

EDWARDS OFFICERS' SPOUSES' CLUB STANDING RULES

These Standing Rules shall be reviewed by the Rules Committee and their suggestions brought to the Executive Board for adoption. They form the policies of the governing board and no change in these policies shall be made without prior notification to the Parliamentarian and subsequent approval of the Executive Board.

Standing Rules shall be made available to each member.

I. MEETINGS:

A. The Board shall meet on the first Thursday of each month unless otherwise designated by the President.

B. One function and one general membership meeting may be held each month with the exception of June and July.

C. Special meetings may be called by the President, with the approval of the Executive Board.

II. DUES:

A. Dues are \$60/year

B. Members requesting a refund of pre-paid dues shall submit a written request to the Membership Chair.

III. MEMBERSHIP:

A. Annual Courtesy Memberships shall be extended upon approval of the Executive Board. Invitations to those persons shall be written, informing them of their privileges as a Courtesy Member.

1. A continuing list shall be maintained by the General Secretary.

2. Updates will be given to the Reservations Chair and the Write Staff Editor.

B. Honorary Lifetime Membership shall be extended with the approval of the Executive Council. Written invitations shall be extended to those persons by the Honorary President as he/she so chooses.

1. A continuing list shall be maintained by the General Secretary

2. Updates will be given to the Reservations Chair and the Write Staff

Editor

- C. Members must have attended the monthly general membership meeting to win a door prize, and must be present at time of drawing.
- D. Any member in good standing is eligible for all prizes at Membership Bingo

IV. CHILDREN:

- A. Non-disruptive lap infants may attend board meetings and social functions. During functions disruptive behavior should be taken away from the main area. Please use appropriate discretion.
- B. Children may attend General Membership meetings when the function is specifically designed to include them.
- C. Babysitting fees will be reimbursed for OSC Board meetings, the annual budget meeting, and volunteer work in the Thrift Shop. The amount paid will not exceed the current CDC drop in rate. The Thrift Shop Committee may establish a monthly cap on reimbursements.

V. RESERVATIONS:

- A. A standing reservation list shall be maintained by the Reservations Chair.
- B. All other reservations must be made by the RSVP deadline established by the Reservations Chair in coordination with the Programs Chair.
- C. Reservations must be cancelled by the RSVP deadline established by the Reservations Chair. Those who fail to cancel in time or fail to show for their reservation will be charged if the reservation is not filled from the waiting list.
- D. A waiting list shall be maintained by the Reservations Chair.
- E. Failure to reimburse the EOSC for the cost of the meal within 30 days after receiving written notification will result in notification of their spouse's commander. The member is banned from future functions until the bill is paid.

VI. TERMS OF OFFICE:

- A. The newly elected officers shall be sworn in and assume their duties at the June Joint Board meeting.
- B. Prior to the Joint Board meeting, the incoming President shall confer with the incoming Executive Council to approve the appointments of Standing Chairs.
- C. The Joint Board Meeting shall be called to order and old business conducted by the outgoing President. The meeting shall then be adjourned and turned over to the newly elected President to conduct new business with the incoming Executive Board.

VII. PROPERTY:

- A. Edwards OSC properties may be checked out by members in good standing.
- B. Guidelines, as established in the Lending Policy of the Properties Chair, shall be observed.
- C. All receipts/claims must be submitted to the respective treasurer within 30 days of expenses being incurred
- D. At the discretion of the president and the advisory group, all documents concerning the operation of EOSC shall be accessible to any member of the EOSC in a timely manner, not to exceed five business days.

VIII. GIFTS:

- A. Gifts of appreciation at end of board year may be given, not to exceed (except upon approval by the Executive Board) the following amounts: President, \$75.00; Executive Board and Advisors, \$20.00.
- B. The purchasing of gifts is outlined in the duty procedure of the Social Vice President.
- C. Memorials shall not exceed \$100.00.
- D. Departure gifts for Advisors shall not exceed \$50.00.

IX. EXECUTIVE BOARD:

A. Board members shall notify the President, in writing, of the intent to resign at least one (1) week prior to the resignation.

B. Board members must notify the President or their designated Vice President of their inability to attend a board meeting at least one day prior to the meeting. They must submit a copy of their board report their respective vice president and the EOOSC account.

C. Any member wishing to attend The Board meeting may do so.

D. The EOOSC shall not purchase items from businesses owned by anyone in its membership unless those items are purchased at cost with the member receiving no profit of any kind (to include prizes, discounts, or free merchandise).

X. VOTING

A. Telephone votes of the EOSC General Membership may be taken only when absolutely necessary.

1. Such votes shall be taken by the Parliamentarian. The quorum for a telephone vote is the same as for a regularly scheduled board meeting. (An attempt to contact all active members must be made and 30% of the active members must be reached.)

a) Before a telephone vote is taken, the Honorary President must be notified.

b) A written report must be presented at the next board meeting by the Parliamentarian stating the results.

2. Electronic votes may be taken via E-mail ballots. All voting ballots are to be e-mailed to the Parliamentarian for counting. The quorum of an internet vote is the same as for a regularly scheduled general membership meeting.

a) A written report must be represented at the next board meeting by the Parliamentarian stating the results.

b) All votes must be kept for 15 days following the board meeting before being destroyed.

B. Telephone votes of the EOSC Board may be taken only when absolutely necessary.

1. Such votes shall be taken by the Parliamentarian. The quorum for a telephone vote is the same as for a regularly scheduled board meeting. (An attempt to contact the entire board must be made and a majority of the voting members must be reached.)

a) Before a telephone vote is taken, the Honorary President must be notified.

b) A written report must be presented at the next board meeting by the Parliamentarian stating the results.

2. Electronic votes may be taken via E-Mail ballots. All voting ballots are to be e-mailed to the Parliamentarian for counting. The quorum of an internet vote is the same as for a regularly scheduled board meeting.

a) A written report must be presented at the next board meeting by the Parliamentarian stating the results.

- b) All votes will be kept for 15 days following the board meeting before being destroyed

XI. ACTIVITIES:

- A. The Activities Chair shall appoint, with the approval of the President, chairs for Edwards OSC activities.
- B. Activities for the Edwards OSC may change as the interest/need for such activities indicates.
- C. All activities will be open to all members in good standing.
- D. It is the responsibility of each Activities Chair to ensure that all participants in the activities are EOSC members in good standing.

XII. CUSTOMS/PROTOCOL:

- A. Upon arrival and departure the Honorary Officers and Advisors may be honored at a regular or special membership function.
- B. The new Honorary President, Vice President and Advisors will be welcomed with a gift from the EOSC, cost not to exceed \$20.00

XIII. ADOPTION:

- A. Adoption of the Standing Rules shall be made by the Board.

XIV. AMENDMENT(S):

- A. Amendments(s) to the Standing Rules may be made by a majority vote of the voting members present at any Executive Board meeting. The Parliamentarian shall be notified one week in advance of any changes or revisions. No Standing Rule can be adopted or amended which conflicts with the Edwards OSC Constitution or By-Laws.

PENDING APPROVAL FROM THE EOSC BOARD

PRESIDENT: Stephanie Rogerson

PARLIAMENTARIAN: Amy Speares

DATE: September 08, 2010

Adopted by the EOSC Executive Board on