

CLOSC Standing Rules  
2021/2022

1. At the Annual Turnover Meeting, the report of the outgoing President shall be made, and the new officers shall be installed.
2. All receipts shall be turned in to the Treasurer within 30 days of the purchase date for pre-approved reimbursement, or funds will be forfeited.
3. Each appointed position should suggest a nomination for their position on the upcoming Board.
4. The 2nd Vice President keeps an accurate inventory of all OSC property and maintains a signature log of all items removed for temporary use. The log should include: name, date and contact information.
5. The General Board shall meet monthly, August through May.
6. The OSC Executive Board shall meet monthly, prior to the General Board meeting.
7. All Board Members must keep an updated binder and online folder for turnover.
8. No later than the Welcome Aboard, the President will coordinate with the Executive Board to set the year's Events calendar, and then submit letters of request to the Base Command for approval of fundraising activities and business requirements for the entire OSC year.
9. Fundraising Coordinators shall be identified for all OSC events by the Welcome Aboard.
  - a) Coordinators will work in conjunction with the 2<sup>nd</sup> Vice President, to be informed of pre-set dates at the beginning of their term, and also report to 2<sup>nd</sup> Vice President as needed for event updates. The 2<sup>nd</sup> Vice President reports to the General board on event topics as needed.
  - b) May attend General Board meetings if needed.

**Holiday Coordinator**

1. Solicits homes to be viewed for Tour of homes.
2. Creates the program booklet with Bios of each Host, pictures of the homes to be viewed, and the recipes provided by each host.
3. Creates touring groups for the Tour of Homes, and plans the route
4. If applicable, plans the after party and provides a gift for hosts, and each Tour of Homes participant.

**Dogwood 5K Coordinator**

1. Generate interest at the Welcome Aboard for general participants and potential committee members.
2. Lead all external donor communications to secure race donations in the form of payment or prizes: for raffles, giveaways, or other race-related elements including, but not limited to, the following:
  - a) Providing tiered options for donations.
  - b) Ensuring donors get public recognition for their participation.
3. Work closely with the OSC President on MCCA relationships and communications, to ensure alignment with all donors and communications.

4. Forms a committee to help with race execution, to include, the Volunteer Coordinator, the Marketing Coordinator.
  - a) Owns all decision rights within the race committee; committee is formed to support with the workload including, but limited to, the following:
    1. Marketing efforts (Facebook posts to the Dogwood 5k Facebook page, the OSC Facebook page, Wild Apricot emails and website language, MCCS webpage and Facebook posts, AMCC Facebook posts), or any other social media platforms being used.
    2. Media communications (reaching out to local media and battalion newsletters to amplify race awareness and alert the community to the race; works closely with the marketing committee member/can be the same person).
    3. Registration setup (researching and finding the registration platform, setting it up, and collecting all registrant information).
    4. Race swag (such as medals, t-shirts, and any other race-related items to be offered to race registrants for purchase).
    5. Day-of event elements for in-person races vs. virtual races (such as bibs, setting up the start and finish line, and securing volunteers to support along the race route with water, electrolytes, etc.).
    6. Day-of race celebrations (securing food, beverages, winner podiums, entertainment, stage for entertainment)

#### **End of year Event Coordinator (Mock Mess Night)**

1. Responsible for securing a speaker for the annual spring OSC Event.
2. May create a committee to help with planning for the event.
3. End of the year event is for Camp Lejeune OSC members only.

#### **Flocking Coordinator**

1. Generate interest at the Welcome Aboard for general participants and team leaders.
2. Identify team leads and establish flocking teams.
3. Lead all communications about flocking season, rules, and expectations, including, but not limited to, the following:
  - a. Emails to interested team leads.
  - b. Emails to the OSC community about flocking.
  - c. Facebook posts to the Flocking page and the OSC Facebook page.
4. Host a flocking kickoff to Distribute flocking supplies:
  - a. 10 flamingos with legs per team.
  - b. Liability forms for non-OSC members.
  - c. Flocking signs to post on the doors each flocking night.
5. Decide flocking goals and to raise or change them throughout the season as/if needed

6. Collect all funds and deliver to OSC Treasurer.
7. Support host of post-Flocking celebration to announce Flocking winners and total amount of funds raised.

## 10. CLOSC Event Coordinators Standard Operating Procedure (SOP)

### Event Coordinators

Those persons who have volunteered to lead, create and execute an event for the CLOSC. Guidelines and timeline for creating and executing events are as follows: Fundraising event coordinators, please also refer to the Fundraising section.

1. Once you have volunteered to lead an event as an event lead, you may create a committee. This committee will be responsible for the event start to finish.
2. Theme and Type of event - The current Executive Board meets during the summer and may create a calendar with tentative dates and events to help give the upcoming year direction. Finalized dates should be immediately discussed with the Event Coordinators who hold the position. Please check with the 1st VP to check if a type of event and date has been chosen for the month you have volunteered for. You and your committee may work with the 1st VP to stay with the type and date of event or to possibly choose your own. Once the event has been decided, choose your theme with your committee. Once decisions on date, theme and event type have been finalized with your committee and the 1st VP, update the Executive Board for approval. **\*Form**
3. Timelines - Please use the guidelines below when planning your event.
  - a) The event needs to go live on our website for registration 3 weeks out from the event date.
  - b) Check in with the 1st VP and President once a week with updates and any questions that may arise. The 1st VP and President will share information with the Executive Board to keep them up to date.
4. Check in with the Treasurer about pricing/event charges. The Treasurer may reach out to the Executive Board for advice on pricing. The final pricing should be approved by the Executive Board. This can be set up through the Treasurer via email. **Form\***
5. Creating the Event for Registration, Flyers and Advertising - The marketing chair can help with design if you so desire. The club has a [canva.com](https://www.canva.com) account if you would like to utilize this platform for creating your own flyer for advertising. 1st VP will share the login. Once you have a design, share with the 1st VP and President. The 1st VP will help in creating the event on our website, opening registration and advertising via Facebook and all online platforms.
6. Day of Event - The Lead and event committee shall be in charge of all aspects of the event.
7. Provide an after-action report to the 1stVP and President and turn in any receipts to be reimbursed to the Treasurer within 2 weeks of the event ending. **\*1st VP will give you all forms - or forms will be on the website under membership**
8. In the event that the Lead and/or committee are unable to follow through with the event, the Executive Board shall step in.

11. All monies raised are divided between the Scholarship Fund and Charitable Distributions Funds per decision of the Executive Board after operating expenses have been paid.

**12.** The Parliamentarian will distribute the governing documents to each board member for acknowledgement and signature at the beginning of the term.

**13.** The Secretary shall be responsible for soliciting information for, and creating the Agenda for each General Board meeting as well as creating the tent cards at the beginning of the year for board members. This should be available to the General Board a week before the meeting, for changes and additions, as well as a treasurer report. Minutes should also be posted on the OSC platform so the general membership can access the happenings of the club.

**14. Charitable Distributions Chair**

- a. Sets the deadline for applications to be postmarked no later than April 1.
- b. Ensures all requests, along with a grading rubric, are presented to the Charitable Distributions Committee for consideration.

**15. Scholarship:**

a. The Scholarship Committee will decide what will be set aside for the Hanna Huntley Scholarship to be awarded annually to a recipient who shows a dedication to service within their community and/or abroad.

b. Scholarship money awarded in May must be used during the next academic school year (fall/spring semester.) If not used during that academic year, the scholarship money must be returned to the OSC Scholarship Fund. Exceptions may be evaluated on an individual basis.

c. All scholarship funds returned to the OSC, after all alternate scholarships have been awarded, will be saved for the following year.

d. Alternate scholarships awarded will not be greater in amount than primary scholarships.

e. The Scholarship application will be open to qualified graduating seniors, college undergraduate dependents, and Spouses of an Active-Duty service member following the guidance of the scholarship application.

**16. Sub-Clubs:**

a. All sub-clubs will work directly with and under the 1<sup>st</sup> VP.

b. All 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. Sub Clubs should strive to coordinate with the OSC Event calendar, and especially the other Sub Clubs, to deconflict event schedules.

d. The Facebook page is for OSC members only. It is the responsibility of the sub-club president/chairperson to remove non-CL OSC members from the group.

e. An event registration worksheet (if applicable) must be emailed to OSCPRESCL@gmail.com and OSC1STVICE@gmail.com, no later than 3 weeks prior to the event.

f. Sub Club social media posts on the OSC General Board social media page, and the OSC Membership page, are limited to one per week, in order to avoid oversaturation by any one sub-club.

g. Executive Board members are discouraged from assuming the position of sub club President, unless deemed necessary and with a majority vote of the General Board where quorum is present.

