

CLOSC Standing Rules 2022-2023

1. At the annual turnover meeting, the report of the outgoing President shall be made and the new officers shall be installed.
2. All passwords should be changed for Wild Apricot and Board member email addresses shortly after turnover. The President will hold a master list of the passwords.
3. If possible/necessary, before the turnover, have a meeting of the outgoing and incoming Executive Board to go over Standing Rules, lessons learned and any other business.
 - a. Turn over storage room key (2nd VP) and mailbox keys (Secretary & Treasurer)
4. The OSC Executive Board shall meet monthly, prior to the General Board meeting.
5. The General Board shall meet monthly, August through May.
6. Mid-year membership (starting January 1st) will be at the reduced rate of \$25. Adjustments need to be made in Wild Apricot.
7. Treasurer:
 - a. Within two weeks of the last event, and after all monies are paid out, ensure that OSC has a balance of \$3000 for the next year's board.
 - b. Debit cards – There should only be TWO debit cards for the club. Once held by the President and the other by the Treasurer.
8. Scholarship and Charitable Distribution
 - a. All monies raised are divided between the two groups, per decision of the Executive Board, after operating expenses have been paid. For 2022-2023, the monetary split will be 70% Scholarship / 30% Charitable Distribution.
 - b. Work together to determine application deadlines.
 - c. Plan award presentation event (date, time, location, catering, etc).
 - d. Make sure to communicate with Treasurer on scholarship and donation amounts.
 - e. All scholarship funds returned to the OSC, after all alternate scholarships have been awarded, will be saved for the following year.
 - f. Alternate scholarships awarded will not be greater in amount than primary scholarships.
9. Fundraising Coordinators (Flocking, Tour of Homes, Annual Spring Auction):
 - a. Coordinators for all OSC events shall be identified prior to the Welcome Aboard.
 - b. Coordinators report to the 2nd VP and will provide event updates as necessary. 2nd VP will ensure the coordinator is aware of all pre-set dates at the beginning of their term and will report back to the General Board on event updates as needed.

- c. Coordinators attend General Board meetings.

10. Sub-Clubs:

- a. All sub-clubs will work directly with and under the 1st VP
- b. All sub-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. Sub-clubs should coordinate with the Main OSC event calendar and other sub-clubs to deconflict events.
- d. The sub-club Facebook pages are for OSC members only. It is the responsibility of the sub-club presidents/chairpersons to remove non-OSC members from the group during the year.
- e. An event registration worksheet (if applicable) must be emailed to both the President (OSCprescl@gmail.com) and 1st VP (OSC1stvice@gmail.com) no later than three weeks prior to the event.
- f. Sub-club social media posts on the OSC General Board social media page and the OSC membership page are limited to one per week to avoid oversaturation by any one sub-club.
- g. Executive Board members are discouraged from assuming the position of sub-club President unless deemed necessary and with a majority vote of the General Board where a quorum is present.

11. Intellectual Property (IP): IP, as defined for OSC purposes, shall include, but not be limited to, any emails, turnover training documents, designs, member information, photos, and documents.

- a. Do not delete documents pertinent to turnover.
 - i. Scholarship and Charitable Distribution Chairs will be aware of OPSEC and PII rules and guidelines and properly dispose of any PII that is no longer needed.
- b. Each Executive Board and General Board member must supply turnover documents (hard and/or softcopy) to their replacement and update the Google Drive of their respective position.
 - i. If you do not have someone to turn over with, you must turn in your working binder to the Secretary and ensure digital copies have been added to the Google docs/drive as soon as possible, but no later than two weeks after the new Executive Board has been announced.
- c. If a Board member must leave their position before the end of their term, they must turn over all IP to the Secretary immediately.

12. Each current Board member should suggest a nominee for their respective positions on the upcoming Board.