

THE MINOT OFFICERS' SPOUSES' CLUB BY-LAWS
ADOPTED SEPTEMBER 2008

ARTICLE 1
Membership

A. Membership Year: August 1st through July 31st

B. Regular Members

1. Eligibility: Spouses of active duty officers in the United States Armed Forces.
2. Privileges
 - a. Right to attend all MOSC functions.
 - b. Right to vote.
 - c. Right to serve on the MOSC Board.
 - d. Right to bring a guest to any social function not designated as a members only function. Persons who are eligible for MOSC membership but are not yet members may attend one social function as a guest.
3. Responsibilities
 - a. Pay dues.
 - b. Bring no guest to any function that has declined membership.

C. Associate Members

1. Eligibility:
 - a. Widowed spouses or spouses of retired members of the United States Armed Forces and spouses of civilian employees in the grade of GS 7 and above.
 - b. Adult relatives in residence with members of the United States Armed Forces.
 - c. Upon recommendation by the Honorary President or any of the Honorary Advisors or the President, with the approval of the Executive committee, individuals may be invited to become associate members for the current board year.

2. Privileges
 - a. Right to attend all MOSC functions.
 - b. Right to serve on the MOSC Board, not including the Executive Committee.
 - c. Right to bring a guest to any social function not designated as a members-only function. Persons who are eligible for MOSC membership but are not yet members may attend one social function as a guest.
3. Responsibilities
 - a. Pay dues.
 - b. Bring no guest to any function that has declined membership.

D. Courtesy Members

1. Eligibility:
 - a. Honorary commanders and/or spouses of honorary commanders, while designated as such, may be invited to become courtesy members of the MOSC.
 - b. Upon recommendation by the Honorary President or Honorary Advisors or the President, with the approval of the Executive committee, individuals may be invited to become courtesy members for the current board year.
2. Responsibilities: Pay for any social expenses incurred.
3. Privileges: Courtesy members may attend any MOSC function, but shall not pay dues, vote, or serve on the MOSC Board.

ARTICLE 2 Duties of Advisors

A. Honorary Advisors and Duties

1. The spouse of the Commander for the 5th BW shall be, with her consent, the Honorary President and ex-officio member of all committees or shall appoint a representative to attend meetings on her behalf.
2. The spouse of the Vice Commander of the 5th BW shall be, with her consent, the Honorary Vice President and ex-officio member of all committees.

3. The spouse of the Commander for the 91st MW shall be, with her consent, the Honorary Senior Advisor and ex-officio member of all committees.
4. The spouse of the Vice Commander for the 91st MW shall be, with her consent, the Honorary Advisor and ex-officio member of all committees.
5. The Honorary President may appoint other advisors as deemed necessary.
6. As Advisors, the Honorary President, the Honorary Vice President, the Honorary Senior Advisor, and the Honorary Advisor shall have no voting privileges except as members of the General Membership of the MOSC.

B. Elected Officers and Duties

The duties listed below represent only the major responsibilities of the elected and appointed board positions. All positions are responsible for performing other duties as assigned by the President or as defined within their respective job description.

1. President
 - a. Preside at all regular and special meetings of the MOSC, the Executive Board, and the Board of Governors.
 - b. Appoints the parliamentarian and appoints chairpersons of standing and special committees, consistent with the needs of the MOSC.
 - c. Serves as ex-officio member of all committees, except the Candidate Compilation Committee.
2. First Vice-President
 - a. Coordinates and/or serves as ex-officio member of committees determined by the President.
 - b. Performs the duties of the President in the absence of the President.
 - c. Assumes the presidency if the President is unable to complete the full term of office.
3. Second Vice-President
 - a. Coordinates and/or serves as ex-officio member of committees determined by the President.
 - b. Performs the duties of the First Vice-President in the First Vice-President's absence.

- c. Assumes the office of the First Vice-President if the First Vice-President is unable to complete the full term of office.
 - d. Assumes the office of President if the President and First Vice-President are unable to complete the full term of office.
4. Recording Secretary
- a. Is custodian of the permanent records of the MOSC.
 - b. Takes minutes of all general and special meetings of the MOSC, the Executive Board, the Board of Governors and committees determined by the President.
 - c. Posts a copy of the minutes, Board of Governors and general membership meetings, on the MOSC bulletin board.
 - d. Keeps a separate record of all motions that have been adopted.
 - e. Prepares ballots in advance of an election.
 - f. Performs the duties of the Corresponding Secretary in the corresponding secretary's absence.
5. Corresponding Secretary
- a. Is responsible for all correspondence of the MOSC, as directed by the President.
 - b. Performs the duties of the Recording Secretary in the recording secretary's absence.
6. Operational Treasurer
- a. Is responsible for the operational account of the MOSC as directed by the President.
 - b. Keeps an exact record of all monies received and disbursed by the MOSC.
 - c. Prepares a monthly financial statement.
 - d. Provides a financial report to the Installation Commander upon request.
 - e. Performs the duties of the Charitable Treasurer in the charitable treasurer's absence.
7. Charitable Treasurer
- a. Is responsible for the charitable account of the MOSC as directed by the President.

- b. Performs the duties of the Operational Treasurer in the operational treasurer's absence.
8. Parliamentarian
- a. Shall attend all regular and special meetings of the MOSC and the Board of Governors.
 - b. Shall advise the Executive and Governing Boards and General Membership on points of order and proper procedure in accordance with the Constitution, By-Laws, Policies of the MOSC, and Robert's Rules of Order as needed.
 - c. Shall act as the MOSC liason with the legal office and 5th FSS.
 - d. Shall serve as chairman of the Candidate Compilation Committee and Constitutional and By-Laws Review Committee.
 - e. Is a non-voting member of the Board of Governors.

ARTICLE 3

Election and Voting

A. Candidate Compilation Committee

1. The Candidate Compilation committee shall include the Parliamentarian, who shall be the chairperson, the Honorary President or her designated representative, the Honorary Advisors (when available), and four random members of the general membership who are in good standing and have no desire to be on the executive board.
2. Procedures:
 - a. Convenes at least two months prior to the election to compile candidates for each elected office.
 - b. Presents the names to the Board at the March Board meeting and to the general membership at the March general membership meeting. Additional candidate names can be added to the list prior to the close of the March general membership meeting. At the conclusion of the March general membership meeting, the list of candidates will be closed and no additional names will be accepted after this time.

B. Elections

1. The Candidate Compilation Committee shall serve as the election committee and shall act as tellers by collecting and counting the ballots, and then reporting the results to the President.

2. The election shall be held at the April general membership meeting and shall be by ballot.
3. Installation of officers shall be held at the May general membership meeting.
4. Absentee ballots shall be made available upon request and due prior to the beginning of the April general membership meeting.
5. The majority of ballots cast shall elect candidates.
6. In case a tie occurs, the Board of Governors shall vote to break the tie. In case a tie occurs from the Board of Governors, the President shall cast her vote in order to break the tie.

C. Tenure of Office

1. Officers shall not be elected for more than two consecutive terms to the same position.
2. After the installation of elected officers, a vacancy in office, with the exception of the President, shall be filled through appointment by the President with the approval of the Executive Committee.

ARTICLE 4 Committees

A. Standing Committees, Committee Coordinators and Areas of Need

1. Standing committee chairpersons shall be responsible to the MOSC for the performance of their duties as defined by their job descriptions.
2. Standing Committees are:
 - a. Social
 - b. Marketing & Publicity
 - c. Little Clubs
 - d. Reservations
 - e. Minotes
 - f. Historian
 - g. Membership
 - h. Hail/Farewell
 - i. Sunshine
 - j. Charitable
 - k. Ways & Means
 - l. Thrift Shop
 - m. Member at Large

- n. Website Designer
 - o. Scholarships
3. Standing Committee chairpersons are appointed for the Board year, not to exceed two consecutive years in the same position.

B. Scholarship Committees

1. Scholarship Committee shall be chaired by the Scholarship Committee Chairman.
2. The Scholarship Committee shall consist of the Honorary President or her designated representative; any Honorary Advisors when available; the President; the 2nd Vice President; and the Charitable Treasurer.
3. The Scholarship Committee Chairman, at her discretion, shall designate additional members, who are in good standing and do not have a vested interest, to assist the Committee.

C. Ad hoc Committees

Ad hoc committees will be appointed as needed by the President.

**ARTICLE 5
Dues**

Dues may be collected monthly through the USAF Services Card. Dues may be paid in cash on a semiannual or annual basis. The dues shall be reviewed by the Board, with any changes presented to the general membership for approval.

Any member who is not a USAF Services Card member shall pay the MAFB Club surcharge, which is a non-member fee, on all food and beverages.

**ARTICLE 6
Finances and Taxes**

A. Fiscal Year: June 1 thru May 31

B. Budget

1. A budget prepared by the Budget Committee and endorsed by the Board shall be presented to the membership for approval.
2. Upon approval by the Board, the proposed budget shall be made available for examination by the general membership for a period of at least one month. At the next

general membership meeting following the one-month period, the proposed budget shall be presented to the general membership for them to vote on. The approval requires a simple majority (51%) of the regular members present and voting in order to pass.

3. A mid-year Budget review shall be conducted by the Budget Committee. The above procedures for the annual budget (Article 6 B (1)(2) shall be followed for approving the mid-year Budget.
4. The Board may approve non-budgeted expenditures not exceeding \$250.00 per project per month. Any expenditure in excess must be approved by the membership.
5. A minimum of \$500.00 shall be in the operating account at the end of the fiscal year to ensure that the new Board can conduct the business of the MOSC and meet the MOSC's financial obligations during the summer months.
6. A minimum of \$500.00 (in addition to awarded scholarship money) shall be in the charitable account at the end of the fiscal year to ensure that the new Board can meet its financial obligations during the summer months.

C. Budget Committee

1. Shall be chaired by the Operational Treasurer.
2. The Budget Committee shall consist of the Honorary President or her designated representative; any Honorary Advisors, when available; the President; the Vice President; the Operational Treasurer; the Charitable Treasurer; Charitable Chairperson; the Thrift Shop Chairperson; the Ways and Means Chairperson; the Social Chairperson; the Parliamentarian; along with past Executive Board members when possible.

D. Financial Review

1. The MOSC's books shall be presented or reviewed as directed by current Air Force instructions.
2. At the end of the fiscal year, the Operational and Charitable Treasurers shall:
 - a. Review the financial books. After reviewing the accounts, the Treasurers shall fill out the appropriate I.R.S. forms on behalf of the MOSC.
 - b. Shall seek out an accountant or bookkeeper as needed to receive advice and to complete the appropriate I.R.S. forms on behalf of the MOSC.
3. The Operational and Charitable Treasurers shall make available the financial books to the Honorary Advisor(s) twice a year for review.

ARTICLE 7
Meetings

Certain functions may be designated as regular and associate members' only functions. Those spouses who join that evening will be considered members, after paying for half of a year's MOSC dues or the remainder of the full MOSC membership year.

Reservations Policy: All reservations must be guaranteed with your Visa or MasterCard, or paid for in advance by cash or check prior to the reservations deadline. Cancellations made after the reservation's deadline will not be refunded. Reservations made after this date cannot be guaranteed.

ARTICLE 8
Insurance Coverage

The MOSC carries insurance that includes coverage of commercial property, commercial general liability, and mobile property. The policy period is one for year: June 1 through May 31 of the following year. The insurance coverage acts in accordance with Article 11 of the Constitution.

ARTICLE 9
Governance of the MOSC By-Laws

This document supersedes all other documents and will work in unison with the MOSC Constitution.