



RAMSTEIN ENLISTED SPOUSES' ASSOCIATION BYLAWS

This is a Private Organization (PO). It is not a part of the Department of Defense or any of its components and it has no governmental status.

ARTICLE I: MEMBERSHIP

Membership shall be in four categories: Active, Associate, Advisor, and Honorary

1. Active Membership

A. Active member status shall be extended to:

- i. Adult spouses of active duty enlisted military members,
- ii. Active duty enlisted member serving in the United States/NATO Forces,
- iii. Civilian employee GS-7 or equivalent, and below.

B. Active members shall pay dues and are entitled to all privileges of voting, holding elected and appointed offices, chair committees, and participating in the conduct of all RESA activities.

2. Associate Membership

A. Associate member status shall be extended to:

- i. Spouses of retired enlisted United States/NATO Forces and civilian personnel
- ii. Adult relatives or legal dependents residing with active duty or retired enlisted United States/NATO Forces families
- iii. Spouses of geographically separated active duty enlisted military member

B. Associate members shall pay dues and are entitled to all privileges of active membership excluding holding elected office.

3. Advisor Membership

A. Advisor Membership status shall be extended to:

- i. The spouse or designee of the USAFE Command Chief Master Sergeant shall be invited to hold the title of Advisor.
- ii. The spouse or designee of the 86th Air Wing Command Chief Master Sergeant shall be invited to hold the title of Advisor.
- iii. The spouse or designee of the 435th Air Ground Operations Wing Command Chief Master Sergeant may be invited to hold the title of Advisor.
- iv. The spouse or designee of the 521st Air Mobility Operations Wing Command Chief Master Sergeant may be invited to hold the title of Advisor.
- v. The spouse or designee of the Third Air Force Command Chief Master Sergeant may be invited to hold the title of Advisor.

B. Advisors are not to act on behalf of RESA in any capacity without authorization from the Executive Board.

C. Persons holding an Advisor position shall serve on the board in a non-voting position and shall pay membership dues.

D. Advisors shall pay dues and are entitled to all privileges of voting.

4. Honorary Advisor Membership

A. Honorary membership status shall be extended to:

- i. The spouse or designee of the 86th Air Wing Commander shall be invited to hold the

title of the Honorary Advisor.

ii. Upon approval of the Advisors, the President may extend Honorary Advisor Membership to individuals whom she/he deems appropriate.

B. Honorary Advisors are not to act on behalf of RESA in any capacity without authorization from the Executive Board.

C. Persons holding an Honorary Advisor position shall serve on the board in a non-voting position and shall pay membership dues.

D. Advisors shall pay dues and are entitled to all privileges of voting.

5. An invited guest of a member in good standing or a person who is eligible for membership may attend only one Social or one Activity meeting as a guest, unless previously approved by the Executive Board (examples include but are not limited to: stork nesting guests, visiting family members/friends, etc.).

6. For any RESA social event, children under the age of one year are permitted, unless they are considered disruptive or otherwise specified. Children of RESA members, ages 10 and up, are permitted to volunteer with member where permitted, unless otherwise specified due to safety concerns.

7. Members in good standing must meet the following guidelines:

A. New members must have at least three consecutive months paid dues.

B. Must have dues paid to date.

C. Must have met all financial responsibilities to RESA.

D. Board members must meet all position requirements.

8. Soliciting for personal gain is prohibited at any RESA sponsored function or meeting.

9. No member shall incur debts or enter into an agreement in the name of RESA, written or oral, unless given prior authority by the Executive Board.

ARTICLE II: DUES

1. All Members' dues are \$84.00 if paid annually or \$42.00 per six months. Special accommodations may be considered, upon request, to allow for members to pay on a monthly basis of \$7.00 per month.

2. A member is considered in good standing when he or she is current on all dues and payments.

3. A letter shall be sent to any member who fails to make payment of monthly dues for a period of two consecutive months. Failure to pay by the third month shall result in the member being dropped from the RESA roster following the Social Meeting of the third month. A member can only be reinstated upon payment of back dues, not to exceed repayment of more than three months, and resubmission of a membership application to the Executive Board. Extenuating circumstances will be considered.

4. Any member whose check has been returned due to non-sufficient funds will have check writing privileges for both monthly dues and Thrift Shop purchases suspended permanently.

5. Any member whose check has been returned due to non-sufficient funds will be responsible for all expenses incurred by RESA for the returned check.

6. Upon written request, along with proof of hard copy orders, any member PCSing is eligible to receive dues back for any whole months already paid for past their RNL (Report No Later Than) Date as written on the hard copy orders.

ARTICLE III: ELECTIONS

1. Eligibility

A. The following positions are elected positions:

A. President

B. Vice President

C. Secretary

D. General Treasurer

E. Welfare Treasurer

- B. The Parliamentarian is appointed by the President.
- C. To be eligible to run for an elected office position, a person must be an active member in good standing.
- D. RESA Thrift Shop employees and their families are not eligible to hold elected office.

2. Nominations

- A. At the General Membership meeting in September, the Parliamentarian, acting as Chairperson of the Election Committee, will call for nominations of the RESA General Membership to serve on the Executive Board Elect.
- B. The General Membership shall nominate candidates for all elected offices up until the October General Membership meeting. Self-nominations may also be made at any time during the nomination period.
- C. A person can be nominated for and accept the nomination for more than one position.
- D. In the event that one person wins more than one position, they will be asked to choose the position they wish to accept and the remaining position will be re-voted among the remaining nominees.
- E. All nominees must be present at the monthly General Membership meeting when nominations are on the agenda or a member shall submit a letter of acceptance to the Executive Board prior to the monthly General Membership meeting during which nominations are on the agenda. Therefore, write-ins will not be accepted on the voting ballot.

3. Voting

- A. The elections shall be by secret ballot at the October General Membership meeting, except if there is only one nominee for an office, then voting shall be by acclamation. Ballots will be counted by the Advisor and the Parliamentarian. The Parliamentarian is eligible to vote for Executive Board positions; the Parliamentarian's vote will be placed in a separate envelope and will only be opened in the event of a tie.
- B. The Parliamentarian shall make official absentee ballots available upon request to the general membership via posted mail or email no later than fourteen days prior to the election meeting.
- C. A member in good standing may vote by secret absentee ballot prior to election date if that member is unable to attend the election meeting. Absentee ballots are to be placed in a sealed envelope and given to the Parliamentarian, unless other arrangements are made with the Parliamentarian. The member and the Parliamentarian must sign the seal of the envelope. Absentee ballots are to be opened at the election. Deadline for absentee ballots is one hour prior to the election meeting. Voting by proxy is prohibited.
- D. The Parliamentarian and the Advisor will serve and uphold the integrity on the day of the election. They will distribute ballots at the monthly General Membership meeting. They will collect and count the ballots. The Parliamentarian will announce and introduce the newly elected officers. After the announcement, the ballots will be placed in an envelope, sealed and kept by the Parliamentarian for fourteen days, after which they will be destroyed.
- E. If the Parliamentarian is running for an elected office, then the President will appoint a temporary Parliamentarian to take his or her place during this election period.
- F. Members' and Advisors' dues need to be current by the September General Membership meeting in order to vote.
- G. On Election Day, the Membership Chair shall verify membership before any member may vote.

4. Official Change of Office

- A. Newly elected officers shall assume office at the Installation Ceremony in December.
- B. The new Executive Board shall approve the new General Board, appointed by the President.

5. All permanent vacancies to the Executive Board will be filled with a special election, excluding the month prior to the General Election.

6. All candidates for elected office must have six (6) months retain ability from the day of installation, except

for the President, General Treasurer and Welfare Treasurer, who shall have twelve (12) months. Retain ability may be waived for special election with RESA Board approval.

7. There will be a two consecutive, one-year term limits for the General Treasurer and the Welfare Treasurer.

ARTICLE IV: TERMINATION OF OFFICE/MEMBERSHIP AND/OR COMMITTEE CHAIRPERSONS

1. The following are grounds for termination of office and/or membership. This list is not all inclusive:
 - A. Continuous gross or willful neglect of the duties of the office.
 - B. Failure or refusal to disclose necessary information on matters of funds.
 - C. Unauthorized expenditures, signing of checks, disbursement or misuse of organizational funds.
 - D. Undermining the organization, its officers, or the General Membership.
2. The following is the procedure for termination.
 - A. The President and another Executive Board member and either an Honorary Advisor or Advisor will have a meeting with the member in question to attempt to resolve the conflict.
 - i. Failure, by the member, to meet at a mutually agreeable time and place will result in immediate termination.
 - B. If the conflict remains, the Executive Board will vote on removal. Termination will be by four voting members of the Executive Board.
 - C. A letter of termination will be sent to the member within one week of the vote.
3. Resignation of any position requires thirty days written notice to the President or Parliamentarian. Failure to do so will result in a year's probation from holding a board position. Extenuating circumstances will be considered by the Executive Board.

ARTICLE V: DUTIES OF EXECUTIVE OFFICERS

1. The President shall preside over all business and Board meetings, and be the official representative of RESA. As such, she/he will attend community functions, which will be reimbursed as budgeted by the RESA President's fund.
2. The following positions are appointed by the President and approved by the Executive Board:
 - A. Social Chair
 - B. Membership Chair
 - C. Historian
 - D. Publicity Chair
 - E. Newsletter Editor
 - F. Scholarship Chair
 - G. Ways and Means Chair
 - H. Activities Chair
 - I. Belle's Boutique Chair
3. The Vice President shall maintain order, act as an assistant to the President, and oversee Volunteer Appreciation.
4. The General Treasurer shall assume full responsibility for all the financial transactions authorized by RESA or the Board.
5. The Welfare Treasurer shall be assistant General Treasurer and be responsible for all financial transactions dealing with the Welfare fund.
6. The Secretary shall record, post, and maintain all correspondence, minutes, and motions of RESA. Minutes will be emailed for review within one week of meetings to 86th Force Support Squadron.
7. The Parliamentarian, as a non-voting member, shall maintain order at all meetings and monthly Socials per Robert's Rules of Order.

8. The Honorary Advisor/Advisors shall be notified by the chairperson or the President of all regular Board meetings and special meetings. The Honorary Advisor/Advisors shall attend or send a designee. The Honorary Advisor may attend at his/her own discretion. The Honorary Advisor/Advisors will receive the minutes from all Board meetings and special meetings.
9. Completed Executive and General Board reports will be submitted to the Executive Board, as requested, no later than three days prior to a board meeting, unless otherwise requested.
10. For further clarification of all elected positions, please refer to the RESA Job Descriptions.
11. An After Action Report (hereafter referred to as AAR) will be:
 - A. Completed for a board position at the end of the fiscal year (31 December). In the event of resignation or termination, an AAR must be a completed and submitted within thirty days.
 - B. Completed for chaired events, or AWAG if attended, within thirty days of event completion.
 - C. All AARs will be submitted to the President, Vice President, Parliamentarian, and Secretary which will be maintained in a continuity binder.
12. A Board position Gmail/Google Drive will be updated as needed and completed by the end of the fiscal year, and given to the incoming board member.
13. Both Boards will work/train concurrently with incoming Board members for the entire month of November and December with the exception of the Welfare and General Treasurers who will also be working/training in January. The responsibility to facilitate transition falls to the outgoing Board members.

ARTICLE VI: DUTIES OF EXECUTIVE BOARD

1. The Executive Board chain of command shall be: President, Vice President, General Treasurer, Welfare Treasurer, Secretary, and Parliamentarian (in that order).
2. Review the RESA Constitution, Bylaws and Job Descriptions upon taking office and as deemed necessary.
3. Be the governing body of the Thrift Shop, responsible for final approval and termination of all RESA salaried personnel.
4. Be the governing body of Belle's Boutique.
5. They shall have the power to act for the General Board and Membership between regular meetings on all items other than those limited by the Constitution and Bylaws.
6. They may act upon any urgent financial requirements that may arise between regular meetings, not to exceed \$1,000.00.
7. In the event that an issue must be resolved and an emergency Executive Board meeting cannot be called, then a telephone/e-mail vote will be taken and the issue will be resolved by majority vote.
8. The vote taker, the Parliamentarian, must maintain written documentation of the telephone/e-mail vote. In an e-mail vote, Roberts Rules of Order will be followed and voting will be closed after 48 hours.
9. If an Executive Board member has unexcused absences from two Board or Social General Membership meetings, she/he may be asked to resign from that position.
 - A. Being absent from Board meetings or Social General Membership meetings without notifying the President or Vice President(s) is automatically unexcused.
 - B. In case of an excused absence, the Board member must still submit her/his report to the Executive Board on time.

ARTICLE VII: GENERAL BOARD

1. A member may serve concurrently in more than one position with Executive Board approval.
2. General Board members shall attend RESA Board meetings and be entitled to vote. The following are General Board positions:
 - A. Social Chair
 - B. Membership Chair
 - C. Historian

- D. Publicity Chair
- E. Newsletter Editor
- F. Scholarship Chair
- G. Ways and Means
- H. Activities Chair
- I. Belle's Boutique

3. If a General Board member has unexcused absences from two Board or Social General Membership meetings, she/he may be asked to resign from that position.

- A. Being absent from Board meetings or Social General Membership meetings without notifying the President or Vice President is automatically unexcused.
- B. In the case of an excused absence, the Board member must still submit her/his report to the Executive Board on time and will send a Co-Chair (when applicable) to represent herself/himself, along with a written report.

ARTICLE VIII: CO-CHAIRS

1. Co-Chairs shall be appointed by their respective General Board officer with Executive Board approval. They shall not have a vote on the Board.
2. Co-Chairs shall submit an activities report to their Chair no later than seven (7) days before the Board meeting.
3. Co-Chairs are required to attend Board meeting in the event the Chair cannot attend.
4. Special Chairs are appointed by the President with the Executive Board approval. Committee Chair and Co-Chair are responsible for all items issued in original condition. An AAR (After Action Report) will be filled out by Committee Chair and/or Co-Chair.

ARTICLE IX: COMMITTEES

1. Installation Committee

- A. Shall be chaired by the Vice President and co-chaired by the President and Social Chair.
- B. Shall be responsible for planning and arranging the Installation Ceremony.
- C. President shall be responsible for procuring appreciation mementos, not to exceed \$100.00 for each outgoing Executive Board member and Honorary Advisor/Advisor, \$75.00 for each outgoing General Board member and \$50.00 for each outgoing Co-Chair member.
- D. Vice President shall be responsible for procuring an appreciation memento, not to exceed \$125.00 for the outgoing President. The guest list and scrapbook will also be presented to the President.
- E. Installation/Appreciation gifts shall come from the General Fund.
- F. The Parliamentarian will review and validate that the President/Vice President has not exceeded the dollar amount for gifts as designated above. The President/Vice President must submit an itemized reimbursement form to the Parliamentarian prior to submission to the General Treasurer.

2. Budget Committee

- A. Shall meet independently, be directly responsible for coordinating with the outgoing Board members on recommendations for funding, and submit the proposed budget (with RESA Board approval) for the appropriate action at the February Social meeting. The following are budget committees and will meet at six-month intervals:
 - i. Thrift Shop Fund: Chaired by the Thrift Shop Manager and President and includes Thrift Shop Bookkeeper and the Executive Board.
 - ii. General Fund: Chaired by the General Treasurer and includes General and Executive Boards

- iii. Welfare Fund: Chaired by the Welfare Treasurer and includes General and Executive Boards

ARTICLE X: AWAG

1. AWAG is a local area one-day seminar and weeklong seminar open to all organizations in Europe to provide leadership training, as well as personal and professional development.
2. Committee shall consist of delegates in accordance with AWAG policies. The Advisor(s) may attend the AWAG convention at RESA's expense.
3. The President, Vice President, plus any other officer or committee chairperson deemed necessary by the Executive Board may attend as a delegate. With exception of the Executive Board, any potential delegate who attended the previous year will be put on a stand-by list.
4. Delegate's expenses, such as stipulated by AWAG (i.e. food and lodging), will be paid for from the Welfare Fund of RESA. Childcare cost shall be at the delegate's expense.
5. Acceptance as an AWAG delegate, must be submitted to the President and Vice President(s) per application guidelines. Any member of the committee (delegate) who is unable to attend AWAG will notify the Board and an alternate shall be appointed.
 - A. If a member cannot attend the AWAG seminar once registration had been paid, he/she will be held responsible for all costs of attendance unless an alternate can be found. The member may submit an exception to this requirement to the Executive Board for extenuating circumstances: sudden illness, sudden PCS orders, or as determined by the RESA Board.
 - B. Member will make every effort to find his/her own replacement.
 - C. If a member cannot attend the full weeklong Seminar after arriving, he/she will be held responsible for all cost of attendance. The member may submit an exception to this requirement to the Executive Board for extenuating circumstances: sudden illness, sudden PCS orders, or as determined by the RESA Board.
6. Any delegate resigning from his/her position within six months of attending AWAG, except for extenuating circumstances, shall be required to reimburse the cost of attendance to RESA. Extenuating circumstances that will be considered are sudden illness, PCS orders or as determined by the RESA Board.
7. Any member in good standing is able to attend AWAG as a participant at the individual's own expense.
8. AWAG slots are offered, in order, to Executive Board, General Board, Thrift Shop Staff and then the General Membership.

ARTICLE XI: QUORUM

1. A quorum for the Executive Board meeting shall consist of:
 - A. Two voting Executive Board members plus President or acting President.
 - B. A majority of voting Board members shall carry an issue.
2. A quorum for Board meetings shall consist of:
 - A. Seven voting RESA Board members plus the President or acting President.
 - B. A majority vote of voting Board members present shall carry an issue.
3. A quorum for the Social Membership meetings shall be:
 - A. Twenty-five percent of the General Membership and six voting RESA Board members plus the President or acting President.
 - B. A majority of those members present and voting shall carry an issue.

ARTICLE XII: MEETINGS

1. Unless otherwise announced, the scheduled meetings are as follows:
 - A. Social Membership: To be held the third Thursday every month with minimal general

business at the beginning of every meeting, as needed.

B. Board Meetings: Shall be held every first Thursday of the month. Members may attend by invitation or upon the members' request.

2. During the discussion of any question/motion brought to the membership, Robert's Rules of Order will be used as guidelines. All members are limited to two three-minute presentations.

ARTICLE XIII: FUNDS

1. There shall be a General Fund checking account, a Welfare Fund checking account, and a Thrift Shop checking account maintained at a local military banking facility. Disbursement from these accounts shall be made by check only and with two authorized signatures.

A. General Fund:

- i. The revenue of this fund shall consist of income from dues and monies made in revenue producing activities approved by the Board and ~~twenty-five~~ twenty percent of the Thrift Shop net income.
- ii. Checks must bear the signature of either the General Treasurer or the Welfare Treasurer, plus the signature of the President or the Vice President.
- iii. At least seventy-five-percent of the net profit of all fundraisers designated as Welfare shall be transferred to the Welfare Fund.
- iv. Club fiscal year begins 1 January and ends 31 December.
- v. Disbursement forms shall be utilized for fund request with detailed receipts attached to every request.
- vi. To receive reimbursement, members must submit a receipt ~~must be~~ that is attached to the completed disbursement form (to include currency exchange rate for the day of purchase if not purchased in dollars) no later than sixty days after purchase.
- vii. Combined Executive and General Board have the authority to approve general expenditures not established in the general budget not to exceed \$1,001.00. Any expenditure over this amount will be presented to the General Membership at the following Social Membership meeting.
- viii. Receipts for reimbursement must be turned in no later than thirty days past the event or 31 December, whichever is soonest.
- ix. Receipts for advance monies must be turned in no later than fifteen days of the advance request or 31 December (whichever is soonest).
- x. Funds may be granted upon submission of fund request forms in compliance with the approved budget to receive advanced funds from the General Treasurer. Documentation of purchases must be submitted within Fifteen days of the advance request or 31 December (whichever is soonest). Failure to turn in receipts will result in the requester being financially responsible for the dispersed funds.
- xi. Members may only have one advance request at a time, unless approved by the Executive Board.
- xii. If receipts are not submitted, funds will not be issued.
- xiii. All donated items/gifts shall be documented by the General Treasurer.
- xiv. The General Fund shall maintain a \$20,000 contingency fund.

B. Welfare Fund:

- i. The revenues of this fund shall consist of seventy-five percent of net income from the RESA Thrift Shop and at least seventy-five percent of community fundraising activities designated as Welfare.
- ii. Checks must bear the signature of either the General Treasurer or Welfare Treasurer and the signature of the President or Vice President.
- iii. Club fiscal year begins 1 January and ends 31 December.

- iv. The membership shall have information on all budget expenditures.
- v. Executive Board has the authority to approve welfare requests not to exceed \$1000.00. Combined Executive and General Board have the authority to approve welfare expenditures not established in the welfare budget not to exceed \$2000.00. Any expenditure over this amount will be presented to the General Membership at the following Social Membership meeting.
- vi. Funds may be granted upon submission of fund request forms in compliance with the approved budget to receive advanced funds from Welfare Treasurer. Documentation of purchases must be submitted within fifteen days of the advance requests or 31 December (whichever is soonest). Failure to turn in receipts will result in the requester being financially responsible for the dispersed funds.
- vii. The Welfare Fund shall maintain a \$30,000 contingency fund.

C. Thrift Shop:

- i. The revenue from this fund shall consist of income from sales at the RESA Thrift Shop.
- ii. Seventy-five percent of the monthly net income shall be transferred to the Welfare Fund account.
- iii. Twenty-five percent of the monthly net income shall be transferred to the General Fund account.
- iv. All checks must bear the signature of either the Thrift Shop Bookkeeper or Manager, and the signature of the President or Vice President.
- v. The Thrift Shop fiscal year begins 1 January and ends 31 December.
- vi. The Thrift Shop fund shall maintain a \$4,000.00 contingency fund.

ARTICLE XIV: AUDITS

- 1. The Thrift Shop Bookkeeper, General Treasurer and Welfare Treasurer shall submit their books for audit by 15 January upon request of the Installation Commander or designee. A qualified and impartial person, who is not a member of the organization or related to any member, is to audit the General, Welfare, and Thrift Shop accounts. This person is to be a qualified accountant or bookkeeper approved by the Executive Board.
- 2. Audits will not be conducted without approval of the Executive Board.
- 3. In the event that the office of the General Treasurer, Welfare Treasurer or position of the Thrift Shop Manager, or Thrift Shop Bookkeeper is vacated before the expiration of his/her term, a special committee appointed by the President shall review all financial records prior to her/his change of office.

ARTICLE XV: GIFTS AND BENEFITS

- 1. Only a member in good standing shall receive the standardized gifts and designated benefits.
- 2. Gifts may be given for the following and are the responsibility of the designated office:
 - A. Membership Chair:
 - i.. Newborn or newly adopted child, not to exceed \$25.00.
 - ii. A rotation gift shall be given upon notification of PCS moves, not to exceed \$20.00.
 - iii. A gift certificate, not to exceed \$25.00, will be presented upon notification to a member in good standing who graduates from college.
 - B. President/Vice President:
 - i. Committee chair for the Bazaar Lemonade Stand will receive a \$200.00 gift certificate and the co-chair will receive a \$150.00 gift certificate.
 - ii. Committee chair for the 4th of July Lemonade Stand will receive a \$75.00 gift certificate and the co-chair will receive a \$50.00 gift certificate.
 - iii. Committee chair for Gift Wrapping will receive a \$150.00 gift certificate and the co-chair will receive a \$100.00 gift certificate.

iv. Special committee chair will receive a \$25.00 gift certificate and the co-chair will receive a \$15.00 gift certificate.

C. President:

i. Any outgoing Advisors gifts shall not exceed \$50.00 and is purchased by the President.

3. Cards will be given by the Membership Chair for the following reasons to members or family members:

A. Birthday

B. Hospital stays

C. Condolence

4. Benefits

A. Child Care:

i. Childcare reimbursement is available to members while attending the following functions: Board meetings, while working on designated club fundraisers, special committees, Thrift Shop, Belle's Boutique, and special projects. This applies to members' own children and those of whom they have legal guardianship. This childcare reimbursement is payable by the General Fund.

ii. Other childcare reimbursement may be approved at the discretion of the President with Board approval.

iii. Childcare begins thirty minutes prior to and ends thirty minutes after meetings or other organizational functions adjourn. Exceptions shall be Board members, chairpersons and assistants whose time is to be adjusted.

iv. Childcare reimbursements are payable up to current childcare rates as charged by the Ramstein Air Base CDC. Babysitting voucher is required to include care provider signature, date, time, and function/activity attended. A thirty-day time limit shall be in effect for childcare reimbursement. The childcare provider receiving payment cannot be a family member. Extenuating circumstances and special situations will be reimbursed at the discretion of the Executive Board.

v. In lieu of being paid, another RESA member may elect to earn volunteer hours by watching the children of RESA members who is are volunteering for an event that childcare would otherwise be reimbursable for at the rate of one volunteer hour per child, per hour watched.

B. Fees for the following functions may be paid by RESA for members in good standing: Installation dinner and/or Volunteer Appreciation dinner. If a member confirms a reservation and does not attend the function, the member is responsible for the fees. Until the member pays the fees, their membership shall be suspended.

5. The Parliamentarian will review and validate that each Board Member has not exceeded the dollar amount for gifts as designated above. Board Members must submit itemized reimbursement form to the Parliamentarian prior to submission to the General Treasurer.

ARTICLE XVI: AMENDMENTS

The Bylaws may be amended or abolished in whole or in part by a quorum of the membership at any regularly scheduled meeting. A proposed amendment shall be reviewed and approved or disapproved by the Board at the next Board meeting, then presented to the General Membership for discussion and vote.

Approved on 20 April 2017 by the General Membership.

The next review of these Bylaws will be required no later than January 2018.

Emma Horlick
President, Ramstein Enlisted Spouses' Association

Krista Wirley
Parliamentarian, Ramstein Enlisted Spouses' Association