

KINGS BAY SUBMARINE OFFICERS' SPOUSES' ASSOCIATION BY-LAWS

ARTICLE I – NAME

- 1.1 This organization shall be called the Kings Bay Submarine Officers' Spouses' Association of Naval Submarine Base Kings Bay, Camden County, Georgia, hereinafter referred to as KBSOSA.

ARTICLE II – PURPOSE

- 2.1 The purpose of KBSOSA is to be a social, non-profit, recreational club under IRS 501(c) (7). KBSOSA shall foster friendships and provide mutual support for its members.

ARTICLE III – MEMBERSHIP

- 3.1 A member may hold one of the following levels of membership, as specified in items 3.1.1 and 3.1.2.

- 3.1.1 *Regular membership* shall include: the spouse of active duty officers attached to submarines and/or support commands; spouses of retired, reserve, or inactive reserve officers; and widows/widowers of military officers. Such membership confers the right to vote on the affairs of the organization.

- 3.1.2 *Prospective members* shall be entitled to one meeting before paying dues.

- 3.1.3 *Honorary membership* shall include persons whom the elected President may deem appropriate. Such membership does not confer the right to vote on the affairs of the organization or the ability to hold elected office. Honorary membership shall be in effect for a period of one (1) membership year.

- 3.2 Members shall:

- Be entitled to all benefits of KBSOSA such as nominating, voting, chairing a committee, sitting on a committee and/or holding an office.
- Have the right to participate in monthly meetings and social functions and may invite guests to attend.
- Receive newsletters and membership rosters.
- Be required to pay annual dues to maintain membership.
- Respect presidential and parliamentary authority, and uphold the By-Laws as indicated herein.
- Request to attend an Executive Board Meeting to be heard on a specific topic, as needed.
- Submit receipts to the appropriate Treasurer (via reimbursement form) within thirty (30) days of purchasing an item (as previously approved by the members or Executive Board).

ARTICLE IV – OFFICERS

4.1 The elected officers of the organization shall be the President, Vice President, Secretary, and Treasurer. These officers shall be elected annually by a majority vote of regular members in attendance. The President-appointed officer is the Parliamentarian.

4.2 Nomination of Officers:

- *In January*, either via e-mail or Membership Meeting announcement, the Parliamentarian shall inform the membership about the need for new officer candidates. The Parliamentarian shall also disclose the process for the upcoming selection of Nomination Committee members. The Nomination Committee is a special committee that is created and chaired by the Parliamentarian.

* This committee shall select candidates for each office, who should be:

- ✓ KBSOSA members in good standing.
 - ✓ Representatives of different commands, if at all possible.
 - ✓ Members who have previously held office, or who have never held office.
 - ✓ Incumbent officers as applicable.
- *During February's* Membership Meeting, the Parliamentarian shall take nominations from the floor for new officers. The Parliamentarian shall also incorporate the Nomination Committee members by randomly selecting at least five (5) members-at-large and one (1) Advisor.
 - *During the next Executive Committee Meeting*, the proposed slate of officers shall be presented to the Executive Board
 - *During the March Membership Meeting*, said slate of officers shall be presented to the floor for election consideration. The Parliamentarian shall discuss absentee ballots.
 - The Newsletter Chairman shall obtain simple biographies of the candidates to be included in the March newsletter.

4.3 Election of Officers:

- The Parliamentarian shall conduct the election during the April Membership Meeting. The Membership Chairman and an Advisor shall oversee the election. If a member cannot attend in April and wants to cast a vote, it is the member's responsibility to contact the Parliamentarian for absentee voting instructions.
- Members present at the meeting and in good standing shall receive a ballot from the Parliamentarian. Once everyone has voted, the Parliamentarian shall count the ballots with verification by an Advisor, and present the results to the outgoing President. In case of a tie, the organization shall refer to the guidelines as set forth in ROBERT'S RULES OF ORDER, Parliamentary Procedures.

- With the exception of the President, should a vacancy of any officer position become available before the term's end, a new officer shall be appointed by the Executive Board.

4.4 **Installation of Officers:**

- Newly elected officers shall be installed at the May Membership Meeting. The Parliamentarian shall conduct the installation ceremony.
- No member shall hold more than one (1) office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office.
- Officers shall serve a term of one (1) year but may run for re-election the following year. Officers shall be members in good standing.

4.5 **Turnover of Officers:**

- Turnover meetings between each outgoing and incoming officers shall occur privately prior to April's Executive Committee Meeting. The President shall ensure these occurrences.
- The President shall collect two (2) copies of the year-end reports from each Chairman by April's Executive Committee Meeting. One copy shall be archived and the other shall go to the incoming President to be distributed to the new Committee Chairmen.
- The Treasurer shall prepare the books for an official audit. Incoming treasurer is to audit previous years books. If the Treasurer remains the same, both Treasurers (Club and Charitable) swap to audit each others' books. The club President reserves the right for outsourced audit and/or assign an audit in case of no turn over. Audits should be received no later than June 30. The audited books shall be presented to the old and new executive boards at the turnover meeting.
- The Treasurer shall present the final Treasurer's report to the outgoing and incoming Executive Boards at the June Executive Committee meeting.
- Incoming and outgoing Treasurers shall work together on a new budget for the upcoming year. The incoming Treasurer will propose the new budget in August to the Executive Board for approval by the members in September. Outgoing Treasurer should remain available to assist the new Treasurer as needed.

4.6 **All officers shall:**

- Report responsibilities, operating guidelines, and general duties to the membership during the first meeting of the new season, in accordance with the office taken.
- Be considered for resignation upon missing three (3) Membership Meetings without just cause (as deemed appropriate by the Executive Board).
- Maintain current, accurate records of activities pertinent to the office held.

4.6.1 **The President** shall:

- Be an official representative and spokesperson to the military and civilian communities.
- Preside at all functions, meetings of the Executive Board, meetings of the Executive Committee, and Membership Meetings. The President shall create agendas for said meetings.
- Appoint all Standing Committee Chairmen as listed in the By-Laws and Special Committee Chairmen as deemed necessary.
- Ensure that the responsibilities of all officers and chairmen are carried out effectively and within budget.
- Serve as an Ex-Officio President of all Standing and Special Committees, excluding the Nomination Committee. Special Committees are those which serve a purpose at one time during the year such as, Welcome Coffee, Angel Tea, Make It...Fake It...Bake It, etc.
- Sign checks (excluding to oneself). Fulfill the duties of the Treasurer in case of absence.
- Maintain all permanent records of the club for the current year and for the previous five (5) years. Excluding financial documents, destroy records older than five (5) years prior to the first Membership Meeting of the new season.
- Maintain all treasurer and tax records for the previous seven (7) years. Destroy financial records older than seven (7) years prior to the first Membership Meeting of the new season.
- Jointly serve as President of the Kings Bay Submarine Officers' Spouses' Charitable Association, hereinafter referred to as KBSOSCA.
- Abstain from making motions or voting during Membership Meetings unless in the event of a tie.
- Coordinate (along with the Vice President) the Hail/Farewell for the Group Ten Admiral's spouse.
- Maintain the club's official email address and password as needed to maintain security.
- Renew the KBSOSA post office box as needed. This includes maintaining two keys, checking the mail weekly, changing the name on the box to the incoming officer as needed, and working with the Treasurer to ensure timely payment for the mailbox has been completed.
- Work with the Membership Chairman to ensure that the email address book is up-to-date.

4.6.2 **The Vice President** shall:

- Support the President as deemed necessary by the President.
- Preside at all meetings in the President's absence, and assume the office should a vacancy occur.

- Reserve the monthly Membership Meeting location and the Executive Committee Meeting location.
- Jointly serve as Vice President of KBSOSCA.
- Coordinate (along with the President) the Hail/Farewell for the Group Ten Admiral's spouse.

4.6.3 **The Secretary** shall:

- Make the appropriate number of copies of meeting agendas and bring them to the applicable meetings.
- Take notes of all pertinent meeting happenings and prepare the minutes of the Executive Board meetings, Executive Committee meetings, and the monthly Membership Meetings.
- Send meeting minutes to Newsletter Chairman and President for review.
- Make the appropriate number of copies and distribute the minutes at the following Membership Meeting for approval.
- Work with the Membership Chairman to keep accurate attendance information of each monthly Membership Meeting.
- Perform related duties as assigned by the President.
- Jointly serve as the Secretary of the KBSOSCA.

4.6.4 **The Treasurer** shall:

- Be responsible and accountable for all monies collected and disbursed as authorized by the President, Executive Board, or the membership.
- Sign checks (excluding to oneself), make deposits, take withdrawals as authorized by the President, Executive Board, or the membership.
- Reimburse members as needed, within two weeks of the members' submittal of receipts. Submit this information to the President one week prior to the Membership Meeting.
- Submit a monthly report at the Membership Meetings. This report shall include a summary of income, expenses, explanations of expenditures as appropriate, and remaining available funds.
- Submit supporting documentation to the President as needed for countersignatures on check disbursements.
- File state and federal tax Forms 990, 990EZ, 8868 as indicated by the governing laws of both authorities, and keep a permanent file of tax records and correspondence regarding the same.

- Ensure that current bank account information is available in order to properly carry out duties. This may include online banking availability and/or working with the President to receive bills and statements that come in the mail.

4.6.5 **The Parliamentarian** shall:

- Assist in the conduct of all monthly meetings according to the parliamentary procedure as dictated in ROBERT'S RULES OF ORDER NEWLY REVISED, 10th ed. Cambridge: Perseus Publishing.
- Decide all points of order, request motions and seconds as needed, and call points for a vote as needed.
- Maintain accurate and current copies of the By-Laws.
- Review By-Laws of KBSOSA and KBSOSCA every five (5) years, or sooner as deemed appropriate by the Parliamentarian or the Executive Board.
- Review operating guidelines of KBSOSA and KBSOSCA every five (5) years, or sooner as deemed appropriate by the Parliamentarian or the Executive Committee.
- Jointly serve as the Parliamentarian of the KBSOSCA.

ARTICLE V – ADVISORS

- 5.1 The Group Ten Admiral's spouse shall be invited to serve as the Honorary President and Senior Advisor to the Club.
- 5.2 Additionally, an invitation to serve as Advisor may be extended to the spouses of anyone serving in a SUBASE Kings Bay Major Command billet. At the time of this printing, the Major Command billets are:
 - ✓ The four (4) Commanding Officers of the SSGN submarines, FLORIDA and GEORGIA.
 - ✓ The Commanding Officers of Trident Training Facility, Trident Refit Facility, SWFLANT, and SUBASE.
 - ✓ The two (2) Commodores of Squadrons 16 and 20.
- 5.3 The President may invite other spouses to serve as Advisors upon Executive Board approval.
- 5.4 The Advisors shall serve as non-voting members on the Executive Board.
- 5.5 Advisors must be regular members of KBSOSA in good standing and may vote during regular Membership Meetings.

ARTICLE VI – EXECUTIVE BOARD

- 6.1 The KBSOSA Executive Board shall be comprised of the elected officers, Parliamentarian, Honorary President, and Advisors.
- 6.1.1 The Executive Board shall manage all of the affairs, property, and funds of the organization, and shall have the authority and duty to perform all acts consistent with the By-Laws, any amendments thereto, and the laws of the State of Georgia. The Executive Board may have other such duties as prescribed by law. The Executive Board shall have the authority to issue rules and regulations governing the conduct of the business of the organization, provided such rules and regulations are consistent with the governing documents of the organization, and the law of the State of Georgia, and the United States of America.

ARTICLE VII– EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall be comprised of the Executive Board and the Chairmen of the Standing Committees of KBSOSA and KBSOSCA.
- 7.1.1 The Standing Committees of the KBSOSA are as follows: Hospitality, Membership, Sunshine, Historian, Childcare, Newsletter, and Technology.
- 7.1.2 The duties of each of the Standing Committee Chairmen shall be executed as outlined in the current operating guidelines of the KBSOSA. Any deviation from the guidelines must be approved by the Executive Board. Each Chairman is responsible to report directly to the President regarding the committee's activities.
- 7.2 Special Committees may be formed by the Executive Board when appropriate. The President shall appoint the Special Committee Chairmen, and define the powers and responsibilities of such a committee. Refer to 4.6.1.

ARTICLE VIII – MEETINGS

- 8.1 Regular meetings of the Executive Board shall be held prior to the regular monthly Membership Meeting. Regular meetings of the membership shall be held once a month, September through May, unless otherwise changed by the Executive Board.
- 8.2 Special meetings may be called at any time at the discretion of the President and Executive Board and must be attended by at least one (1) advisor.

ARTICLE IX – FISCAL POLICY

- 9.1 A budget shall be prepared at the end of each fiscal year for the upcoming year. The budget shall be presented at the February ECM and be voted upon at the April Membership Meeting.
- 9.2 The annual assessment of dues shall be determined by the Executive Board, collected by the Membership Chairman and then given to the Treasurer.

- 9.3 The Operating Account shall hold a minimum of \$500, not to exceed \$600, for turnover to the incoming Executive Board at the end of the fiscal year as a discretionary fund for the upcoming year. These funds shall be used to the benefit of the Membership as a whole. The amount shall not exceed the guidelines as set forth in the IRS Tax Codes governing 501 (c) (7) non-profit charitable organizations.
- 9.3.1 The Executive Board shall have the discretion to augment the budget on any line item, one time, by up to \$50 without membership approval.
- 9.3.2 Surplus funds beyond the reserved balance of up to \$600 shall be used within the fiscal year, and to the Membership's benefit. The Executive Committee shall have discretion over whether the monies shall be used to subsidize events open to the Membership. Unbudgeted purchases shall be approved by the Membership.
- 9.4 Officers and members shall not receive any pecuniary profit at any time, except a reasonable compensation for services benefitting KBSOSA.
- 9.5 Gifts, not to exceed \$50 shall be given to the following people at the appropriate time: (a) KBSOSA President at the end of her term, and (b) the outgoing Group Ten Admiral's wife at her farewell.
- 9.5.1 At the discretion of the Executive Board, a gift not to exceed \$35, may be purchased for the host of a major KBSOSA function, such as the Welcome Tea.
- 9.6 Fiscal Year for the KBSOSA runs from June 1st to May 31st.

ARTICLE X – AMENDMENTS AND CHANGES

- 10.1 Any proposed amendment or change to the By-Laws shall be submitted in writing to the President. The Parliamentarian shall read aloud the proposed amendment(s) and/or change(s) at the following meeting of the Executive Board. If approved by the board, the recommended proposed amendment(s) and/or change(s) shall be made available at the next Membership Meeting. Voting shall take place at the following regular meeting and if approved, the revised edition shall become the new KBSOSA By-Laws. Prepared By-Law revisions shall be made public no less than ten (10) days prior to the vote.
- 10.2 These By-Laws may be altered, amended, or released by the method stated in Paragraph 10.1. The change must be adopted by a two-thirds (2/3) majority of the membership present.
- 10.3 By-Laws will be reviewed every five (5) years, or sooner as deemed appropriate by the Parliamentarian or the Executive Board.

ARTICLE XI – PARLIAMENTARY AUTHORITY

- 11.1 The following text shall govern the organization in all cases which it is applicable, and when it is consistent with the By-Laws of the KBSOSA:

Balch, Thomas J., Evans, William J., Honemann, Daniel H., Robert, Henry M. III. (2000). ROBERT'S RULES OF ORDER NEWLY REVISED, 10th ed. Cambridge: Perseus Publishing.

ARTICLE XII – ADOPTION

- 12.1 By-Laws reviewed, amended and printed for distribution on _____
- 12.2 Revision due 2018 or sooner as specified in item 10.3
- 12.3 These By-Laws shall become effective immediately upon adoption by a majority vote of the members present.

Signed by KBSOSA Parliamentarian _____
Printed name of KBSOSA Parliamentarian _____
Date signed _____

ADOPTION: (by the 2014-15 Membership) _____