

**BYLAWS**  
**Mountain Home Officers' Spouses' Club**  
**2020-2021**

***ARTICLE 1 – MEMBERSHIP***

A. Eligibility for membership in the OSC shall be:

1. Active members
  - a. Spouses of all military officers on active duty permanently assigned or attached to Mountain Home AFB.
  - b. Spouses of officers of the US Armed Forces whose sponsor is on active duty in a remote area, as defined by AF regulation, and who are eligible for membership in the Officers' Club
  - c. Active members are entitled to all the privileges and benefits of full membership, including the right to vote and hold office.
2. Associate members
  - a. Spouses of foreign exchange officers
  - b. Spouses of all retired officers who are eligible for membership in the Officers' Club.
  - c. Spouses of civil service employees, active or retired, who are eligible for membership in the Officers' Club.
  - d. Spouses of deceased US Armed Forces officers or civil service employees.
  - e. Adult relatives, other than a spouse, residing in the household of an officer who is permanently stationed or attached to Mountain Home AFB, and is eligible for membership in the Officers' Club.
  - f. Adult, non-spouse, who possess valid ID cards as dependents of a US Armed Forces officer on active duty elsewhere and whose sponsor is an officer and is eligible for membership in the Officers' Club.
  - g. Officers, active or retired, or civil service employees who are permanently stationed at Mountain Home AFB and are eligible for membership in the Officers' Club.
  - h. Associate members shall have all the privileges of active members.
3. Honorary Social Members
  - a. The President, with the approval of the Executive Committee, may extend social membership for the term of office.
  - b. Will pay the cost of any OSC functions they attend and may receive all OSC publications and invitations; however, will not vote and will not hold office.
  - c. May attend any and all OSC functions and are eligible for all prizes.
  - d. May be offered to the spouses of the Mayor of Mountain Home, Chairman of the Military Affairs Committee, City of Mountain Home Military Liaison, CCAF Civic Leaders Group, President of Mountain Home Chamber of Commerce, Command Chief, or others as selected. Consult with Honorary President for additional names.
4. Extended Social members
  - a. The President may extend this membership to former honorary social members.
  - b. Will pay the cost of any OSC functions they attend and may receive all OSC publications and invitations; however, will not vote and will not hold office.
  - c. May attend all OSC functions and are eligible for all prizes
  - d. Shall be extended for the tenure of the President's term.
5. Singapore Officer Spouse member
  - a. Spouses of Singapore officers on active duty permanently assigned or attached to Mountain Home AFB.
  - b. Will not be eligible to hold position on the board or able to vote as general membership.
  - c. Will not be eligible to win prizes at monthly OSC membership meetings.
  - d. Dues are not required. They must pay the standard event cost at the door and an additional \$5 participation fee to cover event costs.

- B. Membership in the OSC is a prerequisite for participation in all OSC regularly scheduled activities and any special activities unless otherwise designated by the Executive Board.
- C. Termination of Membership
  - 1. Membership in the OSC may be terminated as follows:
    - a. Upon permanent departure from the vicinity.
    - b. Upon written resignation to the Membership Chairman.
    - c. By the Executive Committee with a two-thirds approval vote by the Executive Board, for cause, involving discreditable conduct and submitted for approval to the Installation Commander or designee.
    - d. Any member failing to pay dues for three consecutive months shall, after proper notification, be dropped from the OSC membership rolls. Such persons may be reinstated upon reapplication and payment of all delinquent dues accrued.
    - e. Any member suspended or terminated from this OSC shall be notified in writing by the Secretary.

#### ***ARTICLE 2 – DUES***

- A. All Active, Associate and Extended Social members shall pay dues annually. Dues shall be prorated for members joining after December.
- B. The amount of dues may be changed upon recommendation by the Board, provided such recommendation is approved by a majority vote of members present and voting at a regular or special meeting of the General Membership.
- C. Honorary Social members shall not be required to pay dues.
- D. Extended Social members pay a reduced rate of half annually.

#### ***ARTICLE 3 – GUESTS***

- A. The membership has first priority on reservations to any OSC functions.
- B. The Membership Chair shall be responsible for verifying eligibility of those attending the functions and for enforcing limitations imposed on guest attendance. The Executive Board shall determine such limitations as deemed necessary for the welfare of the OSC.
- C. No person eligible for either Active or Associate membership in the OSC may attend more than one (1) OSC event annually as a guest and are not eligible for prizes.
- D. Bona fide houseguests of members may attend all OSC functions. Bona fide houseguests are considered to be those visiting temporarily from a distance of more than fifty (50) miles. They will not be eligible for prizes.
- E. The President and Honorary President may invite guests to a function on behalf of the OSC.
- F. All categories of guest eligibility not covered in the Bylaws will be considered on a case by case basis by the Committee.

#### ***ARTICLE 4 – NOMINATION and ELECTION***

##### **A. Election**

- 1. The election of officers shall be held at the April General Membership meeting and shall be by secret ballot. Write-in will be invalid. A majority vote of the members voting will elect. Any tie shall be resolved by the President's sealed vote, which will be given to the Parliamentarian prior to the counting of votes.
- 2. In the event there is only one nominee for each office, a voice vote, with show of hands, may be taken on the entire slate.
- 3. If a candidate wins, by a majority vote, and for some reason must remove himself/ herself from that respective office with forty-eight (48) hours following the election, the candidate receiving the second highest number of votes for that respective office shall then be permitted to accept that office, if he/she so desires.

4. Ballots will be prepared, distributed, collected and counted by the Nominating Committee, except in voice vote.
5. The Parliamentarian will hold the ballots for thirty (30) days following the election.
6. Elections are held in April at the monthly General Membership meeting. In the event ballots are used, polls open thirty minutes prior to the scheduled meeting and close one hour after the meeting begins.
7. Any delinquent Active member shall be prohibited from voting until accrued dues are paid.

#### **B. Term of Office**

1. Installation of newly elected officers shall be held at the May General Membership meeting.
2. Newly elected officers shall assume their duties June 1 and shall serve a period of one (1) board year. Commitment to hold a board position is for 1 board year and resignations are accepted due to PCS or hardship.
3. The May Board meeting will be a joint meeting with incoming and outgoing Board members attending. Outgoing board members will preside over meeting with incoming Board members observing. This meeting can be rescheduled at the discretion of the President.
4. If an officer's status changes from active to associate member while serving in an elected office s/he may continue to hold that office until the end of the office term. Members of the Executive Committee will not serve in the same office for more than two consecutive years unless an exception is made by the Executive Board.

#### **C. Vacancies**

1. In the event of a vacancy in the office of President, the First Vice President, with his/her consent, shall immediately assume the office. In the event he/she chooses not to assume the office, a replacement shall be appointed by the Advisory Group with the approval of the Executive Committee. A vacancy in any other office shall be filled by the President with approval of the Executive Committee. A vacant position shall be offered to all members of the Executive Board before going to the General Membership to fill the vacancy. Said officers shall hold office until the next general election.
2. Resignation from an Executive Board position will be submitted in writing to the Secretary.

### ***ARTICLE 5 – DUTIES of OFFICERS***

#### **A. Advisory Group**

1. The Honorary President and the Honorary Vice President(s) may be ex-officio members of all committees.
2. The Honorary President and Honorary Vice President(s) or their designees have the rights and privileges of a member, and attend all Executive board meetings in an advisory capacity, without vote. However, as members, they have the right to vote at the General Membership meetings.

#### **B. Elected Officers**

1. Shall carry out the responsibilities and duties of their office as stated in the Constitution and Bylaws as well as in the job descriptions and OSC policies.
2. Shall attend all regular and special business meetings of the OSC and all meetings of the Executive Committee and Executive Board.
3. Shall perform such duties as may be delegated by the President.

#### **C. President**

1. Presides at all regular and special meetings of the OSC, Executive Board and Executive Committee.
2. Is an ex-officio member of all committees except the nominating committee.
3. Shall appoint, with Executive Committee approval, the Parliamentarian and chairman of all standing committees and special committees necessary to conduct the business of the OSC.
4. May call special meetings of the Executive Committee and/or the Executive Board, as he/she deems necessary.
5. Shall vote in case of a tie, in cases where a simple majority vote applies.

6. Will sign Addendum to Certificate of Authority at the bank when the books are passed on to the new board in May and will have the authority to sign checks for the Administrative, the Welfare and the Thrift Shop bank accounts.

**D. First Vice President**

1. Performs the duties of the President in his/her absence and assumes, with his/her consent, the office of President if the President is unable to complete the term.
2. Shall supervise the welfare account oriented committees assigned to him/her by the President, approved by the Advisory Group and listed in the OSC policies.
3. Acts as Parliamentarian in his/her absence.
4. Will sign Addendum to Certificate of Authority at the bank when the books are passed on to the new board in May and have the authority to sign checks as requested for the Administrative and the Welfare accounts. Will not be on the Thrift Shop bank account unless acting as a Thrift Shop Co-chairperson.

**E. Second Vice President**

1. Performs the duties of the First Vice President in his/her absence.
2. Shall act as liaison to the Club and shall supervise the socially oriented committees assigned to him/her by the President, approved by the Advisory Group and listed in the OSC Policies.
3. Shall supervise properties belonging to the OSC.
4. Will sign Addendum to Certificate of Authority at the bank when the books are passed on to the new board in May and have the authority to sign checks as requested for the Administrative and Welfare bank accounts. will not be on the Thrift Shop bank account unless acting as a Thrift Shop co-chairperson.

**F. Secretary**

1. Records and posts the minutes of all regular and special meetings of the OSC, the Executive Board and the Executive Committee; sends said reports to all Executive Board members, and the Private Org Monitor.
2. Is custodian of minutes of the OSC, which shall be kept for a period of five (5) years.
3. Shall be responsible for all correspondence of the OSC, as directed by the President.
4. Shall notify all members of the Executive Board or Executive Committee of the time and place of all meetings.
5. Shall keep records of all correspondence for the three (3) years preceding the current fiscal year.
6. Is responsible for the maintenance of the OSC records in the storeroom.
7. Shall arrange seating chart at board meetings and collect minutes and reports to file for absent members.

**G. Administrative Treasurer**

1. Assumes the duties of the Welfare Treasurer in his/her absence.
2. Is responsible for all financial affairs of the OSC, including the proper filing of income tax forms.
3. Shall keep an accurate account of all dues, receipts and expenditures, balance the Administrative fund accounts on a monthly basis and prepare a monthly financial statement for the Executive Board.
4. Shall be in charge of bonding.
5. Is responsible for payment of all commitments approved by the Executive Board and/or the General Membership.
6. Presents records, upon resignation or at the end of term of office, for review in accordance with existing Air Force directives.
7. Monitors and shares responsibility for expenditures of committee chairmen or their representatives, ensuring conformity with the budget of the fiscal year. Records/reflects these expenditures in the monthly Board report.
8. Serves as chairman of OSC Administrative budget committee.
9. Serves as custodian of all administrative financial records, which shall be kept for a period of seven (7) years.
10. Will sign Addendum to Certificate of Authority at the bank when the books are passed on to the new board in May and will have the authority to sign checks for the Administrative and the Welfare bank

accounts. Will not be on the Thrift Shop bank account unless acting as a Thrift Shop Co-chairperson.

11. Delivers end of year Financial Statement to the Private Org Monitor.

#### **H. Welfare Treasurer**

1. Acts as assistant to the Administrative Treasurer and assumes the duties in his/her absence.
2. Shall receive and distribute all welfare funds belonging to the OSC.
3. Shall keep an accurate account of all receipts and expenditures, balance the Welfare account on a monthly basis and prepare a monthly financial statement to be presented to the Executive Board.
4. Serves as Chairman of the Welfare Budget Committee.
5. Presents records, upon resignation or at the end of term of office, for review in accordance with existing Air Force directives.
6. Serves as custodian of all Welfare financial records, which shall be kept for a period of seven (7) years.
7. Will sign Addendum to Certificate of Authority at the bank when the books are passed on to the new board in May and will have the authority to sign checks for the Administrative, the Welfare and the Thrift Shop bank accounts.

#### **I. Parliamentarian**

1. Shall advise the Executive Board and General Membership on points of order and proper procedures in accordance with the Constitution and Bylaws of the OSC and the latest revised edition of Roberts Rules of Order.
2. Shall serve as chairman of the Constitution Committee.
3. Shall take a vote of the Executive Committee or Executive Board by telephone or email, when necessary, as directed by the President or his/her designated representative.
4. Shall serve as OSC liaison to the 366<sup>th</sup> Wing Legal Office.
5. Shall attend all regular and special business meetings of the OSC and all meetings of the Executive Committee and the Executive Board.

### ***ARTICLE 6 – STANDING COMMITTEES***

- A. The President may appoint or delete Standing Committees with the approval of the Executive Committee, as the need arises.
- B. Special committees may be appointed by the President for a specific purpose; said committees cease to function after completion of their work and presentation of their final report.

### ***ARTICLE 7 – FINANCES***

- A. Monetary assets allocated in the following minimums shall be turned over to the incoming Executive Board each year:
  1. Administrative Account – a minimum amount of \$1500 will be maintained in the operating account.
  2. Welfare Fund – a minimum amount of \$1200 will be maintained, of which at least \$500 shall be kept for fund raising capital and \$700 minimum balance in the checking account.
  3. The minimum balances are over and above any obligated funds.
- B. The OSC shall provide a bond covering the Administrative Treasurer, Welfare Treasurer, and any other committee chairman the Executive Board recommends.
- C. Any non-welfare expenditure not exceeding \$500 can be approved, by a two-thirds vote of the Executive Board as an unbudgeted expenditure, without membership approval. This provision may be exercised only once on any individual project. Subsequent expenditures require membership approval.
- D. Any welfare expenditure not exceeding \$500 can be approved by a two-thirds vote (a minimum 50% of the board members present) of the Welfare Committee as an unbudgeted expenditure without Executive Board/Membership approval. This provision may be exercised only once during a quarter on any individual request. Subsequent expenditures require Board approval.
- E. Any expenditure exceeding \$500, not previously approved in the budget, shall be voted upon at a regular business meeting of the OSC General Membership.

- F. The President shall be permitted to incur expenditure up to \$200, without Board approval, in an unexpected situation, provided he/she coordinates such expenditure with the First Vice President and the Advisory Group.
- G. All funds belonging to the OSC will be deposited to the credit of the OSC in a financial institution that has subscribed to the Federal Deposit Insurance Corporation.
- H. The OSC shall operate on an Administrative Fund Budget and a Welfare Fund Budget approved by the Executive Board and subsequently presented to the General Membership for approval no later than the September function.
  - 1. OSC Administrative Fund – This fund is composed solely of membership dues, sales and net proceeds from any OSC social/administrative fund-raising event and not more than 35% of general fundraisers. This money shall be utilized for operational expenses for the OSC (i.e., entertainment, publications, decorations, programs, luncheons, etc). No more than 35% of the total annual proceeds from fundraising can be deposited in the Administrative Fund. Reimbursements to the Administrative Fund from the Welfare Fund must be documented as expenses incurred by the membership to support Welfare projects.
  - 2. OSC Welfare Fund – This fund is composed of all net proceeds from all special OSC sponsored Welfare fundraising events, all OSC net proceeds from the Thrift Shop and any donations from the OSC Administrative Fund.
    - a. This fund shall be used for scholarships and to promote welfare activities. In keeping with IRS regulations, money from the Welfare Fund may not be transferred to the OSC Administrative Fund.
    - b. The Thrift Shop shall operate under policies and procedures as set forth by the Thrift Shop Council, as described by the Thrift Shop Charter, which is to be reviewed annually.
- I. The Administrative and Welfare Budgets shall be reviewed and presented at the April Executive Board meeting. The fiscal year runs from 1 June to 31 May.
- J. The President, First Vice President, Second Vice President, Administrative Treasurer and Welfare Treasurer are authorized to sign checks. Two signatures are required on all checks for either account.
- K. OSC Members with a home based business may provide products or services to OSC under one of the following options at the discretion of the member:
  - 1. The product or service may be donated, in which case a receipt for charitable contribution will be provided.
  - 2. At wholesale cost plus tax and shipping.
  - 3. For a profit not to exceed 10%.
- L. All on-base fundraisers must be coordinated through the Private Organization Monitor.

***ARTICLE 8 – BUDGET COMMITTEES***

- A. The Budget Committee members shall meet prior to the May Executive Board meeting to review the budget proposed for the upcoming Board year.
- B. The Administrative Fund Budget Committee, chaired by the Administrative Treasurer, shall consist of the Advisory Group, plus the outgoing and incoming Presidents, Vice Presidents, Welfare Treasurers, Administrative Treasurers, Parliamentarians, Ways and Means Chairmen and Secretary.
- C. The Welfare Fund Budget Committee, chaired by the Welfare Treasurer, shall consist of the Advisory Group, plus the outgoing and incoming Presidents, Vice Presidents, Welfare Treasurers, Administrative Treasurers, Thrift Shop Chairmen, Parliamentarians, Welfare Chairmen, Auction Chairperson, and Secretary.

***ARTICLE 9 – SCHOLARSHIP COMMITTEE***

- A. The Scholarship Committee shall consist of the Honorary President, Honorary Vice President, First Vice President, Welfare Treasurer, Welfare Chair, Thrift Shop Chairman and appointed Scholarship Chairman. Members who have a child/dependent who is eligible to compete for a scholarship shall be excused from serving on this committee. The committee selecting scholarship recipients shall be composed by a member of three non-OSC members, selected by the Scholarship Committee.

***ARTICLE 10 – GOVERNING DOCUMENT REVIEW COMMITTEE***

- A. The Constitution and Bylaws Review Committee, chaired by the Parliamentarian, shall consist of the President, both Vice Presidents, Secretary, Honorary President, and Honorary Vice President(s). If changes occur, proper administrative and legal approval must be obtained.
  - 1. This committee shall begin the Constitution and Bylaws bi-annual review process in October.
  - 2. The Policies will be reviewed annually.

***ARTICLE 11 – WELFARE COMMITTEE***

- A. Welfare requests will be voted on by the Board at meetings as part of New Business.

***ARTICLE 12 – CHILDCARE***

- A. Childcare shall be provided for OSC members during OSC Executive Board Meetings. When childcare is available for OSC General Membership functions, suggested flat rate donations will be accepted by the Childcare Provider.

***ARTICLE 13 - AMENDMENTS***

- A. The Bylaws and/or Constitution may be amended, at any general or special membership meeting by a two-thirds vote of the voting members present, provided amendments are presented in writing by an Active member, signed by no less than five (5) Active members and presented to the Executive Board prior to presentation to the membership.
- B. Adoption shall be upon approval of the General Membership and the installation commander (or his/her designee).