

**CAMP LEJEUNE
OFFICERS' SPOUSES' CLUB (OSC)**

BY-LAWS

Article I- General Board Members

Section 1 - Advisors

- A. 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.
 - c. The Honorary President shall be a non-voting member of the General Board.
- B. 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. In the event an Advisor is unable to fulfill her/his duties for the OSC year, the Honorary President shall appoint another Advisor from the spouses of the General Officers residing at Camp Lejeune.
 - b. The Advisors shall provide guidance to the OSC as requested and appropriate.
 - c. The Advisors shall be non-voting members of the General Board.
 - d. 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 shall include:

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

- A. 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.
- B. Candidates for the office of President, 1st Vice President, 2nd Vice President, and Parliamentarian shall have had a minimum of one year experience on any Officers' Wives'/Spouses' Board, when possible.
- C. Elected Officers shall serve for one year.
- D. Elected Officers shall be voting members of the OSC General Board, except the Parliamentarian and the President. The President shall vote only in case of a tie.
- E. Officers are elected by the general membership of the OSC.
- F. In the event an elected officer is unable to fulfill the term, the President will appoint a replacement with a quorum vote of the General Board.

Section 3 - Major Command Representatives (Unit Representatives):

- A. Shall be the spouses of active duty officers serving in one of the major commands at Camp Lejeune: II MEF, 2d Marine Division, 2d MLG, MCI-East and MARSOC;

- B. Must be an OSC member; and
- C. Shall be appointed by the Advisor of the respective major command, and shall serve for a term of one year. 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 and shall notify the President and the 1st Vice President.
- D. Additionally, all 0-6 level commands and equivalent, are invited to represent their respective commands as Command Representatives. The representative shall be the Commanding Officer's spouse unless otherwise designated/appointed by the Commanding Officer's spouse. The command representative must be an OSC member.
 - a. The Elected Board reserves the right to accept or reject the replacement by a quorum vote of the General Board.
- E. All major command/unit representatives shall attend monthly General Board meetings as voting members.

Section 4 - Committee Chairpersons shall include:

Advertising Chairperson	Property Manager
Charitable Distributions Chairperson	Publicity Chairperson
Community Outreach Chairperson	Reservations Chairperson
Event Chairperson	Scholarship Chairperson
Historian Chairperson	Volunteer Coordinator
Hospitality Chairperson	Ways and Means Chairperson
Membership Chairperson	Web Administrator
Newsletter Chairperson	

- A. Committee Chairpersons shall be appointed by the newly elected President to serve for a term of one year.
 - a. The current General Board shall be responsible for filling any vacant positions.
- B. Committee Chairpersons shall be voting members of the General Board.
- C. Committee Chairpersons shall attend all General Board meetings.
- D. In the event a Chairperson becomes unable to serve, the President shall appoint a replacement for the remainder of the term with a majority vote of the Elected Board.
- E. Committee Chairpersons are encouraged to solicit OSC members to their committee in an effort to extend OSC outreach and to provide an opportunity for familiarity with the working OSC. Committee members shall meet with the chairperson, but not attend General Board meetings.
 - a. Each Committee Chairperson may elect to designate a co-chair.
 - b. Committee Co-Chairpersons shall be recommended to the OSC Elected Board by the Committee Chairperson to serve for a term of one year.
 - c. Committee Co-Chairpersons are not required to attend meetings and shall be non-voting members of the General Board except in absence of the Chairperson and then they are voting members.
 - d. Co-Chairpersons work with Chairpersons to ensure that all responsibilities of those committees are fulfilled.

- F. All event chairpersons will serve on the General Board as voting members.
- G. The Elected Board may create any committee it deems necessary.

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

- A. The Director of MCCS may appoint a representative from MCCS to the OSC General Board. This individual attends General Board meetings and enters into discussion, but does not have a vote. The MCCS Liaison is an honorary member of the Camp Lejeune OSC.
- B. The President or Advisor of the NROSC may appoint a liaison from the NROSC to the OSC General Board. This individual attends the General Board meetings and enters into discussion, but does not have a vote. The NROSC Liaison is an honorary member of the Camp Lejeune OSC. The purpose of this position is to exchange the calendar of events between the two clubs in order to provide collateral support of fundraising events.
- C. The President or Advisor of NOSC may appoint a liaison to the OSC General Board. This individual attends the General Board meetings and enters into the discussion, but does not have a vote. The NOSC Liaison is an honorary member of the Camp Lejeune OSC. The purpose of this position is to enhance communication, including the exchange of the calendar of events between the two clubs in order to provide collateral support of social and fundraising events.
- D. The President or Advisor of the Retired Wives Club may appoint a liaison to the OSC General Board. This individual attends the General Board meetings and enters into the discussion, but does not have a vote. The Retired Wives Liaison is an honorary member of the Camp Lejeune OSC. The purpose is to enhance communication, including the exchange of the calendar of events between the two clubs in order to provide collateral support of social and fundraising events.

Article II - Duties of Elected Officers

Section 1 - President

- A. Calls and presides at the meetings of the OSC General Board as well as a monthly Elected Board meeting;
- B. As presiding officer of the General Board, votes only in case of a tie;
- C. Is informed of all committee meetings and may sit on all General Board Committees;
- D. Is authorized to sign checks;
- E. Serves as liaison between the OSC and the Officers' Club Advisory Board and other organizations as required;
- F. Shares dates and information of events with the NOSC President and NROSC President;
- G. Removes or replaces any committee chairpersons or representatives she/he deems necessary, with a vote of the Elected Board;
- H. Oversees the functioning of all OSC activities, including but not limited to, all legal matters;
- I. Maintains working relationship with MCCS, to include contact information of the Elected Board, notifying of

any changes in the Elected Officers and fundraisers, and ensures MCCS receives completed waivers of liability signed by all members all the Elected and General Boards;

- J. 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;
- K. Ensures the OSC will not sell or distribute alcohol without forwarding a request to the MCCS Private Organization Program Coordinator for Base approval;
- L. Ensures that speakers, entertainers or presenters brought onto the base for OSC functions are cleared by MCCS;
- M. Shall be bonded;
- N. Is an authorized co-signer on all personal reimbursements checks written in amounts totaling over \$500.00;
- O. 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;
- P. Files all special and year-end reports, as well as any Board Member documentation or pledges; and
- Q. When gross annual revenues are in excess of \$2,500, ensures that the OSC provides MCCS with an independent audit no later than 60 days after the end of the fiscal year.

Section 2 - 1st Vice President

- A. Works with Unit Representatives to facilitate booking contracts for luncheons, as well any contracts needed for Board or Committee meetings;
- B. Succeeds to the presidency in the absence of the President;
- C. Oversees programs, including Sub Clubs, and advises Unit Representatives;
- D. Organizes and oversees the Welcome Aboard and Joint Luncheon (during year that it falls to Camp Lejeune); and
- E. Is responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.

Section 3 - 2nd Vice President

- A. Oversees all fundraising activities;
- B. Is responsible for overseeing a chairperson for each fundraising event;
- C. Is responsible for coordinating Team Building activity for the General Board in August; and
- D. Is responsible for communicating to the Elected Officers, on a monthly basis, the progress and happenings of committee meetings under his/her scope.

Section 4 - Secretary

- A. Maintains records according to the By-Laws and the Standing Rules;
- B. 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;
- C. Conducts correspondence and maintains all records of the same, including but not limited to, all thank you correspondence;
- D. Checks mail twice a week at minimum, and notifies receiver of incoming mail immediately upon receipt;
- E. Is the primary key holder for the mailbox and delivers mail to the OSC file box after receipt;
- F. 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;
- G. Ensures prior month's Board meeting minutes are approved at each Board meeting; and
- H. 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

- A. Is Chairperson of the Finance Committee and will hold a committee meeting quarterly;
- B. Is responsible for submitting budgets and financial reports at monthly OSC General Board meetings;
- C. 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
 - d. Is an authorized user of the OSC debit card.
- D. Selects, with the approval of the President, a financial auditor and maintains communication with the auditor;
- E. Submits an Auditor's Financial report for the OSC General Board annually for all financials recorded FY 1 June to 31 May, or if the office of the Treasurer is vacated for any reason, submits an audit to date;
- F. Is responsible for providing the President and MCCS with an independent audit no later than 60 days after the end of the fiscal year when gross annual revenues are in excess of \$2,500;
- G. Creates an online payment link for special events, as needed, and shares link with Reservations;
- H. Shall be bonded;
- I. Ensures that bond and liability insurance to protect against loss of funds by any means covers all OSC money custodians;
- J. Shall be the key holder for the second key to the OSC mailbox;
- K. Ensures income from the OSC or its activities shall not accrue to individual members of the OSC, except through wages and salaries as employees of the OSC, or as an award recognition for services rendered to the

OSC or military community;

- L. Ensures that all personal reimbursement checks over \$500 have two signatures, one being the treasurer and the other being the President;
- M. Works with the Scholarship Chairperson to administer scholarship checks to designated recipients; and
- N. Is responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.

Section 6 - Parliamentarian

- A. Is Chairperson of the Nominations Committee and the By-Laws Committee;
- B. Interprets the Constitution and By-Laws and serves in an advisory capacity for amendments pertaining to either;
- C. Is responsible for presenting the draft of the By-Laws to the General Board via email 30 days prior to the April General Board meeting;
- D. Advises the OSC on points of order, according to Robert's Rules of Order;
- E. Tabulates all votes of the OSC General Board at monthly membership meetings or via email;
- F. Obtains biographies of the election nominees and ensures they are distributed to the membership prior to the election;
- G. Is responsible for tallying votes from ballots for the Elected Board positions;
- H. Is not a voting member of the General Board; and
- I. 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 Chairpersons and Co-Chairpersons

Section 1 - Advertising Chairperson

- A. Reports directly to the President;
- B. Works with the Newsletter and Membership Chairpersons in soliciting and contracting for advertising;
- C. Works with Membership Chairperson to qualify advertisers for OSC member discounts;
- D. Submits all money to the Treasurer and is responsible for billing and collecting advertising fees and ensuring that contracted advertising is placed in OSC publications;
- E. Solicits and contracts advertising for all OSC publications, and obtains approval by the Elected Board;
- F. Delivers ad copies to clients to ensure satisfaction; and
- G. Submits rate changes to the Elected Board for approval.

Section 2 - Charitable Distributions Committee Chairperson

- A. Reports directly to the President;
- B. Is responsible for recruiting and vetting worthy charities that need support;
- C. Provides application materials for Charitable Distributions posted on the website and makes a special request form available throughout the year or qualified applicants;
- D. Places free ads in the local media, if possible;
- E. Notifies applicants via email that the application is accepted;
- F. Is responsible for reporting at the May General Board meeting, the allocation of funds among the charities vetted for support by the committee;
- G. Submits a list of organizations to the Treasurer to distribute funds via certified mail;
- H. Sets the deadline for applications to be postmarked no later than March 15th;
- I. Ensures all requests are presented to the Charitable Distributions Committee for consideration;
- J. May bring special requests, as approved by the Charitable Distributions Committee, to the General Board for approval the distribution of funds at any time;
- K. Is responsible for publicizing OSC charitable distributions via the OSC Newsletter, Facebook and local publications;
- L. Is responsible for coordinating with the Scholarship Chairperson and the Volunteer Coordinator to secure baked goods and volunteers for the Fall Craft Fair Bake Sale; and
- M. Is responsible for planning and hosting a reception with the Scholarship Chairperson for presentation of awards for scholarship and charitable distributions recipients in May.

Section 3 - Community Outreach Chairperson

- A. Reports directly to the President;
- B. Is responsible for non-monetary assistance to the community; and
- C. Is responsible for the coordination of a minimum of three (3) Community Outreach activities, which shall be approved by the General Board at the September Board meeting.

Section 4 - Event Chairperson

- A. Reports directly to the elected board member who oversees their specific event;
- B. Coordinates the planning and execution of the event with the assistance of the event committee; and
- C. Is responsible for communicating event and committee updates to the General Board.

Section 5 - Historian

- D. Reports directly to the President;
- E. Photographs current scholarship recipients for the local newspapers, and Officers' Club media outlets;
- F. Photographs and documents each OSC event for display in the scrapbook or the OSC newsletter, if necessary, and 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;
- G. Works in conjunction with the Web Administrator to upload photographs to the OSC Website and/or Facebook page;
- H. Is responsible for coordinating photography at events, luncheons, sub clubs, Community Outreach events, and any other OSC event, and are responsible for collecting and posting those photographs;
- I. Is responsible for creating an annual scrapbook to be completed by the turnover luncheon; and
- J. Is an administrator on all social media accounts.

Section 6 - Hospitality Chairperson

- A. Reports directly to the President;
- B. Serves as a point of contact for newcomers and is a greeter at all OSC events;
- C. Is responsible for the monthly evening Officers' Club get-togethers and ensures tables are available for passing information at upcoming OSC events; and
- D. Attends all OSC functions to assist Reservations Chair in welcoming members and newcomers to events.

Section 7 - Membership Chairperson

- A. Reports directly to the President;
- B. Keeps accurate count and up-to-date alphabetical file of all members and supplies current list to Parliamentarian for election purposes;
- C. Is responsible for the OSC Directory, including compilation and distribution, via the OSC website;
- D. Receives all membership applications and verifies eligibility with the Hospitality Committee and Unit Representatives; and
- E. Is responsible for sending information to membership according to the guidelines set by the President.

Section 8 - Newsletter Chairperson

- A. Reports directly to the President;
- B. Is responsible for the 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;
- C. Coordinates with the Advertising Chairperson to ensure that ads are placed correctly in the OSC newsletter; and

- D. May designate a staff to include Assistant Editor.

Section 9 – Property Chairperson

- A. Reports directly to the President;
- B. Is custodian of the OSC office key and arranges and maintains storage of OSC property;
- C. Keeps an accurate inventory of all OSC property, and maintains a signature log of all items removed that will not be returned (e.g., expendable items like stationary);
- D. Maintains a signature log of items borrowed including the name, date, and contact information of the borrower;
- E. Ensures that any OSC property borrowed is returned to the OSC in a timely manner;
- F. Keeps a checklist of all binders that have been presented during board turnover or takes custody of those binders that cannot be turned over;
- G. May receive and store turnover materials from the General Board at the end of the operational year;
- H. Coordinates access to past records for any board member who requires this information;
- I. OSC permanent property will include records older than 4 years for all General Board positions;
- J. Organizes and oversees holiday decorating and removal of decorations from of the Officers' Club;
- K. Keeps an accurate inventory of the holiday decorations and ensures decorations are stored and organized in a manner that facilitates seamless set-up and take-down; and
- L. Works with the Volunteer Coordinator to recruit volunteers to decorate and remove holiday decorations at the Officers' Club.

Section 10 - Publicity Chairperson

- A. Reports directly to the President;
- B. Designs flyers and all advertising materials for the OSC; and
- C. Assists Unit Reps with designs for monthly luncheon graphic.

Section 11 - Reservations Chairperson

- A. Reports directly to the 1st Vice President;
- B. Advises the event chairperson on the number of reservations received;
- C. Works with the Membership Chairperson to track members versus non-members attending luncheons;
- D. Welcomes members to luncheons, and other OSC events; and
- E. Is responsible for creating nametags, which are used for all events throughout the year.

Section 12 – Ways and Means Chairperson

- A. Reports directly to the President;
- B. Is responsible for the purchase and sale of signature items as approved by Elected Board; and
- C. Ensures all monies collected are given to the Treasurer for deposit.

Section 13 - Scholarship Committee Chairperson

- A. Reports directly to the President;
- B. Is Chairperson of the Scholarship Committee and votes only in case of a tie on that committee;
- C. Ensures publication of scholarship availability via free local media, OSC Facebook page and Newsletter;
- D. Ensures applications are made available in the timeframe determined by the committee;
- E. Ensures the Treasurer is provided with adequate documentation of selected individuals;
- F. Is Responsible for maintaining the confidentiality and integrity of all application materials;
- G. Schedules a committee meeting no later than 30 days prior to selecting the recipients;
- H. Is responsible for reporting at the May General Board meeting, the allocation of funds among the scholarship recipients as determined by the committee;
- I. Is responsible for coordinating with the Charitable Distribution Chairperson and the Volunteer Coordinator, to secure baked goods and volunteers for the Fall Craft Fair Bake Sale;
- J. Responsible for planning and hosting a reception with the Charitable Distribution Chairperson for presentation of awards for scholarship and charitable distributions recipients in May;
- K. Oversees the committee that selects scholarship recipients and determines scholarship values;
- L. Ensures that the scholarship awarded to the senior applicant, from Lejeune High School, with the highest total score is designated as the Hazel Smith Honorary Scholarship;
- M. Makes recommendations to the General Board concerning changes to the application and/or scoring process, as well as changes to eligibility requirements; and
- N. Ensures all applicants meet the criteria for eligibility, as determined by the General Board.

Section 14 - Unit Representatives

- A. Report to the 1st Vice President on programs and responsibilities;
- B. Endeavor to accurately represent their respective units to the OSC and vote to represent the unit accordingly;
- C. Organize one monthly OSC luncheon per year;
- D. Coordinate with the Hospitality and Membership Chairs regarding outreach to the group membership; and
- E. Disseminate information from the OSC to their respective units.

Section 15 – Volunteer Coordinator

- A. Reports directly to the President;
- B. Collects and verifies OSC volunteer hours;
- C. Reports individual volunteer hours to the President monthly;
- D. Reports total OSC volunteer hours to the base Volunteer Coordinator; and
- E. Coordinates with OSC event chairpersons to recruit volunteers for events.

Section 16 – Web Administrator

- A. Reports directly to the President;
- B. Oversees the OSC website and Facebook page; and
- C. Updates the OSC website and Facebook page as needed and performs necessary maintenance.

Article IV - Standing Committees. Committees seated per the request of the Chairperson.

ALL COMMITTEES AND THEIR RESPECTIVE CHAIRPERSONS SHALL REPORT TO THE PRESIDENT AND ONE ASSIGNED GENERAL OFFICER ADVISOR WITH CURRENT STATUS AND UPDATES.

Section 1 – By-Laws Committee

- A. The purpose of this committee is to review and draft any changes, additions, or clarifications to the By-Laws.
- B. The By-Laws shall be reviewed annually.
- C. The Parliamentarian will chair this committee, and the OSC President, an OSC Advisor and two (2) other General Board members will participate in the review.

Section 2 - Charitable Distributions Committee

- A. The purpose of this committee is 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.
- B. The committee shall include an OSC Advisor.
- C. No one who works for an organization that may be charitably supported by the OSC may serve on this committee to prevent conflict of interest concerns.

Section 3 - Finance Committee

- A. The purpose of this committee is to plan and submit yearly estimated budgets to the OSC General Board and make timely recommendations for modifications in the budget to the Board.

Section 4 - Ad Hoc Committee

- A. This committee is formed by the recommendation of the President or other Elected board Member approved by the President, for a specific task or objective. This committee can then be dissolved at the completion of that task or objective.
- B. Will fulfill the responsibilities of the committee chair as directed by the President or Elected board Member that oversees the committee; and
- C. Will attend monthly Board meetings and report to the OSC Board at times requested by the President.

Section 5 - Nominations Committee

- A. This committee presents a slate of candidates to the General Board via email at least 14 days prior to the Election, which shall be held no later than the last day of April.
- B. The committee shall include an OSC Advisor.
- C. Is responsible for tabulating ballots for the election with the President and an Advisor.

Section 7 - Scholarship Committee

- A. The purpose of this committee to annually award scholarships, in the spring, to qualified applicants.
- B. Scholarships will be awarded for academic excellence and merit, as funds permit, based on the qualifications as stated in the Standing Rules.
- C. The committee shall include an OSC Advisor.
- D. No family member of an applicant or applying spouse may sit on the committee.

Article V - Philanthropic Fund

- A. All monies raised via fundraising events will be deposited into the Philanthropic Fund. This fund shall be divided 50% for Scholarship Distribution and 50% for Charitable Distribution.
- B. 10% of the 50% allotted to Charitable Distribution shall be reserved for distribution in the Fall of the next fiscal year, and shall be voted for release by the General Board, as needed.
- C. Funds for distribution shall be voted for release during the May General Board meeting.
- D. Funds shall be maintained by the Treasurer.

Article VII - Amendments

The By-Laws may be amended at any meeting of the OSC General Board by a two-thirds vote (that is, two-thirds of the votes cast) a quorum being present, provided the amendment was submitted in writing to the General Board at the previous General Board meeting. Prior to going into effect, the amendment must be approved by the Commanding General of Marine Corps Installations-East, Marine Corps Base, Camp Lejeune.

Article VIII- Standing Rules

Section 1 - No Standing Rule shall be in order if it conflicts with the existing Constitution or Bylaws.

Section 2 - Standing Rules may be adopted without previous notice by a majority vote at any meeting of the General Board.