

29 PALMS OFFICERS' SPOUSES' CLUB
OF THE
MARINE CORPS AIR GROUND COMBAT CENTER

BYLAWS

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ARTICLE I BOARDS

Section 1 – Executive Board

- A. The Executive Board shall be comprised of the following members:
Non-voting: Honorary President, Honorary 1st Vice President, President and Parliamentarian. The President shall only vote in the event of a tie.
Voting: 1st Vice President, 2nd Vice President, Corresponding Secretary, Recording Secretary and Treasurer.
- B. Executive Board members shall serve a term of one year.
- C. If the President is unable to complete his or her term, the vacancy shall be filled by the 1st Vice President. The 1st Vice President's vacancy shall be filled by a majority vote of the General Board.
- D. If an Executive Board member other than the President or an Advisor is unable to complete his or her term, the vacancy shall be filled by a majority vote of the General Board.
- E. A quorum of the Executive Board is one more than one-half of the voting members and must be present to conduct official business at an Executive Board Meeting.
- F. The Executive Board will meet prior to the General Board Meeting.

Section 2 – Appointed Board

- A. The Appointed Board shall be comprised of the following members:
Non-voting: Sub Club Presidents and MCCA Liaison.
Voting: Auction Chair, Grants Chair, Historian, Marketing & Communications Chair, Membership Chair, Newsletter Chair, Reservations Chair, ROSe Liaison, Scholarships Chair, Ways & Means Chair, and Unit Representatives.
- B. Appointed Board members shall serve a term of one year.
- C. If an Appointed Board member is unable to complete his or her term, the vacancy shall be filled by the President with concurrence of the General Board.

Section 3 – General Board

- A. The General Board shall be comprised of the Executive and Appointed Boards.
- B. A quorum of the General Board is one more than one-half of the voting members and must be present to conduct official business at a General Board Meeting.
- C. Each position shall be afforded only one vote regardless of the number of Co-Chairs.
- D. Each member shall be afforded only one vote regardless of the number of position held.
- E. Unfilled positions shall not be counted when determining quorum.

Article II – Duties of Executive Board

Section 1 – Advisors

A. Honorary President

1. The Honorary President of the OSC shall be the spouse of the Commanding General, COMBAT CENTER.
 - a. In the event that the spouse of the Commanding General, COMBAT CENTER is unable to fulfill this duty, he or she may appoint another spouse of a senior officer serving aboard the COMBAT CENTER for a period of time agreed upon by both parties.
 - b. In the event that the Commanding General, COMBAT CENTER is unmarried, the Commanding General may appoint the Honorary President from the spouses of senior officers serving aboard the COMBAT CENTER.
2. Is a non-voting member of the Executive and the General Boards and attends all Board Meetings unless he or she has notified the President.
3. Provides guidance as requested.
4. Serves as a liaison to the Chief of Staff, COMBAT CENTER.
5. May serve as an ex-officio member of any committee.

B. Honorary Vice President

1. The Honorary Vice President of the OSC shall be the spouse of the Chief of Staff, COMBAT CENTER.
 - a. In the event that the spouse of the Chief of Staff, COMBAT CENTER, is unable to fulfill this duty, he or she may appoint another spouse of a senior officer serving aboard the COMBAT CENTER, for a period of time agreed upon by both parties.
 - b. In the event that the Chief of Staff, COMBAT CENTER, is unmarried, the Chief of Staff will appoint the Honorary Vice President from the spouses of senior officers serving aboard the COMBAT CENTER.
2. Is a non-voting member of the Executive and the General Boards and attends all Board Meetings unless he or she has notified the President.
3. Provides guidance as requested.
4. Serves as a liaison to the Chief of Staff, COMBAT CENTER.
5. May serve as an ex-officio member of any committee.

Section 2 – Elected Officers

A. President

1. As presiding officer of the Executive and General Boards, votes only in the case of a tie.
2. Serves as an ex-officio, non-voting member of all committees.
3. Supervises all affairs of the OSC.
4. With the assistance and advice of the General Board, executes policies and principles deemed necessary to carry out the objectives of the OSC.
5. Appoints, removes, and/or replaces Committee Chairs and Unit Representatives as deemed necessary with the concurrence of the General Board.
6. Acts as liaison between the OSC and both military and civilian communities.
7. Approves the content of the newsletter, social media, website, and all other publications bearing the name OSC.
8. Is the authorized co-owner and signatory of the OSC bank account and approves all receipts necessary for withdrawals from the General Fund.
9. Provides the General Board with updated rosters as needed.
10. Submits the General Board Roster and proposed OSC calendar of events to the office of the Commanding General, COMBAT CENTER, and the Director of Marine Corps Community Services (MCCS), COMBAT CENTER, for informational and coordinating purposes.
11. Communicates annually per MCO CCO1740.5 with the Staff Judge Advocate regarding Constitution and Bylaws.
12. Directs the Executive Board to appoint two (2) or more OSC members to audit financial records.
13. Serves as or appoint a member to serve as the OSC Representative for the Officers' Club Advisory Board (OCAB).
14. Coordinates the joint meeting of the outgoing and incoming Executive Boards.
15. Ensures that all OSC members are invited to the Annual Meeting.
16. Maintains records of all OSC emails and electronic passwords.
17. Is custodian of the OSC storage key and maintains and organizes inventory or designate a member to do so.
18. Shall be a cosigner on any sub account if the Treasurer is serving in both capacities.

B. 1st Vice President

1. Is a voting member of the Executive and General Boards.
2. Performs duties determined by the President.
3. Succeeds to the Presidency in the absence of the President.
4. Oversees all fundraising endeavors.
5. Serves on the Auction Committee.

B. 1st Vice President (Cont.)

6. Supervises and coordinates all monthly events and collects completed event binders.
7. Performs as liaison to the event venues.
8. With input from the Executive Board, develops an OSC calendar of events and submits to the Executive and General Boards at their first respective meetings.
9. Provides updated calendars to the Executive and General Boards as necessary.
10. Submits a proposed budget for all OSC events to the Treasurer prior to the first General Board meeting.
11. Submits updated calendars to the Executive and General Boards as necessary.
12. Submits the OSC calendar of events to the office of Marketing, Marine Corps Community Services (MCCS), COMBAT CENTER, for information, publicity, and coordinating purposes.
13. Oversees Sub Clubs.
14. Sets the refund policy for events at the first Elected Board Meeting with the concurrence of the Executive Board.

C. 2nd Vice President

1. Is a voting member of the Executive and General Boards.
2. Chairs the Philanthropic Committee and oversees Scholarship Committee and Grants Committee.
3. Is a non-voting member of the Scholarship Committee.
4. Meets with the Scholarship Committee in October to ensure that Scholarship Application materials are accurate and current.
5. Is a non-voting member of the Grants Committee.
6. Meets with the Grants Committee in October to ensure that Grants Application materials are accurate and current.
7. Ensures the publication and distribution of scholarship and grant materials.
8. Is responsible for maintaining the confidentiality and integrity of all philanthropic application materials.
9. Receives, logs, and distributes applications to appropriate Chairs.
10. Coordinates with the Corresponding Secretary to ensure that the recipients are notified and invited to the Awards Reception.
11. Oversees Scholarship and Grant Committee Chair communications with the Treasurer and Award Recipients.
12. Provides the list of Scholarship and Grant Recipients to the Executive and General Board.
13. Follows up with grant recipients to ensure funds were used for designated purpose.
14. Ensures that the OSC is recognized for all grants awarded.

D. Treasurer

1. Is a voting member of the Executive and General Boards.
2. Shall be bonded at the cost of the OSC.
3. Responsible for the General Fund.
4. Receives and provides receipts for money due and payable to the OSC, and deposits all such money in the OSC bank account.
5. Pays all bills of indebtedness of the OSC, reimbursements, and refunds as necessary.
6. Serves on the Auction, Grant, Nominating, and Scholarship Committees.
7. Disburses philanthropic funds as determined by the Philanthropic Committee.
8. Maintains the financial records of the OSC for a period of ten (10) years, including, but not limited to, the following:
 - a. Book of accounts or some similar accounting record, maintained in accordance with generally accepted accounting practices
 - b. Document of origin (bills, receipts, invoices, etc.)
 - c. Financial institution records to include records of deposits, and periodic account statements
 - d. Tax preparation papers
 - e. Financial reports to the General Board
 - f. Reports of audits
9. Develops a proposed budget with concurrence of the Executive Board.
10. Submits proposed budget to the General Board.
11. Prepares and presents to the General Board a monthly financial report, and any other special reports as requested by the OSC through the General Board.
12. Annually presents the financial records to be audited.
13. Ensures that the OSC files federal, state, and sales tax forms, if required, for the OSC within the specified legal time limit.
14. Ensures that a minimum of \$2,500 will be maintained in the General Fund to sustain operations.
15. Attends the Scholarships and Grants Distribution Meeting.
16. Is a cosigner on all Sub Club accounts.

E. Recording Secretary

1. Is a voting member of the Executive and General Boards.
2. Acts as recording officer at all OSC Board Meetings and is custodian of the current records, except those specifically assigned to another member.
3. Is responsible for members signing in to each Executive and General Board Meeting.
4. Records all OSC Board Meeting Minutes, to include attendance, all motions, and tabulation of all votes with results.
5. Submits the minutes to the President for approval.
6. Ensures the availability of minutes to all members.

F. Corresponding Secretary

1. Is a voting member of the Executive and General Boards.
2. Conducts the correspondence of the OSC, except those specifically assigned to others.
3. Responsible for all incoming and outgoing correspondence of the OSC, including all thank you notes, unless otherwise directed.
4. Is custodian of OSC stationary and/or letterhead.
5. Maintains correspondence log and provides access upon request.
6. Checks the OSC's P.O. Box at least once a week and distributes correspondence accordingly.
7. Responsible for the OSC printer.

G. Parliamentarian

1. Is a non-voting member of the Executive and General Boards.
2. Chairs the Review Committee.
3. Chairs the Nominations Committee.
4. Interprets the OSC Constitution, Bylaws, and Standing Rules.
5. Advises on points of order at Executive and General Board Meetings and at General Membership Meetings, in accordance with the current edition of Robert's Rules of Order.
6. Ensures a quorum is present before any votes are conducted and tabulates votes in Executive and General Board Meetings to be recorded in minutes.
7. Ensures the OSC is in compliance with all DOD and COMBAT CENTER orders to include permission to raise funds on COMBAT CENTER real property.
8. Coordinates with the Executive Board in January to renew the annual OSC operating contract with the COMBAT CENTER.
9. Tracks amendment requests and maintains an operating copy of the OSC Constitution, Bylaws, and Standing Rules.

Article III – Duties of the General Board

Section 1 – Standing Committee Chairs

A. Auction Chair

1. Is a voting member of the General Board.
2. Maintains a detailed binder to be turned over to the President after the event.
3. Chairs and seats the Auction Committee.
4. Serves on or designates a representative to serve on the Scholarship and Grant Committees as a voting member.
5. Coordinates with the Executive Board to establish a date for the event.
6. Schedules regular meetings with the Auction Committee throughout the OSC year.
7. Delegates the responsibilities associated with the event to committee members.

B. Grants Chair

1. Is a voting member of the General Board.
2. Chairs and seats the Grants Committee.
3. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
4. Schedules a meeting early in the term of service with the Grants Committee and 2nd Vice President to review the committee's policies, procedures, and forms.
5. Sets the deadline and ensures publication and availability of the grant applications in the timeframe determined by the committee.
6. Proposes any changes to Bylaws or Standing Rules regarding the grant policies, procedures, or forms, to the General Board for approval when applicable.
7. Ensures application packages are logged and copies are distributed to the committee members.
8. Sends confirmation of receipt of the grant application to each applicant.
9. Oversees Grants Committee selection process for recipients.
10. Provides the list of recipients and award amounts to 2nd Vice President and Treasurer.
11. Is responsible for planning and hosting a reception in May with the Scholarships Chair and 2nd Vice President for presentation of awards.

C. Historian

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Maintains the official scrapbooks, photo albums, and/or digital copies of OSC photos.
4. Ensures historical items are securely maintained aboard the COMBAT CENTER.
5. Ensures past scrapbooks, photo albums, and silver pieces are in good repair.
6. Arranges for photographs to be taken at all functions, unless otherwise directed.
7. Ensures all photos taken at OSC events become OSC property and are submitted to OSC website and OSC's social media accounts.
8. Coordinates with Corresponding Secretary and Marketing & Communications Chair to ensure relevant correspondence and all published articles are added to the scrapbook.

D. Marketing & Communications Chair

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Prepares publicity, with the approval of the President or responsible Chair, for release to the local news media.
4. Assists with publicity materials and tickets for events requiring them, if necessary.
5. Requests the presence of the Public Affairs Office, COMBAT CENTER, to any OSC event.
6. Coordinates with event liaisons and appropriate Chairs in order to publicize both continuing programs and special activities.
7. Responsible for maintaining the OSC website and social media accounts, at the discretion of the President.
8. Submits a proposed budget for publicity and marketing to the Treasurer at the start of the term of service.

E. Membership Chair

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Serves on the Nominating Committee.
4. Maintains and is responsible for a current membership file.
5. Maintains OSC membership email distribution list.
6. Ensure the current username and password will be accessible only to the Executive Board.
7. Prepares and distributes an annual membership directory to OSC members.

F. Newsletter Chair

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Responsible for preparation of the newsletter, published monthly (September through June), unless otherwise directed.
4. Responsible for obtaining submissions monthly from the General Board members, unless otherwise directed.
5. Responsible for addressing and mailing and/or emailing the newsletter, unless otherwise directed.

G. Reservations Chair

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Is responsible for checking OSC RSVP email.
4. Compiles guest list for events and provides count to 1st Vice President and event coordinators.
5. Is responsible for making name tags for all events, meetings, and guests.

H. Scholarships Chair

1. Is a voting member of the General Board.
2. Chairs and seats the Scholarships Committee.
3. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
4. Schedules a meeting early in the term of service with the Scholarships Committee and 2nd Vice President to review the committee's policies, procedures, and forms.
5. Sets the deadline and ensures publication and availability of the scholarship applications in the timeframe determined by the committee.
6. Proposes any changes to Bylaws or Standing Rules, regarding the scholarship policies, procedures, or forms, to the General Board for approval, if applicable.
7. Redacts personal information for all applications received.
8. Ensures application packages are logged and copies are distributed to the committee members.
9. Send confirmation of receipt of the scholarship application to each applicant.
10. Oversees Scholarships Committee selection process for recipients.
11. Provides the list of recipients and award amounts to 2nd Vice President and Treasurer.
12. Is responsible, along with the Grants Chair and 2nd Vice President, for planning and hosting a reception in May for presentation of awards.

I. Ways & Means Chair

1. Is a voting member of the General Board.
2. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
3. Generates money for the OSC through the sale of items.
4. Helps schedule and organize monthly events with the Unit Representatives.

Section 2 – Unit Representatives

- A. Will be a voting member of the General Board.
- B. May serve with a co-representative, but only one representative will be counted toward quorum and only one representative may vote.
- C. Maintains a detailed turnover binder and turns it into the President at the end of the term of service.
- D. Must be an OSC Member in good standing.
- E. May be the spouse of the Unit's Commanding Officer, or a representative designated by the OSC President or the Unit's Commanding Officer.
- F. Communicates upcoming relevant events with their units.
- G. Plans and coordinates an OSC event with the assistance of the 1st Vice President.
- H. Maintains a detailed event binder and turns it into the 1st Vice President at the end of the term of service.

Section 3 – Sub Club Presidents

- A. A Sub Club is any special interest group comprised solely of OSC members in good standing. The coordinators of these groups are known as Sub Club Presidents.
- B. Is a non-voting member of the General Board.
- C. Maintains a detailed turnover binder and turns it into the President or replacement at the end of the term of service.
- D. Must be an OSC Member in good standing.
- E. Fulfills the duties and responsibilities of the Sub Club he or she serves.
- F. Attends monthly General Board Meetings.
- G. Reports to the General Board as requested by the President.
- H. Coordinates Sub Club calendars with General Board, especially other Sub Club Presidents.

Section 4 – Liaisons

A. Retired Officers' Spouses (ROSe) Liaison

- 1. Is a voting member of the General Board.
- 2. Must be an OSC Member in good standing.
- 3. Is appointed by the ROSe's as their OSC General Board Liaison.
- 4. Attends General Board Meetings and coordinates the ROSe calendar with the General Board.

B. Marine Corps Community Services (MCCS) Liaison

- 1. Is a non-voting member of the General Board.
- 2. Is appointed by the Director of MCCS, COMBAT CENTER.
- 3. Attends General Board Meetings and coordinates the MCCS calendar with the General Board.

Article IV – Standing Committees

A. Ad Hoc Committee

1. Is formed at the recommendation of the President or other Elected Board Member approved by the President for a specific task of objective and is dissolved upon completion.
2. Chair is assigned by the President or other Elected Board Member.
3. Will fulfill the responsibilities of the committee chair as directed by the President or Elected Board Member overseeing the committee.
4. Chair will attend monthly Board Meetings and report to the Executive and General Boards at times requested by the President.

B. Auction Committee

1. Consists of the Chair, 1st Vice President, Treasurer, Unit Representatives members who wish to serve on this committee, not to exceed ten (10) total members.
2. Will create a timeline for the event.
3. Coordinates with units for basket donations for the Auction.
4. Coordinates marketing for promotion of the event.
5. Purchases and sells tickets as needed.
6. Plans menu and room layout with the event venue.
7. Establishes Auction practices, including but not limited to registration, check out, and bidding.
8. Decides where baskets will be best used.
9. Secures auctioneer.
10. Coordinates decorations.
11. Sets up and cleans up at event venue.
12. Coordinates with OSC Corresponding Secretary for printing needs and thank you notes.

C. Nominating Committee

1. Consists of the Chair (Parliamentarian), Treasurer, Membership Chair, at least one Advisor, and 2 General Board Members selected by the General Board.
2. Will solicit nominations to form a slate.
3. Presents a slate of qualified nominees to the Executive Board and then to the General Board for approval.
4. Oversees the Election of Officers at the Annual Meeting.
5. Shall solicit candidates for appointed positions.

D. Philanthropic Committee

1. Consists of Chair (2nd Vice President), Grants Chair, Scholarships Chair, Auction Chair, Treasurer, and at least one Advisor.
2. Oversees the Grants and Scholarships Committees.

E. Scholarships Committee

1. Consists of Chair, at least one Advisor, Auction Chair, Treasurer, and members willing to serve, not to exceed eight (8) total members.
2. NO FAMILY MEMBER OF AN APPLICANT MAY SIT ON THE COMMITTEE.
3. 55% of the Philanthropic Fund shall be awarded to scholarship recipients, except in special circumstances deemed appropriate by the Philanthropic Committee and with approval from the Executive and General Boards.

F. Grants Committee

1. Consists of the Chair, at least one Advisor, Auction Chair, Treasurer, and members willing to serve, not to exceed eight (8) total members.
2. NO ONE WHO WORKS FOR OR IS AFFILIATED WITH AN ORGANIZATION APPLYING FOR A GRANT MAY SERVE ON THE COMMITTEE.
3. 45% of the Philanthropic Fund shall be awarded for grant distribution, except in special circumstances deemed appropriate by the Philanthropic Committee and with approval from the Executive and General Boards.

G. Review Committee

1. Consists of Chair (Parliamentarian), at least one Executive Board member, one Advisor, and members willing to serve, not to exceed eight (8) members.
2. Will review and recommend necessary amendments to the OSC Constitution and OSC Bylaws.
3. Committee shall be formed in January and meet no later than March.

Article V – Funds

Section 1 - General Fund

- A. Treasurer is the custodian of the General Fund.
- B. The fiscal year is 1 June to 31 May.
- C. Expenditures exceeding \$250 must be authorized by the General Board.
- D. Will be derived from the payment of dues, other assessments, and other sources of funds as authorized by the General Board.

Section 1 - General Fund (Cont.)

E. Dues:

1. Annual dues will be assessed for General Membership.
2. Full membership term is 1 June to 31 May.
3. Members who join after 1 January will be assessed dues at a reduced rate.
4. Honorary Members will not be charged dues.
5. Dues will be collected by the Membership Chair.
6. Dues will not be refunded except under special circumstances, determined on a case by case basis by the Executive Board.

Section 2 - Philanthropic Fund

- A. Treasurer is the custodian of the Philanthropic Fund.
- B. The fiscal year is 1 June to 31 May.
- C. Consists of donated funds designated by the donor for Philanthropic purposes, net proceeds from the Auction, any dormant sub club funds, and other generated funds as designated by the General Board.

Article VI – Scholarships

A. Eligibility

1. Applicant must be a military spouse, high school senior, home-schooled equivalent, or a currently enrolled college or vocational student whose sponsor of any rank is one of the following:
 - a. Active duty or active duty reserve military service member currently assigned to the COMBAT CENTER or MWTC Bridgeport.
 - b. Retired military service member who resides in the Morongo Basin, Greater Palm Springs or Bridgeport area at the time of application.
 - c. Deceased military service member, with the applicant residing in the Morongo Basin, Greater Palm Springs or Bridgeport area at the time of application.
2. Must possess a valid US Military Dependent identification card.
3. Must be pursuing first Associates, Bachelor's, or Vocational Degree in the selected field of study.
4. Award Recipients may reapply in subsequent years if all eligibility requirements continue to be met.
5. Priority may be given to students pursuing a first degree of any type.
6. Must be enrolling or currently enrolled in an accredited 2-year or 4-year undergraduate college or university, or a vocational school for current application year.

A. Eligibility (Cont.)

7. An Applicant is NOT eligible if any of the following apply:
 - a. Accepts appointment to any of the service academies or accepts a full-ROTC scholarship.
 - b. Accepts full-scholarship to include tuition, room, and board.

B. Application Procedure

1. A completed application packet required for consideration includes:
 - a. A completed application form.
 - b. Official transcript(s) from applicant's high school(s) or college(s), or state certified grades.
 - c. Copies of SAT and/or ACT scores (for high school applicants).
 - d. Letters of recommendation from approved sources; letters from family members will not be accepted.
 - e. Essay or essays fulfilling the requirements on the application.
 - f. A photocopy of the applicant's military ID card (front and back).
 - g. Proof of residence in the Morongo Basin, Greater Palm Springs or Bridgeport area.
2. Students residing with parents must submit any of these documents with the parent's name.
3. If applicant's name is different from sponsor, documentation of relationship must be submitted.
4. If applicant has temporarily relocated while sponsor is deployed, a copy of orders showing attachment to the COMBAT CENTER or MWTC Bridgeport must be provided.
5. Application deadline will be determined by the 2nd Vice President in coordination with the Scholarships Chair.
6. Incomplete application packets will not be considered.
7. Applications must be postmarked or received by the application deadline.
8. Identity of applicants will be redacted from the application before distribution to the Scholarship Committee.

C. Selection Process:

1. The Scholarship Committee reviews the applications.
2. Criteria for evaluation of scholarship application includes the following:
 - a. Academic achievement
 - b. Activity participation
 - c. Honors and awards
 - d. Letters of recommendation
 - e. Essay(s)

D. Notification Process

1. General Board will be notified of the list of scholarship recipients.
2. Scholarship recipients will receive a written notification of their award and an invitation to the Awards Reception by the Corresponding Secretary.

E. Disbursing of Funds

1. Upon receipt of proof of enrollment (POE), the Treasurer will send a check directly to the academic institution.
2. Scholarship funds may only be applied to tuition, fees, and on-campus room and board.
3. Funds not claimed by 30 September of the awarded school year will be withdrawn and reallocated to the Philanthropic Fund.
4. The General Board may consider exceptions if a written request is received by 1 October of the awarded school year and voted on by the General Board prior to 31 December of the awarded school year.
5. Awards will be paid to the academic institutions no later than 30 October, unless an exception has been made by the Board.
6. Scholarships must be used within the school year for which they are granted.
7. Awarded scholarship funds that are unused at the end of the academic year shall be returned to the OSC.
8. The Treasurer will report to the Board on the disbursing of the scholarship funds, to include unclaimed funds.

Article VII – Grants

A. Eligibility

1. Charitable organizations that benefit military members and/or their families shall be eligible for consideration for OSC grant funds.
2. Organizations serving military members and/or their families in the Morongo Basin area shall be given special consideration.

B. Application Procedure

1. Each organization requesting funds will submit a completed application.
2. Application deadline will be determined by the 2nd Vice President in coordination with the Grant Chair.
3. Incomplete applications will not be considered.
4. Applications must be postmarked or received by the application deadline.
5. Requests will be kept confidential.
6. A log of applicants will be kept on file for a period of one (1) full year.

C. Selection Process

1. The Grant Committee reviews the applications.
2. Criteria for evaluation of grant application includes the following:
 - a. Mission Statement of the organization
 - b. Impact on the local military community
 - c. Sources of funding available to the organization
 - d. Specific use of requested funds.
3. The list of approved grant recipients and award amounts will be kept on file for a period of five (5) years, after which time it will be destroyed.

D. Notification Process

1. General Board will be notified of the list of grant recipients.
2. Grant recipients will receive a written notification of their award and an invitation to the Awards Reception by the Corresponding Secretary.

E. Disbursing of Funds

1. The Treasurer will prepare a check for each award recipient.
2. Checks will be presented at the Awards Reception.
3. Award checks will be sent via certified mail by the Treasurer to those not present at the Awards Reception.

Article VIII – Childcare Reimbursements

The OSC will pay childcare expenses incurred for the OSC Executive and General Board members during the regular monthly OSC Executive and General Board Meetings.

Article IX – Amendments

The Bylaws may be amended at any General Board Meeting of the OSC provided the following conditions are met:

1. A voting member of the OSC in good standing submits the amendment in writing with written justification to the President.
2. The General Board approves the proposed amendment with a two-thirds (2/3) vote after review where a quorum is present.

Article X – Standing Rules

No standing rule shall be in order if it conflicts with the existing OSC Constitution or Bylaws. Standing Rules may be adopted without previous notice by a majority vote at a meeting of the General Board, a quorum being present.

Certification of 2017-18 OSC Bylaws

These Bylaws, having been duly approved by the General Membership, supersede all previous Bylaws, except that they will not affect officers elected, nor specific agreements and contracts entered into under the terms of previous Constitutions until such terms of agreements or contracts have reached their expiration dates.

_____ Date _____
Chairperson (Parliamentarian), Review Committee

_____ Date _____
President

_____ Date _____
1st Vice President

_____ Date _____
2nd Vice President

_____ Date _____
Corresponding Secretary

_____ Date _____
Recording Secretary

_____ Date _____
Treasurer

Final Approval Date: _____