

# Offutt Officers' Spouses' Club

## Bylaws

### ARTICLE I – NAME AND PURPOSE

**Section 1.** Name: The following Bylaws are of the Offutt Officer's Spouses' Club, herein referred to as the "OOSC", in accordance with the OOSC Constitution. The principle office of the OOSC shall be located at Building 525, Castle Hall, Offutt AFB, Sarpy County, Nebraska. The OOSC may have such other offices within Sarpy County, State of Nebraska as the Executive Board deems necessary from time to time.

**Section 2.** Purpose: As per the Internal Revenue Service (IRS), for the OOSC to be exempt under the Internal Revenue Code section 501(c)(7), the OOSC will be organized for pleasure, recreation and other non-profitable purposes, substantially all of the activities of which are for such purposes and no part of the net earnings of which inures to the benefit of any private shareholder and will not provide pleasure or recreation on a commercial basis. In general, the OOSC should be supported by membership fees, dues and assessments. The purpose of the Offutt Officers' Spouses' Club Charitable Association, Inc. 501(c)(3) will be to operate exclusively as a charitable corporation.

### ARTICLE II – MEMBERSHIP

#### Section 1 – Membership

A. Active Members:

1. Spouses of active duty officers of the United States Armed Forces are eligible for active membership in the OOSC.
  - a. Active members shall have the right to vote and chair committees of the Board of Governors.
  - b. Active members may hold elected office on the Executive Board.

B. Associate Members:

1. Spouses of members of the Senior Executive Service.
2. Spouses of retired officers and retired warrant officers.
3. Spouses of foreign officers assigned to Offutt Air Force base.
4. Widows/Widowers of retired officers and retired warrant officers of the United States Armed Forces.
5. Spouses of civilian personnel (GS-9 and above).
6. Spouses of retired civilian personnel (GS-9 and above).
7. Divorced spouses of military officers (retired or active duty) who hold an active military identification card and retain DoD privileges under the Former Spouses Protection Act, Public

Law 97-252 (Title 10 U.S. Code, Sec. 1404 at seq). Once these DoD privileges expire or are revoked said individuals will no longer be eligible for membership.

8. Divorced spouses of military officers (retired or active duty) who maintain an active military identification card and DoD privileges, who then marry an enlisted person (retired or active duty), shall be eligible to complete their current year of membership. Said individuals will then be considered a spouse of an enlisted member and hence eligible for membership in the Enlisted Spouses' Club.
  - a. Associate members shall have the right to vote and chair committees of the Board of Governors.
  - b. Associate members may not hold elected office on the Executive Board.

C. Honorary and Advisory Members:.

1. The Honorary President will be the Spouse of the Commander, 55th Wing.
2. The Advisors will be:
  - a. Spouse of the Commander, United States Strategic Command.
  - b. Spouse of the Deputy Commander, United States Strategic Command.
  - c. Spouse of the Vice Commander, 55th Wing.
  - d. Spouse of the Commander, Air Force Weather Agency.
  - e. A representative from the retiree general membership, herein referred to as the Retiree Advisory.
3. The OOSC President, with the approval of the Honorary President, may invite additional distinguished persons to be Honorary or Advisory members.
  - a. Honorary and Advisory Members service is voluntary.
  - b. Honorary and Advisory Members are non-voting members of the Executive Board and Board of Governors.
  - c. Honorary and Advisory Members are entitled to all privileges and responsibilities of the Active membership, except they may not chair a committee, or hold elected or appointed office.
  - d. Should an Honorary President or Advisor decline, the OOSC President has the authority to fill the vacant position, with the consent of the other Honorary/Advisor incumbents.

D. Active, Associate, Honorary and Advisory Membership Termination: All Membership status, either Active, Associate, Honorary or Advisory, will be maintained and honored for the entirety of the fiscal year which membership is accepted unless Membership is terminated due to the following:

1. Upon permanent departure from the vicinity.
2. Upon written resignation to the Membership Chair.

3. By the Executive Board with a quorum approval vote for activities involving discreditable conduct.
4. Failure to pay dues or two unpaid functions, with proper notification.
5. When eligibility for membership is terminated, reinstatement for membership may be accomplished by applying in writing to the Membership Chair for reinstatement and tendering all payment of accrued delinquent dues. This letter will be presented to the Executive Board for their approval.

## **Section 2 – Guests**

### A. Guests:

1. Guests shall not be considered members of the OOSC.
2. The General Membership has first priority on reservations to any OOSC meeting, social function or special activity.
3. The Executive Board shall have the right to limit a function, including special activities, to participation by members only.
4. Guests must be sponsored by an OOSC active, associate, honorary or advisory member in good standing.
5. As per AFI34-223, guests are ineligible to win any prizes, including door prizes.

## **ARTICLE III – GOVERNING BODY**

### **Section 1 - Elected Offices**

- A. President: The President presides over the governing bodies and officers of the Executive Board and the Board of Governors, as well as the OOSC and the OOSCA, Inc. If the President is unable to attend a meeting or effectively administer, the President will notify the Social Vice President and the Charitable Vice President, respectively, to temporarily assume Presidential responsibilities for their respective organizations for the duration of the sitting Presidents absence. If a Vice President cannot preside, the respective Treasurer will take their place. The executive member who assumes the President's post will assume the authority and responsibilities of the President for the duration of the President's absence.
1. Description of duties:
    - a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
    - b. Appoints the Parliamentarian, Chairs of standing committees and Directors consistent with the needs of the OOSC, with approval from the Executive Board.
    - c. Appoints all Honorary and Advisory positions, with approval from the Executive Board and the Honorary President.

- d. Serves as ex-officio member of all OOSC committees, except the Nominating committee.
  - e. Has signatory authority and may countersign all Social administrative and Charitable accounts.
  - f. Signs contracts, Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) with approval of the Executive Board.
  - g. Acts as a contact for base personnel and will refer them to proper Chairs for further action as necessary.
  - h. Oversees the Social Vice President, Social Treasurer, Charitable Vice President, Charitable Treasurer, Recording Secretary and Corresponding Secretary.
  - i. Sends letters of introduction to all new eligible Advisors, with an invitation to act as such, with the approval of the Executive Board and Honorary President.
  - j. Prepares monthly letters for publication in OOSC official media.
- B. Social Vice President: To oversee all 501(c)(7) Social Chairs and activities. The Social Vice President Report is presented during the Social Meeting.
- 1. Description of duties:
    - a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
    - b. Reports to the President.
    - c. Presides over the 501(c)(7) Social meetings in the absence of the President.
    - d. Serves and as ex-officio member of all 501(c)(7) Social committees.
    - e. Has signatory authority and may countersign all administrative and charitable accounts
    - f. Oversees all 501(c)(7) Social Chairs, Directors and committees
      - i. Membership Chair.
        - (a) Reservations Director.
        - (b) Hail & Farewell Director.
      - ii. Programs Chair.
      - iii. Media Chair.
      - iv. Public Relations / Base Liaison Chair.
      - v. Special Activities Chair.
    - g. Coordinates with Patriot Club for the decorating and removal of the Patriot Club's Christmas decorations.

- h. Responsible for presenting all 501(c)(7) Social requests to the Board of Governors and, when necessary, the General Membership.
  - i. Maintains an inventory of all 501(c)(7) Social properties and records changes.
  - j. Assumes Presidency should the sitting President be unable to complete their term.
2. Financial
- a. Oversees and participates in the development of the 501(c)(7) Social budget.
- C. Social Treasurer: To oversee all 501(c)(7) Social financial affairs. Social Treasurer reports are presented at the Social meeting.
1. Description of Duties:
- a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
  - b. Reports to the President.
  - c. Has signatory authority and may countersign all administrative and charitable accounts.
  - d. Responsible for the 501(c)(7) Social banking account(s).
  - e. Keeps a balanced record of all monies received and disbursed by the 501(c)(7) Social banking account(s).
  - f. Prepares monthly financial reports to be presented and reviewed by the Board of Governors.
  - g. Co-Chairs the fiscal budget meeting and mid-year budget review with the Charitable Treasurer.
  - h. Performs the duties of the Charitable Treasurer in the their absence for no more than thirty (30) days, with prior approval of the Executive Board.
  - i. As per AFI34-223, 10.7.3, will provide an annual financial statement to the FSS/FSR NLT 20 days following the end of the fiscal year.
  - j. Inform the registered Agent, The Law Offices of Robert J. Hovery, PC, of the current Board and provide a contact for the completion of the Nebraska Non Profit Corporation Biennial Report and payment of the associated fees. This report will be filed by 01 April of each odd numbered year.
  - k. Assist the Recording Secretary in the preparation of necessary documents to be submitted to the Private Organizations Office when requested.
  - l. Arrange for the Social Treasury books to be reviewed and audited annually in June or July, or prior handing them to the newly elected Social Treasurer.
2. Financial

- a. Prepares annual budget at the beginning and mid year review in January.
  - b. Receives and processes vouchers for any funds to be distributed from the Social banking account(s). Receipts MUST be attached to each voucher.
- D. Charitable Vice-President: To oversee all 501(c)(3) OOSCA Inc., Chairs and activities. The Charitable Vice President Report is presented during the Charitable Meeting.

1. Description of Duties:

- a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Presides over the 501(c)(3) Charitable meetings in the absence of the President.
- d. Serves and as ex-officio member of all 501(c)(3) OOSCCA committees.
- e. Has signatory authority and may countersign all administrative and charitable accounts
- f. Oversees all 501(c)(3) Charitable Chairs and Directors:
  - i. Thrift Shop Chair.
  - ii. Scholarship Director.
  - iii. Ways and Means Director.
- g. Responsible for presenting all charitable requests to the Board of Governors and, when necessary, to the General Membership.
- h. Assumes the Presidency should the Social Vice President be unable to complete their term.

2. Financial

- a. Oversees and participates in the development of the 501(c)(3) Charitable budget.

- E. Charitable Treasurer: To oversee all 501(c)(3) OOSCA, Inc., financial affairs. Charitable Treasurer reports are presented at the Charitable meeting. Performs the duties of the Treasurer of the OOSCA Inc., as detailed in the OOSCA Constitution and Bylaws.

1. Description of Duties:

- a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Has signatory authority and may countersign all administrative and charitable accounts.
- d. Responsible for the OOSC Charitable banking account(s) and oversight of the Thrift Shop account.

- e. Accounts for all receipts and disbursements of the OOSCA, Inc., funds derived from the Thrift Shop, Ways and Means and any other source designated as charitable.
  - f. Keeps an exact record of all monies received and disbursed by the OOSCCA, Inc. charitable banking account(s).
  - g. Oversees the Thrift Shop Bookkeeper and reviews any accounting books on a regular basis.
  - h. Performs the duties of the Social Treasurer in their absence for no more than thirty (30) days, with prior approval from the Executive Board.
  - i. Prepares monthly financial reports for the Board of Governors.
  - j. As per AFI34-223, 10.7.3, will provide an annual financial statement to FSS/FSR NLT 20 days following the end of the fiscal year.
  - k. Co-Chairs the fiscal budget meeting and mid-year budget review with the Social Treasurer.
  - l. Informs the registered Agent, The Law Offices of Robert J. Hovey, PC, of the current Board and provides a contact for the completing of the Nebraska Non Profit Corporation Biennial Report and payment of associated fees. This report must be filed by 01 April of each odd numbered year.
  - m. Assists the Recording Secretary on the presentation of necessary documents to be submitted to the Private Organization Office when requested.
  - n. Arrange for the Charitable Treasurer accounting books to be reviewed and audited annually in June or July or prior to handing them to the newly elected Charitable Treasurer, whichever occurs first.
  - o. Ensures Thrift Shop Bookkeeper has arranged for the annual review and audit of the Thrift Shop books and records.
2. Financial
- a. Prepares budget at the beginning of the year and review in January.
  - b. Receive and process vouchers for any funds to be distributed from the Charitable banking account(s). Receipts must be attached to each voucher.
  - c. Prepare and file all proper tax paperwork, related to the Thrift Shop and the OOSCCA, Inc. If unable, the Charitable Treasurer is responsible for preparations to be completed by a Certified Public Accountant (CPA).
- F. Recording Secretary: Records, approves and distributes minutes of all OOSC General and Special meetings, all Executive Board and Board of Governors meetings as appropriate. The Recording Secretary report will be presented at both the Social and Charitable meetings as applicable and needed.

1. Description of Duties:

- a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.
- c. Records attendance and minutes of all General and Special meetings, Executive Board and Board of Governors meetings, then advises the President if a quorum is present.
- d. Prepares the approved minutes, agendas and board reports for each Board of Governors meeting.
- e. Submits General Membership and Board of Governors approved minutes to the Media Chair for posting on the OOSC official media.
- f. Maintains a copy of all Board Reports for every month of the current fiscal year.
- g. Maintains Permanent Records for a minimum of seven (7) years.
  - i. Current Constitution and Bylaws.
  - ii. All MOAs and MOUs.
  - iii. Annual Budgets.
  - iv. Board and Committee Reports.
  - v. General, Special, Executive and Board of Governors meeting minutes.
- h. The Recording Secretary performs the duties of the Corresponding Secretary in their absence.
  - i. Prepares ballots in advance of the election, as needed.
  - j. Sets up monthly meeting.
    - I. Arrangement of tables
    - II. Arrangement of name cards (including Board member name and position)

2. Financial

- a. Participates in the development of both the 501(c)(3) Charitable and 501(c)(7) Social budgets.

G. Corresponding Secretary: Caretaker of all OOSC correspondence. The Corresponding Secretary report will be presented at both the Social and Charitable meetings as applicable and needed.

1. Description of Duties:

- a. Is elected annually from the Active general membership and serves as a voting member on the Executive Board.
- b. Reports to the President.



- c. Collects all mail from the post weekly, or makes arrangements for another to complete task.
  - d. Purchases all cards to maintain an inventory necessary for recognizing OOSC members
  - e. Prepares all official OOSC correspondence and maintains records of said correspondence.
  - f. Recognizes OOSC members who are hospitalized by card, visitation or gift as deemed appropriate with prior Presidential approval.
  - g. Recognizes OOSC members who have suffered a death in the family by visitation, card or gift as deemed appropriate with prior Presidential approval.
  - h. Performs the duties of the Recording Secretary in their absence.
2. Financial
- a. Participates in the development of the 501(c)(7) Social budget.

**Section 2 - Presidentially Appointed Officers, Chairs and Directors**

The President shall be vested with the authority to appoint specified Active or Associate members of the OOSC, in good standing, to the Parliamentarian office, to Chairs of standing committees and to Directors, with approval of the Executive Board.

A. Parliamentarian: The Parliamentarian is the custodian and official interpreter of the OOSC and OOSCCA Constitution and Bylaws and the governing AFI regulation (AFI34-223)

- 1. Description of Duties:
  - a. Is annually appointed by the President, with approval from the Executive Board, from the Active general membership and serves as a non-voting member of the Executive Board.
  - b. Shall advise the Executive Board, the Board of Governors and the General Membership on all points of order and proper procedures in accordance with the Constitution and Bylaws of the OOSC and of the OOSCCA, Inc, as well as the latest revised edition of Robert's Rules of Order.
  - c. The Parliamentarian is ineligible from making a motion.
  - d. Is the OOSC liaison with the 55th Wing, the legal office and FSS.
  - e. Will serve as Nominating Committee Chair.
  - f. Will preside over Executive Board elections.
  - g. Will oversee all voting at OOSC meetings.
  - h. Will oversee, per incident and with permission of the President, all General Membership, Executive Board and Board of Governors voting done by telephone, proxy or electronic communication.

- i. Will perform the Passing of the Gavel Ceremony.
  - j. Conducts the transitional workshop prior to the final Board meeting of the fiscal year.
- B. Membership Chair: To coordinate the recruitment of new members and the renewal of returning members. The Membership Chair report is presented at the Social meeting.
- 1. Description of Duties:
    - a. Is annually appointed by the President from either the Active or Associate General Membership, with approval of the Executive Board, and serves as a voting member of the Board of Governors.
    - b. Reports to the Social Vice-President.
    - c. Oversees the following Directors:
      - i. Membership Director.
      - ii. Hail and Farewell Director.
    - d. Maintains the Membership directory.
      - i. Establishes dues deadline for member inclusion to official Directory.
      - ii. Have membership applications available at all social functions.
      - iii. Ensures access to membership application in all applicable OOSC official media.
      - iv. Removes non-current members from Directory by 01 October of the current fiscal year, prior to publishing Directory.
      - v. Ensures timely distribution and access to current Membership Directory, as needed.
    - e. Publishes the Membership Directory, including the following information:
      - i. Members information in good standing.
      - ii. Current OOSC Constitution and Bylaws.
      - iii. Board Of Governors roster.
      - iv. Advisors.
      - v. Special Activities contacts.
      - vi. Base Directory.
      - vii. Key to military rank and identification.
    - f. Coordinates new membership opportunities information

- i. Coordinates with OOSC Media Chair, Programs Chair and Public Relations Chair to ensure all OOSC publicizing.
  - ii. Coordinates courtesy follow up phone calls or emails to interested and eligible potential members.
- C. Programs Chair: Coordinates and oversees all social functions of the OOSC and all charitable functions of the OOSCCA. The Programs Chair report will be presented at both the Social and Charitable meetings as applicable and needed.
  - 1. Description of Duties:
    - a. Is annually appointed by the President from either the Active or Associate General Membership, with approval of the Executive Board, and serves as a voting member of the Board of Governors.
    - b. Reports to the Social Vice-President.
    - c. Notifies Reservations Director of all OOSC and OOSCCA menu pricing and selections.
    - d. Coordinates with the Reservations Director to establish reservation deadline for all functions.
    - e. Coordinates with Membership Chair, Media Chair, Public Relations Chair and Scholarship Director to ensure all applicable OOSC and OOSCCA publicizing.
- D. Media Chair: Responsible for the publishing, distribution and access of all official OOSC and OOSCCA media as needed. The Media Chair report will be presented at both the Social and Charitable meetings, as applicable and needed.
  - 1. Description of Duties:
    - a. Is annually appointed by the President from either the Active or Associate General Membership, with approval of the Executive Board, and serves as a voting member of the Board of Governors.
    - b. Reports to the Social Vice-President.
    - c. Publishes monthly OOSC newsletter.
    - d. Maintains and updates all official OOSC and OOSCCA media presence.
    - e. Coordinates with Membership Chair, Programs Chair and Public Relations Chair to ensure all OOSC and OOSCCA publicizing.
    - f. Coordinates with the Special Activities Chair to ensure proper publicizing of all official OOSC special activities.
- E. Public Relations / Base Liaison Chair: Responsible for all official OOSC and OOSCCA publicity. Collects and disseminates pertinent information between all applicable Offutt Air Force Base service

organizations and the surrounding communities to the OOSC Board of Governors and the General Membership. The Public Relations Chair report will be presented at the both the Social and Charitable meetings as applicable and needed.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership, with approval of the Executive Board, and serves as a voting member of the Board of Governors.
- b. Reports to the Social Vice-President.
- c. Coordinates with Membership Chair, Media Chair, Programs Chair and Scholarship Director to ensure all applicable OOSC and OOSCCA publicizing.
- d. Serves as the OOSC and OOSCCA liaison to Offutt Air Force base service organizations at the request of the Executive Board.
- e. Aware of any applicable legislative activities which may impact the OOSC and/or OOSCCA.
- f. Attends applicable Force Support Services (FSS) meetings.

F. Special Activities Chair: Coordinates all special activity groups within the OOSC. The Special Activity Chair report will be presented at the Social meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership, with approval of the Executive Board, and serves as a voting member of the Board of Governors.
- b. Reports to the Social Vice-President.
- c. Oversees all special activities points of contact and ensures they are in compliance with all OOSC Constitution and Bylaws.
- d. Coordinates with the Media Chair to ensure proper publicizing of all official OOSC special activities.

G. Hail & Farewell Director: Responsible for the proper recognition of all new OOSC members and guests, as well as the recognition of all departing OOSC members in good standing. The Hail and Farewell Directors report will be submitted to the Membership Chair for their presentation at the Social meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership and serves as a non-voting member of the Board of Governors.
- b. Reports to the Membership Chair.

- c. Ensures Hail and Farewell gifts, approved by the Board of Governors, are plentifully available for presentation at Social meetings.
  - d. Creates Welcome Table at all official OOSC social meetings.
    - i. Administers sign-in for all new or departing members and guests.
    - ii. Introduces all guests and new or departing members at Social meeting.
    - iii. Presents all official “Hail and Farewell” gifts.
- H. Reservations Director: Responsible for reservations at all official OOSC meetings. The Reservations Director will submit the Reservations Director report to the Membership Chair for presentation in their report at the Social meeting.
- 1. Description of Duties:
    - a. Is annually appointed by the President from either the Active or Associate General Membership and serves as a non-voting member of the Board of Governors.
    - b. Reports to the Membership Chair.
    - c. Coordinates with the Programs Chair to establish reservations deadline for all functions
    - d. Manages member and guest arrivals at all reserved events.
      - i. Will collect and/or manage all reservation monies at all reserved events until such time as the event has concluded, when at that time all accounted monies will be given to the Social Treasurer for duplicate accounting.
- I. Thrift Shop Chair: Oversees all operations of the OOSCA Thrift Shop. Thrift Shop report will be submitted to the Charitable Vice President for their presentation at the Charitable meeting.
- 1. Description of Duties:
    - a. Is annually appointed by the President from either the Active or Associate General Membership and serves as a voting member of the Board of Governors.
    - b. Reports to the Charitable Vice President.
    - c. Coordinates with the PR Chair to insure advertisement of the OOSCA Thrift Shop throughout the base community.
    - d. Coordinates with the Media Chair to insure advertisement of the OOSCA Thrift Shop throughout the OOSC Membership.
    - e. Oversees all paid employees.
    - f. Coordinates with the President and the Charitable Vice President to host an annual “Appreciation Luncheon” for the thrift shop volunteers.
    - g. Coordinates recruiting for volunteers

- h. Keeps a log of all volunteers and their participation.
  - i. Insures accountability of volunteer contact information and recorded hours volunteered.

2. Financial

- a. Submits vouchers and receipts for all reimbursements in accordance with current Charitable Treasures guidance.

J. Ways and Means Director: Oversees all Ways & Means projects and developments. The Ways & Means report will be submitted to the Charitable Vice President for presentation in their report at the Charitable meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership and serves as a non-voting member of the Board of Governors.
- b. Reports to the Charitable Vice President

2. Financial

- a. Collects monthly Thrift Shop receipts for any Ways & Means items sold
  - i. Maintains official OOSCA property list accountable to Ways & Means operations.
  - ii. Manages accountable financial records for all transactions
  - iii. Submits vouchers and receipts for all reimbursements in accordance with current Charitable Treasures guidance.
  - iv. Delivers monthly accountable funds raised to the Charitable Treasurer, reserving \$20.00 for monthly change.

K. Scholarship Director: Will be responsible for all coordinating all procedures necessary to select eligible scholarship recipients of the OOSCCA Scholarship. The Scholarship Directors report will be presented at the Charitable meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership and serves as a non-voting member of the Board of Governors.
- b. Reports to the Charitable Vice President.
- c. Coordinates to ensure a timely and proper publication and awareness is made of the OOSCCA scholarship opportunities.

- i. Every effort should be made to assure as many local schools as possible are equally made aware of the OOSCCA scholarship opportunities.
  - ii. Coordinates with Public Relations Chair and Media Chair to ensure all OOSCCA scholarship opportunities are publicized in all appropriate official OOSC and OOSCCA media.
- d. Forms the Scholarship Selection Committee to evaluate all applications submitted.
- i. The Scholarship Selection Committee members will be an independent panel of community members and are selected by the Scholarship Director, with approval of the President and Honorary President.
  - ii. The Scholarship Selection Committee members will recuse themselves from the committee if they have any family relation, pre-existing relationship or personnel knowledge of any applicant.
  - iii. The Scholarship Selection Committee is responsible for reviewing and updating scholarship guidelines and requirements, with approval from the Board of Governors.

## **Section 2 – Responsibilities**

### A. All OOSC Board Members are expected to attend:

- 1. Board of Governors Meetings.
- 2. Monthly Membership Socials.
- 3. All other special events and meetings as directed by the President

### B. Financial

- 1. Spends funds only from approved position line items.
- 2. Submits vouchers and receipts for any reimbursement in accordance with procedures established by the applicable sitting Charitable and Social Treasurer.

### C. Reports

- 1. Board Reports and agenda items are to be submitted to the Recording Secretary by the pre-meeting deadline, to be established by the sitting Recording Secretary.
- 2. Updated/Reviewed Description of Duties (OOSC Bylaws, Article III, Section 1-2, as assigned) are due in May, prior to the final Board meeting of the fiscal year.
- 3. End of year reports are due in May, prior to the final Board meeting of the fiscal year.
- 4. Will meet with incoming position-select to familiarize them with the duties and turn over all equipment, supplies and files before the actual changeover board meeting in June.

## ARTICLE IV – ASSEMBLY

### Section 1. Meetings

- A. Reservations for any meeting or function may be required. Payment is not required if said reservation is cancelled prior to the deadline established by the sitting Reservations Director.
  - 1. Meal optional reservations, for either members or guests, must let the Reservations Director know they would like to attend a meeting or function but do not wish to eat. A minimal fee may be charged, if applicable.
  - 2. Walk-ins will be accepted on a space available basis.
  
- B. Quorums and Voting
  - 1. A quorum for a General Membership, Executive Board or Board of Governors meeting, shall consist of the Honorary President and/or an Advisor and a majority of the eligible voting membership.
    - a. Vacant Board offices will not be included as part of the total count for an Executive Board or Board of Governors meeting quorum.
    - b. A single member filling two voting positions will count as a single vote, yet these two positions will both be counted for the purpose of an Executive Board or Board of Directors meeting quorum.
  - 2. Proxies, phone and electronic representation for a quorum and voting may be used, per incident, at the discretion of the Parliamentarian with approval of the President.
    - a. Members may vote by proxy executed in writing by the member or by their duly authorized attorney in fact.
    - b. Proxies shall be filed with the Recording Secretary prior to voting.
    - c. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.

### Section 2 – Nominations and Elections of Elected Officers

- A. Nominations
  - 1. The Nominating Committee shall consist of:
    - a. The Parliamentarian, or Presidential designee in the absence of the Parliamentarian, will be the Nominating Committee Chair.
    - b. The Membership Chair.
    - c. The Honorary President, or at least one Advisor.
    - d. 3-5 members from the OOSC General Membership.
      - i. No member seeking elected office may be on the Nominating Committee.



2. Nomination Committee Procedures:

- a. The Nominating Committee will be introduced to the General Membership at the regular meeting in January.
- b. Incumbent officers who wish to run again may do so, as long as their total term in a given office is no more than two consecutive years.
- c. Nominations for elected positions may be made from the floor at any time of the election
  - i. Any member intending to nominate a candidate for office from the floor must so state their intent to the Parliamentarian prior to the slate being presented to the General Membership. The candidate must be present to give consent when the nomination is made from the floor.
  - ii. The nominees will be presented at a General Membership meeting, at which time floor nominees will be accepted. Upon approval by membership, the slate will be closed.

A. Elections

1. The election of officers shall be held at the April General Membership meeting.
  - a. Officers shall serve for a period of one year but not more than two consecutive years in the same elected position.
  - b. If an Active member holds an elected office at the time that Active membership changes, the member may continue in that office through the regular tenure with full privileges, if desired, unless the membership is terminated.
  - c. Officers shall assume their duties on 01 June of the year of their term.
2. Voting Procedures:
  - a. Absentee ballots will be made available, upon request, and must be returned to the Parliamentarian no later than 3 business days prior to the April General Membership Meeting.
  - b. The Parliamentarian will oversee all voting.
    - i. The Parliamentarian will oversee, per incident and with permission of the President, all General Membership, Executive Board and Board of Governors voting done by telephone, proxy or electronic communication.
  - c. The candidates shall be elected by a majority vote.
  - d. An opposed slate shall be held by secret ballot.
  - e. An unopposed slate shall be held by acclamation, at the close of the presentation of candidates to the General Membership.
3. Vacancies

- a. The Executive Board shall decide if a vacancy exists.
- b. If a vacancy occurs after the nominations are closed, that office will remain closed until after the elections. At that time, the newly elected President may fill that position in accordance with the OOSC Bylaws.
- c. The President, with Executive Board approval, shall fill vacancies, with the exception of the President, the Social Vice President, the Charitable Vice President, by appointment.

## ARTICLE V - FINANCING

### Section 1. Operations and Expenditures

- A. The fiscal year shall be 01 June to 31 May.
- B. All checks issued on OOSC banking account(s) will require two signatures of pre-authorized signers, as evidenced by the bank card on file. Eligible signatories may include the President, Social Vice President, Charitable Vice President, Social Treasure and the Charitable Treasurer.
- C. A financial review of the OOSC funds will be made in accordance with AFI34-223 at the completion of the Social and Charitable Treasurers' terms of office. If a treasurer resigns before the end of their term of office, bank reconciliation will be made of OOSC funds.
  1. A minimum of one thousand dollars (\$1,000) shall be left in the Social banking account(s) at the end of each fiscal year.
  2. Any amount over \$1,000 may be transferred to the OOSCCA for administration and disbursement, consistent with the terms of their Constitution and Bylaws.
- D. A budget, for the current fiscal year, prepared by the Budget Committee and approved by the Board of Governors shall be presented to the general membership at the general membership meeting, in August and December of each fiscal year.
- E. All Social and Charitable fund raising activities will be approved by the Board of Governors, authorized by the Installation Commander or their designee, and in accordance with all applicable Air Force Instruction as well as the applicable IRS tax laws and regulations.
  1. As per IRS Code, the OOSC 501(c)(7) Social organization may receive up to 35% of its gross receipts, including investments income, from sources outside of its membership. No more than 15% of this amount may be derived from the use of the club's facilities or services by the general public or from other activities not furthering the social or recreational purposes for members. If an organization has non-member income that exceeds those limits, all the fact and circumstances will be considered in determining whether the club continues to qualify for exempt status.
- F. The 501(c)(7) Social funding account(s) will contain funds raised and spent in accordance with Section 501(c)(7) of the IRS Code

1. The funds for the Social funding account(s) will be generated from membership fees, dues and assessments or other methods of financing as appropriate and in direct accordance with the IRS tax status of this fund.
2. The Board of Governors may authorize expenditure from Social banking account(s), not to exceed one thousand dollars (\$1,000). All expenditures in excess of this amount shall require approval of the General Membership.

## **Section 2. Income**

### A. Membership Dues

1. All Members shall pay dues for fifty dollars (\$50.00) per fiscal year, with the following exceptions.
  - a. OOSC Members who are widowed will not be required to pay dues.
  - b. OOSC Member spouses of O-1's will not be required to pay dues.
  - c. OOSC Members age 65 and older may pay a reduced rate of twenty five (\$25.00) per fiscal year.
2. Occasional reductions in Membership Dues
  - a. New members joining after 01 January of the fiscal year may pay a reduced rate of twenty five dollars (\$25).
  - b. During the annual membership drive campaign, members in good standing of the current fiscal year may receive a five dollar (\$5) reduction in applicable membership dues for the upcoming fiscal year.

### B. Charity

1. In accordance with IRS Code, all profits generated by activities designed to raise funds for donation to charitable purposes shall be transferred to the Offutt Officers' Spouses' Club Charitable Association, Inc., for distribution in furtherance of that organization's charitable endeavors.

## **ARTICLE VI - ADOPTION AND AMENDMENTS**

### **Section 1.** Procedures for Adoptions and Amendments

- A. Any member in good standing may propose an adoption or amendment to the OOSC Constitution of Bylaws.
- B. All proposals will be submitted in writing at a regular or special meeting of the Board of Governors
  1. If the proposed adoption or amendment is approved by the Board of Governors, it will then be submitted for written approval by the Judge Advocate (JA) and the Installation Commander.
  2. If the proposed adoption or amendment is approved by the JA and the Installation Commander, the Board of Governors will make the proposed adoption or amendment available for examination by the membership for a period of at least 30 days prior to voting.

3. The proposed adoptions and amendments shall be presented and voted upon at any General Membership meeting with a quorum.
4. The proposed adoptions and amendments shall become effective upon their approval by the General Membership.

**Section 2.** Amendments

1. Amendment to Article V - Financing, Section 2. Income, A. Membership Dues, 1., will now read "All members shall pay set dues approved by the Board of Governors for that fiscal year".
  - Approved April 2013

**Approved and Revised May 2012**

OOSC President \_\_\_\_\_ Date \_\_\_\_\_

Jennie Rogers

OOSC Social Vice President \_\_\_\_\_ Date \_\_\_\_\_

Stephanie O'Grady

OOSC Charitable Vice President \_\_\_\_\_ Date \_\_\_\_\_

Kim Hemelstrand

OOSC Social Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Erica Hansen

OOSC Charitable Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Sue Armstrong

OOSC Recording Secretary \_\_\_\_\_ Date \_\_\_\_\_

Carey Fedele

OOSC Corresponding Secretary \_\_\_\_\_ Date \_\_\_\_\_

Cheryl Kruse

OOSC Parliamentarian \_\_\_\_\_ Date \_\_\_\_\_

Lorraine Borys