

## Camp Lejeune OSC Standing Rules 2016/17

- 1) Dues for regular members shall be \$35.00 per year, payable annually in June. Regular members joining 1 January through 31 May shall pay \$25.00.
- 2) Those eligible for OSC membership shall be allowed to attend only one OSC social function as a guest of an OSC member, to include but not limited to luncheons, non-fundraising special events and sub-club activities.
- 3) All OSC members and authorized Paradise Point Officers' Club patrons, E6 and above, may attend OSC fundraising events, to include but not limited to the OSC fall fundraiser, Tour of Homes and the spring fundraiser.
- 4) Bona fide houseguests shall be allowed to attend OSC functions only when accompanied by an OSC member.
- 5) The Elected Board shall meet monthly, prior to the General Board meeting. The General Board shall meet monthly, June through May, on Camp Lejeune.
- 6) The annual Board term shall run from June to June (Turnover Luncheon to Turnover Luncheon).
- 7) At the beginning of the term the President will coordinate with 1<sup>st</sup> Vice President, Treasurer, advertising, community outreach and fundraising to submit letters of request to the Base Command for approval of fundraising activities and business requirements for the entire OSC year.
- 8) Representatives and chairpersons will report monthly to the General Board as needed.
  - a) Non Voting Members:
    - i) Honorary President
    - ii) Advisors
    - iii) Parliamentarian
    - iv) Liaisons
      - (1) MCCS
      - (2) New River Officers' Spouses' Club
      - (3) Navy Officers' Spouses' Club
      - (4) Retired Wives Club
  - b) Voting Members:
    - i) Elected Officers
      - (1) President (votes only in case of tie)
      - (2) 1<sup>st</sup> Vice President
      - (3) 2<sup>nd</sup> Vice President
      - (4) Secretary
      - (5) Treasurer
    - ii) Appointed Officers
      - (1) Advertising Chairperson
      - (2) Charitable Distributions Chairperson

- (3) Community Outreach Chairperson
- (4) Historian
- (5) Hospitality Chairperson
- (6) Membership Chairperson
- (7) Newsletter Chairperson
- (8) Publicity Chairperson
- (9) Reservations Chairperson
- (10) Scholarship Chairperson
- (11) Ways and Means Chairperson
- (12) Webmaster
- (13) Event Chairpersons

iii) Major Command Representatives:

iv) O6 Command Representatives:

- 9) Each member of the OSC General Board shall prepare a turnover report for the incoming board replacement at the end of their term, with the exception of the Honorary President, the Advisors and such appointed officers and chairpersons as the President may decide are not required to submit reports. 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.
- 10) All OSC materials, documents, and binders are OSC property, and shall be returned to the OSC at the end of the term.
- 11) General Board meetings are open to any OSC member.
- 12) The OSC will pay childcare expenses incurred for the OSC General Board members during the regular monthly OSC General Board meeting. The reimbursement rate for childcare may not exceed the hourly rate at the CDC.
- 13) Standing rules may be amended without notice by a 2/3 vote or with a 24 hour notice by a majority vote.
- 14) Meetings, Voting and Quorum
  - a) Majority vote is defined as more than half of the votes cast, where a quorum is present.
  - b) Two-thirds vote is defined as two-thirds of the votes cast, where a quorum is present.
  - c) General business is conducted with a majority vote, where a quorum is present.
  - d) The quorum refers to the number present, not the number voting.
  - e) Approval of the meeting minutes are based on General Consent (quorum not required). The Chair will state, There being no corrections (or no further corrections) the minutes stand approved.
  - f) In the event that a Board member will be absent from a monthly Board meeting, that member shall appoint a committee member to attend the meeting in their place, or submit a general proxy vote to the President via email at least one day prior to the meeting.
  - g) Should circumstances require, it is appropriate that an electronic vote, via e-mail, be conducted.

- h) A quorum is required for a valid vote as outlined in the Constitution. Such a vote will be determined and verified by the Parliamentarian and one elected board member.

15) Election Procedures are as follows:

- a) The Parliamentarian shall submit a plan for the election procedures at the January meeting of the General Board for approval.
- b) All Nominations must be submitted to the Parliamentarian or any other member of the Nominating Committee by the open of the April General Board meeting. A slate of candidates, along with their biographies and an election ballot, will be presented to the Board and Membership prior to the election. Subsequent to this date, only a single nominee for a vacant position will be accepted prior to the election.
- c) Once a nominee has been accepted, the Parliamentarian must give the nominee a written copy of the OSC election procedures.
- d) The Nominations Committee will decide the election date and time. An alternate polling process shall be made available to the Membership.
- e) Any time between the presentation of the slate and the election, a current OSC member may request an absentee ballot from the Parliamentarian, who must verify the membership. In order to be counted, the absentee ballot must be returned to the Parliamentarian by the close of the established voting time. Once a person has been issued an absentee ballot, they will not be given another.
- f) During the election procedures, ballots will be issued only to current OSC members. The Membership Chairperson must submit a current list of members, as of the day of election, for this purpose.
- g) The results of the election are to be announced by the close of the general OSC function during which the voting occurs.
- h) The releasing of the results of nominations and election votes will be arranged in the following order. Report the number of legal votes first. Then report the total number of votes cast. Then the names of the candidates will be arranged in order, the one receiving the highest number of legal votes first. Ballots folded together are fraudulent.

Example:

Number of legal votes cast:	45
Total Number of votes cast:	96
Mr. A	37
Mr. B	8
Illegal votes:	
Mr. C	50 (Ineligible)
Reject (fraud)	1

- i) If voting issue warrants it, secret ballots can be used at the President's discretion.

16) Scholarship procedures are as follows:

- a) Scholarship money awarded in May must be used during the next academic school year (fall/spring semester). If not during that academic year, the scholarship money must be returned to the OSC Scholarship Fund. Exceptions will be evaluated on an individual basis.
- b) All scholarship funds returned to the OSC, after all alternate scholarships have been awarded; will be saved for the following scholarship year.

- c) Alternates who receive scholarships will not be awarded amounts greater than the minimum scholarship amount awarded that year.

17) OSC Advertising options and rates will be as follows:

a) OSC Annual Directory

- i) 1/3 page \$45
- ii) 2/3 page \$70
- iii) Full Page Black/White \$110
- iv) Full Page Color \$145
- v) 10% discount for OSC members

b) Monthly Newsletters

- i) Business Card Ad \$35
- ii) 1/4 page \$45
- iii) 1/2 Page \$75
- iv) 3/4 Page \$95
- v) 10% discount for all nine months of ads
- vi) There will be 9 Spotlight ads (ad on page 2 of newsletters) for the first 9 OSC members to sign an ad contract.

c) Welcome Aboard

- i) Business Card \$35
- ii) 1/2 Page \$70
- iii) Full Page (black and white) \$110
- iv) Full page (color) \$145
- v) 10% discount for OSC members

18) All receipts shall be turned in within 30 days of event, i.e., newsletter, luncheons, or funds will be forfeited.

19) All communications, mailed or emailed, including but not limited to newsletters and communications to the membership, as well as outside the membership, must be approved by the President.

20) Business cards shall be issued to the President and other board members as deemed necessary by the President and elected board.

21) Annual budget, one (1) year's operating costs, which shall be determined by the Finance Committee.

22) Ten (10) % of each the fall and spring fundraising event funds will be carried over for the charitable distribution special applications process.

23) OSC members will obtain background checks for any employees or volunteers that have contact with children under the age of 18 in DoD operated, contracted, or community based programs.

24) The OSC shall comply with applicable fire and safety regulations; environmental laws, local, state, and Federal tax codes, and any other applicable statutes or regulations.