

2020-2021



CAMP LEJEUNE OFFICERS' SPOUSES' CLUB (OSC)

Founded in 1948

BY-LAWS

Our Mission: Camp Lejeune Officers' Spouses' Club is a private, non-profit fellowship and volunteer organization for officers' spouses at MCB Camp Lejeune and surrounding areas. It was created to foster a comfortable atmosphere of camaraderie, support and community involvement among spouses of active and retired personnel.

We carry out our mission statement in three ways:

- Socially- Supporting members through networking and friendship at events like luncheons and sub clubs.
- Charitably- Using the time, talents and energy of members to enhance the greater Camp Lejeune area.
- Generously- Raising funds to go into the Charitable Distributions Fund, which supports local organizations with monetary donations, and the larger OSC Scholarship Fund, which awards students and spouses with college scholarships based on both merit and academic excellence.

Article I- Organization of General Board:

- ★ **Term runs from June-June for all positions**
- ★ **All General Board Members must be OSC members**
- ★ **All Board Members must attend all General Board Meetings or find replacement to attend in their place**
- ★ **All receipts shall be turned in within 30 days of event or funds will be forfeited.**

Section 1 – Advisors

1. Advisors are non-voting positions
2. The Honorary President of the OSC General Board shall be the spouse of the senior General Officer serving aboard Camp Lejeune.
 - a. In the event the Honorary President is unable to fulfill the role, she/he may appoint a spouse of a General Officer serving aboard Camp Lejeune for a period of time agreed on by both parties.
 - b. In the event the senior General Officer is unmarried, that General Officer shall appoint the Honorary President from the spouses of General Officers serving aboard Camp Lejeune.
3. A minimum of two General Officer Advisors shall serve on the General Board and shall be appointed by the Honorary President from the spouses of the General Officers.
 - a. The Advisors shall provide guidance to the OSC.
 - b. There is a standing invitation for any of the General Officer Spouses residing at Camp Lejeune to attend and participate in the OSC Board meetings.

Section 2 - Elected Officers

President
1st Vice President
2nd Vice President
Treasurer
Secretary
Parliamentarian

1. Elected Officers are voting members except for the Parliamentarian. The President only votes in case of a tie.
2. Elected Officers shall be the spouses of active duty officers. Spouses must reside in the Camp Lejeune area. Candidates for the office of President must be the spouse of an active duty officer stationed aboard Camp Lejeune.
3. Candidates for the office of President and 2nd Vice President shall have a minimum of one year experience on any Officers' Wives'/Spouses' Board.
4. Elected Officers shall serve for one full term. Officers may serve subsequent terms, but must be re-elected each term.
5. Officers are elected by the general membership of the OSC.
6. In the event an elected officer is unable to fulfill the term, the President will appoint a replacement for the remaining term with a majority vote of the General Board, when there is a quorum present.

Section 3 - Major Command and Unit Representatives:

1. Major Command and Unit Representatives are voting members.
2. Shall be the spouses of active duty officers serving in one of the 5 Major Commands at Camp Lejeune: II MEF, 2d Marine Division, 2d MLG, MCI-East and MARSOC;
3. Shall be appointed by the Advisor of the respective Major Command.
 - a. In the event a Major Command Representative is unable to fulfill that term, a new representative

- shall be appointed by the Advisor of the respective major command with notification to the President and the 1st Vice President.
4. Additionally, all O-6 level commands and equivalent are invited to provide a representative from their respective commands as Unit Representatives.
 - a. The Unit Representative shall be the Commanding Officer's spouse unless otherwise designated/appointed by the Commanding Officer's spouse.
 - b. The Elected Board reserves the right to accept or reject the replacement by a quorum vote of the General Board.
 - c. In the event a Major Command Representative or O-6 Unit Representative is not inclined to serve at the Board Meetings or appoint a representative from his/her unit, the Elected Board will nominate a representative to present to said Advisor/Unit Rep for approval.
 5. All Major Command/Unit Representatives shall attend monthly General Board meetings.

Section 4 - Appointed General Board Positions

Charitable Distributions Coordinator
 Gratitude Coordinator
 Historian
 Holiday Chairperson
 Hospitality
 Marketing Coordinator
 Mock Mess Night Coordinator
 Scholarships Coordinator
 Volunteer Coordinator

1. Each appointed position has one Vote.
2. Each appointed coordinator reports directly to the President.
3. Each coordinator must keep an updated binder for turnover
4. In the event one of these appointed members becomes unable to serve, the President shall appoint a replacement for the remainder of the term with a majority vote of the Elected Board.
 - a. The appointed member is encouraged to solicit OSC members to form a committee on an as-needed basis with the approval of the Elected Board. Each Committee Coordinator may elect to designate a co-chair.
5. It is the responsibility of the Elected Board, and ultimately the President, to fill these positions for the upcoming term.

Section 5 –Liaisons

Marine Corps Community Services (MCCS) Liaison
 New River Officers' Spouses' Club (NROSC) Liaison
 Navy Officers' Spouses' Club (NOSC) Liaison
 Retired Wives Representatives

1. Liaisons are non-voting honorary members
2. Liaisons attend General Board meetings and enter into discussion, but do not have a vote.
3. The purpose of this position is to enhance communication, including the exchange of calendar events between the clubs and organizations in order to provide collateral support of fundraising events.

Section 6- Sub Club Presidents

1. Sub Club Presidents are non-voting members.
2. Report directly to First Vice-President.
3. Must keep an updated binder for turnover.
4. Will work directly with and under the cognizance of the Elected Board.
5. Will ensure that all members of the sub club are members of the OSC.

6. Are encouraged to host a group page on Facebook to help relay information regarding events. This page shall be for OSC members only.
7. Events will be open to members and sister club members, and bonafide houseguest of members.
8. Local non-OSC members are allowed to attend one sub-club event per year.
9. Sister club members and guests must sign a liability waiver and photography release prior to participating in any and each event.
10. Sub Club Presidents will coordinate with 1st VP to ensure events are in Wild Apricot when registration is needed and when necessary to collect money from members for events.
 - a. Approval for the event cost and plan for reimbursement must be submitted by the sub-club, and approved by the 1st Vice President, prior to opening registration.
11. Formation of new sub clubs are dependent upon approval by the Elected Board.
12. This position will be filled for the upcoming term by the current Sub Club President, with approval of the Elected Board.

Article II - Duties of Elected Officers

Section 1 - President

1. Calls and presides at the meetings of the OSC General Board as well as monthly Elected Board meetings.
2. Is informed of all committee meetings and may sit on all General Board Committees.
3. Is authorized to sign checks and authorized to use OSC debit card.
4. Serves as liaison between the OSC and the Officers' Club Advisory Board and other organizations as required.
5. Shares dates and information of events with sister spouses' clubs.
6. Removes or replaces any appointed coordinator or representatives she/he deems necessary, with a vote of the Elected Board.
7. Oversees the functioning of all OSC activities, including but not limited to, all legal matters.
8. Maintains working relationship with MCCS, to include sharing contact information of the Elected Board and notifying of any changes in the Elected Officers.
9. Is required to keep MCCS files updated at all times, seeks base authorization for fundraising events, notifies MCCS if fundraising events exceed \$1,000, and ensures OSC fundraising events will not compete with MCCS revenue generating businesses.
10. Ensures the OSC will not sell or distribute alcohol without forwarding a request to the MCCS Private Organization Program Coordinator for Base approval.
11. Ensures that speakers, entertainers or presenters brought onto the base for OSC functions are cleared by MCCS.
12. Shall be bonded.
13. Is an authorized co-signer on all personal reimbursements checks written in amounts totaling over \$500.00.
14. Ensures a Waiver of Liability and Assumption of Risk Agreement is signed by each club member; Retains a copy of the waiver in the organization official file subject to audit; and provides a copy of the waiver for each member of the Elected Board to MCCS Private Organization Coordinator.
15. Files all special and year-end reports, as well as any Board Member documentation or pledges.
16. When gross annual revenues are in excess of \$2,500, ensure that the OSC provides MCCS with an independent audit no later than 60 days after the end of the fiscal year.
17. Fills the positions for Elected and Appointed Board members for the upcoming term before her term is over.

Section 2 - 1st Vice President

1. Works with event coordinators to facilitate booking contracts for OSC events.
2. Succeeds to the presidency in the absence of the President;
3. Oversees programs, including Sub Clubs.

4. Organizes and oversees the Welcome Aboard and Joint Luncheon (during the year that it falls to Camp Lejeune).
5. Is responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.
6. Creates an online payment link for special events, as requested by event planners and Marketing.
7. Responsible for creating all sub club events on Wild Apricot and sending out registration emails for all events.

Section 3 - 2nd Vice President

1. Oversees all fundraising activities. Must have at least one Spring and one Fall fundraiser.
2. Is responsible for overseeing a coordinator for each fundraising event.
3. Is responsible for coordinating Team Building activity for the General Board in August.
4. Is responsible for communicating to the Elected Officers, on a monthly basis, the progress and happenings of committee meetings under his/her scope.
5. Keeps, collects, and stores turnover materials, to include username and password for Google Docs, for unfilled positions for General Board Positions.
6. Is custodian of the OSC office key and arranges and maintains storage of OSC property.

Section 4 - Secretary

1. Maintains records according to the By-Laws and the Standing Rules
2. Records and files meeting minutes of all General Board OSC meetings and provides copies of the minutes to all General Board members no later than one week after the Board meeting.
3. Conducts correspondence and maintains all records of the same.
4. Checks mail twice a week at minimum, and notifies the receiver of incoming mail immediately upon receipt.
5. Is the primary key holder for the mailbox.
6. Keeps Board roster current and provides a sign-in sheet at all Board and committee meetings ensuring sign-in sheet lists voting and non-voting members.
7. Ensures prior month's Board meeting minutes are approved at each Board meeting.
8. Is responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.

Section 5 - Treasurer

1. Will coordinate on a monthly basis with our designated independent accountant. Together they will coordinate the following:
 - a. FY taxes (start before the end of the term). Treasurer must have everything to accountant by the first week of June.
 - b. End of Fiscal Year statements.
 - c. Treasurer is responsible for providing MCCA and President with an independent audit after the end of the fiscal year, once provided by the accountant
2. Is responsible for submitting budgets and financial reports at monthly OSC General Board meetings.
3. Is custodian of all OSC funds and as such:
 - a. Is the primary check signer.
 - b. Pays all bills.
 - c. Keeps accurate records of all financial transactions of the OSC treasury and must retain all tax records for at least 3 years for audit purposes.
 - d. Is an authorized user of the OSC debit card.
 - e. Handles all financial transactions and budgets for all sub-clubs.
4. Submits an Auditor's Financial Report for the OSC General Board annually for all financials recorded FY 1 June to 31 May of their term.
 - a. If the office of the Treasurer is vacated for any reason, the Treasurer will submit an audit to date

while coordinating monthly with our independent accountant.

5. Shall be bonded.
6. Ensures that bond and liability insurance to protect against loss of funds by any means covers all OSC money custodians.
7. Shall be the key holder for the second key to the OSC mailbox.
8. Ensures income from the OSC or its activities shall not accrue to individual members of the OSC.
9. Ensures that all personal reimbursement checks over \$500 have two signatures, one being the treasurer and the other being the President.
10. Works with the Scholarship Chairperson and Charitable Distributions Chairperson to administer checks to designated recipients; this shall be completed before turnover to incoming Treasurer, or before the start of the next term.
11. Is responsible for communicating to the Elected Board, on a monthly basis, the budget and bank account updates.
12. Must ensure that the current board leaves no less than \$3000 in the bank account for the incoming board.

Section 6 - Parliamentarian

1. Interprets the Constitution and By-Laws and serves in an advisory capacity for amendments pertaining to either.
 - a. Distributes governing documents at the beginning of the term to Appointed Board Members and Sub-Club Presidents for signature.
2. Advises the OSC on points of order, according to Robert's Rules of Order.
3. Is Chairperson of the By-Laws Committee which shall be made up of an Advisor, the OSC President and 2 members of the General Board.
 - a. Shall have meetings beginning in January going through February.
 - b. Shall be responsible for presenting the draft of the By-Laws and Standing Rules to the General Board 30 days prior to the April General Board Meeting. The General Board will vote to accept/reject the amended By-Laws and Standing Rules at the April General Board Meeting.
 - c. The amended Constitution must be sent out to all OSC members for a vote to accept/reject 30 days prior to the April General Board Meeting.
4. Is Chairperson of the Nominations Committee which shall be made up of the OSC President and an OSC Advisor.
 - a. The committee decides the date and time of the election.
5. Shall submit a plan for the election procedures at the February General Board meeting.
6. Obtains biographies of the election nominees and ensures they are distributed to the membership prior to the election.
7. Runs the election for the upcoming Elected Board.
 - a. If there is a ballot where all nominees are running uncontested, an election will not be necessary. Instead, an email will be sent out with the name of the nominee in each office and their bio will be attached.
 - b. A nomination form will be sent to all members soliciting nominations for the Elected Board positions. A ballot will be sent to all members with bios of nominees for a vote.
8. Is responsible for tallying votes from ballots for the Elected Board positions.
9. Tabulates all votes of the OSC General Board at monthly meetings. General business is conducted with a majority vote (more than half the votes cast, where a quorum is present.)
10. Is responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.

Article III - Duties of Appointed Board Members.

Section 1 - Charitable Distributions Coordinator

1. Is responsible for recruiting and vetting worthy charities that need support.

2. Provides application materials for Charitable Distributions posted on the website, and makes a special request form available throughout the year for qualified applicants.
3. Places free ads in the local media, if possible.
4. Notifies applicants via email that the application is accepted.
5. Is responsible for reporting at the May General Board meeting the allocation of funds among the charities vetted for support by the committee.
6. Submits a list of organizations to the Treasurer to distribute funds via certified mail.
7. May bring special requests to the General Board for approval for the distribution of funds at any time.
 - a. The representative of the organization making this special request should attend the next General Board meeting to present the request. This presentation will take no longer than the first 5-10 minutes of the meeting and the General Board will vote at the end of the meeting. The Charitable Distributions Coordinator will relay the vote decision back to the requesting organization within 2 days of the General Board's decision.
8. Is responsible for publicizing OSC charitable distributions via the OSC Newsletter, Facebook and local publications.
9. Is responsible for creating a Charitable Distributions Committee to review all accepted applications of charities that have applied for aid, and to create a proposal for distribution, voted on by the General Board as needed.
 - a. No one who works for an organization that may be charitably supported by the OSC may serve on this committee.
10. Is responsible for planning and hosting a reception with the Scholarship Chairperson for presentation of awards for scholarship and charitable distributions recipients.

Section 2- Gratitude Coordinator

1. Ensures thank you notes are sent in a timely manner.
2. Notes should be written to all sponsors and donors for fundraisers, and all special speakers at OSC events.

Section 3 - Historian

1. Photographs current scholarship recipients for the local newspapers and media outlets.
2. Photographs and documents each OSC event for display in the scrapbook or the OSC newsletter.
 - a. in the event the Historian is not able to attend an event or Sub Club to take photographs, she/he will then appoint a member to do so.
3. Works in conjunction with Marketing to upload photographs to the OSC Website and/or Facebook page.
4. Is responsible for creating an annual scrapbook to be completed by the turnover luncheon.
5. Is an administrator on all social media accounts.
6. Coordinates with Marketing for compiling, editing, publishing and electronic distribution of the monthly OSC Newsletter, with review and approval by an OSC Advisor and the OSC President prior to distribution.
7. Responsible for the coordination of the Katherine C. Hart award.

Section 4 - Holiday Chairperson

1. Coordinates with the Officers' Club staff for the decorating and un-decorating of the Officers' Club.
 - a. Forms a committee to help with the decorating
 - b. Negotiates, if possible, for brunch or lunch to be provided, by the O'Club, to volunteers for each work day.
2. Solicits homes to be viewed for Tour Of Homes.
3. Creates the program booklet with bios of each host, pictures of the homes to be viewed, and the recipes

provided by each host.

4. Creates touring groups for the Tour of Homes, and plans the route.
5. If applicable, plans the after-party and provides a gift for each participant.

Section 5 - Hospitality

1. Serves as a point of contact for newcomers and is a greeter at all OSC events;
2. Is responsible for the monthly evening get-togethers in the Follow Me Bar, and ensures tables are available for passing information about upcoming OSC events;
3. Is responsible for creating name tags which are used for all events throughout the year, and for making these name tags available at events for members.

Section 6 - Marketing Coordinator

1. Is responsible for creating a committee not to exceed 3 OSC members to assist in marketing duties outlined here
2. Design graphics for upcoming events for general OSC events to be displayed on social media platforms: website and Facebook.
3. Update the website with graphics as needed, for example updating headers for sub-clubs. Update the website homepage monthly to reflect upcoming events and president's message and to ensure that all website links are working properly.
4. Maintains a pre-approved schedule for refreshing Facebook posts.
5. Maintains a list of neighborhood Facebook sites within Paradise Point and local Officers' Spouses Facebook sites to submit OSC event posting
6. Coordinates with OSC President and MCCA for special event marketing.
7. Coordinates with Historian to produce monthly electronic newsletter.
8. Work with the Historian to post pictures from OSC events on the FB page after the events occur.
9. Post General OSC upcoming events on OSC Facebook page.

Section 7 - Mock Mess Night Coordinator

1. Responsible for securing a speaker for the annual spring OSC Mock Mess Night.
2. May create a committee to help with planning for the event.
3. Mock Mess Night is for CLOSC members only.

Section 8 - Scholarships Coordinator

1. Shall form a committee to annually award scholarships in the spring to qualified applicants.
 - a. Committee must include an OSC Advisor.
 - b. No family members of possible applicants may serve on the committee.
 - c. Committee selects scholarship recipients and determines amounts awarded in conjunction with approval by the Elected Board..
2. Ensures publication of scholarship availability via free local media, OSC Facebook page and Newsletter.
3. Ensures applications are made available in the timeframe determined by the committee.
4. Ensures the Treasurer is provided with adequate documentation of selected individuals.
5. Is Responsible for maintaining the confidentiality and integrity of all application materials.
6. Schedules a committee meeting no later than 30 days prior to selecting the recipients.
7. Is responsible for reporting at the May General Board meeting the allocation of funds among the scholarship recipients as determined by the committee.
8. Is responsible for planning and hosting a reception with the Charitable Distribution Chairperson for

presentation of awards for scholarship and charitable distributions recipients in May.

9. Makes recommendations to the General Board concerning changes to the application and/or scoring process, as well as changes to eligibility requirements.
10. Ensures all applicants meet the criteria for eligibility, as determined by the General Board. The scholarship funds will be provided to the University Finance Office of the applicant's choosing.
11. Ensures that the Hanna Huntley Scholarship, in the amount of \$1000, be awarded annually to a recipient who shows a dedication to service within their community and/or abroad.

Section 9 – Volunteer Coordinator

1. Collects volunteer hours on the General Board Facebook page or at monthly meetings and verifies hours via Track it Forward and reports individual volunteer hours to the President monthly.
2. Reports total OSC volunteer hours to the MCCS Volunteer Coordinator.
3. Responsible for coordination of Community Outreach opportunities for the year, which shall be approved by the General Board.
4. Responsible for the coordination of the Dogwood Medal: the service medal to be awarded annually to nominated members at the OSC Mess Night.

Article IV - Philanthropic Fund

1. This fund shall be divided between Scholarships and Charitable Distributions based on the decision of the Elected Board at the end of the Spring Fundraiser, when all monies have been collected.
2. Funds shall be maintained by the Treasurer.

Article V- Standing Rules

1. No Standing Rule shall be in order if it conflicts with the existing Constitution or By-laws;
2. Standing Rules may be adopted without previous notice by a majority vote at any meeting of the General Board.

Article VI- Turnover Procedures

1. Turnover meeting is required for each General Board Member and Elected Board Member at the end of each term. The position notebook or Google Drive folder should be edited and updated before turnover.
2. Each turnover should include a checklist of duties assigned to that position. The President will be given a copy of all checklists included in the turnovers.
3. All OSC materials, documents, and binders are OSC property, and shall be returned to the OSC 2nd VP at the end of term if not needed for turnover

Article VII- Membership

1. Dues for regular members shall be no less than \$37 per year; payable annually in June. Regular members joining 1 January through 31 May shall pay \$10 less than membership.
2. Membership privileges, i.e. attending monthly OSC events, are extended to members in good standing.
 - a. Local guests of members may attend one function per year.
 - b. Guests must be in compliance with venue guidelines concerning sponsor's rank.
3. Bona-fide houseguests shall be allowed to attend OSC functions only when accompanied by an OSC member.
4. Concerning cross-club inclusivity, any area spouses' club member may attend CLOSC events at member cost, with the exception of Mess Night.
5. General Board meetings are open to all OSC members.

Article VIII - Amendments

By-Law Amendments will be decided by a two-thirds vote of the General Board, provided it was submitted in writing to the General Board at the previous month's meeting.

Prior going into effect, the amendment must be approved by the Commanding General of Marine Corps Installations-East, Marine Corps Base, Camp Lejeune.