

FORT DRUM THRIFT SHOP INC.

CONSTITUTION

2016 - 2018

Article I

Name and Purpose

Section 1. The name of this organization will be the “Fort Drum Thrift Shop Inc.,” and will be located at Fort Drum, New York. It will hereinafter be referred to as “Thrift Shop.”

Section 2. The purpose of this organization is to provide the following:

(a) A means by which the military and local community can purchase goods at affordable prices through the sale of donated, consigned and any resale items approved by the Thrift Shop Manager.

(b) **Mission Statement:** *“To enhance the quality of life for Soldiers, their Families, and local communities by providing quality, low-cost second-hand merchandise from around the world for them to purchase; to provide a venue for military Families to consign and sell their unwanted items thus enabling them to supplement their incomes; to provide charitable donations to activities/organizations that benefit these Soldiers and their Families as agreed upon by a majority of the Fort Drum community.”*

(c) A means to generate funds which will be disbursed as Community Grants to charitable organizations on Fort Drum and in the local community, for the betterment of Fort Drum Soldiers, their Families, and to benefit the military community.

(d) The Thrift Shop shall not engage in any activity with any other entity that would undermine the operation of the Thrift Shop or that might interfere with the purposes as stated above in paragraphs (a) and (b).

Article II

General Provisions

Section 1. The Thrift Shop operates and exists at Fort Drum, NY with the consent of the Installation Commander or his designee. This consent is contingent upon compliance with the requirements and conditions of all Army Regulations (AR) specifically AR 210-22 and Fort Drum Regulation (FD Reg.) 210-17.

Section 2. The Installation Commander may revoke permission to operate at any time IAW AR 210-22, Para 2-1a(1)b.

Section 3. Once the initial written consent is acquired, it must be revalidated every two (2) years from same date, through resubmission IAW AR 210-22, Para 2-1, c. d (3) and FD Reg. 210-17. The Thrift Shop must submit revalidation requests 90-days prior to expiration date to the Director, DFMWR for processing to the Installation Commander or his designee.

Section 4. The Thrift Shop will not propagate extremist activities or advocate violence against others or the violent overthrow of the Government IAW AR 210-22, Para 2-1 (2)f.

Section 5. The Thrift Shop will not engage in the resale of alcoholic beverages at any time IAW AR 210-22.

Section 6. This document will be referred to simply as the “Constitution” and the Board of Directors will be referred to as the “Board.”

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Section 7. Fort Drum Thrift Shop Inc. consists of a Board of Directors, paid employees, volunteers, a Honorary Chairman and an Advisor. The Thrift Shop is a private organization and a non-profit business.

Section 8. As per AR 210-22 and FD Reg. 210-17, Fort Drum Thrift Shop Inc. will not seek to deprive individuals of their civil rights in any activity.

Article III

Membership

- A. Membership in the Thrift Shop is open to adult consignors and purchasers possessing valid military/DOD ID card (active or retired) with valid ID card. National Guard and Reserve members with valid ID cards may be non-voting members.
- B. The Thrift Shop is a non-profit business and does not have "membership dues."
- C. Board meeting minutes will be made available to all members.

Article IV

Standard Operating Procedures (SOP)

Section 1. The Board will adopt an SOP as considered necessary for the internal operation of the Thrift Shop. A copy will be posted in the Thrift Shop.

Section 2. The Constitution and SOP are the only governing documents of the Thrift Shop. All previous bylaws of this organization are rescinded.

Article V

Officers and Governing Body

Section 1. The Board of Directors

(a) The governing body of the Thrift Shop will be the Board of Directors.

(b) The Board of Directors will consist of the Chairman, Vice Chairman, Secretary, Parliamentarian, Manager, *Group* Representatives and a Volunteer at Large (who will also be the Volunteer Coordinator). Fort Drum Thrift Shop Inc. will also have an Honorary Chairman and an Advisor who will be invited to attend all Board meetings, committee meetings, and various activities involving the Thrift Shop. *Written or verbal requests shall be made to the spouses of each Major Subordinate Command (MSC), MEDDAC/DENTAC, 10th Mountain Division HHBN, 20th Air Force, and Garrison to serve or provide individuals to represent their unit on the Thrift Shop Board. By having unit representatives, all members of the Fort Drum Community will be represented; as Soldiers and Family members tend to socialize and get their information from the unit assigned.*

(c) The Board of Directors shall owe a Duty of Loyalty to the Thrift Shop. The Duty of Loyalty requires a Board Member to act in the interest of the Thrift Shop rather than in the personal interest of a Board Member or some other person or other organizations, private or otherwise. In particular, the Duty of Loyalty requires a director to avoid Conflicts of Interest

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that are detrimental to the Thrift Shop. If a Conflict of Interest arises, the Board shall act swiftly to ensure that the conflict is eliminated in the present and avoided in the future.

(d) The Executive Board shall consist of Chairman, Vice Chairman, Secretary and Parliamentarian. The purpose of the Executive Board is to serve as a committee to discuss important/emergency issues that will be presented to the Board of Directors. The Executive Board can also serve as an advisory committee to the Chairman, but under no circumstance be allowed to make decisions on behalf of the Board of Directors. The Thrift Shop Manager may be invited or may request to be invited to an Executive Board meeting, with approval from the Chairman.

Section 2. Honorary Members

(a) The Commanding General or his designee will designate the Honorary Chairman of the Board.

(b) Advisor. The Honorary Chairman will appoint the Senior Advisor. The Senior Advisor will be a spouse of one of the following: Colonel, Chief Warrant Officer Five, or Command Sergeant Major.

Section 3. Terms of Appointment

(a) In May of each year, the Nomination Committee, who will consist of one Executive Board member, one group representative, the Honorary Chairman and/or the Senior Advisor will nominate a Chairman, Vice Chairman and Secretary for the upcoming Board year.

(b) A vote will be conducted for those nominated for board positions, with the current acting Board of Directors and any member in attendance at the open May board meeting.

(c) The voting process will be conducted by an anonymous ballot vote. The new Chairman will appoint his/her Parliamentarian, with a majority vote of approval from the new Board of Directors.

(d) The term of appointment for all Board Members will be 1 June to 31 May of the following year.

(e) Except for the Manager and the Volunteer at Large (Volunteer Coordinator), no other board member may serve more than two (2) years consecutively, unless approved by a majority vote from the Board of Directors.

Section 4. Voting Privileges

(a) The Chairman will vote only in the event of a tie.

(b) The Honorary Chairman and Advisor shall not have voting privileges.

(c) All other Board Members, to include group representatives, will have one vote each.

Article VI

Duties of Board of Directors

Section 1. Attendance and Replacement

(a) All Board Members will attend monthly Board Meetings.

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(b) Absence from two meetings may be grounds for dismissal by the Thrift Shop Chairman. The Chairman may also be terminated when absent from two or more board meetings, with majority consent of the Board of Directors.

(c) Resignation from any Board position shall be submitted to the Thrift Shop Chairman in writing as soon as possible.

(d) The Chairman, with consent from the Nomination Committee, will appoint Board position replacements.

(e) The Chairman may relieve a Board Member for just cause. To remove the Chairman from office, it must be with a majority vote from the Board of Directors. The decision of termination must be submitted to the Chairman in writing. The letter of termination to the Chairman must be written, submitted and executed by a member of the Executive Board only.

Section 2. General Duties

(a) Be familiar with, and uphold the Thrift Shop Constitution and SOP, FD Reg. 210-17, and AR 210-22.

(b) Review and revise as needed, the Thrift Shop SOP yearly.

(c) Review, and revise as needed, the Constitution every two years.

(i) Indepth, informal review every year.

(d) Interviewing and hiring process for the Thrift Shop Manager and Assistant Manager shall be conducted by the Chairman. In the event there is no Chairman, another Executive Board member may be appointed to conduct the interview(s), by majority consent of the Board.

(e) Evaluate monthly business reports to include financial statements and Manager's report.

(f) Annual inventory at the end of the fiscal year, to include Thrift Shop property and equipment is prepared by the CPA and presented to the Board by the Thrift Shop Manager.

(g) Approve proposed budget annually, no later than November for the following fiscal year.

(h) Approve/disapprove all Community Grants and Capital Improvements. Community Grant requests will be processed IAW Article V, Section 3.

(i) Review and approve/disapprove Thrift Shop Manager's salary increases and/or bonuses. No paid Employee or Thrift Shop volunteer serving on the board, will be allowed to participate or vote on this issue.

(j) Review and approve/disapprove employee pay increases and/or bonuses, recommended by the Manager. No paid employee or Thrift Shop volunteer employee, serving on the board, will be allowed to participate or vote on this issue.

(k) Complete all general and specific duties by the end of the term of appointment, 31 May.

(l) Compile a current After Action Report (AAR), in writing, to the Chairman at the end of each Board year. One copy of each AAR will be given to the Secretary by 31 May.

(m) Maintain a current position binder. All Board Members are responsible for eliminating expired files, or those older than three (3) years, at the conclusion of the Board year. This notebook is turned over to the successor upon departure or expiration of term of office. If

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there is no designated successor, the position binder will be given to the Chairman by 31 May. The following items will be in the position binder:

- (i) Current Thrift Shop Constitution and SOP, FD Reg. 210-17, and AR 210-22.
- (ii) A current Board of Directors roster.
- (iii) All minutes, notes, manager's reports and financials for the board year.
- (iv) AAR for their position.
- (v) Any other materials pertinent to the position.
- (vi) Copies of all electronic correspondence that contains important job related information.

Section 3. Community Grants Request

(a) The Thrift Shop generates funds, which will be disbursed as Community Grants to charitable organizations on Fort Drum and in the local community, for the betterment of Fort Drum Soldiers, their Families and to benefit the military community. Community Grants will be taken into consideration for the local community on a case-by-case basis, as determined by the Board.

(b) Organizations requesting funds must complete the Community Grant Request Form in the SOP.

(c) Forms may be submitted to the Thrift Shop or given to a Board Member.

(d) Community Grant requests are reviewed at the next scheduled Board meeting. If the request is time sensitive, procedures will be followed IAW Article VI, Section 2 (e).

(e) The Vice Chairman shall inform the organization if the request is approved or denied, or if more information is needed for the Board to vote on the request.

(f) The Manager will issue a check for an approved Community Grant within seven (7) days after the board meeting minutes are received by the MWR (PO representative). The check may be picked up or mailed as requested on the Community Grant Request Form.

(g) In order to avoid any perception of impropriety, a Board Member that has an interest in a Community Grant request, shall refrain from voting and leave the room to allow for a free discussion of the request.

(h) Board Members shall insure that they are communicating with all organizations, in addition to the ones they are personally associated with, regarding the option to make a request for a Community Grant.

(i) In the best interest of the Thrift Shop, no Board Member shall be allowed to personally submit any type of grant request. This is to protect the integrity of the Thrift Shop.

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Section 4. Specific Duties of Board Members

(a) Chairman

- (i) Preside over all meetings of the Thrift Shop Board.
- (ii) Call special meetings and committee meetings, when necessary.
- (iii) Prepare agenda for regular and special meetings.
- (iv) Act as a secondary signature on all Thrift Shop checks as needed.
- (v) Submit request for continuing the operation of the Thrift Shop to the Directors, DFMWR 90 days prior to expiration date, IAW AR 210-22 and FR Reg. 210-17.
- (vi) Submits a current roster of Board Members, with phone numbers, email addresses and mailing addresses, to the Director, DFMWR (IAW FD Reg. 210-17), in June. The roster will be updated and re-submitted, as needed. If the Chairman is unavailable, this duty defaults to the Secretary. The Chairman may choose to relegate this duty to the Secretary.
- (vii) Chairman signs the UIC Space Assignment with the Business Operations of Real Properties Division at 4896 Nininger Street, Fort Drum, New York 13602, telephone number: (315) 772-6117.
- (viii) Chairman becomes a signatory on the Thrift Shop bank accounts.
- (ix) Chairman will oversee all Board positions, ensuring job responsibilities are being upheld and maintained.
- (x) Chairman will serve as a direct Advisor/Supervisor to the Manager.
- (xi) Will be prepared to make recommendations to the Board of Directors on matters she/he determines is for the betterment of the Thrift Shop and/or the relationship between the Thrift Shop and the Fort Drum community.
- (xii) Will attend all functions/events on Fort Drum or in the local community where the Thrift Shop needs to be or should be represented.
- (xiii) Will be a non-voting member of the Board. Only in the event of a tie vote, will the Chairman vote to break the tie.

(b) Vice Chairman

- (i) Assume Chairman's duties in the event of the Chairman's absence.
- (ii) Research all Community Grant Requests and ensure that all required information is attained, prior to the Board meetings.
- (iii) Present Community Grant Requests at monthly Board meetings.
- (iv) Shall inform the organization, in writing, if the request is approved or denied. If more information is needed for the Board to vote on the request, the Vice Chairman will be required to investigate the request further.
- (v) Prepare documentation for Manager to issue Community Grant checks.
- (vi) Maintain a log of Community Grant Requests and grants for three (3) years prior.

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(vii) Chair the Scholarship Committee.

(viii) Will be a voting member of the Board.

(c) Honorary Chairman and Advisor

(i) The Honorary Chairman and Senior Advisor shall serve in an advisory capacity to the Board of Directors, while allowing the Thrift Shop to govern itself. They may advise, counsel and mentor the Board, as necessary.

(ii) Will ensure that the Thrift Shop operates according to the Thrift Shop Constitution and SOP, FD Reg. 210-17, AR 210-22. Also, ensure that all Board members are acting in the best interest of the Thrift Shop.

(iii) Will be non-voting members of the Board.

(d) Secretary

(i) Records and preserves the minutes of all Thrift Shop Board meetings and presents them for approval at the next Board meeting.

(ii) Submits copies of the monthly Board meeting minutes and monthly Financial Reports within 14-days of the meeting, in which these documents were approved by the board, to the Director, DFMWR IAW FD Reg. 210-17.

(iii) Maintains current roster of Board Members to include names, phone numbers, addresses, and email addresses. Will provide copies of current rosters to all board members.

(iv) Provides the Manager with a copy of the approved monthly meeting minutes, to make available at the Thrift Shop.

(v) Requests the annual AAR from each Board Member and maintains them for the subsequent Board.

(vi) Prepares and records other Board correspondence, as needed.

(vii) Submits revised, Board approved, Thrift Shop Constitution and/or SOP to the Director, DFMWR (Attn: Private Organization Coordinator) for approval IAW FD Reg. 210-17.

(viii) Provides bank with any changes to signatory and signs bank documents authorizing changes.

(iv) Will be a voting member of the board.

(e) Parliamentarian

(i) Parliamentary authority for the Thrift Shop will be *Robert's Rules of Order*, Newly Revised, Current Edition, 11th Edition (revised 2011 or newer) in all matters where the Thrift Shop Constitution and SOP are silent or where there are no installation directives that prescribe mandatory procedures.

(ii) Maintains a copy of the approval (Revalidation) to operate on Fort Drum.

(iii) Oversees the Constitution and SOP in depth, formal review every two years to keep within regulations set forth by Fort Drum Garrison.

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(iv) Oversees the annual in depth informal review and revisions of the Thrift Shop SOP and Constitution. The review will be started no later than October. Once changes are made, the SOP will be presented at the next Board meeting for approval. The Review Committee shall consist of the Parliamentarian, Chairman, Secretary, Manager, and two Unit Representatives with the Parliamentarian chairing this committee.

(v) Oversees voting procedures, according to the Thrift Shop Constitution.

(vi) Conducts telephonic or electronic mail votes, as requested by the Chairman.

(vii) Chairs the Nomination Committee for new Board Members for the upcoming Board year. The Committee shall consist of the following: Parliamentarian, Chairman, Vice Chairman, one Unit Representative, and the Manager. This committee is to begin meeting in January.

(viii) Will be a voting member of the Board.

(f) One Group Representative from each of the following groups:

1. 10th MTN DIV HHBN
2. 1st BCT
3. 2nd BCT
4. 10th CAB
5. 10th Sustainment BDE
6. *MEDDAC/DENTAC*
7. *DIVARTY*
8. *20th Air Force*
9. *Garrison*

(i) The Honorary Chairman or the Senior Advisor will send written or verbal requests to the spouses of each Major Subordinate Command (MSC) for an individual to serve on the board as a voting member. NOTE: Each Unit's spouses should hold an annual meeting to request a member, from the population at large, to serve as a representative on the Thrift Shop Board of Directors. The process of how that annual meeting is conducted will be left up to the unit spouses.

(ii) Attends all monthly Board Meetings.

(iii) Serves on committees as appointed by Chairman.

(iv) Will be a voting member of the Board.

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(g) Volunteer Coordinator

- (i) Will be a non-paid position.
- (ii) Actively pursues new volunteers for the Thrift Shop.
- (iii) Maintains a current volunteer roster and hour tracking.
- (iv) Assists all Board Members and volunteers in registering in VMIS, submits the volunteer hours once registered and report the number of volunteer hours, at the monthly board meeting.
- (v) Submits volunteers for awards as deserving.
- (vi) With the Manager, plans and executes an Annual Volunteer Appreciation Luncheon during the month of April for the staff and volunteers of the Thrift Shop.
- (vii) Will be a non-paid position.
- (viii) Will be selected by the volunteers of the Thrift Shop, in April of each year, to serve on the upcoming board year. The same person may not serve as Volunteer Coordinator for more than 2 consecutive board years, unless approved by the Chairman or Senior Advisor.
- (ix) Will be a voting member of the Board.

(h) Manager

- (i) The Manager is a paid employee, who is overall responsible for the internal operations of the Thrift Shop. This includes; accountability for consignment and sales, customer relations, finances, hiring/termination actions, supervising paid staff and volunteers, and the physical security of the building. The Manager's duties are outlined in the SOP.
- (ii) Is in charge of all decisions related to the operating of the Thrift Shop that are authorized in Manager's description and the SOP. The Manager may not make decisions that exceed the position's authority. The Board or the Chairman must make certain decisions. The specific levels of authority are stated in the job descriptions and the SOP.
- (iii) Provides a Manager's report and financial report at monthly Board meetings and provides year-to-date financials quarterly.
- (iv) Responsible for implementing policies and procedures as directed by the Board.
- (v) Propose annual budget to the Board, no later than November, for the following fiscal year.
- (vi) Acts as a primary signature on all Thrift Shop checks, with Assistant Manager or the Chairman as the secondary.
- (vii) Maintains current roster of volunteers and paid employees, to include names, phone numbers, addresses, and email addresses.
- (viii) Maintains Historical Records as per Article X.
- (ix) Will be a voting member of the Board.

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(i) Publicity Chairman

- (i) Is a volunteer position appointed by the Chairman.
- (ii) Notifies and gets approval from Fort Drum Public Affairs Office prior to any media events. Prepares any invitations, reports, for purpose of distribution, publication, or broadcast.
- (iii) Creates all advertisements on behalf of the Thrift Shop and maintains a copy for the Publicity continuity binder .
- (iv) Coordinates, with other agencies, to advertise the Thrift Shop.
- (v) Attends all Fort Drum monthly CLIF meeting as the Thrift Store representative. **Will provide publicity for the CLIF meetings and any slides needed to ACS, by the deadline.
- (vi) Takes photos at functions and activities, for the Thrift Shop and will maintain a copy for the Thrift Shop's records.
- (vii) Maintains and keeps the Thrift Shop's website current at all times.
- (viii) Will update the Thrift Shop's Facebook page with all flyers, special ads and any special events/activities, photos and any other updates as directed by the Chairman or Senior Advisor.
- (ix) Attends Welcome Briefs provided by ACS, as the Thrift Shop's representative. **Will also prepare and provide ACS with Thrift Shop information for their Welcome Packets.
- (x) Is a voting member of the Thrift Shop Board of Directors and attends all monthly meetings.
- (xi) Will dress the Thrift Shop mannequins, for photo opportunities, for the Thrift Shop FaceBook page and Website page.
- (xii) Prepares and helps plan all media coverage for the Scholarship Program, as well as any other programs developed by the Board of Directors.
- (xiii) Advertises Board Elections with multiple media outlets, as determined by the Election Committee.
- (xiv) Other duties as appointed by the Chairman or Senior Advisor.

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Articles VII

Meetings and Quorums

Section 1. Meetings

- (a) The Board of Directors will meet monthly for the months of August through May, on the second Friday of the month at 10:30 AM in a location determined by the Chairman.
- (b) Special meetings may be called at the discretion of the Chairman.
- (c) Special committee meetings may be called at the discretion of the Chairman.

Section 2. Quorum

- (a) A majority of all voting members of the Board (including Chairman) must be present to constitute a quorum.
- (b) A majority vote of the quorum shall rule.
- (c) In urgent situations, a telephonic vote or electronic mail vote may be conducted in lieu of a special meeting.
- (d) A telephonic vote or electronic mail vote will be conducted by the Parliamentarian, or in her absence, the Secretary, at the direction of the Chairman. In cases of electronic vote, a majority vote of the "entire" voting executive board shall rule.
- (e) Electronic voting should be done only in exigent circumstances.
- (f) There is no proxy voting.
- (g) Board Members serving in a dual capacity will only have one vote.

Article VIII

Finances

Section 1. The financial Operation of the Thrift Shop will be conducted in accordance with AR 210-22, FD Reg. 210-1 and sound accounting principles.

(a) The Thrift Shop will be a financially self-sustaining organization; and shall be constituted, established, and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government IAW AR 210-22. Its income will be obtained primarily through:

- (i) A fixed percentage (determined by the Board) of the consignment sales.
- (ii) The sale of Thrift Shop property.
- (iii) Resale Items.

Section 2. The Operating Expenses will not exceed the available Operating Funds.

(a) Operating Account (Checking)

- (i) Checking

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1). Monies used to pay bills, taxes, salaries, expenses, and budgeted capital improvements.

2). A \$5,000.00 minimum balance in the Operating Checking Account will be maintained on a monthly basis, after all expenses are paid.

3). Consignor revenues and Community Grant monies (net profit) will be transferred from this account to the Consignor Account and Community Grant Account respectively, at the end of each month.

(b) Consignor Account. A \$300 minimum balance in the Consignor Account will be maintained. Monies will be used to pay consignors.

(c) Community Grant Account. Monies will be derived from the net profits of the Thrift Shop and will be deposited into the account monthly, or at the discretion of the Board.

(d) Petty Cash. A \$300 minimum balance will be maintained in petty cash.

(e) Cash Drawers. A \$150 minimum balance will be maintained in each cash drawer.

Section 4. Budget. An annual budget will be prepared to include projected income, expenses, and charitable donations. The budget will be prepared by the Manager, with the assistance of the Chairman. The proposed budget will be presented to the Board for review in November, for the following fiscal year.

Section 5. Audits. Audits will be performed yearly and submitted to Fort Drum MWR at least once every two (2) years, or upon change of the Manager. The selection of an independent, qualified auditor will be the responsibility of the Executive Board.

Section 6. Fiscal Year. The fiscal year of the Thrift Shop will be 1 January to 31 December.

Article IX

Taxes

In accordance with the Internal Revenue Service codes, the Thrift Shop will file appropriate state and federal tax forms. Any and all changes in status, activity, or purpose of this organization will be reported to the Internal Revenue Service as required by law and in accordance with the Internal Revenue Service.

Article X

Insurance

Section 1. Per AR 210-22 and FD Reg. 210-17, the Thrift Shop will maintain adequate insurance as protection against public liability claims, property damage claims, or other legal actions arising from Thrift Shop activities, one or more employees or members of the Board of Directors acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the Thrift Shop.

(a) Fort Drum Thrift Shop Inc. will follow and comply with all applicable state and jurisdictional laws.

Section 2. Per AR 210-22 and FD Reg. 210-1, fidelity bonding will be purchased for all employees or members of the Board of Directors, who are handling monthly cash flow exceeding \$500. (Bonding will be equal to the normal maximum amount of cash handled.)

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Historical Records

The Thrift Shop Manager and/or Assistant Manager will maintain a historical file, which is to be organized and purged as needed every five (5) years. Paper copies will be maintained in an organized file cabinet. Files should be accompanied by digital copies whenever possible. The files will consist of, but not limited to, the following permanent records:

- (a) Copy of FD Reg. 210-17 and AR 210-22.
- (b) Approval to operate on the installation (Revalidation Approval Letter).
- (c) Constitution with all amendments.
- (d) Thrift Shop Standard Operating Procedures and all Appendixes.
- (e) List of all Board Members, employees, volunteers, and contracted services.
- (f) Inventory of physical assets.
- (g) IRS forms and IRS Tax Exempt Status, as applicable.
- (h) Copy of bond and insurance policies.
- (i) Year-end financial statements.
- (j) Financial audits.
- (k) Community Grant Distribution Tracking Sheet.
- (l) Monthly Reports
 - (i) Manager's Report
 - (ii) Thrift Shop Board meeting minutes
 - (iii) Monthly financial statements
 - (iv) Volunteer Report

Article XII

Amendments and Adoptions

Section 1. Any Board Member or any employee may propose constitutional amendments. All proposed amendments must be submitted to the Parliamentarian, in writing. The Constitution Committee will review the request and will submit their recommendations to the Board of Directors, to be voted on.

Section 2. Proposed constitutional amendments will be adopted by a majority vote of the Board and will become effective upon approval of the Installation Commander or his designee. This Constitution will then supersede all previous Constitutions and amendments; except it will not affect specific agreements and contracts entered into under the terms of the previous Constitution until such terms of agreements or contracts have reached their expiration dates.

Article XIII

Dissolution

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Section 1. Upon notification from the Installation Commander or his designee, or upon agreement of the majority of the voting members of the Board, this organization will be dissolved.

Section 2. If the Thrift Shop is dissolved, all funds in the treasury at the time of dissolution will be used to meet any outstanding debts, liabilities, or obligations. The balance of the assets will then be disposed of as community grants at the discretion of the Board with the approval of the Installation Commander or his designee, and will not be contrary to applicable provisions of the Internal Revenue Codes. All remaining Thrift Shop Property will be disposed of at the discretion of the Thrift Shop Board.

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Article XIV

Declaration of Invalidity

In the event an article of this Constitution, or a portion thereof, is declared invalid, the remaining unaffected provisions of such articles will remain in effect.

The Constitution for the Fort Drum Thrift Shop has been approved by a vote of the Executive Board on this 12th day of May 2017.

Chairman (Tiffany A. Grimm)

Secretary (Anita Ruisanchez)

Parliamentarian (Shauna Johnson)

Manager (Etha Scott)
