

# Constitution

OF THE OAKLEAF CLUB OF GREATER WASHINGTON, D. C.

## Article I: Name

This club shall be known as the Oakleaf Club of Greater Washington, D.C. (Henceforth referred to as The Club).

## Article II: Purpose

The purpose of The Club shall be both social and benevolent, and through its activities and charitable projects develop understanding and friendship among the medical, dental, nurse and medical service corps members while also promoting high "esprit de corps".

## Article III: Membership and Dues

Section 1: Membership in The Oakleaf Club of Greater Washington D.C. is voluntary. Payment of annual dues shall be a required condition of membership, with the exception of Honorary Members. Membership entitles members to a subscription of the newsletter, directory, participation in club activities and voting for Board Officer positions. The retiring Board shall set the amount of annual dues. For inclusion in The Club directory, dues must be paid by October 1.

Section 2: Those eligible to be Members in The Club include:

- a. Spouses or significant others of active duty officers or warrant officers attached to all services in the Military Health Services (MHS),
- b. Active duty officers or warrant officers attached to all services in the MHS,
- c. Spouses or significant others of retired MHS commissioned and warrant officers,
- d. Retired MHS commissioned and warrant officers,
- e. Spouses or significant others of MHS active duty and retired officers from the reserves,
- f. MHS GS employees with a rating of GS-7 or higher who are affiliated with military medicine,
- g. Spouses or significant others of MHS GS employees with a rating of GS-7 or higher who are affiliated with military medicine, and
- h. All actively enrolled Uniformed Services University of the Health Sciences (USUHS) students and their spouses.
- i. Members are eligible to hold elective and appointive offices. The Board (defined in Article IV, Section 2) will determine any questions of eligibility.

Section 3: Honorary Members may include the spouses of the Navy, Air Force and Army Surgeon Generals during their terms. Honorary members are not required to pay annual dues nor are they entitled to vote or hold any office. The spouse of the current Navy Surgeon General is the Honorary President of The Club. An Honorary life membership may be granted to a current member who has made exceptional and significant contributions to The Club at the discretion and approval of the Board should the circumstance arise.

Section 4: Membership does not discriminate based on race, color, gender, religion, sexual orientation or national origin.

## Article IV: Board

Section 1: The Board serves as the decision-making entity for The Club and approves all significant Club actions of The Club. The Board shall have general supervision of club affairs and perform other duties as specified in this Constitution.

Section 2: The Board shall consist of Elected Officers, Advisors and Chairs of Standing Committees.

Section 3: The Flag Officer spouses of the Surgeon General; **Chiefs** of Medical, Dental, Nurse, Medical Service Corps, the Defense Health Agency and National Capital Region; the Medical Officer of

the Marine Corps; and the spouse of the Commanding Officers of Naval Support Activity-Bethesda of the WRNMMC (or their designated representatives) are invited to be non-voting Advisors to The Club.

Section 4: The Executive Board consists of the Honorary President and Elected Officers. The Executive Board shall approve all disbursements greater than \$250 quarterly that are not otherwise approved during the annual budgeting process.

Section 5: Each Board member shall have only one vote, even if one person holds more than one office/position. Co-officers will each have one vote.

Section 6: The Board shall meet monthly, August through June, unless otherwise directed by the Board. The June Board Meeting shall serve as the turnover Board meeting if the installation has occurred.

Section 7: A vote may be held when a majority (at least ½) of Executive Board members are present and decisions shall be made by a majority vote of those present.

Section 8: The President may call special meetings of the Board. No business may be transacted except that mentioned at the call of the special meeting. Electronic Board meetings are permissible if sufficient notice has been given. Eligible voting members are permitted to render a vote via e-mail, as long as sufficient information has been provided.

Section 9: Board Members general duties:

1. Shall make reports in writing and orally at each Board meeting.
2. Retain records for a period of 3 years, the current year and two previous, to turn over to his/her successor. Records may be electronic.
3. Shall submit current operating procedures to his/her successor and The Club archives. Final reports are due at the turnover meeting held in June or after the installation.
4. Shall submit all receipts for reimbursement to the Treasurer within 30 days of the bill's date and keep the Treasurer informed of any debts contracted on behalf of The Club.
5. May appoint as many assistants as required.
6. All Board members shall turn in records, publication, and updated job descriptions to his/her successor. If there is not a successor, then they shall go to the President at the turnover function.
7. Shall submit regular and timely contributions to the newsletter as applicable.

## **Article V: Elected Officers**

Section 1: Elected Officers of The Club

- a. The elected officers of The Club shall be President, Vice President, Vice President of Retired Military Medicine, The Vice President of Uniformed Services University of the Health Sciences (USUHS), Program Officer, Communications Officer, Secretary, Treasurer, Historian, Parliamentarian and Advancement Officer.
- b. Officers shall be elected annually by the members to hold office for a period of one year.
- c. The term of elected officers shall coincide with The Club's fiscal year. All vacancies shall be filled by appointment of the President, with the concurrence of the Executive Board (defined in Article IV, Section 4).
- d. An officer may succeed him or herself for a consecutive year but must still place their name on the ballot.
- e. An officer may serve no more than three consecutive terms with the exception of the President and Treasurer who can serve no more than two consecutive terms.
- f. The President of The Club should be the spouse of an active duty officer.
- g. Co-Vice Presidents are permissible.

## Section 2: Duties of the Officers

### The President

- a. Shall establish, with the assistance and advice of the Board, the board policies and principles deemed necessary to carry out the objectives of The Club.
- b. Shall set the agenda and preside at all meetings of The Club and the Board, appoint a chairman to each Standing or Special Committee, fill vacancies, and serve as the ex officio member of all committees except the Nomination Committee.
- c. Shall see that major decisions made by the Board are published in the newsletter.
- d. The President of The Club will consult with and seek the advice of the Advisors.

### The Vice President (V.P.)

1. As deputy to the President, shall carry out the duties entrusted to her/him by the President. In the absence or resignation of the President, shall assume the duties of the President until such time as the new President is elected.
2. Shall be responsible for membership and the directory.
3. Membership
  - a. Collect all dues and coordinate with the Treasurer in a timely manner.
  - b. Maintain and be responsible for a current file of paid membership. An alphabetical master list shall be available to the President upon request.
  - c. Maintain and be responsible for current email lists in both the Gmail account and the Evite account.
4. Directory
  - a. Shall publish a yearly directory.
  - b. Shall be responsible for delivery of directory to the membership.
  - c. Shall be responsible for announcing the new members in the subsequent month's newsletter.
5. Shall propose an annual Operations budget in consultation with the Treasurer.
6. Co-Vice Presidents may be appointed by the President to help fulfill these duties. Each V.P. is part of the Executive Board and each V.P. has one vote.

### The Vice President of Retired Military Medical Health Services

1. Shall be a spouse of a retired former member of the MHS or actual retired member of the MHS.
2. Shall act as a liaison between The Club and the retired MHS spouses.
3. Shall act as organizer of Annual Retired Luncheon/Dinner.
4. Shall plan monthly events for retirees, based upon interest from membership.

### The Vice President of Uniformed Services University of the Health Sciences (USUHS)

1. Two members shall share this position. At least one shall be a current student or a spouse of a current USUHS student and one may be a former student or a spouse of former USUHS student. Each V.P. is part of the Executive Board and each V.P. has one vote.
2. Shall act as a liaison between The Club and members affiliated with USUHS.
3. Shall act as organizer of USUHS Spouse Orientation Event and other USUHS specific events.
4. Shall plan USUHS specific events, based upon interest from membership.

### The Program Officer

1. Shall coordinate the Annual Welcome Reception, Holiday Luncheon and Spring Election Luncheon. Additional committees may be formed to assist with planning these events.
2. Shall plan monthly social and informational events that appeal to members.
3. Shall act as Walter Reed National Military Medical Center Liaison and will coordinate

- Oakleaf's involvement with WRNMMC command-wide events. Will attend planning meetings as required.
4. Shall coordinate with committee chairs.
  5. Co-Program Officers may be appointed by the President to help fulfill these duties. They may sit on the Board and each have a vote.

#### The Communications Officer

1. Shall be responsible for the newsletter and website.
2. Newsletter
  - a. Shall set a monthly submission deadline.
  - b. Shall be responsible for the publishing of the Stethoscope.
  - c. Shall be responsible for printing and distribution of the newsletter
3. Webmaster
  - a. Shall be responsible for maintenance of the Oakleaf website, and related communication media.
4. Shall be responsible for all publicity and promotional materials.
5. Co-Communication Officers may be appointed by the President to help fulfill these duties. They may sit on the Board and have a vote.

#### The Secretary

1. Shall keep all board and general meetings minutes.
2. Shall conduct club correspondence and send appropriate greetings and thank-you notes for donations.
3. Shall update the donor log.

#### The Treasurer

1. Shall have charge and custody of and be responsible for all funds of The Club
2. Shall pay all bills of indebtedness of The Club.
3. Shall maintain a record of The Club's financial transactions.
4. Shall give a report of expenditures and balance in the Treasury at Board meetings.
5. Shall present the financial records for his/her term in office at the close of The Club's fiscal year for reconciliation by an accountant approved by the Board. The incoming Treasurer shall receive a copy of this reconciliation.
6. Shall perform annual IRS correspondence (form 990) - additional forms may be required.
7. Shall perform annual State correspondence with the Comptroller of Maryland (form COF-85 and Maryland Personal Property Form) as required.
8. Shall submit an annual report.
9. Shall retain all financial records for a period of 3 years from the date the return is filed.

#### The Historian

1. Shall maintain a record of The Clubs' activities with photographs.
2. Shall maintain Official Documents of The Club, or know where they are stored.
3. Responsible for updating yearly the History Section of the Oakleaf Directory.

#### The Parliamentarian

1. Shall have official custody of the records pertinent to the Constitution and Standing Rules.
2. Shall chair and appoint the Nominating Committee (defined in Article VI, Section 1).
3. Shall form a committee to review by-laws when deemed necessary.
4. Shall nominate a new President for election in the event of the current President's resignation.
5. If able, the past President should serve as Parliamentarian. The President shall appoint a Parliamentarian if the outgoing President is unable to serve.

#### The Advancement Officer

1. Shall promote charitable giving among Oakleaf membership, friends and family,

- and the general public.
2. Shall lead an Advancement Committee of Oakleaf members interested in supporting philanthropic efforts.
  3. Shall coordinate and mail out the End-of-Year Giving Campaign in cooperation with the President.
  4. Shall submit all donations to the Secretary and Treasurer for tracking and thank-you note/tax purposes.

#### **Article VI: Nominations and Elections**

Section 1: In January, the Parliamentarian will appoint a Nomination Committee of five members, serve as the committee's chair, give instructions in procedure, and serve as a non-voting member.

Section 2: A form for nominations shall be printed in the newsletter no later than the February issue. The committee shall draw up a slate of officers from the nominations submitted. Upon approval by the Board, the proposed slate shall be published in the March newsletter. Candidates for positions remaining open after the spring election shall be proposed by the President and confirmed with a vote by the Board.

Section 3: After publication of the slate, nominations may be taken by mail, e-mail, phone or from the floor at the spring function. The nominee must give prior consent to add his/her name to the slate.

Section 4: Elections shall be held at the spring function. A majority vote of those members present shall constitute an election. The elected officers shall be installed at the June function or Board meeting.

#### **Article VII: Club Funds**

Section 1: The General Operational Fund shall consist of all monies raised from annual dues or donations not designated for specific committee funds.

Section 2: The Benevolence Fund is composed of General Benevolence and the Wounded Warrior Fund. The Funds shall consist of all monies received from benevolence fund-raising activities.

**Section 3:** Each fund shall prepare a proposed budget for any expense categories controlled and submit it to the Treasurer in June. They shall also submit a quarterly report to the board citing potential expenditures for approval.

Section 4: The Treehouse, Sunshine, and USUHS Funds shall consist of monies allocated from the General Operational Fund on an annual basis.

Section 5: The Books 4 Kids, Fisher House and Mary Jane Sanford Funds shall consist of all monies received from fundraising activities for the individual respective funds and unsolicited donations. The Funds may also consist of monies allocated from the General Operational Fund on a periodic basis, as approved by the Board.

Section 6L The Oakleaf Club is a social and benevolent, non-profit organization. It is exempt from Federal and State Income Taxes under 501 (c) (3) of the Internal Revenue Code. Net profits gained from Benevolence fund-raising activities or unsolicited donations can only be used for charitable purposes to military-oriented non-profit organizations, support of identified needs at WRNMMC, and support of Oakleaf's Wounded Warrior Fund. Operating expenses incurred in any benevolence fund-raising activities may be advanced from the General Operating Fund, but shall be deducted from the gross receipts and returned to the general fund.

**Section 7:** Each fund is allowed to spend \$250 per quarter without prior board approval. Any expenditure exceeding this amount needs prior board approval.

**Section 8:** To cover club expenses through the summer months, the retiring Board shall leave a minimum amount of \$1,000 in both the General Operating Fund and Benevolence Fund at the end of each club fiscal year. The Club's fiscal year runs from July 1 to June 30.

**Section 9:** A committee of three individuals, including the President and at least one individual who is not a signer on the bank account or is not a debit-card holder, shall review The Club's accounts annually.

**Section 10:** If and when a PayPal account is maintained, if the balance reaches \$100, the total balance shall be transferred to the Oakleaf Navy Federal Account.

#### **Article VIII: Amendments**

At the instigation of the Board, this Constitution may be amended at any board meeting by a two-thirds vote of all members present, provided that changes have been drafted and distributed to the entire membership in advance.

#### **Article IX: Procedures for Disbanding**

**Section 1:** Should dissolution of become necessary, due notice shall be given to all members in advance, and dissolution may take place upon a two-thirds vote of all members present at a board meeting.

**Section 2:** Any funds contained in the treasury will be used to satisfy outstanding debts, liabilities, and obligations of The Club. Any remaining funds shall be donated to military-oriented nonprofit organizations (charities).

#### **Article X: Parliamentary Authority**

The rules in the current edition of Robert's Rules of Order, Newly Revised govern The Club where they are applicable and where they do not conflict with the Constitution or any special rules of order The Club may adopt.

#### **STANDING RULES**

1. These Standing Rules may be changed at any Board meeting by a majority vote of those present and eligible to vote.

2. No refunds will be given for function reservations not cancelled by the announced deadline. These monies will be placed in the General Fund.

3 Requests for contributions received from non-profit organizations are referred to the Benevolence Committee, which may approve expenditures of \$250 or less per quarter of benevolence funds. They will make recommendations for the expenditure of higher amounts to the Board at the next meeting.

4. At Board meetings of The Club, the agenda shall consist of reading, correction, and approval of the minutes, treasurer's report, Board member reports, standing committee reports, special committee reports, Advisor reports/comments, unfinished business, new business, and announcements.

5. Any club member may attend a Board meeting. However, non-board members may not introduce

any items of business without prior approval of the President, nor will they have a vote.

6. In the event of inclement weather, all club activities will be postponed or cancelled. However, the deadline for newsletter submissions will remain as designated by the newsletter editor.

7. Club publications are intended for the personal use of The Club members and are not to be used for soliciting, commercial, or political purposes and should be stated as such in the front of the directory.

8. The President shall appoint the following chairs:

- a) Benevolence. The Benevolence committee coordinates fundraisers for The Club, including bake sales, silent auctions, Tree of Honor, etc. The committee also works with the Inpatient Wounded Family Liaison Office and The Warrior Family Coordination Cell to coordinate events for the wounded and their families. Annually, The Benevolence Committee recommends an operating budget to the Board. The Benevolence Committee is responsible for the General Benevolence, the Wounded Warrior Fund, the Annual Staff Wish List Program, 7 West, the Pediatric Stuffed Animal Program and Patient Visit Days (a.k.a. Cookie Fridays).
- b) Books 4 Kids. Books 4 Kids works with the Pediatrics Department to stock the bookshelves. The Chair will work to acquire new and gently used books and will also solicit other items as needed.
- c) Mary Jane Sanford Project Committee members attend ongoing planning meetings for the art show and prepare reports for the Oakleaf board. The Oakleaf Club provides assistance on the day of the art show. The Mary Jane Sanford Fund, when monies are available, is a resource to support the expenses of the art show as well as other benevolent Walter Reed National Military Medical Center (WRNMMC) staff and patient activities.
- d) Tree House. The Tree House coordinator will plan monthly playgroup events.
- e) Fisher House. The Fisher House Chair will coordinate monthly meals for Fisher House and will maintain a relationship with the Fisher House manager to fulfill other requests, such as restocking pantry and purchasing needed items as approved by the Board. For this purpose, Fisher House duties may be divided into Hospitality and Meal Donations.
- f) Sunshine. Will coordinate outreach for families with new babies, a deployed service member, a death in the family and medical situations, such as surgeries, major illness, etc.
  1. Funds permitting, outreach to families with new babies will be equitable across families and include a small gift on behalf of The Club.
  2. Will provide support and services to Oakleaf family members whose spouses are deployed for a period of 90 days or more from the Greater D.C. Area. Will assign a Deployment Buddy or volunteer member to provide consistent support throughout the deployment. Support may come in the form of communication with Command Ombudsmen. All services rendered by The Club to deployed spouses' family members are allocated by need and funds available through a board vote on a quarterly basis.
  3. Will provide appropriate condolences for members or past members who pass away.
  4. Will provide outreach to families with a medical situation.
- g) New Member Liaison. Will communicate with interns about Oakleaf events and act as primary coordination for intern/resident orientation events with WRNMMC and the Naval Postgraduate Dental School. The liaison will also work with the Board to plan a spring panel for graduating interns and assist with coordination of intern/resident orientation events.

9. Friends of Oakleaf are non-members, but have made a donation in the current tax year of \$5 or more to Oakleaf. Friends of Oakleaf may participate in social and some benevolent activities, but

are not entitled to vote or hold any office.