

**Constitution and Bylaws of the New River Officers' Spouses' Club, Inc.**

NEW RIVER OFFICERS' SPOUSES' CLUB, INC.

P.O. BOX 4413

Jacksonville, NC 28540

**CONSTITUTION**

**ARTICLE I**

**NAME**

The name of this club shall be the New River Officers' Spouses' Club, Inc., Jacksonville, North Carolina, and shall hereinafter be referred to as the "OSC".

**ARTICLE II**

**PURPOSE-MISSION STATEMENT**

**Section 1.** The purpose of the OSC is to promote goodwill, to nurture friendships, and to provide a social and supportive atmosphere while fostering a tradition of giving to charitable organizations and scholarship programs benefitting military families.

**Section 2.** The OSC shall operate in accordance with station regulations and policies, and shall submit an annual "Request for Operation" to continue operations of the OSC to MCCA and the Base Commander, Marine Corps Air Station (hereinafter to be referred to as MCAS) New River, Jacksonville, North Carolina, in accordance with Air Station Order 5760.12C and MCIEASTO 5760.1 by January 31 each year. The OSC shall be a nonprofit organization, organized exclusively for the objectives set forth above, and no part of the income of the OSC will benefit any private member thereof, except those monies designated for scholarships.

**ARTICLE III**

**MEMBERS**

**Section 1.** *Regular Members*- Dues required. Eligible to vote.

- a. Spouses of active duty Commissioned and Warrant Officers.
- b. Spouses of retired Officers of military service.

**Section 2.** *Honorary Members*- Dues not required. No voting privileges.

Honorary Membership shall be extended to any widow or widower of an Officer of military service who resides within the Jacksonville and surrounding area. Honorary membership shall also be extended to the following General Officers' Spouses: Commander MCI East, Commander II MEF, Commander II MAW, Deputy II MEF, and Assistant II MAW (Wing) Commander.

**Section 3.** *Eligibility of Members-*

- a. Members who are spouses of active duty Commissioned and Warrant Officers shall be eligible to serve as Elected or Appointed Officers of the OSC and have the right to vote at each meeting, as well as ballot voting of Constitution and Bylaws changes and Election of Officers.
- b. Members who are spouses of retired Officers of military service shall be eligible to serve as Appointed Officers of the OSC and have the right to vote at each meeting, as well as ballot voting of Constitution and Bylaws changes and Election of Officers.
- c. Honorary members are not eligible to vote or hold office.
- d. Any member of the OSC may serve on committees. However, during distribution of funds by Charitable Distributions and Scholarship, any member with a vested interest is ineligible to serve on said committee.

**Section 4.** There will be no membership discrimination on the basis of race, color, creed, sex, age, disability, national origin, religion, sexual orientation, or otherwise subjected to unlawful discrimination.

**ARTICLE IV**

**ORGANIZATION**

**Section 1.** The OSC Board will govern the affairs of the general membership of the OSC. The duties of the Elected Officers, Appointed Officers, and the Unit Representatives will be those normally pertaining to the offices as outlined in the Bylaws.

**Section 2.** The OSC Board shall consist of:

- a. Honorary President
- b. Advisory Board
- c. Elected Officers
- d. Appointed Officers
- e. Unit Representatives

**Section 3.** The voting members of the OSC Board shall be the Elected Officers, Appointed Officers and a Representative of each unit. The Honorary President will only vote in the event of a tie.

**Section 4.** Elected Officers shall be voted on and announced at the May Board meeting to serve a term of one year. Elected and Appointed Officers shall assume responsibility for their office on June 1<sup>st</sup>.

**Section 5.** Elected and Appointed Officers, Advisory Board and Unit Representatives are encouraged to pay dues prior to or at the September meeting.

**ARTICLE V**

**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Robert's Rules of Order" shall govern the OSC in all cases to which they are applicable, and in which they are consistent with this Constitution, Bylaws, Standing Rules, and any special rules of order the OSC may adopt.

## ARTICLE VI

### AMENDMENT OF CONSTITUTION

**Subject to the approval of the Base Commander, this Constitution may be amended by the following procedure:**

#### **Section 1.** Proposed Changes

- a. Changes may be proposed by the OSC Board on its own motion, by the Constitution and Bylaws Committee as deemed necessary, or upon written request of any member made to the OSC Board.
- b. Thirty (30) days written notice of any proposed change shall be published to all members prior to a vote.
- c. All amendments properly submitted shall be voted on before the end of the OSC fiscal year (May 31<sup>st</sup>.)

#### **Section 2.** Voting

- a. This Constitution may be amended at any OSC meeting provided that quorum of the board is present. Two-thirds (2/3) of the OSC Board members must be present in order to form quorum.
- b. A motion is passed by a majority of the votes cast.
- c. All members may vote either by attending the meeting or by absentee ballot. An absentee ballot can be obtained from the Parliamentarian or electronically. The absentee ballot must be returned to the Parliamentarian in a sealed envelope with the member's name affixed thereto. The absentee ballot must be received 24 hours before the scheduled vote.

**Section 3.** This Constitution, **adopted May 2015**, rescinds and supersedes all previously written constitutions of the Officers' Spouses' Club, Marine Corps Air Station New River, Jacksonville, North Carolina.

## ARTICLE VII

### DISSOLUTION

**Section 1.** The OSC may be dissolved by using the same procedures as described in Article VI amending the Constitution. Additionally, the Base Commander, MCAS New River, may decide to withdraw authorization to operate aboard the installation at any time. In the event of such dissolution, after all bills and valid debts are paid, any and all remaining funds, assets, and property shall be contributed to scholarships and charitable organizations of the membership's choosing. An audit will be conducted and the report forwarded to MCCA. All other records will be also forwarded to MCCA.

**Section 2.** In the event the OSC is dissolved due to insolvency or is insolvent at the time of dissolution, individual members of the OSC are by virtue of membership alone, personally liable to discharge any liabilities.

## BYLAWS

## **ARTICLE I**

### **FINANCE**

#### **Section 1. Dues**

- a. This shall be a dues paying club and all dues are non-refundable.
- b. Annual dues shall be determined by the OSC Board at the May meeting and commence on June 1<sup>st</sup>; any membership dues paid after January 1<sup>st</sup> shall be at a reduced rate for the remainder of the year.

#### **Section 2. Fiscal Year**

- a. The OSC fiscal year shall begin on June 1<sup>st</sup> and end on May 31<sup>st</sup>.
- b. The MCCA calendar year operates January 1<sup>st</sup> to December 31<sup>st</sup>.

#### **Section 3. Accountability of Funds**

- a. Funds shall be accounted for by the Treasurer and expenditures shall be authorized by the OSC Board.
- b. As necessary, the financial records of the Treasurer shall be reviewed and compiled at least once a year by an independent accounting professional as designated by the President and Treasurer and as required by MCIEASTO 5760.1.
- c. Additionally, financial records must be submitted to MCCA in January for a financial review of the OSC.
- d. A minimum balance of \$2500.00 of operating funds shall be left in the treasury at the close of each fiscal year when the new Board takes office.
- e. Funds designated for a specific purpose as determined by a vote must be distributed by the end of the fiscal year.
- f. Any OSC Board member, (Executive, Appointed, or Unit Representative), who receives a check as a representative of the OSC is responsible for notifying the Treasurer within five (5) days of receipt to arrange for a timely deposit.
- g. Any check written to the OSC must be deposited within thirty (30) days of receipt.
- h. Any check written to the OSC which is returned due to insufficient funds will be assessed a service charge equal to the bank's penalty fee.

#### **Section 4. Budget**

- a. The Treasurer shall submit an annual budget for approval to the OSC Board at the August Board meeting. It is the responsibility of all Board members to provide the Treasurer with an estimate of operating expenses required by their position for the current OSC fiscal year.
- b. Holiday Cheer shall receive a minimum of \$2500.00, or up to 20% of annual monies distributed. Funds will be maintained in savings for fall program. During Charitable Distributions, Holiday Cheer will be funded first.
- c. The emergency fund shall be maintained at a minimum of \$500.00, funded at the end of the fiscal year.
- d. All other monies shall be divided as requested and voted upon.

#### **Section 5. Expenditures**

- a. Any expenditure in excess of \$50.00, but equal to or less than \$100.00, must be approved by the President and Treasurer or Comptroller.
- b. Any expenditure by the OSC Board in excess of \$100.00 must be presented in writing (or for vote) at a general membership meeting for majority approval by the regular members present with the exception of those monies designated in the proposed operating budget.

- c. Funds may be designated for use by a special interest committee which will have a person who operates as an assistant treasurer under the control of the OSC Treasurer to handle such designated funds.
- d. For all functions, the OSC Executive Board will provide the budget used for the previous year, if applicable.
- e. Gifts purchased by the OSC for an individual must be voted on by the Elected Board and should not exceed \$50.00. If the cost of the gift is to exceed this amount, approval must come from the OSC Board.
- f. All member debts incurred during the OSC fiscal year shall be submitted to the Treasurer within thirty (30) days. All debts incurred within thirty (30) days of the end of the fiscal year will be submitted to the Treasurer by a date in May (assigned by the Treasurer). Any bills not turned in by this date will be the responsibility of the person(s) who incurred the debt.
- g. Any check over \$500.00 must have two (2) bank approved signatures.

## ARTICLE II

### ORGANIZATION

#### **Section 1. Honorary President**

The spouse of the Commanding Officer of Marine Corps Air Station New River, Jacksonville, North Carolina, on permanent duty aboard MCAS New River, shall serve as Honorary President, senior member of the Advisory Board, and participate as a voting member ONLY if required in the event of a tie. In the event the spouse of the Commanding Officer of MCAS New River is unable to, for any reason, fulfill this duty, the next senior O-6 spouse shall fill this position.

#### **Section 2. Elected Officers**

The Elected Officers of the OSC shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Parliamentarian

#### **Section 3. Appointed Officers**

The President shall appoint officers to the following positions:

- a. Family Resources
- b. Historian
- c. Membership
- d. Publicity
- e. Charitable Distribution
- f. Scholarship
- g. Donations
- h. Web Manager

#### **Section 4. Executive Board**

- a. Executive Board meetings shall be held at the discretion of the President.
- b. All Executive Board members shall be regular members of the OSC.
- c. The Executive Board shall consist of Elected Officers of the OSC and the OSC Advisory Board.

#### **Section 5. OSC Board**

- a. The OSC Board shall consist of Elected and Appointed Board members, the Honorary President, the Advisory Board, and Unit Representatives and shall govern the affairs of the OSC. The OSC shall limit individual expenditures to \$100.00. Expenditures in excess of this limit must be presented, in writing, at a regular meeting for majority approval by the regular membership present, except those monies designated in the proposed operating budget.
- b. No member may serve in more than one capacity on the OSC Board. No member of the OSC Board has more than one (1) vote. In the event that a CO's spouse holds an elected or appointed office, that member shall provide a representative from his/her unit for voting purposes. Voting by proxy shall be in a sealed envelope with voting member's name.
- c. A member may serve in the same position for two (2) years. If no alternative interest is expressed, a member may serve additional years at the discretion of the President.
- d. The OSC Advisory, Elected, and Appointed Board members have the authority to remove OSC Elected or Appointed Board members for non-payment of dues and/or non-fulfillment of duties.

#### **Section 6. Advisory Board**

- a. The Advisory Board shall be composed of the O-6 spouse(s) of the Commanding Officer of Marine Corps Air Station New River, Marine Air Group-26, Marine Air Group-29.
- b. An advisor shall be required to serve on one (1) or more of the following committees: Charitable Distributions, Constitution and Bylaws, Joint Luncheon, or Scholarship.
- c. The Advisory Board shall have no vote.

#### **Section 7. Unit Representatives**

- a. The Unit Representatives shall consist of Officer spouses designated by the individual units who are not Elected, Appointed, or Advisory Board members.
- b. Unit Representatives shall be responsible for providing OSC information to all spouses within his/her unit, and will encourage participation within the unit. They will also attend all regular Board meetings
- c. Units are requested to provide a wreath and an ornament from their unit for use at the Festival of Trees and/or to decorate the O'Club during the holiday season.
- d. Unit Representatives are asked to provide a list of the dates of any known major unit events (family day/ball/Holiday Party) at the August Board meeting and update it as necessary.

#### **Section 8. Committees**

- a. All committees organized within the OSC shall be defined as the Chairperson plus at least four (4) additional members to fulfill the objectives by each Chairperson, (i.e. Joint Luncheon, event committees, etc.).

- b. Each Board member has the right to appoint a committee, as required, to perform the functions of their position, unless otherwise stipulated.
- c. The President, with the approval of the OSC Board, may appoint additional Committee Chairpersons, as deemed necessary. A committee formed under such authority shall be self-dissolving upon completion of its purpose.

### **ARTICLE III**

#### **ELECTED AND APPOINTED OFFICERS**

##### **Section 1. General Duties of Officers**

- a. Elected and Appointed Officers shall be provided with a letter of agreement specifying job description and responsibilities to be kept on file with the Parliamentarian.
- b. It shall be the duty of outgoing Elected and Appointed Officers to provide their successors with detailed job descriptions and with current copies of the OSC Constitution and Bylaws.
- c. Board members shall present monthly reports to the OSC Board. Annual reports shall be submitted in writing to the President at the turnover meeting prior to June 1<sup>st</sup>. Copies of these reports shall be retained for their successors.
- d. The term of office shall be one (1) year, to begin on June 1<sup>st</sup> and end on May 31<sup>st</sup>.

##### **Section 2. Duties of Elected Officers**

###### **A. President**

- Preside at all Board meetings.
- Call and preside at Elected Board meetings, as needed.
- Select the Appointed Officers and request unit representatives to serve on the OSC Board.
- Appoint Committee Chairpersons and committees for all OSC functions.
- Serve as ex-officio member of all committees except the Nominating Committee.
- Represent the OSC to outside persons, organizations, and other area spouse organizations whenever necessary.
- Become familiar with the Constitution & Bylaws and its parliamentary authority.
- Appoint new Board members should a position become vacant or if succession is declined.
- Review all OSC publications prior to printing.
- Sign checks in absence of the Treasurer.
- Perform other duties pertinent to the office as necessary.

###### **B. Vice President**

- Perform the duties of the President in his/her absence or if the position should become vacant.
- Serve as the Point of Contact for OSC events, planning committees and sub-clubs, as applicable.
- Coordinate with the Officers' Club to reserve and plan any OSC functions hosted there.
- Maintain copies of After-Action Reports for all functions of the OSC.
- Lead a committee to plan the Joint Luncheon in years that NROSC is hosting. This committee shall be appointed during the fall and should include the President, Advisory Board and leadership of a co-hosting club, when applicable.

- In coordination with the President and Secretary, maintain and annually update the official list of OSC property.
- Assume the responsibilities of the Donations Chairperson if he/she is unable to fulfill the position, or until such time as a replacement is appointed.
- Attend Elected Board meetings and perform other duties pertinent to the office, as necessary.

#### C. Secretary

- Draft and coordinate, with the OSC President, an agenda for each OSC Board meeting.
- Take and provide minutes of OSC Board meetings to the Board, within 10 days of the meeting.
- Furnish presiding Officers with a list of all unfinished business.
- Provide copies of the minutes to MCCA for endorsement.
- Coordinate with Membership to provide nametags for OSC Board meetings.
- In partnership with the Vice President, maintain a record of the property of the OSC.
- Compose all correspondence as requested and approved by the OSC President.
- Distribute mail in a timely manner to fellow board members.
- In coordination with the OSC President, submit an annual Request for Authority to continue operations of the OSC to the Base Commanding Officer, per Air Station Order 5760.12C, no later than January 15<sup>th</sup>. Recommend that this be done by the end of December.
- Renew OSC P.O. Box annually in January.
- Change the P.O. Box point of contact at turnover.
- Attend Elected Board meetings and perform other duties pertinent to the office, as necessary.

#### D. Treasurer

- Serve as custodian and accountant of all OSC financial records and funds, including monies generated within or designated for use by special interest committees functioning under the auspices of the OSC.
- Submit an annual budget for the OSC at the August Board meeting.
- Balance checkbook monthly and submit a summary of all account activity at the OSC's monthly Board meetings.
- Submit financial reports of the OSC to the Secretary for Request for Authority in January.
- Disburse funds, to include Scholarship and Charitable Distribution checks, and pay bills as necessary upon approval of the President.
- Coordinate with the Charitable Distribution and Scholarship Officers to determine the budget and distribution of funds for charitable and scholarship monies.
- Submit IRS Form 990, Return of Organization Exempt from Income Tax, for annual audit, no later than sixty (60) days after end of OSC's fiscal year. If IRS Form 990 is not filed, a financial statement with a CPA's signature is required.
- Verify operational compliance with the North Carolina Secretary of State.
- File an e-card annually with the IRS after May 31<sup>st</sup>.
- If necessary, submit required financial reports of the OSC to designated accounting professional throughout the course of the fiscal year for tax and/or legal purposes.
- Attend monthly Elected Board meetings, and perform other duties pertinent to the office (see Article I of the Bylaws) as necessary.



#### E. Parliamentarian

- Interpret the OSC Constitution & Bylaws and serve in an advisory capacity for amendments pertaining to either.
- Advise the OSC on points of order according to “Robert’s Rules of Order”.
- Tabulate all votes of the OSC Board.
- Chair the Constitution & Bylaws Revision Committee, appointed of his/her choosing, on an annual basis to ensure a cohesive nature with the mission and purpose of the OSC.
- Maintain official custody of the records pertaining to the Constitution, Bylaws, and Standing Rules of the OSC.
- Chair the Nominating Committee per see Article V, Section 1 of Bylaws.
- See to it that all absentee/proxy votes are received twenty-four (24) hours in advance of scheduled vote.
- Provide the Web Manager with absentee ballots for voting on constitutional changes and election of Officers.
- Provide a full review of the Constitution & Bylaws at the August meeting.
- Provide Appointed and Elected Board members with job descriptions as taken from the Constitution & Bylaws.
- Attend Elected Board meetings and perform other duties pertinent to the office, as necessary.

### **Section 3. Duties of Appointed Officers and Representatives**

#### A. Family Resources

- Serve as point of contact for a community calendar that includes information, resources and activities of interest to the military community.
- Work closely with the Web Manager and Publicity Chairperson to inform members of local activities.
- Serve as point of contact for all MCCA related organizations, the Naval Hospital, Red Cross, Navy Marine Corps Relief Society, the USO, Veterans Affairs Committee, the Chamber of Commerce and the MCAS New River Chaplain’s office.
- Report monthly activities of MCCA and other family support organizations via email and/or verbal reports at monthly OSC meetings.
- Perform the duties of the Publicity Chairperson should the position become vacant.

#### B. Historian

- Ensure visual records (photos) of the OSC sponsored functions are made and chronologically kept for posterity.
- Be available to display said records via Facebook, website, and other requested media.
- Provide two (2) albums at year-end, one for the outgoing President as a farewell gift and one to be kept for OSC reference.
- Designate an alternate photographer in the event that he/she is unable to be present.
- Be absorbed by Membership should the position become vacant or until a replacement can be appointed.

### C. Membership

- Encourage and obtain membership in the OSC and provide membership registration materials at all OSC functions and meetings.
- Collect membership dues and maintain ledger of members and monies received until such information has been verified by and turned over to the Treasurer.
- Provide President and Web Manager with an updated roster when new members join.
- Coordinate with the Secretary to provide nametags for OSC board meetings.
- Ensure that the directory is published and distributed by November 20<sup>th</sup> and updated in the spring.
- Provide accounting information to Treasurer concerning directory production costs.
- Assume the responsibilities of the Historian if he/she is unable to fulfill the position until such a time as a replacement is appointed.

### D. Publicity

- Arrange adequate and extensive publicity of the meetings and functions of the OSC to include coverage in the OSC newsletter, the OSC website, e-pages such as Facebook, etc., local papers, radio stations and the Station newsletter. For publicity in civilian media, guidance and approval of content will be given by the OSC President and/or the Honorary President.
- Attend all function planning committee meetings.
- Create flyers for OSC hosted events for publication by the Web Manager and distribution by the unit representatives.
- Assume the responsibilities of the Web Manager if he/she is unable to fulfill the position until such a time as a replacement is appointed.

### E. Charitable Distribution

- Assist Treasurer with duties of treasury as necessary.
- Assume responsibility of the Treasurer should the position become vacant.
- Serve as Holiday Cheer Chairperson.
- Serve as Chairperson and coordinator of the Charitable Distribution Committee each spring.
- Coordinate with the Treasurer and Scholarship to determine the budget and distribution of funds for charitable and scholarship monies.
- Post Charitable Distribution application on OSC website by or before February 1<sup>st</sup>, with clear directions on application submission. (See Charitable Distribution application form Addendum).
- Provide Treasurer with adequate information for distribution of funds to the selected charities.
- Serve as custodian of all OSC property, maintain current listing of items, and make available said inventory upon request by members for OSC use.
- Perform other duties pertinent to the office as necessary.

### F. Scholarship

- Distribute all scholarship applications and have the application posted on the OSC website by January 1<sup>st</sup>.
- Coordinate with the Treasurer and Charitable Distributions to determine the budget and distribution of funds for charitable and scholarship monies.

- Appoint a committee to review scholarship applications and select recipients for scholarship monies, which will be awarded at the May Scholarship Award Reception.
- Coordinate the annual Scholarship Awards Reception.
- Responsible for maintaining the confidentiality and integrity of application materials.
- Provide the Treasurer with adequate documentation of selected individuals for disbursements of monies to their university and/or learning facility.

#### G. Donations

- Coordinate all efforts by the OSC to contact merchants and other organizations interested in advertising in the OSC directory and obtain said advertising.
- Appoint a committee to assist as needed.
- Provide advertising contracts to the Treasurer, President, Vice President, and the Web Manager.
- Request any necessary thank you notes for donors and other contacts from the Secretary .
- Assist in acquisition of door prizes and event support.
- Be absorbed by the Vice President should the position become vacant, or until a replacement is found.

#### H. Web Manager

- Arrange and maintain the email address for the OSC Board.
- Maintain the OSC website and electronic pages such as Facebook, etc., and provide accounting information to the Treasurer concerning operational costs as necessary.
- Distribute Board and Club-wide information via email, web, e-newsletter, Facebook or other formats as appropriate.
- Coordinate with the President the collection of articles for publication in various formats by NROSC.
- Forward relevant correspondence to appropriate Board members, cc'ing the President.
- Be absorbed by Publicity should the position become vacant, or until a replacement is found.

### **ARTICLE IV**

#### **MEETINGS**

##### **Section 1. OSC Board Meetings**

- a. The OSC Board, to include CO spouses and Advisors, shall meet on the first Thursday of each month from August to May, unless otherwise ordered by the President. The Elected and Appointed Board will meet in the summer as needed to prepare for the upcoming year. Special meetings may be called at the discretion of the President.
- b. A two-thirds (2/3) majority of the Elected and Appointed Boards and Unit Representatives being present shall constitute a quorum for voting purposes.
- c. OSC Board meetings are open to any OSC member. Non-Board members shall only vote on changes to the Constitution & Bylaws and Board Elections during said meetings.

### **Section 3. Purpose of OSC Meetings**

- a. The meeting in April shall be for the purpose of presenting the nominating committee's proposed slate of Officers, asking for nominations from the floor, and for any other business for which previous written notice has been given.
- b. The regular meeting in May shall be the annual meeting for the purpose of electing and installing Officers for the coming year.
- c. Special meetings may be called by the President with the purpose of the meeting being stated in the call. Except in case of emergency, at least one (1) day's notice shall be given.
- d. The meeting in August shall hear a full review of the Constitution and Bylaws. All changes to the Constitution and Bylaws must be presented by the April meeting.
- e. All other meetings during the year shall be for the purpose of discussing current business and upcoming fundraising functions.
- f. Social functions, with appropriate business being conducted as necessary, will be held as voted upon by the OSC Board.

## **ARTICLE V**

### **ELECTION OF OFFICERS**

#### **Section 1. Nominations**

- a. If so desired by the President, a Nominating Committee may be officially appointed and announced at the March meeting. This committee, if appointed, shall be chaired by the Parliamentarian and will consist of four (4) members in addition to the Honorary President and the Advisory Board.
- b. The Nominating Committee shall present a slate of one or more names chosen from the regular members for each elected office, as set forth in Article II, Section 2 of the Bylaws, and Article III, Section 2 of the Bylaws at the April OSC Board meeting, after which nominations may be taken from the floor.
- c. If a nominating committee is not appointed, then the Parliamentarian shall accept nominations of and from any OSC member at or prior to the April Board meeting.
- d. With the consent of the proposed candidates, the complete slate will be placed in the ballot and presented to the membership for voting and announcement at the May meeting.
- e. Members shall not hold office in more than one (1) OSC organization.

#### **Section 2. Elections**

- a. Election of Officers shall be by secret ballot at the annual meeting in May and the candidate receiving the plurality vote for each office shall be selected. In the case of a tie vote, another ballot will be cast.
- b. Voting may be by an absentee ballot, which shall be published on the website or can be obtained from the Parliamentarian. The ballot must be returned to the Parliamentarian before the May election in a sealed envelope with member's name affixed thereto.
- c. Candidates for vacancies which occur during the term of any of the Elected Officers, with the exception of the President, shall be voted on at the next scheduled board meeting. A

simple majority of those present constitutes approval. The President's term shall be filled by the Vice President.

## **ARTICLE VI**

### **AMENDMENT OF BYLAWS**

**Subject to the approval of the Base Commander, Bylaws may be adopted, amended, or repealed by the following procedure:**

**Section 1.** Proposed Changes

- a. Changes may be proposed by the OSC Board on its own motion, by the Constitution and Bylaws Committee as deemed necessary, or upon written request of any member made to the OSC Board.
- b. Thirty (30) days written notice of any proposed change shall be published to all members prior to a vote.
- c. All amendments properly submitted shall be voted on before the end of the OSC fiscal year (May 31<sup>st</sup>.)

**Section 2.** Voting

- a. These Bylaws may be amended at any OSC meeting provided that quorum of the board is present. Two-thirds (2/3) of the OSC Board members must be present in order to form quorum.
- b. A motion is passed by a majority of the votes cast.
- c. All members may vote either by attending the meeting or by absentee ballot. An absentee ballot can be obtained from the Parliamentarian or electronically. The absentee ballot must be returned to the Parliamentarian in a sealed envelope with the member's name affixed thereto. The absentee ballot must be received 24 hours before the scheduled vote.

**Section 3.** These Bylaws, amended **May 2015**, rescind and supersede all previously written Bylaws of the Officers' Spouses' Club, Inc., Marine Corps Air Station New River, Jacksonville, North Carolina.

## **ARTICLE VII**

### **STANDING RULES**

**Section 1.** The OSC Board has the right, by majority vote and without notice, to establish, amend or abolish Standing Rules for the OSC, so long as they are consistent with its Constitution and Bylaws.

**Section 2.** Standing Rules shall relate to the administration of the OSC. They shall be adopted at the OSC Board Meeting in September and shall automatically be rescinded at the end of the fiscal year.