

# 2023-2024

## **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 officers' spouses at MCB Camp 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 two ways:

- Socially- Supporting members through networking and friendship.
- Charitably- Raising funds for the Charitable Distributions and Scholarship Funds.

## **Article I- Organization of OSC Boards**

### **Section 1- Honorary President**

1. The Honorary President of the OSC Boards 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 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. Honorary President is a non-voting member and as such is not required to pay dues.

### **Section 2 – Advisors**

1. Appointed Advisors (up to two)
  - a. Up to two General Officer Advisors shall serve on the Executive and General Boards and shall be appointed by the Honorary President from the spouses of the General Officers.
  - b. These Appointed Advisors must be an OSC member.
  - c. These Appointed Advisors are non-voting members on the Executive Board. They may exercise their right to vote on General Board matters.
2. Honorary Advisors
  - a. All General Officer spouses are invited to join the OSC and carry out the role of advisor on the General Board.
  - b. Honorary Advisors sit on the General Board and shall provide guidance to the OSC. They may exercise their right to vote on General Board matters.
  - c. Honorary Advisors must be an OSC Member.
  - d. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

### **Section 3- Executive Officers**

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

1. All Executive Officers must be OSC members.
2. Executive Officers are voting members except for the Parliamentarian. The President only votes in case of a tie.
3. Executive 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.
4. Candidates for the office of President, and 2nd Vice President, shall have a minimum of one year experience on any organizational board.
5. Executive Officers shall serve for one full term.
6. Executive Officers may serve subsequent terms, limited to two consecutive terms, and must be re-elected each term except for the Treasurer. Treasurer may run unlimited terms but must be re-elected each year.
7. Executive Officers are elected by the general membership of the OSC.
8. In the event an elected officer is unable to fulfill the term, the President will appoint a replacement for the remaining term with a majority vote of the General Board, when there is a quorum present.

9. Removal from office for dereliction of duty, abuse of authority, or engagement of conduct that calls into question fitness for office will be handled according to Robert's Rules of Order.
10. The Executive Officers may call special meetings when a topic of discussion cannot wait until the next scheduled meeting. Special meetings require four of the six Executive Officers to be present and may be held virtually.
11. All Executive Officers will have access and rights to all OSC social media platforms.
12. Executive Officers will not head or co-lead any sub-clubs unless deemed necessary and voted on by the majority of the General Board.
13. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
14. All Executive Officers are required to attend all General Board meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
15. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 4 - Major Command and Unit Representatives:**

1. Major Command and Unit Representatives are voting members. They must be an OSC member.
  - a. Accurately represent the respective commands to the OSC and vote to represent the command accordingly.
2. Shall be the spouses of active-duty officers serving in one of the five Major Commands at Camp Lejeune: II MEF, 2d Marine Division, 2d MLG, MCI-East and MARSOC.
  - a. For the following local units on Camp Lejeune whose Major Command are not local, they will be housed under MCI-East for the purpose of OSC.
    - i. Units that fall under Training and Education Command: Marine Corp Combat Service Support Schools, School of Infantry, Field Medical Training Battalion, and Engineer School.
    - ii. As well as Weapons Training Battalion, Coast Guard Special Mission Training Unit, and Deployment Processing Command/Reserve Support Unit.
3. Shall be appointed by the Advisor of the respective Major Command.
  - a. 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 with notification to the President and the 1st Vice President.
4. Additionally, all O-6 level commands and equivalent are invited to provide a representative from their respective commands as Unit Representatives.
  - a. The Unit Representative shall be the Commanding Officer's spouse unless otherwise designated/appointed by the Commanding Officer's spouse.
  - b. The Elected Board reserves the right to accept or reject the replacement by a quorum vote of the General Board.
  - c. In the event a Major Command Representative or O-6 Unit Representative is not inclined to serve at the Board Meetings or appoint a representative from his/her unit, the Executive Board will nominate a representative to present to said Advisor/Unit Rep for approval.
5. Coordinates with the 1st Vice President on programs and responsibilities.
6. Organizes one monthly event during the year.
7. Coordinates with the Membership Coordinator regarding outreach to the Command membership.
8. Disseminates information from the OSC to the respective Command via newsletter or other communication.
9. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
10. Must attend all General Board Meetings or find a replacement to attend in their place.
11. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 5 - Appointed General Board Positions**

Charitable Distributions Coordinator

Social Media Marketing Coordinator  
Web Software Manager  
Membership Coordinator  
Scholarships Coordinator  
Volunteer and Community Outreach Coordinator

1. Must be an OSC member.
2. Each appointed position has one vote on General Board matters. If the appointed person is unable to attend a voting meeting, they may send a proxy in their place.
3. Each appointed position reports directly to the President.
4. Each appointed position keeps an updated binder and online folder for turnover.
5. The appointed member is encouraged to solicit OSC members to form a committee on an as-needed basis with the approval of the Executive Board.
  - a. Each Committee Chair may elect to designate a co-chair.
6. 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 Executive Board.
7. It is the responsibility of the Executive Board, and ultimately the President, to fill these positions for the upcoming term.
8. Term runs from June 1<sup>st</sup> - May 31<sup>st</sup> for all positions.
9. Must attend all General Board meetings or find a replacement to attend in their place.
10. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 6 - Fundraising Event Coordinators**

1. Must be an OSC member.
2. These appointed positions are non-voting.
3. Positions report to and work with the 2nd Vice President.
4. Each coordinator must keep an updated binder or online folder for turnover.
5. Propose a budget to the Executive board to be approved by the General board.
6. In the event one of these appointed members becomes unable to serve, the 2nd Vice President shall appoint a replacement for the remainder of the term, with the majority vote of the Executive Board.
7. The appointed member is encouraged to solicit OSC members to form a committee on an as-needed basis with the approval of the Executive Board.
  - a. Each Committee Chair may elect to designate a co-chair.
8. It is the responsibility of the Executive Board, and ultimately the President, to fill these positions for the upcoming year.
9. Term runs from June 1<sup>st</sup> - May 31<sup>st</sup> for all positions.
10. Must attend all General Board Meetings or find a replacement to attend in their place.
11. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 7–Liaisons**

Marine Corps Community Services (MCCS) Liaison  
New River Officers' Spouses' Club (NROSC) Liaison  
Navy Officers' Spouses' Club (NOSC) Liaison  
Retired Spouses' Liaison

1. Liaisons are non-voting honorary members.
2. Liaisons are invited to attend General Board meetings and enter discussions as non-voting members.
3. The purpose of this position is to enhance communication, including the exchange of calendar events between the clubs and organizations to provide collateral support of fundraising events.

## **Section 8 - Sub Club Presidents**

1. Must be an OSC member.
2. Sub Club Presidents are non-voting members.
3. Report directly to the 1st Vice-President.
4. Must keep an updated binder and online folder for turnover.
5. Will work directly with and under the cognizance of the Executive Board.
6. Will ensure that all members of the sub club are members of the OSC.
7. Are encouraged to host a group page on Facebook to help relay information regarding events. This page shall be for OSC members only.
8. Events will be open to ALL OSC members.
9. Bonafide house guests of OSC members shall be allowed to attend OSC functions only when accompanied by an OSC member.
10. Sister club members and guests must sign a liability waiver and photography release prior to participating in any and each event.
11. Sub Club Presidents will coordinate with the 1st VP for all events.
12. Formation of new sub clubs are dependent upon approval by the Executive Board.
13. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
14. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

## **Article II - Duties of Executive Officers**

### **Section 1 - President**

1. Presides over all OSC Board Meetings.
2. Oversees the Appointed General Board positions, to include, an orientation and quarterly check-ins.
3. Is informed of all committee meetings and may sit on all General Board Committees.
4. Is authorized to sign checks and authorized to use the OSC debit card, in consultation with the Treasurer.
5. Serves as liaison between the OSC and the Officers' Club Advisory Board and other organizations as required.
6. Shares dates and information of events with sister spouses' clubs.
7. Removes or replaces any appointed coordinator or representative she/he deems necessary, with a vote of the Executive Board.
8. Oversees the functioning of all OSC activities, including but not limited to, all legal matters.
9. Maintains working relationship with MCCS, to include sharing contact information of the Executive Board and notifying of any changes in the Executive Officers.
10. Is required to keep MCCS files always updated, 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.
11. Ensures the OSC will not sell or distribute alcohol without forwarding a request to the MCCS Private Organization Program Coordinator for Base approval.
12. Ensures that speakers, guests, or presenters brought onto the base for OSC functions are cleared by MCCS.
13. Shall be bonded.
14. Is an authorized co-signer on all personal reimbursements checks written in amounts totaling over \$500.00.
15. 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 Executive Board to MCCS Private Organization Coordinator.
16. Files all special and year-end reports, as well as any Board Member documentation or pledges.
17. When gross annual revenues are more than \$2,500, ensure that the OSC provides MCCS with an

independent audit no later than 60 days after the end of the fiscal year.

18. May call meetings to be held virtually if deemed appropriate by majority vote of the Executive Board.
19. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
20. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
21. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

## **Section 2 - 1st Vice President**

1. Must be an OSC member.
2. Provides orientation and holds quarterly check-ins with Sub Club leads, Major Command reps, and Unit reps (reviews roles, answers questions, general guidance).
3. Works with Major Command Representatives to facilitate booking contracts for events, as well any contracts needed for Board or Committee meetings.
4. Succeeds to the presidency in the absence of the President.
5. Is authorized to sign checks and authorized to use the OSC debit card, in consultation with the Treasurer.
6. Shall be bonded.
7. Oversees programs, including Sub Clubs.
8. Organizes and oversees the Welcome Aboard and Joint Luncheon (during the year that it falls to Camp Lejeune).
9. Creates a committee to include the Volunteer and Community Outreach Coordinator to help with the decorating and un-decorating of the Club at Paradise Point.
  - a. Appoints committee chair to lead the planning and execution efforts of the winter holiday decorating/undecorating of the Club. This includes working with Club staff to coordinate dates and times, as well as brunch or lunch provided by the Club.
  - b. Solicits volunteers for both events.
10. Provides the Executive Board monthly updates on any committee meetings under his/her scope.
11. Creates an online payment link for special events, as requested by event planners and Marketing.
12. Responsible for invitations and registration for all sub club events.
13. Is invited to accompany the President to any OSC related meetings.
14. Is authorized to sign checks and authorized to use the OSC debit card, in consultation of the Treasurer.
15. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
16. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
17. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

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

1. Must be an OSC member.
2. Oversees all fundraising activities. Must have at least one Fall and one Spring fundraiser, which are approved by the Executive Board before the Welcome Aboard. Changes or additions after this point will be voted on by the Executive Board and must be a majority vote to be approved.
3. Responsible for overseeing the coordinator for each fundraising event (ex-Tour of Homes, Flocking, Auction, etc.).
4. In coordination with the Marketing Coordinator, the 2nd Vice President may approve posts on OSC social media pages on behalf of Event Coordinators.
5. Responsible for coordinating team building activity for the General Board in August.
6. Provides the Executive Board monthly updates on any committee meetings under his/her scope.
7. Keeps, collects, and stores turnover materials, to include username and password for Google Docs, for unfilled positions for General Board Positions.
8. Is custodian of the OSC office key and arranges and maintains storage of OSC property.
  - a. If the 2nd Vice President does not live aboard Camp Lejeune, they may appoint another member

of the Executive Board to hold the key.

9. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
10. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
11. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 4 - Secretary**

1. Must be an OSC member.
2. Maintains records according to the By-Laws and the Standing Rules.
3. Records and files meeting minutes of all Executive and General Board OSC meetings and provides copies of the minutes to all General Board members no later than one week after the Board meeting.
4. Conducts correspondence and maintains all records of the same.
5. Checks mail once a week at minimum and notifies the receiver of incoming mail immediately upon receipt.
6. Is the primary key holder for the mailbox.
7. Keeps Board rosters current and provides a sign-in sheet at all Board and committee meetings ensuring sign-in sheet lists voting and non-voting members. Creates and maintains name signs which will be complete prior to August 1 for all board meetings.
8. Ensures prior month's Board meeting minutes are approved at each Board meeting.
9. Provides the Executive Board monthly updates on any committee meetings under his/her scope.
10. Send correspondence to members for birthdays, anniversaries, births, sympathies, etc.
11. Works with Membership Coordinator to create and make available member name tags for events throughout the year.
12. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
13. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the President prior to the meeting.
14. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 5 - Treasurer**

1. Must be an OSC member.
2. Will coordinate monthly with our designated independent accountant. Together they will coordinate the following:
  - a. Fiscal Year (FY) taxes (start before the end of the term). Treasurer must give everything to the accountant by the first week of June.
  - b. End of FY statements.
  - c. Treasurer is responsible for providing MCCS and the President with an independent audit after the end of the fiscal year, once provided by the accountant.
3. Responsible for submitting budgets and financial reports at monthly OSC General Board meetings.
4. Provides the Secretary with a monthly summary of funds received and expended, as well as budgets and projections for upcoming events, to be submitted in the monthly meeting agenda.
5. Ensure that website dues are paid by the deadline, including but not limited to yearly fees for hosting and domain name registration.
6. 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 must retain all tax records for at least seven years for audit purposes.
  - d. Is an authorized user of the OSC debit card.
  - e. Handles all financial transactions and budgets for all sub-clubs, except for personal expenses that are optional.
7. Submits an Auditor's Financial Report for the OSC General Board annually for all financials recorded FY

June 1<sup>st</sup> to May 31<sup>st</sup> of their term.

8. If the office of the Treasurer is vacated for any reason, the Treasurer will submit an audit to date while coordinating monthly with our independent accountant.
9. Shall be bonded.
10. Ensures that bond and liability insurance to protect against loss of funds by any means covers all OSC money custodians.
11. Shall be the key holder for the second key to the OSC mailbox.
12. Ensures income from the OSC or its activities shall not accrue to individual members of the OSC.
13. Ensures that all personal reimbursement checks over \$500 have two signatures, a combination of the Treasurer, the 1st Vice President, or the President.
14. Works with the Scholarship Coordinator and Charitable Distributions Coordinator to administer checks to designated recipients; this shall be incoming Treasurer, or before the start of the next term.
15. Is responsible for providing monthly budget and bank account updates to the Executive Board.
16. Updates and collaborates with Membership Coordinator on all new members as payments process and on current member statuses.
17. Must ensure that the current board leaves no less than \$3000 in the bank account for the incoming board.
18. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
19. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
20. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

## **Section 6 - Parliamentarian**

1. Must be an OSC member.
2. Interprets the Constitution and By-Laws and serves in an advisory capacity for amendments pertaining to either.
  - a. Distributes governing documents at the beginning of the term to the General Board Members.
3. Advises the OSC on points of order, according to "Robert's Rules of Order."
4. Is Chairperson of the By-Laws Committee which shall be made up of an Advisor, the OSC President two to four members from the General Board and up to two OSC general members.
  - a. Shall have meetings beginning in January going through February.
  - b. Shall be responsible for presenting the draft of the By-Laws to the General Board 30 days prior to the April General Board Meeting. The General Board will vote to accept/reject the amended By-Laws at the April General Board Meeting.
  - c. The amended Constitution must be sent out to all OSC members for a vote to accept/reject 30 days prior to the April General Board Meeting.
  - d. Shall be responsible for presenting the draft of the Standing Rules to the general board prior to the May general board meeting.
5. Is Chairperson of the Nominations Committee which shall be made up of the OSC President and an OSC Advisor, and 1st Vice President.
  - a. The committee decides the date and time of the election.
6. Shall submit a plan for the election procedures at the February General Board meeting.
7. Obtains biography and photo of the election nominees and ensures they are distributed to the membership prior to the election.
8. Runs the election for the upcoming Executive Board.
  - a. A nomination form will be sent to all members soliciting nominations for the Executive Board positions. A ballot will be sent to all members with bios and photos of nominees for a vote.
9. Responsible for tallying votes from ballots for the Executive Board positions.
10. 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).
11. Provides the Executive Board monthly updates on any committee meetings under his/her scope.
12. Retains a physical copy of By-Laws, signed by the Commanding General, MCI-E, and the OSC President



and Parliamentarian.

13. Will take meeting minutes at Board meetings when secretary is unavailable.
14. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
15. Must attend all General Board Meetings. In the event of a necessary absence, the Executive Officer must submit a report to the Secretary prior to the meeting.
16. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

### **Article III - Duties of Appointed Board Members.**

#### **Section 1- Charitable Distributions Coordinator**

1. Must be an OSC member.
2. Responsible for recruiting and vetting worthy charities that need support.
3. Provides application materials for Charitable Distributions posted on the website and makes a special request form available throughout the year for qualified applicants.
4. Place free ads in the local media, if possible.
5. Notifies applicants via email that the application is accepted.
6. Responsible for reporting at the May General Board meeting the allocation of funds among the charities vetted for support by the committee.
7. Submits a list of organizations to the Treasurer to distribute funds via certified mail.
8. May bring special requests to the General Board for approval for the distribution of funds at any time.
  - a. The representative of the organization making this special request should attend the next General Board meeting to present the request. This presentation will take no longer than the first 5-10 minutes of the meeting and the General Board will vote at the end of the meeting. The Charitable Distributions Coordinator will relay the vote decision back to the requesting organization within two days of the General Board's decision.
9. Responsible for publicizing OSC charitable distributions via the OSC Newsletter, Facebook and local publications.
10. 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.
  - a. No one who works for an organization that may be charitably supported by the OSC may serve on this committee.
11. Responsible for planning and hosting a reception with the Scholarship Coordinator for presentation of awards for scholarship and charitable distributions recipients.
12. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
13. Must attend all General Board Meetings or find a replacement to attend in their place.
14. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 2 – Social Media Marketing Coordinator**

1. Must be an OSC member.
2. Oversees OSC social media platforms (Facebook, Instagram, Twitter, etc).
3. May create a committee to assist in duties.
4. Assists in the development of graphics/flyers for upcoming events to be displayed on the OSC website, Facebook, and other social media platforms as appropriate.
5. Maintains a pre-approved schedule for refreshing Facebook posts.
6. Maintains a list of neighborhood Facebook sites within Paradise Point and local Officers' Spouses Facebook sites to submit OSC event posting.
7. Coordinates with OSC President and MCCA for special event marketing.

8. Produce monthly electronic newsletter to be published on OSC website and social media outlets.
9. Post pictures from OSC events to all social media site (Facebook, Instagram, etc.) after the events occur.
10. Publishes information for upcoming events on all social media platforms at minimum of once per month.
11. Photographs current scholarship recipients for the local newspapers and media outlets.
12. Photographs and documents each OSC event for display in the digital scrapbook or the OSC newsletter.
13. Responsible for creating an annual digital scrapbook to be completed by the turnover meeting.
14. Is an administrator on all social media accounts.
15. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
16. Must attend all General Board Meetings or find a replacement to attend in their place.
17. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

### **Section 3 – Web Software Manager**

1. Must be an OSC member.
2. Oversee and maintain the CLOSC website (<https://www.camplejeuneosc.org>) via content from the Board.
3. Make edits to the website including, but not limited to Board Member's names, events, announcements, blog posts, documents, and useful internet links.
4. Make possible website design change recommendations to the Board.
5. Work closely with the President to ensure all content is appropriate for posting on the CLOSC website.
6. Maintain close working relationship with Social Media Marketing Coordinator and 1<sup>st</sup> Vice President/Sub Club leads for information distribution.
7. Ensures all website links are working properly.
8. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
9. Must attend all General Board Meetings or find a replacement to attend in their place.
10. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

### **Section 4 - Membership Coordinator**

1. Must be an OSC member.
2. May create a committee to assist in duties.
3. Shall work with the Executive Board to update, edit, and maintain the membership application as needed.
4. Shall create and maintain an electronic copy of the OSC membership in spreadsheet format.
  - a. The spreadsheet should be sortable by specific filters (unit, location, etc.).
  - b. Make the list available to the OSC Board and Group Representatives when requested.
5. Welcomes new members with written correspondence (email or note).
6. Works with Secretary to create and make available member name tags for events throughout the year.
7. Shall provide the Board with up-to-date membership numbers at monthly Board meetings or when requested.
8. Shall be responsible for registering members at OSC events (Welcome Aboard, luncheons, etc.) as needed.
9. Works with the 1st Vice President to track guests' attendance at events.
10. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
11. Must attend all General Board Meetings or find a replacement to attend in their place.
12. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

### **Section 5 - Scholarships Coordinator**

1. Must be an OSC member.
2. Shall form a committee to annually award scholarships in the spring to qualified applicants.
  - a. Committee must include an OSC Advisor.
  - b. No family members of possible applicants may serve on the committee.
  - c. Committee selects scholarship recipients and determines individual amounts awarded in

conjunction with the approved total amount by the Elected Board.

3. Ensures publication of scholarship availability via free local media, OSC Facebook page and Newsletter.
4. Ensures applications are made available in the timeframe determined by the committee.
5. Ensures the Treasurer is provided with adequate documentation of selected individuals.
6. Responsible for maintaining the confidentiality and integrity of all application materials.
7. Schedules a committee meeting no later than 30 days prior to selecting the recipients.
8. Responsible for reporting at the May General Board meeting the allocation of funds among the scholarship recipients as determined by the committee.
9. Responsible for planning and hosting a reception with the Charitable Distribution Coordinator for presentation of awards for scholarship and charitable distributions recipients in May.
10. Makes recommendations to the General Board concerning changes to the application and/or scoring process, as well as changes to eligibility requirements.
11. Ensures all applicants meet the criteria for eligibility, as determined by the General Board. The scholarship funds will be provided to the University Finance Office of the applicant's choosing.
12. Ensures that the Hanna Huntley Scholarship be awarded annually to a recipient who shows a dedication to service within their community and/or abroad, for an amount to be determined by the year's available funds, but for no less than \$1,000.
13. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
14. Must attend all General Board Meetings or find a replacement to attend in their place.
15. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Section 6 – Volunteer and Community Outreach Coordinator**

1. Must be an OSC member.
2. Collects volunteer hours on the General Board Facebook page or at monthly meetings and verifies hours via Track it Forward and reports individual volunteer hours to the President monthly.
3. Reports total OSC volunteer hours to the MCCS Volunteer Coordinator.
4. Responsible for coordination of Community Outreach opportunities for the year, which shall be approved by the General Board.
5. Responsible for the coordination of the Katherine C. Hart award, the OSC service award, presented annually to nominated members at the end of year event.
6. Works in conjunction with event coordinators and chairs to help find volunteers for functions as needed.
7. Term runs from June 1<sup>st</sup> – May 31<sup>st</sup> for all positions.
8. Must attend all General Board Meetings or find a replacement to attend in their place.
9. Receipts for reimbursement shall be turned in within 30 days of the original purchase date or funds will be forfeited.

#### **Article IV - Philanthropic Fund**

1. This fund shall be divided between Scholarships and Charitable Distributions based on the decision of the Executive Board at the end of the Spring Fundraiser when all monies have been collected.
2. Funds shall be maintained by the Treasurer.

#### **Article V- Standing Rules**

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

#### **Article VI- Intellectual Property (IP)**

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.

1. Do not delete documents pertinent to turnover.
2. Scholarship and Charitable Distribution Coordinators will be aware of OPSEC and PII rules and guidelines and properly dispose of any PII that is no longer needed.
3. 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.
  - a. If there is not a replacement 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.
4. If a Board member must leave their position before the end of their term, they must turn over all IP to the Secretary immediately.

### **Article VII – Turnover Procedures**

1. Turnover meeting is required for each General Board Member and Executive Board Member no later than the end of each term. The position notebook or Google Drive folder should be edited and updated before turnover.
2. Each turnover should include a checklist of duties assigned to that position. The President will be given a copy of all checklists included in the turnovers.
3. All OSC materials, email accounts, 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 VIII- Membership**

1. Dues for regular members shall be no less than \$40 per year, payable annually in June. Regular members joining January 1<sup>st</sup> through May 31<sup>st</sup> shall pay half of the regular membership.
2. Membership privileges, i.e., attending monthly OSC events, are extended to members in good standing.
  - a. Local guests of members may attend one member only function per year.
  - b. Guests must follow venue guidelines concerning sponsor's rank.
3. Bona-fide houseguests shall be allowed to attend OSC functions only when accompanied by an OSC member.
4. Concerning cross-club inclusivity, any area spouses' club members may attend OSC events at member cost, with the exception of Mess Night, and are allowed one sub-club event per year per person.
5. General Board meetings are open to all OSC members.

### **Article IX - Amendments**

1. By-Law Amendments will be decided by a two-thirds vote of the General Board, provided it was submitted in writing to the General Board at the previous month's meeting.
2. Prior to going into effect, the amendment must be approved by the Commanding General of Marine Corps Installations-East (MCI-East), Marine Corps Base, Camp Lejeune.
3. The Bylaws may be amended at any General Board Meeting of the OSC provided the following conditions are met:
  - a. A voting member of the OSC in good standing submits the amendment in writing with written justification to the President and Parliamentarian.
  - b. The General Board was provided notice 30 days prior.
  - c. The General Board approved the amendment with a 2/3 vote after review where quorum is present.
  - d. Prior to going into effect, the amendment must be approved by the Commanding General of MCI-East, Marine Corps Base, Camp Lejeune.

## **Article X - Pandemic Proceedings**

1. In the event of a pandemic, OSC is to follow the Commanding General, MCI-E on all the protocols that have been implemented on base.
2. The Executive Board will continue to seek opportunities to raise money for scholarships, charitable distributions, and the club overall.