description between each employee and the TSAB will be signed annually for each position. All staff shall follow the rules and guidelines outlined in the Thrift Shop SOP and the individual's job descriptions.
- B. The Thrift Shop staff shall consist of:
 - 1. Thrift Shop Manager
 - 2. Sales Clerk(s)
 - 3. Treasurer (non-paid volunteer position)
 - 4. Volunteers
- C. Decisions concerning the daily management will be determined by the Thrift Shop Manager and 1st Vice President, along with input from the President. These decisions must fall within the policies and procedures of the MPSC By-laws and Thrift Shop Standard Operating Procedures or be brought to the attention of the TSAB for review.
- D. The Thrift Shop will rely on volunteers for work to supplement that of the employees.
 - 1. Individuals, under 18, may volunteer with prior approval and coordination with the Thrift Shop Manager, or 1st VP.

2. Volunteers will receive volunteer orientation, and encouraged to register in VMIS in coordination with the MPSC Volunteer Coordinator and requested to log hours.
3. All volunteers must sign in on the volunteer log for insurance and record purposes.
4. At the discretion of the Manager, 1st Vice President, or President a volunteer may no longer be allowed to volunteer in the shop.

SECTION 5

FINANCES

Profits from the Thrift Shop will be used for MPSC Operating Costs, scholarships and philanthropic grants around Fort Carson, the greater Colorado Springs, and Fountain Communities.

- A. Financial accounting will be used. Computer generated forms and financial accounting is to be used (e.g. Quick Books POS).
- B. A reserve amount of \$10,000 shall be retained in the MPSC/Thrift Shop operating account for the purposes of liabilities and maintenance.
- C. The Thrift Shop fiscal year will be 1 June to 31 May of each year to run concurrently with the MPSC Board year.
- D. A budget will be prepared annually to estimate the next period's projected income and expenses.
 1. 1st Vice President, the President, and the MPSC Treasurer will prepare the budget.
 2. The proposed budget will be presented to the TSAB prior to the MPSC budget deadlines for approval.
 3. Any expenditure beyond the approved budget must be presented to and approved by the TSAB. All expenses over \$200 must be approved by the General Board.
- E. A cash drawer of \$100.00 will be established for use in the register each day, and \$200.00 in ready change in the safe. Financial operations and guidelines will be followed according to the Thrift Shop SOP.
- F. The Thrift Shop will comply with local, state and federal tax laws.

SECTION 6

INSURANCE

- A. The Thrift Shop will maintain liability, personal property insurance, and property damage insurance coverage commensurate with the risk to protect against any claims or lawsuits that might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activity of the Thrift Shop. Such coverage must expressly provide that neither the US Government nor any Non-Appropriated Fund instrumentality will be liable for any claims or judgments against the Thrift Shop, MPSC or its members.
- B. The public liability insurance will provide protection against claims arising from injuries to customers, paid employees and volunteers as a result of falls or other accidents, falling items or equipment failures.
- C. The Thrift Shop assumes no responsibility for the quality, safe operation and durability of harmful defects existing in merchandise received and sold by the Thrift Shop.
- D. The insurance policy will maintain Not-for-Profit Organization Directors and Officers Liability Insurance for those authorized to receive and disburse money and to sign/co-sign checks on behalf of the Thrift Shop/MPSC operations.

ARTICLE VI

SPECIAL COMMITTEES

SECTION 1

Budget Committee:

- A. This committee, chaired by the Treasurer, shall consist of the Executive Board as defined in the Constitution (Article III, Section 7), by invitation, other essential members.
- B. This committee shall meet in August to prepare the yearly Operating and Philanthropic budgets.
- C. These budgets are to be approved by the MPSC Board and presented to the general membership for approval no later than the **October** general membership meeting.
- D. This committee will hold a second Budget Committee meeting in **January** to revise the approved Operating and Philanthropic budgets.
- E. These revised budgets will be presented and approved by the MPSC board in **February**.

SECTION 2

Constitution Review Committee:

- A. This committee is chaired by the Parliamentarian and maintains a constant study of the Constitution and Bylaws.
- B. This committee shall recommend appropriate changes and amendments when deemed necessary to the Bylaws. They shall also recommend changes and amendments to the Constitution during the Constitution review which occurs every two (2) years. **NOTE: The Constitution and Bylaws must agree at all times. Changes to the Bylaws cannot be in conflict with the current Constitution.*
- C. A copy of this Constitution and Bylaws shall be provided to the DFMWR for the Garrison Commander's approval every two (2) years.

SECTION 3

Executive Board Elections:

The Parliamentarian shall:

- A. Inform the general membership at the **January** and **February** meeting that applications will be accepted for the incoming Elected Board (i.e. President, 1st Vice President, 2nd Vice President, Treasurer and Secretary).
- B. Form a committee of any Executive members not running for a position, honorary advisors and advisors, and two general members in good standing.
- C. Coordinate with the Marketing Chairperson and Social Media Chairperson in **January**, to publish the application on the MPSC website, Facebook, and through MPSC "shout outs".
- D. Identify potential qualified candidates for the Elected Board and contact them to ensure they are willing to serve.
- E. Provided applicants with the job description from the Bylaws of the office for which they are applying.
- F. Compile a biography detailing the qualifications and past service of each nominee.
- G. In **March**, meet with the Election Committee to go over the slate.
- H. A slate of nominees shall be announced at the **March** general membership meeting.
- I. Coordinate with the President and 2nd Vice President to implement voting guidelines (Constitution, Article VIII) for the **April** general membership meeting.

*In the event the Parliamentarian applies for an elected position a chairperson will be appointed by the President with input from the Honorary President/Vice President Advisor.

*Persons serving on the Election Committee may not be considered a candidate for the Elected Board

SECTION 4

Scholarship Committee

- A. The Scholarship Committee shall be chaired by the Scholarship Chair.
- B. The Scholarship Committee shall consist of Executive Board, and at least 2 general members in good standing. Honorary President/Vice President and advisors are invited to attend. Potential members should be reviewed and approved by the MPSC Executive Board. All committee members may vote except for the Scholarship Committee Chair who will only vote to break a tie.
- C. If any member of the Scholarship Committee or their family member has applied for a scholarship or written a letter of recommendation on behalf of a scholarship applicant, they must recuse themselves from the committee.
- D. The committee defines the program and the allocation of funds while adhering to the guidelines and procedures delineated in the board approved Scholarship SOP.
(*Addendum B)
- E. The Scholarship Committee shall determine the merit of each application, based on criteria in the SLP.
- F. The Scholarship Committee shall maintain confidentiality and discretion before, during and after the scholarship selection process.

SECTION 5

Community Grants Committee:

- A. The Community Grants Chairperson shall chair this committee.
- B. The Community Grants Committee shall consist of Executive Board members and at least 4 active members (2 board members and 2 general members) who are in good standing. Potential members should be reviewed and approved by the MPSC Executive Board. The committee should reflect a broad representation of the MPSC and be willing to attend the committee meetings. All committee members may vote except for the Community Grants Committee Chair who will only vote to break a tie.
- C. Committee members shall abstain from making motions or voting on grant requests in which they have a vested interest.
- D. Community Grants Committee SOP is located in **Addendum A**.
- E. The Community Grants Committee shall maintain confidentiality and discretion before, during and after the selection process

ARTICLE VII

ELECTIONS AND VOTING

- A. Voting on the slate of nominees received from the Election Committee will occur at the **April** general membership meeting. If there is only one (1) nominee per elected position, voting shall be by acclamation. If two (2) or more nominees are slated for one (1) elected position voting will be by secret ballot. The candidate with the majority of votes cast for that office will be elected. Active and associate members in good standing and governing board members (excluding the Parliamentarian, Honorary President/Vice President and Advisors) have the right to vote. The President votes in the event of a tie. Installation of new elected officers will take place at the May general membership meeting.
- B. The President, under the guidance of the Advisors, shall appoint the Parliamentarian and Standing Committee Chairpersons. When appointing Fall Fundraiser Chairperson and Spring Fundraiser Chairperson - the President must coordinate with the 1st Vice President.
- C. Voting members of the MPSC Board shall be the elected officers and Committee Chairmen. These members have one (1) vote per committee title, with the exception of the president who votes only in the event of a tie.
- D. Each member has one (1) vote at a general membership meeting. Decisions will be made by a simple majority.

ARTICLE VIII

ELECTRONIC VOTING (E-VOTING)

An Electronic Vote of the Executive Board or General Board may be conducted by the Parliamentarian at the request of the President only if immediate decision is required. The process is as follows:

- A. A board member makes a motion to the President.
- B. President notifies the Executive Board for a second motion. Once the motion is seconded the President notifies the Parliamentarian that an electronic vote is in order.
- C. The Parliamentarian emails the Executive Board and/or the General Board and states the motion and that it was seconded.
- D. The Parliamentarian then emails or uses electronic polling software (i.e. Survey Monkey, WhatsApp) and asks for the vote.
- E. The vote will be closed after 72 hours (3 days). One-half (1/2) of the voting members must reply to reach a quorum.

- F. The Parliamentarian notifies the President if a quorum is achieved and gives the results of the vote to include the number in favor, number opposed and number of abstentions.
- G. The President emails the secretary with the results of the vote.
- H. The secretary states the motion and the voting result at the next Executive Board or General Board meeting and includes the voting result in the minutes of that meeting.

ARTICLE IX

FINANCE

- A. The dues for membership in the MPSC shall be determined by the MPSC Board. No refunds shall be given, unless an exception is presented and voted on by the Executive Board. Memberships are not transferable.
- B. The membership year for the general members is from receipt of dues to May 31st. The Executive Board and the Board's membership are from inauguration to inauguration.
- C. Unless approved by vote of the general membership, the MPSC Board is limited to authorizing \$750.00 or less of MPSC funds for any purpose outside the proposed budget.
- D. The President may approve the expenditure of not more than \$200.00 of MPSC funds for any specific item or purpose without prior MPSC Board approval.
- E. At no time, may the MPSC Board authorize the obligation of money in excess of cash on hand. It shall be the responsibility of the MPSC Board to manage the funds for the Thrift Shop during its term of office to assure all expenses have been met and the Treasury contains cash reserves of no less than **\$14,000**. (*NOTE: \$14,000 in MPSC Operations Fund and no less than \$1000 in the Welfare Fund).
- F. The President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, VICE Night Chairperson, ODYD Chairperson, and all paid Thrift Store employees shall be bonded through the current MPSC insurance policy.
- G. MPSC can accept charitable donations for both general operations and philanthropic spending. These funds are accepted and used at the discretion of the Executive Board, unless otherwise specified by the donor. Donors of philanthropic funds will be invited to attend the end of year awards banquet.
- H. All financial reporting and records shall be maintained in compliance with state and local laws. In accordance with AR 210-22, PARAGRAPHS 2-1C(1)(e), 3-3a and 5-3c an audit will be performed at a minimum every two (2) years or when requested by the Executive Board and results will be provided to Executive Board and MWR in accordance with recommendation. The auditor must be a public accountant or certified public accountant licensed by a State or another recognized licensing jurisdiction.

- I. An internal audit shall be performed annually or at the change of Treasurer.

ARTICLE X

RESERVATION REFUND POLICY

Reservations not cancelled by the deadline will not receive reimbursement of event cost, nor, child care payments.

ARTICLE XI

AMENDMENTS

- A. In order to make amendments to the Bylaws, the MPSC Board must approve of the changes by majority vote.
- B. Amendments to the Bylaws may be proposed and adopted by a majority vote of the quorum present at any general membership meeting.
- C. Amendments to the Bylaws, whether approved by the MPSC Board or at a general membership meeting, shall become effective on the date adopted.

ARTICLE XII

PARLIAMENTARY AUTHORITY

In all matters not covered by the Constitution and Bylaws, the MPSC shall be guided by the newly revised edition of Robert's Rules of Order. The Constitution and Bylaws shall be interpreted by the Parliamentarian.

ARTICLE XIII

GIFTS AND AWARDS

A small gift may be given to each departing member of the MPSC Board. The Executive Board shall determine a reasonable spending limit for each gift, including the gift for the MPSC President.

ARTICLE XIV
DISCIPLINARY PROCEDURES

Section 1:

Good standing membership status is defined as:

- A. Dues paid in full.
- B. Payment of cost associated with the attendance at monthly General Membership meetings/functions.

Section 2:

Just Cause for removal of membership:

- A. Members are required to be of honorable character and reputation. The MPSC has the ultimate right to require that its members refrain from conduct injurious to the organization or its purposes.
- B. No one should be allowed to remain as a member if their retention will be detrimental to this organization's reputation or effectiveness. Cause for removal from the organization can be shown for conduct tending to injure the good name of the organization, disturb its well-being, or hamper its work.

SECTION 3:

Procedure for removal of general membership:

- A. General members may be removed from general membership for just cause upon vote of the majority of the Executive Board.
- B. All issues of concern must be stated explicitly.
- C. The member must be notified of the issue(s) of concern and have the opportunity to respond via written correspondence before a vote is taken.
- D. In the event cause for removal has been determined and a unanimous vote has been reached by the MPSC Executive Board to remove said member, their membership dues will be reimbursed and membership to the MPSC will be terminate
- E. Discretion and confidentiality shall be maintained before, during and after the process.

ARTICLE XV

DECLARATION OF VALIDITY

In the event an Article of these Bylaws, or a portion thereof, is declared invalid or legally objectionable, the remaining unaffected provision of such Articles or portions shall remain in full force and effect until revision can be made, submitted, voted on and legally approved by FC OSJA.

The Board approved these Bylaws on _____

In witness, thereof the following officers affix their signatures:

President _____

Parliamentarian _____

***** END OF MPSC BYLAWS*****

ADDENDUMS **&** **APPENDICES**

ADDENDUM A

SUBJECT: Mountain Post Spouses' Club (MPSC) Community Grants Committee Standard Operating Procedures (SOP)

A. References.

1. MPSC Constitution (2021)
2. MPSC Bylaws (2021)
3. AR 210-22 Private Organizations on Department of the Army Installations (22 Oct 01)

B. General. One of the identified purposes of MPSC is to support worthwhile service and community activities. One way that MPSC accomplishes this purpose is through community grants for non profit organizations and SFRGs. The MPSC Constitution and Bylaws establish the Community Grants Committee to review, deliberate over and make recommendations on community grants requests on behalf of the general MPSC membership, to the MPSC Board. Funds to support community grants are generated through MPSC fundraising, MPSC Thrift Store, and charitable donations. This document seeks to establish standard operating procedures in order to clarify the roles and responsibilities associated with the Community Grants Committee and establish guidelines for the conduct of the business of the Community Grants Committee.

C. General Community Grants Guidelines:

1. The majority of funds for the community grants disbursements will be derived from MPSC Thrift Store, MPSC fundraising and community contributions.
2. All grants approved by the Community Grants Committee will be voted on by the Community Grants Committee.
3. All MPSC community grants are made in accordance with installation policies (AR 210-22 Private Organizations on Department of the Army Installations 22 Oct 01).
4. Community and SFRG grants can only be made to organizations, not to individuals. Organizations must have a bank account.
5. Community grants will not be made to organizations for the purpose of donating to a third party.
6. The deadline for community and SFRG grants requests will be on or about 15 March or an appropriate date determined and voted on by the Executive Board.

7. Application review of community and SFRG grants should be completed within 15 days of the completion of the spring fundraiser.
8. All community and SFRG grants will require the submission of receipts for purchases, in support of the grant. All grant monies not used in support of the identified purpose within the application must be returned to MPSC. In the event the awarded SFRG needs to change the intended purpose of the grant the SFRG must submit a request in writing to the Grants Chairperson for review and approval from Executive Board.

D. Responsibilities.

The Community Grants Committee Chairperson will:

1. Be appointed by the MPSC President.
2. Chair a committee, comprised of a minimum of the Executive Board, 2 general board members and 2 MPSC members in good standing. All committee members are voting members except for the Community Grants Chairperson who will only vote to break a tie. These individuals will review all community and SFRG grant requests and vote on how funds will be awarded.
3. Establish community and SFRG grant submission deadlines and present these to the Executive Board for approval.
4. Update the community and SFRG grants application as necessary and make them available to requestors via MPSC website.
5. Identify a community grants committee and distribute the community grants SOP with all members of the committee agreeing to all assigned responsibilities no later than **1 March**.
6. Establish committee meetings to review received grant requests.
7. Receive community and SFRG grant requests by email via the MPSC community grants email account or postal system and research validity of each request.
8. Coordinate with the Treasurer to establish the funding threshold.
9. Make copies of grant request applications, and give to all committee members at least 15 days prior to committee meeting. Decide the grading criteria for the grants and give guidelines to committee members
10. Facilitate discussion of the merits of each community and SFRG grant request; initiate and record all voting.

11. Upon voting decision, notify all applicants of the status of their grant request.
12. Coordinate with the Treasurer to ensure all checks are ready for distribution for approved community and SFRG grants at the awards reception.
13. The Treasure will disburse checks for approved grant requests. Ensure that each recipient signs for the check and acknowledges the requirement to submit receipts for funds spent on the supported event to the Community Grants Committee Chairperson by 1 December of that year.
14. Track all grants and retain signed receipts.
15. Maintain a Community Grants committee Google Drive folder.
16. Maintain and monitor the Community Grants Committee email account.
17. Submit an annual AAR to the outgoing President, the Secretary and incoming board member not later than May 31.
18. Submit volunteer hours monthly through VMIS.

E. The Community Grants Committee Members will:

1. Comprised of the Executive Board, 2 general board members and 2 MPSC members in good standing at a minimum.
2. All committee members are voting members except for the Committee Grants Chairperson who will only vote to break a tie.
3. Attend Community Grants Committee meetings.
4. Abstain from making motions or voting on grant requests in which they have a vested interest.
5. Maintain confidentiality and discretion before, during and after meetings.

F. Community Grants Submission Deadlines.

1. The Community Grants Committee Chairperson will establish community grants submission deadline and present these to the Executive Board for approval.
2. Emergency applications which fall outside the identified deadlines may be submitted and will be considered on a case-by-case basis by the Community Grants Chairperson and Executive Board. Emergencies are defined as requests to support events that could not have been foreseen/planned for.

G. Community Grants Submission.

1. All community grant requests must be on the approved Community Grant Application.
2. All applications must be received by the deadline. Electronic applications are preferred and can be sent to the community grants email.
3. The Community Grant Committee Chairperson will review applications for completeness.
4. It is encouraged that organizations submitting community grant requests must be in good standing with MPSC. By adhering to all guidelines set forth within the community grants application.

H. Community Grant Committee Meetings.

1. The Community Grant Committee Chairperson, in consultation with the members of the Committee, set dates for committee meetings. The meeting location should ideally be somewhere where the committee will have the necessary privacy to conduct candid, uninterrupted deliberations. This may be done in a virtual setting.
2. Committee members who have a vested interest in the outcome of a particular grant request must abstain from any vote associated with the particular grant request although they can, and should contribute to the discussion.
3. The Community Grants Committee Chairperson will facilitate the meeting, set the agenda, prepare supporting documentation, and record results of deliberations and votes.
4. Community Grants Committee internal deliberations should remain confidential.

I. Community Grant Request Considerations.

The Community Grant Committee will take the following factors into consideration when reviewing Community Grant requests:

1. The merit of the project/event which the community grant will support. Merit will be judged based on the value of the project/event to the local community as a whole and the impact of the project/event on the local community as a whole.
2. The amount of the community grant being requested, relative to both the total cost of the project/event, the amount available for disbursement, and the total number of legitimate requests received.

3. The amount the organization is going to fundraise on their own towards their project/event and their plan for raising funds, relative to their ability. Applications which demonstrate the organization has a well-developed plan, has clearly identified goals and has shown initiative and drive in meeting its own funding goals, will be weighted over applications which do not demonstrate these elements.
4. Lower precedence will be given to organizations that have the opportunity for parental support.
5. Higher precedence will be given to organizations supporting a higher percentage of military and military family members.
6. Community grants will not be awarded to organizations which discriminate on the basis of race, religion, color, gender, nationality, disability or sexual orientation.
7. The impact of MPSC's contribution on the local community as a whole.
8. The requesting organization's overall community support and service.
9. The requesting organization's ability to administer the funds appropriately.
10. Historic support from MPSC for the particular project/event, although historic support for a project/event does not equate to de facto approval for a particular grant.
11. Perceived precedents which may be established by granting a particular request, which may lead to expectations that all similar events are supported.
12. The willingness of the organization to support MPSC events.
13. Meeting the established criteria does not guarantee funding.

J. Community Grant Awards.

1. Community Grant Chairperson will work with Scholarships Chairperson to plan the award ceremony in May where grants will be given out.
2. SFRGs receiving grants are required to have a representative at the award ceremony or funds are forfeited.

K. Community Grant Committee Administrative Requirements.

The Community Grants Chairperson will meet the following administrative requirements:

1. Maintain a Community Grant Google Drive which contains the following information:
2. Copies of the current MPSC Constitution and Bylaws.

3. All information regarding current community grant requests, by submission deadline, to include the following:
 - a. A copy of each Community Grant request.
 - b. A copy of the committee agenda, including available funds for disbursement, total number of grants considered, voting results, and key deliberations issues.
 - c. A copy of the signed disbursement receipt and copies of all payment receipts.
 - d. A copy of the report submitted to publicity.
 - e. Retain the binders for the previous years, for reference.

ADDENDUM B

Mountain Post Spouses' Club Scholarship

SCHOLARSHIP COMMITTEE Standard Operating Procedures

A. References.

- a. MPSC Constitution (2021)
- b. MPSC Bylaws (2021)
- c. AR 210-22 Private Organizations on Department of the Army Installations (22 Oct 01)

B. Purpose: The Mountain Post Spouses' Club (MPSC) Scholarship Program exists to return monetary proceeds from the MPSC Fundraising activities and the Thrift Shop to members of the Fort Carson and greater Colorado Springs and Fountain communities in the form of scholarships. The committee does not generate funds itself, scholarship funds are determined as a budgetary process and a dollar figure is provided to the Scholarship Chairperson. The Scholarship Program is merit-based not based on financial need. The MPSC Scholarship Program is structured to ensure that scholarships are awarded without conflicts of interest or bias toward applicants.

C. General Scholarship Guidelines

1. The Scholarship Committee is chaired by the Scholarship Chairperson as appointed by the President and reviewed by the Executive Board.

2. The Scholarship Chairperson supervises the effort of the Scholarship Committee.
3. The Scholarship Chairperson represents the Committee at the monthly board meetings.
4. In the event of Co-Chairs, only one vote is given during Board meetings.
5. The Scholarship Committee defines the program with Executive Board approval and the allocation of funds.
6. The Scholarship Committee, determines the merit of each application and rank orders the applicants based on the allocation and merit criteria.

D. Scholarship Committee Responsibilities:

1. The Advisor also serves on the committee as a non-voting member
2. The Scholarship Committee is chaired by the appointed designee of the President.
3. The Chair(s) are non-voting members of the committee.
4. The Scholarship Committee, is comprised of the MPSC Executive Board, 2 General Board Members and 2 General members in good standing
5. If any member of the committee or their family member has applied for a scholarship or if any member has written a letter of recommendation for a scholarship applicant, that member must recuse themselves from the committee.

E. Major Work of the Scholarship Committee:

1. Review previous year's scholarship program as provided.
2. Propose and review changes to the application process and to the SOP annually.
3. Determine application criteria and Selection Panel review criteria (i.e. judging standards, point system, etc.)
4. Present changes to the MPSC Board for approval.
5. Clarify with MPSC Marketing Chairperson the timeline for publicity.
6. The Scholarship Chairperson will present the selection criteria, judging standards, and allocation guidelines as determined by the Scholarship Committee and answer questions of the Selection Panel.
7. Determine number of scholarships and monetary value of each scholarship.
8. Submit list of contact information of awardees and learning institutions to treasurer by May 1.
9. Awardees must submit their required information for their learning institutions by May 31. Funds are sent directly to the learning institutions no later than September 30th. Awardees who do not have the required information by May 31st, and require an extension, must submitted a request in writing to the Scholarship Chairperson for approval by the Executive Board.
10. Plan the Scholarship Award Ceremony with Executive Board.
11. Submit After Action Report (AAR).

F. Selection Process

1. All applications will be acknowledged upon receipt via email.
2. Eligible applications will be scrubbed of all personal information referencing name, age, gender, race and other information that could be used to identify the applicant.
3. Each applicant is given a number that is for the category of scholarship they are applying for.
4. Scholarship Chairperson makes copies of all of the scrubbed applications and gives to scholarship committee to read, review and score according to the standards the committee has outlined. This may also be done digitally.
5. The MPSC Scholarship Committee decides the number of scholarships and award amounts each year based on the amount of funds designated for distribution by the MPSC Executive Board.
6. Incomplete or inaccurate packets will not be considered.
7. Notification of awards will be emailed and mailed no later than **1 MAY**.
8. The award ceremony will be held in May.

G. Scholarship Program Guideline:

1. Begin in **August** to recruit committee members and submit proposed roster in November board meeting.
2. Scholarship Chairperson should begin checking Scholarship Committee email as soon as appointed to the position.
3. Work with President and other Executive Board members to review scholarship procedures from the previous board year.
4. Submit proposed changes to MPSC Executive Board in **December** board meeting. Determine deadlines and timelines for the Scholarship application process and determine venues of publicity by **December**.
5. In **January**, announce the availability of scholarship applications. Distribute application and disseminate information to membership. Begin coordinating with Secretary to get mail.
6. In **March**, the Scholarship Chairperson will meet with the Scholarship Committee to explain selection/judging criteria, as well as answer any questions.
7. In **April**, the Scholarship committee receives the applications to be reviewed, and then meets to determine number of and monetary value of scholarships.
8. The Scholarship Chairperson then begins to work with Executive Board on planning the Scholarship Awards Ceremony.
9. Complete all documentation necessary to award scholarships to the awardees' learning institution. Prepare certificates and all other matters pertinent to the award ceremony.
10. Hold Scholarship Awards Ceremony. Prepare AAR.

J. Eligibility:

1. The applicant MUST apply for one of the categories listed below:
 - (a) High School Senior: The applicant MUST have at least one parent/sponsor assigned to a military installation in Colorado Springs, CO. If sponsor is a retiree, they must reside in the Fort Carson community during the school year.
 - (b) Dependant Undergraduate (Continuing): The applicant MUST have at least one Parent/sponsor assigned to a military installation in Colorado Springs, CO. If sponsor is a retiree, they must reside in the Fort Carson community during the school year.
 - (c) Spouse Undergraduate: The applicant's (spouse) sponsor MUST be assigned to a military installation in Colorado Springs, CO. If sponsor is a retiree, they must currently reside in the Fort Carson community.
 - (d) Advanced Degree (Dependant or Spouse): Applicant MUST have at least one parent/sponsor assigned to a military installation in Colorado Springs, CO. If sponsor/parent is a retiree, they must reside in the Fort Carson community during the school year.
 - (e) Certifications (Dependant or Spouse) Applicant MUST have at least one parent/sponsor assigned to a military installation in Colorado Springs, CO. If the sponsor/parent is a retiree, they must reside in the Colorado Springs, CO community during the school year.

***NOTE: Any applicant who is a member of the Mountain Post Spouses Club or is a dependant of a member of the Mountain Post Spouses' Club will receive bonus points on the Judging Rubric. To apply for membership please go to <http://www.mpsc.us/membership>

***NOTE: For the purpose of these scholarship awards, the Fort Carson community is defined as a 40-mile radius of the installation.

2. The applicant must be accepted or expect to be accepted by an accredited institution of higher education.
3. The applicant must agree to enroll as a full-time student as defined by the university/college during the following academic year OR can be a part-time student if the applicant is the spouse.
4. Scholarship applicants must be aware that GPA will be taken into consideration because this is a merit based scholarship and will be verified by transcripts.
Applicants pursuing a scholarship for a certification do not need to submit transcripts.
5. The completed application must be postmarked no later than the specified deadline and in accordance with the guidance provided on the application.
6. FThe applicant must sign the Acknowledgment of Conditions and be able to provide verification of dependant status to MPSC Scholarship Chairperson when requested.

L. Scholarship Application Process

1. All components of the scholarship application must be postmarked by the deadline date in order to be considered.
2. Files will be started for each applicant's as packet arrives.
3. At deadline, files will be reviewed for completeness. Any deficits shall be notated on the checklist for future reference.
4. Application meeting all the requirements are assigned a unique identifier and prepared for the Selection Panel. (i.e. HS1, DU1, SU1, AD1)
5. Scholarship Chairperson makes copies of each part of the application to be judged by the Selection Panel. These copies are then redacted to remove all potentially identifiable information from the application, such as unit, race, church affiliation, rank, branch, and any other possible prejudicial information. The original is returned to the committee file.
6. Redacted copies are provided to the Scholarship Committee along with scoring rubrics, and any other instructions as needed.
7. Scholarship Committee results are tabulated via a spreadsheet.
8. Once order of merit is established by the Scholarship Committee, scores and any further deliberations completed, the Scholarship Committee allocates scholarship based on the order of merit.
9. Scholarship Chairperson notifies the applicants the results of their scholarship application via email or mail.
10. Scholarship awardees and guests are invited to attend the Scholarship Awards Ceremony.
11. Scholarship and Grants Chairpersons coordinate the ceremony and certificates with the Executive Board.
12. Required information for learning institutions receiving monies on behalf of awardees is collected from the recipients by the Chair/s. Funds are sent directly to the schools and not the students.
13. The MPSC treasurer will follow up throughout the summer to ensure that the awards are distributed for the awardees.

ADDENDUM C **SUB-CLUB RSVP POLICIES**

- A. Sub Clubs are organized and run by the Membership Chairperson, and Secretary. Sub Club leaders are appointed by the Membership Chairperson.

- B. Sub-Club leaders reserve the right to cancel an event if less than 5 people RSVP by the deadline put forth. *Less than 7 for Bunco.
- C. Sub-Club leaders reserve the right to remove a member from their particular distribution list if they feel a member consistently does not honor their RSVP.
- D. Sub-Club leaders need to ensure that pre-payments are made for events that require payments. MPSC will not reimburse any payments made by sub club leaders.
- E. Sub Club Leaders reserve the right to remove a member from the distribution list of that particular sub-club if the lack of an appropriately timed change of RSVP or no-show leads to the loss of money or increase of payment for other members at the event to cover for the absence. This is especially true for events that require a minimum number of participants.
- F. Sub-Club leaders reserve the right to remove a member from their distribution list if a member has a lack of response for three consecutive invites.
- G. A member may request that the Member Relations Chair remove or (re)add them to a sub-club distribution list at any time at memberrelations@mpsc.us.

ADDENDUM D

ODYD

The following is the ODYD Nation SOP and cannot be changed by MPSC unless ODYD National Makes changes to their SOP.

Mission Statement

Deploying America's Patriotism One Dress At A Time.

Vision

Operation Deploy Your Dress provides free formal wear donated by the American public to military ID card holders in an effort to boost the attendance at military balls and build camaraderie in military communities.

Purpose

ODYD's primary purpose is to offset the cost of attending military formal functions, especially for junior service members. ODYD deploys dresses from brick and mortar shops at installations around the country. These shops are run solely by military spouse volunteers. ODYD operates under three pillars:

1. Deploying America's patriotism one dress at a time.

2. Fostering Community through Volunteerism
3. Upholding military tradition and encouraging camaraderie

History

In December of 2015, five military spouses at Fort Bliss, TX teamed up to create a way to make attending formal military events more affordable for the spouses of junior soldiers. What began as a casual conversation among friends quickly gathered momentum and received national media attention. Consequently, thousands of gowns, suits, shoes and other formal accessories arrived from all over the country.

Initially, the vision was to hold a one-time “pop up” event; however, because of the overwhelming generosity of the American public, ODYD established a permanent boutique at Ft. Bliss which opens weekly and by appointment for special unit events benefitting hundreds of military personnel and their family members. Due to the great success at Fort Bliss, the organization has grown and is branching out to other military installations.

Responsibilities: ODYD National

A. Legal

- ODYD National will maintain 501c3 status by filing appropriate tax forms.
- ODYD National will maintain business records to keep in compliance.

B. Organization

- ODYD National will be responsible for strategic outlook, planning, and expansion.
- ODYD National will direct or redirect donations to and from ODYD branches as needed.
- ODYD National will compile collection and distribution data from ODYD branches.

C. Marketing

- ODYD National will manage the main Facebook page and any other online media sites. (Website, Instagram, Twitter, LinkedIn etc.)
- ODYD National will have Admin accessibility on Branch Facebook pages.
- ODYD National will post photos and information/news about ODYD Branches when provided/requested.
- ODYD National will work with Spouses’ Club representative to ensure mutually agreed upon messages are being disseminated and ensure that publicity shows it is a joint venture between the club and ODYD.
- Spouses’ Club logos and ODYD logos should be on all marketing material.
- All national media requests will be fielded at the ODYD National level no at the individual branch level.

- ODYD National will ensure all local marketing is on brand with ODYD guidelines. In the event that a post on social media is “off brand” ODYD National will immediately take it down and contact ODYD Branch.
- ODYD National will provide a “Shop in a Box” which includes: computer, scan gun, tagging gun, pop-up sign, aprons with logo, tablecloth with logo, name tags, thank-you notes/tax receipts, and other marketing material.
- ODYD National will provide guidance for marketing and JPEG images of brand logos for flyers, Facebook posts and other publicity materials.

D. Financial

- ODYD National will do all fundraising in the name of Operation Deploy Your Dress.
- Funds will be used for; marketing, maintaining website, digitizing system for inventory, volunteer appreciation, legal and financial advise, printing costs, postage, expenses related to visiting shops, business solutions, and other expenses agreed to by ODYD board.
- ODYD is an all-volunteer run non-profit. No financial compensation is made to individuals by ODYD, to include cofounders.
- A yearly budget will be created and approved on a yearly basis by ODYD board of directors.

Responsibility of the Spouses’ Club and ODYD Branch

- Spouses’ Club will help ODYD Branch secure rights/permission from Garrison/MWR to operate on post in an appropriate space.
- Spouses’ Club will be required to sign a standard non-disclosure agreement.
- Spouses’ Club will provide their ODYD Branch with a small yearly budget to cover miscellaneous expenses related to running ODYD Branch.
 - **All dress and accessory donations made to ODYD Branch will belong to the local Spouses’ Club and be donated back to ODYD for distribution to other locations in the event a branch closes.**
 - **All equipment, furniture and fixtures in the local ODYD branch belong to the local Spouses’ Club, with the exception of “Shop in a Box” items purchased by ODYD National.**
- ODYD Branch will have a representative/position on the Spouses’ Club Board.
 - ODYD Board member will attend meeting and represent needs of ODYD Branch to Spouses’ Club.
 - ODYD Board member will relay issues or concerns to ODYD National.
- Set-up/Start-up costs will be funded by the Spouses’ Club. Spouses’ Club can do local fundraising to support their local ODYD branch. (approximately \$1000 if all items are purchased new)

- Spouses' Club allows ODYD Branch to operate under their organization umbrella as a "program" written into their bylaws.
- Spouses' Club will provide ODYD National with copy of bylaws.

Setting Up Shop

- 1) Location
 - Find a suitable space to store and distribute dresses. The absolute smallest space recommended would be 20' x 12'.
- 2) Shop should have space for:
 - Check-in/Check-out table
 - Display of approximately 500 dresses and accessories
 - Dressing areas – this tends to be where the bottle neck occurs
 - Space to unpack boxes and process donations
- 3) Equipment
 - Dress Racks
 - o Racks must be RETAIL grade
 - o Ideally, have one rack per size
 - o Size should be displayed on rack
 - Other items
 - o Mirrors – long mirrors by dressing areas and small mirrors by accessories
 - o Shelves/Racks used for accessories/displays
 - o Hangers – PX is a great source for free hangers. We recommend hangers with a swivel hook, not thick plastic hangers or velvet hangers.
 - o Mannequin/Dress Form to display "featured" dresses
 - Dressing Rooms Options
 - o If space is available a large pop-up tent with curtain/material hanging from the sides is a good option for a group changing area.
 - o Tension bar between walls with hanging curtain.
 - o Hang plastic chain from ceiling with plastic tubing to create dividers and hang curtains.
 - o Nice cloth shower curtains are an inexpensive option for material.
 - o Bathrooms are an option but think outside of the box for other possibilities.
 - o Any room with a door can be used for a group or private dressing area.
 - Logs
 - o Dress distribution log
 - o Volunteer hour log
 - o Intake of donations log
- 4) Volunteers

- One of our pillars is “Fostering Community through Volunteerism” we encourage ODYD Branch to reach out to young spouses and ask them if they want to volunteer. Make everyone feel welcome and a part of the ODYD Team.
- Wear ODYD aprons to be easily identifiable to customers and create a team spirit.
- ODYD National does not require volunteers be active Spouses’ Club members but encourages volunteers to consider supporting Spouses’ Club by joining and participating in other events.
- Volunteers are encouraged to be registered in VMIS and track hours.

Shop Operating Procedures

1) Intake of Donations

- In the spirit of transparency and to alleviate false perceptions, ALL boxes received should be opened at the ODYD Shop.
- Keep a log of all donations received. As you open boxes, record name, address, number of dresses, accessories, make note of any special donations and categorize the dresses A (brand new) B (used and in good condition C (dress does not fit into ODYD criteria, formal and semi-formal attire) or is not in good condition.
- Any donations in the C category should be offered first to the post thrift shop if one falls under your Spouses’ Club. Other options for re-donating unusable items can be a “Dress for Success” program on post (check with ACS), Jr. Enlisted Center, local high school theater group, or an off post nonprofit location.
- If there is room in your shop, nicer items (sundresses or less formal attire) could be placed on a separate rack and taken as an accessory when other accessories are not available.
- All donors are sent a Thank-you/Tax receipt. Please indicate on Intake sheet when sent. ODYD National will do this if ODYD Branch requests assistance.
- Provide ODYD National with names and contact information of large or significant donors that the Branch feels deserves special recognition.
- Remove all price tags from new dresses before hanging on rack. No dresses should leave shop with tags. This helps cut back on people choosing items for the price and the possibility of them reselling a dress.

2) Distribution of Dresses

- Dresses are distributed to individuals for their PERSONAL use with a VALID military ID card (All Services): active duty, dependent family members, retirees, Guard and Reserve (not DOD civilians or girlfriends).

- Branch Rep can ask to see ID card prior to shopping, but it isn't a requirement to come in the shop.
- Military ID card holders may receive one free dress for their personal use every 12 months. (re-set January 1)
- If your location has accessories (shoes, shawls, purses, or jewelry) each recipient may choose 1 accessory per year as well.
- We recommend no dress is deployed without recipient trying it on. Dresses may have been altered.
- When a recipient chooses their items, have them fill out distribution sheet with their name, sponsor's name, unit and rank (just for tracking purposes) and signature. We like to tell them that they are signing that they will "love their items not list them." And mention they are taking them for their own use and not to profit off the kindness of our donors.

3) Shop Openings

- The minimum requirement for regular shop hours is 1 day a week for 2 hours.
- ODYD Branch can set dates and times.
- Summer hours are up to the discretion of Spouses' Club and ODYD Branch manager.
- Please inform ODYD National of summer plans and continue to record and process donations.
- Scheduling Special Openings for units or groups is up to the discretion off the ODYD Branch Manager.
 - o Have contact person fill out contract. Make specific adjustments for your shop's requirements.
- Protect your time – we suggest setting guidelines for number of special events you'll support in a month, # of participants required to have a special opening, # of volunteers needed.

4) Local Marketing

- ODYD National will assist new ODYD Branch by collecting a number of start-up dresses; but ultimately the branch needs to advertise and reach out to their local community and do local dress drives to maintain a fresh supply of dresses for their shop. (Jr. League, Local Boutiques, Spouses' Clubs, drop boxes)
- ODYD Branch will maintain shop Facebook page by posting shop openings, pictures of deployed dresses, and answering messages in a timely manner.
- All flyers/marketing material should include ODYD logo and Spouses' Club logo.
- ODYD Branch should join local neighborhood Facebook pages to post flyers and announcements on a regular basis.
- When possible, take a photo of recipients and the dress they've chosen. Ask them to "like" the ODYD Facebook page and post a picture of them in their dress

at the ball. Our donors love to see their “redeployed” dresses and it ultimately results in more donations.

- ODYD Branch can solicit donations from local shops or community (following rules of Spouses’ Club) using ODYD letter. (To be clear, it is okay to ask for donations from a local Home Depot or David’s Bridal for example on behalf of your shop, but not to their National HQs).
- ODYD Branch cannot solicit donations from National Brands or Businesses.
- Media at the local level will be handled by the ODYD Branch representative. Please notify ODYD National of all media requests/stories so we can highlight them on our social media.
- Ensure all public posts are sensitive to viewers and donors. Every dress was donated by someone who thought it was special enough to mail to ODYD.
- Provide ODYD National with pictures from events and of recipients with dresses.

5) Miscellaneous

- Report data to ODYD National on a monthly basis (volunteer hours, dress donations with names and addresses, # of dresses distributed) This information is vital to our organization.
- Notify ODYD National of specific size/style needs.
 - ODYD National will re-publicize to help fill in gaps.
- Child policy is up to the ODYD Branch manager. Ideally, shoppers will come without children.
 - Shop should have a policy and try to stick to it.
- ODYD Branch volunteers have the opportunity to have first look at dresses as they arrive, but they are still held to the one dress/accessory per calendar year policy.
-

The ODYD founders are very concerned that we honor the spirit in which these dresses are given. Each dress has a story and is given out of love and respect for the Military and especially the Spouses who support our Service Members. For all non-profit organizations optics and transparency are important. The ODYD Founders’ dream is to see an ODYD Branch on every military installation. Each ODYD Branch is helping achieve that goal and is part of our team and our dream.

