

Camp LeJeune Officers' Spouses' Club Standing Rules 2023-2024 (FINAL)

1. All executive board members, appointed positions, and advisors will maintain records in the shared OSCCampLeJeune google drive.
2. All passwords for any accounts associated with the club will be logged into the main password spreadsheet in the shared OSCCampLeJeune google drive.
3. Media Team:
 - a. Web Admin and Social Media Marketing positions will be appointed positions.
 - b. Media positions will be invited to all executive board meetings.
 - c. All club associated media will be provided by the media team and will remain on brand with the clubs current branding kit.
4. If possible/necessary, before the turnover, have a meeting of the outgoing and incoming executive board members. Executive Board to go over Standing Rules, lessons learned and any other business.
 - a. Turn over storage room key (President) and mailbox keys (Secretary & Treasurer)
5. The OSC Executive Board shall meet monthly on the following dates:

September 13, 2023

October 11, 2023

November 15, 2023

December 13, 2023

January, 10, 2024

February 7, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

6. The OSC Membership Meeting (formally General Board Meeting) shall meet quarterly on the following dates:

September 13, 2023

December 13, 2023

March 13, 2024

June 12, 2024

7. Mid-year membership (starting January 1st) will be at the reduced rate of \$30.
 - a. adjustments need to be made in Wild Apricot by web admin
8. Treasurer:

Camp LeJeune Officers' Spouses' Club Standing Rules 2023-2024 (FINAL)

- 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. One held by the President and the other by the Treasurer.
 - c. Treasurer will coordinate the transition of bank accounts by May 31.
9. Refunds for paid events:
- a. No refunds will be given within 2 weeks of events.
 - b. Any refunds given will be minus the Wild Apricot fees.
 - c. Tickets to any event are transferable if the purchaser can find a replacement.
 - i. When event tickets are transferred from one member to another, the original purchaser will collect the money from the substitute. OSC will not issue a refund.
10. Reimbursement requests for club events:
- a. All requests for greater club funds must be pre-approved using this google form: <https://forms.gle/yvtnr6HS8x2JFk17>
 - b. All requests for reimbursement must be submitted electronically using this google form: <https://forms.gle/8Bfi1DKWuFJ3o1YN9>
 - c. Sub-clubs events and events that are self-funded do not require pre-approval.
11. A new, appointed position of “Store and Merchandise Manager” will be implemented.
- a. Store manager will report directly to the Treasurer
 - b. Store Manager will maintain an inventory count and ensure the online store is up to date
 - c. The Store Manager will coordinate packaging, drop off and pick up of all purchases.
 - d. Refunds on merchandise will only be given for lack of inventory.
12. Scholarship and Charitable Distribution
- a. Until the vacant position of 2nd VP is filled, there will be no scholarship funds collected.
 - i. If a 2nd VP is elected at any point in the year, reinstating the scholarship fund will be considered and decisions on fund raising will be distributed to the general board for consideration and voting.
 - b. All fundraising efforts will be clearly marketed as to who the funds will benefit before fundraising events start.
 - c. All fundraising efforts will benefit the immediate Camp LeJeune and greater Jacksonville communities.
 - d. Fundraising events will be managed by the President, 1st VP and Coordinators in the absence of a 2nd VP.
13. Fundraising Coordinators and Sub-club sponsors
(Flocking, Tour of Homes):

Camp LeJeune Officers' Spouses' Club Standing Rules 2023-2024 (FINAL)

- a. Coordinators for all OSC events shall be identified as soon as possible.
 - b. Coordinators report to the second VP and president.
 - c. Coordinators attend OSC Membership meetings and report on monies earned and given.
14. 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. Each sub-club will consider "sponsoring" a fundraising event.
 - d. Sub-clubs should coordinate with the Main OSC event calendar and other sub-clubs to deconflict events.
 - e. 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.
 - f. An event registration worksheet must be filled out at <https://forms.gle/wr75Pbc1FgGWFoXm8>
 - g. Sub-club social media posts on the main OSC FB and IG pages are limited to one per week to avoid oversaturation by any one sub-club.
 - h. Executive Board members are discouraged from assuming the position of sub-club President unless deemed necessary.
 - i. This year will be the first year we have a Navy Spouse led sub-club titled "Anchored in Service."
15. 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.
 - b. Each Executive Board and General Board member must supply turnover documents and after action reports that should detail what did and did not work.
 - c. All after action and turnover reports will be stored in the main OSCCampLeJeune shared google drives.
 - d. If a Board member must leave their position before the end of their term, they must turn over all IP to the Secretary immediately and ensure documents are stored in the shared OSCCampLeJeune google drive.
16. Each current Board member should suggest a nominee for their respective positions on the upcoming Board.