



Okinawa Enlisted Spouses' Club
18 FSS Unit 5135 Bldg. 859
APO, AP 96368-5135

OKINAWA ENLISTED SPOUSES' CLUB (OESC)

Current as of November 2024

BYLAWS

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ARTICLE 1: MEMBERSHIP

Section 1.

Membership Classification. A member is considered in good standing when he/she is current on all dues and payments to the OESC. Per the Okinawa Enlisted Spouses' Club, hereinafter referred to as OESC, Constitution, there shall be three classifications of OESC membership:

1. Active Membership
 - a. The privilege of active membership will be extended to all spouses of active duty enlisted military personnel of the United States Armed Forces, to include enlisted active-duty dual military spouses, assigned or attached to a permanent or temporary duty status on Okinawa and all enlisted equivalent civilian spouses (GS-8 and below) employed by the DoD on Okinawa. The organization shall reserve the right to deny any membership that would bring discredit upon the club. Denial of membership shall be for cause and passed upon by a quorum of the Executive Board. An active member in good standing shall be eligible to hold office and vote on any, and all, matters. Active members shall pay dues and be entitled to the full use of all services, facilities, and privileges offered by the OESC.
2. Associate Membership
 - a. Associate membership will be extended to all spouses of enlisted retiree, enlisted reservist, and enlisted National Guard of the United States Armed Forces residing in Okinawa. An associate member shall have the same rights and privileges as an active member except for the right to hold an Executive Board position. Associate members will be able to serve on all other standing/special committees and may serve as appointed General Board members or committee chairman. Associate members are required to pay yearly dues on the same scale as active members, based on enlisted member's rank.
3. Honorary Membership
 - a. Honorary members shall be required to pay flat rate dues and shall have the same privileges as active members except for voting, the right to hold office, and the right to serve as committee chair. Honorary membership may be granted to any person not otherwise eligible for any other class of membership, who is in some manner connected with Okinawa, and whose membership will, in the opinion of the President, benefit the OESC. The President, with the approval of the Executive Board, has the authority to grant such membership. Honorary positions should be reviewed annually.
 - b. Eligible honorary members are:
 - i. Non-GS grade such as Military Labor Contract and Contractors.
 - ii. Single enlisted active-duty personnel
 - iii. Others. The President, with the approval of the Executive Board, may grant honorary membership to any person not otherwise eligible for any other class of membership, who is in some manner connected with Okinawa and whose membership will, in the opinion of the President, benefit the OESC. Honorary positions should be reviewed annually.

Section 2.

Special Members. OESC Advisors and OESC Thrift Store and Uncle Sam's Attic employees

- a. There will be a minimum of ONE Advisor position. The Advisory position will be filled through an interview process, in an effort to reach all branches of service. Any spouse of an Active Duty E-9 member of any branch is eligible to hold the position of Advisor. The advisor is requested to attend monthly Executive Board meetings and six OESC events throughout the year, not to include board meetings. All other participation is left to the discretion of the Advisor and President. The Advisor is not to act on behalf of the OESC in any capacity without authorization of the Executive Board.
- b. Employees of the OESC Thrift Store and Uncle Sam's Attic shall be eligible for general membership in the OESC, with membership tier determined by rank.

ARTICLE 2: DUTIES OF OFFICERS

Section 1. OESC Board

1. The OESC Executive Board will:
 - a. Formulate plans, establish policies, and oversee OESC operations, including the Thrift Store and Uncle Sam's Attic.
 - b. Approve allocations of Thrift Store funds, financial statements, and budgets for the upcoming fiscal year, including General, Charitable, and Scholarship Funds.
 - c. Present fiscal year and semi-annual budget revisions to voting members for adoption.
 - d. Review and update the OESC Constitution, Bylaws, and Operating Instructions, presenting suggested edits to General Membership by November.
 - e. Review and vote on American Welfare and Works Association (AWWA) and Direct Fund requests.
 - f. Appoint General Board positions and committee chairs based on Presidential recommendations.
 - g. Hold monthly Board meetings, and ensure all audit requirements are met by July 1.
 - h. Maintain continuity files and complete turnover documents, conducting thorough training with successors in May and June.
 - i. Submit expenditure reports within 30 days and provide a 30-day notice of resignation.
 - j. Volunteer a minimum of four hours per month at the Thrift Store; exceptions may be approved by the President.
 - k. Monitor and respond to OESC emails daily.
 - l. Maintain active participation; members with two unexcused absences may be asked to resign.
 - m. Possess a foundational understanding of Robert's Rules of Order to facilitate effective and orderly meeting conduct.
 - n. Maintain familiarity with OESC Constitution, Bylaws and OESC Thrift Store and Uncle Sam's Attic Operating Instruction (OI) to ensure compliance with organizational governance standards.
 - o. Develop and implement monthly Random Acts of Kindness (RAK) initiatives to foster community engagement and goodwill.

Section 2. General Duties of the Officers

1. Executive Board
 - a. President (Executive Director)
 - Oversee all operations of the OESC & Uncle Sam's Thrift Shop
 - Primary Spokesperson at all events (socials, volunteer events, AFN, etc)
 - Point of Contact for OESC. Maintain open lines of communication with base leadership and sister organizations/clubs.
 - b. 1st Vice President (Executive Membership Coordinator)
 - Membership Enrollment & Registration
 - Membership Retention
 - Membership Records
 - Membership Renewal Reminders
 - c. 2nd Vice President (Events Coordinator)
 - Event Planning and Coordination
 - Management of Event Budget
 - Vendor and Venue Coordination & POC
 - Event Promotion
 - Creative Programming
 - Event Setup & Execution
 - Post-Event Evaluation

- d. Administrative Coordinator
 - Meeting Preparation & Coordination (agenda creation & document distribution, attendance tracking, quorum verification, voting management, calendar updates)
 - Record-Keeping & Documentation (meeting minutes, record management & compilation, file management, document updates)
 - Parliamentary Procedure Oversight (understanding of Roberts Rules of Order, Revised, Rule Enforcement, Guidance on Amendments)
 - Communication & Liaison Work (member notification, policy clarification, external correspondence, social media and content creation)
- e. Chief Financial Coordinator
 - Overall Financial Management (to include budget development, oversight, and transaction processing)
 - Monthly Financial Report to OESC executive board
 - Prepare and submit quarterly & annual financial statements to the 18 FFS PO Monitor
 - Keep financial records, receipts and checks
 - Tax Filing and Compliance
- f. Charitable Funds and Scholarship Coordinator
 - Charitable Fund Management (oversee all charitable funds, tracking appropriate use of donations and grants)
 - Record-Keeping and Reporting (maintain records of all charitable donations, expenditures and transactions)
 - Presentation of Fund Requests
 - Liaison & Outreach (maintain communication between organizations requesting finances)
 - Assist Chief Financial Coordinator as needed
 - Responsible for establishing minimum standard of scholastic performance
 - Promote a positive attitude within the membership toward the pursuit of outstanding academic achievement
- g. Outreach and Service Coordinator
 - Community Outreach (Partnership building, representation and outreach campaigns)
 - Coordination of Community Service Events (Volunteer program management, service project planning, impact assessment, resource coordination partnership events)
- h. Operation Ball Gown Coordinator
 - Maintain & Update Operation Ball Gown Inventory (both digital and physical inventory systems)
 - Quality Inspection of Dresses (incoming and outgoing)
 - Provide Monthly Updates on inventory, feedback from customers, etc.
- i. Activities Chair
 - Assist 2nd Vice President (Events Coordinator) will all duties including but not limited to:
 - Event Planning and Coordination
 - Management of Event Budget
 - Vendor and Venue Coordination & POC
 - Event Promotion
 - Creative Programming
 - Event Setup & Execution
 - Post-Event Evaluation
- j. Advisor:
 - Strategic Advising (goal alignment and long-term planning)

- Communication and Public Relations (Ensure the club’s image aligns with its mission by advising on communication strategies, including social media and public engagement)
 - Leadership Support and Development (Assist in training or onboarding new board members and providing guidance on roles, responsibilities and leadership practices)
 - Evaluation and Feedback (Regularly assess the effectiveness of cub programs and initiatives, providing feedback to improve future efforts)
- k. The Board may approve any Charitable Direct Fund request up to \$4000.
 - l. Board members may assume multiple positions concurrently, as needed.

ARTICLE 3: ELECTION AND VOTING

Section 1. Election of Officers

1. Election of Executive Board Members will be held once per year at the regular monthly meeting held in April.
2. Only eligible members in good standing present shall be entitled to vote, and there will be no voting by proxy.
3. Decisions made by the General Membership may not be overturned by any committee or by the Executive Board without a majority vote by the general membership.

Section 2. Eligibility

1. To be nominated for an Executive Board position, a candidate must be an Active Member having attended the entire business meeting portion of at least three organized OESC events within the current OESC active year, must be in good standing, and have retainability on island through the following June.
2. In the event that an Executive Board position is vacant for more than thirty (30) calendar days, the selectee may be an Active Member that has attended less than three (3) meetings.
3. Anyone who has previously held an Executive Board position, but resigned or was removed from the position before the end of a board term will not be eligible to run for office the following board year without a two-thirds majority vote of approval by the Executive Board.
4. OESC Thrift Store and Uncle Sam’s Attic employees and their families are not eligible to hold a position on the Executive Board, but may hold an appointed General Board position.

Section 3. Nominations

1. Nominations for officers will be accepted by the Parliamentarian beginning at the January General Business Meeting and will be closed before election time at the May General Business Meeting. Nominations for officers will be announced at each OESC meeting until election. Nominations may be made by another member or a candidate may self-nominate. If a candidate is nominated for more than one position, they must opt to run for one office prior to the elections. The Parliamentarian will prepare the ballots and provide a voting area.
2. Prior to Election Day, the Parliamentarian will receive verification from the 1st Vice President regarding members in good standing.
3. All nominees must be present at the General Business Meeting when elections are on the agenda, or a member shall submit a letter of acceptance to the Executive Board prior to the General Membership Meeting. Therefore, write-ins will not be accepted on the ballot.
4. If there are any positions which have only one candidate running for that position, voting may occur by a show of hands. The candidate will leave the area and the Parliamentarian will ask for a show of hands. A count of yes, no, and abstains will be recorded.
5. The procedure for voting if there are more than one candidate for a position will be:
 - a. Sign for prepared ballot (one for each voting member)
 - b. Vote
 - c. Place ballot in the ballot box

- d. The president will place his/her ballot in a sealed envelope and give it to the Advisor to be opened in the event of a tie. If there is not an Advisor present, the Parliamentarian will retain the sealed envelope.
- 6. The Parliamentarian and Advisor – or two (2) Active Members if no Advisor is present - will count the number of votes per candidate and crosscheck with each other. The list of those elected will be announced by the Parliamentarian.
- 7. The outgoing Parliamentarian or the Advisor will hold the ballots for one month following the election in a sealed envelope, after which they will be destroyed. Requests for review of ballots will be submitted in writing to the outgoing Parliamentarian and approved/disapproved by the outgoing Executive Board.
- 8. If the outgoing Parliamentarian is running for office or not able to be in attendance during the election, the President will appoint a temporary Parliamentarian to take his/her place during the election period.
- 9. Newly elected officers shall officially assume office on 1 July.
- 10. There will be two consecutive one-year term limits for all Executive Board positions.

Section 4. Special Elections

Vacant positions will be announced by the Parliamentarian, or acting Parliamentarian if the Parliamentarian position is vacant, at the General Membership Meeting immediately following the notification of vacancy.

- 1. The Parliamentarian will ask for nominations.
- 2. A special election to fill the vacancy must then occur within ninety (90) days.
- 3. The voting membership will be notified ten (10) days prior to the General Membership Meeting that a special election will occur.
- 4. After nominations have closed, the membership will elect an officer for each vacancy in accordance with the procedures set forth in Article 3, Section 3.

Section 5. Officer Vacancies

- 1. Office of the President
 - a. Should the office of the President become vacant, the 1st Vice President shall assume the duties of President and shall retain those duties until the next general election unless more than three (3) months remain on the term, in which event a special election will be held for the office of President.
 - b. Should the President and 1st Vice President Offices become vacant; the 2nd Vice President will call a special election.
 - c. During any interim period in which there is a vacancy in the office of both President and 1st Vice President, the 2nd Vice President will assume the duties of the President.
 - d. A member assuming the duties of President under this section does not become President although he/she may sign correspondence and other documents using the title "Acting President."
 - e. The Vice President, while assuming the duties of President, shall retain his/her original title as Vice President.
- 2. Should a vacancy occur in any office other than that of President, elections should be completed per Article 3, Section 4: Special Elections.
- 3. Until the time at which a vacant position can be filled, vacancies shall be covered by positions as outlined below:

a. Position:	Alternate:
President (Executive Director)	1st Vice President (Executive Membership Coordinator)
1st Vice President (Executive Membership Coordinator)	2nd Vice President (Events Coordinator)
2nd Vice President (Events Coordinator)	President (Executive Director) OR Activities Chair
Administrative Coordinator	Any Position Can Fill This As Needed

Chief Financial Coordinator	Charitable Funds and Scholarship Coordinator
Charitable Funds and Scholarship Coordinator	Chief Financial Coordinator
Outreach and Service Coordinator	Administrative Coordinator
Operation Ball Gown Coordinator	Outreach and Service Coordinator

- b. In such an instance, the officer shall maintain their duties, in addition to the duties of the additional role, until such time as the vacancy is filled. If there are multiple vacancies, the Executive Board will determine how best to cover the responsibilities of the vacant positions within the current Executive Board.

Section 6. Electronic Voting

1. The Executive Board voting via e-mail is authorized with the following exceptions:
 - a. Hiring/terminating employees of the OESC Thrift Store and Uncle Sam's Attic.
 - b. Request by an executive board member to table the vote until a face-to-face meeting may be held.

Section 7. Termination of Office/Membership/Committee Chairpersons

1. Actions against a member, Executive Board member, or Committee Chairperson will be submitted in writing to an Advisor by the complainant(s). The Advisor will then establish a Grievance Committee and inform the Executive Board.
 - a. Once a grievance has been brought to a Grievance Committee, the subject of the grievance shall be placed on administrative leave from all current positions in the OESC until the grievance is resolved.
 - b. An advisor will retrieve and hold all OESC documents for said position during this time. This leave shall be for the purposes of protecting both the individual and the OESC until a determination is made regarding the grievance.
 - c. The Advisor will notify the member and give them a written copy of the administrative leave and the written grievance(s).
 - d. The member against whom the grievance is being made will submit a written reply to the Grievance Committee within two (2) weeks of notice.
 - e. The Grievance Committee will then meet and decide on a recommended action. The recommendation(s) will be submitted to the Executive Board which will then arrange a meeting of the General Membership and distribute copies of the grievance(s), reply, and recommendation(s).
 - f. The meeting must be attended by a quorum, as outlined in the Constitution.
 - g. The President, or presiding member, if the President is the subject of the grievance, will allow a specified period of time for open discussion, after which the recommendation of the Grievance Committee will be voted on by secret ballot.
 - h. The recommendation(s) must be passed by a two-thirds vote of attendees at that meeting.
2. Any Board member or Committee Chair who has not met the expectations of their position per the Constitution, Bylaws, and their Job Description may be removed from their position following a meeting with the President and an Advisor.

ARTICLE 4: CHARITABLE FUNDS DISTRIBUTION

Section 1. Charitable Funds

1. A Direct Fund Request is a request for funds that comes directly to the OESC from an FSS/MCCS/MWR approved Private Organization.
2. Applications for Direct Fund Requests are due to the Charitable Financial Officers by the last Tuesday of each month.
 - a. Applications must be completed in full and signed by an authorized agent on behalf of the organization to be considered.

- b. Applications must be endorsed by the PTO, booster club or private organization requesting funding.
- 3. All Direct Fund Requests will be addressed at the Executive Board meeting following their receipt.
- 4. Private Organizations are limited to 1 request per quarter. Any exception to this policy will be at the discretion of the Executive Board.
- 5. All Direct Fund Requests that contribute to increasing morale of the military family community on Okinawa will be given funding priority. Other requests will be considered at the discretion of the Executive Board.
- 6. The OESC shall offer grants and reimbursement grants, up to a maximum of \$1,000, for food and non-alcoholic beverages upon submission of itemized receipts. The use of grant funds for alcohol purchases is strictly prohibited.
- 7. In the event that the organization must be contacted by OESC regarding clarification on their application, the organization must respond no later than three business days before the next board meeting.
- 8. A requesting organization must have an organizational bank account to be eligible for funds. The payee cannot be an individual.
- 9. The grant process can take 4-6 weeks, therefore when possible, organizations should submit their applications at least two months in advance.
- 10. The decision to approve/disapprove and amount to be awarded should be determined by the Board.
 - a. If a member of the Board is affiliated with the requesting organization, they will excuse themselves from the Direct Fund Request discussion and vote.
 - b. The Executive Board has the authority to approve all Direct Fund Requests up to \$2,500.
 - c. The General Board has the authority to approve all Direct Fund Requests up to \$4,000.
 - d. Any request to be approved in an amount greater than \$4,000 will be brought to the membership at the next General Business meeting for approval.
 - e. In the event that there is no General Business meeting scheduled for 30 days or more from the Board meeting date in which the Direct Fund Request is presented, the General Board has the authority to approve Direct Fund Requests up to \$5,000.
- 11. If a funded request check is not cashed within three months of its issue date, the check will be considered expired and OESC will not issue any additional checks.
- 12. Upon completion of the funded project or activity, any unused OESC funds must be returned to OESC payable to "Okinawa Enlisted Spouses' Club".
- 13. Receipts must be submitted to the OESC within 30 days of completion of the funded project or activity. If receipts are not provided as requested, subsequent applications from the requestor will not be considered for three years from the date of the event.

Section 3. American Welfare and Works Association (AWWA)

- 1. After monthly Direct Fund Requests have been approved/disapproved, the OESC may contribute no less than 20% or a minimum of \$1000 (whichever is greater) or more than 50% to AWWA on a monthly basis, within the guidelines outlined in Article 8.
 - a. Every Quarter the Exec Board will give 30% - 50% of Charitable Fund's excess money to AWWA. Excess money is any money that is outside of the Standard Rollover Fund and Contingency Fund. If the OESC Thrift Store is to be closed for more than 15 days, OESC will not contribute to AWWA.
- 2. Off-Island trips:
 - a. The Charitable Treasurer and President will represent the OESC on off-island AWWA trips. In the event that one or neither can attend, the President will appoint a designee.
 - i. OESC Funds will be budgeted to cover the following expenses: lodging, transportation, three meals per day, and the presentation of gifts (bus driver, guides, nursery school, homes for the elderly, etc.).
 - b. Funds will be budgeted to cover the OESC portion of the AWWA Board costs. These costs should be split between the AWWA member groups.

- c. A report will be presented to the General Membership at the General Membership Meeting following the trip.
 - d. The OESC Executive Board may elect to grant up to \$2,000 in total to OESC members in good standing who wish to attend an off-island trip. This money shall be paid directly to AWWA on the OESC member's behalf.
3. The Charitable Funds Financial Officers and the President will attend AWWA on-island tours.

Section 4. Scholarship Awards

1. The purpose of the OESC Scholarship Awards Program is to acknowledge and reward outstanding academic achievement of eligible dependent family members of Armed Forces personnel (active duty, activated reserves, activated national guard), retired military, surviving spouses of active or retired Disabled American Veterans (DAV) of any rank or branch, by offering financial assistance for study at higher learning institutions.
2. The Scholarship Committee is governed by the Scholarship Committee Operating Policies and Procedures, reviewed and approved annually by the Executive Board.
3. The Scholarship Committee consists of the OESC Scholarship Coordinator, President, and at least two members-at-large.
 - a. All records of the Scholarship Committee will be held by the Scholarship Coordinator, with the exception of the Non-Disclosure Agreements, to be held by the President.
4. The OESC will provide annual scholarship awards to eligible individuals up to the amount available in the scholarship account, less the \$5,000 contingency amount, at the time of the scholarship announcement.
5. The amount of each scholarship shall be determined by the Scholarship Committee based on the amount of money in the Scholarship Fund Account, unless a different amount is agreed upon by an Executive Board vote.
6. The Executive Board shall approve the total scholarship awards amount and number of child-dependent and spouse-dependent scholarships to be awarded prior to the announcement of the scholarships.
7. The scholarships will be announced with sufficient time to receive, score, and to announce scholarship winners in April for a Scholarship Banquet to be held in June.
8. To be eligible to receive a scholarship award, each applicant must be a Dependent of one of the following: Active duty/Retired Service Member residing on Okinawa at the time of scholarship submission deadline, Activated Reservist residing on Okinawa at the time of scholarship submission deadline, Activated Guard residing on Okinawa at the time of scholarship submission deadline, MIA/POW member, or Deceased member of the Armed Forces residing on Okinawa at the time of the scholarship submission deadline.
9. The Sponsor of the applicant must be stationed on the island of Okinawa at the time of the scholarship submission deadline, but the applicant does not need to live on Okinawa.
10. All aspects of the scholarship announcement, scoring, and award shall be coordinated by the Scholarship Committee, with the approval of the Executive Board.
11. After scholarships have been determined, the Executive Board will approve any reasonable allocation of remaining Scholarship funds to the Charitable Funds Account if desired.
12. The Scholarship Coordinator will track operating expenses and turn over all receipts/vouchers to the Charitable Financial Officer for tracking and maintaining.
13. The Charitable Financial Officer will fund the scholarship award(s) from the Scholarship Fund Account.
14. Scholarship payments will be made directly to the school of the scholarship award recipients during the following Fall school term, September - December.
15. The Executive Board may approve the disbursement of dependent scholarships for other educational or professional development endeavors as necessary, given the remaining funds in the Scholarship account.

Section 5. Member/Employee Emergency Fund

1. An emergency fund is available for members and OESC Thrift Store and Uncle Sam's Attic employees in good standing with the OESC.
 - a. These funds will be given with the same expectations as those of the Air Force Aid Society and the American Red Cross.
 - b. Should the member be turned down by the Air Force Aid Society and/or the American Red Cross, funding will be determined by the Executive Board.

- c. Donations to members will not exceed \$500.00 per member, per membership year.

ARTICLE 5: DUES OR FEES

Dues will be \$ 10.00 yearly for E1-E4 spouses, \$20.00 yearly for E5-E6 spouses, \$30.00 yearly for E7-E9 spouses, and \$30 for honorary members and all GS/Contractors. Dues will only be assessed to active members of the association.

Section 1. Dues

1. Yearly dues are paid by each member once a board year (1 July - 30 June) and provide the member all the benefits of membership through 30 June of that board year. Annual dues must be repaid each board year, beginning 1 July.
2. Dues will only be assessed to Active, Associate, and Honorary Members of the OESC. Yearly dues can be paid at any OESC General Business Meeting (social) or at the OESC Thrift Store and Uncle Sam's Attic and are payable as follows:
 - a. E1-E4 \$10.00 yearly
 - b. E5-E6 \$20.00 yearly
 - c. E7-E9 \$30.00 yearly
 - d. Honorary/GS/Contractors \$30.00 yearly
3. New members who join between March and June and PCSing between August-October will be prorated at the following rates for the remainder of the current membership year:
 - a. E1-E4 \$5.00
 - b. E5-E6 \$10.00
 - c. E7-E9 \$15.00
 - d. Honorary/GS/Contractors \$15.00
4. A member is considered in good standing when he/she is up to date on all dues and payments to the OESC.
5. Any member whose check has been returned for non-sufficient funds will have check-writing privileges for OESC related expenses suspended permanently and will be responsible for all expenses incurred by OESC for the returned check.

ARTICLE 6: STANDING COMMITTEES

Section 1. General

1. The Executive Board may establish standing committees. The President may, from time to time, appoint a Special Committee, as necessary to carry out OESC business.

Section 2. Responsibilities

1. The Standing Committees and their duties and responsibilities shall be outlined in the Standard Operating Procedures (SOPs) and as follows:
 - a. Submit a detailed report of their activities to the Executive Board at each month's Executive Board meeting.
 - b. Ensure current SOPs are on file at all times. Any proposed changes will be submitted to the Executive Board for action. Outgoing and incoming Chairpersons will review the SOPs in April and October.
 - c. Submit written budget recommendations for the next committee, if applicable.
 - d. Receive prior approval for all committee expenditures, unless previously approved in the annual budget. Submit timely reimbursement requests to the appropriate Financial Officer as needed.

ARTICLE 7: FINANCES AND TAXES

Section 1. Fiscal Year

- a. The OESC Fiscal Year runs concurrent with the OESC Board Year from 1 July – 30 June.

Section 2. Account(s) Balancing

1. The Treasurers shall make a monthly reconciliation of bank statements.

2. The Treasurers shall record income and payments in a cash receipts and disbursements journal and keep copies of all receipts and bills.

Section 3. Signing Authority

1. All checks over \$500 shall require the signature of two authorized account signers.
2. All other checks shall require only the appropriate Financial Officer's signature.

Section 4. Management of Funds

1. OESC checking accounts, to include General Funds, Charitable Funds, and Scholarship Funds shall be managed by the President and appropriate Financial Officer.
2. The President, or acting President if the President position is vacant, shall be the custodian on all OESC Club bank accounts.
3. The President, 1st Vice President, Treasurer, and Charitable Treasurer - or the alternate officers if a position is vacant - shall be signatories on the General Funds, Charitable Funds, and Scholarship Funds accounts.
4. No individual shall be granted custodial or signatory authority with the OESC if they currently have signatory authority for any other Private Organization on the island of Okinawa.
5. No individual who has custodial or signatory authority with the OESC shall accept signatory authority with another Private Organization on the island of Okinawa.
6. The OESC and the OESC Thrift Store and Uncle Sam's Attic financials will be presented for internal review in January. The review should be conducted by the President, an Advisor, and two members-at-large; the Financial Officers and OESC Thrift Store and Uncle Sam's Attic Bookkeeper will be present.
 - a. Under no circumstances shall organization funds be commingled with personal funds of individual members of the OESC.

Section 5. Annual Financial Statements

1. The Treasurer will prepare quarterly and annual financial statements in the sample format provided by 18 FSS PO Monitor and forward them to 18 FSS PO Monitor. The reports shall include all items as required by 18 FSS Private Organization Guidelines.
2. An outside qualified individual will audit the OESC and the OESC Thrift Store and Uncle Sam's Attic financials annually during the month of July. A report of findings will be announced at the Executive Board and General Business Meeting following the review completion.
3. As a 501(c)3 organization, the OESC will submit an IRS Form 990 within the appropriate time frame as designated by the IRS at the completion of the OESC Fiscal Year. The IRS Form 990 is to be filed concurrently with the OESC Thrift Store and Uncle Sam's Attic.
4. The OESC and the OESC Thrift Store and Uncle Sam's Attic financials will be audited upon termination of the Financial Officers, Bookkeeper, and/or President by outside qualified individuals as determined by the Executive Board. A report of findings will be announced at the Executive Board and General Business Meeting following the review's completion.

Section 6. Bonding

1. The OESC may bond for both Financial Officers, President, and 1st Vice President, and will make a bonding determination by weighing the cost of commercial "fidelity" insurance protection from a qualified underwriter against the potential dollar risk. AFI 34-223, par 10.12.

ARTICLE 8: FUNDS

Section 1. General Fund Account

1. The General Fund Account will be composed of 15% of the OESC Thrift Store and Uncle Sam's Attic monthly profits, as well as any special fundraising projects designated for the General Fund.
2. A budget for the General Fund Account for the following fiscal year will be approved by the Executive Board no later than the May board meeting and presented to the membership for approval at the May membership meeting.

3. General Fund monies will be used for the operating expenses of the OESC; e.g., social expenses, office supplies and publications, officer and committee expenses, special functions, maintenance and repair of equipment.
4. The balance in the General Fund Account will never be less than \$1,500.00.
5. Funds from the General Fund account may be redirected to other OESC accounts with the approval of a majority of the OESC General Membership.
6. In the event of inadequate funds to cover expenditures, including bank notification and insufficient funds, the President and Treasurers may make an emergency transfer of funds from the Charitable Fund Account. The Executive Board must be informed of the transfer within one day and an announcement to the members will be made at the next General Business Meeting.
7. The President shall be Custodian of the General Fund Account and the President, 1st Vice President, General Treasurer, and Charitable Treasurer shall all be signers on the General Fund Account.

Section 2. Scholarship Fund Account

1. The Scholarship Fund Account will be composed of 15% of the OESC Thrift Store and Uncle Sam's Attic monthly profits.
2. A budget for the Scholarship Fund Account for the following fiscal year will be approved by the Executive Board no later than the May board meeting and presented to the membership for approval at the May membership meeting.
3. Funds in the Scholarship Fund Account may only be used as set forth in Article 4, Section 4.
4. Scholarship funds may be redirected to another OESC account with the approval of a majority of the OESC General Membership.
5. The balance in the Scholarship Fund Account will never be less than \$5000.00.
6. The President shall be Custodian of the Scholarship Fund Account and the President, 1st Vice President, General Financial Officer, and Charitable Fund Financial Officer shall all be signers on the Scholarship Fund Account.

Section 3. Charitable Fund Account

1. The Charitable Fund Account will be composed of 70% of the OESC Thrift Store and Uncle Sam's Attic monthly profits.
2. A budget for the Charitable Fund Account for the following fiscal year will be approved by the Executive Board no later than the May board meeting and presented to the membership for approval at the May membership meeting.
3. No less than 25% or \$1,000 whichever is greater of the monthly OESC Thrift Store and Uncle Sam's Attic monthly profits will be pledged to AWWA at their regular meetings, as determined by the Executive Board at the monthly board meeting.
 - a. Any amount to be pledged outside of this range must be approved by the Executive Board.
4. The OESC has the option and discretion to hold funds designated for the AWWA in reserve to pledge in following months.
5. Charitable funds may be transferred to the General Fund Account or Scholarship Fund Account if approved by a majority vote of the General Membership.
6. The balance in the Charitable Fund Account will never be less than \$5,000.00.
7. The President shall be Custodian of the Charitable Fund Account and the President, 1st Vice President, General Financial Officer, and Charitable Financial Officer shall all be signers on the Charitable Fund Account.

ARTICLE 9: INSURANCE COVERAGE

Section 1. General

1. The OESC will provide insurance against public liability and property damage claims resulting from the activities of the organization and/or members in accordance with AFI 34-223, paragraph 10.11, unless waived by 18 WG/CC or 18 MSG/CC as his/her designee. If the liability insurance requirement is waived, a statement will be attached to the Bylaws; if not, the required standard coverage shall be:
 - a. \$10,000 public liability insurance

- b. \$10,000 property damage insurance
 - c. \$10,000 workers compensation
- 2. If a special event is scheduled that might increase the risk of liability for members of the OESC, the President shall consult with the Base Legal Office about obtaining insurance for that event.
- 3. All insurance coverage shall be the responsibility of the OESC. Members may be asked to sign a liability waiver at any time.

ARTICLE 10: AWARDS/GIFTS/BENEFITS

Section 1. General

- 1. Under the terms of AFI 51-601, 15 Nov. 99, Gifts to the Department of the Air Force and AFI 34-201, 17 Jun 02, Use of Nonappropriated Funds, Kadena Air Base acquires assets abandoned by or donated by the OESC. Appropriated fund activities and NAFIs may neither claim the assets, nor make or assume any obligations for the OESC that may arise from a contract between them.

Section 2. Gifts

- 1. The OESC will honor outgoing Executive Board, General Board members and Advisors who have served a minimum of six months with a 'thank-you' gift not to exceed an average of \$50.00 per person.
- 2. Any additional gifts can be approved by the Executive Board as needed.

Section 3. Benefits

- 1. Fees for some social functions may be paid for by OESC for members in good standing.
- 2. If a member confirms a reservation and does not attend the event, the member is responsible for repayment of the social fees to OESC.
 - a. Until the member pays the fee, their membership shall be suspended.

Section 4. Childcare

- 1. Childcare reimbursement is available to members who attend the following: Executive Board Meetings, designated OESC fundraisers, special committees, and volunteering in the OESC Thrift Store. Childcare reimbursement is payable from the General Fund Account.
- 2. Other childcare reimbursement may be approved by the Executive Board.
- 3. Childcare is limited to 4 hours at \$10/hour rate up to 15 hours per month. A childcare voucher is required to include provider signature, phone number, date/time, and function attended. A 30-day time limit shall be in effect for reimbursement.
- 4. Childcare provider receiving payment cannot be a family member.

ARTICLE 11: CONDUCT AND DRESS CODE

Section 1. Conduct

- 1. Members are required to conduct themselves in such a manner so as not to bring discredit to the OESC or any of its individuals.
- 2. Excessive use of foul language is prohibited.
- 3. Children over (6) six months of age will not be allowed at a general membership meeting, monthly socials, and volunteer events unless part of a planned activity.

Section 2. Dress Code

- 1. The dress code for the General Business Meetings will be appropriate dress, unless otherwise specified.
- 2. Dress will conform to the Rockers Enlisted Club standards or the applicable dress code for the location the meeting or event is held.

ARTICLE 12: GUESTS

- 1. A guest and their privileges are defined as follows:
 - a. A person visiting Okinawa may participate in OESC functions as a personal guest of an OESC member when in the company of an OESC active member.

- b. If attending the social with a guest, the OESC member may be required to cover any social fees that are associated with the activity at that specific event.
- 2. A person who is eligible for membership may attend one social event as a guest for free, unless there is a fee associated with the activity at that specific event, in which they must pay.
 - a. Any subsequent socials attended requires the submission of a membership application and dues.

Article 13: Domestic Violence Shelter

Section 1. Operation

- 1. The Domestic Violence Shelter, hereafter referred to as DVS, will be run and maintained by the First Sergeants Council with the support of OESC regarding funding.
- 2. The OESC President will give a monthly update on the status of the DVS at monthly Executive Board meetings.

Section 2. Disclosure

- 1. All information regarding DVS will be on a need-to-know basis for the OESC executive board only.
- 2. Executive Board members will sign non-disclosure agreements regarding the DVS.

Section 3. Funding

- 1. The OESC will fund up to \$500.00 monthly without Executive Board approval to maintain said shelters.

ARTICLE 14: Adoption and Amendments

Section 1.

This Constitution and Bylaws shall become effective upon adoption by an affirmative vote of two-thirds of the eligible voting members present at any regular or special meeting at which a quorum is present, providing it is thereafter found to be legally sufficient and approved by 18 WG/CC or 18 MSG/CC as his/her designee, as described in the OESC Constitution, Article 8..

The annual review of these Bylaws will be required no later than October 2024 to be submitted to 18 FSS no later than November 2024.

Signed by the 2024-2025 Executive Board Members:

<hr/> Kayla Sprinkel - President (Executive Director)	<hr/> Ashley Swehosky - 1st Vice President (Executive Membership Coordinator)
<hr/> Lesilee Franklin Du Fresne - 2nd Vice President (Events Coordinator)	<hr/> Erica Hales - Administrative Coordinator
<hr/> Yesenia Grobsmith - Chief Financial Coordinator	<hr/> Yesenia Grobsmith - Charitable Finance Coordinator & Scholarship Chair
<hr/> Celina Nelson-Drews - Outreach & Service Coordinator	<hr/> Ashley Chavez - Operation Ball Gown Coordinator
<hr/> VACANT - Activities Chair	<hr/> Aisha Wolfgang - Advisor