

**POLICIES**  
**MOUNTAIN HOME**  
**OFFICERS' SPOUSES CLUB**  
**2016**

**A. BUSINESS**

1. Proposed revisions to these policies will be made annually by the Constitution/By-law Review Committee and their suggestions brought to the Executive Board for approval. No changes in the policies will be made without the approval of a majority of the Executive Board.
2. Each member of the Executive Board will have a copy of the Policies. These Policies will also be made available to the General Membership annually in **August**.
3. The President will be notified of items for the agenda by Friday of the week preceding the Executive Board and General Membership meeting.
4. The Recording Secretary will keep OSC records, for a period of five (5) years, in an appropriate place. They will include minutes of the meetings, officers' reports, treasurers' reports and chairmen's reports. The reports of all special projects, such as the BB4BC or Auction, will be kept for seven years. The Recording Secretary and First Vice President shall review and discard records annually at the end of their term of office. All financial records, Administrative and Welfare Treasurers' reports, will be kept for a period of seven (7) years.
5. Job descriptions shall be kept current and updated as changes occur. All current job descriptions shall be provided to the Parliamentarian by the January Executive Board Meeting. The Parliamentarian will send proposed changes to Advisory Group, President, and coordinating Vice President for review before changes will be made.
6. Telephone or e-mail votes of the Executive Board may be taken. Such votes shall be taken by the Parliamentarian or, in his/her absence, by the Recording Secretary. The quorum for a telephone or e-mail vote is the same as for a regularly called meeting (an attempt to contact the entire Board must be made and 2/3 of the voting members must be reached). Before a telephone or e-mail vote is taken, the Honorary Advisors must be notified. A written report must be presented at the next Board meeting stating the results. The Recording Secretary shall record the results of all telephone or e-mail votes taken, indicating all individuals contacted.
7. Base facilities will be used whenever possible for activities sponsored by the OSC.
8. All fund-raising activities sponsored by the OSC must be approved by Private Organizations.
9. Any Active or Associate member may attend an Executive Board meeting but as a non-voting, non-speaking member. Any member or person wishing to address the Executive Board must be added to the agenda with approval of the President.
10. Members who have served on the Board for two (2) years may not succeed themselves, for a period of one year, in the same Executive Board position or Special Activity group position without the approval of the Executive Committee.
11. Any Board member whose active membership status changes to associate member status may remain in his/her position to complete his/her term.
12. For members unable to attend the OSC election, absentee voting is encouraged. Absentee ballots will be available from the Parliamentarian and published in the Desert Breeze prior to the election. Absentee ballots must be returned to the Parliamentarian by the day of the election.
13. Individual number votes cast are not published. A candidate for office may submit a request in writing to the Chairman of the Nominating Committee, within 30 days after the election, for the individual number of votes cast for candidates within his/her specific office.

## **B. EXECUTIVE BOARD AND COMMITTEE CHAIRMEN RESPONSIBILITIES**

1. All special events of a fund-raising, social or official nature, sponsored by the OSC, will be reported upon in writing and submitted for file within one month after the event. These summary reports must be dated and signed by the chairman. Copies will be given to the Executive Board.
2. Committee Chairmen will keep itemized financial records that will be checked with the respective Treasurer and Vice President at the conclusion of the event.
3. Each Chairman may appoint an assistant. This Assistant Chairman will not hold a voting position on the Executive Board unless representing the Chairman in his/her absence.
4. Committee chairmen will chair their committee meetings and will make recommendations to the board at the next board meeting for a vote. No committee will disburse funds or property without board approval.
5. The June Board meeting, each year, shall be a joint meeting of the newly elected Executive Committee, newly appointed chairmen, and the out-going Executive Board and outgoing chairmen. The purpose of this meeting shall be to transition offices, review job descriptions and all records and papers pertinent to each Executive Board member's position. The outgoing Executive Board and Chairmen will conclude business for their board year and the new board will continue with new business.

## **C. FINANCIAL**

1. The Budget Committees will consist of the Advisors and other officers as outlined in the By-laws, Article 8. All Committee Chairmen will be contacted, by their coordinating Vice President, for budget requests prior to the budget meetings.
2. Copies of the budget will be sent by the **Administrative and Welfare Treasurers** to Private Organizations following approval by the General Membership, no later than **August**.
3. All requests for welfare donations or expenditures, not included in the approved budget, must be presented in writing to the Executive Committee.
4. All Active and Associate members shall pay dues of **\$65.00** per year. Dues will be prorated to **\$32.50** beginning with the January function.
5. All members, who paid their dues by cash or check for the entire Board year, shall be eligible to receive a refund if they receive orders to PCS or are retiring and leaving the area. The dues for the remainder of the year may be refunded as follows:
  - a. Refund of **\$32.50** will be paid to members who leave before the January function.
  - b. A copy of orders must be provided to the Administrative Treasurer in order to receive a refund. There will be no exceptions to this requirement.
  - c. After the member receives the refund, he or she may not attend a function as a guest. The Administrative treasurer shall provide this statement with the refund.
  - d. It is the responsibility of the Membership Chairman to advise members of the refund policy, procedure and time required to receive a refund when they join the OSC.
6. All OSC permanent property purchases shall have Executive Board approval. The Christmas Decorations are property of the Gunfighters Club and therefore their responsibility.

#### **D. TOKENS OF APPRECIATION**

1. Tokens of appreciation may be given as follows:
  - a. Honorary Officers - not to exceed fifty dollars (\$50).
  - b. President - not to exceed fifty dollars (\$50).
  - c. Executive Board members - not to exceed twenty dollars (\$20).
  - d. If a Board member resigns due to circumstances beyond his/her control, a token of appreciation may be purchased at the discretion of the President and First Vice President.
  - e. A Shutterfly book will be given to the Honorary Advisors and OSC President. An extra book will be ordered for OSC continuity.
2. Tokens of appreciation may be given to guest speakers at OSC functions if a fee has not been requested. Said tokens should not exceed fifteen dollars (\$15) without the approval of the Executive Board.
3. Tokens of appreciation may be given to the Officers' Club at the discretion of the Executive Board.

#### **E. SPECIAL AND SOCIAL FUNCTIONS**

1. The Bingo function will be open to OSC members whose membership is current.
2. Guests attending a luncheon or social function will **not** be eligible to win a door prize.
3. **Non-mobile infants will be permitted at OSC functions.**

#### **F. SPECIAL ACTIVITIES**

1. The OSC shall make an effort to provide activities for dues paying members such as book club, bowling, golf, mah jongg, cooking club, crafts, etc. New activities may be initiated as interest and support occur. The activities shall have Executive Board approval.
2. All supplies and equipment needed to conduct various special activities, sponsored by the OSC, shall be purchased by the Special Activities Chairman with Executive Board approval. The Special Activities Chairman shall be responsible for an inventory and for maintaining all equipment. All moneys used to purchase supplies and equipment shall come directly from the OSC Administrative Fund. Special Activity groups may not use OSC funds to purchase farewell gifts, awards or individual prizes.
3. Eligible OSC members may not participate in special activities until membership is verified.
4. OSC will not endorse a particular product line in any Special Activity Club. The names of all known OSC members who sell a product related to a Special Activity Club shall be provided to the members of that club. No sales or advertising may take place at club meetings.