

**CONSTITUTION AND BYLAWS OF
THE OFFICER STUDENTS' SPOUSES' CLUB
MAY, 2003**

ARTICLE I. NAME

The name of this organization will be THE OFFICER STUDENTS' SPOUSES' CLUB OF THE NAVAL POSTGRADUATE SCHOOL (OSSC).

ARTICLE II. AUTHORITY

SECTION I. The OSSC is a private organization under the provisions of DOD Instruction 1000.15 and in accordance with NPS regulation 57-60.1A and the Internal Revenue Service (IRS) policy for 501 (c) (3) organizations.

SECTION II. A current edition of ROBERT'S RULES OF ORDER (REVISED) Shall govern the OSSC in all cases to which said rules are applicable.

ARTICLE III. PURPOSE

SECTION I. The OSSC is a social and service organization promoting friendships and communities. The OSSC sponsors social events, primarily for NPS families, and fundraising events and a non-profit Thrift Shop for educational and charitable allocations.

SECTION II. The OSSC will be a nonprofit organization, organized exclusively for the objectives set forth above and no part of the income of the OSSC will benefit any of the individuals and their businesses, except for the purposes of hospitality needs, and those monies designated for scholarships.

ARTICLE IV. MEMBERSHIP

SECTION I. ACTIVE MEMBERS

- i. The spouse of any active duty officer student at NPS may become an active member of the OSSC upon payment of dues.
- ii. The spouse of an international student who desires to pay dues may become an active member with voting rights.
- iii. Active members will be entitled to vote when present at any OSSC general or business meeting.
- iv. Active members may run for an elected office, serve as a member of the Administration, participate in all OSSC- sponsored activities, receive all monthly OSSC publications, and, on request, receive the OSSC Directory.

SECTION II. ASSOCIATE MEMBERS

- i. The following will be eligible for associate membership upon payment of annual dues:
 - I. Commissioned officers attached to NPS and its tenant commands.
 - II. Spouses of international students may become associate members upon receipt of membership application but are exempt from paying Associate Member dues.
 - III. Spouses of all commissioned officers attached to NPS and its tenant commands.
 - IV. Both active duty and retired military officers' spouses residing in the area.
 - V. Widows/widowers of military officers residing in the area.
 - VI. Spouses of Department of Defense (GS 8 and above) students attached to NPS.
 - VII. The fiancée of any active duty officer student at NPS may become an associate member upon payment of annual dues.
- ii. Associate members will be entitled to participate in OSSC- sponsored activities, receive all monthly OSSC publications, and, on request, receive the OSSC Directory. Associate

members will not vote, hold office or serve as a member of the Administration without the approval of the Executive Board.

SECTION III. HONORARY MEMBERS

- i. The President, with the approval of the Executive Board and General Membership, may invite individuals to become honorary members. All past/present Advisors and Honorary Presidents of OSSC residing in the area will be entitled to become honorary members.
- ii. Honorary members will be entitled to participate in OSSC- sponsored activities, and, receive all monthly OSSC publications, and, on request, receive the OSSC Directory. Honorary members will not vote, hold office or serve as members of the Administration.

SECTION IV. There will be no membership discrimination on the basis of race, sex, religion, or national origin.

SECTION V. MEMBERSHIP DIRECTORY. The information contained in the OSSC's Membership Directory may only be used for OSSC business. Members will have the opportunity to sign or refuse a release form on the OSSC membership form. This release will include or exclude them from the Membership Directory.

ARTICLE V. OFFICERS

SECTION I OFFICERS

- i. The officers of the OSSC will be: President, First Vice- President, Second Vice-President, Secretary, and Treasurer.
- ii. At no time may any Executive Board member hold two offices simultaneously.

SECTION II. DUTIES

- i. The President will:
 - I. Preside at all OSSC General/Business Meetings.
 - II. Act as liaison between OSSC and the staff of NPS.
 - III. Appoint all Administration positions in accordance with Articles XI-XII.
 - IV. Appoint Special Committee Chairs as needed.
 - V. Act as a member, ex-officio, of all committees except for the Nomination and Elections Committee.
 - VI. Review the Administration guidelines and/or checklist
 - VII. Vote at OSSC meetings in the event of a tie.
 - VIII. Submit the proposed calendar of events to the Executive Officer, NPS with a copy to Director, Morale Welfare and Recreation Department.
 - IX. Prepare the agenda for Executive Board and General/ Business Meetings.
 - X. Submit a complete final report and guidelines and/or checklist to the Secretary. Retain copies in the President's notebook.
- ii. The First Vice-President will:
 - I. Preside over meetings in the absence or resignation of the President.
 - II. Supervise the planning and preparation of Executive Board and General/Business Meetings.
 - III. Along with the First Vice-President-elect, arrange a Hail and Farewell for the incoming and outgoing Executive Board to be held prior to the first Executive Board Meeting of the new term.
 - IV. In the absence of a Property Chair, be responsible for OSSC property.
 - V. Plan and prepare "OSSC members only" activities.
 - VI. Submit a complete final report and guidelines and/or checklist to the Secretary. Retain copies in the First Vice-President's notebook.

- iii. The Second Vice-President will:
 - I. Preside over meetings in the absence of the President and the First-Vice President.
 - II. Serve as the Chair of the Curriculum Representative Committee.
 - III. Submit a complete final report and guidelines and/or checklist to the Secretary. Retain copies in the Second Vice-President's notebook.

- iv. The Secretary will:
 - I. Be responsible for club correspondence.
 - II. Oversee all OSSC photocopying and be responsible for office maintenance, and all related equipment.
 - III. Order OSSC stationery supplies.
 - IV. Maintain the OSSC Membership Directory.
 - V. Record minutes of all OSSC meetings and notify the general membership if the meeting is being electronically recorded (i.e. by tape recorder).
 - VI. Present copies of all OSSC General/Business Meetings minutes to the Honorary President and Advisors.
 - VII. Provide copies of the last General/Business Meeting minutes to two active OSSC members present at the last General/Business Meeting to be read and approved.
 - VIII. Submit a complete final report and guidelines and/or checklist. Retain copies of all officers' reports in the Secretary's notebook and in the OSSC office.

- v. The Treasurer will:
 - I. Supervise club funds and submit a monthly report to the Executive Board. Be responsible for maintaining financial and tax records for the OSSC Thrift Shop. Copies will be available to the General Membership upon request.
 - II. Be the primary signer, along with the President or First Vice-President as co-signer, of all checks.
 - III. Maintain only one checking and one savings account in the name of OSSC.
 - IV. Along with the Treasurer-elect, in May prepare a one-year budget and submit it to the Executive Board for screening at their meeting in June and to the General Membership for approval at their meeting in August. The budget will run from 1 August through 31 July. Budget suggestions will be accepted from the General Membership at the May meeting.
 - V. Present the books to be reviewed no later than April 1, in conduction with the filing of the club's taxes, by a non-member, independent, Certified Public Accountant, approved by the president. Copies will be distributed to the Honorary President, Advisors, and President of OSSC. Copies will be available to the Command and the General Membership upon request. A copy will be retained in the Treasurer's notebook.
 - VI. Based on the above-mentioned review, a maximum of \$500.00 savings and \$1,500.00 checking will be passed forward. At the May Executive Board meeting any excess funds available for allocations will be distributed according to recommendations made by the allocations committee. These recommendations will be presented as alternatives as part of the April report.
 - VII. By April 1, fill out and turn in to the tax accountant the federal and state tax preparation worksheets; be responsible for the preparation, payment (written from the OSSC account only), and filing of the Federal and State taxes prior to 15 May.
 - VIII. Ensure that all expenditures not included in the ratified budget and not over \$50.00 be approved by a 2/3 vote of the Executive Board. Any item over \$50.00 and not in the ratified budget must be approved by the General Membership.
 - IX. Issue a receipt for all funds accepted and only disperse funds upon receiving properly formatted receipts.
 - X. Not serve as a chairperson for any fund raising event, nor handle money during any event.
 - XI. Maintain the cash box with 110.00 and obtain proper signatures/receipts prior to its release and return. It is the committee Chair's responsibility to pick up and return the cash box to the treasurer within three days of the event. Interim deposits must be made to

the treasurer by the committee chair; at no time will a committee chair hold more than \$300.00 for more than 24 hours.

XII. Submit a complete final report and guidelines and/ or checklist to the Secretary. Retain copies in the Treasurer's notebook.

SECTION III. CANDIDATES AND ELECTIONS

- i. Elected officers of this club will be President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
- ii. The newly elected officers will take office 1 June.
- iii. Only an active member will be eligible to hold an elected office.
- iv. The term of office will be twelve months.
- v. An officer may not serve more than 2 consecutive twelve-month terms.
- vi. Any candidate for President will state qualifications in his/her submitted biography.
- vii. Each candidate for an elected position will submit a biography to the Nominations and Elections Committee. The biographies will appear in a special bulletin or OSSC newsletter prior to the elections.
- viii. Any Executive Board vacancies occurring during the current term will be filled by appointment of the President, with the approval of the Executive Board. In the case of vacancy in the office of President, the First Vice-President will become the President, with the vacancy being filled in the office of the First Vice-President.
- ix. There will be no organized campaigning or pressure of any kind for election to office.

SECTION IV NOMINATIONS AND ELECTIONS COMMITTEE

- i. Members
 - I Prior to each annual election of officers, the President will appoint a Nominations and Elections Chair who is an active member of OSSC and not on the Executive Board.
 - II. The Chair must appoint a committee consisting of the Honorary President or one Advisor, one member of the Executive Board other than the President, and three active members. In the event that there is no Chairperson, the 2nd Vice President will serve as the Chair
- ii. The Nominations and Elections Committee will:
 - I. Meet at least six weeks prior to the presentation of nominees.
 - II. Nominate no less than one candidate for each office.
 - III. Present a slate of nominees to the General Membership at the April meeting.
 - IV. Publish the slate and biographies in a special bulletin or OSSC newsletter at least two weeks prior to the election.
- iii. Method of balloting
 - I. Absentee ballots will be provided upon request and must be turned in to the Nominations and Elections Chairperson prior to the published elections. All other ballots will be cast at the location of the election meeting during the designated voting time.
 - II. At the election meeting, nominations from the floor, with the consent of the nominee and seconded by an active member, will be accepted. At the close of nominations, candidates will be introduced.
 - III. In the event that a quorum of the membership does not vote, a plurality vote will be used (the person receiving the majority of the votes). The person receiving the most votes in any election is the winner.
 - IV. Ballots will be counted by the Chair and an Advisor during the meeting. If a tie should occur, a run-off election will be held immediately with the membership present.
- iv. If there is only one candidate running for each office, the ballot method of voting will not take effect and the candidates will be elected by acclamation.

ARTICLE VI. MEETINGS AND VOTING

SECTION I. The Executive Board will meet once a month. A special meeting may be called at the discretion of the President or Honorary President..

SECTION II. The General/Business Meeting will be held once each month from August through June. The General Meeting will be open to all members and guests.

- i. Members present at a General/Business Meeting will constitute a quorum.
- ii. A majority vote of those members present is necessary to decide issues.
- iii. Members will approve a summary of all proposed budgets, expenditures over \$50.00, and allocations previously screened by the Executive Board.

SECTION III. A special OSSC Business meeting may be called by the Executive Board with not less than three days written notice to members.

SECTION IV. The May Executive Board Meeting will be the "End of Term" meeting at which both incoming and outgoing Executive Board members will be present. Outgoing Executive Board members retain the right to vote at this meeting.

ARTICLE VII. AMENDMENT AND REVISION

SECTION I. The Bylaws Committee will meet biennially in January to review and/or revise the existing Constitution and Bylaws and Standing Rules, or annually if proposed by the Executive Board on its own motion or by a written request of any active member of the OSSC.

SECTION II.

- i. Non-voting members of the Bylaws Committee will be the Chair, who is the Parliamentarian, the Honorary President or one Advisor, and the President (ex-officio). Voting members will be one Executive Board member, and a minimum of three active members not on the Executive Board. The President (ex-officio) will vote in the event of a tie.
- ii. No Bylaws Committee meeting will be held without a majority of the committee members in attendance. If the voting members of this committee decrease below the minimum stated above, they must be replaced in kind before continuing.

SECTION III A copy of the amendments or revisions to the Constitution and Bylaws will be submitted to the Executive Board for recommendations before submission to the General Membership at the February General/Business meeting for a vote at the March General/Business meeting. Members may request a copy of the amendments and revisions any time after the February meeting. Amendments or revisions will be made by two-thirds vote of the active members present at the March General/Business meeting. Approved changes will be provided to the Command.

SECTION IV. The Constitution and Bylaws may be amended or revised by two-thirds vote of the active members present at the General/Business meeting. Unless the President and one Advisor deem it necessary to expedite club operations, two weeks written notice will be needed.

ARTICLE VIII. DUES AND FINANCES

SECTION I. DUES Each active member and associate member will pay dues for administrative expenses. OSSC will be self-supporting.

- i. Dues may be altered by a vote of the General Membership upon recommendation of the President and Treasurer and with the approval of the Executive Board.
- ii. Active members' dues will be for the duration of the time of duty/stay. Associate members' dues will be collected annually.

SECTION II. ALLOCATIONS COMMITTEE

- i. The purpose of the Allocations Committee will be to propose distribution of funds raised during the current budget year for charitable organizations.
- ii. Non-voting members of this committee will be the Honorary President or one Advisor, the President (ex-officio) of OSSC, and the Committee Chair. Voting members of this committee will be one Executive Board member, and a minimum of five Active members not on the Executive Board. The President (ex-officio) will vote in the event of a tie.
 - I. No Allocations Committee meeting will be held without a majority of the voting committee members in attendance. If the voting members of this committee decrease below the minimum stated above, they must be replaced in kind before continuing.
 - II. One member will act as secretary to record the minutes of all the meetings.
- iii. Authority and Duties
 - I. The Committee Chair will be responsible for notifying organizations desiring donations of the possible availability of funds, and the deadline for requesting these funds, no later than 15 February.
 - II. The final budget allocations will be determined at the March General/Business Meeting based on funds available.
 - III. The Allocations Committee will receive letters from all organizations desiring donations by 1 April.
 - IV. Committee Chair will prepare a list of all possible organizations desiring donations prior to the committee meetings and the General meeting. This list will be used to help determine the membership's candidates of choice.
 - V. The proposed allocations will be presented to the General Membership at the May meeting for a final approval.
 - VI. The proceeds from all Allocations Committee Programs will be allocated to charities no later than 31 May.

SECTION III. SCHOLARSHIPS

- i. SCHOLARSHIP COMMITTEE
 - I. The Scholarship Committee will meet in April each year to select OSSC scholarship recipients. Committee decisions will be final. The committee may choose not to award any scholarships if they determine that there are no qualified applicants.
 - II. The non-voting members of this committee will be the Honorary President, one Advisor, the President (ex-officio) of OSSC and the Committee Chair. Voting members of this committee will be one Executive Board member, and a minimum of three other active members not on the Executive Board. The President (ex-officio) will vote in the event of a tie.
 - III. No Scholarship Committee meeting will be held without a majority of the voting committee members in attendance. If the voting members of this committee decrease below the minimum stated above, they must be replaced in kind before continuing.
 - IV. The Scholarship Committee's budget will be determined annually when the OSSC budget is approved in August. Each scholarship recipient will receive at least \$500. The dollar amount of each individual scholarship will be at the discretion of the committee, and based on the final budget determined at the March General/Business Meeting based on funds available for use by Allocations and Scholarships.
- ii. SCHOLARSHIP ELIGIBILITY
 - I. Applicants must meet one of the following criteria:
 - i. Any OSSC member,
 - ii. Immediate family member of any OSSC member,
 - iii. Immediate family member of any NPS student (including international students),
 - iv. Immediate family member of any NPS military staff member,
 - v. Immediate family member of any member of an NPS tenant command.
 - II. The applicant must hold a valid military ID card and/or be the immediate family member of an NPS graduate. Immediate family member is defined as "spouse or child of military member".

- III. The applicant must intend to pursue a graduate or undergraduate degree on either a full-time or a part-time basis.
- IV. Scholarship recipients have until December of that year to provide proof of enrollment in college and a Point of Contact in the Financial Aid office before the scholarship check is issued to the institution. If a recipient accepts appointment to a service academy, the scholarship will automatically be transferred to a qualified first alternate.
- V. Checks will be made payable to the recipient's designated institution of higher learning.
- iii. Applicants will be judged based on merit, academic promise, extra-curricular activities, community involvement, references, and an essay.

ARTICLE IX. GOVERNMENT

SECTION I. ADVISORY COMMITTEE

- i. The members of the committee will be:
 - I. The spouse of the Superintendent of NPS, "Honorary President".
 - II. Not more than two staff officers' (active duty or retired) spouses appointed by the Honorary President, "Advisors".
- ii. Duties
 - I. The Advisors may be called upon at all times to counsel, but as Advisors and Honorary Members, they will not vote.
 - II. At least one Advisor will be in attendance at Executive Board and General/Business Meetings and any other meeting specified in the Constitution and Bylaws.
 - III. At least one Advisor will serve on these committees: Nominations and Elections, Bylaws, Allocations, and Scholarships.
- iii. Term of Advisors: Advisors will serve at the discretion of the Honorary President.

SECTION II. EXECUTIVE BOARD

- i. The members of the Executive Board will be the elected officers of OSSC and the Advisory Committee.
- ii. The Executive Board will:
 - I. Prepare and present the OSSC Calendar of Events, upon approval of the Command, for the next twelve months.
 - II. Screen all proposed expenditures.
 - III. Act on behalf of the membership in the intervals between General/Business Meetings in accordance with the Bylaws.
- iii. Three elected officers and one member of the Advisory Committee will constitute a quorum of the Executive Board.
- iv. All members of the Executive Board will submit a complete final report and updated guidelines and/or checklist to the Secretary. Copies will be kept in their respective notebooks.
- v. The Executive Board has the authority to request an audit of the Treasurer's books when deemed necessary.

SECTION III ADMINISTRATION

- i. The Administration will consist of the Executive Board and Committee Chairs. The President with the approval of the Executive Board and General Membership may recommend new positions.
- ii. An Administrative member may delegate authority to report or make motions to any active member of OSSC in the event of said Administration member's absence.
- iii. Administrative members will provide a written report to the OSSC President when they have information to submit to the General Membership.
- iv. All Administration will submit a complete final report and updated guidelines and/or checklist to the Secretary. Copies will be kept in their respective notebooks.

SECTION IV. PARLIAMENTARIAN

- i. The Parliamentarian will be appointed by the OSSC President to maintain order and guide conduct at General/Business Meetings based on Robert's Rules of Order.
- ii. Will Chair the Bylaws Committee.
- iii. May be called upon by the OSSC President to sit in on any committee meeting he/she deems necessary.

SECTION V. NEWSLETTER/WEBSITE EDITOR

- i. The OSSC Newsletter/Website provides information on club activities and is updated/distributed monthly to all Active, Associate, and Honorary members of OSSC.
- ii. The Editor:
 - I. Will publish a monthly newsletter or web page. Combined issues are published in December/January and June/July.
 - II. Will receive articles to be included at a date to be decided upon by the editor, preceding the month of publication.
 - III. Reserves the right to edit copy according to his/her judgment.
 - IV. Will serve not less than 6 months.
 - V. Is appointed by the OSSC President.
 - VI. May be asked to attend Executive Board meetings if the Board deems it necessary.

SECTION VI: VOLUNTEER COORDINATOR

- i. The Volunteer Coordinator will be appointed by the OSSC President to recruit committee chairmen and volunteers for various club events.
- ii. Will assist the Second Vice-President with the Curriculum Representative Program.
- iii. May attend Executive Board meetings if deemed necessary.

SECTION VII: OSSC THRIFT SHOP

- i. The OSSC will operate the OSSC Thrift Shop as a charitable endeavor. This Thrift Shop will be governed by published "OSSC Thrift Shop Guidelines" and will operate in compliance with all regulations of DOD, NPS, and IRS and at the discretion of the NPS Command.
 - I. The Thrift Shop Chairman will be appointed by the OSSC President with the approval of the Executive Board. Monthly and yearly financial reports will be filed with the OSSC Treasurer.
 - II. All funds raised, excluding operating expenses, will be allocated for charitable and educational purposes.
 - III. Hours and selling prices will be determined by the OSSC Executive board and the Thrift Shop chairman.
 - IV. All patrons must possess a valid DOD identification card.
 - V. All work will be voluntary. Volunteers need not be OSSC members, but must possess a valid military ID card.

ARTICLE X. COMMITTEES

SECTION I. The Standing Committees will be: Allocations, Nominations and Elections, Bylaws, Thrift Shop Volunteer Coordinator, Scholarship, OSSC Newsletter/Website

SECTION II. TERM OF OFFICE

- i. The President will, with the consideration of the President-elect, approve or remove Committee Chairs or Co-Chairs.
- ii. Chair or Co-Chairs will serve not less than six months or to the completion of the special committee assignment or final report.

- iii. The Executive Board will recommend the formation or deletion of Committees to the General Membership for their approval.

SECTION III. The Event Committee Chairs and Co-Chairs will:

- i. Form a committee from volunteers.
- ii. Perform the duties in their respective guidelines or special tasks assigned to them.
 - I. Recommend internal guideline changes as necessary.
 - II. Present proposals for changes to committee policies to the Executive Board for approval.
- iii. Submit bills/receipts to the Treasurer within 15 days of the completion of the event.
- iv. Pick up and return the cash box to the Treasurer within three days of the event. The Committee Chair must make interim deposits to the Treasurer, at no time will a Committee Chair hold more than \$300.00 for more than 24 hours.
- v. Submit proposed event budget to the Executive Board for approval prior to obligating OSSC funds.
- vi. Submit a progress report to the Executive Board on a twice monthly basis, prior to the General Membership and Executive Board meetings. Property inventories shall be submitted to the Executive Board upon the completion of the event or term of office.

ARTICLE XI. REGULATIONS

SECTION I. OSSC activities are subject to NPS regulations. Activities which may be controversial or which might involve the image of the school are subject to written approval by the Command.

SECTION II. OSSC will not take a stand on local, state, or national political issues.

ARTICLE XII. DISSOLUTION

In the event of the dissolution of the OSSC, its material assets may be distributed to any entity or organization by a vote of the general membership present at the last meeting.