

**CONSTITUTION AND BY-LAWS OF THE  
MARINE OFFICERS' SPOUSES' CLUB OF WASHINGTON, D.C. (MOSCDC)**

Marine Officers' Spouses' Club of Washington, D.C.  
P.O. Box 1754  
Fort Myer, Washington, DC 22211-1754

**CONSTITUTION**

**ARTICLE I**

**NAME**

The name of this club shall be the Marine Officers' Spouses' Club of Washington, D.C., and shall hereinafter be referred to as "MOSCDC" or the "Club".

**ARTICLE II**

**PURPOSE-MISSION STATEMENT**

**Section 1.** The purpose of the Marine Officers' Spouses' Club of Washington, D.C. (MOSCDC) is to foster and promote sociability, and to provide a source of social, intellectual, and cultural stimulation in matters of common interests.

**Section 2.** The Club shall operate as an unincorporated social club as defined by section 501 (c)(7) of the Internal Revenue Code. MOSCDC shall be a nonprofit organization, organized exclusively for the objectives set forth above, and no part of the income of the MOSCDC will benefit any private member thereof.

**ARTICLE III**

**MEMBERS**

**Section 1. Regular Members** – Dues required. Eligible to vote and hold elective or appointive office.

- a. Spouses, widows, and widowers of active-duty or retired commissioned and warrant officers of the U.S. Armed Forces and U.S. Armed Forces Reserve.
- b. Active-duty and retired commissioned and warrant U.S. Armed Forces Officers.
- c. Any former spouse of a Marine Officer, holding a valid Military ID card from that marriage.
- d. The Basic School (TBS) spouses.
- e. Active-duty Foreign Area Officers (FAOs) stationed in Northern Virginia and attached to a United States Marine Corps unit or school or serving as a military attaché.

**Section 2. Honorary Members** – Dues not required. Not eligible for vote or to hold office.

- a. Spouse(s) of
  - i. President and Vice President of the United States
  - ii. Commandant of the Marine Corps and all former Commandants of the Marine Corps
  - iii. Assistant Commandant of the Marine Corps
  - iv. Secretary of Defense
  - v. Chairman, Joint Chiefs of Staff and Joint Chiefs of Staff
  - vi. Commandant of the Coast Guard

- vii. Secretary of the Navy and the Under Secretary of the Navy
- viii. Other individuals nominated by the President and approved by the MOSCDC Board. Such memberships will be valid only for the duration of the club year in which they are awarded.

**Section 3.** No person because of race, color, creed, sex, age, disability, sexual orientation, or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by this organization.

## **ARTICLE IV**

### **ORGANIZATION**

**Section 1.** The MOSCDC Board (hereafter referred to as “Board”) will govern the affairs of the general membership of the Club. The duties of the Executive Board and Appointed Officers will be those normally pertaining to the offices as outlined in the By-laws.

**Section 2.** The MOSCDC Board shall consist of:

- a. Honorary Officers
- b. Elected Officers
- c. Appointed Chairmen

**Section 3.** The Executive Board shall be comprised of Honorary Officers, Elected Officers, and the Parliamentarian.

**Section 4.** Elected Officers shall be installed in May, generally at a Club event, to serve for a term of one Club year. Elected and Appointed Officers shall assume responsibility for their office on 1 June and pay dues within thirty (30) days of installation of office.

**Section 5.** The Club year shall run from 1 June to 31 May of the following calendar year. All positions, memberships, dues, fiscal, and financial dealings and records shall adhere to the Club year.

## **ARTICLE V**

### **MEETINGS**

**Section 1. Board Meetings** – The number of Board meetings will be determined by the President and the MOSCDC Board for the Club year. A minimum of four (4) Board meetings will be required during a Club year.

**Section 2. Annual Meeting** – The annual meeting of the general membership of the Club shall be normally held in April and shall be for the purpose of electing officers.

**Section 3. Other Meetings** – Additional meetings of the general membership can be called as needed throughout the Club year.

#### **Section 4. Quorums**

- a. Except as noted in Subsections b. and c., below, ten percent (10%) of the dues paying members shall constitute a quorum at any general membership meeting of the Club.
- b. At annual meeting, members present shall constitute a quorum.
- c. For Board meetings, when at least one-half (1/2) of the MOSCDC Board, excluding Honorary Officers, is present to conduct business this shall constitute a quorum.

## **Section 5. Modes of Meetings**

- a. In-person
- b. Video or Dial-In Conference
  - i. Board Members may use free personal accounts or request official account information from the President.
- c. Telephone
  - i. Only use this method when immediate response is required (e.g. real-time event issues, membership verification questions, social media issues, etc.)
  - ii. Includes text messages

**Section 6. Parliamentary Authority** – The rules contained in the current edition of Robert’s Rules of Order Newly Revised Edition (reference the sub-paragraph for Small Boards) shall govern the Board in all cases, which they are applicable and in which they are not inconsistent with the Constitution, By-laws, and Standing Rules.

## **ARTICLE VI**

### **AMENDMENTS TO THE CONSTITUTION**

#### **Section 1. Proposed Changes**

- a. Changes may be proposed by the MOSCDC Board on its own motion, by the Constitution and By-laws Committee as deemed necessary, or upon written request of any member made to the MOSCDC Board by the January Board Meeting.
- b. The MOSCDC Board must approve the amendment and fourteen (14) days written notice of any proposed change shall be published to all members prior to a vote.
- c. All amendments properly submitted shall be voted on by general membership before the end of the Club’s fiscal year (31 May).

#### **Section 2. Voting**

- a. This Constitution may be amended at any MOSCDC meeting following procedures defined in Section 1.
- b. A motion is passed by a majority of the votes cast.
- c. All members may vote by electronic ballot, which can be obtained from the Parliamentarian via MOSCDC.org. Mail-in ballot available upon request.

**Section 3.** This Constitution, adopted 31 May 2021, rescinds and supersedes all previously written Constitutions of Marine Officers’ Spouses’ Club of Washington, D.C.

## **ARTICLE VII**

### **DISSOLUTION**

**Section 1.** MOSCDC may be dissolved by using the same procedures a described in Article VI, Amendments to the Constitution.

**Section 2.** In the event the Club is dissolved to insolvency or is insolvent at the time of dissolution, the Executive Board Officers are responsible for the accountability of assets, satisfaction of liabilities, disposition of any residual assets on dissolution, and other matters showing responsible financial management.

**Section 3.** In the event of dissolution of this Club, distribution of any funds, after payment of an indebtedness, shall be made by either contribution other Officers’ Spouses’ Clubs of similar nature as this Club, or by contribution to recognized charitable organizations.

## **BY-LAWS**

### **ARTICLE I**

#### **ORGANIZATION**

##### **Section 1. Honorary Officers**

- a. Honorary President
  - i. Spouse of the Commandant of the Marine Corps
- b. Honorary Vice President/Advisor
  - i. Spouse of the Assistant Commandant of the Marine Corps, or the person designated by the Honorary President
- c. Members of the MOSCDC Board and Executive Board

##### **Section 2. Elected Officers**

- a. The Elected Officers of MOSCDC shall be:
  - i. President
  - ii. Vice President
  - iii. Treasurer
  - iv. Recording Secretary
  - v. Corresponding Secretary
- b. May not hold two elected offices concurrently.

##### **Section 3. Appointed Chairmen**

- a. With recommendation from the Honorary President or Honorary Advisor, the President will appoint the following Chairmen:
  - i. Joint Armed Forces of Washington Luncheon (JAFOWL) Representative
- b. The President appoints Chairmen including, not limited to:
  - i. Historian
  - ii. Hospitality
  - iii. Membership
  - iv. Newsletter
  - v. Parliamentarian
  - vi. Programs
  - vii. Reservations
  - viii. Marketing
  - ix. Ways and Means
  - x. Website Administrator
  - xi. Social Media
  - xii. Joint Armed Forces of Washington Luncheon (JAFOWL) Representative
  - xiii. Chaplain

##### **Section 4. Executive Board**

- a. Executive Board meeting shall be held at the discretion of the President.
- b. All Executive Board members shall be regular members of MOSCDC.
- c. The Executive Board shall consist of Honorary Officers, Elected Officers, and the Parliamentarian.
- d. The Executive Board shall review invitation criteria for all MOSCDC functions prior to extension.
- e. Make decisions on behalf of the MOSCDC Board when a decision must be made in a timely manner and it would be unfeasible to call a meeting of the Board.:

## **Section 5. MOSCDC Board**

- a. The MOSCDC Board (hereafter referred to as “Board”) shall consist of Honorary Officers, Elected Officers, and Appointed Chairmen. Each member of MOSCDC Board has one (1) vote, with the exception of the President only being able to vote in the case of a tie.
- b. No member may serve in the same position for more than two (2) consecutive years. If no alternative interest is expressed, a member may serve additional years at the discretion of the Nominating Committee. The President may not serve again on the Board in any capacity for one Club year after leaving the office of the President.

## **Section 6. Committees**

- a. All Committees organized within MOSCDC shall be defined as the Chairperson, plus at least three (3) additional members to fulfill the objectives of each Committee.
- b. The required committees are: Nominating Committee, Charitable Contributions Committee, Constitution and By-laws Review Committee, and Budget Review Committee.
- c. Any Board member shall have the right to appoint a committee as required to perform the functions of the position, unless otherwise stipulated.
- d. Special Committee Chairpersons may be appointed by the President with the approval of the MOSCDC Board, as deemed necessary.
- e. All committees shall be self-dissolving upon completion of its purpose.

## **Section 7. Vacancies in Office**

- a. The Vice President succeeds 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 candidates 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. At a general meeting, in which a quorum is present, the Board selects one person to fill the vacant position. The vote by the Board shall be by secret ballot, winner determined by majority.
- c. In the event of a vacancy of an Appointed Chairman, the President appoints a replacement for the remainder of MOSCDC year.

## **ARTICLE II**

### **DUTIES OF ELECTED OFFICERS AND APPOINTED CHAIRMEN**

#### **Section 1. Board Members’ General Duties**

All Board Members shall:

- a. Make reports in writing and/or orally at each Board meeting.
- b. Retain records to turn over to successor unless their specific duties require a longer period of time.
- c. Submit final reports for the board member’s files and the President’s files. Final reports are due at the May turnover meeting.
- d. Submit all receipts for reimbursement to the Treasurer within thirty (30) days of the bill’s date and keep the Treasurer informed of any debts contracted on behalf of MOSCDC.
- e. Prepare a proposed budget for any expense categories controlled and submit it to the Treasurer prior to the turnover of officers no later than 31 May.
- f. Chairmen may form committee(s) of volunteer(s), as required.
- g. All Board members will use officially designated MOSCDC email accounts to conduct Club business.

- h. If a Board member is not fulfilling the responsibilities of the role or commits misconduct, a motion can be made to authorize an Investing Committee, which will confer with the Board Member and make a recommendation to the Board. Suspected fraud will be reported to the appropriate legal authority.

## **Section 2. Duties of Elected Officers**

- a. **President.** The President shall:
  - i. Establish with the assistance and advice of the MOSCDC Board, the broad policies and principles that are deemed necessary to carry out the objectives MOSCDC.
  - ii. Preside over all meetings of the MOSCDC Boards.
  - iii. Appoint Chairmen of Committees established for special events and particular purposes as needed.
  - iv. Serve as ex-officio member of all committees, except the Nominating Committee
  - v. Vote only in the case of a tie.
  - vi. Immediately upon assumption of position, become a cosigner with the Treasurer on all MOSCDC banking accounts.
  - vii. Have the ability to authorize an electronic vote by the Board.
  - viii. Keep meetings on schedule by adhering to agenda and tabling future discussions.
  
- b. **Vice President.** The Vice President shall:
  - i. As deputy to the President, carry out the duties entrusted to her/him by the President. In the absence of the President, assume the duties of the President.
  - ii. Serve as Chair of the Charitable Contributions Committee, and appoint at least three (3) additional members, to include at least two spouses of active-duty Marine Officers. Submit to the MOSCDC Board for approval contributions and gifts to be made by MOSCDC to recognized non-profit organizations from the Charitable Distribution Funds.
  - iii. Be MOSCDC liaison responsible for coordinating volunteer activities of organizations the club might choose to support and keep the President and Board apprised of Club obligations to those organizations.
  
- c. **Treasurer.** The Treasurer shall:
  - i. Have charge and custody of and be responsible for all funds and securities of MOSCDC.
  - ii. Immediately upon assumption of position, become a cosigner with the President on all MOSCDC banking accounts.
  - iii. Receive and give receipts for monies due and payable to MOSCDC from any source and deposit all monies in the name of the Club in such banks, trust companies, or other depositories as selected by the MOSCDC Board.
  - iv. Pay all bills of indebtedness of MOSCDC by check or similar instrument.
  - v. Keep a schedule of legal filing requirements and ensure that all deadlines are met.
  - vi. Reconcile and maintain a record of the financial transactions of MOSCDC.
  - vii. Retain the financial records of MOSCDC for the preceding five (5) years, as well as the current year and transfer the records upon turnover.
  - viii. Prepare financial report, as may be required, at the meetings of MOSCDC.
  - ix. Present the financial records for term in office at the close the fiscal year for audit by an accountant approved by the MOSCDC Board. The incoming elected Treasurer shall receive a copy of this audit.
  - x. Retain all documents of legal importance for MOSCDC.
  - xi. Perform all the duties of Treasurer, and such other duties as from time-to-time may be requested by the President or MOSCDC Board.

- xii. Serve as Chair of the Budget Review Committee, and appoint at least three (3) additional members. Submit a proposed annual budget for approval to the Board at the April meeting.
- d. Recording Secretary. The Recording Secretary shall:
  - i. Be the recording officer of MOSCDC and the custodian of the current records, except such as are specifically assigned to others.
  - ii. Record the minutes of the meetings of the MOSCDC Board and shall present those minutes at the following MOSCDC Board meeting for approval.
- e. Corresponding Secretary. The Corresponding Secretary shall:
  - i. Conduct the correspondence of MOSCDC, except as otherwise provided.
  - ii. Be responsible for the preparation for the President's signature of all correspondence pertaining the activities of MOSCDC, unless otherwise provided.
  - iii. Maintain files of outgoing and incoming correspondence and maintain sample correspondence.
  - iv. Have access to the files of the Membership Chairman and the list of Honorary Members, upon request.
  - v. Send invitations to join the Club to all Honorary Members at the beginning of each MOSCDC year.
  - vi. Invite special event guests at the direction of the President.
  - vii. Send mass communication to membership.

### **Section 3. Duties of Appointed Chairmen**

- a. Historian. The Historian shall:
  - i. Maintain a photo book (print or digital) of Club activities, which will be available to the membership upon request, but no later than final event of the MOSCDC year.
  - ii. Take photographs to record MOSCDC events. Provide these photographs for use in the newsletter and other means of communication used by MOSCDC.
  - iii. Present a printed copy of the photo book to the MOSCDC President.
  - iv. Request copies of the meeting minutes, Treasurer's reports, Constitution, By-laws, newsletters, chairman reports, and other records deemed necessary by the Club.
  - v. 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.
  - vi. The archive and the President's copy of the photobook is to be paid for with MOSCDC funds.
- b. Hospitality Chairman. The Hospitality Chairman shall:
  - i. Ensure that new members meet as many members of the Club as possible, by obtaining names of new members attending the functions from the Reservations Chairman.
  - ii. Greet, assist, and seat honored guests, retired general officers, and their spouses.
  - iii. Provide names of new arrivals and prospective members to the Membership Chairman.
  - iv. Maintain close liaison with the Membership, Newsletter, and Reservations Chairmen.

- c. Membership Chairman. The Membership Chairman shall:
- i. Receive and process all MOSCDC membership forms.
  - ii. Collect membership dues for the Club year and transfer all monies promptly to the Treasurer no later than the following Board meeting.
  - iii. Document submission of funds via MOSCDC Income Detail Worksheet or Wild Apricot Membership Export
    - i. Minimum required information on the Income Detail Worksheet shall include the name of the payer and form of payment (cash, check, etc.). If payment is by personal check, the check number should be included.
  - iv. Download and maintain an alphabetical master back-up roster from MOSCDC.org.
  - v. Create an email distribution list for the current membership year and update list as Membership roster changes.
  - vi. Register members at the “Welcome Aboard” event, and any other MOSCDC events such as monthly meetings, and other such appropriate events.
  - vii. Make ready a digital Membership Directory each year, no later than 31 January.
  - viii. Provide certain MOSCDC Board members with a new electronic copy of the membership roster when new members are added. Additionally, update the MOSCDC email database with these updates.
  - ix. Track the total number of members by month and maintain this total in a list that is kept in the membership binder and report the current number of members at each Board meeting.
  - x. Serve as Administrator for MOSCDC Facebook Group, with Reservations and Social Media Chairmen as Co-administrators when possible, so they can assist with support on content related to their positions.
  - xi. Maintain a current membership application that is Board approved.
- d. Newsletter Chairman. The Newsletter Chairman shall:
- i. Gather, compile, and edit all material necessary for the monthly newsletter, to include photos, event flyers from other organizations, the President’s message and board member submissions.
  - ii. Proofread the newsletter before publishing, allowing the President to review and edit.
  - iii. On the 1<sup>st</sup> of the month, email all members on the distribution list a link and instructions on how to access the published monthly Newsletter. Printing and mailing of the newsletter shall be done for those without email. For security reasons, the newsletter is never attached or directly hyperlinked from emails.
    - i. Be sure to include mail-in ballot(s) for those receiving mailed newsletters.
  - iv. Maintain close liaison with the Programs, Historian, Marketing, Social Media, and Website Administrator for information distribution.
- e. Parliamentarian. The Parliamentarian shall:
- i. Maintain official custody of the records pertinent to the Constitution and By-laws according to Robert’s Rules of Order, Newly Revised (reference sub-paragraph Small Boards).
  - ii. Serve as Chair of the Nominating Committee, and appoint at least three (3) additional members.
  - iii. Oversee election, distribution, and counting of ballots. (See Article IV)
  - iv. Be a member of the Executive Board.
  - v. Have copies of the current Constitution and By-laws properly dated and authenticated as may be requested by the members.

- vi. Retain original and all amendments to the Constitution and By-laws.
  - vii. Ensure that all members of the MOSCDC Board have copies of the current Constitution and By-laws.
  - viii. Keep meetings on schedule by adhering to agenda and tabling future discussions.
  - ix. Serve as Chair of the Constitution and By-laws Review Committee, and appoint at least three (3) additional members. Accept proposed amendments from membership and the Board, by January meeting. Committee is to review Constitution and By-laws and submit any proposed changes to Board by February meeting, for approval in March and inclusion on the General Ballot in April.
- f. Programs Chairman. The Programs Chairman shall:
- i. Arrange programs for MOSCDC year.
  - ii. Present programs and/or guest speakers at general meetings.
  - iii. Notify the Newsletter, Social Media, and Website Chairmen concerning upcoming program plans so that detail can be printed in the newsletter and in respective MOSCDC media outlets.
  - iv. Notify the Treasurer in advance when funds are required to pay for events.
- g. Reservations Chairman. The Reservations Chairman shall:
- i. Work with Programs Chairman to create the electronic reservation page for each Club event.
  - ii. Take reservations by phone, mail, or electronic means. All Board Members must submit their event registrations for each event in the same manner as General Membership, including payment.
  - iii. Promptly deliver monies received for monthly events to the Treasurer.
  - iv. Send out proper notices of all called meetings.
  - v. Maintain close liaison with the Membership and Hospitality Chairmen.
  - vi. Prepare name tags for events.
- h. Marketing Chairman. The Marketing Chairman shall:
- i. Develop visual materials and marketing strategies that help maintain cohesion of Club's branding and keep members engaged.
  - ii. Obtain advertising images and copy for the monthly newsletter.
  - iii. Create marketing materials for Club activities with the information and event calendar dates provided by the Programs Chairman.
  - iv. Maintain close liaison with the Programs, Historian, Social Media, Newsletter, and Website Administrator for information distribution and publicity of club activities as needed.
  - v. Serve as Administrator for MOSCDC Facebook Group, with President and Marketing Chairmen as Co-administrators when possible, so they can assist with support on content related to their positions.
- i. Ways and Means Chairman. The Ways and Means Chairman shall:
- i. Plan and organize means for acquiring funds for MOSCDC over and above monies collected from membership dues.
  - ii. Maintain close liaison with Treasurer.
  - iii. Make a recommendation to the Board for approval of donations for Charitable Contributions Committee. In the absence of a Ways and Means Chairman, the Treasurer will make recommendation of donation amount.

- j. Website Administrator. The Website Administrator shall:
  - i. Maintain MOSCDC website (www.MOSCDC.org) via content from the Board by publishing relevant content, engaging visitors, and increasing event attendance.
  - ii. Make any edits to the website including, but not limited to Board Member's names, upcoming programs and luncheons, Constitution and By-law, photos of activities, blog posts, and useful internet links.
  - iii. Ensure that website dues are paid by deadline, including but not limited to yearly fees for hosting and domain name registration. Report these fees to Treasurer.
  - iv. Make possible website design change recommendations to the Board.
  - v. Work closely with the President to ensure all content is appropriate for posting on the MOSCDC website.
  - vi. Maintain close liaison with the Marketing, Social Media, and Newsletter Chairmen for information distribution.
  
- k. Social Media Chairman. The Social Media Chairman shall:
  - i. Ensure that all Facebook Group members have submitted a membership application and have paid their dues for the current Club year, as the MOSCDC Facebook Group is for members only.
  - ii. Switch Facebook Group to "Public" for summer (1 June – 1 Sept) to encourage membership.
  - iii. Maintain MOSCDC social media channels by publishing current and relevant content that will engage members and increase event attendance.
  - iv. Serve as Administrator for MOSCDC Facebook Group, with President and Marketing Chairmen as Co-administrators when possible, so they can assist with support on content related to their positions.
  - v. Work closely with the President to ensure all content is appropriate for posting on the MOSCDC social media channels.
  - vi. Maintain close liaison with the Marketing, Newsletter, and Website Administrator for information distribution.
  
- l. JAFOWL Representative. The JAFOWL Representative shall:
  - i. Serve as the MOSCDC representative to the Joint Armed Forces of Washington Luncheon (JAFOWL) Committee.
  - ii. Keep MOSCDC Board apprised of Club obligations for JAFOWL.
  - iii. Attend meetings of the JAFOWL Committee.
  
- m. Chaplain. The Chaplain shall:
  - i. 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 Bible or inspirational thought.
  - ii. Appoint a representative in the event of a scheduled absence.

## ARTICLE IV

### GENERAL ELECTIONS

#### **Section 1. Nominations**

- a. The Nominating Committee shall present a slate to the Board of one or more names chosen from the regular members for each elected office, as set forth in the By-laws.
- b. The committee shall present the slate of candidates to the membership no less than two weeks prior to the general election.
- c. Additional nominations will be taken from the floor when the slate is presented, and 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 by the Annual Meeting, normally held in April.
- b. Election of officers shall be by secret ballot and the candidates receiving the majority of votes cast for each office shall be elected.
- c. Voting will be done electronically. Mail-in ballots shall be made available upon request.
- d. The slate of officers will be published in the newsletter sent out just prior to the vote being taken.
- e. The new Elected Officers will be presented to the membership at the May meeting.

## ARTICLE V

### FINANCES

**Section 1.** The fiscal year shall run concurrent with the Club year, 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.

- a. Any expenditure by MOSCDC Board in excess of one hundred dollars (\$100.00) must be presented for approval at a MOSCDC Board meeting.
- b. Any expenditure of less than one hundred dollars (\$100.00) may be approved by the President and Treasurer.
- c. All Board Members have authority to expend funds for administrative purposes (legal, necessary, and prudent) with prior approval from the Board for expenses over \$100.00 or prior approval from the President and Treasurer, for expenses less than \$100.00. Board Members may expend personal funds for MOSCDC business and receive reimbursement from the Treasurer.
  - i. All such expenditures/reimbursements must be documented by a merchant receipt; either original paper or electronic copy, or a statement in lieu of receipt from the recipient of the funds.
  - ii. Any requests for reimbursement shall be submitted to the MOSCDC Treasurer on a MOSCDC Expense Detail Worksheet, properly completed and with supporting documents attached (e.g. "200 stamps for mailing out newsletters"), within 30 days of purchase/transaction.
  - iii. The Treasurer shall make all reasonable attempts to reimburse the Board Member within 30 days. Documents and reimbursement checks may be delivered in person or by U.S. Mail.

**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 (\$1,000.00) more than the total sum on hand when they assume office. The Club will pay the bonding fee.

**Section 5. Budget**

- a. The Budget Review Committee shall submit a proposed annual budget for approval to the Board at the April meeting.
- b. A minimum of three thousand dollars (\$3,000.00) 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 and the Treasurer, 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 Charitable Contribution Committee 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.

- a. Any check written to MOSCDC which is returned due to insufficient funds will be assessed a service charge equal to the bank's penalty fee.

**Section 8. Contracts** – Officer(s), agent(s), and/or members, shall not enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club without prior MOSCDC Executive Board approval. Such authority may be general or confined to specific instances.

**Section 9. Dues**

- a. This shall be a dues paying club and all dues are non-refundable.
- 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 appointee.
- d. Dues are half-price for The Basic School (TBS) spouses at any time of year.
- e. After January of any Club year, dues will be half the annual assessment only for new Permanent Change of Station (PCS) arrivals.

## **ARTICLE VI**

### **AMMENDMENT OF BY-LAWS**

#### **Section 1. Proposed Changes**

- a. Changes may be proposed by the MOSCDC Board on its own motion, by the Constitution and By-laws Committee as deemed necessary, or upon written request of any member made to the MOSCDC Board by the January Board Meeting.
- b. The MOSCDC Board must approve the amendment and fourteen (14) days written notice of any proposed change shall be published to all members prior to a vote.
- c. All amendments properly submitted shall be voted on by general membership before the end of the Club's fiscal year (31 May).

#### **Section 2. Voting**

- a. These By-laws may be amended at any MOSCDC meeting following procedures defined in Section 1.
- b. A motion is passed by a majority of the votes cast.
- c. All members may vote by electronic ballot, which can be obtained from the Parliamentarian. Mail-in ballot available upon request.

**Section 3.** These By-laws, adopted 31 May 2021, rescind and supersede all previously written By-laws of the Marine Officers' Spouses' Club of Washington, D.C.