

KINGS BAY SUBMARINE OFFICERS' SPOUSES' ASSOCIATION BY-LAWS

ARTICLE I - NAME

- 1.1** This organization shall be called the Kings Bay Submarine Officers' Spouses' Association of Naval Submarine Base Kings Bay, Camden County, Georgia, hereinafter referred to as KBSOSA.

ARTICLE II - PURPOSE

- 2.1** KBSOSA is a non-profit, social club under IRS 5019(c) (7). KBSOSA has a goal and purpose of providing morale, support, and friendship to all Officer Spouses regardless of designation, and supporting and promoting charitable causes through the Kings Bay Submarine Officers' Spouses' Charitable Association.

ARTICLE III - MEMBERSHIP

- 3.1** Condition of membership shall be payment of association dues. Dues and fees are set by the Executive Board and are non-refundable. Prospective members may join at any time throughout the club year upon payment of dues. Due may be prorated at the discretion of the executive board.
- 3.2** The following are eligible for membership:
- Spouses and significant others of all active duty or retired officers, living or deceased, in the United States Navy, Marine Corps, or Coast Guard who have served or are serving on a submarine or at a submarine support command. (e.g., naval bases, training facilities, maintenance facilities, tenders, rescue vessels, escort vessels, and security forces that support submarines). Persons whom the elected President deems appropriate may hold honorary membership. Such membership does not confer the right to vote on the affairs of the organization or the ability to hold elected office. Honorary membership shall be in effect for a period of one (1) membership year.
- 3.3** Members in good standing shall:
- Have the right to participate in monthly meetings and social functions and may invite guests to attend.
 - Receive newsletters.
 - Respect presidential and parliamentary authority, and uphold the By-Laws as indicated herein.
 - Request to attend an Executive Committee Meeting to be heard on a specific topic, as needed.
 - Vote on all general membership meeting matters, monetary or otherwise.
 - Be eligible to nominate, hold KBSOSA offices, sitting and chairing committees.
- 3.4** KBSOSA does not discriminate membership based on race, gender, sexual orientation, age, religion, color, ancestry, disability, or national origin.

ARTICLE IV - OFFICER NOMINATION, ELECTION & TURNOVER

4.1 Nomination Process:

- In January, the process for nominations for the following years executive board should commence either by email and/or social media. In the spring, nominees shall submit a short biography to be included in the march newsletter.
- During the next Executive Committee Meeting the proposed slate of officers shall be presented to the Executive Board
- During the March Membership Meeting said slate of officers shall be presented to the floor for election consideration. The Parliamentarian shall discuss absentee ballots. Absentee voting has a deadline of one week prior to final vote.

4.2 Election of Officers:

- The Parliamentarian shall conduct the election during the April Membership Meeting. An Advisor shall oversee the election.
- Members present at the meeting and in good standing shall receive a ballot from the Parliamentarian. Once everyone has voted, the Parliamentarian shall count the ballots of members present and any absentee ballots with verification by an Advisor, and present the results to the outgoing President. In case of a tie, the organization shall refer to the guidelines as set forth in ROBERT'S RULES OF ORDER, Parliamentary Procedures.
- With the exception of the President, should a vacancy of any officer position become available before the term's end, a new officer shall be appointed by the Executive Board.
- Newly elected officers shall be installed at the May Membership Meeting. The Parliamentarian shall conduct the installation ceremony.

4.3 Turnover of Officers:

- Turnover meetings between all outgoing and incoming officers shall occur privately prior to the end of SOSA year (May 31) Executive Committee Meeting. The President shall ensure these occurrences. An Advisor must be present at the turnover of the President and Treasurer.

ARTICLE V - OFFICERS

- 5.1** The elected officers of the organization shall be the President, Vice President, Secretary, and Treasurer. These officers shall be elected annually by a majority vote of regular members in attendance. Officers shall serve a term of one (1) year but may run for re-election the following year. No person shall hold more than one (1) office at a time and no person shall be eligible to serve more than two (2) consecutive terms in the same office. The Parliamentarian is an officer appointed by the

President.

- 5.2** All officers shall be considered for resignation upon missing three (3) Membership Meetings without just cause (as deemed appropriate by the Executive Board).
- 5.3** The following job descriptions, if applicable, are inclusive, but not exclusive. Additional duties may be taken by or assigned to each officer when necessary, as determined by the SOSA Executive Board.

The President shall:

- Appoint a Parliamentarian.
- Contact and invite all prospective Advisors to serve on the Executive Board before the new KSBOSA year begins.
- Preside at all functions, meetings of the Executive Board, and Membership Meetings⁴
- Create agendas for meetings in collaboration with the executive board.
- Call for a vote by the General Membership to approve the minutes from the previous month's meeting as published in the Newsletter and countersign meeting minutes after monthly approval.
- Write a personal letter to be included in each newsletter.
- Ensure that the monthly newsletter includes an up-to-date membership request form.
- Abstain from making motions or voting during Membership Meetings unless in the event of a tie.
- Invite members to be Chairmen for Standing Committees.
- Ensure that the responsibilities of all officers and chairmen are carried out effectively and within budget.
- Be an official representative and spokesperson to the military and civilian communities.
- Sign checks (excluding to oneself).
- Fulfill the duties of the Treasurer in case of absence.
- Maintain a binder or file management and google drive to keep important notes and documents.
- Maintain all permanent records of the club for the current year and for the previous five (5) years.
- Coordinate (along with the Vice President) the Hail/Farewell for the Group 3 Ten Admiral's spouse.
- Maintain the club's official email address and password as needed to maintain security.
- Renew the KSBOSA post office box as needed. This includes maintaining the key, checking the mail weekly, changing the name on the box to officer as needed, and working with the Treasurer to ensure timely payment for the mailbox has been completed.
- Ensure that the email address book is up-to-date.
- Jointly serve as President of the Kings Bay Submarine Officers' Spouses' Charitable Association, hereinafter referred to as KBSOSCA.
- Oversee the entire turnover process that occurs between officer installation and the June Executive Board Meeting. This may include “lessons learned.”

The Vice President shall:

- Support the President as deemed necessary by the President.
- Preside at all meetings in the President's absence, and assume the office should a vacancy occur.
- As needed, arrange for guest speakers to attend the Membership Meetings and work with the Committee Chairmen as needed for this task.
- Send thank you notes to guest speakers.
- Reserve the monthly Membership Meeting location.
- Be in charge of fundraising projects for SOSA Operating Account.
- Coordinate (along with the President) the Hail/Farewell for the Group Ten Admiral's spouse.
- Jointly serve as Vice President of KBSOSCA.

The Secretary shall:

- Take notes of all pertinent meeting happenings at the Executive Board meetings, and the monthly Membership Meetings to be typed into the official Meeting minutes. Minutes shall include a summary of business transacted, vote results as applicable, attendance, and account balances.
- Send Meeting minutes to the President in a timely manner for review.
- Make meeting minutes available electronically via social media.
- Keep accurate attendance information 4 of each monthly Membership Meeting.
- Keep a record of all events, meetings, and internal club dates and times for monthly calendar publishing.
- Market membership functions through social media and other outlets.
- Jointly serve as the Secretary of the KBSOSCA.

The Treasurer shall:

- Be responsible and accountable for all monies collected and disbursed as authorized by the President, Executive Board, or the membership.
- Bring a checkbook to meetings when applicable.
- Sign checks (excluding oneself), make deposits, take withdrawals as authorized by the President, Executive Board, or the membership.
- Reimburse members as needed, within two weeks of the members' submission of receipts.
- Submit a monthly report at the Membership Meetings. This report shall include a summary of income, expenses, explanations of expenditures as appropriate, and remaining available funds.
- Submit supporting receipts or documentation to the President as needed for prior approval on check disbursements.
- Ensure that current bank account information is available in order to properly carry out duties. This may include online banking availability and/or working with the President to receive bills and statements that come in the mail
- Obtain necessary information for tax reporting purposes, file state and federal tax Forms 990, 990EZ, 8868 as indicated by the governing laws of

both authorities, and keep a permanent file of tax records and correspondence regarding the same.

- Maintain all treasurer and tax records for the previous seven (7) years.
- Prepare the books for an official audit at turnover. The incoming treasurer shall audit previous years books. In the case that the Treasurers are the same person, another member of the executive board shall conduct an audit. If the Treasurer remains the same, both Treasurers (Club and Charitable) shall swap to audit each others' books. The President reserves the right to assign an audit in the case of no turn over. Audits should be received no later than June 30. The audited books shall be presented to the old and new executive boards at the turnover meeting.
- Present the final Treasurer's report to the outgoing and incoming Executive Boards at the June Executive Board meeting.
- Propose the new budget in August to the Executive Board for approval by the members in September. The outgoing Treasurer should assist the incoming Treasurer with creation of the budget during turnover.
- Manage debit cards
- Maintain passwords, logins, and two-factor authentication for Stripe, Square, Treasurer Google account, paypal, and any other financial accounts.
- Ensure members have paid their dues and maintain invoices. Ensure base and nonprofit organization registration is up to date in state and federal authorities.

The Parliamentarian shall:

- Assist in the conduct of all monthly meetings according to the parliamentary procedure as dictated in ROBERT'S RULES OF ORDER NEWLY REVISED, 10th ed. Cambridge: Perseus Publishing.
- Maintain accurate and current copies of the By-Laws.
- As needed, form a By-Laws Committee to consist of the President, Vice President, Parliamentarian, and one other member of the Executive Board.
- Review By-Laws of KBSOSA and KBSOSCA every two (2) years, or sooner as deemed appropriate by the Parliamentarian or the Executive Board.
- Jointly serve as the Parliamentarian of the KBSOSCA.

ARTICLE VI - ADVISORS

- 6.1** The Group Ten Admiral's spouse shall be invited to serve as the Honorary President and Senior Advisor to the Club.
- 6.2** Additionally, an invitation to serve as Advisor may be extended to the spouses of anyone serving in a SUBASE Kings Bay Major Command billet. At the time of this printing, the Major Command billets are:
- The four (4) Commanding Officers of the SSGN submarines, FLORIDA and GEORGIA.
 - The Commanding Officers of Trident Training Facility, Trident Refit

Facility, SWFLANT, and SUBASE.

- The two (2) Commodores of Squadrons 16 and 20.

6.3 The President may invite other spouses to serve as Advisors upon Executive Board approval.

6.4 The Advisors shall

- Serve as non-voting members on the Executive Board. Advisors must be regular members of KBSOSA in good standing and may vote during regular Membership Meetings.
- Be well-versed in the By-Laws.
- Provide guidance as needed and provide objective viewpoints as requested.
- Diplomatically advocate for the overall needs and well-being of the club.

ARTICLE VII - EXECUTIVE BOARD

7.1 The KBSOSA Executive Board shall be composed of the elected officers, Parliamentarian, Honorary President, and Advisors.

7.2 The Executive Board shall manage all of the affairs, property, and funds of the organization, and shall have the authority and duty to perform all acts consistent with the By-Laws, any amendments thereto, and the laws of the State of Georgia. The Executive Board shall have the authority to issue rules and regulations governing the conduct of the business of the organization, provided such rules and regulations are consistent with the governing documents of the organization, and the law of the State of Georgia, and the United States of America.

7.3 Regular meetings of the Executive Board shall be held prior to the regular monthly Membership Meeting. At the Executive Board meetings, a quorum of three members is required to conduct business. A majority of voting members in attendance shall approve any issue.

7.4 The duties of the Executive Board are, but are not limited to:

- Formulate plans and policies of KBSOSA.
- Recommend plans and policies to the membership for approval.
- Meet monthly, prior to the Membership Meeting, and as directed by the President.
- Review and submit to the membership any proposed, non-budgeted expenses for approval.
- Determine the annual calendar of KBSOSA meetings and activities in a timely manner.
- Appoint all Standing Committee Chairmen as listed in the By-Laws and Special Committee Chairmen as deemed necessary.
- Determine membership dues amount for the upcoming SOSA year.

- Submit by-laws and appropriate forms yearly to Base Legal to get approval to operate on base.

ARTICLE VIII - EXECUTIVE COMMITTEE

- 8.1** The Executive Committee shall be composed of the Executive Board and the Chairmen of the Standing Committees of KBSOSA and KBSOSCA.

ARTICLE IX- STANDING AND SPECIAL COMMITTEES

- 9.1** The Committee Chairmen shall:
- Attend all KBSOSA Membership Meetings.
 - Be prepared to give a committee report at each monthly meeting. If unable to attend the monthly meeting, email an update to the President at least 48 hours before the membership meeting.
 - Attend Executive Board Meetings as needed and invited by the Executive Board.
 - Email committee updates and agenda items to the President at least 48 hours before the monthly Executive Board meeting.
 - Keep records and receipts of committee expenditures. Each committee has a budget and every effort should be made to remain within that budget. If a budget increase is needed the Chairman must present the amended budget, in writing, to the Executive Board for approval.
- 9.2** The recommended Standing Committees of the KBSOSA are as follows: Hospitality, Membership, Historian, Childcare, Newsletter, and Nominations and Elections. All Standing Committee chair positions and associated duties shall be absorbed by the appropriate Executive Board members should they remain unfilled.
- 9.3** The duties of each Standing Committee Chairman are as follows:

Hospitality

- Provide a sign-up sheet for refreshments at each monthly Membership Meeting until all meetings are covered. Coordinate the purchase and availability of paper goods for each Membership Meeting.
- Supervise set-up and clean-up of the meeting room for each Membership Meeting.
- Provide the following items at each meeting: coffee pot, coffee, coffee cups, creamer, sugar and sugar substitute.
- Keep receipts of all purchases and list of supplies for the incoming Hospitality Chairman.
- Provide assistance with the Welcome Tea, Angel Tea, and any other official KBSOSA functions.
- If needed, arrange for a luncheon following the final KBSOSA meeting of the year.

Membership

- Ensure that the monthly newsletter includes an up-to-date membership request form.
- Promote SOSA on Facebook and/or Instagram accounts
- Verbally state new members and welcome them at monthly meetings, and alert the President of new members.
- Provide nametags for monthly Membership Meetings.
- Create and distribute invitations for club events that require RSVP. Accept RSVP notices.
- Maintain a social roster for KBSOSA.
- Seek new members whenever possible and encourage their attendance.
- Introduce new spouses to members who may serve as ongoing support.
- Compile a list of members birthdays/anniversaries for the president to publish in the monthly newsletter.

Historian

- Attend and take photographs at as many KBSOSA functions as possible.
- Compile and keep a scrapbook of KBSOSA activities for the year and act as a custodian for previous year's scrapbooks. A scrapbook is maintained for KBSOSA history. This can be done digitally as well to conserve funds.
- Provide receipts for photo processing, digital scrapbooks, etc. to the Treasurer within 30 days of purchase.

Childcare

- Solicit the need for childcare and manage such requests. The Executive Board will determine each year if childcare will be provided.
- Ensure that the Vice President has already reserved the childcare room location for each Membership Meeting.
- Be knowledgeable about the chapel's requirements for childcare providers and ensure that childcare providers are approved by the base.
- Maintain the Childcare Agreement Form and ensure that the President includes it in the newsletters.
- Manage the childcare money spreadsheet/ledger for all monies received and disbursed.
- Coordinate necessary financial obligations with the Treasurer.
- Maintain a journal and document any childcare issues that arise (ongoing bad behavior, payment issues, etc.)
- Arrive early in the childcare room to greet parents.
- Prior to joining the Membership Meeting:
 - Ensure that the adult/child ratio is within limits in accordance with

- the venues requirements.
 - Ensure that all members who made reservations have been checked in.
 - Include sign in and ensure payments have been received from members and paid to childcare providers.
- After the meeting, ensure all children have been picked up and that the room used for childcare is returned to the condition it was found in.

Newsletter

- Publish a monthly KBSOSA newsletter from September to May. Summer newsletters may be published at the discretion of the Executive Board. All newsletter material must be approved by the President. Optionally invite members to provide newsletter content.
- Establish and inform membership of newsletter deadlines and dates for submitting material.
- The newsletter should include, but is not limited to:
 - President's Letter.
 - Roster of Board Members, Advisors, and committee chairmen.
 - Treasurer Reports.
 - Upcoming Events (monthly socials, special events).
 - Command News (arrivals/departures, promotions, qualifications, awards, births, marriages, etc.).
 - Special Interest items (i.e. Dolphin Scholarship, Book Club, Bunko, MWR, crafts and items of general interest to the membership).
 - Membership Form.
 - Childcare Reservation Form.
 - Meeting Minutes.
 - Any other information deemed appropriate
- The Newsletter Chairman has the option of forming a committee to assist with the gathering of information.
- The March edition of the newsletter should include biographies of candidates for office.
- The April edition of the newsletter should contain the Executive Officers Election Results.
- The May edition of the newsletter should contain the following:
 - Letter from outgoing President.
 - Letter from newly elected President.
 - Contact information for summer months.

Technology

- Get Presidential approval for all material on the website, facebook page, or other social media platforms used. Optionally invite

- members to suggest content.
- Answer and monitor sites such as Facebook.
- Establish and inform membership of process and deadlines for submitting material.
- Optionally start a committee to assist with the gathering of information.
- The information on the chosen platforms should include, but is not limited to:
 - President's Letter (at the discretion of current president)
 - Roster of Board Members, advisors, and committee chairmen.
 - Treasurer Reports.
 - Upcoming Events (monthly socials, special events).
 - Membership Form.
 - Childcare Reservation Form.
 - Links to the Dolphin Store and other appropriate sites.
 - KBSOSA By-Laws, KBSOSA Operating Guidelines.
 - Meeting Minutes.
 - Any other information deemed appropriate.

Nominations and Elections

- The Nomination and Elections Committee is created and chaired by the Parliamentarian. All Nominations and Elections Committee members are ineligible to run for an upcoming position on the board. Members shall:
- Discuss potential candidates for office and contact said candidates. Potential candidates should be members in good standing.
- Prepare the slate officer candidates to present to the Executive Board and General Membership
- Distribute absentee ballots as requested and keep track of their return.
- Count all ballots and verify the results with an Advisor.

9.4 The Special Committees of the KBSOSA are as follows: Welcome Coffee, Angel Tea, Make It...Fake It... Bake It. Other Special Committees may be formed by the Executive Board when appropriate. All Special Committee Chair positions and associated duties shall be absorbed by the appropriate Executive Board member should they remain unfilled. The executive board will make every effort to absorb special Committee chair positions as deemed necessary if unfilled.

ARTICLE X - MEETINGS AND FUNDRAISING

10.1 Meetings of the membership shall be held once a month, September through May, unless otherwise changed by the Executive Board.

- 10.2** Special meetings may be called at any time at the discretion of the President and Executive Board and must be attended by at least one (1) advisor.
- 10.3** KBSOSA can conduct at least one fund raising project annually for the operating account and may conduct other fundraising projects or events as approved in advance by the General Membership.

ARTICLE XI - FISCAL POLICY

- 11.1** Dues shall be collected by the Treasurer.
- 11.2** The Operating Account shall hold a minimum of \$600, not to exceed \$1,000, for turnover to the incoming Executive Board at the end of the fiscal year as a discretionary fund for the upcoming year. These funds shall be used to the benefit of the Membership as a whole. The amount shall not exceed the guidelines as set forth in the IRS Tax Codes governing 501 (c) (7) non-profit charitable organizations. Surplus funds beyond the reserved balance of up to \$1,000 shall be used within the fiscal year, and to the Membership's benefit. The Executive Committee shall have discretion over whether the monies shall be used to subsidize events open to the Membership.
- 11.3** The Executive Board shall have the discretion to augment the budget on any line item, one time, by up to \$50 without membership approval.
- 11.4** Purchases not budgeted shall be approved by the Membership.
- 11.5** Members must submit receipts to the Treasurer (via reimbursement form) within thirty (30) days of purchasing an item (as previously approved by the members or Executive Board).
- 11.6** Officers and members shall not receive any pecuniary profit at any time. No individual or group shall have any proprietary interest in the property or assets acquired by KBSOSA.
- 11.7** Gifts, not to exceed \$50 shall be given to the following people at the appropriate time:
- KBSOSA President at the end of his/her term
 - the outgoing Group Ten Admiral's wife at her farewell.
- 11.8** At the discretion of the Executive Board, a gift not to exceed \$35, may be purchased for the host of a major KBSOSA function, such as the Welcome Tea.
- 11.9** Fiscal Year for the KBSOSA runs from June 1st to May 31st

- 11.10** In the event of dissolution, all assets remaining after payment of debts shall be distributed to a qualifying organization in a manner voted on by the majority of the membership present in an announced General Membership meeting.

ARTICLE XII - AMENDMENTS AND CHANGES

- 12.1** Any proposed amendment or change to the By-Laws shall be submitted in writing to the President. The Parliamentarian shall distribute copies of the proposed amendment(s) or change(s) at the following Executive Board Meeting. If approved by the board, the recommended proposed amendment(s) and/or change(s) shall be made available at the next Membership Meeting or online. Voting shall take place at the following regular meeting or online and if approved, the revised edition shall become the new KBSOSA By-Laws. Prepared By-Law revisions shall be made public no less than ten (10) days prior to the vote.
- 12.2** These By-Laws may be altered, amended, or released by the method stated in Paragraph 10.1. The change must be adopted by a two-thirds (2/3) majority of the membership present.
- 12.3** By-Laws will be reviewed every two (2) years, or sooner as deemed appropriate by the Parliamentarian or the Executive Board.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

- 13.1** The following text shall govern the organization in all cases which it is applicable, and when it is consistent with the By-Laws of the KBSOSA:
- Balch, Thomas J., Evans, William J., Honemann, Daniel H., Robert, Henry M. III. (2000). ROBERT'S RULES OF ORDER NEWLY REVISED, 10th ed. Cambridge: Perseus Publishing.

ARTICLE XIV - ADOPTION

- 14.1** By-Laws reviewed, amended, and printed for distribution in 2024.
- 14.2** Revision due 2026 or sooner as specified in item 12.3.
- 14.3** These By-Laws shall become effective immediately upon adoption by a majority vote of the members present.

Signed by KBSOSA Parliamentarian. Erica Patrick

Printed name of KBSOSA Parliamentarian: Erica Patrick

Date signed: 5/7/24

ADOPTION: 2023-2024 membership