

KINGS BAY SUBMARINE OFFICERS' SPOUSES' CHARITABLE ASSOCIATION BY-LAWS

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

- 2.1** The purpose of the KBSOSCA is to raise money for philanthropic endeavors, primarily the Dolphin Scholarship Foundation, located in Norfolk, Virginia, and other worthwhile military and civilian causes. KBSOSCA is a 501 (c) (3) non-profit charitable association affiliated with the Kings Bay Submarine Officers' Spouses Association hereinafter referred to as KBSOSA.

ARTICLE III - MEMBERSHIP

- 3.1** A member may hold one of the following levels of membership as specified in items 3.1.1 and 3.1.2.
- 3.1.1** Regular membership shall include the regular members of the KBSOSA. Such membership confers the right to vote on the affairs of the association.
- 3.1.2** Honorary membership shall include the Group Ten Admiral's spouse and persons whom the elected president may deem appropriate. Such membership neither confers the right to vote on the affairs of the association, nor the ability to hold elected office. Honorary membership shall be in effect for a period of one (1) membership year.
- 3.2** KBSOSCA does not discriminate membership based on race, gender, sexual orientation, age, religion, color, ancestry, disability, or national origin.

ARTICLE IV - OFFICERS

- 4.1** The officers of KBSOSCA shall be the President, Vice-President, Secretary, and Charitable Treasurer as elected by KBSOSA. KBSOSA treasurer will act as Charitable Treasurer until one is elected. An additional officer shall be the Parliamentarian as appointed by the President. President, Vice-President, Secretary, and Charitable Treasurer shall be elected annually by a majority vote of the regular members in attendance. Officers shall serve for a term of one (1) year. Officers shall be members in good standing.

4.2 The nomination, election, installation, and turnover of officers shall be in accordance with KBSOSA By- Laws, Article IV.

4.3 The President shall carry out responsibilities and duties as outlined in the By-Laws of KBSOSA. Additionally, the President shall have the authority to sign checks (excluding to oneself), make deposits, and take withdrawals in the absence of the Charitable Treasurer, or as deemed necessary.

4.3.1 The Vice-President, secretary, and Parliamentarian shall carry out all responsibilities and duties outlines in the By-Laws of KBSOSA

4.3.2 The Charitable Treasurer shall:

- Be responsible and accountable for all monies collected and disbursed as authorized by the President, Executive Board, or the membership.
- Submit a monthly report at Executive Board and Membership Meetings.
- Sign checks (excluding to 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 this information to the President one week prior to the Membership Meeting.
- Prepare the books for an official audit. The incoming treasurer is to 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 new year treasurer remains the same, both treasurers (Club and Charitable) swap. The club President reserves the right for an outsourced audit. 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.
- File required State Sales Tax documents and prepare Federal tax information to a C.P.A., and provide a permanent file of tax records and official correspondence regarding the same.
- 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.
- Manage debit cards
- Maintain passwords, logins and two-factor authentication for Stripe, Square, Treasurer google account, Paypal and any other financial accounts.

ARTICLE V - ADVISORS

5.1 The Group Ten Admiral's spouse shall be invited to serve as the Honorary President and Senior Advisor to KBSOSCA.

5.2 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.

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

5.4 The Advisors shall serve as non-voting members on the Executive Board.

5.5 Advisors must be regular members of KBSOSA in good standing and may vote during regular Membership Meetings.

ARTICLE VI - EXECUTIVE BOARD

6.1 The KBSOSCA Executive Board shall be comprised of the elected Officers, Advisors, Parliamentarian, and Honorary President. (Officers as detailed in 4.1.)

6.1.1 The Executive Board shall manage all of the affairs, property, and funds of the association, and shall have the authority and duty to perform all acts consistent with the By-Laws and amendments thereto, and the laws of the state of Georgia, state of florida, federally and with the Kings Bay Submarine Base. The Executive Board may have other such duties as prescribed by law. The Executive Board shall have the authority to issue rules and regulations governing the conduct of business of the association, provided such rules and regulations are consistent with the governing documents of the organization, and the laws of the state of Georgia and the United States of America.

ARTICLE VII - EXECUTIVE COMMITTEE

7.1 The Chairmen of the Standing Committees of KBSOSCA shall be members of the

KBSOSA Executive Committee. The Chairman should also serve as a local representative when needed.

All Chairmen shall:

- Attend all KBSOSA membership meetings. Committee chairmen are invited but not required to attend Executive Board meetings.
- Be prepared to give a committee report at each monthly meeting. If a Chair is unable to attend they shall email an update to the President at least 48 hours before the membership meeting.
- Email committee updates and agenda items to the President at least 48 hours before the monthly Executive Board meeting.
- If the committee has an agenda issue to be presented at the monthly membership meeting, the chairman must inform the President or Vice President at least 48 hours prior to that month's 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 committee wants to increase its budget, the Chairman must present the amended budget, in writing, to the Executive Board for approval.
- Submit a year-end report of their committee's activities (Lessons Learned) and consolidate the committee's materials (including notes and recommendations) for the upcoming year.

7.1.1 The standing committees of the KBSOSCA are as follows: Ways and Means; Dolphin Store; Kings Bay Silver/Gold Auction.

7.1.2 The duties of each of the Standing Committee Chairmen shall be executed as outlined in the current operating guidelines of the KBSOSCA. Any deviations from the guidelines must be approved by the Executive Board. Each chairman is responsible for directly reporting to the President and Executive Board, and to notify the President and Advisors of the committee's activities.

- No funds from the Charitable Association may be used for the general KBSOSA operating budget.

The duties of each Standing Committee Chairman are as follows:

Ways and Means

- Make suggestions to the membership on ways to raise money.
- Determine how funds will be distributed to charities. The following recommendations

may be used:

- Publicize KBSOSCA's desire to donate funds to local charities. State guidelines for these charities to follow when applying for KBSOSCA moneys. (April 1 is suggested)
- Determine a deadline for written requests from charities. (April 15-20 is suggested)
- Confirm that each charity that applies is a non-profit, 501(c)(3) organization, in need, and authentic.
- Establish a date for a meeting to determine distribution of funds once the application deadline has passed. Recruit committee members to participate.
- Evaluate the moneys available for distribution and recommend an amount to donate to each charity. (Late April)
- Prepare a list of recipients to be voted upon by the membership at the May meeting. Once voting has taken place, work with the treasurer to distribute funds by May 31st.
- Maintain a file of requests and needs from charities that KBSOSCA can support.
- Throughout the year make suggestions to the club on how the needs of the charities can be met, other than financial support (for example: dog food donations for the local animal shelter or volunteers for a battered women's shelter.)

Dolphin Store

All Dolphin Store volunteers must be current SOSA Members (i.e. dues paid for the year).

The Dolphin Store Committee is comprised of volunteers and is structured as follows:

Store Advisor

- The advisor will provide an uninvolved perspective in operation of The Dolphin Store, and as such, the advisor shall not be involved in the daily operation of the store. The advisor will assist the manager any time the manager or the KBSOSA president deems it necessary. The Advisor is appointed by the KBSOSCA President.

Manager

- The manager heads the Dolphin Store Committee and is responsible for the overall operation of The Dolphin Store. The manager shall ensure that the store is operated in accordance with these guidelines. The manager will brief the status of the store at KBSOSA meetings and give input to the KBSOSA newsletter. The manager answers to the KBSOSA president.

- Maintains Dolphin Store SOP (Standard Operating Procedures) as approved by KBSOSCA Executive Board.

Buyer

- Responsible for ordering new merchandise as approved by the manager. In the event the buyer and manager are the same person, approval will need to come from KBSOSCA President and/or advisor.
- The buyer will consult with the manager and treasurer to establish a budget for purchasing new products. If any line item is above budget the buyer will need approval from the manager and treasurer.
- Places special orders of selected items upon customer order.
- Establishes forms and procedures for accepting special orders.
- Call ordering customers when an item arrives.
- Responsible for new merchandise being added to store inventory.
- The buyer is responsible for receiving and inspecting new merchandise
- Maintain inventory control, including proper movement of merchandise to and from the Dolphin Store, to include external events/locations.
- Answers to the manager.
- Submits appropriate paperwork to the Treasurer.

Treasurer (KBSOSA/KBSOSCA)

- Pays invoices
- Balances the checkbook monthly.
- Prepares a monthly balance sheet accompanied with the bank statement.
- Makes deposits from sales.
- Prepares and files state and federal taxes.
- Responsible for all bank transactions.
- Answers to the manager.
- Collaborates with the buyer and manager to establish purchasing budget.

Volunteer Coordinator

- Coordinates volunteers to help work during store hours and external events.
- Works with the manager to set store hours during holidays and special occasions.
- Ensures proper training of new volunteers.
- Arranges to have the store unlocked for operating hours.
- Answers to the manager.

External Events Coordinator

- Try not to schedule external events during normal Dolphin Store hours.
- Work with the volunteer coordinator to ensure volunteers are available to operate external events.
- Assists manager in scheduling and operation of external events.
- Inventory and pack required merchandise and operating supplies for events.
- Recommend external events to the manager.
- If there is no external event coordinator, the manager will assume these duties and external events may be limited to the annual SOSA events.
- Answers to the volunteer coordinator.

Sales Staff

- Trained to provide customer service in the store and/or at external events.
- Inform the buyer when inventory runs low.
- Provide feedback to the buyer about what customers are interested in.
- Maintain store cleanliness and merchandise displays.
- During each shift the volunteer will follow the Dolphin Store SOP (Standard Operating Procedure) guidelines.

Kings Bay Silver / Gold Auction

- Find volunteers for Silver and Gold Chairs from the Chiefs' and Officers' Spouse Communities.
- The Chairpersons will:
 - Organize and direct overall operations for the Auction with the final approval of the KBSOSA President, Treasurer for KBSOSCA and Silver Community.
 - Preparations for the Auction should start approximately 6 months in advance of the designated date.
 - Keep records of all activities throughout the preparation, planning, and follow-up processes.
 - Work with KBSOSCA Treasurer to create a budget for the event.
 - Reserve the Auction date and place, with the approval of Group 10 and written acknowledgment from the Executive Board as soon as possible. Coordinate with respect to the Group 10 Admiral's schedule.
 - Establish committees and seek volunteers for the committees. Committee suggestions once approved, are listed below but are not limited to:
 - Silent Auction
 - Verbal Auction
 - Check-In, Reservations
 - Pay Tables/Check out
 - Donation Forms
 - Decorations
 - Volunteer Coordinator
 - Food and Beverage
 - Publicity & Social Media
 - Recording Secretary (keeps a record of all Auction meetings)
 - Command Liaison
 - Community Liaison
 - Golf Tournament
 - Babysitting
 - Schedule initial meetings and subsequent meetings of all parties involved. These meetings must include either the President or Vice President of KBSOSA to represent the Executive Board. The Admiral's spouse should be invited to attend all meetings as well. Monthly meetings are suggested; weekly meetings are encouraged in the month prior to the Auction.
 - Schedule and attend meetings with any outside parties involved

(example:MWR).

- Schedule and arrange for an Auction Kick-Off party 1 – 2 months prior to the Auction. Coordinate with the Group 10 Admiral's schedule.
- Send invitations and correspondence to every Commanding Officer, Executive Officer, and the Command Master Chief. Solicit the participation of their chiefs and wardrooms.
- Coordinate with Auction Committee Chairs to make all arrangements for the night of the auction including and not limited to food, music, parking, events, etc.
- Establish a schedule for Auction Day flow of events.
- After the Auction send out follow up correspondences and "thank you" notes.
- Conduct a follow-up meeting with committee chairs and write an overall report of the "dos and don'ts." Include "lessons learned" for the following year's chairman. Ask each committee chair to contribute a similar committee report for the follow up meeting.
- After the Auction, allocated funds will be donated and mailed to the Dolphin Scholarship Foundation in Norfolk, VA on behalf of KBSOSCA from the President and Auction Lead Chairman collectively. All donations are to be mailed via Certified Mail with a return receipt.

7.2 Special Committees may be formed by the Executive Board when appropriate. The President shall appoint the Special Committee Chairman and define the powers and responsibilities of such a committee. For example, if a different fundraising event is decided upon by the executive board, these by-laws can serve as general guidelines.

ARTICLE VIII - EXECUTIVE BOARD MEETINGS

8.1 Regular meetings of the KBSOSCA Executive Board shall be held prior to the regular monthly Membership Meeting. Meetings are to be held no fewer than six (6) times a fiscal year and may be in conjunction with KBSOSA Executive Board Meetings.

8.2 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.

ARTICLE IX - FISCAL POLICY

9.1 A minimum operating fund of \$100 shall be retained by the Executive Board. This amount shall not exceed the guidelines as set forth in the IRS Tax Codes governing 501(c)(3) non-profit charitable organizations.

9.1.1 The Executive Board shall have the discretion to augment the budget on any line item one time by up to \$50.00 without membership approval.

9.2 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 KBSOSCA.

9.2.1 Fiscal year for the KBSOSCA runs from June 1st to May 31st.

9.3 Funds raised during the fiscal year shall be distributed to charities at the discretion of the Ways and Means Committee.

9.3.1 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 Executive Board.

ARTICLE X REGULATION

10.1 All procedures dealing with KBSOSCA are to be approved by the Executive Board, and not by the membership of KBSOSA.

ARTICLE XI - AMENDMENTS AND CHANGES

11.1 Any proposed amendment or change to the By-Laws shall be submitted in writing to the President. If approved by the board, the recommended proposed amendment(s) and/or change(s) shall be presented at the next Membership Meeting. Voting shall take place at the following regular meeting and if approved, the revised edition shall become the new KBSOSCA By-Laws.

11.2 These By-Laws may be altered, amended, or released by the method stated in Paragraph 11.1. The change must be adopted by a two-thirds (2/3) majority of the membership present.

11.3 By-Laws will be reviewed every two (2) years, or sooner as deemed appropriate by the Parliamentarian or the Executive board.

ARTICLE XII - PARLIAMENTARY AUTHORITY

12.1 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 KBSOSCA:

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 XIII - ADOPTION

13.1 By-Laws reviewed, amended, and printed for distribution in April 2024.

13.2 Revision due 2026 or sooner as specified in item 11.3.

13.3 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 . _____

ADOPTION: (by the 2023-2024 membership) April 2024