

The By-Laws of the Military Spouse Association of Camp Pendleton

Article 1: Duties of all MSACP Executive Board Members

1. Board members will keep a record of all Board activities and reports/committee work that will be transferred to their successor at the May MSACP Board turnover meeting. These records and files will be retained for a period of three years in electronic format and print as required by position. These items will include contact info, brief notes, and lessons learned.
2. Board members will utilize the Google drive designated for each officer, maintain email addresses, note changes of passwords and back up contacts, provide documentation of turnover, etc.
3. Board members will make a conscientious effort to attend all Board meetings. At meetings, members will contribute to discussions and ensure voting quorum requirements are met. If unable to attend, notification of the intended absence and monthly reports will be submitted to the Executive Secretary at least three days in advance. If three meetings are missed without notification or justified absence then the Executive Board has the right to appoint a new member to the position.
4. Board members should complete OPSEC/PII training through MCCS by 1 October and submit completion certificates to the Executive Secretary.
5. Failure to meet the duties of office are grounds for dismissal. A dismissal must be voted by a quorum of the Executive Board.

Article 2: Duties of Elected Officers

1. **President:**
 - a. The President will have general supervision over the MSACP and preside over Executive and General Board meetings.
 - b. Ensure the following appointed positions are filled:
 - i. Parliamentarian
 - ii. Membership
 - iii. Web Administrator
 - iv. Social Media

- v. Honorary Advisors
 - vi. Historian Photographer
 - vii. Volunteer Coordinator
 - viii. Scholarship Chairperson
 - ix. Grants Chairperson
 - x. Subclub representatives
 - xi. Unit Representatives
 - xii. Retired Spouse Representative
- c. Will be an ex-officio member of all committees with the exception of Nominating Committee;
 - d. Will have final approval of all correspondence. Will present recommendations from the MSACP Executive Board to the MSACP General Board;
 - e. Will be responsible (or designate responsibility), for the management of accountability for assets, satisfactions of liabilities, disposition of residual assets upon dissolution, and assurance of responsible management;
 - f. Will assist the Treasurer in any capacity during the year and will be the co-custodian of funds owned by the MSACP;
 - g. Will have a working knowledge of the duties and reports pertaining to the office of the Treasurer and will deposit, provide disbursement, and all bonding requirements of the office of the Treasurer;
 - h. Will coordinate with Treasurer to ensure that financial records shall be reviewed by the designated CPA for tax purposes and completed by the tax deadline;
 - i. Will be responsible for making sure MSACP General Board completes annual review of Constitution and By-Laws;
 - j. Will ensure that financial records shall be retained for a minimum of 3-years.
 - k. Prior to end of year turn over,
 - i. the outgoing President will:
 - 1. Submit, per MCIWEST-MCB CAMPENO 5200.2 series, to the Assistant Chief of Staff for MCI-W and MCCA
 - a. Incoming Executive Board names and contact information
 - b. MSACP member roster
 - c. Minutes from the year
 - d. End-of-Year Financial Report
 - e. Revised Copies of Constitution and By-Laws
 - 2. Provide a letter releasing the outgoing President and Treasurer and adding the incoming President and Treasurer for all banking and financial accounts.
 - ii. The incoming President will:

1. Provide a letter from the outgoing President and minutes from the meeting announcing the new Board/President to all banking and financial institutions.
2. Prior to the first MSACP event, coordinate with the Executive Secretary to distribute invitations to senior spouses to participate as Honorary Advisor Members.

2. 1st Vice President

- a. Will preside in the absence of, or at the request of, the President over the general business of the MSACP;
- b. Will coordinate one monthly MSACP event and act as advisor for additional social events hosted by MSACP sub-clubs.
 - i. Responsible for approving any reservations or contracts.
 - ii. Must provide event details and budget at board meeting prior to event for Board approval.
- c. Will be the MSACP Protocol Director for social events. As Protocol Director, he/she will:
 - i. Serve as Liaison for VIPs and special guests
 - ii. Arrange seating for events
 - iii. Be responsible for all official gifts presented on behalf of the MSACP
- d. Will collect reservations for all social events
- e. Will provide income and expense reconciliation to the treasurer after the event.
- f. Will enforce policy: "A reservation made, is a reservation paid." No refunds will be given, but the ticket may be transferred to another member.
- g. Will work with Social Media to advertise all events.
- h. Will work with Web Admin to ensure OPSEC guidelines when using electronic invitations.
- i. Will be responsible for the security of MSACP property, inventory, and upkeep; to include silver, linens, table runners, vases, and rental donations.
 - i. Responsible for getting a signature on liability release form for anyone checking silver.
- j. Will welcome members at each monthly social event.

3. 2nd Vice President

- a. Will oversee all activities for and associated with the Annual Fundraiser and collaborate with any fundraising committee.
- b. Oversee Volunteer Coordinator, Fundraising, Treasurer & Web Administrator as it pertains to the annual fundraiser.

- c. Will present an update for the Annual Fundraising Event to include theme, estimated budget, committees outline and projections by the August Board Meeting for Board approval.
 - i. A working budget is due in the January board meeting for approval by the Board so funds can be released.
- d. Form committees to assist in the appropriate performance of duties;
- e. Will provide income and expense reconciliation to the treasurer within a reasonable amount of time after the event.
- f. Will ensure all fundraising activities are in compliance with all current State and Federal Tax regulations in conjunction with Base Regulations.
- g. Fundraising responsibilities shall fall to the President if this position is not filled.
- h. Organize and develop local partnerships and community outreach, on and off the installation.

4. Treasurer

- a. Will be the custodian of all funds owned by the MSACP. A banking institution will be used and the accounts shall be in the name of the MSACP.
- b. Upon taking office, will contact the CPA and bookkeeper for introductions and work with them throughout the year.
- c. Will add the President's name to all accounts.
- d. Keep records of all accounts, passwords, and access numbers.
- e. Will maintain the General (Primary), the Charitable (secondary) Funds, and PayPal Account.
- f. Will pay bills and other valid debts by check or debit only as authorized by the MSACP Executive Board.
- g. Will deposit dues collected by the Membership or Reservations into the appropriate accounts.
- h. Will deposit any and all funds as mandated by the MSACP General Board.
- i. Create and maintain standard income and expense reports, original documents to be housed in MSACP Treasurer's Annual Binder and on MSACP central document database.
 - i. Present working Treasurer's Report at monthly board meetings and make bank statements readily available when requested.
- j. Will maintain the MSACP account and be responsible for transferring funds to the appropriate MSACP accounts.
- k. Monies in the Charitable Fund will be awarded as Scholarships, Community Enrichment grants, and/or other charitable functions as authorized by the General Board.

- l. Will conduct a review of all financial forms for the purpose of member reimbursement and will have reimbursement checks available at next board meeting for all submissions received by the last day of the preceding month.
- m. Will oversee funds collected from all events and will be responsible and accountable for all event check-out procedures.
- n. Will review sales tax guidance and calculate sales tax on all tangible items MSACP sells throughout the General Board year.
- o. Coordinate with accounting on the California State Board Equalization taxes due quarterly.
- p. At the close of the fiscal year (September 30):
 - i. Treasurer will obtain and review an End-of-Year Financial Report from the bookkeeper and, if correct, report shall be sent to the President and the CPA
 - ii. Treasurer will obtain and review a prepared Sales Tax Return from the CPA and submit it to the California State Board of Equalization by tax deadline
- q. File Federal and State Taxes, due February 15th.
- r. Pay annual postal fees by May 31st. Treasurer must be listed as a user of the account.
- s. A budget will be established by the outgoing Treasurer with the Executive Board prior to the May Board Meeting.
- t. At the end of the General Board Year (June 30):
 - i. Outgoing Treasurer will present all financial records and a list of the names and titles of MSACP Executive Board members to a CPA designated by the President
 - ii. Outgoing Treasurer will conduct a turnover with the President and confirm outgoing Treasurer's name has been removed from all financial accounts
 - iii. The incoming Treasurer, with the help of the designated CPA, will be responsible for filing state and federal forms by the filing date to include:
 - 1. Form 990-EZ Return of Organization Exempt from Income Tax
 - 2. Form RRF-1 Annual Registration Renewal Fee Report to Attorney General of California
 - 3. Form 199 California Exempt Organization Annual Information Return

5. Executive Secretary

- a. Will be a recording officer of the MSACP and the custodian of its records except

- those specifically assigned to others.
- b. Will record the minutes of the meetings of the MSACP General Board and Executive Board meetings to include meeting attendees. Reports will be created as required by the Board, forwarding copies of these minutes to the President no later than 7 days after the meeting;
 - c. Will retain copies of all monthly reports given at Board meetings to distribute to absentees upon request.
 - d. Will prepare all correspondence, to include, but not limited to, invitations and thank you notes relating to activities of the MSACP in coordination with the 1st VP and 2nd VP.
 - e. Coordinate with the Board to ensure that donors and sponsors are thanked publicly on website, social media, and correspondence.
 - f. Record and maintain completion of OPSEC/PII training of board members.

Article 3: Duties of Voting Appointed Chairpersons

1. Membership Chairperson

- a. Will be responsible for receiving and processing all membership applications received via MSACP Membership drives, events, mail, email, and the MSACP website.
 - i. Share the membership roster with the President, 1st VP, 2nd VP, Treasurer, Executive Secretary, and Volunteer Coordinator.
- b. Within 14 days, send a welcome letter via mail or email to new members. Include contact information and upcoming events.
- c. Will set dates along with 1st VP to schedule and plan all meet and greets in August for new members to attend. This should be done at the calendar meeting in June and approved in the Executive Board meeting.
- d. Will be responsible for creating and maintaining a current membership spreadsheet, to include website directory for internal use only, and for having a current membership roster available at all MSACP Board meetings and events.
- e. Will maintain the MSACP email roster and will forward and manage email communication with MSACP members.
- f. Will maintain an annual report of current members by rank (for record keeping purposes only – not for public distribution), active duty members, and civilian members to MSACP General Board
- g. Share the membership roster with the President, 1st VP, 2nd VP, Treasurer, and Executive Secretary.

2. Website Administrator

- a. Will be responsible for maintaining the website to include:
 - i. Content
 - ii. Domain name registration
 - iii. Web hosting account
 - iv. Official MSACP email addresses
 - v. Web design software
- b. Will also create backups for the central document database.
- c. Coordinate with the Treasurer to ensure timely payment of website hosting costs and associated fees.
- d. Coordinate with all board members to make necessary updates to the website.
- e. Direct Social Media Chair to promote SM postings.
- f. Will ensure that no member advertisements of personal financial gain may appear on social media;
- g. Will ensure that MSACP follows OPSEC guidelines with regard to events.
- h. Will ensure that only paid members in good standing have access to the social media networks.
- i. Position may be outsourced by contract to a third party if necessary. Third party contract providers may not have membership eligibility;

3. Social Media

- a. Will be responsible for preparing the newsletter and submitting on social media at the first week of every other month. Take direction from Web Admin on event promotion.
- b. Will submit a copy of postings to the President and Web Admin for approval.
- c. Will work with the Historian to pass photos and information for MSACP.
- d. Responsible for maintaining Facebook in accordance with the President's and Web Admin's directives.
- e. Post to social media as requested and promote MSACP events and activities on the networking site(s) by directly engaging the audience.
- f. Will ensure that no member advertisements of personal financial gain may appear on social media;
- g. Will ensure that membership follows OPSEC guidelines with regard to events:
 - i. No "tagging" of people in photos, notes, links, etc. Event guest lists shall be private to ensure member security and safety;
 - ii. Will ensure that no photos, links, videos, etc. are posted by anyone other than the Social Media or other designated members;
 - iii. Will ensure that only paid members in good standing have access to the

social media networks.

- iv. Social media shall be open to all eligible members.

4. Historian/Photographer

- a. Will maintain an MSACP scrapbook for that membership year, working in conjunction with which will contain copies of publicity photographs and memorabilia from all MSACP events of that year.
- b. Will bring the MSACP scrapbook to selected functions;
- c. Will maintain the archive of scrapbooks, and other historically significant items with Marine Corps Base History and Museums.
- d. Will maintain a drive with all pictures taken at events/functions.

5. Volunteer Coordinator

- a. Recruit and coordinate volunteers to staff MSACP events.
- b. Track volunteer hours through a managed database and present data at monthly board meetings.
- c. In January, compile volunteer hours for the full calendar year and submit to the President for base reporting requirements.
- d. Compile list of member volunteers by April 1st for the MSACP volunteer appreciation event in May.
- e. Look for volunteer opportunities for membership and present at the Board meeting for approval.

6. Scholarship Chairperson

- a. Recruit and appoint volunteers to participate on the Scholarship Committee in October and November. Committee shall be composed of
 - i. the Chairperson(s) (up to two?) (required)
 - ii. one General Officer and/or Senior Enlisted Spouse Advisor (required).
 - iii. no less than seven MSACP members, where no conflict of interest exists (a child who has applied during the current application cycle).
- b. In coordination with the committee, the chairperson(s) shall develop grading rubrics, annual essay question(s), and due date for the applications. The chairperson must present question(s) and rubrics to the Board for approval at the December board meeting.
- c. After the annual fundraising event, coordinate with Treasurer to determine the amount of Scholarship funds available to award.
- d. Track and process the applications to remove identifying applicant information and assign applications/essays before distributing to the committee members for

- review.
- e. Oversee scholarship applications review meeting and record recommendations of the committee on the master list, which will be presented at the April Board meeting.
 - f. Notify recipients of awards and invite recipients to the recognition event held in May.
 - g. The Outgoing Scholarship Chairperson will notify all recipients of the requirement to turn in a Statement of Understanding by August 31st using their Google Drive.
 - a. The Incoming Scholarship chairperson will follow up on receipt of Statement of Understanding by August 31st. If the position is not filled, the responsibility falls to the President.
 - h. Ensure the Treasurer receives a spreadsheet that includes recipient names, institutions, and amounts awarded. Ensure Treasurer is notified immediately when all required documentation is received from each applicant, and provide a copy of the applicants' SR2 forms in order for funds to be released.

7. Grants Chairperson

- a. Conduct a thorough annual review of the procedures and forms used for the Grants Committee.
- b. Recruit and appoint volunteers to participate on the Grants Committee. Members who have submitted or helped write a grant application are ineligible to serve on the reviewing committee. The committee must include:
 - i. Grants Chairperson (required)
 - ii. One GO Spouse and/or Senior Enlisted Spouse Advisor (required)
 - iii. No less than seven MSACP members with no conflicts of interest.
- c. Review applications for completeness and eligibility as stated in the application.
 - i. Grants will only be awarded to organizations with a 501c3 status. The purpose of the grant must be explicit when awarding the grant.
 - ii. Applications and all required documents will be due in the spring on a date decided upon by the General Board.
- d. Create master list of applications with organization names, contact information, amount requested, and other pertinent information. Assign applications to committee members for review.
 - i. Send master list to committee members prior to assignments to determine conflicts of interest.
- e. After the annual fundraising event, coordinate with President and Treasurer on amount of funding available for Community Enrichment Grants. Funds for grants

will not exceed 49% of the current year's Annual Fundraising event's profit.

- f. Oversee Grant Application Review meeting and record recommendations of the committee.
- g. Present all committee recommendations, in writing, for Community Enrichment Grants to the MSACP General Board for approval.
- h. Once approved, the Community Enrichment Grant Chairperson will notify all recipients and provide the Treasurer with a spreadsheet that includes recipient names and amount awarded.
- i. The Chairperson will invite recipients and monitor RSVPs for the May Scholarship and Community Enrichment Grant Awards event.
 - i. Notify 1st VP of grant recipient party headcount. They will also be responsible for coordinating that base access requests are submitted two weeks prior to the event.
 - ii. Invite/encourage Grants Committee members to attend the scholarships and grants recognition event.
 - iii. The Community Enrichment Grant Chairperson will award checks to the recipients at the May Scholarship and Community Enrichment Grant Awards event.

8. SubClub Representatives

- a. Any current member may present a sub club idea to the board for approval.
- b. Once the club is established, the subclub representative must coordinate any activities with the 1st VP.
 - i. Subclub representatives may gain access to the MSACP social media to promote club activities.

9. Unit Representatives

- a. Serve as the voice of the membership attached at the Regimental Level:
 - i. I-MEF
 1. 11th MEU
 2. 13th MEU
 3. 15th MEU
 - ii. 1st Marine Division
 1. H&S Bn
 2. 1st Marines
 3. 5th Marines
 4. 11th Marines
 - iii. 1st MLG
 1. CLR-1
 2. CLR-17

3. 7th ESB
4. 1st MED Bn
5. 1st Dental Bn
- iv. MCI-West
 1. DPC/RSU-West
 2. Security Battalion
 3. SOI-West
 4. WFTB
 5. ACU-5
- v. 3d MAW
 1. MAG-39
 2. H&HS
- vi. Naval Hospital
- vii. MCTSSA
- b. Report to the MSACP General Board any information regarding the needs of their organizations, upcoming events, or opinions regarding their membership.
- c. May host or co-host one of the monthly functions for MSACP.
- d. The UnitCommand Representative must be a current MSACP member.
- e. Recommend donating one auction item for Margaritaville, as a Unit donation.
- f. Support MSACP by advertising upcoming MSACP events, encourage membership within the Unit and request MSACP representatives at Unit events, if applicable.

10. Retired Spouse Representative

- a. Report to the Board any information regarding the needs, opinions, or advice of their members and upcoming events.

Article 4: MSACP Appointed, Non-Voting Board Members

1. Parliamentarian

- a. Will interpret the MSACP Constitution and By-Laws and serve in an advisory role for any possible amendments.
- b. Will advise on points of order at the MSACP General Board or Executive Board meetings according to Robert's Rules of Order.
- c. Will conduct the election of MSACP officers. May chair an annual Constitution and By-Laws Reviewing Committee (to include General Board) at a time established by the needs of the MSACP Board.
- d. Will keep a current copy of the Constitution and By-Laws for the review of any member.

2. Honorary Advisory Members

- a. Will serve as the senior advisor(s) to MSACP.
- b. Will assist or advise as necessary or requested.

Article 5: Review and Revision of the MSACP By-Laws and Constitution

1. There will be an annual review of the Constitution and By-Laws conducted by the Constitution and By-Laws Reviewing Committee at a time to be determined by the needs of the MSACP Board.
2. Amendments to the By-Laws may be made, provided members of the MSACP Board are notified in writing prior to the discussion and voting on proposed additions/deletions.
3. The amendments may be passed by a General Board quorum.

2023-2024

President, Camp Pendleton MSACP, Marybeth Wiener

Executive Secretary, Camp Pendleton MSACP, Chelsea Hurd

Military Spouse Association of Camp Pendleton