BYLAWS

of the

MILITARY SPOUSES' ASSOCIATION of TWENTYNINE PALMS

aboard the

MARINE CORPS AIR GROUND COMBAT CENTER

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Executive Board 2024-2025
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MILITARY SPOUSES' ASSOCIATION of TWENTYNINE PALMS
BYLAWS

A California Non-Profit Corporation

ARTICLE 1. BOARDS

SECTION 1.00 Definition of Executive Board:

1.00.00 The Executive Board members serve a term of one year and shall be comprised of the following members:
Non-voting: Honorary Presidents, Honorary Vice President, Parliamentarian, and President. The President shall only vote in the event of a tie.
Voting: Vice President #1, Vice President #2, Director of Scholarships and Grants (DSG), Secretary,Membership Chair, and Treasurer.

1.00.01 If the President is unable to complete his or her term, the vacancy shall be filled by Vice President #1. Vice President #1's vacancy shall be filled by a majority vote of the General Board.

1.00.02 If an Executive Board member other than the President is unable to complete his or her term, the vacancy shall be filled by a majority vote of the General Board.

1.00.03 A quorum of the Executive Board is one more than one-half of the voting members and must be present to conduct official business at an Executive Board Meeting.

1.00.04 The Executive Board will meet prior to the General Board Meeting.

SECTION 1.01 Definition of Appointed Board

1.01.00 The Appointed Board members shall serve a term of one year and shall be comprised of the following members:
Non-voting: Sub Club Presidents and MCCS Liaison.
Voting: Auction Chair, Grants Chair, Social Media Chair, Webmaster, Membership

Chair, ROSe Liaison, RESe Liaison, Scholarships Chair, Fundraising Chair, and Unit Representatives.

1.01.01 If an Appointed Board member is unable to complete his or her term, the vacancy shall be appointed by the President with the concurrence of the General Board.

SECTION 1.02 Definition of General Board

1.02.00 The General Board shall be composed of the Executive and Appointed Boards. A quorum of the General Board is one more than one-half of the voting members and must be present to conduct official business at a General Board Meeting.

1.02.01 Each position shall be afforded only one vote regardless of the number of Co-Chairs, and regardless of the number of positions held. Unfilled positions shall not be counted when determining quorum.

ARTICLE 2. DUTIES OF EXECUTIVE BOARD

SECTION 2.00 Honorary Presidents

2.00.00 The Honorary Presidents of the MSA shall be the spouse of the Commanding General, MCAGCC.

2.00.01 In the event that the spouse of the Commanding General is unable to fulfill this duty, they may appoint another spouse of a senior officer aboard the MCAGCC, for a period of time agreed upon by both parties.

2.00.02 In the event that the Commanding General is unmarried, the Commanding General may appoint the Honorary President from the spouses of senior officers serving aboard the MCAGCC.

SECTION 2.01 Honorary Vice President

2.01.00 The Honorary Vice President of the MSA shall be the base Sergeant Major spouse of MCAGCC.

2.01.01 In the event that the spouse of the Sergeant Major is unable to fulfill this duty, the Sergeant Major may appoint another senior enlisted spouse serving aboard the MCAGCC, for a period of time agreed upon by both parties.

2.01.02 In the event that the base Sergeant Major is unmarried, the Sergeant Major may appoint the Honorary Vice President from the spouses of senior enlisted personnel serving aboard MCAGCC.

SECTION 2.02 Elected Officers

2.02.00 Elected Officers serving on the Executive Board shall serve a term of one year, which shall begin and end no later than June 1st each year.

SECTION 2.03 President

2.03.00 The President is the presiding officer of the Executive and General Boards, and votes only in the case of a tie. They shall ensure all MSA members are invited to the Annual Meeting and will coordinate the joint meeting of the outgoing and incoming Executive Boards.

2.03.01 Serves as an ex-officio, non-voting member of all committees and supervises all affairs of the MSA.

2.03.02 With the assistance and advice of the General Board, executes policies and principles deemed necessary to carry out the objectives of the MSA.

2.03.03 The President appoints, removes, and/or replaces Unit reps as deemed necessary with the concurrence of the General Board and provides the General Board with updated rosters as needed. All other committee chairs are to be approved by the president, but appointed by designated Executive Board members.

2.03.04 Acts as liaison between the MSA and both military and civilian communities.

2.03.05 Approves the content of the newsletter, social media, website, and all other publications bearing the name MSA.

2.03.06 Is the authorized co-owner and signatory of the MSA bank account and

approves all receipts necessary for withdrawals from the General Fund.

2.03.07 Submits the General Board Roster and proposed MSA calendar of events to the office of the Commanding General, MCAGCC, and the Director of Marine Corps Community Services (MCCS), MCAGCC, for informational and coordinating purposes. Communicates annually per MCO CCO1740.5 with the Staff Judge Advocate regarding Constitution and Bylaws.

2.03.08 Directs the Executive Board to appoint two (2) or more MSA members to audit financial records annually.

2.03.09 Maintains records of all MSA emails and electronic passwords, is custodian of the MSA storage key and maintains and organizes inventory or designates a member to do so, and shall be a co-signer on any sub account if the Treasurer is serving in both capacities.

2.03.10 Requests the presence of the Public Affairs Office, MCAGCC, to any MSA event. Coordinates with event liaisons and appropriate Chairs in order to publicize both continuing programs and special activities.

2.03.11 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.04 Vice President #1

2.04.00 Is a voting member of the Executive and General Boards. Performs duties determined by the President, and succeeds to the Presidency in the absence of the President.

2.04.01 Oversees all fundraising endeavors, serves as a liaison to event venues, supervises and coordinates all non-sub club events and collects completed event binders, and is the Chair of the Auction Committee.

2.04.02 Appoints, removes, and/or replaces the Auction Chair and Fundraising Chair with approval of the President.

2.04.03 With the assistance of the Treasurer, sets the refund policy for events at the first Elected Board Meeting with the concurrence of the Executive Board.

2.04.04 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.05 Vice President #2

2.05.00 Is a voting member of the Executive and General Boards.

2.05.01 Sets guidelines and oversees all Sub-Clubs, and assists in recruiting or replacing Sub-Club Presidents as needed.

2.05.02 Appoints, removes, and/or replaces Social Media and Webmaster Chairs with the approval of the president.

2.05.03 Serves as a liaison between Sub-Clubs and the Webmaster. Coordinates with the Social Media Chair and the Webmaster to ensure information about Sub-Clubs and the Sub-Club calendar is distributed.

2.05.04 Ensures historical items are securely maintained aboard the MCAGCC. Ensures past scrapbooks, photo albums, and silver pieces are in good repair.

2.05.05 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.06 Director of Scholarships and Grants

2.06.00 Is a voting member of the Executive and General Boards. Chairs an Auction the Philanthropic Committee, and oversees the Scholarship Committee and Grants

Committee.

2.06.01 Is a non-voting member of the Scholarship and Grant Committees.

2.06.02 Meets separately with the Scholarship and Grant Committees and Webmaster in October to ensure that application materials are accurate and current, and responsible for ensuring the publication and distribution of scholarship and grant materials.

2.06.03 Oversees and ensures responsibility for maintaining the confidentiality and integrity of all philanthropic application material. They receive, log, and distribute applications to appropriate Chairs.

2.06.04 Coordinates to ensure that the recipients are notified and invited to the Awards Reception.

2.06.05 Provides the list of Scholarship and Grant Recipients to the Executive and General Board, and communicates with the Treasurer on all awards.

2.06.06 Appoints, removes, and/or replaces Scholarship and Grants Chairs with the approval of the President.

2.06.07 Coordinates with the Grants Chair to follow up with grant recipients to ensure funds were used for designated purposes and ensures that the MSA is recognized for all grants awarded.

2.06.08 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.07 Treasurer

2.07.00 Is a voting member of the Executive and General Boards, and shall be bonded at the cost of the MSA. Serves on the Grants, Nominating, and Scholarships Committees, and advises on all other non-sub club committees. Maintains the financial records of the MSA for a period of ten (10) years, including, but not limited to, the following:

1. Book of accounts or some similar accounting record, maintained in accordance with generally accepted accounting practices
2. Document of origin (bills, receipts, invoices, etc.)
3. Financial institution records to include records of deposits, and periodic account statements
4. Tax preparation papers
5. Financial reports to the General Board
6. Reports of audits

2.07.01 Responsible for the General Fund, receives and provides receipts for money due and payable to the MSA, and deposits all such money in the MSA bank account.

2.07.02 Pays all bills of indebtedness of the MSA, reimbursements, and refunds as necessary.

2.07.03 Sets a proposed budget for the year and submits it to the President before the first General Board Meeting. Also prepares and presents to the General Board a monthly financial report, and any other special reports as requested by the MSA through the General Board.

2.07.04 Annually presents the financial records to be audited. Ensures that the MSA files federal, state, and sales tax forms, if required, for the MSA within the specified legal time limit.

2.07.05 Ensures that a minimum of $2,500 will be maintained in the General Fund to sustain operations.

2.07.06 Disburses philanthropic funds as determined by the Philanthropic Committee. Attends the Scholarships and Grants Distribution Meeting and co-signer on all Sub Association accounts.

2.07.07 Treasure appoints, removes, and/or replaces Membership Chair with approval of the president and works closely with the Fundraising Chair and Vice President 1.

2.07.08 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.08 Secretary

2.08.00 Is a voting member of the Executive and General Boards.

2.08.01 Acts as recording officer at all MSA Board Meetings and is custodian of the current records, except those specifically assigned to another member. Creates and distributes the monthly meeting agendas for the Executive and General Board meetings. Records and reports all MSA volunteer hours to the MCAGCC Volunteer Coordinator.

2.08.02 Is responsible for members signing in to each Executive and General Board Meeting, and records all MSA Board Meeting Minutes, to include attendance, all motions, and tabulation of all votes with results. Shall submit the minutes to the President for approval, and ensure the availability of minutes to all members.

2.08.03 Conducts the correspondence of the MSA, except those specifically assigned to others. Checks the MSA's P.O. Box at least once a week and distributes correspondence accordingly. Responsible for all incoming and outgoing correspondence of the MSA, including all thank you notes, unless otherwise directed.

2.08.04 Is custodian of MSA stationary and/or letterhead, maintains correspondence log and provides access upon request, and is responsible for the MSA printer.

2.08.05 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.09 Parliamentarian

2.09.00 Is a non-voting member of the Executive and General Boards.

2.09.01 Chairs the Review Committee and the Nominations Committee..

2.09.02 Interprets the MSA Constitution, Bylaws, and Standing Rules, and advises on points of order at Executive and General Board Meetings and at General Membership Meetings, in accordance with the current edition of Robert's Rules of Order. Tracks amendment requests and maintains an operating copy of the MSA Constitution, Bylaws, and Standing Rules.

2.09.03 Ensures a quorum is present before any votes are conducted and tabulates votes in Executive and General Board Meetings to be recorded in minutes.

2.09.04 Ensures the MSA is in compliance with all DOD and MCAGCC orders to fulfillment include permissions to raise funds on MCAGCC real property. Coordinates with the Executive Board in January to renew the annual MSA operating contract as a Non-Federal Entity with the MCAGCC.

2.09.05 Familiarizes the successor with all records and job duties, to ensure an orderly transition of his/her position. Maintains a detailed turnover binder, digital paperwork, and any other records pertaining to their job duty. These records are property of MSA and will be turned over to the successor no later than June 1st.

SECTION 2.10 Membership Chair

2.10.00 Is a voting member of the General Board. Maintains a detailed turnover binder and turns it into the Treasurer at the end of the term of service. Serves on the Nominating Committee.

2.10.01 Maintains and is responsible for a current membership file. Maintains MSA membership email distribution list and updated roster and coordinates with secretary.

2.10.02 Ensure the current username and password will be accessible only to the Executive Board. Prepares and distributes an updated monthly roster and coordinates with Vice President 2.

ARTICLE 3. DUTIES OF THE GENERAL BOARD

SECTION 3.00 Standing Committee Chairs

SECTION 3.01 Auction Chair

3.01.00 Is a voting member of the General Board. Chairs the Auction Committee and may vote in the event in the event committee requires a voting decision.

3.01.01 Vice President #1 Appoints and oversees the Auction Committee Chair. Each elected member of the Executive Board, not to include the President, serves on the Auction Committee. The Auction Committee is also composed of Unit Representatives.

3.01.02 Coordinates with the Executive Board to establish, or change the date for the event, and maintains a detailed binder for their committee to be turned over to the Vice President 1 after the event.

3.01.03 Schedules regular meetings with their Auction Committee throughout the MSA year, and delegates the responsibilities associated with the event to committee members.

SECTION 3.02 Grants Chair

3.02.00 Is a voting member of the General Board. Chairs the Grants Committee and may vote in the event the Committee requires a voting decision.

3.02.01 Maintains a detailed turnover binder and turns it into the Director of Grants and Scholarships at the end of the term of service. Proposes any changes to Bylaws or Standing Rules regarding the grant policies, procedures, or forms, to the General Board for approval when applicable.

3.02.02 Schedules a meeting with the Grants Committee and Director of Scholarships and Grants to review the committee's policies, procedures, and forms. Sets the deadline and ensures publication and availability of the grant applications in the timeframe determined by the committee.

3.02.03 Ensures application packages are logged and copies are distributed to the committee members, sends confirmation of receipt of the grant application to each applicant, and oversees the Grants Committee selection process for recipients.

3.02.04 Ensures that project status reports are collected and logged for record keeping purposes.

3.02.05 Provides the list of recipients and award amounts to Director of Scholarships and Grants and Treasurer, and is responsible for assisting in planning and hosting a reception in May with the Scholarships Chair and Director of Scholarships and Grants for presentation of awards.

SECTION 3.03 Social Media Chair

3.03.00 Is a voting member of the General Board. Maintains a detailed turnover file and turns it into the Vice President 1 at the end of the term of service.

3.03.01 Arranges for photographs to be taken at all functions, unless otherwise directed. Ensures all photos taken at MSA events become MSA property. As well as submitting photos to MSA website and MSA's social media accounts.

3.03.03 Responsible for maintaining the MSA social media accounts. Creates and distributes marketing flyers.

3.03.04 Maintains communication with the Membership Chair for accurate social media release form for members.

3.03.05 Maintains communication with the Webmaster to ensure all content from social media is cohesive with the content on the MSA website.

3.03.06 Prepares publicity, with the approval of the President or responsible Chair, for release to the local news media. Assists with publicity materials and tickets for events requiring them, if necessary.

SECTION 3.04 Webmaster

3.04.00 Is a voting member of the General Board. Maintains a detailed turnover file and turns it into the Vice President 2 at the end of the term of service.

3.04.01 Responsible for maintaining the MSA website. Coordinates with the Social Media chair for current marketing flyers and announcements.

3.04.02 Coordinates with Vice President #2 to ensure accurate information about Sub-Clubs is maintained on the MSA website.

SECTION 3.06 Scholarship Chair

3.06.00 Is a voting member of the General Board. Chairs the Scholarships Committee as a non-voting party.

3.06.01 Maintains a detailed turnover binder and turns it into the Director of Scholarships and Grants at the end of the term of service. Proposes any changes to Bylaws or Standing Rules regarding the grant policies, procedures, or forms, to the General Board for approval when applicable.

3.06.02 Schedules a meeting with the Scholarships Committee and Director of Scholarships and Grants to review the committee's policies, procedures, and forms. Sets the deadline and ensures publication and availability of the scholarship applications in the timeframe determined by the committee.

3.06.03 Sends confirmation of receipt of the scholarship application to each applicant, redacts personal information for all applications received, and oversees Scholarships Committee selection process for recipients. Ensures application packages are logged and copies are distributed to the committee members.

3.06.04 Collects and maintains a record of proof of enrollment before coordinating with the Treasurer to release scholarship funds.

3.06.05 Provides the list of recipients and award amounts to Director of Scholarships and Grants and Treasurer, and is responsible for assisting, planning, and hosting a reception in May with the Grants Chair and Director of Scholarships and Grants for presentation of awards.

SECTION 3.07 Fundraising Chair

3.07.00 Is a voting member of the General Board. Maintains a detailed turnover binder and turns it into the Vice President 1 at the end of the term of service.

3.07.01 Generates money for the MSA through the sale of items. Helps schedule and organize fundraising events with the support of General Board.

3.07.02 Works as a liaison between the Vice President 1 and the event chair for purchasing items for fundraising purposes, organizing them for disbursement, and keeping track of the items and funds.

3.07.09 Is responsible for setting up miscellaneous fundraising events throughout the year based on the discretion of the Executive Board and coordination with Vice President #1.

SECTION 3.08 Unit Representatives

3.08.00 Will be a voting member of the General Board. Must be a MSA member in good standing.

3.08.01 If the unit has enough people willing to serve as Unit Representative, there will be two positions per unit to ensure appropriate representation, filled by any spouse in good standing with the command.. If the stated individuals are unable to fill the position, a representative invited by the MSA President will serve as the Unit Representative.

3.08.02 If serving with a co-representative, only one Unit Representative will be counted toward quorum and only one representative may vote.

3.08.03 Communicates upcoming relevant events with their units, and communicates relevant unit events to the MSA at monthly meetings.

3.08.04 Plans and coordinates an MSA event with the assistance of an Executive Board member, and serves on an Auction Committee.

3.08.05 Will be evaluated each year, if returning for another year of service, by the discretion of the President. At the beginning of term of service, each Unit Representative must sign a agreement paper stating they understand the role and responsibility of the position

SECTION 3.09 Sub Club Presidents

3.09.00 A Sub Club is any special interest group composed solely of MSA members in good standing. The coordinators of these groups are known as Sub Club Presidents who are non-voting members of the General Board.

3.09.01 Must be an MSA Member in good standing. Fulfills the duties and responsibilities of the Sub Club he or she serves. Reports to the General Board as requested by the President. Coordinates Sub Club calendars with Vice President 2.

SECTION 3.10 Liaisons

3.10.00 Is a non-voting member of the General Board.

3.10.01 Serves as an informant between the MSA and their respective organization.

3.10.02 Approved by the President.

SECTION 3.11 Retired Officers' Spouses' (ROSe) Liaison

3.11.00 Is a voting member of the General Board. Must be an MSA Member in good standing.

3.11.01 Is appointed by the ROSe's as their MSA General Board Liaison. Attends General Board Meetings and coordinates the ROSe calendar with the General Board.

SECTION 3.12 Retired Enlisted Spouses' (RESe Liaison)

3.12.00 Is a voting member of the General Board. Must be a MSA Member in good standing.

3.12.01 Is appointed by the RESe's as their General Board Liaison. Attends General Board Meetings and coordinates the RESe calendar with the General Board.

SECTION 3.13 Joshua Tree/Yucca Valley Liaison

3.13.00 Is not required to pay dues.

3.13.01 Is responsible for providing information from MSA meetings, events, and email correspondence to their respective members in their area.

3.13.02 Is responsible for providing feedback to MSA of what is taking place in their area.

SECTION 3.14 Marine Corps Community Services (MCCS) Liaison

3.14.00 Is a non-voting member of the General Board. Is appointed by the Director of MCCS, MCAGCC. Attends General Board Meetings and coordinates the MCCS calendar with the General Board.

SECTION 3.15 Naval Hospital Liaison

3.15.00 Is a non-voting member of the General Board. Is appointed by the Naval Hospital Senior Chief Petty Officer. Attends General Board Meetings and coordinates the Naval Hospital calendar with the General Board.

ARTICLE 4 STANDING COMMITTEES

SECTION 4.00 Ad Hoc Committee

4.00.00 Is formed at the recommendation of the President or other Executive Board Member approved by the President for a specific task or objective and is dissolved upon completion. The chair is assigned by the President or other Executive Board Member.

4.00.01 Will fulfill the responsibilities of the committee chair as directed by the President or Executive Board Member overseeing the committee.

4.00.02 Chair will attend monthly Board Meetings and report to the Executive and General Boards at times requested by the President.

SECTION 4.01 Auction Committees

4.01.00 Each Committee consists of an Executive Board Member and Unit Representatives assigned to serve on each committee.

4.01.01 Collectively, the Auction Committees will create a timeline for the event, coordinate with units for basket donations for the Auction, coordinate marketing for promotion of the event, and plan menu and room layout with the event venue.

4.01.02 Purchases and sells tickets as needed, establishes auction practices, including but not limited to registration, check out, and bidding. Decides where baskets will be best used, secures auctioneer, coordinates decorations, sets up and cleans up at the

event venue.

SECTION 4.02 Nominating Committee

4.02.00 Consists of the Parliamentarian, Treasurer, Membership Chair, and 2 General Board Members selected by the General Board.

4.02.01 Will solicit nominations to form a slate. Presents a slate of qualified nominees to the Executive Board and then to the General Board for approval.

4.02.02 Oversees the Election of Officers and releases results prior to Hail and Farewell.

SECTION 4.03 Philanthropic Committee

4.03.00 Consists of Chair (Director of Scholarships and Grants), Grants Chair, Scholarships Chair, and Treasurer.

4.03.01 Oversees the Grants and Scholarships Committees.

SECTION 4.04 Scholarships Committee

4.04.00 Consists of Chair, Treasurer, and members willing to serve, not to exceed eight (8) total members. NO FAMILY MEMBER OF AN APPLICANT MAY SIT ON THE COMMITTEE.

4.04.01 Fifty-five percent (55%) of the Philanthropic Fund shall be awarded to scholarship recipients, except in special circumstances deemed appropriate by the Philanthropic Committee and with approval from the Executive and General Boards.

SECTION 4.05 Grants Committee

4.05.00 Consists of the Chair, Treasurer, and

members willing to serve, not to exceed eight (8) total members.

4.05.01 NO ONE WHO WORKS FOR OR IS AFFILIATED WITH AN ORGANIZATION APPLYING FOR A GRANT MAY SERVE ON THE COMMITTEE.

4.05.02 Forty-five percent (45%) of the Philanthropic Fund shall be awarded for grant distribution, except in special circumstances deemed appropriate by the Philanthropic Committee and with approval from the Executive and General Boards.

SECTION 4.06 Review Committee

4.06.00 Consists of Chair (Parliamentarian), at least one Executive Board member, and members willing to serve, not to exceed eight (8) members.

4.06.01 Will review and recommend necessary amendments to the MSA Constitution and MSA Bylaws. Committee shall be formed by January and meet no later than March.

ARTICLE 5 FUNDS

SECTION 5.00 General Fund

5.00.00 Treasurer is the custodian of the General Fund. The fiscal year, and full membership term is 1 June to 31 May.

5.00.01 Expenditures exceeding $250 - $499 must be authorized by the Executive Board and $500 and above by the General Board. Will be derived from the payment of dues, other assessments, and other sources of funds as authorized by the General Board.

5.00.02 Annual dues will be assessed for General Membership. Full membership term is 1 June to 31 May. Members who join after 1 January will be assessed dues at a

reduced rate. Honorary Members will not be charged dues. Dues will be collected by the Membership Chair. Dues will not be refunded except under special circumstances, determined on a case by case basis by the Executive Board.

5.00.03 Itemized receipts must be turned in for all reimbursements in a timely manner.

SECTION 5.01 Philanthropic Fund

5.01.00 Treasurer is the custodian of the Philanthropic Fund. The fiscal year is from 1 June to 31 May.

5.01.01 Consists of donated funds designated by the donor for Philanthropic purposes, net proceeds from the Auction and Bingo, any dormant sub club funds, and other generated funds as designated by the General Board.

ARTICLE 6 SCHOLARSHIPS

SECTION 6.00 Eligibility

6.00.00 Applicant must be a military spouse, high school senior, home-schooled equivalent, or a currently enrolled college or vocational student whose sponsor of any rank is one of the following:

1. Active duty or active duty reserve military service member currently assigned to the MCAGCC or MWTC Bridgeport at the time of application.
2. Retired military service member who resides in the Morongo Basin, Greater Palm Springs or Bridgeport area at the time of application.
3. Deceased military service member, with the applicant residing in the Morongo Basin, Greater Palm Springs or Bridgeport area at the time of application.
4. Full-time resident of the Morongo basin with an active-duty parent or active reserve parent.

6.00.01 Must possess a valid US Military Dependent identification card.

6.00.02 Must be pursuing first Associates, Bachelors, or Vocational Degree/Certification in the selected field of study. Award Recipients may reapply in subsequent years if all eligibility requirements continue to be met. Priority may be given to students pursuing a degree of any type.

6.00.03 Must be enrolling or currently enrolled in an accredited college or university, or a vocational school for the current application year, starting in the Fall of the application year.

6.00.04 May accept Graduate degree applicants at the discretion of the Executive Board.

SECTION 6.01 Application Procedure

6.01.00 A completed application packet required for consideration includes:

1. A completed application form.
2. Official transcript(s) from applicant's high school(s) or college(s), or state certified grades
3. Letters of recommendation from approved sources; letters from family members will not be accepted
4. Essay or essays fulfilling the requirements on the application.
5. Proof of military ID card (front and back).
6. Proof of residence in the Morongo Basin, Greater Palm Springs or Bridgeport area.

6.01.01 Students residing with parents must submit any of these documents with the parent's name.

6.01.02 If applicant has temporarily relocated while a sponsor is deployed, a copy of orders showing attachment to the MCAGCC or MWTC Bridgeport must be provided.

6.01.03 Applicants of active reserve must provide proof of parents' active status.

6.01.04 Application deadline will be determined by the Director of Scholarships and Grants in coordination with the Scholarships Chair.

6.01.05 Incomplete application packets will not be considered.

6.01.06 Applications must be postmarked or received by the application deadline.

6.01.07 Identity of applicants will be redacted from the application before distribution to the Scholarship Committee.

SECTION 6.02 Selection Process

6.02.00 The Scholarship Committee reviews the applications.

6.02.01 Criteria for evaluation of scholarship application includes the following:

1. Academic achievement
2. Honors and awards
3. Activity participation
4. Letters of recommendation
5. Essay(s)

SECTION 6.03 Notification Process

6.03.00 General Board will be notified of the list of scholarship recipients.

6.03.01 Scholarship recipients will receive a written notification of their award and an invitation to the Awards Reception by the Director of Scholarships and Grants.

SECTION 6.04 Disbursement of Funds

6.04.00 Upon receipt of proof of enrollment (POE), the Treasurer will send a check directly to the academic institution, or the student directly based on the discretion of the Scholarship Committee. Scholarship funds may be applied to tuition, fees, books required for course, computers/internet access used for school, special needs equipment necessary for classes, transportation to get to class (bus passes, other public transportation), health care not covered by Tricare, and on-campus room and board.

6.04.01 Funds not claimed by 30 September of the awarded school year will be withdrawn and reallocated to the Philanthropic Fund.

6.04.02 The Executive Board may consider exceptions if a request is received by 1 October of the awarded school year and voted on by the Executive Board.

6.04.03 Awards will be paid to the academic institutions, or students no later than 30 October, unless an exception has been made by the Board. Scholarships must be used within the school year for which they are granted. Awarded scholarship funds that are unused at the end of the academic year shall be returned to the MSA.

6.04.04 The Treasurer will report to the Board on the disbursing of the scholarship funds, to include unclaimed funds.

ARTICLE 7 GRANTS

SECTION 7.00 Eligibility

7.00.00 Charitable organizations that benefit military members and/or their families shall be eligible for consideration for MSA grant funds.

7.00.01 Organizations serving military members and/or their families in the Morongo Basin area shall be given special consideration.

7.00.02 If awarded a grant from the previous year Project Status Report must be completed and submitted by designated deadline.

SECTION 7.01 Application Procedure

7.01.00 Each organization requesting funds will submit a completed application.

7.01.01 Application deadline will be determined by the Director of Scholarships and Grants in coordination with the Grant Chair.

7.01.02 Incomplete applications will not be considered. Applications must be postmarked or received by the application deadline.

7.01.03 A log of applicants will be kept on file for a period of one (1) full year.

SECTION 7.02 Selection Process

7.02.00 The Grant Committee reviews the applications. Criteria for evaluation of grant application includes the following:

1. Mission Statement of the organization
2. Impact on the local military community
3. Sources of funding available to the organization
4. Specific use of requested funds.

The list of approved grant recipients and award amounts will be kept on file for a period of five (5) years, after which time it will be destroyed.

SECTION 7.03 Notification Process

7.03.00 General Board will be notified of the list of grant recipients. Grant recipients will receive a written notification of their award and an invitation to the Awards Reception by the Director of Scholarships and Grants.

SECTION 7.04 Disbursement of Funds

7.04.00 The Treasurer will prepare a check for each award recipient. Checks will be presented at the Awards Reception. Award checks will be sent via certified mail by the Treasurer to those not present at the Awards Reception.

ARTICLE 8 AMENDMENTS

8.00.00 The Bylaws may be amended at any General Board Meeting of the MSA provided the following conditions are met:

1. A voting member of the MSA in good standing submits the amendment in writing with written justification to the President.
2. The General Board approves the proposed amendment with a two-thirds (2/3) vote after review where a quorum is present.

ARTICLE 9 STANDING RULES

9.00.00 No standing rule shall be in order if it conflicts with the existing MSA Constitution or Bylaws. Standing Rules may be adopted without previous notice by a majority vote at a meeting of the General Board, a quorum being present.

CERTIFICATION OF 2024-2025 MSA BYLAWS

These Bylaws, having been duly approved by the General Membership, supersede all previous Bylaws, except that they will not affect officers elected, nor specific agreements and contracts entered into under the terms of previous Bylaws until such terms of agreements or contracts have reached their expiration dates.

Review Committee Chairperson (Parliamentarian)

Printed Name:_____, Signed:_____.

President

Printed Name:_____, Signed:_____.

Vice President

Printed Name:_____, Signed:_____.

Director of Scholarships and Grants

Printed Name:_____, Signed:_____.

Corresponding Secretary

Printed Name:_____, Signed:_____.

Recording Secretary

Printed Name:_____, Signed:_____.

Treasurer

Printed Name:_____, Signed:_____.

Membership Chair

Printed Name:_____, Signed:_____.

Final Approval Date:_____