

# Langley Officers' Spouses' Club

## Statement of Policies

### 2013-2014

#### I. Membership

The LOSC Membership Directory shall be for personal and official LOSC use only. The sale, or commercial use, of any LOSC name, number, e-mail address or address list is strictly prohibited.

#### II. Methods of Finance

1. The LOSC fiscal year is July 1 through June 30 in agreement with our IRS documents.
2. Yearly dues are \$48.00, plus a \$2.00 non-refundable administrative fee to cover the membership drive cost, for a total of \$50.00. Annual dues for new members shall be paid in full (\$50.00) July – December and reduced to half (\$25.00) January - June. Dues paid by credit card are subject to any processing fees incurred by the LOSC.
3. A prorated refund of dues shall be granted with a written request and copy of orders to the LOSC Administrative Treasurer.
4. All LOSC permanent property purchases not budgeted shall have Executive Board approval if not listed in the current budget.
5. The LOSC shall reimburse childcare fees to those Board members attending Executive and Governing Board meetings, and Special Committee meetings, with approval of the President. The cost shall not exceed LAFB Child Development Center fees. Authorized time limits shall be both one half (1/2) hour before and one half (1/2) hour after the meeting. Also eligible are the necessary non-board members on any committee meeting deemed necessary.
6. All receipts for reimbursement must be turned in to the appropriate treasurer within 30 days of the item(s) being purchased.
7. All receipts for items purchased in June must be turned in by June 30.
8. Receipts and reimbursement form are required for any and all reimbursements.
9. Special Event Committee Chairpersons shall keep itemized financial records and receipts that shall be recorded in the committee notebook and received by the Treasurer at the conclusion of the event. A financial summary shall be included in the final report within a month following the event.
10. Mementos of appreciation shall be given as follows:
  - a. Governing Board members and Advisors gifts are not to exceed \$25 each.
  - b. An Executive Board member who resigns due to extenuating circumstances shall be given a token of appreciation not to exceed \$15, at the discretion of the President and Administrative Vice President.
11. A "Thank You" gift may be given to guest speakers, presenters and entertainers at LOSC functions if a fee has not been requested. Said tokens shall not exceed \$25 without the approval of the President.

#### III Protocol

1. The LOSC President will welcome the spouse of the new ACC Commander with a gift such as flowers or a plant, the value not to exceed \$50.00. The spouse will be invited to serve as the Senior Advisor and shall be honored upon arrival at Langley Air Force Base at a regularly scheduled function.
2. The LOSC President will welcome spouses of the 633ABW Commander, 1FW Commander, 480ISR Commander, and 192FW Commander upon arrival, as well as any spouses of Senior Leaders who may want to serve as advisors.

#### IV. Administration

1. Base facilities shall be considered for LOSC sponsored events, whenever possible.
2. A Post Office box shall be maintained, for LOSC correspondence, at the Langley Post Office for the LOSC. The address is: LOSC, PO Box 65665, Hampton, Virginia 23665-5665.

#### V. Governing Board

1. Governing Board members unable to attend a board meeting shall notify 1) their reporting officer and 2) the President at the earliest possible date. The Governing Board member should, whenever possible, send a general member in good standing to the meeting to give a board report in his or her place. This member will be given the chair's proxy for voting.
2. Any Governing Board member temporarily vacating a position due to vacation, or emergency, shall notify their reporting officer and the President at the earliest possible date with pending or on-going projects noted.

#### VI. Officers and Chairpersons

1. Job descriptions shall be kept current and updated as changes occur.
2. All updated versions of job descriptions shall be provided to the Parliamentarian annually at the end of term.
3. Continuity reports shall be kept current for ease of transition in June. Updated continuity reports shall be included in the final board report in May.

4. Each position shall have a notebook and thumb-drive that shall include job description, continuity report, board reports, Constitution, By-Laws and Policies. All notebooks and thumb-drives shall 1) be turned over to the reporting officer at the end of the term of office for review and 2) be given to the new board member for dissemination.
5. Each Committee Chairperson and Special Committee Chairperson, with the approval of the President, may appoint a Co-Chairperson.
6. Co-Chairpersons shall vote only in the absence of the Chairperson.
7. Special Activities
  - a. Participants must be current LOSC members.
  - b. The LOSC Special Activity groups are based on the LOSC member interests and may change yearly.
  - c. LOSC Special Activity groups shall submit a written request for allocation of funds for administrative and activity supplies. Special Activities groups shall not use LOSC funds for alcoholic beverages, door prizes, money prizes, farewell gifts, or for the benefit of an individual LOSC member.
  - d. Each Special Activity Coordinator shall provide the Special Activities Chairperson with financial records and receipts pertaining to funds spent.
  - e. Each Special Activity Coordinator shall keep a notebook containing: continuity reports, membership rosters, inventories of supplies and equipment purchased with LOSC funds. A change in Special Activities Coordinators shall require the notebook to be turned over to the new Special Activities Coordinator or the Special Activities Chairperson.
  - f. Special Activity groups shall be allowed usage of the LOSC storage space, space permitting.
  - g. Any funds collected for during a Special Activity shall be used specifically for that Special Activity and no money can be carried over from year to year. The Exception shall be Bowling due to the minimum deposit requirement by the bank to keep the account open.
8. Hospitality
  - a. A card shall be sent to any LOSC member who is ill or hospitalized.
  - b. A card shall be sent to members welcoming a new child into their family.
  - c. In the event of the death of an LOSC member, spouse or dependent living in the immediate household, a memorial donation of \$20 may be sent to the charity of the family's choice.
  - d. A card shall be sent to any bereaved member at the death of an immediate family member not residing in the immediate household.
9. All LOSC special event reports shall be submitted in writing for file within one (1) month after the event.

## **VII. Meetings**

1. Any member wishing to attend an Executive Board Meeting may do so by a request to the President, by the Friday prior to the Executive Board meeting.
2. Governing Board
  - a. The Governing Board meetings shall be held on the first Thursday of the month, unless otherwise specified.
  - b. The President shall be notified of agenda items by the Friday preceding the Governing Board and General Membership meetings. All motions shall be submitted in correct written form.
  - c. The Governing Board reports shall be submitted to the Secretary by the Sunday prior to the Executive Board Meeting. The Secretary and President will determine the number of copies per board member with an annual review in July.
  - d. The May Governing Board meeting shall be a joint meeting of the newly formed Governing Board and the outgoing Governing Board. All members of the outgoing Board shall attend, assist and facilitate the change of administration.
  - e. Co-Chairpersons shall sit in seats designated as Guest Seating during Governing Board meetings unless the Co-chairperson is representing the Chairperson.
3. Specified LOSC functions shall require reservations.
4. When Hampton, Poquoson, Yorktown, York County and Newport News public schools are closed due to inclement weather or Langley A.F.B. is at FPCon Status Charlie or Delta, the President shall cancel any scheduled meeting.
5. Winners of door prizes must-be present to win and must be a member of the LOSC.
6. Ways and Means tickets are only to be sold to members.
7. Children shall not be permitted at any LOSC meeting or social function unless they are participating in the program, or are younger than six (6) months.
8. Bingo will be a members only function. At the beginning of each year, the Governing Board will determine what other functions will be members only for that year.

## **VIII. Internet and Facebook Page**

1. Only current board members as determined by the president may have Administrative Rights to the Internet and/or Facebook page
2. The use of the Internet/Facebook Page is for information only and shall not be used for personal gain or promotion of any businesses.

3. A proctor will be assigned to monitor and be gatekeeper of information on the Facebook Page. The Proctor will report directly to the President and Administrative Vice President.

#### **IX. Reservations Policy**

1. An eligible LOSC member can only attend one LOSC function as a guest, prior to joining.
2. "Members only" functions such as Bingo or any other designated function shall be for LOSC members only. Guests shall not be permitted.
3. Reservations are required for monthly functions and must be made or cancelled by the Monday, 5 p.m. prior to the function. Members not canceling by the deadline will be required to pay for function by cash or check prior to attending any other LOSC activity if cancellation is not covered by a walk-in. All reservations or cancellations must be made through the current reservations chair at [rsvplangleyosc@gmail.com](mailto:rsvplangleyosc@gmail.com) or phone number provided.
4. Reservations made after the deadline will be put on a waiting list. If a cancellation is made then reservations will be pulled from the waiting list. Walk-ins are welcome but not guaranteed and can fill a reservation of a no-show.
5. Permanent reservations will not be taken.
6. Payments will be made by cash or check at the event. If you wish to pay by credit card you may go to the website at [www.langleyosc.org](http://www.langleyosc.org) and pay online via PayPal. Credit cards will not be taken at the event.
7. All children over the age of 6 months will not attend a function unless specifically invited.

#### **X. Review and Adoption**

The Executive Board shall formulate the LOSC Statement of Policy yearly and be responsible for its administration. The Statement of Policy shall be approved by the Governing Board and posted for the membership annually in September. It shall be posted on the bulletin board for 30 days.

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**LOSC President**

**22 August 2013**

**Date Approved by the Executive Board**