

CLOSC Standing Rules

2020/2021

1. At the Annual Turnover Meeting, the report of the outgoing President shall be made, and the new officers shall be installed.
2. All receipts shall be turned in to the Treasurer within 30 days of the event for pre-approved reimbursement, or funds will be forfeited.
3. Each appointed position should suggest a nomination for their position on the upcoming Board.
4. The 2nd Vice President keeps an accurate inventory of all OSC property and maintains a signature log of all items removed for temporary use. The log should include: name, date and contact information.
5. The General Board shall meet monthly, August through June.
6. The OSC Elected Board shall meet monthly, prior to the General Board meeting.
7. All Board Members must keep an updated binder for turnover.
8. No later than the Welcome Aboard, the President will coordinate with 1st and 2nd Vice Presidents, Treasurer, and Marketing to set the year's Events calendar, and then submit letters of request to the Base Command for approval of fundraising activities and business requirements for the entire OSC year.
9. Coordinators shall be identified for all OSC events by the Welcome Aboard.
10. All monies raised are divided between the Scholarship Fund and Charitable Distributions Fund per decision of the Elected Board after operating expenses have been paid.
11. The Parliamentarian will distribute a highlighted and position-specific section of the By-Laws for each Board Member to acknowledge at the beginning of the term.
12. The Secretary shall be responsible for soliciting information for, and creating the Agenda for each General Board meeting. This should be available to the General Board a week before the meeting, for changes and additions.
13. Charitable Distributions

- a. Ten percent (10%) of each Fall and Spring Fundraising events will be made available and carried over for the Charitable Distributions Special Applications process.
- b. Sets the deadline for applications to be postmarked no later than April 1st.
- c. Ensures all requests, along with a grading rubric, are presented to the Charitable Distributions Committee for consideration.

14. Scholarship:

- a. Set Hanna Huntley Scholarship at \$1000.
- b. Scholarship money awarded in May must be used during the next academic school year (fall/spring semester.) If not used during that academic year, the scholarship money must be returned to the OSC Scholarship Fund. Exceptions may be evaluated on an individual basis.
- c. All scholarship funds returned to the OSC, after all alternate scholarships have been awarded, will be saved for the following year.
- d. Alternate scholarships awarded will not be greater in amount than primary scholarships.
- e. The Scholarship application will be open to a graduating Senior, Undergraduate dependent, and Spouse of an Active Duty service member stationed at Camp Lejeune, MCAS New River, Camp Johnson or Camp Geiger.

15. Sub-Clubs:

- a. All sub-clubs will have a single point of contact appointed to the general board and designated to work directly with and under the cognizance of the elected board.
- b. All clubs are encouraged to have a second point of contact or a “co-president” to help organize and coordinate events as well as communicate with the elected board.
- c. All sub-clubs are required to have representation at the monthly board meetings.
- d. Sub Clubs should strive to coordinate with the OSC Event calendar, and especially the other Sub Clubs, to deconflict event schedules.
- e. The Facebook page is for OSC members only. It is the responsibility of the sub-club president/chairperson to remove non-CL OSC ¹members from the group.
- f. An event registration worksheet (if applicable) must be emailed to OSCPRESCL@gmail.com and OSC1STVICE@gmail.com, no later than 3 weeks prior to the event.
- g. Sub Club facebook posts on the OSC General Board Facebook page, and the OSC Membership page, are limited to one per week, in order to avoid oversaturation by any one sub-club.