

THE BYLAWS OF THE
CHERRY POINT OFFICERS' SPOUSES' CLUB

ARTICLE 1: FINANCE

Section 1. Dues

- a. This shall be a dues-paying club and all dues are non-refundable.
- b. Annual dues shall be determined by the OSC board at the May meeting and commence on June 1.
- c. Persons eligible to join the OSC may attend one member event in any one fiscal year without paying membership dues.
- d. Dues may be collected from non-members until May 31.

Section 2. Fiscal Year

The OSC fiscal year shall begin on June 1 and end on May 31.

Section 3. Accountability of Funds

- a. Funds shall be accounted for by the Treasurer and their expenditures shall be authorized by the OSC board except for expenditures from the Whistle Stop, which are specified in Article VIII; and expenditures from the Treasures of the Point Gift Shoppe, which are specified in Article IX.
- b. The financial records of the Treasurer shall be audited at least once a year by an auditor as designated by the President and as required by Air Station Order P5760.2b. A financial review shall be performed at the end of the tenure of the outgoing OSC board and shall be completed by June 30.
- c. The President and Treasurer and anyone else on the bank account shall each be bonded for at least \$1000.00 more than the total sum on hand when they assume office. Payment of bonding fees will be assumed by the OSC.
- d. A minimum balance of \$1500.00 of operating funds plus 3 months of designated salary for Manager of Whistle Stop shall be left in the treasury at the close of each fiscal year when the new OSC Board takes office.
- e. The Whistle Stop Manager's salary and salary date allocation will be reviewed annually by the end of the OSC's fiscal year or as needed based on revenues and required duties as stated in Article VIII, Section 4 (c).
- f. OSC Dues will not be used to pay for awards or recognitions presented to club members for services rendered to the OSC or military community.

Section 4. Budget

The Treasurer shall submit an annual budget for approval to the OSC board at the August monthly meeting. It is the responsibility of all board members to provide the Treasurer with an estimate of operating expenses required by their position for the current OSC fiscal year by July 31.

Section 5. Expenditures

- a. Any expenditure by the OSC board in excess of ten percent of the total annual budget must be presented in writing at a monthly meeting for majority approval by the voting members present, with the exception of those monies designated in the proposed operating budget and proposed monies for scholarship and assistance awards.

- b. Any changes to expenditures by the OSC board that change the scope of the original budget must be presented at a monthly membership meeting for a majority approval by the voting members present.
- c. Childcare reimbursement for OSC members is provided to those members volunteering for OSC business or events such as volunteering at the Whistle Stop, Treasures of the Point or at OSC events. Participating in the event is excluded. The rate paid is not greater than the current rate at the base Child Development Center and is paid per child.
- d. Gas mileage reimbursement for OSC members is provided for miles driven exclusively to volunteer for OSC business or events such as volunteering at the Whistle Stop, Treasures of the Point or at OSC events. Participation in events is excluded. Mileage must be tracked by the OSC board member and verified by either the OSC President or the Whistle Stop/Treasures of the Point Manager. The rate paid is the annual amount set by the IRS as the charitable mileage rate.

ARTICLE II: ORGANIZATION

Section 1. Honorary President

The spouse of the General Officer in Command of 2d Marine Aircraft Wing on permanent duty at Marine Corps Air Station (MCAS), Cherry Point, North Carolina, shall serve as Honorary President, as a non-voting member of the OSC Board, as a member of the Advisory Board, and as a non-voting member of the Whistle Stop Committee. In the event the spouse of the General Officer in command of the 2d Marine Aircraft Wing is unable to, for any reason, fulfill this duty, the next senior officer's spouse shall fulfill this position.

Section 2. Elected Officers

The elected officers of the OSC shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Parliamentarian

Section 3. Appointed Officers

The President shall appoint the following positions:

- a. Advertising Coordinator
- b. Assistance Committee Coordinators
- c. Membership Coordinators
- d. Publishing Coordinators
- e. Retired Officer's Spouse Representative
- f. Scholarship Committee Coordinators
- g. Social Events Coordinators
- h. Treasures of the Point Manager
- i. Fundraising Coordinator

Section 4. Unit Representatives

Appointed by their units.

Section 5. OSC Board

- a. The OSC Board (see Article IV, Section 2 of the Constitution) shall govern the affairs of the OSC. The OSC shall limit individual expenditures to five percent of the total budget.

Expenditures in excess of this limit must be presented, in writing, at a monthly meeting for majority approval by the voting members present, except those monies designated in the proposed operating budget and proposed scholarship and assistance award fund.

- b. A member may serve in more than one capacity on the OSC board as long as they are not in conflict with one another. No member of the OSC board has more than one vote. Voting by proxy shall be in a sealed envelope with voting member's name or by email to the parliamentarian.

Section 6. Executive Advisory Board

- a. The Executive Advisory Board shall be composed of the spouse(s) of General Officer(s); the spouse of the Base Commander, MCAS, Cherry Point, North Carolina; the spouse of the Assistant Wing Commander; the spouse(s) of the Chief(s) of Staff stationed at MCAS, Cherry Point, North Carolina.
- b. Dues are not required and they shall have no vote at the monthly meetings.

ARTICLE III: ELECTED & APPOINTED OFFICERS

Section 1. General Duties of Elected and Appointed Officers

- a. Elected and appointed officers shall be provided with a letter of agreement specifying job description and responsibilities to be kept on file with the Parliamentarian.
- b. It shall be the duty of the outgoing elected and appointed officers to provide their successors with detailed job descriptions and with current copies of the OSC Constitution and Bylaws.
- c. Each Appointed Officer shall appoint members as required to perform the committee's functions unless otherwise stipulated.
- d. Appointed Officers shall present monthly reports to the OSC board. Annual reports shall be submitted in writing to the President at the turnover meeting prior to June 1. Copies of these annual reports shall be retained for their successors.

Section 2. Duties of Elected Officers

- a. President shall preside at all monthly meetings; appoint all Appointed Officers; serve as ex-officio member of all committees; serve as a voting member of the Whistle Stop Committee; represent the OSC whenever necessary; become familiar with the Constitution and Bylaws and its parliamentary authority; sign checks in the absence of the Treasurer and perform such other duties pertinent to the office.
- b. Vice President shall assist the President in the administration of the OSC; preside in the absence of the President; assume the duties of the President should that office be vacated; coordinate monthly meetings; oversee communication components of the OSC; serve as a voting member of the Whistle Stop Committee; serve as the OSC liaison to MCCS; arrange OSC Turnover Luncheon and perform such other duties pertinent to the office.
- c. Secretary shall keep an accurate account of all business transactions of the monthly meetings; shall conduct all correspondence as requested and approved by the President of the OSC Board; submit names and addresses of newly elected officers along with the annual Request for Authority to continue operations of the OSC, Whistle Stop, and Treasures of the Point Gift Shoppe to the Base Commander and MCCS by June 30; and maintain office supplies for the OSC office; serve as a voting member of the Whistle Stop committee; and perform such other duties pertinent to the office.
- d. Treasurer shall maintain custody of the OSC funds, disburse funds, submit a summary account balance for inclusion at the OSC monthly meetings; submit a written financial report at the January and May monthly meetings; make such interim reports as the board may direct; serve as a voting member of the Whistle Stop Committee; administer Whistle

Stop and Treasures of the Point Gift Shoppe funds; submit individual financial reports (Whistle Stop, Treasures of the Point Gift Shoppe and OSC) to a CPA by August 15 for nonprofit tax preparation; disburse scholarship checks; closing entries for the year must be completed by June I; and all accounts balanced and completion of notarized Relief and Assignment form; and perform other duties pertinent to the office (See Article I, Section 3 of the Bylaws).

- e. Parliamentarian shall interpret the OSC Constitution and Bylaws and serve in an advisory capacity for amendments pertaining to either; and shall tabulate all votes of the OSC monthly meetings. At a time established by the needs of the OSC board, the Parliamentarian shall chair the Constitution and Bylaws Committee, to be composed of four (4) regular members whose spouses shall be of different ranks; and shall have official custody of the records pertaining to the Constitution, Bylaws and Standing Rules; solicit for nominations for elective offices and present them at the April monthly meeting; and submit Bylaw changes to MCCS as needed. Needs to make every effort to attend all OSC monthly meetings.

Section 3. Duties of Appointed Officers () indicates a suggested number of committee members

- a. Advertising Coordinator (1): shall seek advertiser/sponsorship for the Newsletter, OSC directory, webpage and any publication deemed necessary by the OSC Board; shall meet with the Treasurer to set the price for each size ad in OSC publications and work with the Publishing Committee Coordinator regarding advertising placement.
- b. Assistance Committee Coordinator (2): shall preside over a committee of at least five (5) members representing various ranks and units also to include a representative from the Whistle Stop Thrift Store and at least one Executive Advisor. The committee will meet during the OSC fiscal year to evaluate requests for donations and present recommendations for expenditures in compliance with Article II, Section 2 of the Constitution; shall submit a written request for approval of the membership of any expenditure in excess of five percent of the total annual budget. The committee shall be selected no later than March 31st for approval by the Elected and Advisory Boards.
- c. Membership Coordinators (2): shall maintain an accurate record of members; shall collect dues and give receipts; shall send welcome emails to new members as they join throughout the year; shall encourage new membership and shall provide the President and Publishing Committee with a current list of members at the beginning of each month to include a list of the unit representatives; shall work with the Publishing Committee on completing the membership directory. Coordinators need to make every effort to attend all OSC monthly meetings and have membership applications available at all meetings and events.
- d. Publishing Coordinators (2): shall edit, publish, and distribute the OSC Newsletter, fliers and news articles pertinent to OSC events; shall obtain and continue as OSC representative with the printer for the directory and other OSC publications; ensure that every OSC member receives a monthly newsletter; assist Membership Coordinators in compiling information for membership directory; coordinate with Advertising Coordinator on advertising arrangements; arrange extensive publicity for the meetings and functions of the OSC to include OSC Webpage, Facebook, marquees and posters; and assist with OSC social media pages as necessary. All coordinators need to make every effort to attend all OSC monthly meetings.
- e. Retired Officer's Spouses Representative (1): shall represent Retired Officers' Spouse members of OSC.
- f. Scholarship Committee Coordinators (2): shall coordinate with Publishing Committee for publicity and fliers to be made in time for distribution in January; ensure that all personally identifiable information is removed from applications before sharing with the committee; and shall preside over a committee of five (5) members representing various ranks and units to include a representative from the Whistle Stop Thrift Store and at least one Executive Advisor.

OSC members who have submitted a scholarship application or for themselves or one of their dependents are excluded from serving on the Scholarship Committee. The committee shall screen applications submitted. The committee shall be selected no later than January 31st for approval from the Elected and Advisory boards; and shall review applications in early spring (see Article II, Section 3 of Constitution and Scholarship Agreement).

- g. Social Events Coordinators (2): shall promote friendship and goodwill; provide nametags and placards for OSC membership meetings and functions; shall be custodian of all OSC property; maintain a current listing of such; and make available said inventory upon request by members for personal or OSC use; shall be responsible for taking pictures of the OSC meetings and events throughout the year; shall be responsible for making reservations for OSC social events; shall be responsible for coordinating the catering for each event either individually or from MCCS; and shall collect RSVP's and monies due for each OSC event. All coordinators need to make every effort to attend all OSC monthly meetings.
- h. Treasures of the Point Gift Shoppe Manager (1): shall maintain the Treasures of the Point Gift Shoppe with the consent of the Base Commander, MCAS, Cherry Point, in compliance with Article II, Section 2 of the Constitution, according to the current "Regulations for Operation of the Treasures of the Point Gift Shoppe" and any pertinent station orders; help maintain OSC inventory in TOPS, and coordinate the purchase of new merchandise. Any changes to the current regulations shall be approved by the OSC board. Manager needs to make every effort to attend monthly OSC meetings.
- i. Fundraising Coordinator (1): shall coordinate all OSC fundraising efforts and events; work with the Treasurer regarding budget and goals; shall work with Publishing Committee Coordinator to promote fundraising events.

Section 4. Duties of Unit Representatives

Unit Representatives shall be a Member designated by the individual units; will be responsible for providing a summary of the Monthly Meeting and any/all OSC event information/flyers back to their respective units; and will report to the OSC any information regarding the needs of their unit, upcoming events, or opinions on their membership.

ARTICLE IV: MEETINGS

Section 1. OSC Monthly Meetings

- a. The OSC board shall meet on the first Wednesday of each month from August until May, unless otherwise ordered by the President. Special meetings may be called at the discretion of the President.
- a. As needed, the OSC monthly meeting shall be business meetings for the purpose of presenting the Assistance Committee and Scholarship Committee recommendations for expenditures; to present the nominees for office; to ask for nominations from the floor; and for any other business for which needs to be addressed.
- b. The meeting in April shall be for the purpose of presentation by the Parliamentarian of the nominees for the Elected Officer positions; to ask for nominations from the floor, and for any other business for which needs to be addressed.
- a. The meeting in May shall be for the purpose of electing and installing Elected Officers for the coming year and for the presentation of the scholarship(s) and award(s).
- b. Special meetings may be called by the President. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least one (1) day notice shall be given.
- c. The quorum of a monthly meeting shall be the number present to include proxy and absentee votes.

ARTICLE V: ELECTION OF OFFICERS

Section 1. Nominations

- a. The Parliamentarian shall present a slate of one or more names of regular members for each elective office as set forth in Article II, Section 2 of the Bylaws at the OSC Monthly Meeting in April, after which nominations may be taken from the floor.
- b. With the consent of the proposed candidates, the complete slate will be placed on the ballot and presented to the membership for voting at the annual meeting in May.

Section 2. Election

- a. Election of officers shall be by secret ballot at the OSC Monthly Meeting in May and the candidate receiving the plurality vote for each office shall be elected.
- b. Voting may be by absentee ballot, which will be available at least 2 weeks prior to the OSC Monthly Meeting in May. The ballot must be returned to the Parliamentarian before the May meeting in a sealed envelope with the member's name affixed thereto or via email.
- c. Elected Officers shall hold office for a one year term to begin June 1 and end on May 31.
- d. Vacancies which occur during the term of office of any of the Elected Officers, with the exception of the President and Vice President, shall be screened and nominated by the Parliamentarian; and shall be approved by a majority vote of the OSC members. The President's term shall be filled by the Vice President.

ARTICLE VI: AMENDMENT OF BYLAWS

Section 1. Subject to the approval of the Base Commander, MCAS, Cherry Point, North Carolina, Bylaws may be adopted, amended, or repealed at any monthly meeting by two-thirds vote of the regular and associate members present and notice of the proposed change was given at least thirty (30) days prior.

Section 2. Changes may be proposed by the OSC board on its own motion, by the Constitution and Bylaws Committee as deemed necessary, or upon written request of fifteen (15) members of the OSC made to the OSC Board.

Section 3. All amendments properly submitted must be brought to vote before the end of the OSC fiscal year.

ARTICLE VII: STANDING RULES

Section 1. The OSC board has the right, by majority vote and without notice, to establish, amend, or abolish Standing Rules for the OSC, so long as they are consistent with its Constitution and Bylaws.

Section 2. Standing Rules shall relate to the administration of the OSC. They shall be adopted at the OSC Monthly Meeting in September and shall be automatically rescinded at the end of the fiscal year.

**ARTICLE VIII:
REGULATIONS FOR OPERATION OF THE WHISTLE STOP AS A 501 (C) (4) NOT FOR
PROFIT CHARITABLE ORGANIZATION**

Section 1. Purpose

- a. The Whistle Stop, MCAS, Cherry Point, North Carolina is maintained and operated by the Cherry Point Officers' Spouses' Club (OSC) in accordance with their Bylaws and Air Station Order P5760.2b including all changes, additions, and amendments thereto.
- b. The Whistle Stop is established for charitable and educational purposes benefiting Marine Corps personnel, their dependents, and other entities voted on by the OSC board; and to provide low-cost, previously owned merchandise for the benefit of military personnel and their dependents, and civilian employees working aboard MCAS Cherry Point.
- c. Items bought from the Whistle Stop are intended for the immediate and personal use of the purchaser and are not intended for immediate re-sale.

Section 2. Liabilities

- a. Whistle Stop volunteers will exercise ordinary and reasonable care in handling all articles offered for redistribution.
- b. Security regulations for MCAS Cherry Point will be enforced on the premises.
- c. All property left with the Whistle Stop will be left at the full risk of the owner thereof and no liability of any nature will be assigned to either the Whistle Stop or any volunteer worker.
- d. Any and all volunteers must have signed hold harmless agreements, original copies to be kept at the Whistle Stop.

Section 3. Whistle Stop Committee

- a. The Whistle Stop Committee will be composed of the Manager, Assistant Manager(s) and voting and non-voting members:
 1. Voting Members:
 - i. President Officers' Spouses' Club
 - ii. Vice President Officers' Spouses' Club
 - iii. Secretary Officers' Spouses' Club
 - iv. Treasurer Officers' Spouses' Club
 - v. Whistle Stop Manager
 - vi. Whistle Stop Assistant Manager(s)
 2. Non-Voting Members
 - i. Honorary Advisor (Spouse of the 2dMA W Commanding General or their designated representative)
 - ii. Advisor (Spouse of the 2dMAW Chief of Staff or their designated representative)
- b. A Quorum for this committee shall consist of three voting and one non-voting member.
- c. In the case of a tie vote, the Honorary Advisor shall cast the deciding vote.
- d. The function of the committee is to provide a forum for the Whistle Stop management staff to present pertinent issues, review operations, and review financial statements.
- e. The Whistle Stop Committee and a minimum of 3 additional OSC members will constitute a hiring committee for the Whistle Stop Manager.

Section 4. Job Responsibilities

- a. Some job responsibilities may overlap; this serves to guarantee that someone is performing the duty at all times.
- b. There may be times when not all positions are filled; however, operations cannot take place unless a Manager is in place.
- c. Manager shall submit to the OSC Board candidates for the selection of Assistant Manager(s); oversee all areas of the Whistle Stop operations; ensure proper financial issues are met by making deposits, providing monthly financial reports validated by the OSC treasurer, and generate any reports deemed necessary by the OSC Treasurer; attend monthly OSC meetings; chair meetings for Whistle Stop committee and volunteers; and assign and collect Whistle Stop keys· operate cash register and train volunteers in cash register operation. The Manager will suggest a member to be a representative on the Assistance and Scholarship Committees.
- d. Assistant Manager(s) shall assist the manager in the operation of the Whistle Stop; oversee operations in absence of manager, temporary assume duties of manager should that position be vacated; attend Whistle Stop meetings.
- e. Volunteers shall sort and display merchandise; assist customers; bring in donations; maintain clean and safe environment; and attend Whistle Stop meetings.

Section 5. Finances

- a. All revenues accruing to the Whistle Stop will be deposited in the month in which they are received into an account supervised by the Treasurer of OSC; all disbursements will be by check which will be signed by the Treasurer or President of OSC; no disbursements will be made in cash from the daily receipts. Monthly financial reports will be prepared by the Manager, validated by the OSC Treasurer, and copies distributed to Manager, Assistant Manager(s), and OSC Whistle Stop Advisor, OSC President, and OSC Treasurer.
- b. Any necessary financial records shall be provided to the OSC Treasurer no later than the 7th business day of the following month so that any payments and reimbursements can be distributed by the 15th of the month. Paperwork and records for the month of May shall be provided to the OSC Treasurer as soon as possible so that the OSC Treasurer can complete closing entries to the books for the end of the board year by June 1 as required in Article III Section 2 (d) of the Bylaws.
- c. Questions about distribution of profits will be submitted in writing to the Manager or Assistant Manager(s) who will have one month to respond to such request.
- d. Expenses will be controlled so that expenditures shall not exceed approved annual budget. Disposition of the OSC earnings will be made for those authorized and approved charitable and educational purposes recommended by the Executive Board of the OSC and approved by the Base Commander, MCAS, Cherry Point.
- e. Five percent of the Whistle Stop profits shall return to the OSC Operating Fund.
- f. Sales of material offered by the Whistle Stop are final with no refunds, returns, or exchanges.
- g. Approval for capital expenditures exceeding two hundred and fifty dollars shall be obtained from the OSC Whistle Stop Committee.
- h. Monies may not be taken from the cash register to pay for food, soda, childcare or operating expenses.
- i. Childcare and gas mileage will be considered an operating expense and will be subtracted from the gross profits of the Whistle Stop.
- j. Monetary donations made to the Whistle Stop shall not be recorded as sales but recorded as a donation.
- k. Income will not be distributed to individual members except through wages and salaries as employees of the Whistle Stop.

Section 6. Operating Policies

- a. The Whistle Stop Manager reserves the right to temporarily deny any person or persons who act in contravention of these Bylaws the privilege of patronizing the shop. Repeat violators will be referred to the Base Commander, MCAS, Cherry Point for possible permanent loss of shopping privileges at the Whistle Stop.
- b. Only those persons with a valid military (AD, Retired, or Dependent) or government identification cards are authorized to purchase items at the Whistle Stop unless their privileges have been denied.
- c. Normal operating hours for the Whistle Stop are currently established as 10:00 am to 2:00 pm on Tuesday and Thursday of each week, except on legal holidays or other occasions that require a change to the schedule. Changes will be published by the Manager. Volunteer hours are Monday from 9:00 am to 2:00 pm and Tuesday and Thursday from 9:00 am to 2:00 pm.

Section 7. Donations

- a. All donated merchandise to the Whistle Stop will be sorted and priced by Whistle Stop volunteers. Donations not selected for sale will be recycled or given to miscellaneous charitable organizations.
- b. The Whistle Stop will receive 100 percent of the price of donated merchandise sold for redistribution. The Whistle Stop reserves the right to set prices of merchandise.

Section 8. Volunteer Regulations

- a. Volunteers (Manager, Assistant Manager(s) and Volunteer(s) must sign in and out each day, noting unit affiliation.
- b. New volunteers will be allowed to price items after they have trained for a period of 20 hours with a long-term volunteer.
- c. Volunteers may purchase any items at a discount of 20% after they have logged 20 volunteer hours at the Whistle Stop and continued to work 5 hours per month thereafter and they have not priced that item.
- d. IOUs will not be accepted. Merchandise (except clothing) will be held for a period of two working days for volunteer before being returned to the floor. Clothing may not be taken home to try on.
- e. Items taken home to be cleaned or checked for working order will only be taken by long term volunteers, must be signed out by the volunteer, and initialed by the Manager or Assistant Manager(s).
- f. Childcare reimbursement is provided for volunteers for up to 5 hours per day per child. The rate paid is no greater than the current rate at the base Child Development Center. Childcare will be considered an operating expense and will be subtracted from the gross profit of the Whistle Stop. Childcare will be paid by the OSC Treasurer once a month if not provided to CDC for application toward care. It is the responsibility of the volunteer to keep track of volunteer hours for childcare reimbursement.
- g. Gas Mileage is provided for volunteers for miles driven exclusively to volunteer at the Whistle Stop. Mileage must be tracked by the volunteer and verified by the Whistle Stop Manager. The rate paid is the annual amount set by the IRS as the charitable mileage rate.
- h. Only those persons assigned by the Manager may operate the cash register.
- i. Only volunteers and their supervised children are allowed in the work area.
- j. Purchases must be made during normal working hours unless purchased by a volunteer.
- k. Each volunteer must sign these regulations to acknowledge they have read and received them. Additionally, each volunteer must sign a hold harmless agreement, the original to be kept at the Whistle Stop.

Section 9. Keys

- a. Keys for the Whistle Stop will be held by the following: Manager, Assistant Manager(s), OSC President, and Advisor.
- b. Other volunteers may be issued keys as necessary.

ARTICLE IX:**REGULATIONS FOR OPERATION OF THE TREASURES OF THE POINT GIFT SHOPPE****Section 1. Purpose**

- a. The Treasures of the Point Gift Shoppe (TOP), MCAS, Cherry Point, North Carolina, is maintained and operated by the Cherry Point Officers' Spouses' Club (OSC) in accordance with their Bylaws and Air Station Order P5760.2b including all changes, additions, and amendments thereto.
- b. The Treasures of the Point Gift Shoppe is established for charitable and educational purposes benefiting Marine Corps personnel, their dependents, and other entities voted on by the OSC board; and to provide consigned craft items for sale to military personnel and their dependents, and civilian employees working aboard MCAS, Cherry Point.
- c. In lieu of a separate TOP Board, the shop will operate under the OSC board umbrella.

Section 2. Liabilities

- a. Treasures of the Point Gift Shoppe volunteers will exercise ordinary and reasonable care in handling all articles offered for redistribution.
- b. Security regulations for MCAS, Cherry Point will be enforced on the premises.
- c. All property left with the TOP will be left at the full risk of the owner thereof and no liability of any nature will be assigned to either the TOP or any volunteer worker thereof, the OSC, the United States Government, and instrumentality thereof, or any person connected with the operation of the TOP.
- d. The TOP is neither liable nor responsible for the safety of volunteer workers or of patrons in the TOP to include children.

Section 3. Job Responsibilities

- a. Manager will be appointed by the President of the OSC and acts as liaison to OSC; oversees volunteers and staffing of shop; is responsible for organizing and displaying merchandise; handles first time consignors' items; arranges for shop's participation in outside craft displays (Tent Sales, Air Shows, and Craft Fairs); assists in conducting bi-annual inventory; mails checks and renewal notices monthly.
- b. Bookkeeper sees that all manuals, policies and procedures are current; provides a current training outline for volunteers; enters information in the inventory data base; provides the OSC Treasurer necessary reports; assists in conducting bi-annual inventory .
- c. Data Processor conducts a bi-annual inventory; assists the Bookkeeper; maintains database and inventory; services and maintains shop equipment.
- d. Volunteers make daily deposits, assist customers, and help display merchandise.
- e. Advisor shall be the spouse of the Base Commander, MCAS, Cherry Point, North Carolina, or their designated representative.

Section 4. Finances

- a. All revenues accruing to the TOP are to be deposited in the month in which they are received into an account supervised by the Treasurer of OSC; all disbursements will be by check which

- will be signed by the Treasurer or President of OSC; no disbursements will be made in cash from the daily receipts.
- b. A monthly financial report will be prepared by the Manager, validated by the OSC Treasurer, and copies distributed to TOP Advisor, OSC President, and the OSC Treasurer. Any necessary financial records shall be provided to the OSC Treasurer no later than the 7th business day of the following month so that any payments and reimbursements can be distributed by the 15th of the month. Paperwork and records for the month of May shall be provided to the OSC Treasurer as soon as possible so that the OSC Treasurer can complete closing entries to the books for the end of the board year by June 1 as required in Article III Section 2d of the Bylaws.
 - c. Questions about distribution of profits will be submitted in writing to the Manager who will have one month to respond to such requests.
 - d. Expenses will be controlled so that expenditures shall not exceed approved annual budget.
 - e. Disposition of the OSC earnings will be made for those authorized and approved charitable and educational purposes recommended by the Executive Board of the OSC and approved by the Base Commander, MCAS Cherry Point.
 - f. Five percent of the TOP profits shall return to the OSC Operating Fund.
 - g. Sales of consigned items are final with no refunds, returns, or exchanges.
 - h. Approval for capital expenditures exceeding two hundred and fifty dollars shall be obtained from the OSC Executive Board.
 - i. Monies may not be taken from the register to pay for food, soda, childcare expenses or operating expenses.
 - j. Childcare and gas mileage shall be considered an operating expense and will be subtracted from the gross profits of the TOP.
 - k. An annual registration fee of \$20.00 is assessed each consignor if they are volunteers and \$50.00 annually if they choose not to volunteer. The "consignor year" becomes effective upon registration.
 - l. Consignors receive 80 percent of the selling price of items sold.
 - m. TOP received 20 percent of the selling price of items sold.
 - n. Commission checks for consigned items and special order items will be mailed to consignors each month with an itemized statement.
 - o. Customers must pay in full for any special order items when ordered.
 - p. Childcare reimbursement is provided for volunteers for up to 5 hours per day per child. The rate paid is no greater than the current rate at the base Child Development Center.
 - q. Volunteers will receive a 10 percent discount on merchandise purchased only on the day they volunteer.
 - r. Monetary donations made to the TOP shall not be recorded as sales but recorded as a donation

Section 5. Operating Policies

- a. The TOP hours of operations shall be Tuesdays and Thursdays from 10 AM until 2 PM. Operational hours may be changed at the discretion of the Manager.
- b. Consignors can only be active duty and retired military personnel and their dependents that hold a valid Armed Forces ID card or persons that hold a valid Government ID card. Active Duty dependents/consignors must be attached to Cherry Point, New River, or Jacksonville to be eligible to consign with the store. Military Retirees/dependents must reside in the local area in order to consign with the store. Proper ID must be provided at time of registration.
- c. Consignments will be accepted during regular store hours.
- d. The TOP management/panel reserves the right to decline consignment items of inappropriate or offensive merchandise. Merchandise will be screened before a panel to ensure quality of workmanship.

- e. The TOP requires that consignors volunteer once in a 60 day period and should call the shop to set up a date to volunteer.
- f. Consignors will be sent notification of times when they may claim or renew consigned items at the end of their consignment year.
- g. Consignors can remove unsold items for craft show, PCS moves, etc. during regular store hours.
- h. Consignors must set selling price on each item consigned and are responsible that each item is tagged with the consignment number and price.
- i. Due to limited display space and unavailability of storage, the TOP reserves the right to limit the number of items to be displayed.
- j. After two renewal notices, unsold or unclaimed merchandise will become shop property.

Section 6. Donations

Monetary donations to the TOP Scholarship fund shall not be recorded as sales but recorded as donations for TOP Scholarship.

Section 7. Volunteer Regulations

- a. Volunteers must sign in and out each day.
- b. Volunteers may purchase items at a discount of 10% on the days that they volunteer.
- c. No IOUs will be accepted.
- d. Items will be held for a customer for a period of 7 days.
- e. Childcare reimbursement is provided for volunteers for up to 5 hours per day per child. The rate paid is no greater than the current rate at the base child Development Center. Childcare will be considered an operating expense and will be subtracted from the gross profit of the Whistle Stop. Childcare will be paid by the OSC Treasurer once a month if not provided to CDC for application toward care. It is the responsibility of the volunteer to keep track of volunteer hours for childcare reimbursement.
- f. Gas Mileage is provided for volunteers for miles driven exclusively to volunteer at the TOP. Mileage must be tracked by the volunteer and verified by the TOP manager. The rate paid is the annual amount set by the IRS as the charitable mileage rate.
- g. All volunteers must sign these regulations to acknowledge they have read and received them. Additionally, each volunteer must sign a hold harmless agreement, the original to be kept at the Whistle Stop.

Section 8. Keys

- a. Keys to the Treasures of the Point Gift Shoppe will be held by the following: Manager(s) and OSC President.
- b. Other volunteers may be issued keys as necessary.