

Offutt Officers' Spouses' Club

Bylaws

ARTICLE I – NAME AND PURPOSE

Section 1: Name: The following bylaws are of the Offutt Officers' 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 Service Code section 501(c)(7), the OOSC will be organized for pleasure, recreation, and other non-profitable purposes. Substantially, all of the activities which are for such purposes and no part of the net earnings of which ensures 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), herein referred to as the OOSCCA, 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 duty membership in the OOSC.
 - a. Active members shall have the right to vote and chair committees of the Board of Executives.
 - b. Active members may hold elected office.

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. Spouses of former active duty military officers who have retained a valid military identification card and DoD privileges.
8. 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.
9. 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 Executives.
 - b. Associate members may not hold elected office on the Executive Board.
10. Fiancées and long time significant others with an active duty officer sponsor may apply for membership. Membership applications will be reviewed and approved by 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 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 as needed, with the consent of the other Honorary/Advisory incumbents.
 - e. OOSC President has the authority to add advisors as needed with the approval of the Executive Board.
- D. Active, Associates, 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 in 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. 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 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 or special activity.
 - 3. The Executive Board shall have the right to limit a function, including socials and 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. Guests are ineligible to win prizes, including door prizes, with the exception of the welcome social.

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 OOSCCA, 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 President’s absence. If a Vice President cannot preside, the respective Treasurer will take the place of the respective Vice President. 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 and Chairs of standing committees 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.
 - i. Sends letters of introduction to all new eligible Advisors, with an invitation to act as such, with the approval of the Executive Board.
 - d. Oversees the Social Vice President, Social Treasurer, Charitable Vice President, Charitable Treasurer, Recording Secretary, and Corresponding Secretary.
 - e. Serves as ex-officio member of all OOSC committees.
 - f. Has signatory authority and may countersign all social and charitable accounts.
 - g. Signs contracts, Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) with approval of the Executive Board.
 - h. Acts as a contact for base personnel and will refer them to the appropriate chairs for further action as necessary.

- i. Oversees all financial aspects of the OOSC and the OOSCA, such as, but not limited to, yearly budgets approved by Board and Membership, yearly taxes filed, and quarterly Thrift Shop payroll taxes paid and filed with the accounting firm.
 - j. Responsible for welcome and business portion of all socials and coordinating an agenda with the Programs Chair.
 - k. Presides over all monthly board meetings and coordinates with secretaries on set up and agendas for said meetings.
- B. Social Vice President: To oversee all 501(c)(7) Social chairs and activities. The Social Vice President report is presented during the OOSC Board 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 as an ex-officio member of all 501(c)(7) social committees.
 - e. Has signatory authority on all social accounts.
 - f. Oversees 501(c)(7) Social Treasurer, Social Chairs, and committees.
 - i. Membership chair
 - a. Hospitality Chair
 - ii. Programs Chair
 - a. Reservations Chair
 - iii. Marketing Chair
 - a. Newsletter
 - b. Social Media
 - iv. Publicity Chair
 - v. Special Activities Chair
 - vi. Ways and Means Chair
 - g. Responsible for presenting all 501(c)(7) social requests to the Board of Governors and, when necessary, the general membership.

- h. Assumes Presidency should the sitting President be unable to complete the term.
- i. Serves as the POC for the annual Offutt Air Force Base cookie drive.

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 OOSC Board meetings.

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 Social Vice President
- c. Has signatory authority and may countersign all social accounts.
- d. Responsible for the 501(c)(7) social bank account(s).
- e. Keeps a balanced record of all monies received and disbursed by the 501(c)(7) social bank 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 Treasurer's 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 President for the annual review and revalidation.
- j. Inform the registered agent, of the current Executive 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. Arrange for the social treasury books to be reviewed and audited annually prior to 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 bank account(s). Receipts MUST be attached to each voucher.
- D. Charitable Vice-President: To oversee all 501(c)(3) OOSCCA Inc., chairs and activities. The Charitable Vice-President report is presented during the OOSCCA Board 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) OOSCCA meetings in the absence of the President.
 - d. Serves as an ex-officio member of all 501(c)(3) OOSCCA committees.
 - e. Has signatory authority on all charitable accounts.
 - f. Oversees all 501(c)(3) Charitable Treasurer and Charitable Chairs.
 - i. Thrift Shop Chair
 - ii. Scholarship Chair
 - iii. Auction Chair
 - 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 the term of the Presidency in the absence of the President.
 - i. Reports charitable giving to the general membership via routine membership communication, such as the newsletter.
 - 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) OOSCCA, Inc., financial affairs. Charitable Treasurer reports are presented at the OOSCCA Board meetings.
- 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 Charitable Vice President
 - c. Has signatory authority and may countersign all charitable accounts.

- d. Responsible for the OOSCCA banking account(s) and oversight of the Thrift Shop account.
 - e. Accounts for all receipts and disbursements of the OOSCCA, Inc., funds derived from the Thrift Shop 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. Creates the Thrift Store budget with input from the Thrift Store bookkeeper.
 - h. Performs the duties of the Social Treasurer in the Social Treasurer's 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 AFI 34-223, 10.7.3, will provide an annual financial statement to the President for review and revalidation.
 - k. Co-Chairs the fiscal budget meeting and mid-year budget review with the Social Treasurer.
 - l. Informs the registered agent, of the current board and provides a contact for the completion 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. 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.
 - n. 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. The Charitable Treasurer is responsible for preparations to be completed by a Certified Public Accountant (CPA) to include a categorized list of expenditures (i.e., scholarships, stamps, charitable giving)
- F. Recording Secretary: Records, approves and distributes minutes of all OOSC General and Special meetings and 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 Governor 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.
 - j. Current Constitution and Bylaws
 - ii. All MOAs and MOUs
 - iv. Annual Budgets
 - v. Board and Committee Reports
 - vi. General, Special, Executive and Board of Governors meeting minutes
- h. Performs the duties of the Corresponding Secretary in the Corresponding Secretary's absence.
- i. Prepares ballots in advance of the election, as needed.
- j. Sets up monthly meetings.
 - i. Arrangement of tables
 - ii. Arrangement of name cards (including board member name and position)

2. Financial

- a. Participates in both the 502(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 OOSC and OOSCCA board meetings.

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 weekly or makes arrangements for mail to be collected
- d. Purchases all cards to maintain an inventory necessary for recognizing all OOSC members' birthdays.
- e. Prepares all official OOSC correspondence and maintains records of all correspondence.

- f. Recognizes OOSC members who are hospitalized by card, with prior Presidential approval.
- g. Recognizes OOSC members who have had a death in the family by card, as deemed appropriate with prior Presidential approval.
- h. Recognizes OOSC members or guests with thank you notes as deemed appropriate with prior Presidential approval.
- i. Performs the duties of the Recording Secretary in the Recording Secretary's absence.
- j. Checks info@offuttosc.com and replies to emails as needed, in conjunction with the Membership Chair.

2. Financial

- a. Participates in the development of the 501(c)(7) social budget.

Section 2 – Presidentially Appointed Officers and Chairs

The President shall be vested with the authority to appoint specified Active or Associate Members of the OOSC, in good standing, to the Parliamentarian officer and to Chairs of the standing committees 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 (AFI 34-223).

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 as well as the latest revised edition of the Robert's Rules of Order.
- c. Is ineligible from making a motion.
- d. Is the OOSC liaison with the 55th Wing, the legal office and FSS.
- e. Will select a slate of nominated officers with input from the Executive Board for the spring elections.
- 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 at the May induction.
 - j. Conducts the transitional workshop during the final board meeting of the fiscal year.
 - k. Works with Bylaws committee to revise the bylaws every 2 years.
- B. Marketing Chair: Responsible for overseeing the publishing, distribution, and access of all official OOSC and OOSCCA media as needed. The Marketing Chair report will be presented at both the OOSC and OOSCCA board 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. Creates all promotional information (brochures, flyers, ads) for the OOSC and supplies to the Publicity Chair for further distribution.
 - d. Oversees, edits, and has final approval of all OOSC and OOSCCA media and branding, including, but not limited to, monthly newsletter, social flyers/promotions, social media updates, brochures, scholarships, etc.
 - e. Maintains and updates all official OOSC and OOSCCA media outlets, including, but not limited to, the OOSC website.
 - f. Oversees the newsletter and social media positions to ensure proper publicizing of all official OOSC and OOSCCA events and information.
 - g. Coordinates with the Publicity Chair to ensure proper publicizing of all official OOSC media.
 2. With approval from the Social Vice President, appoints and oversees the following positions and duties:
 - a. Newsletter
 - i. Gathers pertinent information from the OOSC board, on base, and local community for the newsletter.
 - ii. Takes pictures throughout the month to publish in the newsletter.

- iii. Communicates with the Special Activities Chair to obtain all dates and times for all special activities published in the newsletter.
 - iv. Publishes monthly OOSC newsletter electronically and in print by the first day of each month, excluding June and July.
 - v. Mails out printed newsletter to members who have requested it in a timely matter.
- b. Social Media
- i. Gathers pertinent information from the OOSC board, on base, and local community for the newsletter.
 - ii. Coordinates with board members and OOSC members to get pictures of socials and special activities to post on social media weekly.
 - iii. Shares pertinent information to members about the 55th Wing events and news via social media outlets.

C. Membership Chair: To coordinate the recruitment of new members and the renewal of returning members. The Membership Chair report is presented at the OOSC board 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 Hospitality Chair
- d. Maintains the membership directory
 - i. Establishes dues deadline for member inclusion to official directory
 - ii. Has membership applications available at all social functions.
 - iii. Ensures access to membership applications on all applicable OOSC official media.
 - iv. Removes non-current members from the directory by 01 October of the current fiscal year, prior to publishing the directory.
 - v. Ensures timely distribution and access to current membership directory, as needed.
- e. Publishes the membership directory, including the information of members in good standing.

- f. Coordinates information for new membership opportunities.
 - i. Coordinates with OOSC Marketing Chair, Programs Chair, and Publicity Chair to ensure all OOSC publishing
 - ii. Follows up with phone calls or emails to interested and eligible potential members.
- g. Checks info@offuttosc.com and replies to emails as needed, in conjunction with the Corresponding Secretary.

D. Hospitality Chair: Responsible for the proper recognition of all new OOSC members, as well as the recognition of all new babies and farewells for board members PCSing from the area. The Hospitality Chair report will be submitted for presentation at the OOSC board 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 Membership Chair.
- c. Ensures hail, baby and farewell gifts, approved by the Board of Governors, are plentifully available for presentation at socials.
- d. Sets up welcome table at all official OOSC socials.
 - i. Administers sign-in for all new members and guests
 - ii. Introduces all new members at socials.
 - iii. Presents all official hail, baby, and farewell gifts.

E. Programs Chair: Coordinates and oversees all social functions of the OOSC. The Programs Chair report will be presented at the OOSC board meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either the Active or Associate General Membership, with approval from the Executive Board, and serves as a voting member of the Board of Governors.
- b. Reports to the Social Vice President.
- c. Plans and executes one general membership social event per month (August through May), to include obtaining supplies and completing purchasing vouchers with the Social Treasurer.
- d. Notifies Reservations Chair of all OOSC menu pricing and selections.

- e. Oversees Reservations Chair.
- f. Coordinates with the Reservations Chair to establish reservation deadline for all socials.
- g. Coordinates with Membership Chair, Marketing Chair, and Publicity Chair to ensure all applicable OOSC publicity.
- h. Keeps a year to year ongoing record of theme, location, and attendance of monthly socials.
- i. Programs Chair and co-chair do not pay for socials they have organized.

F. Reservations Chair: Responsible for reservations at all official OOSC meetings. The Reservations Chair will present the Reservations at the OOSC board meetings.

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 Programs Chair.
- c. Coordinates with the Membership Chair to ensure all members with reservations are in good standing.
- d. Manages member and guest arrivals at all reserved events.
- e. 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.
- f. Sends final reservation list and head count to Programs Chair, Membership Chair, Social Vice President and President for each social.
- g. Send a confirmation email to each emailed RSVP which includes the reservation made is a reservation paid policy from Article 4, Section 1, A-3.

G. Publicity 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 Publicity Chair report will be presented at both the OOSC and OOSCCA board meetings, as applicable and necessary.

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, Marketing Chair, Programs Chair and Scholarship Chair to ensure all applicable OOSC and OOSCCA publicity.
- d. Attends, represents, and promotes the OOSC at all base newcomer briefings, such as Right Start, Heartlink and STRATCOM newcomer briefings.
- e. Represents the OOSC at the Retirees Appreciation Weekend information fair in October.
- f. Maintains an updated media contact list specifically for the publicizing of scholarships.

H. Special Activities Chair: Coordinates all special activity groups within the OOSC. The Special Activities Chair report will be presented at the OOSC board 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 Board of Governors.
- b. Reports to 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 Marketing Chair to ensure proper publicizing of all official OOSC special activities and will coordinate to have the special activity events published in the newsletter.
- e. Coordinates with the Membership Chair to ensure all members with reservations are in good standing.

I. Ways and Means Chair: Oversees all Ways and Means projects and developments. The Ways and Means report will be presented at the OOSC meeting.

1. Description of Duties:

- a. Is annually appointed by the President from wither the Active or Associate General Membership and serves as a voting member of the Board of Governors.
- b. Reports to the Social Vice President.
- c. Runs board approved fundraisers in accordance with the current AFIs and 55th Wing Regulations.
- d. Obtains approval for any and all fundraisers from NAF with appropriate forms.

2. Financial

- a. Submits vouchers and receipts for all reimbursements in accordance with current Social Treasurer's guidance.
- b. Delivers monthly accountable funds raised to the Social Treasurer, reserving \$20.00 for monthly change.

J. Scholarship Chair: Will be responsible for coordinating all procedures necessary to select eligible scholarship recipients of the OOSCCA scholarships. The Scholarship Chair report will be presented at the OOSCCA board 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 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 made equally aware of the OOSCCA scholarship opportunities.
 - ii. Coordinates with Publicity Chair and Marketing Chair to ensure all OOSCCA scholarship opportunities are publicized in all appropriate official OOSC and OOSCCA media.
- d. Forms and oversees the Scholarship Advisory Committee to review scholarship application guidelines.
 - i. The Scholarship Advisory Committee members will be an independent panel consisting of the President, Charitable Vice

President, an Advisor, Scholarship Chair, and a member from general membership.

- ii. The Scholarship Advisory Committee members will recuse themselves from the committee if they have any family relation, pre-existing relationship, or personal knowledge of any applicant.
 - iii. The Scholarship Advisory Committee is responsible for reviewing and updating scholarship guidelines and requirements, with approval from the Board of Governors.
- e. Forms and oversees Scholarship Evaluation Committee to evaluate all applications.
- i. Scholarship Evaluation Committee will include three to five members from the base and non military community. Members of the Scholarship Evaluation Committee should be selected to represent a variety of areas of the community both on and off base (i.e., enlisted personnel, officer personnel, educators, etc).
 - ii. Scholarship Evaluation Committee will read and rank order all applications using criteria from the Scholarship Advisory Committee.
 - iii. The Scholarship Evaluation Committee members will recuse themselves from the committee if they have any family relation, pre-existing relationship, or personal knowledge of any applicant.
- f. Coordinates a reception to honor scholarship recipients.
- g. Ensures timely and accurate distribution of scholarships, including ensuring all verified schools receive checks by September 5 of the following board year.
- h. If an initially selected recipient becomes ineligible, their award will be rescinded and a replacement will be selected based on original Scholarship Selection Committee results.
- i. Responsible for all checks issued and cleared.
- j. Awards scholarships in accordance with Article V, Section 1, Item G.
- H. Thrift Shop Chair: Oversees all operations of the OOSCCA Thrift Shop. The Thrift Shop report will be presented at the OOSCCA board meeting.

1. Description of Duties:

- a. Is annually appointed by the President from either 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 Publicity Chair to ensure advertisement of the OOSCCA Thrift Shop throughout the base community.
- d. Coordinates with the President and Charitable Vice President to hire and fire paid employees as needed.
- e. Oversees all paid employees, to include yearly job description review and feedback session.
- f. Coordinates with the President and the Charitable Vice President to host annual appreciation events for the Thrift Shop volunteers.
 - i. Stock break room in Thrift Shop with approved refreshments
 - ii. Organizes annual holiday party and end of the year celebration
- h. Coordinates recruiting for Volunteers.
- i. Keeps a log of all volunteers and their participation
 - i. Ensures accountability of volunteer contact information and recorded hours volunteered.
- j. Submits a short article for publication in the newsletter each month.
- k. Signs off on all time cards for paid employees.

I. Auction Chair- Oversees the auction committee in planning, preparing, and executing the annual auction to include, but not limited to, arranging for theme and decorations, set up, bid registration forms, recognition of sponsors at event, collection of bids and payment, and maintaining current and past donor lists.

1. Description of Duties:

- a. Is annually appointed by the President from either Active or Associate General Membership and serves as a voting member of the Board of Governors.
- b. Reports to the Charitable Vice President
- c. Secures date with President and Honorary President
- d. Coordinates with the OOSCCA for dates and needs

- e. Responsible for soliciting donations for the auction from local community organizations and businesses and others as allowed by regulations governing solicitations by private organizations
- f. Itemizes and stores incoming donations
- g. Coordinates with the Marketing Chair to publicize and disseminate information about the OOSC auction to the OOSC, military community, and local community as appropriate.
- h. Coordinates with the Programs Chair to make arrangements and set up the auction event
- i. Completes and send out invitations to all guests and thank you notes to all donors of any resource utilized by the event
- j. Coordinates with base security so that those without base privileges can gain access to the auction, if applicable.

Section 3 – 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 the 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, Sections 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 Chair.
 1. Meal options reservations, for either members or guests, must let the Reservations Chair know if 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.
 3. If a member cancels after the reservation deadline, or does not show up for a social for which the member has submitted an RSVP, the member will be charged for the social.
- 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 Governors 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 (11) 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 Parliamentarian, with input from the current Executive Board, will nominate and create a slate of officers for the Executive Board election.
2. 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.
3. Nominations for elected positions may be made from the floor at any time of the election.
 - a. Any member intending to nominate a candidate for office from the floor must 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.
 - b. The nominees will be presented at a General Membership meeting, at which time floor nominees will be presented. Upon approval by membership, the slate will be closed.

B. Elections

1. The election of officers shall be held at a spring general membership meeting.
 - a. Officers and Chairs shall serve for a period of one year but not more than two consecutive years in the same elected or appointed 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 spring general membership meeting.
 - b. The Parliamentarian will oversee all voting.
 - c. The Parliamentarian will oversee, per incident and with the permission of the President, all General Membership, Executive Board, and Board of Governors voting done by telephone, proxy, or electronic communication.
 - d. The candidates shall be elected by a majority vote.
 - e. An opposed slate shall be held by secret ballot.
 - f. An unopposed slate shall be held by acclamation, at the close of the presentation of the 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, and 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 Treasurer, and the Charitable Treasurer.
- C. A financial review of the OOSC funds will be made in accordance with AFI 34-223 at the completion of the Social and Charitable Treasurers' terms of office. If a treasurer resigns before the end of the term of office, bank reconciliation will be made of OOSC funds.
 1. A minimum of one thousand dollars (\$1000) shall be left in the social bank account(s) at the end of each fiscal year.
- D. A budget for the current fiscal year, prepared by the Treasurers and approved by the Board of Governors, shall be presented to the General Membership at the General Membership meeting in September and January 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 the section 501(c)(7) of the IRS code.
 - 1. The funds for the social funding account(s) will be generated from membership fees, dues, 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 expenditures from the social banking account(s), not to exceed one thousand dollars (\$1000). All expenditures in excess of this amount shall require approval of the General Membership.
- G. The OOSCCA shall award scholarships in an amount no less than \$1000 per scholarship.

Section 2 – Income

A. Membership Dues

- 1. All members shall pay set dues approved by the Board of Governors per fiscal year, with the following exceptions:
 - a. OOSC members who are widowed will not be required to pay dues.
 - b. OOSC members spouses of O-1s will not be required to pay dues.
 - c. OOSC members age 65 and older may pay a reduced rate of half the yearly dues 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 half the yearly dues.
 - 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 purposed shall be transferred to the Offutt Officers' Spouses' Club Charitable Association, Inc (OOSCCA) 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 and 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 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 thirty (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 or amendments shall become effective upon their approval by the General Membership.

Approved and Revised May 2017

OOSC President: _____ Date: _____
Elizabeth Farar

OOSC Social Vice President: _____ Date: _____
Christy Jackson

OOSC Charitable Vice President: _____ Date: _____
Brandi Stallsworth

OOSC Social Treasurer: _____ Date: _____
Andrea Diaz

OOSC Charitable Treasurer: _____ Date: _____
JD Jordan

OOSC Recording Secretary: _____ Date: _____
Chelsea Day

OOSC Corresponding Secretary: _____ Date: _____
Samantha Edminston

OOSC Parliamentarian: _____ Date: _____
Kara Ehrhart