

Ramstein Officers' Spouses' Club (ROSC)

Policies 2022

Section A. Membership and Dues

- 1) Name tags: The ROSC will provide each new member one name tag at the time of membership. The member will be responsible for the cost of any additional or replacement name tags.
- 2) Membership Roster: The Roster is for the sole use of ROSC operations and may not be distributed to any other persons or organizations. The roster may not be used for solicitation or any other purpose not directly related to ROSC operations. Rosters will be updated every year after the new board is established and throughout the year as necessary.
- 3) By participating in ROSC events, members allow their likeness to be used in promotion of the ROSC in any media publication.

Section B. Dues Payment Policy

- 1) Annual membership dues are paid by check, cash, or credit card payment via Cheddar Up once a year. See ROSC Bylaws Article 1, Section E for details about delinquent, renewal, and refund policies.

Section C. General Membership Reservations

- 1) Reservation Policy: Reservations must be made for all social functions, unless otherwise posted. All ROSC members are required to secure their reservation for the monthly function by the posted reservation deadline. Payment is made at the time of reservation. Reservation cancellations must also be completed by the reservation deadline or payment will not be refunded.
- 2) Walk-ins: Members who do not make reservations, but who would like to attend the function will be accommodated on a space available, first-come, first-serve basis. An additional \$10 will be charged for all walk-ins without a reservation. Any funds accumulated through this fee shall go to Ways and Means.

Section D. Guests

- 1) Guest Reservation Policy: Members may invite a guest to the monthly functions. Members shall be responsible for making the reservation and, if needed, canceling the reservation for the guest by the reservation deadline. Members shall be financially responsible for their guest and if reservations are cancelled after the reservation deadline, will not receive a refund.
- 2) Individuals who are eligible for membership in the ROSC may attend one function or activity as a guest prior to becoming a member.
- 3) 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.
- 4) Guests may participate in special activity clubs (SAC) (e.g., ROSC Lunch Bunch, ROSC Wine Club, ROSC Evening Book Club, etc.) on a space-available basis (with SAC leader approval).
- 5) 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. General Membership Meetings

- 1) Ways and Means (WAM): Guests attending a monthly social are eligible to shop at the WAM table and participate in WAM drawings requiring a ticket purchase.
- 2) Door Prizes: Only members are eligible to participate in the door prize drawings.
- 3) Bingo: Only members in good standing (with dues paid and no outstanding debts) are eligible to claim bingo prizes at bingo functions, and they must be present to win. Dues may be paid on the day of bingo to qualify. Specific bingo rules will be available prior to and during the bingo function.
- 4) Children over the age of six (6) months and under the age of 18, will not be permitted at any ROSC functions, activities, and meetings except by special invitation or prior permission of the President or relevant SAC

leader.

- 5) Electronics: All Electronics should be turned off or placed on silent notifications during all ROSC functions, activities, and meetings.

Section F. Executive and Governing Boards

- 1) Outgoing/Incoming Responsibilities:
 - a) The installation of officers will take place during the December board meeting, and they will assume office at the meeting.
 - b) During the January board meeting, the outgoing President and Governing Board will report the minutes and the Treasurers' reports of the previous month's meeting and conclude all old business. All voting and any new business will be conducted by the incoming Governing Board.
 - c) Board Schedule: The President and 1st Vice President will meet prior to the beginning of the year to establish dates for the next Board year, as well as coordinate dates with the Officers' Club Catering Office to secure Officers' Club room reservations.
- 2) ROSC members are welcome to attend the ROSC Governing Board meetings as a guest, and with prior notice, may be placed on the agenda at the discretion of the President.
- 3) Guests are not allowed discussion or voting privileges during either board meetings.

Section G. Audit

- 1) A comprehensive audit of all financial records must be accomplished in a timely manner, preferably with a simple signed contract between the ROSC and the auditor. Specific criteria will be stated in the contract, for example, the amount to be paid upon completion and return of the report to the ROSC by a specific date.
- 2) Outgoing Treasurers binder will include:
 - a) bank statements
 - b) bank reconciliation reports
 - c) monthly financial reports
 - d) disbursement and deposit vouchers to include all supporting material
 - e) copy of the previous year audit

- f) current bylaws and constitution
- g) insurance and bonding policies

Section H. Budget

- 1) The applicable budget committees should meet prior to the beginning of the fiscal year.
- 2) Upon Governing Board approval, the proposed budgets will be presented and voted on at the next general membership meeting.
- 3) Mid-year budget reviews will take place in a timely manner, changes will be presented to the Governing Board for approval, and if necessary, a vote by the general membership will occur.
- 4) Treasurers may pay the following expenses prior to the approval of the budget by the general membership:
 - a) insurance and bonding Insurance,
 - b) audit,
 - c) existing monthly or annual software subscriptions, and
 - d) childcare for board and general membership meetings.

Section I. Americans Working Around the Globe (AWAG)

- 1) All AWAG Annual Conference delegates will be approved by an AWAG selection committee chaired by the AWAG Representative and comprised of the Senior Advisor or designee, the President, and the 2nd Vice President. Invited delegates will include the following positions at the time of the AWAG conference:
 - a) ROSC President or designee,
 - b) Executive Board members,
 - c) Governing Board members,
 - d) Standing committee members (welfare and scholarship), and
 - e) Additional ROSC members shall be determined by the AWAG Selection Committee.
- 2) The selection criteria will take into consideration the members' Date Eligible to Return from Overseas (DEROS).
- 3) The Executive Board will determine the total number of (non-Bazaar) ROSC-sponsored delegates and will account for the expense at the General

Fund Budget Committee meeting.

- 4) The Bazaar Chair shall determine the number and identity of Bazaar-sponsored candidates and the expense for whom shall be allocated to the Bazaar Budget.
- 5) The AWAG Conference shall be publicized to the ROSC general membership at the social prior to deadline for sign up.

Section J. Bazaar

- 1) If the annual Ramstein Bazaar does not occur:
 - a) Twenty percent (20%) of the available Welfare Budget will be for the Scholarship Program.
 - b) Budgeted line items will not automatically be funded.
 - c) All Welfare requests (budgeted and non-budgeted) will be reviewed prior to approval per the Welfare Committee guidelines.

Section K. Welfare Fund

- 1) The Welfare Fund Budget is subject to approval per the ROSC Bylaws (Article II, Section A, Part 2).
- 2) The net proceeds from the annual Ramstein Bazaar will fund the next year's Welfare Fund budget. No less than 20% of the Welfare Fund budget will be for the scholarship program.
- 3) There will be two categories of financial reserves maintained in the Welfare Fund budget. These two reserves are separate reserves to fund different scenarios. The two different categories were established in case of impacts from world events so that future welfare functions of the ROSC can continue, should the annual fundraiser and/or the annual Ramstein Bazaar not occur.
 - a) The Welfare Emergency Reserve in the amount of \$10,000 is to support emergency requests in the case of major catastrophe or emergency within the KMC, or in the United States. This money will only be released to the Welfare Fund budget after a vote by the Governing Board and the ROSC general membership.
 - b) The Welfare Reserve in the amount of \$40,000 or 50% of the most recent Bazaar net proceeds, whichever is less, is to support welfare requests in the event that the annual Ramstein Bazaar does not occur. This money will only be released to the Welfare Fund budget after a vote by the Governing

Board and the ROSC general membership.

Section L. Social Media

- 1) Membership in the ROSC allows members to join, upon request, ROSC-sponsored Facebook groups.
- 2) Facebook Management: The ROSC will maintain only one public Facebook page. All ROSC Facebook groups must be closed groups to ensure only ROSC members have access to information. All ROSC Facebook pages and groups must include the 1st Vice President, Publicity Chair, Activities Chair, and Corresponding Secretary as administrators.
- 3) ROSC SACs must use their respective ROSC Special Activities Club page for creating events. The Activities Chair will share to the ROSC Members page to ensure widest dissemination to all ROSC members (not just those members in a specific ROSC Special Activities Club).
- 4) The ROSC maintains a public Instagram account. This account is managed by the Publicity Chair and 1st Vice President.
- 5) The ROSC Bulletin Board Facebook page is to allow free communication among members to find friends for activities, get recommendations, etc.

Section M. Miscellaneous

- 1) All ROSC Activities are offered to ROSC members. All new activities must have prior approval by the President before the first meeting and/or advertising of said activity.
- 2) When base security goes to Force Protection Condition (FPCON) Delta, all ROSC functions, activities, and meetings will be cancelled.
- 3) ROSC activities or meetings will be cancelled when the base is closed for inclement weather, or when the base roads are condition red or black two hours prior to any scheduled ROSC activity or meeting.
- 4) ROSC Policies will be reviewed and voted on by the Executive Board at midyear. The ROSC Policies will then be approved by the Governing Board. These policies will take effect immediately after approval by the Governing Board. The policies will be pinned on the ROSC Members Facebook page.