

2019-2020



**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 officer spouses at MCB 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- General Board, Elected Board Members, and Sub Club Committees:**

- ★ **Term runs from June-June for all positions**
- ★ **All General Board Members must be OSC 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**

- **Advisors are non-voting positions**

- 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.
- 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. 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**

- **Elected Officers are voting members except for the Parliamentarian. The President only votes in case of a tie.**
- **Must keep an updated binder for turnover**

President	Treasurer	1 <sup>st</sup> Vice President
Secretary	2 <sup>nd</sup> 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 and 2nd Vice President shall have a minimum of one year experience on any Officers' Wives'/Spouses' Board, when possible.
- C. Elected Officers shall serve for one full term. Officers may serve subsequent terms, but must run each term.
- D. Officers are elected by the general membership of the OSC.
- E. In the event an elected officer is unable to fulfill the term, the President will appoint a replacement for the remaining term with a quorum vote of the General Board.
- F. Spouses of retired officers may fill one board position other than President.

**Section 3 - Major Command and Unit Representatives:**

- **Major Command and Unit Representatives are voting members.**
- 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. Shall be appointed by the Advisor of the respective major command. 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.
- C. 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 Elected Board reserves the right to accept or reject the replacement by a quorum vote of the General Board.
- D. In the event an Advisor or 0-6 Command 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/Command Rep for approval.
- E. All major command/unit representatives shall attend monthly General Board meetings

**Section 4 - Appointed General Board Positions**

- **Voting members**
- **Report directly to the President**
- **Must keep an updated binder for turnover**

Charitable Distributions Coordinator	Marketing
Community Outreach Coordinator	Mess Night Coordinator
Gratitude	Special Events Coordinators: as needed
Historian	Tour of Homes Coordinator
Hospitality	Volunteer Coordinator

- A. 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.
- B. 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 Chairperson may elect to designate a co-chair.
  - a. Committee Co-Chairpersons are not required to attend meetings and shall be non-voting members of the General Board except in the absence of the Chairperson and then they are voting members.
  - b. Co-Chairpersons work with Chairpersons to ensure that all responsibilities of those committees are fulfilled.
- E. It is the responsibility of the Elected Board, and ultimately the President, to fill these positions for the upcoming term.

**Section 5 -Liaisons**

- **Liaisons are non-voting honorary members**

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

**Section 6- Sub Club Presidents**

- Sub Club Presidents are non-voting members.
  - Reports directly to First Vice-President
  - Must keep an updated binder for turnover
- A. Will work directly with and under the cognizance of the elected board.
  - B. Are encouraged to designate a second point of contact or "co-president" to help organize and coordinate events as well as communicate with the elected board.
  - C. Will ensure that all members of the sub club are members of the OSC.
  - D. Are encouraged to host a group page on Facebook to help relay information regarding events. This page shall be for OSC members only.
  - E. Must plan events accordingly: Events will be open to members, sister club members, and guests of members. Sister club members and guests must sign a liability waiver and photography release prior to participating in any and each event.
  - F. Will coordinate with 1st VP to ensure events are in Wild Apricot when registration is needed and when feasible to collect money from members for events. Approval for the event cost and plan for reimbursement must be submitted by the sub-club and approved by the elected board prior to opening registration by completing an event registration worksheet (if applicable) to OSCPRESCL@gmail.com and OSC1STVICE@gmail.com no later than 3 weeks prior to the event.
  - G. Formation of new sub clubs are dependent upon approval by the Elected Board.
  - H. This position will be filled for the upcoming term by the current Elected Board.

**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. Is informed of all committee meetings and may sit on all General Board Committees;
- C. Is authorized to sign checks and authorized to use OSC debit card;
- D. Serves as liaison between the OSC and the Officers' Club Advisory Board and other organizations as required;
- E. Shares dates and information of events with other area spouses' clubs;
- F. Removes or replaces any committee chairpersons or representatives she/he deems necessary, with a vote of the Elected Board;
- G. Oversees the functioning of all OSC activities, including but not limited to, all legal matters;

- H. 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;
- I. 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;
- J. Ensures the OSC will not sell or distribute alcohol without forwarding a request to the MCCS Private Organization Program Coordinator for Base approval;
- K. Ensures that speakers, entertainers or presenters brought onto the base for OSC functions are cleared by MCCS;
- L. Shall be bonded;
- M. Is an authorized co-signer on all personal reimbursements checks written in amounts totaling over \$500.00;
- N. 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;
- O. Files all special and year-end reports, as well as any Board Member documentation or pledges; and
- P. 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.
- Q. Fills the positions for General Board members, Sub Club Presidents, and Unit Representatives for the upcoming term before her term is over.

### **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.
- F. Creates an online payment link for special events, as needed. Shares link with Hospitality and Marketing.

### **Section 3 - 2nd Vice President**

- A. Oversees all fundraising activities. Must have at least one spring and one fall fundraiser.
- 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.

- E. Keeps, collects, and stores turnover materials for unfilled positions for General Board Positions.
- F. Is custodian of the OSC office key and arranges and maintains storage of OSC property by keeping an accurate inventory of all OSC property and maintains a signature log of all items removed permanently or for temporary use. The log should include: name, date and contact information.

#### **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;
- D. Checks mail twice a week at minimum, and notifies the 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. Will coordinate on a monthly basis with our designated independent accountant. Together they will coordinate the following:
  - 1. FY taxes (start before the end of the term). Accountant must have everything to accountant by the first week of June.
  - 2. End of Fiscal Year statements
  - 3. Treasurer is responsible for providing MCCA and President with an independent audit after the end of the fiscal year once provided by the accountant
- 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:
  - 1. Is the primary check signer;
  - 2. Pays all bills;
  - 3. Keeps accurate records of all financial transactions of the OSC treasury; and
  - 4. Is an authorized user of the OSC debit card.
  - 5. Handles all financial transactions and budgets for all sub-clubs.
- D. 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, or if the office of the Treasurer is vacated for any reason, submits an audit to date;

- while coordinating monthly with our independent accountant;
- E. Shall be bonded;
- F. Ensures that bond and liability insurance to protect against loss of funds by any means covers all OSC money custodians;
- G. Shall be the key holder for the second key to the OSC mailbox;
- H. 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;
- I. Ensures that all personal reimbursement checks over \$500 have two signatures, one being the treasurer and the other being the President;
- J. 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;
- K. Is responsible for communicating to the Elected Board, on a monthly basis, the budget and bank account updates;
- L. Must ensure that the previous board leaves no less than \$3000 in the bank account for the incoming board.

#### **Section 6 - Parliamentarian**

- A. Interprets the Constitution and By-Laws and serves in an advisory capacity for amendments pertaining to either;
- B. 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. Shall have meetings beginning in January going through February. Shall be responsible for presenting the draft of the By-Laws to the General Board 30 days prior to the April General Board Meeting;
- C. Shall submit a plan for the election procedures at the January General Board meeting. Also, Parliamentarian is Chairperson of the Nominations Committee which shall be made up of the OSC President and an OSC Advisor. The committee decides the date and time of the election;
- 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 meetings. General business is conducted with a majority vote (more than half the votes cast, where a quorum is present). By-Law Amendments will be decided by a two-thirds vote, provided it was submitted in writing to the General Board at the previous General Board meeting. Prior going into effect, the amendment must be approved by the Commanding General of Marine Corps Installations-East, Marine Corps Base, Camp Lejeune.;
- 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 responsible for communicating to the Elected Board, on a monthly basis, the progress and happenings of committees meetings under his/her scope.
- I. Runs the election for the upcoming Elected Board. If there is a ballot where all nominees are running uncontested, an election will not be necessary. Instead an email will be send out with the name of the

nominee in each office and their bio will be attached.

**Article III - Duties of Appointed Board Members and Committee, if applicable:**

**Section 1 - Marketing**

- A. Designs flyers and all advertising material for the OSC;
- B. Oversees website and Facebook page and updates as necessary;
- C. 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;
- D. Solicits and contracts advertising for all OSC publications, and obtains approval by the Elected Board;
- E. Delivers ad copies to clients to ensure satisfaction;
- F. Submits rate changes to the Elected Board for approval.

**Section 2 - Charitable Distributions Coordinator**

- A. Is responsible for recruiting and vetting worthy charities that need support;
- B. Provides application materials for Charitable Distributions posted on the website and makes a special request form available throughout the year for qualified applicants;
- C. Places free ads in the local media, if possible;
- D. Notifies applicants via email that the application is accepted;
- E. Is responsible for reporting at the May General Board meeting, the allocation of funds among the charities vetted for support by the committee;
- F. Submits a list of organizations to the Treasurer to distribute funds via certified mail;
- G. Sets the deadline for applications to be postmarked no later than April 1<sup>st</sup>;
- H. Ensures all requests are presented to the Charitable Distributions Committee for consideration;
- I. May bring special requests, as approved by the Charitable Distributions Committee, to the General Board for approval for the distribution of funds at any time;
- J. Is responsible for publicizing OSC charitable distributions via the OSC Newsletter, Facebook and local publications;
- K. 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. No one who works for an organization that may be charitably supported by the OSC may serve on this committee;
- L. Is responsible for planning and hosting a reception with the Scholarship Chairperson for presentation of awards for scholarship and charitable distributions recipients by June 1.

**Section 3 - Special Event Coordinator**

- 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 an event committee; and



- C. Is responsible for communicating event and committee updates to the General Board.
- D. Serves on the General Board as voting members.

#### **Section 4 - Historian**

- A. Photographs current scholarship recipients for the local newspapers, and Officers' Club media outlets;
- B. 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;
- C. Works in conjunction with Marketing to upload photographs to the OSC Website and/or Facebook page;
- D. 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;
- E. Is responsible for creating an annual scrapbook to be completed by the turnover luncheon; and
- F. Is an administrator on all social media accounts.
- G. 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;
- H. Responsible for the coordination of the Katherine C. Hart award.
- I. Works with Marketing to ensure that ads are placed correctly in the OSC Newsletter.

#### **Section 5 - Hospitality**

- A. Serves as a point of contact for newcomers and is a greeter at all OSC events;
- B. Is responsible for the monthly evening Officers' Club get-togethers and ensures tables are available for passing information at upcoming OSC events;
- C. 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 - Scholarships Coordinator**

- A. Shall form a committee to annually award scholarships in the spring to qualified applicants. Must include an OSC Advisor. No family members of possible applicants may serve on the committee.
- B. Will only vote in General Board meetings in case of a tie;
- 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. Responsible for planning and hosting a reception with the Charitable Distribution Chairperson for presentation of awards for scholarship and charitable distributions recipients in May;
- J. Oversees the committee that selects scholarship recipients and determines scholarship values;
- K. Makes recommendations to the General Board concerning changes to the application and/or scoring process, as well as changes to eligibility requirements; and
- L. Ensures all applicants meet the criteria for eligibility, as determined by the General Board;
- M. Ensures that the Hanna Huntley scholarship be awarded to a recipient who shows a dedication to service within their community for abroad.

#### **Section 15 – Volunteer Coordinator**

- A. Collects and verifies OSC volunteer hours via Track it Forward and reports individual volunteer hours to the President monthly;
- B. Reports total OSC volunteer hours to the base Volunteer Coordinator;
- C. Coordinates with OSC event chairpersons to recruit volunteers for events;
- D. Responsible for non-monetary assistance to the community;
- E. Responsible for coordination of Community Outreach opportunities for the year, which shall be approved by the General Board;
- F. Responsible for the coordination of the Dogwood Medal: the service medal awarded annually to nominated members at the OSC Mess Night.

#### **Section 16- Mess Night Coordinator**

- A. Responsible for securing a speaker for the annual spring OSC Mess Night;
- B. May create a committee to help with planning for the event.

#### **Section 17- Tour of Homes Coordinator**

- A. Coordinates decorating and un-decorating of the Officers' Club;
- B. Selects homes to be viewed for Tour Of Homes and creates the program booklet with bios for each host, pictures of the homes to be viewed, and recipes provided by each host;
- C. Creates groups for the Tour of Homes, plans the after-party, and provides a gift for each participant.

#### **Section 18- Gratitude Coordinator**

- A. Ensures thank you notes are send in a timely manner

**Article IV - Philanthropic Fund**

- A. Ensures all monies raised via fundraising events will be deposited into the Philanthropic Fund. This fund shall be divided between Scholarships and Charitable Distributions based on the decision of the Elected Board at the beginning of the term;
- B. Funds shall be maintained by the Treasurer.

**Article V- Standing Rules**

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

**Article VI- Turnover Procedures**

- A. Turnover meeting is required for each General Board Member and Elected Board Member at the end of each term. The position notebook should be cleaned up and updated before turnover.
- B. Each turnover needs to include a checklist of duties assigned to that position. The President will be given a copy of checklist included in the turnovers.
- C. 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**

- A. 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.
- C. Bona-fide houseguests shall be allowed to attend OSC functions only when accompanied by an OSC member.
- D. Concerning cross-club inclusivity, any area spouses club member may attend OSC events at member cost, with exception of Mess Night.
- E. General Board meetings are open to all OSC members.