

STANDARD OPERATING PROCEDURES
TEAM OSAN SPOUSES' CLUB
OSAN AIR BASE, SOUTH KOREA
August 2020

ARTICLE I
BUSINESS

- A. The General Board of the Team Osan Spouses' Club (TOSC) will meet on the first Wednesday of each month at a time determined by the President. The Executive Board will meet on the Monday prior to the General Board Meeting.
 - B. The President will be notified of the items for the agenda by the Sunday prior to the General Board and the Membership meetings.
 - C. The General VP and Parliamentarian will establish an agenda for all TOSC membership meetings, with approval of the President.
 - D. Any member wishing to attend a General Board meeting may do so.
 - E. The General VP is the custodian for all TOSC property.
 - a. TOSC property may be checked out to individual TOSC board members for TOSC functions at no charge.
 - b. All items must be returned, clean, in a timely manner as established by the General Vice President.
 - c. All TOSC property must have an updated inventory quarterly. A logged spreadsheet is to be updated and stored on TOSC Drop Box.
 - d. If and when the Storage Room is used as a playroom for children of volunteers, one must adhere to following guidelines:
 - 1. All small children must be supervised.
 - 2. The toys must remain in the playroom
 - 3. The space must be tidied and vacuumed, with all food and drink properly disposed of.
 - 4. The refrigerators in the storage room are for Operation Sweet Treat usage only.
- ◆ The TOSC Storage room is to be used with the General Vice President's permission and at the Executive Board's discretion.
 - ◆ Do not add or remove any items from Storage cabinets without approval from the General Vice President (custodian for TOSC property)
 - ◆ Clean-up/re-organization after large events (ie. OST, WWN, Socials) to take place within 3 weeks after event.

F. Continuity Binders and Keys to TOSC conex, office, and storage space are to be signed off on and turned in along with documentation of key numbers and signatures to the President at the end of the board year.

G. All TOSC publicity will be coordinated through the Publicity Chair and be approved by the respective VP and / or the President prior to release.

H. The 51st Mission Support Group Commander (MSG/CC) or designated representative must approve all fundraising activities sponsored by the TOSC. Based on coordination requirements, all requests should be submitted at least thirty days prior to the event and in accordance with the 51 FSS/FSRO policies.

I. When possible, base facilities will be used for activities sponsored by the TOSC.

ARTICLE II RECORDS

A. The Secretary will send a copy of each of the monthly minutes, General Fund and Welfare Treasurers' financial reports, and any changes in the General Board roster to the 51st Force Support Squadron (FSS) Private Organization Office every month.

B. The Secretary will keep permanent records in a TOSC Master File for a minimum of seven years, in an appropriate place available to the General Board.

a. The Master File will include: minutes of all meetings, including Executive Board, General Board, Membership Functions (when business is conducted), along with Committee Chair's monthly reports, TOSC membership roster, and any special function reports.

C. The Secretary will review and discard outdated records annually at the end of the term of office.

D. The Parliamentarian will keep a Master File copy of all TOSC Constitutions, TOSC By Laws, TOSC Standard Operating Procedures, and Job Descriptions for a minimum of seven years.

ARTICLE III ELECTIONS

A. The Nominating Committee will consist of at least the following: one Advisor, the Membership Chair, the Parliamentarian as Committee Chairperson, and may include members from major organizations on Osan.

B. The number of votes cast for each candidate will not be published.

a. A candidate may submit a request in writing to the Parliamentarian no later than thirty days after the elections for a recount for their specific office.

- b. The recount committee will be appointed by the Senior Advisor, and will consist of 3-5 TOSC members in good standing.
- C. There will be no proxy voting.
- D. If all offices are uncontested, the slate may be accepted by Acclamation.

ARTICLE IV GENERAL BOARD RESPONSIBILITIES

- A. All TOSC General Board members will:
- a. Attend all Board meetings and Membership meetings if possible.
 - b. Notify the President and Secretary the Friday before the Board meeting of all new business and motions.
 - c. Prepare report by Friday before Board meeting, sending an electronic copy to the President, Secretary, and respective Vice President.
 - d. Maintain a Continuity Binder or electronic record in accordance with policy provided by Parliamentarian.
 - i. Keep copies of committee records, expenses, and monthly reports in individual continuity binders for a maximum of one year following the term of office.
 - e. Turn in an After-Action Report to the President at your last Board Meeting (regardless of time of year).
 - f. Follow any and all duty requirements in the TOSC Constitution and By-Laws.
 - g. Follow any other duties required by individual Job Descriptions.
 - i. Job descriptions will be kept current; all job descriptions should be updated and submitted to the Parliamentarian NLT Feb. 28th.
 - ii. All current job descriptions will be updated by the Parliamentarian prior to nomination process.
- B. Committee Chairperson responsibilities:
- a. A Chairperson may request a co-chair to be approved by the Executive Board.
 - b. A Co-Chair may vote in the absence of the Chairperson.
 - c. The Committee Chair and any co-chair share one vote.
- C. The following Board positions will be under the direction of the President:
- a. Parliamentarian
 - b. Member At Large
 - c. Publicity
 - d. Historian
 - e. Webmaster
 - f. Volunteer Coordinator
- D. The following Board positions will be under the direction of the General Vice President:
- a. Membership
 - b. Ways and Means

- c. Reservations
 - d. Special Activities (all activities are subcommittees)
 - e. Programs (over all mini-clubs)
- E. The following committees will be under the direction of the Welfare Vice President:
- a. Operation Sweet Treat
 - b. Community Grants
 - c. Thrift Shop
 - d. Scholarships
 - e. Wild West Night
- F. Committee meetings should not fall during regularly scheduled General Board or Membership meetings, to enable all TOSC members to participate in all TOSC activities.
- G. All Executive and General Board members are encouraged to volunteer at the Thrift Shop and on other committees, when possible.

ARTICLE V FINANCES

- A. Copies of the approved budgets will be sent by the Secretary to the 51st FSS Private Organization Office and the 51 MSG/CC if requested, immediately following the approval by the General Membership.
- B. All Board members will submit to the appropriate Treasurer a written request for monies and provide receipts for all expenditures in order to be reimbursed.
- C. The Welfare Treasurer will ensure funds made from games of chance during Wild West Night or other events are allocated to scholarships or to organizations that support DoD personnel and/or their family members in accordance with 51 FW requirements.
- D. The General Fund Treasurer will be responsible for securing liability insurance and bonding for the TOSC and Thrift Shop activities NLT June 10th.
- E. All requests for charitable expenditures must be presented in writing to the Community Grants Chairperson.
- a. Please see the Community Grants SOP for more specific guidance, which will be reviewed annually.
- F. The President, General Vice President, Welfare Vice President, General Fund Treasurer, Welfare Fund Treasurer, Secretary, Reservations Chair, Membership Chair, Ways and Means Chair, Special Activities Chair, Operation Sweet Treat Chair / Wild West Night Chair (seasonal), and Thrift Shop Managers, Thrift Shop Assistant Manager, Thrift Shop Associates and Thrift Shop Book Keeper will be bonded due to the amount of money they handle throughout the year.

- a. The bond insurance fee for the General Vice President, General Fund Treasurer, Reservations Chair, Membership Chair, and Ways and Means Chair, Secretary, Ways and Means, and Special Activities Chair will come from the General Fund.
 - b. The bond insurance fee for the President, Welfare Vice President, Welfare Treasurer, Operation Sweet Treat Chair / Wild West Night Chair (seasonal), and Thrift Shop personnel will come from the Welfare Fund.
- G. Membership dues will be determined by the incoming board no later than 1 August of their respective board year.

ARTICLE VI MEMBERSHIP FUNCTIONS

- A. The TOSC may hold one social per month during the board year, with the exception of June and July, with a “kick-off” social in August.
- a. Membership socials will be regularly scheduled for the third Thursday of the month, unless otherwise determined by the General Board.
 - b. In the event of a scheduling conflict, individual Membership socials may be rescheduled at the discretion of the President, General Vice President, and Programs Chair.
 - c. Additional socials may be added with the approval of the General Board.
 - d. Prices for the social events will be rounded to the next highest dollar to simplify collection.
 - e. For TOSC Membership events, tickets must be purchased through the teamosansc.com website, not using social media or other booking sites.
- B. Procedures for making or canceling reservations for any TOSC function will be published on the web page and/or invite notice.
- a. Reservation and Cancellation Policies:
 - i. Reservations will be made for all TOSC functions by purchasing tickets via the website or by emailing reservations@teamosansc.com
 - ii. Reservations and/or cancellations will be dictated by the Reservations Chair to allow for consultation and confirmation with the facility hosting the event.
 - b. Cancellations must be made by the same deadline as reservations for each event.
 - i. Members will incur the cost of the function if reservations are not canceled by the deadline.
 - ii. Emergency cancellations will be handled at the discretion of the Reservations Chair and the General Fund Treasurer.

ARTICLE VII SPECIAL ACTIVITIES

- A. The TOSC will provide Special Activities to members in good standing.
- a. New activities may be initiated as interest and support allows; all activities requiring additional financial support must be approved by the General Board.

- b. General Members, Honorary Members and their guests are eligible to participate as dictated by the TOSC By-Laws.
 - c. Guests who are eligible for membership may not attend more than one special activity or membership function without becoming a member.
- B. Special Activities should not fall during a regularly scheduled membership function, other Special Activity, or General Board meeting to enable all TOSC members to participate in available TOSC activities.
- C. The Special Activities Chair and sub committees may not use TOSC funds to purchase gifts, awards or supplies without the prior approval of the General Vice President and General Fund Treasurer.

ARTICLE VIII GENERAL BOARD APPRECIATION

- A. There will be a General Board Appreciation Event, or Dinner to recognize the service of the TOSC General Board members, if possible.
- B. The General Vice President and Welfare Vice President will coordinate the function with the Advisors and Honorees. They may also purchase a gift for the President at a cost not to exceed \$35.
- C. Tokens of Appreciation may be purchased by the President and presented at the Appreciation Event, special function or last regularly scheduled General Board Meeting. The tokens should not exceed \$25; the cost may be shared by both the General and Welfare sides.

ARTICLE IX: TOSC VOLUNTEER APPRECIATION

- A. There will be a quarterly prize drawing at the social for volunteer members and General Board members. One ticket will be given to each volunteer for an equal chance of winning a prize. Executive Board members are not eligible.
- B. At the last social of the board year, the Executive Board will determine the top 3 volunteers based on the total number of hours invested for the board year. The top 3 volunteers will be presented with a gift card in appreciation of their service.
- C. The General Vice President will be responsible for tracking and recording TOSC volunteer names and hours.

ARTICLE X SOCIAL CUSTOMS

- A. New members greeted at a Membership Function will be presented with a welcome gift not to exceed \$10.
- B. 7th Air Force Commander's Spouse
 - a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as the Honorary President.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- C. 7th Air Force Vice Commander's Spouse
 - a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as the Honorary President, if the 7th Air Force Commander's Spouse is unable or unwilling to serve.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- D. 7th Air Force Command Chief's Spouse
 - a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as the Honorary Vice President.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- E. 51st Wing Commander's Spouse
 - a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as the Senior Advisor.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- F. 51st Fighter Wing Vice Commander's Spouse
 - a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as an Advisor.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- G. 51st Fighter Wing Command Chief's Spouse

- a. Upon arrival, will be welcomed by the President with flowers or a plant on behalf of the TOSC. The cost should not exceed \$15.
 - b. The spouse will be asked to serve as an Advisor.
 - c. The spouse should be welcomed at a regularly scheduled TOSC membership function.
 - d. The spouse will be honored upon departure with a \$25 donation to a charity of her/his choice or a gift presentation not to exceed \$25, at the discretion of the Executive Board.
- H. No more than four Honorary spouses will serve in advisory positions at any given time in accordance with TOSC By-Laws.

**ARTICLE XI
REVIEW**

- A. These Standard Operating Procedures will be reviewed yearly by the Executive Board and proposed changes must be approved by the General Board NLT the November Board Meeting.
- B. These Standard Operation Procedures will be adhered to by the General Board and a copy will be retained in each member’s Continuity Binder.

I have read and understand AFI-34-223. These Standard Operating Procedures comply with AFI 34-223. I agree to maintain compliance with and follow AFI 34-223.

President

General Vice President

Welfare Vice President

General Fund Treasurer

Welfare Treasurer

Secretary

Parliamentarian