

***RAMSTEIN OFFICERS' SPOUSES' CLUB  
BYLAWS***

***2022***

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**RAMSTEIN OFFICERS' SPOUSES' CLUB  
(ROSC)  
BYLAWS 2022**

## **ARTICLE I: MEMBERSHIP, DUES, AND FEES**

### **Section A. REGULAR MEMBERSHIP**

**Part 1.** Open to spouses of active duty, reserve, and National Guard US military officers and Warrant officers assigned to or residing in the Kaiserslautern Military Community (KMC). Regular members shall pay dues yearly to the Corresponding Secretary or designee.

**Part 2.** Any other monetary obligations must be paid no later than the day of the function to include late or no notice fees.

### **Section B. ASSOCIATE MEMBERSHIP**

**Part 1.** Open to:

- i) Spouses of retired officers
- ii) Spouses of civilians GS-7 and above
- iii) Any single officer or single civilian equivalent GS-7 and above
- iv) Spouses of the North Atlantic Treaty Organization (NATO) Air Component Command Ramstein international officers
- v) Widows or widowers of officers

**Part 2.** The Ramstein Officers' Spouses' Club (ROSC) will make exceptions to the above criteria on a case-by-case basis. Associate members shall have all the privileges of a regular member except they may not hold the elected offices of President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President. Associate members shall pay dues yearly to the Corresponding Secretary or designee.

### **Section C. HONORARY MEMBERSHIP**

**Part 1.** Includes the Honorary President (spouse of the United States Air Force Europe-Air Force Africa Commander (USAFE-AFAFRICA/CC) or most senior ranking officer or designee), the Honorary Vice President (spouse of the next senior ranking officer or designee) and ROSC Advisor (spouse of the 86<sup>th</sup> Air Wing Commander (AW/CC), or designee).

**Part 2.** The Honorary President and President shall extend an invitation to any person deemed appropriate to serve as additional Advisors for committees such as Welfare, Scholarship, and Bazaar.

**Part 3.** The role of the Advisors shall be ex-officio committee members with non-voting privileges, but who may vote as ROSC members during general membership meetings.

## Section D. GUESTS

**Part 1.** Members may bring eligible and non-eligible guests to ROSC functions.

**Part 2.** Individuals who are eligible for membership in the ROSC may attend one function or activity as a guest prior to becoming a member. The Executive Board has the right to limit a function to members only.

**Part 3.** Special guests and guest speakers may be invited by the President or the Executive Board to attend any function.

**Part 4.** Bona fide houseguests of any member may attend social functions after checking with the Reservations Chair. A member may bring the same guest (one not eligible for membership) three times during the year, with the exception of houseguests, whose participation is unlimited. Members shall be financially responsible for their guest and shall make reservations for them.

**Part 5.** Guests are allowed to participate in bingo, but are ineligible to win bingo prizes or monthly door prizes.

**Part 6.** Guests may participate in special activity clubs (SAC) (i.e., ROSC Lunch Bunch, ROSC Wine Club, ROSC Evening Book Club, etc.) on a space-available basis (with SAC leader approval).

**Part 7.** Dependent children are not considered guests for any activity or function of the club. Exceptions may be made on a case-by-case basis at the discretion of the Executive Board or respective SAC leaders.

## Section E. MEMBERSHIP POLICY

**Part 1.** Membership dues are based on grade level of spouse as follows:

<b>Officer Grade</b>	<b>Civilian Grade</b>	<b>Membership Dues</b>
O1 - O3, WO	GS7 - GS9	\$60
O4 - O6	GS10 - GS15	\$80
O7	SES	\$100

**Part 2.** Membership dues are paid annually. The month the member joins is the member's dues renewal month, (i.e., join in July, renew in July). The Corresponding Secretary will send out renewal reminders 30 days prior to the dues-renewal date.

**Part 3.** If a member PCSs (Permanent Change of Station) within six (6) months of joining or renewing his/her membership with ROSC, he/she may request in writing, along with a copy of his/her Spouse's orders, a partial reimbursement of half his/her

paid membership fee.

**Part 4.** Other partial reimbursements of dues based on extenuating circumstances will be considered on a case-by-case basis.

**Part 5.** If a member is delinquent in paying his/her membership renewal fee, his/her renewal month will remain the same as his/her original membership date (i.e., if member joined in July, but didn't renew until September, his/her next renewal date will again be July).

## Section F. TERMINATION OF MEMBERSHIP

**Part 1.** Members may voluntarily leave the organization by submitting their resignation in writing.

**Part 2.** Membership may be terminated for nonpayment of financial obligations or in accordance with the Constitution.

## ARTICLE II: FINANCIAL POLICIES

### Section A. BUDGET

**Part 1.** The General Fund Budget Committee shall consist of the Executive Board and at least one (1) Advisor. The General Fund Treasurer shall act as the General Fund Budget Committee Chair. Prior to the first Governing Board meeting of each year, the General Fund Budget Committee shall review the proposed general fund budget and then present to the general membership.

Both the outgoing and incoming Executive Boards shall be present at the General Fund Budget meeting. The approval of the general membership shall be obtained for any amendment to the approved General Fund Budget in excess of \$1,000.00.

**Part 2.** The Welfare Budget Committee shall consist of the Executive Board, Welfare Committee Chair, Scholarship Steering Committee Chair, Scholarship Treasurer, and the Welfare and/or Scholarship Advisor(s). The Welfare Treasurer shall act as the Welfare Budget Committee Chair. Prior to the first Governing Board meeting of each year, the Welfare Budget Committee shall review the proposed Welfare Budget, which shall then be presented for approval first to the Governing Board and then to the General Membership.

Both the outgoing and incoming Executive Boards shall be present at the Welfare Budget meeting. The approval of the general membership shall be obtained for any amendment to the approved Welfare Budget in excess of \$1,000.00.

**Part 3.** The financial year of the ROSC will be from 1 January to 31 December.

### Section B. INSURANCE AND BONDING

**Part 1.** ROSC shall have adequate insurance to provide liability coverage against bodily injury or property damage claims that may arise from its activities. The 86 AW/CC

determines the ROSC insurance needs based on advice from the Staff Judge Advocate and the 86<sup>th</sup> Force Support Squadron Commander (86 FSS/CC).

**Part 2.** The following ROSC positions shall be bonded, at a minimum of \$1,000.00 per position at the expense of the ROSC:

- i) President
- ii) 1<sup>st</sup> Vice President
- iii) 2<sup>nd</sup> Vice President
- iv) General Fund Treasurer
- v) Welfare Fund Treasurer
- vi) Scholarship Treasurer
- vii) Corresponding Secretary
- viii) Reservations Chair(s)
- ix) Ways and Means Chair(s)
- x) Bazaar Chair(s)
- xi) Bazaar Finance Director
- xii) Bazaar Finance Assistant Director
- xiii) Bazaar Food & Hospitality Director

**Part 3.** The ROSC is not liable for personal property lost, stolen, or damaged in connection with ROSC sanctioned events, activities, and meetings.

**Part 4.** The ROSC is not liable for the loss, theft, or damage to any item for sale or display by a contracted vendor.

**Part 5.** Only Executive and Governing Board members filling a position that is currently bonded are eligible to have signatory authority on ROSC Checking/Savings Accounts.

### Section C. PECUNIARY LIABILITY

**Part 1.** Indebtedness: Other than as set forth herein, no individual member may obligate ROSC for any indebtedness without prior written consent of the President and one Advisor. Should any member obligate the organization without proper authority to do so, the member shall be liable to the organization for the full amount of such obligation.

**Part 2.** Solvency: Should assets be insufficient to discharge all liabilities, it shall be the responsibility of the members to make payment for all liabilities of the organization.

**Part 3.** Members do not have proprietary rights to the ROSC assets, and income will not accrue to individuals except through wages or salaries of employees or contractors of the ROSC.

**Part 4.** ROSC members' liability: Members are jointly and individually liable for unsatisfied obligations of the ROSC. This may include any civil suit that results in liability of the organization.

**Part 5.** Audits: An audit of the funds (including, but not limited to, the General Fund, Welfare and Bazaar operational accounts) of the organization shall be accomplished

yearly, either by a Certified Public Accountant or a Certified Government Financial Manager, to comply with Article III, Section C, Part 13 of the ROSC Constitution. In addition, a review by an accountant or an internal committee comprised of not less than three (3) ROSC members appointed by the ROSC President and with approval by an Advisor may be requested.

**Part 6.** Audits of all financial concerns will be conducted in a timely manner in accordance with (IAW) Air Force Instruction (AFI) 34-223 and Article III, Section C, Part 13 of the ROSC Constitution.

**Part 7.** The ROSC may, at times, facilitate various social and/or charitable gatherings, meetings, functions, events, trips, etc. (collectively, "activities") for the benefit and enjoyment of its members and non-members (collectively, "participants"). However, ROSC merely acts as a facilitator for the participants to engage in the activity, and as such, assumes no liability for any loss, injury, or damage arising out of, or in relation to, those activities. Participation is at your own risk and discretion.

#### Section D. MISCELLANEOUS

**Part 1.** ROSC members shall pay charges for any reservation not canceled by the appointed deadline.

**Part 2.** Funds within the ROSC General Fund account will not be used to finance or partially finance food, beverages, parties, or gifts for any activities or individual that does not benefit the entire membership with the exception of budgeted items (to include the Annual Board Appreciation Luncheon and gifts).

**Part 3.** A ROSC cellular phone, phone cards or calling plan may be purchased or reimbursed for business use, at the expense of the ROSC, with the approval of the Executive Board.

**Part 4.** The President, or designee, may sign any contractual agreement on behalf of the ROSC upon the approval of the Executive Board and approval from the Ramstein 86 FSS Private Organizations Office.

**Part 5.** Child care will be provided or reimbursed to Governing Board Members and their standing committee members to include, but not limited to, Bazaar, Scholarship, and Welfare Committees for childcare fees incurred while participating in board meetings, other meetings requiring their presence, or official business as designated by the President.

- i) Child care will be reimbursed from the General Fund account unless said funds are provided within a specific committee's budget.
- ii) Childcare reimbursement will be commensurate with the hourly drop-in rate for the Ramstein Child Development Center (CDC).
- iii) If additional meetings are required, childcare receipts from childcare providers will be submitted to the appropriate treasurer.

**Part 6.** All positions in the ROSC are strictly unpaid volunteer positions and must be



filled by ROSC members in good standing.

**Part 7.** The ROSC shall maintain the following bank accounts: General Fund, Welfare Fund, Bazaar Operating Fund, and Scholarship Fund. ROSC acts as the custodian of the Kaiserslautern Military Community (KMC) Scholarship Fund and account on behalf of the Ramstein Enlisted Spouses' Association (RESA), the Kaiserslautern Landstuhl Spouses' Association (KLSA), and the ROSC. No other accounts are to be opened in the ROSC Organization without Executive Board approval and approval by the 86 FSS Private Organizations Office.

**Part 8.** Use of the ROSC name, logo, or any of its components is strictly prohibited without the express written consent of the Executive Board.

**Part 9.** Governing and Executive Board members with an approved budget allocation will be reimbursed for approved expenditures made with personal funds on behalf of the ROSC within 60 days of purchase or by end of fiscal year. Receipts are required for all expenditures. Handwritten receipts must be approved by an Executive Board member. Members will be reimbursed within 30 days of submitting an authorized request for reimbursement. Members can request an advance for large expenses from any Treasurer based on a written quote.

## ARTICLE III: MEETING AND QUORUM

### Section A. GENERAL MEMBERSHIP MEETINGS

**Part 1.** ROSC shall hold meetings of the general membership monthly between August and May, or as the Executive Board shall deem advisable.

**Part 2.** The President, with approval of the Governing Board and a minimum of one advisor, or a designee, may call special meetings of the general membership. At least five (5) days' notice of any special meeting shall be given to the membership in at least three (3) ways: Facebook, email, newsletter, website, or Officers' Club posting.

**Part 3.** At any general membership meeting, a quorum shall consist of 25% of all dues-paying members, to include at least ten (10) Governing Board members. A quorum must be present to hold a vote. For any item brought to a vote at a general membership meeting, such matter shall be approved if it receives the affirmative votes of a majority of ROSC members present and voting.

### Section B. EXECUTIVE BOARD

**Part 1.** The Executive Board and a minimum of one Advisor, or designee, shall meet once a month or as necessary. The President or a majority of the Executive Board may call a meeting of the Executive Board as stated in the Constitution, Article V, Section A, Part 1.

**Part 2.** At any meeting of the Executive Board, a quorum shall consist of 51% of all voting members plus one Advisor. A quorum must be present to vote.

**Part 3.** Unless otherwise required by these bylaws or the ROSC Constitution, any item brought before the Executive Board shall be approved if it receives the affirmative vote of a majority of voting members present and voting.

### Section C. GOVERNING BOARD

**Part 1.** The Governing Board shall approve all major plans and other decisions necessary for responsible organizational direction and operation of the ROSC.

**Part 2.** The Governing Board and a minimum of one Advisor, or designee, will meet monthly, August through May as stated in the ROSC Constitution Article V, Section A, Part 1, or at any other time deemed necessary by the President.

**Part 3.** At any meeting of the Governing Board, a quorum shall consist of 51% of all voting members, plus one Advisor. A quorum must be present to hold a vote.

**Part 4.** Unless otherwise required by these bylaws or the ROSC Constitution, any item brought before the Governing Board shall be approved if it receives the affirmative vote of a majority of voting members present and voting.

**Part 5.** Voting privileges at Governing Board meetings shall be limited to the elected officers of the Executive Board, the Bazaar Chair, and the standing committee chairs. The Co-Chair of a standing committee may vote only in the absence of the committee chair. The President shall only vote in the event of a tie.

### Section D. EVENT

A ROSC event may not be scheduled at the same time or coincide with any major base event at which ROSC members may be in attendance (e.g., Special Olympics, etc.).

### Section E. ELECTRONIC VOTING

**Part 1.** Electronic or email votes may be conducted of the general membership, Executive Board, Governing Board, and standing committees on a case-by-case basis. Since email votes limit the opportunity for discussion, they should be the exception and not the rule.

**Part 2.** The Parliamentarian should obtain approval from the President prior to conducting an electronic email vote.

**Part 3.** The Recording Secretary acts as a witness for the Parliamentarian for authorized electronic email votes deemed necessary by the President.

**Part 4.** Electronic email votes require the same approval threshold as an in-person vote. An electronic vote may not be closed until the number of responses in such vote equals the quorum requirement for the applicable voting body.

**Part 5.** Prior to conducting an email vote of the Bazaar Committee, the Bazaar Chair should consult the Bazaar Finance Director regarding availability of funds and obtain

approval from the President.

**Part 6.** Prior to conducting an email vote of the Welfare Committee, the Welfare Committee Chair(s) should consult the Welfare Treasurer regarding availability of funds and obtain approval from the 2<sup>nd</sup> Vice President.

**Part 7.** Prior to conducting an email vote of the Scholarship Committee, the Scholarship Chair(s) should consult the Scholarship Treasurer for funds availability and obtain approval from the 2<sup>nd</sup> Vice President.

## ARTICLE IV: ELECTION OF OFFICERS

### Section A. ANNUAL ELECTION

**Part 1.** The annual election shall be held in November at the general membership meeting. The slate of officers will be announced and posted 30 days prior to annual elections.

**Part 2.** The installation of officers will take place during the December board meeting, and they will assume office at the meeting. The term of office shall run 1 January through 31 December.

### Section B. NOMINATION AND ELECTION

**Part 1.** The Nomination and Election Committee shall consist of the Parliamentarian as Chair, a minimum of one Advisor, or designee, three (3) ROSC Board (Executive/Governing) Members and three (3) general members all in good standing (no financial obligations to the ROSC). None of the members of the Nominating Committee will be eligible for office either due to anticipated PCS or withdrawal of their own eligibility.

**Part 2.** Information on each position shall be provided to the general membership in August by posting in a minimum of three (3) ways: Facebook, email, newsletter, ROSC website, or Officers' Club posting. All interested members shall submit an application.

**Part 3.** Additional nominee suggestions or requests for clarification will be forwarded to and addressed by the Advisor and the Parliamentarian serving on the Nomination and Election Committee.

**Part 4.** The Nomination and Election Committee:

- i) Must have at least one Advisor present during all meetings.
- ii) Must review all applications.
- iii) May interview all applicants, if necessary, prior to posting the slate of candidates.
- iv) Shall submit a slate listing the names of two candidates, if possible, for each office 30 days prior to the election by posting a minimum of three (3) ways: Facebook, email, newsletter, website, or Officers' Club posting.

## Section C. VOTING

**Part 1.** In the event there is more than one person running for an elected position, voting will be held by secret ballot. In the event only one person is running for an elected position, the vote will be by a show of hands. Regular, honorary, and associate members shall be eligible to vote as ROSC members during the general membership meeting.

**Part 2.** The Election Committee shall be responsible for all details concerning the election, including the distribution and collection of the ballots and the counting of the votes. The Parliamentarian will retain ballots for 30 days following the election.

**Part 3.** Voting will take place at the November meeting. Absentee ballots will be accepted. Any ROSC member in good standing may request an electronic ballot from the Parliamentarian up to three (3) days prior to the election. The 86 AW ROSC Advisor must be copied on all absentee ballots received by email.

**Part 4.** The candidate who receives the largest number of votes at the November meeting shall be elected.

**Part 5.** The President's sealed ballot shall be counted in the event of a tie.

## Section D. EXECUTIVE BOARD VACANCIES

Once an elected Executive Board position or Bazaar Chair or Bazaar Finance Director position has been vacated, the Parliamentarian has one (1) week to notify membership of the open position and request for applications. Notification may be done via Facebook and email to membership. Membership will be given seven (7) days to apply. For elected positions, an election will be conducted at the next membership meeting, or an electronic vote may be conducted. For the Bazaar Chair and Finance Director positions, a vote will be conducted at the next Executive Board Meeting. If no applications are submitted or are not approved by the Executive Board per [Article I, Section B, Part 2](#), the deadline for application will be extended an additional seven (7) days.

# ARTICLE V: DUTIES OF BOARD MEMBERS

## Section A. GOVERNING BOARD

**Part 1.** The governing body of the ROSC shall be composed of an Executive and Governing Board.

**Part 2.** The Executive Board shall consist of the following voting officers:

- i) President (as tiebreaker)
- ii) 1<sup>st</sup> Vice President
- iii) 2<sup>nd</sup> Vice President
- iv) Recording Secretary
- v) Corresponding Secretary
- vi) General Treasurer
- vii) Welfare Treasurer

**Part 3.** The Executive Board shall consist of the following non-voting officers:

- i) Honorary President
- ii) Honorary Vice President
- iii) Honorary Advisor(s)
- iv) Parliamentarian
- v) Bazaar Chair (or designee)

**Part 4.** Executive Board members will not hold the position of Bazaar Chair or Bazaar Finance Director.

**Part 5.** The Governing Board shall consist of the Executive Board and Standing Committee Chairs, which are appointed by the President. Any position may have a co-chair appointed by the President. The Standing Committee Chairs and who they report to are outlined below. Chair positions are not limited to this list.

- i) The following Standing Committee Chairs are supervised by the 1<sup>st</sup> Vice President:

- (1) Activities Chair
- (2) Childcare Chair
- (3) Events Chair
- (4) Historian
- (5) Newsletter
- (6) Publicity
- (7) Reservations Chair
- (8) Ways and Means Chair
- (9) Welcome Chair

- ii) The following Standing Committee Chairs are supervised by the 2<sup>nd</sup> Vice President:

- (1) Americans Working Around the Globe (AWAG) Representative
- (2) Base Community Liaison
- (3) Holiday Chair
- (4) Scholarship Chair
- (5) Volunteer Coordinator
- (6) Welfare Chair

**Part 6.** The duties of the Executive and Governing Boards are:

- i) Attend respective monthly Executive and/or Governing Board meetings (not to miss more than three (3) board meetings in a term year).
- ii) Attend monthly membership meeting.
- iii) Submit a monthly consolidated report to Recording Secretary on time to include monthly expenditures.
- iv) Ensure budget is maintained.
- v) Prepare a revised or current job description to the Parliamentarian by mid-year.
- vi) Show respect and represent the ROSC in the community with high standards.
- vii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 7.** To preserve the business records and ensure continuity and information retention, all correspondence by Executive Board members (with Governing Board members as well as outside organizations) must be conducted via the official ROSC position email addresses. Official business must be sent to members' official ROSC email addresses but may additionally be sent to personal account to ensure emails are received in a timely manner.

## Section B. ELECTED OFFICERS

### **Part 1.** President will:

- i) Preside and supervise the conduct of the Executive and Governing Boards, and general membership meetings and activities. Inform Advisors of all pertinent ROSC activities.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Serve as an ex-officio member of all committees except Nominations and Elections.
- iv) Appoint a Parliamentarian and Governing Board Standing Committee Chairs (with the exception of the Bazaar Chair and Bazaar Finance Director), with the approval of the Executive Board.
- v) Appoint special committee(s) and those chairperson(s), as needed, with at least two-thirds affirmative vote of the Executive Board.
- vi) Fill all vacancies that occur on the Governing Board except where other provisions are made in the Constitution and Bylaws.
- vii) Keep Advisors informed and ensure that one is present for all Governing and Executive Board meetings with the help of the Corresponding Secretary.
- viii) Manage the President's Fund, which will be included in the General Fund Budget and submit a year-end budget review at the end of the term.
- ix) Approve General Fund Treasurer's selection of an auditor or audit committee per the ROSC Constitution, Article III, Section C, Part 13 and IAW AFI 34-223.
- x) Have signatory authority for the disbursement of funds with the Treasurers.
- xi) Fulfill the duties of the General Fund Treasurer if both the General Fund Treasurer and 1<sup>st</sup> Vice President are absent.
- xii) Fulfill the duties of the Welfare Fund Treasurer if both the Welfare Fund Treasurer and the 2<sup>nd</sup> Vice President are absent.
- xiii) Serve as or appoint a liaison between the ROSC and the 86 FSS Private Organizations Office.
- xiv) Assign special duties or responsibilities to any Governing Board Member in order to improve the organizational accomplishments and structure of ROSC.
- xv) Ensure the budget is maintained.
- xvi) Maintain a ROSC continuity file and official ROSC President Google email account and drive up to date through term of office.
- xvii) Supervise the Bazaar Committee.
- xviii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 2.** 1<sup>st</sup> Vice President will:

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Maintain a ROSC continuity file and official ROSC 1<sup>st</sup> Vice President Google email account and drive up to date through term of office.
- iv) Supervise and coordinate with the Events Chair schedules of all ROSC social functions.
- v) Assist the President and assume duties in the President's absence.
- vi) Have signatory authority for the disbursement of funds with the Treasurers.
- vii) Work with the Events Chair to purchase prizes for functions, if needed.
- viii) Supervise General Fund fundraising project(s) and all ROSC special activity clubs.
- ix) Help maintain an accurate inventory of all properties owned by ROSC.
- x) Supervise the Governing Board positions and committees outlined in [Article V, Section A, Part 5, i\).](#)
- xi) Be a member of the General Fund and Welfare Fund Budget Committees; and the Constitution, Bylaws and Policies Revision Committee.
- xii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 3.** 2<sup>nd</sup> Vice President will:

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Maintain a ROSC continuity file and official ROSC 2<sup>nd</sup> Vice President Google email account and drive up to date through term of office.
- iv) Monitor and attend all Scholarship and Welfare Committee activities to ensure compliance with necessary regulations and bylaws, and successful operation of the Welfare Program.
- v) Perform the duties of the 1<sup>st</sup> Vice President, in his/her absence; and with the concurrence of the 2<sup>nd</sup> Vice President, assume the office of the 1<sup>st</sup> Vice President, should it become vacant.
- vi) Perform the duties of the President in the absence of both the President and the 1<sup>st</sup> Vice President.
- vii) Have signatory authority for the disbursement of funds with the Treasurers.
- viii) Attend the annual AWAG Conference, if possible.
- ix) Be a member of the General Fund and Welfare Fund Budget Committees; and the Constitution, Bylaws and Policies Revision Committee.
- x) Submit award packages for the organization and individuals within the organization.
- xi) Supervise the Governing Board positions and committees outlined in [Article V, Section A, Part 5, ii\).](#)
- xii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 4.** Recording Secretary will:

- i) Attend all Executive and Governing Board meetings and all ROSC functions.
- ii) Submit a monthly report with financial statements whenever expenses are incurred.
- iii) Maintain a ROSC continuity file and official ROSC Recording Secretary Google email account and drive up to date through term of office.
- iv) Type recorded minutes and submit to the President and applicable board for approval.
- v) Maintain a record of all ROSC minutes for seven (7) years.
- vi) Maintain a record with copies of all minutes, duties, and correspondences completed to assist the incoming secretary.
- vii) Be jointly responsible with the Parliamentarian for the maintenance of current copies of the constitution, bylaws, and policies; providing all board members with copies as necessary.
- viii) Fulfill the duties of Corresponding Secretary in his/her absence.
- ix) Email quarterly copies of minutes and financial statements from General and Welfare Funds to the 86 FSS Private Organizations Office representative IAW AFI 34-223.
- x) Be a member of the General Fund and Welfare Fund Budget Committees; and the Constitution, Bylaws and Policies Revision Committee.
- xi) Serve as witness to electronic or email votes conducted by the Parliamentarian as deemed necessary by the President.
- xii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 5.** Corresponding Secretary will:

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures, when incurred.
- iii) Maintain a ROSC continuity file and official ROSC Corresponding Secretary Google email account and drive up to date through term of office.
- iv) Manage all required ROSC correspondence to include picking up and distributing mail.
- v) Fulfill duties of the Recording Secretary when absent.
- vi) Maintain a current roster of Governing Board members and Advisors.
- vii) Maintain current roster of ROSC members, respond to membership inquiries, order name tags, collect membership dues and act as administrator of ROSC Facebook pages.
- viii) Be a member of the General Fund and Welfare Fund Budget Committees; and the Constitution, Bylaws and Policies Revision Committee.
- ix) Manage all facets of the ROSC office, to include scheduling maintenance and repair of equipment, monitoring contracts for copier machine and purchasing office supplies.
- x) Supervise ROSC office and storage room keys, as well as maintain the list of board members with authorized access to ROSC Officers' Club office.
- xi) Assist President with keeping Advisors informed and ensuring one is present for



- all Governing and Executive Board meetings.
- xii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.

**Part 6.** General Fund Treasurer will:

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Maintain a ROSC continuity file and official ROSC General Fund Treasurer Google email account and drive up to date through term of office.
- iv) Chair the General Fund budget review session of the General Fund Budget Committee prior to the first scheduled meeting of the new board year and present the proposed budget at the first Governing Board meeting. The proposed budget will then be presented to the general membership for approval.
- v) Be a member of the Welfare Fund Budget Committee and the Constitution, Bylaws and Policies Revision Committee.
- vi) Selection of an auditor or audit committee per the ROSC Constitution, Article III, Section C, Part 13 and IAW AFI 34-223.
- vii) Receive and disburse all funds belonging to the ROSC General Fund account.
- viii) Obtain two signatures for any check over \$500.00 and one signature for any check \$500.00 or less.
- ix) Seek general membership approval on amendments to the approved General Fund Budget that exceed \$1,000.00.
- x) Ensure the annual renewal of bonding and general liability insurance policies.
- xi) Maintain a record of all receipts and expenditures.
- xii) Record all transactions using the voucher system.
- xiii) Prepare and distribute a monthly financial statement to the Governing Board. The financial statement should include a record of receipts and expenditures for that month in addition to a year-to-date budget comparison report.
- xiv) Deliver quarterly financial reports to Recording Secretary per [Article V, Section B, Part 4, ix](#)) and IAW with AFI 34-223.
- xv) Reconcile bank account statements each month.
- xvi) Work with Corresponding Secretary to facilitate the billing and recording of membership dues.
- xvii) Work with Reservations Chair to facilitate the receipt and payments of the bills for all social functions.
- xviii) Email an electronic copy of the monthly General Fund financial statement to Governing board members to be used at the monthly board meetings.
- xix) Email the annual audit to the Budget Review Committee, as well as the Honorary President, Vice President, and ROSC Advisors.
- xx) Organize and obtain signature cards from the bank for the incoming board immediately following the completion of his/her term.
- xxi) Maintain copies of financial reports for seven (7) years.
- xxii) Renew all ROSC post office boxes annually.
- xxiii) Deliver an electronic or paper copy of the budget to the Executive Board, ROSC

- Advisor(s), and the 86 FSS Private Organizations Office upon receipt by the President.
- xxiv) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.
  - xxv) Be the custodian of the ROSC General Fund at Community Bank. The following board members will also have account signatory authority: President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President.
  - xxvi) Monitor all recurring bills for renewal dates to ensure uninterrupted service (e.g., Liability and Bonding Insurance, email, domains, hosting).

**Part 7. Welfare Fund Treasurer will:**

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Maintain a ROSC continuity file and official ROSC Welfare Fund Treasurer Google email account and drive up to date through term of office.
- iv) Chair Welfare Budget Committee and a mid-year budget review.
- v) Receive and disburse all funds belonging to the Welfare Fund account.
- vi) Disburse Welfare funds as approved by the Welfare Committee and the Governing Board. General membership approval must be sought for amounts in excess of \$3,000.00. Amounts \$1000.00 or less only require the approval of the Welfare Committee.
- vii) Organize and obtain signature cards from the bank for the incoming board immediately following the completion of term.
- viii) Obtain two signatures for all disbursements for the Welfare Fund account.
- ix) Maintain accurate accounting records for all welfare monies disbursed and record all transactions by using the voucher system.
- x) Prepare and distribute a monthly financial statement to Governing Board members to be used at the monthly board meetings. Reconcile monthly bank account statements.
- xi) Deliver quarterly financial reports to Recording Secretary per [Article V, Section B, Part 4, ix](#)) and IAW with AFI 34-223.
- xii) Maintain copies of financial reports for seven (7) years.
- xiii) Submit all financial records for an audit to be conducted in a timely manner per the ROSC Constitution, Policies, and IAW AFI 34-223.
- xiv) Deliver an electronic or paper copy of the budget to the Executive Board, ROSC Advisor(s), and the 86 FSS Private Organizations Office upon receipt by the President.
- xv) Chair a Welfare Fund Budget review session, with the Welfare Fund Budget Committee prior to the first Governing Board meeting. The new budget is then presented to the general membership for approval.
- xvi) Serve as a non-voting member of the Welfare Committees.
- xvii) Be a member of the General Fund Budget Committee and the Constitution, Bylaws and Policies Revision Committee.
- xviii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.
- xix) Be the custodian of the ROSC Welfare Fund at Community Bank. The

following board members will also have account signatory authority: President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President.

### Section C. APPOINTED and COMMITTEE-SELECTED OFFICERS and ADVISORS

**Part 1.** The Parliamentarian is the only appointed officer on the Executive Board and their duties are as followed:

- i) Attend all Executive and Governing Board meetings and all ROSC social functions.
- ii) Submit a monthly report, to include reimbursable expenditures when incurred.
- iii) Maintain a ROSC continuity file, hard copies of the most current versions of the ROSC Bylaws, Constitution, and Policies; and official ROSC Parliamentarian Google email account and drive up to date through term of office.
- iv) Be the custodian and official interpreter of the constitution, bylaws, and policies.
- v) Provide all board members with current copies of the constitution, bylaws, and policies.
- vi) Chair the Nominating and Elections Committee.
- vii) Chair the Constitution, Bylaws and Policies Revision Committee.
- viii) Be a member of the General Fund and Welfare Fund Budget Committees.
- ix) Maintain a current copy of ROSC Policies, and current job description of officers and standing committee chairs.
- x) Be an ex-officio member of all committees pertaining to the constitution, bylaws, and policies.
- xi) Authorize and conduct electronic or email votes deemed necessary by the President with the Recording Secretary as witness.
- xii) Submit any revisions to the constitution or bylaws to the 86 FSS Private Organizations Office IAW AFI 34-223.
- xiii) Submit an after-action report and timeline to the incoming President and Parliamentarian by the deadline set by the Parliamentarian.
- xiv) If the Parliamentarian is unable to attend any meeting, the President will appoint a temporary Parliamentarian.

**Part 2.** The Bazaar Chair(s) and Finance Director are selected through an application process supervised by the Parliamentarian and approved by the Executive Board.

**Part 3.** Advisor(s) are selected according to the ROSC Constitution, Article III, Section C, Parts 6-8. Responsibilities may include:

- i) Make recommendations directly to the President.
- ii) Serve in a support capacity in an advisory role without voting rights on the Executive and Governing Boards, but may vote as a ROSC member at general membership meetings.
- iii) Apprise the Executive Board of base level activities and other pertinent information to further inform ROSC's decision-making process.
- iv) Be available or identify designee to attend all appropriate meetings as able.

**Part 4. Ways and Means (W&M) Bazaar Operations**

The 1<sup>st</sup> Vice President will inform the Bazaar Chair by 1 April of the ROSC intent to use part, or all of the 11 spaces allocated in the ROSC/FSS Bazaar Contract. The 1<sup>st</sup> Vice President will inform the Bazaar Chair if any unforeseen changes in intent to use allocated spaces are identified after the initial communication in April. The ROSC President and the 1<sup>st</sup> Vice President will assist with performing these duties and be principally responsible for finding vendors/products for the 11 spaces.

- i) If the ROSC conducts a public raffle at the Ramstein Bazaar, this activity will be approved via the 86 FSS Private Organizations Office. W&M Chair and 1<sup>st</sup> Vice President will provide copies of all approvals and paperwork to the President.
- ii) If the ROSC sells or consigns items at the Ramstein Bazaar, the vendors will be approved by the 86 FSS Contracting Office and must follow all Bazaar processes to provide the vendors with base access during the Bazaar. Copies of all approvals will be maintained by the W&M Chairs.

**Section D. RESIGNATION OF EXECUTIVE AND GOVERNING BOARD MEMBERS**

**Part 1.** Resignation of elected officers and Bazaar Chair and Finance Director will be submitted in writing to the President.

**Part 2.** Resignation of President will be submitted in writing to the ROSC Advisor(s) or designee.

**Part 3.** Non-elected members of the Executive and Governing Boards, should communicate their resignation to the President.

**Section E. REMOVAL OF EXECUTIVE AND GOVERNING BOARD MEMBERS**

**Part 1.** A member of the Executive or Governing Board may be removed by a vote of the Executive Board with consultation from the Advisor(s) or designee, in the event of substantial misuse of funds, significant misconduct, illegal conduct, and/or dereliction of duty.

- i) Board member grievances should be sent to Parliamentarian and/or ROSC Advisor.
- ii) Board member shall be notified of the charge(s) against him/her in writing within 24 hours of Parliamentarian and/or ROSC Advisor being notified, and member shall have five (5) business days to respond. Members who need more time to respond may request additional time from the Parliamentarian and/or ROSC Advisor.
- iii) The complaint and response will be addressed at the next Executive Board meeting, or a special Executive Board meeting will be called if deemed necessary by the Parliamentarian and ROSC Advisor.
- iv) A decision will be made whether to rebut the complaint in writing or to cast a vote.
- v) If at any time the custodian of a ROSC Bank Account is deemed unfit, the Parliamentarian can call for a majority vote of the Executive Board to remove

the person as custodian. The new custodian may take the results of this election along with these bylaws and the bank authorization letter from FSS to Community Bank to be installed as the new account custodian.

**Part 2.** Upon resignation/removal of an Executive or Governing Board member, the following steps will be taken by the appropriate Board member:

- i) Resigning member will immediately hand over official ROSC email passwords, Community Bank passwords, accounting software passwords, ROSC file(s), general member contact information, and any ROSC property. Passwords will be updated as deemed necessary.
- ii) The corresponding secretary will change ROSC office door code.
- iii) Custodians will remove signatory authority from any ROSC bank account within one (1) business day.
- iv) Corresponding Secretary will remove the member from any board specific social media pages (Facebookgroups, Facebook Messenger chats).

## Section F. FILLING A BOARD VACANCY

**Part 1.** Elected Officers. A special election will be held subsequent to approval by the Executive Board and after consultation with the Advisors as outlined in [Article IV, Section D.](#)

**Part 2.** Appointed Officers, Committee Chairs, and Other Appointed Positions. Upon vacancy of an appointed board position, the President should appoint a new chairperson as needed (with exception of the Bazaar Chair/Finance Director, which would require a new application process as outlined in [Article IV, Section D.](#) with the approval of the Executive Board.

## ARTICLE VI: AWARDS AND GIFTS

### Section A. GENERAL MEMBERSHIP

**Part 1.** New members, departing members, and new babies of ROSC members will receive a token gift from the ROSC Welcoming Committee at a time of the committee's discretion.

**Part 2.** The Welcome Chair and the President or 1<sup>st</sup> Vice President will approve gifts.

### Section B. EXECUTIVE BOARD

**Part 1.** The President shall purchase board members' end of term gifts.

**Part 2.** The 1<sup>st</sup> Vice President shall purchase the President's end of term gift.

**Part 3.** Monies for these gifts shall not exceed the following amounts:

- i) Honorary President and all Advisors \$50
- ii) President \$60

- iii) Executive Board Members \$50
- iv) Governing Board Members \$40
- v) Committee members or others at the discretion of the President

### Section C. HONORARY PRESIDENT OR ADVISOR(S)

**Part 1.** Upon arrival or departure of Honorary President(s) or Advisor(s), flowers or another gift may be presented.

**Part 2.** Presentation of gift will take place at the next general membership meeting that is acceptable to the Honoree's schedule.

### Section D. PRESIDENT

The outgoing president will receive a scrapbook of the year documenting his/her tenure with an additional digital copy being maintained by the ROSC Historian.

## ARTICLE VII: COMMITTEES

### Section A. PERIODIC COMMITTEES

**Part 1.** In addition to the Standing Committees of the Governing Board set forth in [Article V, Section A, Part 5](#), the following committees shall conduct business, from time-to-time, as required by these Bylaws:

- i) The General Fund Budget Committee as per [Article II, Section A, Part 1](#).
- ii) The Welfare Fund Budget Committee as per [Article II, Section A, Part 2](#).
- iii) The Nomination and Election Committee as described in [Article IV, Section B, Parts 1-4](#).

**Part 2.** The Constitution, Bylaws, and Policies Revisions Committee shall be chaired by the Parliamentarian and consist of the Executive Board and at least one Advisor. The committee shall meet biennially, as necessary, to review and if deemed advisable, revise the ROSC Constitution, Bylaws and Policies.

**Part 3.** The President may establish special committees IAW [Article V, Section B, Part 1, v](#)).

### Section B. STANDING COMMITTEE CHAIR

**Part 1.** The President may appoint a new standing committee chair position for the period of one board year on a trial basis with a majority vote of the Executive Board and a majority vote of the Governing Board.

**Part 2.** The position shall be non-voting until the bylaws have changed accordingly.

**Part 3.** The President may combine or separate standing committee chair position(s), as deemed necessary and appropriate, with Executive Board approval per quorum guidelines in [Article III, Section B, Part 2](#).

## Section C. BAZAAR

**Part 1.** The Bazaar Leadership Team shall consist of the Bazaar Advisor(s), Bazaar Chair, Finance Director, Communications and Information Technology (IT) Director, Food and Hospitality Director, Vendor and Operations Director, and the ROSC President, or a representative of the Executive Board.

**Part 2.** The Bazaar Leadership Team term of office will begin upon selection and continue for approximately one year as per the Bazaar Guidelines.

**Part 3.** The Bazaar Committee Chair duties are outlined in detail in the Bazaar Guidelines and include the following duties:

- i) In the first month of the term, the Bazaar Chair will draft guidelines and a proposed budget under which the Bazaar Committee will operate. These will be presented to the Executive Board for a vote at the March meeting. The budget will then be presented to the Governing Board for approval.
- ii) Report to and keep the Advisors and President informed of the progress of the Bazaar. Oversee vendor contracts with 86 FSS Private Organizations Office and revise as needed.
- iii) Supervise Bazaar Finance Director.
- iv) Authorize payment of any unforeseen (i.e., non-budgeted) Bazaar expenses after consultation with the President, Advisor(s), and Bazaar Finance Director.
- v) Manage any conflicts between ROSC personnel/volunteers and outside organizations (e.g., sponsors, military units, or other private organizations) on Bazaar grounds. The Bazaar Chair will consult as appropriate with the Bazaar Advisor(s), and the ROSC Advisor. Should the Bazaar Chair be unable to resolve any conflict, or at the request of the ROSC President or any Advisor, the conflict will be brought to the attention of the 86 FSS Flight Chief for assistance in resolving the matter.

**Part 4.** The Bazaar Finance Director will:

- i) Maintain bazaar finance records for seven (7) years.
- ii) Submit all financial records for audit to be conducted in a timely manner per the ROSC Constitution Article III, Section C, Part 13 and IAW AFI 34-223.
- iii) Receive and disburse all funding belong to the Bazaar Committee Fund. Keep an account of income receipts and expenditures.
- iv) Record all transactions using a voucher system.
- v) Reconcile monthly bank statements for the Bazaar Committee Fund.
- vi) Prepare and distribute to Bazaar Chair the monthly financial report for presentation to the Bazaar Leadership Team.
- vii) Draft a bazaar committee budget, in conjunction with the Bazaar Chair(s), for approval by the Executive Board. The budget will then be presented to the Governing Board for approval.
- viii) Obtain signature cards from the 86 FSS Private Organizations Office for the Bazaar Operating Accounts.
- ix) Be the custodian of the ROSC Bazaar Operating Fund at Community Bank. The following members will also have account signatory authority: President, Bazaar

Chair, and Food and Hospitality Director.

- x) Manage Bazaar Committee Fund Account year-round. The purpose is to pay any expenses necessary to produce the Ramstein Bazaar. Checks over \$500.00 drawn against the Bazaar Committee Fund require two signatures.
- xi) Report to the Bazaar Chair.

#### Section D. SCHOLARSHIP COMMITTEE

**Part 1.** The KMC Scholarship Steering Committee (KMC SSC) will be made up of five (5) members who include one (1) Chair and one (1) Co-Chair from the major donating club; as well as one (1) committee member each from ROSC, RESA and KLSA. The major donating club may change from year to year depending on the amount of monies donated from each individual club. Additional members from the major donating club to include an executive board member (1), an advisor (1), and the KMC Scholarship Treasurer. These additional members will serve as non-voting members.

**Part 2.** Voting Scholarship Steering Committee members and their dependents are not eligible to apply for scholarships.

**Part 3.** The Scholarship Steering Committee will:

- i) Draft operating guidelines, to be reviewed and approved annually by the KMC SSC, the club presidents, and a minimum of one Advisor from ROSC, RESA or KLSA.
- ii) Determine the number and dollar amount of the individual scholarships.
- iii) Distribute the funds as predetermined by the Welfare Fund budget.

**Part 5.** Scholarship Treasurer is the custodian of the KMC Scholarship Steering Committee Fund at Community Bank. The following board members will also have signatory authority: President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President.

#### Section E. WELFARE COMMITTEE

**Part 1.** The Welfare Committee shall consist of the Chair, Co-Chair (optional), and additional volunteers from the ROSC general membership, for a minimum of six (6) voting members, the Welfare Advisor or designee, the Welfare Treasurer, and the 2<sup>nd</sup> Vice President as non-voting members.

**Part 2.** The Chair, with approval of the Welfare Advisor and 2<sup>nd</sup> Vice President, may appoint other non-voting members.

**Part 3.** Welfare Committee members may not vote on a request from a group or program in which they or their immediate family members are involved, or from which they will directly benefit from the proceeds.

**Part 4.** The Chair shall present welfare requests requiring Governing Board approval in the form of a motion at the next regularly scheduled Governing Board meeting.

**Part 5.** The Welfare Committee will draft operational guidelines to be approved by the



Executive Board no later than the February Executive Board meeting.

## Section F. COMMITTEE GUIDELINES

**Part 1.** The Bazaar, Scholarship, and Welfare Committees, and any other committees deemed necessary by the Executive Board, will draft or update guidelines at the beginning of the board year.

**Part 2.** Each committee will establish their own quorum at 51% of the voting committee membership for approval of updated guidelines.

**Part 3.** An Advisor should be present at all meetings.

**Part 4.** Committee guidelines, except for the KMC Scholarship Steering Committee, once voted on by said committee, will be presented to the Executive Board for approval. See [Article VII, Section D, Part 3, i\)](#) for KMC Scholarship Steering Committee guideline approval process.

## ARTICLE VIII: AMENDMENTS

### Section A. BYLAWS

**Part 1.** ROSC Bylaws will be reviewed biennially and revised, as needed.

**Part 2.** Bylaws may be amended by a 51% vote of the Governing Board, followed by the approval of the ROSC general membership, in accordance with general voting procedures ([Article III, Section A, Part 3](#)).

**Part 3.** Twenty-eight (28) day notice of intended amendments and additions will be provided and publicized via email, the ROSC website, Facebook or in the newsletter. Of these methods, a minimum of two (2) must be used.

**Part 4.** Upon approval by the Governing Board and the ROSC membership, the amendments must be submitted to the 86 FSS Private Organizations Office within ten (10) working days.

### Section B. NOTIFICATION AND DISTRIBUTION

**Part 1.** Approved amended bylaws must be distributed to the ROSC membership via email once approval is received from the 86 FSS Private Organizations Office.

### Section C. DIRECTIVES

**Part 1.** Bylaws shall be automatically amended to conform to all directives from higher headquarters to include changes in applicable Air Force Instructions without submission to the general membership or the Governing Board.

## ARTICLE IX: ADOPTION

These Bylaws have been reviewed IAW AFI 34-223 and shall become effective upon the approval of the 86 AW Commander, or designated representative.

I certify that the Executive Board, Governing Board and general membership have approved the attached Bylaws.

Kari Jennings

ROSC President, 2022

20 May 2022

Date

CBhyndrup

ROSC Parliamentarian, 2022

20 May 2022

Date

Barbara Olson

ROSC Advisor (or Designee), 2022

20 May 2022

Date