

NAVAL OFFICERS' SPOUSES' CLUB HAMPTON ROADS

BY-LAWS

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ARTICLE I - NAME AND PURPOSE

A. Name

1. This organization shall be called the NAVAL OFFICERS' SPOUSES' CLUB Hampton Roads, wherein referred to as NOSC.

B. Mission Statement

1. It is our mission to enrich the lives of our members and those in the military community through friendship, recreation, volunteerism, and philanthropic purposes.

C. Operational Standing

1. NOSC is a 501(c)(3) non-profit organization as defined by the Internal Revenue Service Tax Code and shall not conduct any activities prohibited under Section 501(c)(3) of the IRS code, notwithstanding any other provision of these articles.
2. It is understood that NOSC is a non-federal entity, is in no way affiliated with the Department of Defense or any of its components; therefore, it has no governmental status.

ARTICLE II - MEMBERSHIP AND DUES

A. Membership

1. General Members will include but not be limited to spouses of active duty, reserve, retired, Gold Star, and deceased officers of the U.S. Armed Forces, Allied Forces, and civilian Government Employees GS-8 and higher, residing in the Hampton Roads area. All others may apply for membership which will be determined by the Executive Board on a case-by-case basis.
2. Membership is terminated as follows:
 - a. Upon written resignation to the Membership Chairperson.
 - b. For activities involving unacceptable behavior or behavior detrimental to NOSC, to be determined by the Executive Board.
 - c. For failure to pay dues.
 - d. For refusing to pay any financial commitment owed to NOSC.
3. A member shall have 24 hours to dispute termination efforts. Failure to dispute within the designated time period will result in termination, effective immediately, and will be notified via email of the same. Terminated members shall be removed from all publicity, social media, etc., immediately upon termination. Membership fee upon termination is forfeited.
4. Reinstatement of membership is by written application to the Membership Chairperson with payment tendered of all accrued debts to NOSC, post-approval by the Executive Board.
5. It is the responsibility of the General Members to pay for any reservations made and not canceled before the announced event deadline.

B. Dues

1. Annual dues, the amount to be determined by the Executive Board, shall be assessed for membership.
2. Full membership term is 1 June to 31 May.

3. New members joining after 1 January shall pay a reduced rate to be determined by the board. A new member is defined as individuals who have not held a NOSC membership in the previous calendar year.
4. Members who have not renewed their dues by 1 November will be removed from the e-mail list and have their access to the website and social media groups revoked.
5. Dues shall not be refunded.

C. Equal Opportunity

1. It is the policy and commitment of NOSC that no person shall be discriminated against because of race, color, creed, sex, age, disability, sexual orientation, national origin, or otherwise subjected to unlawful discrimination.

D. Privileges

1. Each member shall receive a monthly newsletter and access to the organization's website and social media.
2. Members in good standing are eligible to vote, hold an elected or appointed office, and volunteer at the Tidewater Collection.
3. Members are eligible to participate in all NOSC events and functions.

ARTICLE III - ORGANIZATION

A. Board

1. The NOSC Board shall consist of the Executive Board and appointed committee chairs.
2. Each position, with the exception of the non-voting members listed below, will have one vote. A co-position shall have one vote for the entire position, not one vote per person. A quorum is constituted by the presence of a majority of voting members currently in office. If a quorum is not present at a meeting then electronic voting will be acceptable.
3. Non-voting Members
 - a. Advisor(s)
 - b. President
 - c. Parliamentarian

B. Executive Board

1. The Executive Board shall have general supervision of NOSC affairs. In order for the actions of the Executive Board to be valid, they must be agreed to by a majority vote at a regular or properly called meeting of the Executive Board of which every Executive Board member has been notified. A quorum is constituted by the presence of a majority of voting Executive Board members currently in office.
2. The Executive Board shall include elected NOSC Officers, The Tidewater Collection Manager, Parliamentarian, Charities Chairperson, and NOSC Advisors.
3. The elected officers of NOSC shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

4. With the exception of the President, all elected officers shall serve no more than two consecutive terms in one elected position. A term is considered one fiscal year.
 - a. The President will serve a two year term.

C. The Tidewater Collection

1. NOSC, as the 501(c)(3) organization, shall serve as the sponsoring organization for The Tidewater Collection. The Tidewater Collection will operate independently, in accordance with guidelines established by the NOSC By-Laws, and raise funds for NOSC charities through the retail sale of merchandise.
2. The Tidewater Collection Manager shall be an Executive Board position and be appointed by the President.
3. The Tidewater Collection Manager shall submit a financial status report at the monthly NOSC Board meeting.
4. The Tidewater Collection Board shall maintain accurate records and inventory of all merchandise purchases, and sales. An annual inventory shall be conducted at the conclusion of the fiscal year. Accounting procedures, annual reviews, and submission of taxes shall be coordinated with the NOSC Treasurer.
5. The Tidewater Collection shall include the NOSC President as a member of The Tidewater Collection Board.
6. The Tidewater Collection shall be governed by the NOSC By-Laws.
7. Profits from The Tidewater Collection shall be distributed to appropriate charitable organizations, as determined by the NOSC Charities Committee.
8. The Tidewater Collection Manager is a member of the NOSC Charities Committee.

D. Appointed Standing Chairs

1. The appointed standing chairpersons shall be:
 - a. Publicity
 - b. Membership
 - c. Member-at-Large
2. All standing chairpersons are voting members of the board.

E. Advisor(s)

1. The spouse of the United States Fleet Forces Command (USFFC) will be invited to serve as Adjunct Advisor of NOSC.
2. The spouse of the Navy Region Mid-Atlantic (NRMA) shall be invited to serve as an advisor of NOSC.
3. Two additional area flag spouses will be invited to serve as Honorary Advisors of NOSC Hampton Roads.
4. In the absence or unavailability of those mentioned above, the next Senior Naval Spouse shall be invited to serve as an Advisor.
5. The Advisor shall not vote or hold elected office.

ARTICLE IV - VOTING AND ELECTION OF OFFICERS

A. Eligibility

1. Only NOSC members are eligible to serve as elected officers of the club.
2. The President shall be the spouse of a commissioned or warrant officer on active duty in the U.S. Navy or Marine Corps.

B. Elections

1. Election of the NOSC officers will be held the first week of May.
2. The majority of votes cast from the voting General Members are sufficient for a quorum.
3. When there is only one nominee for each position, the slate may be accepted by acclamation.
4. President will vote to resolve a tie.

C. Nominations

1. The Parliamentarian will serve as Chairperson of the Nominating Committee.
2. The Nominating Committee shall consist of the President, Parliamentarian, and two general members.
3. The committee shall:
 - a. Meet annually in February to prepare a slate.
 - i. Additional meetings may be scheduled on an as needed basis.
 - b. Seek nominations for elected officers from among the general membership.
 - i. Accept nominations for each elected or appointed officer position no later than the end of March.
 - ii. Nominees must be members in good standing upon election or appointment.
 - c. Gain the individual consent of each nominee.
 - d. Present a slate of at least one candidate and a brief bio for each office at the April Board Meeting and publish nominees electronically within seven days.
 - e. Approve any standing chairpersons appointed by the President during the regular election process.

D. Voting

1. Ballots, or a notice of voting, will be distributed to all general members in good standing with complete instructions for exercising their vote.
2. General members will be given a seven day voting window.
3. Votes will be calculated at the end of the voting window.
4. Votes are considered approved by a majority, any non-vote is considered a “yes” vote.
5. Voting procedures will be determined by the NOSC Board.

E. Installation of Officers

1. Installation shall take place in June at turnover.
2. All newly-installed officers shall assume their duties during the month of June, following turnover with their respective counterparts.

F. Vacancies in Office

1. Vacancies occurring on the Executive Board shall be filled by appointment of the President with the approval of the Executive Board. Only members in good standing can be appointed to fill unexpired terms.
2. If the office of the President is vacated before the term expires, the Vice President shall become the President, and the Secretary shall fill the vacancy in the office of Vice President until a permanent appointment can be made.
3. NOSC Board Member resignations must be written and submitted to the President or the Vice President in his/her absence.
 - a. The Board will be notified in writing upon acceptance of the resignation.

- b. All materials associated with the vacated position must be submitted to the President within 24 hours of acceptance of the resignation.

G. Board Member Removal

1. Grounds for dismissal include but are not limited to the following:
 - a. Misuse of funds.
 - b. Misconduct.
 - c. Illegal activity.
 - d. Multiple unexcused absences from monthly board meetings.
 - e. Failure to pay NOSC annual dues on time.
 - f. Failure to perform duties of the position.
 - g. Any behavior deemed detrimental to NOSC.
2. In the event a board member abuses their powers or neglects their duties, a written statement must be submitted to the President and/or Advisor for review. Verbal complaints will not be accepted.
 - a. If the complaint is made against the President, a written statement must be submitted to the Vice President and/or Advisor for review. Verbal complaints will not be accepted.
3. A special committee comprised of the Advisor, an Executive Board Member, and a Standing Chairperson will meet to go over the facts of the claim and make a decision.
 - a. If the claim is against the President a proxy for the position will be appointed by the Executive Board to serve on the committee.
 - b. All written complaints will be investigated by the special committee. Verbal complaints will not be investigated.
4. The Board will notify all members via email once a decision has been made.

ARTICLE V - DUTIES OF EXECUTIVE BOARD

A. Executive Board

1. Members of the Executive Board shall attend all NOSC Board meetings.
2. If absent for more than two consecutive meetings, without notification to the President or Vice President, that board member may be removed from office by a majority vote of the Executive Board.
3. Present information in a brief written or oral statement at the board meeting.
4. Keep a notebook or electronic record containing a recording of all board activities, reports, and committee work pertaining to the position that will be transferred to their relief at turnover. All records will be maintained for a period of three years.
5. Volunteer in some capacity at The Tidewater Collection.
6. Submit agenda items 72 hours prior to board meetings.

B. Officers

1. The PRESIDENT shall:
 - a. Be a two year elected position.
 - b. Organize the agenda and preside over all regularly scheduled meetings of the Executive Board and regular Board meetings, conducting the business of the club in accordance with these By-Laws.

- c. Be empowered to call special meetings of the Executive Board.
 - d. Represent NOSC at The Tidewater Collection Board meetings.
 - e. Appoint the Parliamentarian, The Tidewater Collection Manager, and other Standing and Special Chairs as needed.
 - i. Seek recommendations from Advisor(s) and former Chairpersons.
 - f. Appoint a Nominating Committee of a minimum of three people including the Parliamentarian as Chairperson in February.
 - g. Be responsible for one post office box key.
 - h. Have administrative privileges to perform duties of any position as needed.
 - i. Shall appoint a chairperson, during applicable years, to coordinate the Joint Services Luncheon (JSL), with a committee.
 - j. Shall oversee all Standing Chairs.
 - k. Sign necessary forms with the Treasurer to establish/maintain bank accounts.
 - l. Make bank deposits or withdrawals in the absence of the Treasurer.
 - m. Keep the Vice President informed on all business pertinent to NOSC.
 - n. Be an ex-officio member of all committees.
 - o. Be a non-voting member and vote only in the event of a tie.
2. The VICE PRESIDENT shall:
- a. In the absence of the President, assume the duties of the President.
 - b. Be a voting member.
 - c. Be responsible for all membership events, a minimum of four per membership year. Including but not limited to the Welcome Social, Holiday, Spring, End of Year Celebration. Provide necessary information to the Publicity Chair regarding these functions.
 - d. Be the Chairperson for the Welcome Social Committee to include the Membership Chair.
 - e. Be the Chairperson of the Tour of Homes, during applicable years, with a committee.
 - f. Shall oversee all Social Chairs.
3. The SECRETARY Shall:
- a. Take minutes at all NOSC Board meetings and keep them as a permanent record for three years.
 - b. Ensure minutes are posted where appropriate.
 - c. Be the custodian of the permanent records of the Board, except financial records.
 - d. Handle all correspondence of NOSC.
 - e. Be responsible for the newsletter
 - i. Collect input for the newsletter from the NOSC Board and other sources no later than the 20th day of each month.
 - ii. Compile the newsletter in an appropriate format and attractive manner.
 - iii. E-mail the newsletter to the membership the Monday following the monthly Board meeting.
 - iv. Ensure it is uploaded on the website and social media platforms.
 - v. The NOSC Board will provide, when appropriate, the necessary software to fulfill all responsibilities.
4. The TREASURER Shall:

- a. Receive all funds for the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the Executive Board.
 - b. Present a Treasurer’s Report at each NOSC Board meeting that will consist of no less than an updated budget of monies spent/deposited, funds available in all accounts, a listing of all transactions from the last presented Treasurer's Report and Board meeting.
 - c. Oversee a budget meeting in June (the beginning of the fiscal year), with a committee, to be presented and voted on by the Executive Board.
 - d. Submit necessary paperwork and documentation in accordance with applicable state and federal authorities, to include the IRS and the Virginia State Regulatory agencies, to keep NOSC in good standing.
 - e. Present a full end of year report to the board at turnover in June.
 - f. Ensure a financial review is completed at every treasurer turnover, at the end of the fiscal year, and at the request of the Command Sponsor. The Treasurer will present the results of the review to the board at the next board meeting.
 - g. At turnover, the “Registered Agent” name must be updated with the State of Virginia, per the Articles of Incorporation.
 - h. Maintain active NOSC Post Office Box status.
 - i. Maintain NOSC PayPal account, ensuring monies are transferred in a timely manner.
 - j. Ensure each recipient of charitable contribution works with the Charities Chair to execute an agreement to cash the check within 30 days of being sent.
 - k. Ensure that documents are submitted to the NOSC/The Tidewater Collection accountant for tax preparation and completion of financial review.
 - l. Prepare all checks to charities for charitable distribution event.
 - m. Be an ex-officio member of the Charities, Tour of Homes, and Joint Services Luncheon Committees and other functions as determined by the President.
 - n. Maintain financial records from the past three years, as required for 501(c)(3) organizations by the IRS.
5. The TIDEWATER COLLECTION MANAGER shall:
- a. Be appointed by the President
 - b. Run day-to-day operations.
 - c. Preside over The Tidewater Collection Board monthly meetings.
 - d. Provide the NOSC Board with monthly revenue reports.
 - e. Transfer funds to NOSC in April for charity distribution.
6. The PARLIAMENTARIAN shall:
- a. Be appointed by the President
 - b. Ensure the Non-Federal Entity form with the Norfolk Naval Station JAG is completed.
 - c. Interpret the By-Laws and serve in an advisory capacity for amendments and reviews/revisions thereto.
 - d. Chair the Nominating Committee for Executive Board members.
 - e. Advise on points of order at Board meetings, using the current edition of “Robert’s Rules of Order” for guidance, which shall be provided upon entry onto the board, and passed on upon departure.

- f. Chair a reviewing committee to conduct a review of the By-Laws every two years, as needed, or as requested by the Command Sponsor.
7. The CHARITIES CHAIR shall:
- a. Oversee the charitable funds application process.
 - i. This period begins on the third Friday of January and closes the third Friday of March. During this period, the filing period is considered “open”.
 - ii. During the open application period the Charities Chair shall notify past recipients that the new filing period is open, and solicit the public for new applicants.
 - iii. Upon receipt of applications, the Charities Chair shall verify that each applicant is eligible to receive funds, based on Charity Guidelines.
 - b. In April, the Charities Chair shall work with the Tidewater Collection Manager and Treasurer to determine how much money will be distributed.
 - i. In April, the Charities Chair shall meet with the Charities Committee
 - ii. The Charities Committee includes but is not limited to the Advisor(s), President, Treasurer, and the Tidewater Collection Manager.
 - iii. In May, the Charities Chair shall award letters to recipients and letters of regret to non-recipient, and organize the Charities Reception for all funds recipients.
 - c. Respond to requests for applications notifying them of the next open filing period, and place charities requesting applications outside of the application period on a waitlist to be notified during the next open filing period.
 - d. Update the charities spreadsheet as points of contact change.
 - e. Maintain a spreadsheet of funds distributed.
 - f. Maintain all records for at least three years.
 - g. Make any inquiries with the charity recipient if a check has not been cashed within the 30 days of being sent.

ARTICLE VI – FINANCES

A. Accountability of Funds

- 1. The fiscal year is 1 June through 31 May.
- 2. No member of NOSC shall have the authority to enter into any contract or render it liable monetarily - or otherwise for any purpose or in any amount unless so authorized by the NOSC Board.
- 3. NOSC is a private, independent organization, solely responsible for any obligations it incurs. Neither the United States government, nor the Department of the Navy, is liable for the legal or financial obligations of NOSC.
- 4. Fundraising activities may be conducted periodically throughout the year. These activities shall comply with all of the Rules and Regulations of the Commonwealth of Virginia, Commissioner of Agriculture and Consumer Services, and be subject to the approval of the Commanding Officer, Naval Station Norfolk.
- 5. Purchases made on the Board’s behalf not already listed as a line item in the Board-approved annual budget must be approved by a majority vote of the Executive Board.

- a. Proper documentation and/or receipts must be turned in for reimbursement within 14 days of purchase and shall be reimbursed within 14 days of the Treasurer's receipt.
6. Accounting
 - a. The Treasurer will account for funds and the NOSC Board will authorize expenditures.
 - b. All monies received will be accounted for in an electronic ledger, with no exceptions.
 - c. Funds raised by The Tidewater Collection shall be designated for charitable contribution and be maintained in a separate account by The Tidewater Collection. Charity money will be transferred to the NOSC account and distributed by the NOSC Charities Committee.
7. Checking/Savings Accounts:
 - a. NOSC shall maintain a checking/savings account at any FDIC/NCUA, accredited bank, or credit union in the name of the Naval Officers' Spouses' Club Hampton Roads.
 - b. Two signatories shall be on file at all times, the President and Treasurer.
 - c. Ensure a balance of at least \$500.00 but no more than \$2,000.00 in the treasury (sum of all accounts totaled) at the end of the term to ensure continuity in operation and to abide by Federal Tax requirements until dues are collected in the new fiscal year.
 - d. The Treasurer and President will maintain bank debit cards for association use only.
8. PayPal
 - a. The account shall be maintained by the Treasurer and President.

B. Insurance

1. The Tidewater Collection shall maintain adequate insurance coverage on liability, compensation, and fire. Said insurance policy shall cover The Tidewater Collection and all NOSC members.
2. A physical copy of the said policy shall be kept at The Tidewater Collection, with a copy being kept by the NOSC Treasurer.
3. NOSC and The Tidewater Collection will split the cost of insurance 50/50

C. Budget Committee

1. The Treasurer shall assemble a committee to include the President, Vice President, Treasurer, and at least two general members to meet in June.
2. Proposed budget to be presented and voted on by the Executive Board.
3. The purpose of the Budget Committee will be to establish a preliminary budget for the following NOSC fiscal year.
4. The committee will review the financial records for the current NOSC year.

D. Procedures/Protocols

1. Reimbursement
 - a. Should be done within 14 days upon receipt of proof of expenditure.
 - b. Treasurer will provide reimbursement details at the monthly board meeting as part of the Treasurer's report.
2. Deposit
 - a. Monies must be deposited within 48 hours upon receipt.
 - b. All cash deposits must be verified by at least one other Executive Board member prior to a bank deposit.

- c. The Treasurer will provide deposit details at the monthly board meeting as part of the Treasurer's report.
3. Transfer
 - a. Monies obtained electronically outside the NOSC financial institution will be transferred to the financial institution in a timely manner.
 - b. All transfers must be verified by the President upon completion.
 - c. Treasurer will provide transfer details at the monthly board meeting as part of the Treasurer's report.
4. Payments
 - a. Must be done within 48 hours upon receipt of the bill of sale.
 - b. Treasurer will provide payment details at the monthly board meeting as part of the Treasurer's report.

ARTICLE VII - COMMITTEES

A. Management

1. The President may appoint committees and representatives as the need arises and declare inactive any committee that is not needed or supported by membership, with approval by the Executive Board.
2. All duties of chairpersons will be designated by the President and the Executive Board and reviewed annually.

B. Chairperson Duties

1. Each Standing Chair is expected to attend all NOSC Board meetings or arrange for the Vice President to present a written report at the NOSC Board meeting in their stead.
2. Each Standing Chair shall maintain a job description and provide their successor with a written report upon completion of the term, resignation, or termination, within a reasonable time, not to exceed seven days.
3. If absent for two meetings without notification to the President and/or Secretary, the chairperson may be removed from office by a majority vote of the Executive Board and shall be informed of removal by written notice.
4. Standing Chairs are counted as voting members of the board.
5. Standing Chairs that are vacated before the end of the year will be filled by appointment by the President upon approval of the Executive Board.
6. Social Chairs may be added or deleted based on interest and involvement, without formal description in the By-Laws, but must have permission from the Executive Board to exist, operate, and function.

C. Standing Chairs

1. Publicity
 - a. Manage and maintain the website and social media accounts.
 - b. Manage NOSC G-Suite.
 - c. Work in coordination with The Tidewater Collection Publicity Chair.
 - d. Work in coordination with the Vice President and Social Chairs to ensure event information is put out in a professional and timely manner.
 - e. Work with the Secretary on publishing, updating, and notifying the membership of the monthly newsletter and minutes.
2. Membership

- a. Collect membership dues to be turned into Treasurer/President no less than 48hrs upon receipt.
 - b. Enter new membership information received via paper copy into a Google spreadsheet and directory.
 - c. Maintain accurate membership statuses.
 - d. Recruit and retain membership.
 - e. Organize and implement a membership drive at the annual NOSC Welcome Social.
 - i. Paper membership copies
 - ii. Online registration available
 - f. Work closely with the Treasurer to maintain accurate membership dues records.
 - g. Contact delinquent members prior to cancellation and encourage them to renew.
 - h. Contact all new active members to welcome them to NOSC, invite them to participate, and extend the organization's resources.
 - i. Provide monthly reports that include the number of first-time visitors, the number of new members, and the number of those being archived.
3. Member-at-Large
- a. Duties and responsibilities are not fixed but instead are defined according to the needs of the organization and as directed by the President.
 - b. Duties may change as required by the President or as needed to fulfill overall organizational goals.
 - c. Serve as a liaison to the general membership.

D. Social Chairs

1. Organize and implement all events.
2. Disperse all event information to appropriate parties and ensure posting on social media platforms.
3. Submit information for the newsletter no later than the 20th of each month. Send thank you notes as needed.
4. Identify any guests and share with the Membership Chair for future contact.

ARTICLE VIII - NOSC BOARD MEETINGS AND PARLIAMENTARY PROCEDURE

A. NOSC Board Meetings

1. The outgoing and incoming NOSC Board will meet in June to ensure a smooth turnover.
2. The NOSC Board will meet during the summer for the planning of the coming year.
3. The NOSC Board shall meet monthly from August through June, inclusive.
4. The NOSC Board shall determine the location of the meetings.
5. Any change in the date/time/location of a meeting must be approved by the Executive Board.

B. Agenda

1. The meeting shall be:
 - a. Call to Order
 - b. President's Welcome and Opening Statements
 - c. Secretary Minutes and Address

- d. Vice President Address
- e. Treasurer's Report
- f. Tidewater Collection Manager Address
- g. Parliamentarian Address
- h. Charities Chair
- i. Standing Chair Reports
- j. Social Chair Reports
- k. Old Business
- l. New Business
- m. Advisor's Communication
- n. President's Closing Statement
- o. Meeting Adjourned

C. Parliamentary Authority

1. The rules contained in the current edition of "Robert's Rules of Order" shall govern NOSC.

D. By-Laws Revision

1. Amendment Procedure
 - a. An amendment to the By-Laws may be proposed by any voting general member and submitted in writing to the Parliamentarian, including a written justification for consideration.
 - b. The proposed amendment must be reviewed by the Executive Board for legal compliance.
 - c. If in compliance, the proposed amendment must be presented to the general membership for discussion and input for a minimum of 7 days.
 - d. After 7 days the proposed amendment must be approved at a regularly scheduled NOSC board meeting by a majority vote of the Executive Board.
 - e. The approved amendment must then be submitted to the Command Sponsor as an update.
2. Review Procedure
 - a. A By-Law Review Committee will be chaired by the Parliamentarian, every two years, as needed, or as requested by the Command Sponsor.
 - b. The Committee will submit a proposal of recommended changes to the President and Advisor(s), in writing before presenting to the NOSC Board.
 - c. All proposed changes must be approved by a majority vote of the NOSC Board.
 - d. The membership shall be notified, by appropriate means, of all revisions and amendments no later than 15 days following approval.
3. Amended/Revised By-Laws
 - a. Having been duly approved by the NOSC Board and Command Sponsor, supersede all previous By-Laws, except that amendments shall not affect specific agreements and contracts entered into under the terms of previous By-Laws until such terms of agreements or contracts have reached their expiration dates.

E. Dissolution/Change of Purpose of NOSC

1. In the event of a change in mission/purpose of NOSC, By-Laws will be revised or amended per the procedures laid out in Article VIII, subsection E.
2. A two-thirds vote of members in good standing shall be required for the dissolution of the Naval Officers' Spouses' Club Hampton Roads.
3. The NOSC Executive Board shall determine the dissolution of The Tidewater Collection.
4. In the event of the dissolution of NOSC, The Tidewater Collection shall cease to exist as an entity of NOSC. The existing NOSC Executive Board and The Tidewater Collection Manager may opt to dissolve The Tidewater Collection as an entity separate from NOSC with a new non-profit organizational sponsor.
5. In the event of the dissolution of NOSC, all bills and valid debts will be paid within 30 days of the dissolution date by the sitting/acting Treasurer. Any remaining assets shall be donated to charities that support military families designated by the Executive Board within the spirit of section 501(c)(3) of the Internal Revenue Code.
6. In the event of dissolution, all Board Members and Committee Chairs shall be released from all liability allegedly occurring post-dissolution date.

DATE OF BY-LAWS 05 MARCH 2021 DATE REVISED _____

PRESIDENT:

PRINTED NAME Naomi Eubanks SIGNATURE  DATE 05 MARCH 2021

TREASURER:

PRINTED NAME Stephanie Machado SIGNATURE  DATE 04 MARCH 2021