

# Minot Officers' Spouses' Club

## Standing Rules 2008 - 2009

### A. Meetings

1. The MOSC board meetings are held the second Wednesday of the month at the Jimmy Doolittle Center. The meeting customarily begins at 9:30 a.m.
2. The MOSC Charitable meetings are held on the first Wednesday of the month (unless otherwise announced) at a location determined by the Charitable Coordinator. The meeting customarily begins at 9:30 a.m.
3. The MOSC will reimburse board members for childcare fees for required MOSC board meetings. In-home daycare will be paid at the same rate as the CDC hourly rate (\$3.00). The total yearly amount of all board member childcare fees shall not exceed \$100.
4. MOSC board meetings are open. Members wishing to attend are requested to notify the President of their intent prior to the meeting.
5. MOSC regular meetings (i.e. coffees, luncheons, evening functions) are held on the third Thursday of each month unless otherwise announced.
6. All reservations must be guaranteed with your USAF Services card, Visa or Mastercard. If you prefer to pay by check or cash, you may do so when signing in at the social. If you do not wish to provide a club card number with your reservation, you may pay by check, in advance, no later than 12:00 p.m. on Tuesday prior to the function.
7. Reservations and cancellations must be received by the reservations chair no later than 12:00 p.m. on the Tuesday prior to the function. Cancellations made after this date cannot be refunded and reservations made after this date cannot be guaranteed.
8. If you do not cancel an established reservation by the 12:00pm Tuesday deadline, your credit card will be charged to insure that the MOSC can meet its debt to the Jimmy Doolittle Center for the function.
9. Guests – Anyone new to the MOSC may attend one function without being a MOSC member. Certain functions may be designated as **regular and associate members only functions, like the yearly Bingo social**, and guests are not allowed unless prior approval has been obtained from the President. Spouses who join at a function will be considered members after paying for half of a year's MOSC dues or the remainder of the MOSC membership year.
10. In case of inclement weather, any MOSC meeting or function will be canceled if the base is closed or if the schools are closed.

### B. MOSC Properties

1. The key to the MOSC silver cabinet is kept at the Jimmy Doolittle Center.
2. Any MOSC member may borrow MOSC properties (i.e. silver, decorations, etc.) provided they are not already being used for an MOSC function. This must be

coordinated with the First Vice President. A \$50 deposit and a signed borrower's agreement must be obtained prior to releasing any property. The properties must be returned cleaned and/or polished in the case of silver.

### **C. Dues**

The MOSC dues are \$5.00 per month for the membership year, August 1<sup>st</sup> through July 31<sup>st</sup>.

### **D. Cancellation Policy**

1. It is the individual member's obligation to cancel their MOSC membership and, when applicable, their automatic credit card dues.
2. Upon cancellation of a membership and by the member's written request, the member shall be refunded the dues that they prepaid by cash or check for the applicable remainder of the current MOSC membership year.
3. MOSC is not responsible for reimbursing a member for more than the current year's dues.

### **E. Charitable Requests**

1. All requests for charitable funds must be presented in writing to the charitable coordinator no later than the Friday prior to the first Wednesday of the month to be considered at the following board meeting.
2. Only the charitable coordinator or their representative (upon receiving approval from the charitable committee) may present charitable requests to the MOSC board.
3. No MOSC member may solicit charitable funds on behalf of a particular organization in which they may have a vested interest.
4. MOSC board members receiving solicitation for charitable requests should immediately advise the Charitable Coordinator.
5. MOSC board members must abstain from voting on charitable requests in which they may have a vested interest.

### **F. Miscellaneous**

1. The MOSC board, 5th Force Support Commander, 5th BW Legal Office, and the Support Group Commander must approve all fund-raisers or special projects. All requests must be submitted to the 5th Force Support Commander.
2. Anyone needing reimbursement for MOSC-related expenses should turn in their receipts to the Treasurer by the end of the fiscal year, June 1<sup>st</sup> through May 31<sup>st</sup>.
3. Gifts to distinguished guests are at the discretion of the President.

## **G. Change Over of Board Members**

1. A change-over board meeting will take place in May. It will be a combined meeting of the outgoing and incoming board members and will be organized by the outgoing and incoming corresponding secretaries.
2. Outgoing board members should set up a meeting with their corresponding new board member prior to the change-over meeting to discuss job description and duties.
3. Notebooks, job descriptions, and other club properties must be turned over to new board members no later than the change over meeting, with the exception of the Operating and Charitable Treasurers. The prior year's records will be turned over after the Operating and Charitable Treasurers have reviewed the files and prepared the appropriate tax documents.

## **H. Advertising**

1. No MOSC member may advertise his or her own personal business at a MOSC function.
2. Any MOSC member may donate a door prize to be given away or may be asked to participate in a program as long as business is not conducted.