

**HISTORICAL AND ARCHAEOLOGICAL SOCIETY OF FORT RILEY
(HASFR)
By-Laws
2017-Present**

**ARTICLE I
PURPOSE**

The purpose of these By-Laws is to establish operating procedures for the Historical and Archaeological Society of Fort Riley, henceforth referred to as HASFR.

**ARTICLE II
GENERAL DUTIES OF THE BOARD MEMBERS**

1. The duties of the executive and general board members will be those implied by their respective titles and those specified in the By-Laws. These duties will include but not be limited to:
 - (a) Be present at all Board Meetings. If unable to attend a Board Meeting, notify the President or Secretary.
 - (b) Ensure the Constitution and By-Laws are upheld.
 - (c) Make a monthly oral or written report to the general board.
 - (d) Attend General Membership Meetings.
 - (e) Respond to email requests for votes, when submitted through the internet, within forty-eight hours.
 - (f) Support revenue-producing activities by attending/participating in HASFR activities and fundraisers.
 - (g) Appoint sub-committee members with the approval of the President.
 - (h) Submit a proposed budget in within 2 months of new board installation and a revised budget in January if needed.
 - (i) Compile a current After Action Report (AAR) detailing activities and responsibilities during the Board year. Additional copies shall be submitted to the President and Secretary.
 - (j) Maintain a continuity book containing:
 - (i) Current copy of the Constitution and By-Laws.
 - (ii) Financial Statements and monthly Board Meeting Minutes of the preceding year.
 - (iii) After Action Reports from the preceding two (2) years for that job description.
 - (iv) Other materials pertinent to that job description.
 - (k) Continuity books are HASFR property and will be updated and turned in no later than the Spring Joint Board Meeting.
 - (l) Solicit interested persons for volunteer help with HASFR activities.
2. Incoming Board Members must review and approve a budget and calendar for the new fiscal year.
3. Resignations must be submitted in writing to the President and will become effective upon approval of the executive board.
4. The Board year runs May to April.

**ARTICLE III
DUTIES OF ELECTED OFFICERS**

1. PRESIDENT

- (a) The president shall preside at all HASFR Board Meetings and at all General Membership Meetings.
- (b) Call special Membership, Board or Committee Meetings as needed. Notify the Board of the time and place of meetings.
- (c) Establish policies and procedures at the beginning of the Board year.
- (d) Prepare a yearly HASFR activity calendar and distribute to the Board Members for approval.
- (e) Prepare an agenda for monthly Board Meetings.
- (f) Vote as a Board Member in case of a tie.
- (g) The president is delegated the authority to transact the day-to-day HASFR business in accordance with the Constitution and By-laws.
- (h) The president shall be responsible for enforcing the policies and principles established by the HASFR Board.
- (i) Appoint the Parliamentarian and Chairpersons of all standing and special committees with Advisor's approval.
- (j) Be an ex-officio member of all committees, except the Nominating Committee.
- (k) Fill vacancies occurring in any of the offices. Elected offices require executive board approval.
- (l) Remove any member of the general board or special and sub-committees for just cause with due process and approval of the executive board. Reasons for removal include, but are not limited to the following reasons
 - a. Fraudulent activity
 - b. Improper management of receipts and disbursements
 - c. Unethical activity
 - d. Failure to execute duties IAW the Constitution and By-laws.Due process includes direct communication of expectations from the President, a reasonable allowable probation period for corrective actions with final termination determined by the executive board and senior advisor. Upon termination, all HASFR property will be returned to the president.
- (m) Confer with the general board members to review job descriptions and By-Laws.
- (n) Prepare an article for publication in the HASFR Newsletter.
- (o) The president is expected to attend and support all HASFR events and activities and ensure dissemination of information to include monitoring the HASFR email address (hasfrpresident@hotmail.com).
- (p) The president shall consult with the senior advisor and elected officers on all crucial matters before presenting to the general board.
- (q) The president shall coordinate with the Museum Liaison in matters involving the Museum and Custer House activities.

- (r) The president shall coordinate transfer of boards at the final board-year meeting.
- (s) The president shall sign the Custer House key control log, maintained by the Museum.
- (t) The president shall ensure revalidation package is submitted to DFMWR.
- (u) Coordinate the purchase and presentation of farewell gifts to the executive and general board.

2. VICE PRESIDENT

- (a) The vice president shall assume duties in the president's absence.
- (b) The vice president shall encourage membership and participation in HASFR events and activities and ensure dissemination of information to include monitoring the HASFR email address (hasfvents@hotmail.com).
- (c) The vice president is expected to attend and support all HASFR events and activities and be invited to sit on all committees.
- (d) Assist the president in the preparation of the calendar for HASFR Board year.
- (e) The vice president shall chair the all Disbursement Committees.
- (f) Coordinate the purchase and presentation of farewell or appreciation gifts for the President when necessary.

3. SECRETARY

- (a) The secretary shall keep the minutes of all HASFR meetings or appoint a HASFR chairman to assist in his/her absence.
- (b) Distribute the minutes to all board members in a timely manner (within 5 days of the Board Meeting).
- (c) The secretary shall forward a copy of the minutes and treasurer's report from each meeting to the DFMWR after general board approval.
- (d) The secretary shall inform HASFR board members of the time and place of meetings.
- (e) Collect HASFR mail from the Museum Office on the 1st and 15th of each month, and distribute to the general board.
- (f) The secretary shall assist in correspondence and maintain records and the Constitution/By-Laws on behalf of HASFR.
- (g) The secretary shall keep track of the monthly volunteer hours and submit report to the Installation Volunteer Coordinator (IVC) monthly.
- (h) The secretary, with approval of the President, shall submit Volunteer of the Quarter and Volunteer of the Year Nominations to the IVC.
- (i) The secretary shall make all quarterly Installation Volunteer Senior Advisory Council (IVAC) meetings or appoint someone to represent HASFR.
- (j) The secretary shall maintain a membership listing in the absence of a membership chairman.
- (k) The secretary shall encourage membership and ensure dissemination of information to include monitoring the HASFR email address (hasfrsecretary@gmail.com).
- (l) The secretary is expected to attend and support all HASFR events and activities.

4. TREASURER

- (a) The treasurer shall maintain the fund records to include preparing a monthly Treasurer's Report for board approval, and a statement of Operations and Net Worth to the executive board.
- (b) The treasurer shall be responsible for receipt and disbursement of HASFR funds.
- (c) Prepare the quarterly or annual sales tax statements. Comply with current IRS requirements, preparing tax returns as necessary.
- (d) The treasurer shall be custodian of HASFR funds' records and provide the secretary with copies of the monthly report for DFMWR and the Secretary's notebook.
- (e) The treasurer will maintain records in good order for internal auditing upon termination of duties and/or for revalidation purposes.
- (f) Chair a Committee, recommended to include but not be limited to the President, Advisor, and Chairpersons of all Fundraisers, to convene in June to prepare the Annual Budget of HASFR. The budget will subsequently be approved by the general board.
- (g) The treasurer is expected to attend all HASFR events and activities.

ARTICLE IV STANDING COMMITTEES

1. Standing and Special Committees will be created, changed or abolished at the discretion of the President with approval of the executive board.
2. Job Descriptions:
 - (a) **MEMBERSHIP** – Keep up-to-date records of members, plan and execute the Ice Cream Social at the Custer House in August, and assist and participate in all HASFR events. Responsible for organizing all General Membership Events. Distribute newsletter and/or announcements to the General Membership as directed.
 - (b) **CUSTER HOUSE RENTALS** – Coordinate rental and usage of the Custer House; verify that the Custer House is kept clean and maintained, work with publicity to increase post-wide awareness of Custer House Rentals. Organize a spring clean-up of the Custer House before the Board Transition. Maintain and update Custer House SOP.
 - (c) **DOCENT COORDINATOR** – Coordinate quarterly docent trainings. Coordinates an “on-call” list of trained docents for special Custer House Tours per the Museum Director's request.
 - (d) **NEWSLETTER EDITOR** – Collect articles from members, compile and create a quarterly newsletter and distribute to email list/snail mail list.
 - (e) **PARLIAMENTARIAN** - Ensure board meetings are conducted according to the Robert's Rules of Order, advises the President in following the Constitution and By-laws, chair the nominating committee, chair the Constitution and By-laws review committee, coordinate elections and installation of officers, and oversee voting procedures.

- (f) **PIE QUEEN/KING(Two Positions)** – Solicit donations, purchase supplies, attend Garrison and HASFR meetings, coordinate and lead “Apple Week”, supervise the pre-sales and tent supervisor coordinators (sub-committee), and be available for PAO interviews.
- (g) **PUBLICITY** – Coordinate all on-post and off-post publicity for all HASFR events. Provide slides, attend and speak at monthly Network meetings, as required, for upcoming events. Has administrative access to HASFR Facebook page.
- (h) **PLAQUES** – Update and maintain all HASFR historic plaques. Coordinate with Corvias Housing and historic residents to ensure quick turn-around time on updates.
- (i) **QUILT** – Show the annual HASFR quilt upon request, sell opportunity tickets up to Apple Day, and coordinate a quilt donation for the following year.
- (j) **HISTORIAN** – Keep a pictorial and written account of HASFR’s history. Provide pictures of all HASFR events to Publicity and Newsletter.
- (k) **SOCIAL MEDIA ADMINISTRATOR**—Support HASFR by way of website, distribute and maintain information about HASFR (information includes membership, pies, docent tours, Custer House Rental, events (information and pictures) and museums. Maintain and contribute to any social media sites deemed to be official HASFR sites, i.e. Facebook, Twitter, etc...
- (l) **RESEARCH HISTORIAN(Two Positions)** – Coordinate historical fact finding and research about HASFR and historic buildings that have been issued historic plaques or should be issued historic plaques. In charge of footprint projects and organizing quarterly historical chats.
- (m) **WAYS AND MEANS** – Maintain, display, and sell gift items such as books, prints, etc. at HASFR events. Work closely with the Museum Gift Shop for stocking and selling items. Coordinate all money transactions between HASFR and the Gift Shop.
- (n) **GHOST TOUR (Two Positions)**– Plan and execute the annual Ghost Tour including supervising a subcommittee. Plan the route, coordinate with Garrison for buildings, and train volunteers. Coordinate the purchase of items for the food booths. Write scripts for the guides and story tellers.
- (o) **TOUR OF HOMES(Two Positions)** – Coordinate the annual Historic Fort Riley Tour of Homes with Garrison and Residents.
- (p) **VOLUNTEER COORDINATOR** – Recruit and coordinate volunteers from membership, JROTC, DAR and community to help with Apple Days, Ghost Tours, and Tour of Homes.
- (q) **COMMUNITY LIAISON** – Foster communication between local and state historical societies and HASFR.
- (r) **MUSEUM LIAISON** – Report on Museum Activities. Assist with Coordination of Custer House Rentals, Docent Training, and support and aid HASFR in their endeavors.
- (s) **HISTORIC ARCHITECT** – Report on the Historic Main Post Footprint. Support and aid HASFR in their endeavors.

- (t) **POST ARCHAEOLOGIST** – Report on Fort Riley archaeology related issues. Support and aid HASFR and their endeavors.
 - (u) **PIE PRE-SALES** –Prepare apple pie pre-sale form and have forms available at least by the Ice Cream social; Coordinate pie pre-sales with Apple Queen/King and treasurer. Assist during “Apple Week” and Apple Day with distribution of pre-ordered pies.
 - (v) **LADY TROOPER REPRESENTATIVE** – Coordinate between the Lady Troopers and HASFR. Support and aid HASFR and their endeavors.
 - (w) **SENIOR ADVISOR** – Support and aid HASFR in their endeavors. Remove the President from office in due course and for just cause with approval of the Parliamentarian and the majority of the Board. Serve as a member of the executive board. Expected to attend all HASFR events and activities. The Senior Advisor is appointed by the Commanding General’s spouse from the Fort Riley Advisory Team.
 - (x) **HONORARY PRESIDENT**- Support and aid HASFR in their endeavors. The Commanding General’s spouse will be the Honorary President. If the Commanding General’s spouse is unavailable to serve in this position for HASFR, then a Deputy Commanding General’s or Division Command SGM’s spouse may be appointed.
3. Each standing Committee Chairperson can appoint, as is deemed necessary and appropriate, Sub-Chairpersons for particular activities. The Sub-Chairperson will not sit on and is not a voting member of the general board. They may attend meetings at the invitation of the Committee Chairperson or executive board for the purpose of reporting information about the activity they represent.

ARTICLE V ELECTION OF OFFICERS

1. Elections of officers shall take place at HASFR’s Spring General Membership meeting.
2. Adult members in good standing are eligible for any office.
3. The Parliamentarian is the appointed chairman of the nominating committee who in turn shall select a committee of at least three members for the purpose of presenting a single slate of officers to the Board Meeting preceding the General Membership Meeting.
4. A ballot vote shall be administered during the Spring General Membership Meeting.
5. Any member in good standing shall be entitled to vote.
6. Elected officers shall serve for a term of 12 months and may serve
7. In the event an officer is unable to complete his selected term, the president shall appoint a successor to serve the remainder of the term of said officer.

ARTICLE VI
FINANCE

1. The fiscal year for HASFR shall run the 12 months following the installation of a new board.
2. Revenue is generated by fund raisers, Custer House Rentals, Ways & Means item sales, and donations.
3. The president and treasurer will ensure expenditures do not exceed monies available.
4. The general board must authorize any expenditure of funds not covered in the annual approved budget.
5. Expenditures over a total of \$1000 per item or event must be approved by a majority vote of the general board present outside of the approved budget.
6. The Operating Budget of the next fiscal board year is carried over from the previous fiscal board year until newly installed board is able to submit and vote on changes for upcoming year.
7. Custer House Rentals
 - (a) All interior and exterior furnishings and decorations must have prior authorization of the Museum Director.
 - (b) A usage fee is charged for HASFR members and for non-members. A refundable deposit (by check) is also required for cleaning and/or damages, or use of an open flame.
 - (c) In light of the historic War on Terror, HASFR will waive the rental fee to FRG Leaders at Battalion Level or higher to host a reception or a dinner for the incoming family members of the Wounded in Action (WIA) or Killed in Action (KIA). The refundable deposit still applies. The rental agreement will be signed by the FRG Leader at Battalion Level or higher and will be held responsible for complying with remaining rental agreement terms.
 - (d) HASFR Board Members are eligible for one free rental of the Custer House per board year within the current board year of service.