

**BY-LAWS OF THE
MARINE OFFICERS' SPOUSES' CLUB
OF WASHINGTON, D.C.**

2016-2017 Edition

**ARTICLE I
MOSCDC Board**

Section 1. Honorary Officers

- a. Honorary President. The Honorary President shall be the spouse of the Commandant of the Marine Corps.
- b. Honorary Vice President/Advisor. The Honorary Vice President shall be the spouse of the Assistant Commandant of the Marine Corps, or the person designated by the Honorary President.
- c. Are members of the MOSCDC Board and the Executive Board.

Section 2. Elected Officers

- a. In order of precedence, the elected officers of the MOSCDC Board, hereafter referred to as the "Board" shall be:
 - President
 - Vice President
 - Treasurer
 - Recording Secretary
 - Corresponding Secretary
- b. Are voting members of the MOSCDC Board and Executive Board.
- c. Are elected by the general membership.
- d. May succeed themselves in office one time if elected for a second term by the membership. Their turnover information must be completed and turned in to the President for verification. In the case of the Treasurer, the audit must be completed and approved.
- e. May not hold two elected offices concurrently.
- f. May not also serve as appointed chairman of any committee, which will present a conflict of interest to the elected office held.
- g. The President may not serve again on the Board in any capacity for one Club year after leaving the office of the President.

Section 3 Regarding Vacancies in office

- a. The Vice President shall succeed to the Presidency in the event of a vacancy in the office of the President.
- b. Except for President, the Nominating Committee shall nominate one or more people from the pool of eligible MOSCDC members to serve as a replacement for the vacant elected office. A biography for each candidate shall be submitted to the MOSCDC board for review prior to selection by the Board. The board shall select, at a general Board meeting at which a quorum is present, one person to fill the vacant position. The vote by the Board shall be by secret ballot, winner determined by plurality.

Section 4. Appointed Chairmen

- a. With recommendations from the Honorary President or Honorary Advisor, the President shall appoint the following Chairmen:
 - i. Navy Marine Corps Ball Representative
 - ii. JAFOWL Representative
- b. The President shall appoint the chairmen of all other standing, special or ad hoc committees. The guidelines of all ad hoc committees will be in concert with the Constitution of the Marine Officers' Spouses' Club of Washington, DC. These appointments shall include but are not confined to:
 - Chaplain
 - Historian
 - Hospitality
 - Marketing
 - Membership/Directory
 - Newsletter
 - Parliamentarian
 - Programs
 - Reservations
 - Retiree Liaison
 - Social Media
 - Ways and Means
 - Website
- c. Are voting members of the MOSCDC Board.
- d. In the event of a vacancy, the President shall appoint a replacement for the remainder of the Club year.

Section 5. Board Members' General Duties

- a. Shall make reports in writing and/or orally at each Board meeting.
- b. Shall retain records to turn over to her/his successor, unless their specific duties require a longer period of time.
- c. Shall submit final reports for the board member's files and the President's files. Final reports are due at the June turnover board meeting.
- d. Shall submit all receipts for reimbursement to the Treasurer within 30 days of the bill's date and keep the Treasurer informed of any debts contracted on behalf of the Club.
- e. Shall prepare a proposed budget for any expense categories controlled and submit it to the Treasurer prior to the turnover of officers in June, no later than May 30.
- f. Chairmen shall appoint as many assistants as required.
- g. If a Board member is not fulfilling her/his duties or commits misconduct, a motion may be made to authorize an investigating committee, which will confer with the member and make a recommendation to the Board. Suspected fraud shall be reported to the appropriate legal authority.
- h. All Board members shall use the officially designated MOSCDC email accounts to conduct Club business.

ARTICLE II
Executive Board

Section 1. The Executive Board shall be comprised of:

- a. Honorary officers,
- b. Elected officers,
- c. Parliamentarian.

Section 2. The Executive Board shall:

- a. Meet at the call of the President,
- b. Make decisions on behalf of the full MOSCDC Board when:
 - i. The decision must be made in a timely manner, and,
 - ii. It would not be possible to call a meeting of the full Board.
- c. Authorize emergency expenditures of funds not to exceed one hundred dollars (\$100.00).

ARTICLE III
Duties of Elected Officers

Section 1. The President

- a. Shall establish, with the assistance and advice of the MOSCDC Board, the broad policies and principles that are deemed necessary to carry out the objectives of the Club.
- b. Shall preside over all meetings of the MOSCDC and Executive Boards.
- c. Shall appoint Chairmen of Committees established for special events and particular purposes as needed.
- d. Shall vote only in the case of a tie.
- e. Shall have the ability to authorize an electronic vote by the board.

Section 2. The Vice President

- a. As deputy to the President, shall carry out the duties entrusted to her/him by the President. In the absence of the President, shall assume the duties of the President.
- b. Shall be responsible for the seating arrangement at the head table.
- c. Shall appoint and chair the Charitable Contributions Fund committee.
- d. Shall be the Club liaison responsible for coordinating volunteer activities of organizations the Club might choose to support.
- e. Shall keep the President and MOSCDC Board apprised as to Club obligations to those organizations.

Section 3. The Treasurer

- a. Shall have charge and custody of and be responsible for all funds and securities of the Club.
- b. Shall receive and give receipts for monies due and payable to the Club from any source whatsoever, and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be selected by the MOSCDC Board.
- c. Shall pay all bills of indebtedness of the Club by check or similar instrument.
- d. Shall maintain a record of the financial transactions of the Club.

- e. Shall be prepared to render a financial report, as may be required, at the meetings of the Club.
- f. Shall present the financial records for her/his term in office at the close of the Club's fiscal year for reconciliation by an accountant approved by the MOSCDC Board. The incoming elected Treasurer shall receive a copy of this reconciliation.
- g. Shall retain the financial records of the Club for the preceding five years and the current Club year, transferring the records to her/his successor when the latter takes office.
- h. Shall retain all documents of legal importance to the Club.
- i. Shall in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the MOSCDC Board.

Section 4. The Recording Secretary

- a. Shall be the recording officer of the Club and the custodian of the current records, except such as are specifically assigned to others.
- b. Shall record the minutes of the meetings of the MOSCDC Board and shall present those minutes at the following MOSCDC Board meeting for approval.

Section 5. The Corresponding Secretary

- a. Shall be responsible for conducting the correspondence of the Club, except as otherwise provided.
- b. Shall be responsible for the preparation for the President's signature of all correspondence pertaining to the activities of the Club, unless otherwise provided.
- c. Shall maintain files of outgoing and incoming correspondence, and maintain sample correspondence.
- d. Shall have access to the files of the Membership Chairman and the list of Honorary Members upon request.
- e. Shall send out proper notices of all called meetings.
- f. Shall send invitations to join the Club to all Honorary Members at the beginning of each Club year.
- g. Shall invite luncheon guests at the direction of the President.

ARTICLE IV

Duties of Chairmen

Section 1. The Historian

- a. Shall maintain a photo book of Club activities, which will be available to the membership upon request, but no later than final event of the Club year.
- b. Shall take photographs to record Club events. These photographs shall be provided for use in the newsletter and other means of communication used by the Club.
- c. Shall present a printed copy of the photo book to the Club President.
- d. Shall maintain copies of Club minutes, Treasurer's reports, Constitution, By-laws, newsletters, chairman reports, and other records deemed necessary by the Club.
- e. At the end of the Club year, all of the above records shall be passed to the subsequent historian, and a copy shall be placed in the Archives and Special Collections Branch at the

Alfred M. Gray Marine Corps Research Center at Marine Corps Base Quantico to preserve Club history.

- f. The archive copy and the President's copy of the photobook shall be paid for with MOSCDC funds.

Section 2. The Hospitality Chairman

- a. Shall insure that new members meet as many members of the Club as possible, obtaining names of new members attending the functions from the Reservations Chairman.
- b. Shall greet and assist honored guests.
- c. Shall be responsible for providing names of new arrivals and prospective members to the Membership Chairman.
- d. Shall maintain close liaison with the Membership and Newsletter Chairmen.

Section 3. The Membership Chairman

- a. Shall be responsible for receiving and processing all MOSCDC membership forms.
- b. Shall be responsible for collecting membership dues covering the Club year, and transfer all monies promptly to the Treasurer no later than the following board meeting.
- c. Shall create and maintain an electronic MOSCDC membership file, in spreadsheet format.
- d. Shall maintain an alphabetical master back up roster list. The current number of members shall be made available at all MOSCDC Board Meetings.
- e. Shall create a common email distribution list for the current membership year and shall update and maintain said list whenever there is an update to the Master Membership roster.
- f. Shall be responsible for registering members at the "Welcome Aboard" event, and any other MOSCDC events such as monthly meetings, and other such appropriate times/events.
- g. Shall be responsible for compiling and publishing the Membership Directory each year and shall contact and make all arrangements with the printer. Shall prepare and mail the directories no later than 31 January each year.
- h. Shall provide certain MOSCDC Board members with a new electronic copy of the membership roster when new members are added. Additionally, shall update the MOSCDC email database with these updates.
- i. Shall track the total number of members by month and maintain this total in a list that is kept in the membership binder
- j.. Shall maintain the membership application to current requirements.

Section 4. The Newsletter Editor

- a. Shall gather, compile and edit all materials necessary for the monthly newsletter, to include photos, event flyers from other organizations, the President's message and board member submissions.
- b. Shall create reservations flyers for each upcoming MOSCDC club event with the information provided by the Programs Chair.
- c. Shall proofread the Newsletter before printing, allowing the President to review and make changes.
- d. Shall obtain names of new members from the MOSCDC Membership Chair and add these to the distribution list.

- e. Shall email the monthly newsletter to all members. Printing and mailing of the newsletter shall be done only for those without email.
- f. Shall send out email and print copies to members on the 1st of each month.
- g. Shall maintain close liaison with the Programs, Historian, Marketing, Social Media and Website Chairmen for information distribution.

Section 5. The Parliamentarian

- a. Shall have official custody of the records pertinent to the Constitution and By-Laws according to Robert's Rules of Order, Newly Revised.
- b. Shall chair and appoint the Nominating Committee.
- c. Shall be a member of the Executive Board.
- d. Shall have copies of the current Constitution and By-Laws properly dated and authenticated as may be requested by the members.
- e. Shall retain original and all amendments to the Constitution and By-Laws.
- f. Shall ensure that all members of the MOSCDC Board have copies of the current Constitution and By-laws.
- g. Shall oversee elections including distribution and counting of ballots.

Section 6. The Programs Chairman

- a. Shall arrange programs for the Club year.
- b. Shall be responsible for presenting programs and/or guest speakers at the general meetings.
- c. Shall notify the Newsletter, Social Media and Website Chairs concerning upcoming program plans so that details can be printed in the newsletter and in respective MOSCDC media outlets.
- d. Shall notify the Treasurer in advance when funds are required to pay for events.
- e. Shall inform the President of programs 45 days in advance.

Section 7. The Reservations Chairman

- a. With information provided by Programs Chair, shall create the electronic reservation page for each MOSCDC event.
- b. Shall take reservations by phone, mail, or electronic means.
- c. Shall promptly deliver the money received for monthly events to the Treasurer.
- d. Shall prepare name tags for events.

Section 8. The Marketing Chairman

- a. Shall provide publicity of MOSCDC activities as needed.
- b. Shall obtain advertising for the monthly newsletter and the annual Membership Directory.
- c. Shall ensure that the advertising copy is delivered to the Newsletter Editor or Membership Chairman in order to meet the relevant deadlines.
- d. Shall collect monies from advertisers and transfer it promptly to the Treasurer.

Section 9. The Retiree Liaison

- a. Shall assist in greeting and seating spouses of retired general officers and welcome the spouses of other retired regular officers.

- b. Shall assist the Membership Chairman in encouraging retired officers' spouses to participate in the Club.

Section 10. The Navy Marine Corps Ball Representative

- a. Shall be the Club liaison to the Navy Marine Corps Ball Committee.
- b. Shall keep the President and MOSCDC Board apprised as to Club obligations to these organizations.
- c. Shall attend meetings of the Navy-Marine Corps Ball Committee.

Section 11. The Ways and Means Chairman

- a. Shall plan and organize means for acquiring funds for the Club over and above monies collected from dues.
- b. Shall make recommendations to the MOSCDC Board as to the amounts of funds to be distributed to the Charitable Contributions Fund.

Section 12. The Website Chairman

- a. Shall be responsible for maintaining the club's website (www.MOSCDC.org) via content from board members by publishing relevant content, engaging visitors and increasing event attendance.
- b. Shall be responsible for making any and all changes to the website including, but not limited to, board members' names, upcoming programs and luncheons, Constitution and By-laws, photos of activities, blog posts and useful Internet links.
- c. Shall be directly responsible for making sure the website dues, including but not limited to yearly fees and domain name registration, are paid in full and on time each year to the website's host, and report these and all other expenses related to the website to the board.
- d. Shall make any recommendations to the board as to possible design changes to the MOSCDC website.
- e. Shall work closely with the President to ensure all content is appropriate for posting on the MOSCDC website.
- f. Shall maintain close liaison with the Marketing, Social Media and Newsletter Chairmen for information distribution.

Section 13. The Social Media Chairman

- a. The MOSCDC Facebook Group is for members. Ensure that all Facebook Group members have submitted a membership application and have paid their dues for the current Club year.
- b. Shall be responsible for maintaining the club's social media channels by publishing current and relevant content that will engage members and increase event attendance.
- c. Shall be the Administrator for the club's Facebook Group, with Reservations and Membership Chairs as Co-administrators when possible, to provide support on content related to their positions.
- d. Shall work closely with the President to ensure all content is appropriate for posting on social media channels.
- e. Shall maintain close liaison with the Marketing, Newsletter and Website Chairmen for information distribution.

Section 14. The JAFOWL Representative

- a. Shall serve as the MOSCDC representative to the Joint Armed Forces Officers' Wives' Luncheon (JAFOWL) Committee.
- b. Shall keep the MOSCDC Board apprised as to Club obligations for JAFOWL.
- c. Shall attend meetings of the JAFOWL Committee.

Section 15. The Chaplain

- a. Shall be called upon by the President or presiding officer to open all MOSCDC meetings, activities and functions with an invocation, prayer, or scripture reading from the Bible or inspirational thought.
- b. Shall appoint a representative in the event of a scheduled absence.

ARTICLE V
Committees

Section 1. Nominating Committee

- a. The Parliamentarian shall serve as chairman and shall appoint not less than four and no more than six additional members. Selectees to the nominating committee must be approved by the MOSCDC Board.
- b. For the General Election, the Committee shall nominate at least one candidate for each office.

Section 2. Charitable Contributions Committee

- a. The Vice President shall chair and appoint a committee of not less than four members.
- b. The Committee shall consist of at least two spouses of active duty Marine officers.
- c. The Committee shall submit to the MOSCDC Board for approval contributions and gifts to be made by the Club to non-profit organizations from Charitable Contributions Funds.

ARTICLE VI
General Elections

Section 1. Nominations.

- a. The Nominating Committee shall prepare a slate of candidates to be presented to the membership no less than two weeks prior to the general election.
- b. Additional nominations will be taken from the floor when the slate is presented.
- c. Nominations for each office will close when there is at least one candidate slated for each office.

Section 2. General Elections.

- a. General Elections will be held at the Annual Meeting, normally held in April.
- b. Election of officers shall be by secret ballot and the candidates receiving the plurality vote for each office shall be elected.
- c. Voting may be by absentee ballot cast via U.S. mail and/or electronically.

d. The slate of officers along with an absentee ballot will be published in the newsletter sent out just prior to the vote being taken. The ballot must be sent in a sealed envelope post marked no later than the specified deadline with the member's full name and address on the outside addressed to the Nominating Committee Chairmen or must adhere to the guidelines set out by the board for proper electronic voting.

ARTICLE VII

Finances

Section 1. The Fiscal Year shall run concurrent with the Club year, i.e. shall be 1 June to 31 May.

Section 2. Funds shall be accounted for by the Treasurer and their expenditure shall be authorized by the MOSCDC Board.

Section 3. The financial records of the Treasurer shall be reconciled at least annually by an accountant approved by the MOSCDC Board.

Section 4. The President and the Treasurer shall be bonded for at least One Thousand Dollars (\$1000.00) more than the total sum on hand when they assume office. The Club will pay the bonding fee.

Section 5. A minimum of three thousand dollars (\$3000.00) will remain in the treasury at the close of each Club year for operating expenses.

Section 6. Charitable Contributions Fund

- a. Upon recommendation of the Ways and Means Chairman, the MOSCDC Board shall determine yearly the amount of funds to be allocated to the Charitable Contributions Fund.
- b. Funds will be disbursed upon recommendation of the Vice President with approval of the MOSCDC Board.

Section 7. Deposits

All funds of the Club shall be deposited to the credit of the Club in such banks, trust companies or other depositories as the MOSCDC Board may select.

Section 8. Contracts

The MOSCDC Board may authorize any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club. Such authority may be general or confined to specific instances.

Section 9. Dues

- a. Annual dues (amount to be determined by the MOSCDC Board) shall be assessed for regular and associate members.

- b. Dues shall be payable without proration, except as provided in Subsection e. below, at the September meeting, or when members join the Club.
- c. Dues shall be collected by the Membership Chairman or her/his deputy.
- d. Dues will not be refunded.
- e. Dues shall be half price for TBS spouses at any time of year.
- f. After January of any Club year, dues will be half the annual assessment only for new permanent change of station arrivals.

ARTICLE VIII

Amendment of By-Laws

Section 1. Providing a quorum is present, the By-Laws may be amended at any meeting of the Club, by a two third's vote when:

- a. The amendment has been approved by the MOSCDC Board and
- b. Prior notification of the amendment was given at the previous regular meeting of the general membership or by 14 day written notice.

Section 2. All Board approved amendments must be presented to the general membership for a vote.

Section 3. Amendments may be offered by any Club member to the MOSCDC Board.

Section 4. The Parliamentarian shall notify the member as to the disposition of the member's request.

Section 5. Amendments to the By-laws shall become effective upon being approved by the general membership, unless a specific date is otherwise stipulated. Any amendments shall be noted in the annual revision, no later than 31 May of the Club year.