

KOSC BYLAWS
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**KADENA OFFICERS' SPOUSES' CLUB (KOSC)
BYLAWS
JUNE 2024**

**ARTICLE 1
DUTIES OF OFFICERS**

Section 1. General Duties

- a. All elected and appointed officers will be required to keep a notebook or thumb drive and official email address to include:
 - i. A current job description
 - ii. Board of Governors phone roster
 - iii. Board of Governors meeting agenda
 - iv. The organization chart of the Board of Governors
 - v. Parliamentary guidelines
 - vi. Copy of General Fund and Charitable Fund Budgets
 - vii. Committee Reports and Minutes from all meetings from the previous and current board years
 - viii. After-action reports
 - ix. Current Constitution, Bylaws, and Standing Rules
 - x. All official correspondence
- b. Each officer will submit written recommendations for allocation of funds to the current elected General Financial Officer by the April Board of Governors meeting and necessary recommendations for a revised budget.
- c. All elected, validated, and appointed officers will be responsible for turning over notebooks, thumb drives, and all official correspondence to their successor. If a successor is not in place at the end of the term, the items shall be turned in to the appropriate Vice President.
- d. All officers are responsible for delivering any IRS correspondence directly to the President, having documented the date it was received on the correspondence.

Section 2. President

The President shall have the usual powers of supervision and management that pertain to the office of president, and will perform the following duties; included but not limited to:

- a. Ensures all KOSC rules are being followed.
- b. Preside at all meetings of the General Membership, Executive Board, and Board of Governors.
- c. Appoints a Parliamentarian and Kadena Gift Corner Liaison and works with Vice Presidents to appoint Board of Governor positions. The Parliamentarian and Kadena Gift Corner Liaison are members of the Executive Board.
- d. Be an ex-officio member of all committees except the Nominating Committee.
- e. Countersign all minutes.

- f. Vote as part of the Selection/Termination Committee and only in cases of a tie in meetings of the Executive Board, Board of Governors, and the General Membership.
- g. Can act as an approved co-signer on all checks over \$200.
- h. Enters contracts on behalf of this association.
- i. Conduct the routine business of this association.
- j. The President is the direct liaison with the advisors.
- k. Ensure that recertification of the constitution and bylaws are biannually.
- l. Ensure that submission of annual financial reports is accomplished through 18 FSS/FSRF. Failure to submit will result in the following:
 - i. First warning, suspension of fundraising until file is current.
 - ii. Second, suspension of fundraising privileges for 6 months.
 - iii. Third, suspension of fundraising privileges for 1 year.
 - iv. Fourth warning, dissolution of the charter, hence suspended for operation for 1 year.
- m. Serve as purchasing agent, with the input of the Advisor(s) for the procurement of special gifts for the Board of Governors (not to exceed \$50.00).

Section 3. Vice President of Charitable Giving

The vice president shall perform all duties of the president in his/her absence and shall act as assistant to the president. Vice President of Charitable Giving is responsible for the oversight of Scholarship, Charitable Outreach, and Fundraising Chairperson(s) and will perform the following duties; included but not limited to:

- a. Assist the President at all times and maintain a working knowledge of all KOSC activities.
- b. Will have supervision of the board of governors as assigned by the President.
- c. Will perform other duties as assigned by the President.
- d. Can act as an approved co-signer on all checks over \$200.
- e. Will perform the duties of the Second Vice President in that person's absence.
- f. Will attend all American Welfare & Works Association (AWWA) meetings. However, a designated delegate can attend in the place of Vice President of Charities if there is a scheduling conflict.

Section 4. Vice President of Events

The Vice President of Events shall perform all duties of the Vice President of Charitable Giving in his/her absence and shall act as assistant to the president. Vice President of Events is responsible for the oversight of the Social, Special Activities, Membership Administration, Historian, Ways and Means Chairperson(s) and will perform the following duties; included but not limited to:

- a. Act as President in the absence of the President and Vice President of Charitable Giving.
- b. Assist the President at all times and maintain a working knowledge of all KOSC activities.
- c. Will have supervision of the standing committees as assigned by the President.
- d. Will perform other duties as assigned by the President.
- e. Can act as an approved co-signer on all checks over \$200.
- f. Serve as purchasing agent for the procurement of special gifts for the advisors (not to exceed \$50.00), and the president (not to exceed \$50) with input from the Executive Board.

Section 5. Administrative Coordinator

The Administrative Coordinator shall be the custodian of the records, conduct all correspondence of this association, and shall have the following duties

- a. Record, sign, and present the minutes of all general and special meetings of the KOSC, the Executive Board and Board of Governors.
- b. Record the attendance of the Board of Governors and Executive Board at regular and special meetings.
- c. Serve as custodian of all KOSC records. Records should be kept for a period of seven years.
- d. Provide copies of all meeting minutes to 18 FSS PO Monitor.
- e. Handle and record all correspondence of the KOSC.
 - a. Deliver any correspondence from the IRS immediately and directly to the Financial Officer.
 - b. Set up board meetings.
- f. Perform other duties as assigned by the President.
- g. Maintain a list of names and addresses of officers and members of this association.
- h. Send notices of meetings to members, if necessary.

Section 6. Financial Officers (Co-Chaired)

The Financial Officers shall be the custodians of all the financial records of this association and will perform the following duties; included but not limited to:

- a. Receive and disburse all social and recreational funds belonging to the KOSC in accordance with the funds reimbursement policy for requests over \$200.00.
- b. Receive and disburse all scholarship and charitable funds belonging to KOSC, in accordance with the funds reimbursement policy for requests over \$200.
- c. Keep records in accordance with good accounting practices.
- d. Pay bills upon receipt of itemized statements.
- e. Collect membership dues from Membership Administration.
- f. Present an itemized account of expenditures, collections and cash balance, and a year-to-date budget at each regular meeting of the Board of Governors; present the President a signed original of the same; may post a copy for the General Membership.
- g. Request an audit as follows and notify Gift Corner Full Charge Bookkeeper will be notified when audit is pending:
 - i. Upon the expiration of that person's term of office.
 - ii. In the event of a Financial Officer's resignation or termination.
 - iii. At any time required by the 18 WG/CC, or 18 MSG/CC as his/her designee.
- h. Serve as Chairperson(s) of the General Fund Budget Committee meeting, which consists of the Executive Board.
- i. Perform other duties as assigned by the President.
- j. Will attend all American Welfare & Works Association (AWWA) meetings.
- k. Ensure that all insurance policies of KOSC are maintained and current.
- l. Make the books and the financial records of this association available for inspection and review when requested by the President, Executive Board, 18 FSS/CC, 18 MSG/CC, or 18 WG/CC.
- m. The Financial Officers shall maintain a checking account in the name of the organization. Under no circumstances shall organizational funds be co-mingled with personal funds of individual members of KOSC. Additionally, no check may be written to oneself.
- n. The Financial Officers shall make monthly reconciliation of bank statements. A journal shall be maintained and shall consist of all income and payments.
- o. The Financial Officers will prepare consolidated annual financial statements in the sample formats provided by 18 FSS PO Monitor and forward them to the Administrative Coordinator to be given to 18 FSS PO Monitor. The report shall include:
 - i. Beginning and ending cash balances for the period.
 - ii. Gross Income: Detailed breakdown of all income for the period.

- iii. Gross Expense: Detailed breakdown of all expenses for the period.
- iv. Net Income: Gross Income – Gross Expenses.
- p. Shall be the main point of contact for the IRS.
 - i. Receives all correspondence from the IRS.
 - ii. Authorized to discuss matters with the IRS without any additional documentation submitted to the IRS.
 - iii. Shall document all communication with the IRS.
 - iv. Shall sign all correspondence with the IRS.
 - v. May delegate the IRS issue to the appropriate Executive Board officer.

Section 7. Gift Corner Liaison

The Gift Corner Liaison will be directly responsible to the President and keep her/him informed of all matters pertaining to the Gift Corner and will perform the following duties; included but not limited to:

- a. Serve as a member of the Selection/Termination Committee for all positions.
- b. Will abide by all Operating Instructions pertaining to Gift Corner policies.
- c. Volunteer a minimum of 8 hours per month in the Gift Corner.
- d. Act as a facilitator between the KOSC Executive Board and the Gift Corner Employees.
- e. Relay information in writing regarding decisions made in the Executive Board Meetings pertaining to the Gift Corner.
- f. Voice concerns of the Gift Corner Staff to the Executive Board and in essence represent the Gift Corner on voting matters.
- g. Manage daily concerns of the Gift Corner Staff that do not need an Executive Board decision/voting to remedy.
- h. Submit a year-end report at the Board of Governors April meeting that summarizes the year's activities and outlines any changes or recommendations.
- i. Submit a detailed budget recommendation in March to the Financial Officers to add in allocating funds for the next Board year.
- j. The Gift Corner Liaison will serve as a voting member of the BOG and the Executive Board.

Section 8. Director of Communication

The Director of Communication directs all aspects of KOSC communications. Will be directly responsible to the President and will perform the following duties; included but not limited to:

- a) Works in partnership with Events and Charitable teams to continuously monitor and generate web content, news, event publicity calendar, photos, advertising, and organizational information. At least once per month the website needs to be updated.
- b) Will provide website administration training for key board members.
- c) Manages administrator permissions, identifies, and corrects technical problems (or refers to provider for correction), and backs up web content to ensure recovery.
- d) Oversees and ensures social media is updated as needed for the KOSC.
- e) Will work closely with all board members to ensure the Facebook page has timely and current information
- f) Serves as photographer for KOSC activities and compiles photos from KOSC events.
- g) Creates a digital scrapbook for the year, purchasing two hard copies (President's gift and archives).
- h) Take photos or coordinates to find someone to take photos at monthly social events for social media distribution.
- i) Communicates with sub-club group leaders to collect photos from each group and organize them for use in annual photo books.
- j) Updates bulletin board at the Kadena Officers' Club monthly.

Section 9. Parliamentarian

The Parliamentarian will serve as the custodian and official interpreter of the Constitution and Bylaws of the KOSC and assure that revision is made in accordance with parliamentary procedures. The Parliamentarian will perform the following duties; included but not limited to

- a. Advise the President, Executive Board, Board of Governors, and General Membership on points of order and proper procedures according to the KOSC Constitution, Bylaws, KGC Operating Instructions, Standing Rules and Robert's Rules of Order.
- b. Serve as the chairperson of the Nominating Committee and officiate at the election.
- c. Serve as chairperson of the Selection/Termination and Constitution/Bylaws Review Committee.
- d. Review the constitution as required in AFI 34-223.
- e. Review the job descriptions of each board position.
- f. Perform other duties as assigned by the President.

- g. The Parliamentarian is directly responsible to the President.

ARTICLE 2 ELECTION AND VOTING

Section 1. Nominating Committee

The Parliamentarian shall form and serve as chairperson of the Nominating Committee for the upcoming Executive Board. The Nominating Committee shall be composed of no less than three members and no more than five, representing a cross section of the KOSC and no more than three voting members from the Board of Governors. The President shall not be a member of this committee. This committee shall be in place no later than February and introduced to the General Membership at the February monthly function.

- a. The president will appoint a nominating committee consisting of at least three active members and will announce the names of the nominating committee at the regular meeting of the general membership two months prior to an election meeting.
- b. At the regular meeting of the general membership immediately preceding the election meeting, which shall not be less than 10 days prior to the election, the nominating committee will present a slate consisting of at least one candidate for each office to the membership.

Section 2. Candidates

- a. Any individual who is a member in good standing of the KOSC may be nominated for office. There shall be a minimum of two candidates, if possible, nominated for each office.
- b. Members of the Nominating Committee may become nominees for office, however, upon accepting the nomination, they shall resign from the committee and no replacement needs to be appointed, unless the committee membership falls below five.
- c. Nominees shall be presented to the General Membership during the March General Membership Meeting. Hereafter, the General Membership Meetings will be known as a Social. The Parliamentarian shall announce the slate of nominees prior to the April Social.
- d. After the Parliamentarian has presented the slate at the March Social, they may accept further nominations. Any member intending to nominate a candidate for office must state his or her intent in writing to the Parliamentarian no later than two weeks prior to the April Social. The candidate to be nominated must also submit his or her acceptance of the nomination by writing to the Parliamentarian no later than two weeks prior to the April Social.

Section 3. Election of Officers

Election of officers will be held each year at the regular monthly meeting. Voting will be by secret written ballot and a plurality of the votes cast shall be sufficient to elect. Only active members present shall be entitled to vote, and there will be no voting by proxy. Decisions made by the general membership may not be overturned by any committee or by the executive board without a majority vote by the general membership.

- a. Elections of the Officers of the KOSC Executive Board will be held at the April Social. The General Membership will vote to validate the Kadena Gift Corner (KGC) Operations Director at

the same time they elect the Executive Board positions. A majority of the voting members present shall constitute passage. If the slate is unopposed, they will be elected by acclamation.

- b. Following the April elections, the next Board of Governors meeting and the next executive board meeting shall be a joint meeting with the outgoing and incoming officers. The installation of the incoming members shall be held at the May Social.
- c. The Nominating Committee shall set the opening hour of the polls and polls shall close at the call-to-order of the April Social..
- d. The Membership Administration chair shall provide a list of all members eligible to vote in an election. Only members shall be eligible to vote. The Vice President of Events shall monitor the issuing of ballots.
- e. There shall be a ballot box attended by a member of the Nominating Committee in which voting members will deposit their completed ballots. Ballots shall be preserved until the installation of officers.
- f. A revote will be held in the case of a tie when voting for an elected office. In the event of a second tie, the President will vote to break the tie.
- g. Eligibility of voting shall be up to members who have been members for at least 30 days before elections.
- h. Each voting member shall be entitled to the same number of votes, as there are vacancies to be filled. Votes must be cast singularly, one vote per office.
- i. Announcement of the names of the new officers shall be made following the tabulation of votes.

Section 4. Assumption of Office

The elected officers will assume duties on June 1 and will serve for one year.

Newly elected officers will be installed at the May Social. They will also come to the May combined Executive Board and Board of Governors Meeting. The new board year will commence on June 1.

Section 5. Succession of Office

- a. The Executive Board and Board of Governors will abide by the following term limits and conditions:
 - a. Executive Board officers shall be elected from and by the General Membership for a term of one (1) year (Board year 1 June to 31 May). An exception will be extended in the absence of a nominee for the position no later than the April Social; in which voting occurs. NOTE: every attempt should be made to fill vacant board positions throughout the summer PCS season. A special election should be held for these positions during (or before) the first General Membership meeting of the new board year in September.
 - b. Members shall be limited to serving in the same elected position for a limit of two consecutive years. A board member may return to the same elected position previously held so long as two (2) full term years have elapsed.

- c. No member shall hold more than one (1) Appointed Board position at a time unless approved by the Executive Board while the search to fill the position continues.
- d. In the event of a vacancy in the Presidency, the Vice President of Charitable Giving will assume the office in the months January - May. In the event that the Vice President of Charitable Giving declines, then the Advisors will call for a special election. In the event of a vacancy of the Presidency in the months of June - December, there will be an election for the position.
- e. In the event that an elected position becomes vacant, the President shall, with the approval of the Executive Board, call for a special election to include all active members in good standing with KOSC including those on the Board of Governors to fulfill the remainder of the Executive Board.
- f. A position may be considered vacant when the board member is unable to serve for a period of six or more consecutive weeks and/or misses two consecutive meetings (at the discretion of the President).

Section 6. Resignation of Office

Resignation from office will be submitted in writing to the President and announced to the Board of Governors.

Section 7. Termination of Office

Actions against an officer of the Executive Board or Board of Governors shall be submitted in writing to the Executive Board by the complainant(s). The Grievance Committee will be composed of the President, Advisors, Parliamentarian, and Administrative Coordinator. If one of the above stated members is the subject of the grievance, the President or an Advisor will decide whether to ask another member of the Executive Board to fill in. The President or presiding member will allow a specified period of time for open discussion, after which the recommendation of the Grievance Committee will be voted on by secret ballot. The recommendation(s) must be passed by a two-thirds vote.

BOARD MEMBERS CONDUCT:

- A. Members are required to be of honorable character and reputation.
- B. Any member may contact the Parliamentarian or President, in writing, documenting any infraction(s) witnessed or to discuss membership issues. The Parliamentarian and/or President with an Advisor will assess the situation, counsel, and mentor the board member or general member. The counseling sessions will be documented and kept in the President's binder. If the behaviors stop, no action will be taken. If any documented behaviors continue and are impacting business, fundraising, or club harmony, the member will be asked to resign or be terminated by approval of the Executive Board.
- C. Board Members must surrender their position binder and all its contents upon termination or at the request of the President and/or Advisor.

Section 8. Rules of Order

Manners and procedures for nominating, qualification of candidates, closing nominations, opening and closing polls, and other matters concerning elections shall be followed as described in Robert's Rules of Order.

ARTICLE 3 DUES AND FUNDS

Section 1. Dues

Dues will not exceed \$60.00 or dues will not be assessed. Dues will only be assessed to active or associate members of the association.

- a. The amount of annual dues shall be set by the Board of Governors, and will be collected with the membership application.
- b. Full payment of dues is required upon completion of the membership application.
- c. Annual dues are collected for the period of 1 June through 31 May of the following year.
- d. Any member who joins KOSC after December of the current board year will pay prorated dues in the amount of half the yearly dues.
- e. Dues will not be refunded.
- f. Dues will fund the General Fund Budget.

Section 2. Budgets

Budgets will be prepared by the Financial Officers' committee and approved by the Board of Governors. The proposed budgets will be presented to the General Membership during the April General Membership meeting and voted on to adopt at the September General Membership Meeting. Each budget will then be reviewed and revised, if necessary, in January in preparation for the new board year.

Section 3. Expenditures

The Board of Governors may authorize a non-budgeted expenditure not to exceed \$5000.00. All non-budgeted expenditures in excess of the \$5000.00 will be presented to the General Membership for consideration and approval excluding AWWA disbursements.

Section 4. Bonding

KOSC will bond its Vice-Presidents, Financial Officers, Parliamentarian, Kadena Gift Corner employees, and President (up to 8 members) from a qualified underwriter (AFI 34-223, Paragraph 10.16). The President will ensure that bonded members are updated annually with the commencement of the new Executive Board.

ARTICLE 4 STANDING COMMITTEES

Section 1. General

- a. The President may appoint special committees for the period of time concurrent with his/her term of office.
- b. The newly appointed Chairperson(s) of the special committees will take office on June 1 and serve until the conclusion of the board year.
- c. Committee Chairperson(s) will present all requests for non-budgeted expenditures exceeding \$5,000.00 to the Board of Governors for review prior to presentation to the General Membership for consideration and approval.
- d. With the approval of the President, Committee Chairperson(s) will select co-chairperson(s) for their respective committees.
- e. Committee Chairperson(s) will submit written recommendations for allocation of funds for their respective committees for the next board year to the general fund treasurer by the February Board of Governors meeting and any recommendations for a revised budget for the current board year.
- f. Committee Chairperson(s) will present all requests for non-budgeted expenditures exceeding \$5,000.00 to the Board of Governors for review prior to presentation to the General Membership for consideration and approval.

Section 2. Standing Committees

The President or the chairperson of the committee may appoint a chairperson(s) of standing committees with the concurrence of the President. The standing committees and their duties and responsibilities shall be as follows:

- a) **Publicity Committee:** The publicity committee is responsible for disseminating all publicity concerning this association, assisting the administrative coordinator in notifying the members as required by this constitution, and keeping the members informed concerning all activities of this association.
- b) **Bylaws and Constitution Committee:** The rule committee is responsible for promulgating and disseminating to the members all rules and standard operating procedures governing the operation of this association.
- c) **Selection Committee: KGC Operations Director**
 - a. Chairperson: Parliamentarian
 - b. Members: Executive Board, Advisors and Operations Director (if appropriate)
 - c. Voting: All members of this committee vote, except the Parliamentarian
 - d. Time Frame: As needed to fill or terminate positions
 - e. Special Notes: Quorum of 4 is needed
- d) **Selection / Termination Committee: Merchandise Coordinator & Full Charge Book Keeper**
 - a. Chairperson: Parliamentarian
 - b. Members: President, Advisors, Operations Director and Gift Corner Liaison (if filled)
 - c. Voting: All members of this committee vote, except the Parliamentarian (unless needed for quorum)

- d. Time Frame: As needed to fill or terminate positions
- e. Special Notes: Quorum of 3 is needed (*can include the Parliamentarian*)

e) **General Fund Budget Committee**

- a. Chairperson: Financial Officer(s)
- b. Members: Executive Board and Advisors
- c. Voting: Normal voting procedures apply; President only votes in the event of a tie
- d. Time Frame: Early March; the budget is presented to the General Membership in March. Voted on in April
- e. Special Notes: Quorum of 4 is needed

f) **Charitable Fund Budget Committee**

- a. Chairperson: Financial Officer(s)
- b. Members: President, Vice President of Charitable Giving, Advisors, Gift Corner Liaison (if filled), Charitable Outreach Chair, Fundraising Chair and Scholarship Chair
- c. Voting: Normal voting procedures apply; President only votes in the event of a tie
- d. Time Frame: Early March; The budget is presented to the General Membership in March & voted on in April
- e. Special Notes: Quorum of 4 is needed

g) **Charitable Committee**

- a. Chairperson: Charitable Outreach
- b. Members: President, Vice President of Charitable Giving, Advisors, Gift Corner Liaison (if filled), Fundraising Chair and Scholarship Chair
- c. Voting: Normal voting procedures apply; President only votes in the event of a tie
- d. Time Frame: This committee meets monthly before the AWWA meeting
- e. Special Notes: Quorum of 3 is needed (when KGC Liaison isn't filled) and 4 when all positions are full

h) **Nominating Committee**

- a. Chairperson: Parliamentarian
- b. Members: Advisors, 5 members of the General Membership (with no more than 4 of the BOG)
- c. Voting: All members of this committee shall vote, with exception of the Parliamentarian
- d. Time Frame: Nominating Committee shall be in place by the February membership meeting, during the March Social, the nominating committee shall strive to present a slate of Executive Board nominees to the General Membership and take nominations from the floor. General Membership shall vote for their new Executive Board at the April Social(or by electronic vote if unable to meet).

i) **Scholarship Committee**

- a. Chairperson: Scholarship Chair
- b. Members: President, Vice President of Charitable Giving, Advisor, Gift Corner Liaison (if filled); Financial Officers, Charitable Outreach, Operations Director, and Parliamentarian.
- c. Voting: Normal voting procedures apply; President only votes in the event of a tie

- d. Time Frame: Scholarship Committee meets in the fall to update the application and discuss timeline. From that point, the Committee shall meet again after the Scholarship Chair has received the applications back from the judges to vote on the number and size of scholarships.
- e. Special Notes: Quorum of 5 is needed. Members of the Committee must recuse themselves if they are applying or have a dependent applying. Committee members should be replaced if the number drops below 5.

ARTICLE 5

FINANCE AND TAXES

Section 1.

The Financial Officer(s) shall establish a checking account in the name of the organization. Under no circumstances shall organization funds be commingled with personal funds of individual members of KOSC.

Section 2.

The Financial Officer(s) shall make a monthly reconciliation of bank statements. He/She shall record income and payments in a cash receipts and disbursements journal.

Section 3.

All checks over \$200 shall require the signature of the president and the financial officer(s.) All other checks shall require only the financial officer(s.)

Section 4.

The Financial Officer(s) will prepare annual financial statements in the sample format provided by 18 FSS PO Monitor and forward them to 18 FSS PO Monitor. The reports shall include:

- a. Beginning and ending cash balances for the period.
- b. Gross Income = detailed breakdown of all income for the period.
- c. Gross Expenses = detailed breakdown of all expenses for the period.
- d. Net Income = Gross Income - Gross Expenses.

Section 5.

KOSC shall bond its Financial Officer(s) and will make a bonding determination by weighing the cost of commercial fidelity insurance protection from a qualified underwriter against the potential dollar risk (AFI 34-223, Paragraph 10.16).

ARTICLE 6 INSURANCE COVERAGE

Section 1. General

KOSC will provide insurance against public liability and property damage claims resulting from the activities of the organization and/or members IAW AFI 34-223, paragraph 10.15., unless waived by 18 WG/CC or 18 MSG/CC as his/her designee. If insurance is waived, KOSC will ensure to brief each potential member on the joint and severe liability imputed to each KOSC member just by virtue of their membership in the PO.

If a special event is scheduled that might increase the risk of liability for members of KOSC, the president shall consult with the base legal office about obtaining insurance for that event. All insurance coverage shall be the responsibility of KOSC.

KOSC will provide insurance against claims resulting from the activities of the organization and/or members IAW AFI 34-223, paragraph 10.15., unless waived. If waived, a statement will be attached to the Bylaws. The coverage shall be:

- a. \$10,000 public liability insurance
- b. \$10,000 property damage insurance
- c. \$10,000 workers compensation

ARTICLE 7 AWARDS/GIFTS

Section 1. Non-appropriated Funds

Under the terms of AFI 51-601, 26 Nov 03, *Gifts to the Department of the Air Force* and Kadena AB acquires assets abandoned by or donated by KOSC. Appropriated fund activities and NAFIs may neither claim the assets, nor make or assume any obligations for KOSC that may arise from a contract between them.

Section 2. Gifts

- a. Advisor gifts will not exceed \$50.00 each. Upon departure, the Advisors will be honored at an appropriate function, which will ideally be at a regularly scheduled KOSC function.
- b. A. Any gifts given by the KOSC should not exceed \$50, unless voted on by the Board of Governors.
 - i. Advisor(s) and President shall buy the Board gifts.
 - ii. The Vice President of Events shall buy Advisor and President gifts with input from the Board of Governors.

ARTICLE 8 ORGANIZATION

Section 1. General Membership

- a. Will approve the budgets for the board year.

- b. Will approve all expenditures exceeding \$5000.00 not approved as part of the budget for the board year, excluding AWWA disbursements.

Section 2. Executive Board

- a. Will act as Selection/Termination Committee as defined in Article 7, Section 2 of the Constitution for awarding the Kadena Gift Corner contract for Gift Corner Operations Director.
- b. Will direct the Operating Instructions and financial requirements for the Kadena Gift Corner.
- c. Has the authority to remove from office any elected or appointed members of the Board of Governors for just cause, by a two-thirds vote of voting members present (a quorum of 4 is required).
- d. Will review proposed Charitable and General Fund Budgets from the previous year's Budget Committee and present them to the Board of Governors for approval.
- e. Will review and vote on the Kadena Gift Corner budget.
- f. May amend, revise, or abolish the Operating Instructions for the Kadena Gift Corner.

Section 3. Board of Governors

- a. Will authorize all expenditures consistent with the Constitution and Bylaws.
- b. Will review and approve the proposed General Fund and Charitable Fund Budgets. Any revisions must be presented to the General Membership for approval. The General Fund Budget and the Charitable Fund Budget must be voted on by the General Membership.
- c. Approve requests for non-budgeted expenditures. Any requests in excess of \$5000.00 are presented to the General Membership for vote, excluding AWWA disbursements.

Section 4. Advisors

The Advisors act in an advisory capacity on board matters and in any of the proceedings of the Executive Board and Board of Governors. Advisors will give advice or recommendations. Advice given will not be binding in any way.

ARTICLE 9 CHILDREN & GUESTS

- a. Unless otherwise specified, only babies in arms are allowed at KOSC events, socials and special activities.
- b. An individual who is not a member of KOSC, age sixteen (16) years or older and is accompanied by a member will be considered as a guest of the KOSC function.
- c. A person visiting Okinawa as a personal guest of a member may participate in the General Membership Social when in the company of a KOSC member.

- d. An individual eligible for membership may attend one KOSC General Membership social prior to becoming a member.
- e. KOSC members must RSVP for their guests in accordance with reservation requirements. Payment for guests will be in line with RSVP guidelines.

ARTICLE 10 VOTING

Section 1. Voting

- a. Voting shall be counted by the raising of hands, unless otherwise set forth to the contrary in the bylaws. A secret ballot may be used, if requested.
- b. The President may conduct or request the Parliamentarian to conduct a vote electronically or by telephone. The quorum will be consistent with that defined in the Constitution. Following a telephonic/electronic vote, the Parliamentarian will submit a written report at the next scheduled Board of Governors meeting.
- c. The Advisors will be voting members of the Selection/Termination Committee (as defined in Article 7, Section 2, of the Constitution for awarding Gift Corner contracts.)

Section 2. Electronic Voting

When extenuating circumstances make assembly impractical, the President may call for an electronic vote of any governing body. The Parliamentarian will conduct the vote of any governing body, report results to the President, notify the voting body of the outcome, and ensure the Administrative Coordinator records the results in the minutes.

- a. All voting members must be contacted through the provided email address.
- b. The window for discussion shall be no less than 12 hours.
- c. The voting window shall be no more than 48 hours or until the majority vote is received.

ARTICLE 11 CHARITABLE

Section 1. Scholarships

- a. The number and amount of scholarships sponsored shall be recommended by the Scholarship Committee and determined by the Board of Governors based on the availability of funds.
- b. Scholarship recipients must be either a high school senior or adult dependent, have SOFA status and have a dependent sponsor who is ONE of the following:
 - i. Active duty or Retired U.S. Air Force personnel of any rank
 - ii. U.S. Military, civilian, DoDDs personnel assigned to, or living within Kadena AB district.
 - iii. Existing KOSC member

- c. One KOSC member may serve as a judge.
- d. Judges will be solicited from base organizations such as; may include but not limited to;
 - i. Base Education Center
 - ii. Airman and Family Readiness Center
 - iii. Operations Group
 - iv. Maintenance Group
 - v. Medical Group
 - vi. Mission Support Group
 - vii. Wing Staff Agencies (Legal Office, Chapel)
 - viii. DoDDS
- e. Criteria for determining scholarship includes scholastic achievement as shown by the transcript and cumulative GPA of at least 2.5 or higher on a 4.0 scale; social and civic activities and awards and additional requirements as defined by the Scholarship Application. Personal identity information about the applicant will be removed from the papers submitted to the panel of judges.
- f. Members of the committee must recuse themselves if they are applying or have a dependent applying.

Section 2. Charitable Giving

- a. The charitable committee will meet each month in advance of the AWWA meeting.
- b. The KOSC receives its charitable funds from the Gift Corner, as determined by the Gift Corner Operating Instructions.
 - i. Gift Corner Contributions shall be distributed as:
 - 1. Needed money will be distributed to the Operating Expenses Account to include office supplies, auditing fees, AWWA board expenses, Friendship Social, and off-island trip expenses.
 - 2. The account should maintain a \$500 balance at the end of each club year.
- c. The operating expenses account will be used to fund office supplies, AWWA board expenses, AWWA off-island trip and the AWWA Friendship Social. The AWWA off-island trip expenses are to cover the expense of the equivalent of up to two people (one charitable committee member and one gift corner employee, as available) plus the shared cost for each of the AWWA President and AWWA translator, as well as gifts to be presented to each location visited as directed by the AWWA President.
- d. AWWA donations come out of either the American Welfare account or the Japanese Welfare account depending upon the request. Air Force community giving is funded from its respective account. After all requests for funds have been addressed, any excess money in the charitable account may be combined or transferred to any area of need in the charitable budget with the Board of Governor's approval.

- e. The reserve account will maintain a \$1,500 balance. The balance in the reserve fund is to be used in months where there may not be Gift Corner contributions or in case of special requests. If the funds are used, they will be replaced by the end of the board year.
- f. Scholarships will be funded monthly by 30% of the Gift Corner contribution to a maximum of \$52,500 per operating year. No more than 5% of that 30% is to be spent on operating expenses associated with Scholarships. Any excess money may be combined or transferred to any area of need in the charitable budget with the Board of Governor's approval.
- g. The Charitable Committee Chairperson receives all charitable requests through email each month through the AWWA President and the Charitable Chairman's KOSC website account, and researches them if necessary.
- h. The Charitable Funds Treasurer prepares a brief report for the committee each month detailing the funds available for donation.
- i. Welfare donations are voted on by a quorum (50%+1) of committee members (as determined at the beginning of the Board year) present at the Charitable Committee meeting. If an emergency vote, outside of the regular committee meeting, is necessary, it must be done by email for a written record of the vote. During AWWA meetings, the charitable committee chairperson has the authority to move allotted funds to other KOSC-approved recipients when the funding is fulfilled by outside agencies.
- j. All of the money in the Charitable Funds account does not need to be donated each month. At the discretion of the charitable committee, funds will be distributed.
- k. KOSC fundraisers held during the Combined Federal Campaign (CFC) (approx. September 1 - December 15) require a contribution of 10 percent of the proceeds be made to the CFC. The funds shall be broken down as follows: The first 10% will be distributed to the Air Force Community Giving account and the Charitable Committee shall decide which eligible organization to designate these funds to. The remainder of the funds shall then be broken up as a gift corner disbursement as outlined or a motion and a vote can be made by the board to determine which account to credit.
- l. Only available (not projected) funds may be pledged to AWWA Funds, Air Force Community Giving, and Scholarship Funds.
- m. A list of requests and donations will be included in the monthly report to the Executive Board and Board of Governors of the KOSC.

**ARTICLE 12
ADOPTION AND AMENDMENTS**

Section 1. Adoption

The bylaws shall become effective upon adoption by the Board of Governors, providing it is thereafter found to be legally sufficient and approved by 18 WG/CC or 18 MSG/CC as his/her designee.

Section 2. Amendments

An affirmative vote of two-thirds will be required for the adoption of any amendment providing it is thereafter found to be legally sufficient and approved by 18 WG/CC or 18 MSG/CC as his/her designee.

CERTIFICATION

I certify that the information in this constitution is true to the best of my knowledge.

Meredyth Gilmore Hall
KOSC President

(Unfilled)
KGC Liaison

Brandi Evans
Advisor

Olivia Coleman
VP of Charitable Giving

Katie Marcucci
VP of Events

Alex Hopkin
Administrative Coordinator

Brittney Kinne
Financial Officer

April Gantner
Parliamentarian

Brooke Epp
Director of Communications
