



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

# CONSTITUTION

of the

## Fort Knox Scouting Community

### ARTICLE I NAME AND PURPOSE

- § **1-1. Name.** The name of this organization will be the Fort Knox Scouting Community, hereinafter referred to as the FKSC.
- § **1-2. Purpose.** The purpose of the FKSC is to
- Organize and provide a united body of scouts on Fort Knox, from which to address issues affecting units belonging to the Girl Scouts of the USA (GSUSA), and the Boy Scouts of America (BSA).
  - Work with Post, community, and higher inter-organizational officials to resolve these issues
  - Provide a forum for cooperation, assistance, information dissemination, information and opportunity sharing, and event de-confliction between post scouting organizations.

### ARTICLE II GENERAL PROVISIONS

- § **2-1. Authority.** The FKSC is established as a Private Organization (PO) under the provisions of AR 210-22, and exists on the military installation known as Fort Knox by the express consent of the Fort Knox Installation Commander. This consent is contingent upon compliance with the requirements and consideration of all Army regulations and applicable State and local laws. The FKSC will operate as a private organization, by individuals not acting within the scope of their official capacity as soldiers, employees, or agents of the United States Government.
- § **2-2. Support from the United States Government.** The FKSC is not an instrumentality of the United States Government and is self-sustaining. It may not receive financial (appropriated funds and nonappropriated funds) assistance from the United States Army or Fort Knox. The FKSC may receive limited support from Fort Knox for support of events sponsored in conjunction with the installation, and may receive support from its sponsoring



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

organization IAW existing regulations. Neither the installation nor the Government will have any liability for this organization's actions or debts.

- § **2-3. Equal Opportunity.** The FKSC fully supports the United States Army's and Fort Knox's policies on equal opportunity and will not discriminate on the basis of race, color, religion, national origin, or sex (IAW the regulations and policies of its member organizations – GSUSA & BSA); nor will it support or associate with persons or organizations which do. All activities conducted by the FKSC will not prejudice or discredit the military services nor any other agency or official of the United States Government. The FKSC will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

### ARTICLE III MEMBERSHIP

- § **3-1. Membership.** Membership is open to all military personnel (active or retired), DoD civilian employees, DoD contractor personnel, and any family member thereof. Individual membership will be voluntary. All BSA and GSUSA units operating on Ft Knox are automatically granted membership in the organization, by its nature, and should strive to provide at least one representative to meetings. Other organizations may be granted a special membership status by the organization for reasons such as generous support, etc. This membership will be voted on in a regular meeting.
- § **3-2. Dues.** At this time the FKSC will not assess an annual membership fee as a condition of membership.
- § **3-3. Liability.** All members shall be personally liable for all outstanding debts and liabilities if the assets of the FKSC are insufficient to discharge such debts and liabilities.
- § **3-4. Knowledge of Constitution and By-laws.** All members of the FKSC should be familiar with this constitution and by-laws.

### ARTICLE IV MEETINGS

- § **4-1. Meetings.**



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

- § **4-1-1. Regular Meetings.** Membership meetings will be held the second Wednesday of every month, to conduct normal business.
- § **4-1-2. Annual Meetings.** An annual meeting shall be held for the election of officers and may coincide with a monthly meeting during the month of September, provided there is a quorum of members are present. In the event a quorum is not present, a special meeting will be scheduled within 30 days from the that date to effect elections; if a quorum is then not present, it will be presumed that there is a lack of interest in the organization by its members and the organization may be subject to dissolution.
- § **4-1-3. Special Meetings.** Special meetings may be called, as required, by the Chair with the Secretary sending out notices at least one week in advance of said meeting. Notices shall state the reason for the meeting, the business to be transacted, and by whom the meeting was called.
- § **4-1-4. Executive Meetings.** The Executive Committee and special sub-committees may meet in executive sessions to plan and organize activities for the FKSC. All such meetings with a synopsis of the business conducted will be reported at the next Regular or Special Meeting.
- § **4-2. Minutes.** For every membership meeting held, the Secretary will prepare a set of minutes outlining the events which transpired at the meeting. The minutes will be reviewed by the Chair and signed by both the Chair and the Secretary. A copy of the minutes should be provided each officer of the organization, the Directorate of Community Activities Private Organization Office, and to any member who desires a copy.
- § **4-3. Quorum.** A quorum shall be considered 25% of the general membership and at least one officer of the FKSC also or with 3 of the 4 officers and 10% of the members. A quorum for an annual meeting shall be considered 25% of the general membership and at least 2 of the 4 officers.

## ARTICLE V FINANCES

- § **5-1. Self-Sustaining.** The FKSC is considered to be a self-sustaining non-federal entity and income will be attained primarily through dues, donations, service charges, or special assessments of the members.
- § **5-2. Fundraising.**



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- § **5-2-1. General.** The FKSC is authorized to conduct any type of fundraising held on or advertised on Fort Knox IAW AR 210-22 and approved at a Regular or Special Meeting. All fundraising activities held on or advertised on Fort Knox must be submitted for legal review to, and approved by the Director of Community Activities.
- § **5-2-2. Members Only.** Fundraising activities directed toward and for the FKSC members only, or activities held off post, may be conducted without approval from the Director of Community Activities.
- § **5-2-3. DCFA Approval.** A request for permission to conduct a fundraiser will be provided to the Director of Community Activities at least 15 days prior to the event; 90 days for an opportunity drawing or casino/Monte Carlo type events; and 7 days for car washes or bake/food sales.
- § **5-3. Commercial Sponsorship.** The FKSC may request donations and event sponsorship for specific events, from commercial organizations/vendors.
- § **5-4. Bank Accounts.** The FKSC is authorized to open a commercial savings and/or checking account at a commercial financial institution (bank or credit union). The bank account will be in the name of the Vice Chair and Treasurer.
- § **5-5. Accounting System.** A single entry accounting system will be utilized to account for all revenue and expenditures.
- § **5-5. Treasurer Reports.** The Treasurer will prepare a financial report at all regular or special meetings reflecting the income and expenses incurred since the last meeting . The Vice Chair will verify the accuracy of the Treasurer's Report prior to it being presented at a regular or special meeting. Both the Treasurer and the Vice Chair will sign the report.
- § **5-6. Audits.** An audit of all funds received or expedited by FKSC will be conducted upon the change of the Treasurer or every two years, which ever is sooner. A copy of the audit will be presented at the next regular or special meeting and a copy will be provided to the DCFA Private Organization Office. An audit may be conducted by 3 non-office holding members of the FKSC or by an outside individual who is an off-duty DoD civilian employee in the grade of GS-09 or above and in job series 510 (accountant) or 511 (auditor), or a public account. The cost of hiring an individual to conduct an audit will be borne by the FKSC.
- § **5-7. Expenditure of Funds.** The expenditure of all funds must be approved by a majority vote of the members present at a regular or special meeting. The Chair may authorize the expenditure of funds to support events sponsored by the FKSC if the expenditure was



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

unexpected and it is impractical to convene a special meeting of the membership. The expenditure of funds will be reported by the Chair at the next regular or special meeting and provide an explanation on why it was necessary to authorize the expenditure.

## ARTICLE VI OFFICERS AND GOVERNING BODY

- § **6-1. Executive Committee.** The establishment, administration, operation, and dissolution of the organization is under the general supervision of the Executive Committee. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Chair may appoint members to sub-committees (such as Entertainment Sub-Committee, Fundraising Sub-Committee, or Constitution Committee) to assist the Executive Committee in the execution of their duties. A minimum of 1 member of the Executive Committee must be in office in order for the organization to function.
- § **6-2. Term of Office.** The members of the Executive Committee shall be elected by the general membership to a term of office not to exceed one year. Members of the Executive Committee may be elected to more than one consecutive term of office.
- § **6-3. Recall of an Officer.** All officers of the executive committee serve at the behest of the general membership. The general membership when dissatisfied with a member of the Executive Committee may recall or terminate this officer's term of office. A recall shall be conducted at a general or special meeting and will become effective upon a two third vote of the present membership. Once an officer has been recalled, a special election will be held at that meeting or at the next regular meeting to replace the recalled members. In the case of the recall of the Chair, the Vice Chair will assume the responsibilities of the Chair and the special election will be for a new Vice Chair. In the case of the recall of the Secretary or Treasurer, the Vice Chair will assume the duties of the recalled officer until a new officer is elected. In the event of the recall of the Vice Chair, the Secretary will assume the duties of the Vice Chair until the election of a new Vice Chair.
- § **6-4. Duties.** The duties of each member of the Executive Committee are outlined in the By-laws.
- § **6-5. Amendments to the Constitution and By-laws.**
- § **6-5-1. Approval.** The FKSC Constitution and By-laws may be adopted, amended, or replaced by the approval of a majority of the members present at a regular or special meeting. Any amendments or changes to the Constitution and By-laws of FKSC, is subject to the final approval of the Fort Knox Installation Commander. Proposed



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

amendments or changes will be provided to the DCFA Private Organization Office for processing in accordance with AR 210-22.

- § **6-5-2. Recommended Changes.** Any member of FKSC may propose changes to the FKSC's Constitution and By-laws.
- § **6-6. Certification as a Private Organization.** The FKSC is required to be certified as a private organization on Fort Knox to be able to operate on this installation. The certification is good for only two years and the recertification process must be initiated 120 days prior to the expiration of the FKSC's certification. The Chair is responsible ensuring the FKSC is certified as a private organization on Fort Knox.

## ARTICLE VII DISSOLUTION

- § **7-1. Dissolution.** Upon receipt of notification from the Installation Commander or upon agreement of three fourths of the general membership at special meeting called by the Chair to consider Dissolution, the organization shall be dissolved. A written notice of the dissolution of the FKSC will be provided the DCFA Private Organization Office with a notice of the disposition of the FKSC's assets.
- § **7-2. Disposition of Assets.** The disposition of assets upon dissolution of the FKSC shall be as follows.
- § **7-2-1. Outstanding Liabilities.** Payment of outstanding debts and liabilities.
- § **7-2-2. Remaining Assets.** All remaining assets will be distributed fairly to the Scout units comprising the FKSC at the time of dissolution.

## ARTICLE VIII ADOPTION

- § **8-1.** This constitution was adopted in accordance with the provisions of this constitution on 13 March 2002.

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Willis M. Madden Jr.  
Cubmaster, Pack 127  
Chair, FKSC



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# **BY-LAWS**

of the

## **Fort Knox Scouting Community**

### **ARTICLE I**

#### **ADOPTION OF BY-LAWS**

- § **1-1. Adoption.** These By-laws are adopted, amended, or changed in accordance with Article VI of the Constitution.

### **ARTICLE II**

#### **DUTIES OF OFFICERS**

- § **2-1. General.** To ensure the FKSC's objectives are satisfied and the proper direction is maintained, an Executive Committee shall be elected by the general membership in accordance with Article VI of the Constitution.
- § **2-2. Chair.**
- § **2-2-1.** To preside over and direct the overall operation of the FKSC based on the desires of the general membership.
- § **2-2-2.** Appoint sub-committees to assist the Executive Committee execute its duties. Coordinate the work of other officers and sub-committees.
- § **2-2-3.** Be a member ex-officio of all sub-committees.
- § **2-2-4.** Other duties as may be prescribed by the general membership.
- § **2-3. Vice Chair.**
- § **2-3-1.** Fulfill the duties of the Chair in the absence of the Chair or should the Chair fail to complete his term of office.



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

- § 2-3-2. Fulfill the duties of the Secretary or Treasure if said officer is recalled by the general membership in accordance with Article VI of the Constitution.
- § 2-3-3. Review and certify the Treasurer's Report prior to each regular or special meeting.
- § 2-3-4. Other duties as may be prescribed by the general membership or the Chair.
- § 2-4. **Secretary.**
  - § 2-4-1. Fulfill the duties of the Vice Chair until a new Vice Chair is elected in the event the Vice Chair is unable to complete his term of office.
  - § 2-4-2. Take and prepare minutes for all regular and special meetings. Make distribution of the minutes in accordance with Article IV of the Constitution.
  - § 2-4-3. Maintain copies of all administrative documents. As a minimum the following will be kept on file: Copies of the Constitution and By-laws; the application for and certification of the FKSC as a private organization by Fort Knox ; minutes of all meetings; Treasurer Reports, and copies of AR 210-22 , and any other pertinent regulations.
  - § 2-4-4. Prepare all official and unofficial correspondence for the FKSC.
  - § 2-4-5. Other duties as may be prescribed by the general membership or the Chair.
- § 2-5. **Treasurer.**
  - § 2-5-1. Maintain a single entry accounting system to account for all revenue earned and expenditures by the FKSC, to include the maintenance of supporting documents for these revenues and expenditures.
  - § 2-5-2. Only expend funds in accordance with Article V of the Constitution.
  - § 2-5-2. Prepare a Treasurer Report for each regular and special meeting.
  - § 2-5-3. Make available the records to the Vice Chair for certification of the Treasurer Report.
  - § 2-5-4. Prepare an annual financial report in accordance with AR 210-22.



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

- § 2-5-5. Maintain accountability over the bank accounts (savings and/or checking) and ensure signature cards up-to-date.
- § 2-5-6. Other duties as may be prescribed by the general membership or the Chair.

### **ARTICLE III ORDER OF BUSINESS**

- § 3-1. Rules. All meetings will be held in accordance with Roberts Rules of Order or as may be modified by a vote of the membership.
- § 3-2. Meeting Order. The following order of business will be followed at all regular or special meetings:

Call to order / Opening  
Reports

- Reading of minutes of previous meeting
- Treasurer's Report
- Training
  - BS
  - GS
  - CS
- Logistics
- Events
  - Calendar Conflicts
  - AAR Past events
  - Upcoming Events

Old Business.

New Business.

Adjournment.

### **ARTICLE IV MEMBERSHIP APPLICATION, RESIGNATIONS, AND TERMINATIONS**

- § 4-1. Membership is automatically extended to all GSUSA and BSA units, and their members, operating on Fort Knox. Additionally, membership is extended to the regional and district level support office/council staff of these organizations.



Rm 329, BLD 1467, Third Avenue  
Fort Knox, Kentucky 40121

## ARTICLE V ELECTION OF OFFICERS

- § **5-1.** The election of officers will be in accordance with Article VI of the Constitution.
- § **5-2.** The recall of an officer will be in accordance with Article VI of the Constitution
- § **5-3.** The resignation of an officer will be in writing to the Chair of the FKSC. The resignation of the Chair will be in writing to the Vice Chair of the FKSC. The procedures for filling a vacant officer position will be the same as filling a vacancy after a recall of an officer (Article VI of the Constitution).

## ARTICLE VI INSURANCE COVERAGE

- § **6-1. Requirements.** The scout units which comprise the FKSC will maintain adequate liability insurance in accordance with AR 210-22 and their respective organization headquarters.

## ARTICLE VII AUDITS

- § **7-1. Change of Treasurer.** An audit of the financial records of the FKSC will be accomplished in accordance with Article V of the Constitution and AR 210-22 upon the change of the Treasurer.
- § **7-2. Bi-annual Audit.** An audit of the financial records of the FKSC will be accomplished in accordance with Article V of the Constitution and AR 210-22 a minimum of every two years.
- § **7-3. Special Audits.** The Chair may direct the audit of the financial records of the FKSC be accomplished in accordance with Article V of the Constitution and AR 210-22 when it is deemed in the best interests of the FKSC.



Rm 329, BLD 1467, Third Avenue  
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- § **7-4. Audit Report.** The report of all audits will be accomplished in writing. All audit reports will be signed by the individuals conducting the audit. A copy of all audits will be presented at the next scheduled regular or special meeting after the completion of the audit. A copy of all audit reports will be provided to the DCFA Private Organization Office.

## **ARTICLE VIII HIRING AND SUPERVISION OF EMPLOYEES**

- § **8-1. Employment.** It is not contemplated the FKSC will hire employees, however, should the need occur this will be accomplished to conform to the employment practices of the State of Kentucky. Supervision would be determined by the Executive Committee and in a manner that is fair and equitable.
- § **8-2. Equal Opportunity.** In the event the FKSC hires employees, there will be no discrimination based on sex, age, religion, race, color, national origin, sexual preference, lawful political affiliation, labor organization membership, or physical handicaps not affecting performance of duties.
- § **8-3. Conflict of Interest.**
- § **8-3-1.** Government employees will not be assigned to, or work for, the FKSC if their employment by the FKSC would create the appearance of a conflict of interest or otherwise violate the Joint Ethics Regulation. However, Government employees may act as liaisons, or volunteer their time to assist IAW existing regulations.
- § **8-3-2.** Neither member of the Executive Committee nor any members of any sub-committee appointed by the Chair may be hired as an employee of the FKSC.

## **ARTICLE IX CERTIFICATION AS A PRIVATE ORGANIZATION**

- § **9-1. Certification as a Private Organization.** The FKSC is required to be certified as a private organization on Fort Knox to be able to operate on this installation. The certification is good for only two years and the recertification process must be initiated 120 days prior to the expiration of the FKSC's certification. The Chair is responsible ensuring the FKSC is certified as a private organization on Fort Knox



Rm 329, BLD 1467, Third Avenue  
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- § **9-2. Certification Process.** The FKSC will follow the requirements and process as outlined in AR 210-22.

## **ARTICLE X ADOPTION**

- § **8-1.** These By-laws were adopted in accordance with Article VI of the constitution on 13 March 2002.

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Willis M. Madden Jr.  
Cubmaster, Pack 127  
Chair, FKSC

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Charlotte R. Madden  
GS Troop 1312  
Secretary, FKSC