



Constitution and Bylaws

Revised

Approved

January 31, 2018

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Constitution & Bylaws

of the

OAKLAND COUNTY SPORTSMEN'S CLUB

PREAMBLE

We, as citizens of the United States and Canada, are dedicated to preserving the rights and privileges which were vital in the lives of our forefathers and remain relevant today: the right to keep and bear arms as guaranteed by the Second Amendment to the Constitution of the United States of America and the right to go into the fields, forests and waters to legally harvest game.

We hold these rights and privileges sacred as a part of our heritage and believe that these rights are constantly threatened and need protection.

We therefore cause to be executed these Bylaws under the laws of the State of Michigan, as a nonpolitical, nonsectarian and nonprofit corporation.

ARTICLE I

NAME

The name of this organization shall be the Oakland County Sportsmen's Club herein referred to as OCSC.

ARTICLE II

OBJECTIVES

The Objectives of the Oakland County Sportsmen's Club are:

- encourage and safeguard conservation in all of its aspects;
- promote the shooting sports, firearm safety, hunting and fishing;
- encourage and promote the involvement of youth in Club activities;
- support and promote the activities of our SubClubs;
- promote good sportsmanship;
- encourage the expansion of public recreation facilities;
- maintain and operate ranges and facilities for the use of members and their guests.

ARTICLE III
MEMBERSHIP & DUES

A. Membership.

Membership shall consist of the following: Regular, Senior, Junior and Life Members.

Section 1. Regular Member.

- a. Any person who has attained the age of eighteen may apply as a Regular Member provided that the applicant has:
 - 1. not been dishonorably discharged from any Military Services;
 - 2. never been convicted of a felony.
- b. shall pay dues as established by the Finance and Planning Committee;
- c. shall be afforded the rights, privileges and benefits of Article III, Section B.

Section 2. Senior Member.

- a. Any person age sixty two or older may apply as a Senior Member provided that the applicant has:
 - 1. not been dishonorably discharged from any Military Services;
 - 2. never been convicted of a felony.
- b. shall be required to pay full dues for their first year of membership. After one year of membership in good standing the member shall become a Senior Member and shall pay dues as established by the Finance and Planning Committee;
- c. shall be afforded the rights, privileges and benefits of Article III, Section B.

Section 3. Junior Member.

- a. Any person who has not attained the age of eighteen may apply as a Junior Member;
- b. shall pay dues as established by the Finance and Planning Committee;
- c. a Junior Member upon reaching the age of eighteen who has been a member in good standing as a Junior Member shall be given the opportunity to become a Regular Member;
- d. a Junior Member shall be supervised by an adult member at all times;
- e. work hours accumulated as a Junior Member shall count toward Life Membership providing the membership from Junior to Regular is unbroken;
- f. Article III, Section B, shall not apply to a Junior Member;

Section 4. Life Member.

OCSC may grant a Life Membership to any current Regular or Senior Member who has been a Member in Good Standing for five full consecutive years and who has rendered a minimum of 700 work hours according to the rules established by the Board of Directors:

(See Procedures for Life Member details).

- a. work hours shall include a minimum of 350 hours of activities held purposely and specifically for the benefit of the main Club;
- b. the President shall be granted a Life Membership upon the expiration of the first term of office;
- c. the number of new Life Members shall not exceed five per year, excluding the President;
- d. shall pay dues as established by the Finance and Planning Committee;
- e. Life Members shall be afforded the rights, privileges and benefits of Article III, Section B.

B. Member Benefits.

- a. Spouse or significant other and their children who have not reached the age of eighteen may participate in Club activities as a member, excluding voting rights;
- b. one vote and full voice at membership meetings and special meetings;
- c. use of facilities and ranges after attending an Orientation meeting, some fees may apply;
- d. one membership to the Michigan United Conservation Clubs;
- e. free admission to the Waterford Hills Road Race events;
- f. reduced rental fees of various Club facilities.

C. Membership Rules.

Section 1.

Membership shall be valid only after a New Member Orientation has been attended.

Section 2.

The member's signature upon the application shall constitute an agreement by the member to be bound by these Bylaws in both spirit and intent, including the possibility of expulsion, with or without cause, at the discretion of the Executive Board, the Board of Directors and the Membership. (See Article VI, Section 11 & 12).

Section 3.

Membership shall be limited to 1500 Regular Members, after which a waiting list shall be established. Junior Members who become Regular Members upon reaching the age of eighteen shall not be counted as a Regular Member until the next membership year.

Section 4.

A Member in Good Standing shall be defined as a member:

- a. whose dues are current;
- b. who has not been found in violation of any Bylaws or rules in the past twelve months;
- c. who is not currently serving a membership suspension or probation period of any kind.

Section 5.

Any initiation/application fees or dues are not refundable except as provided for in Procedures.

D. Member Responsibilities.

Section 1.

- a. read the Bylaws;
- b. read the monthly publications;
- c. must provide proof of membership to any member upon request while on Club grounds;
- d. keep current on Club activities;
- e. treat the Club facilities as their own;
- f. know the rules for the facility they are using;
- g. report questionable or unsafe activities, acts of vandalism, trespass, etc., to the office;
- h. keep expired membership card(s) to show work hours for dues reduction and life member application.

E. Dues

Section 1.

All fees, assessments, membership dues, work hours credited towards dues, application and/or administration fees shall be submitted by the Finance and Planning Committee prior to the August Board of Directors meeting.

Section 2.

Dues shall be paid on or before March 1st for the succeeding twelve months. Dues paid after March 1st shall be assessed an Administration Fee. If dues are not paid by April 1st, the membership shall expire.

Section 3.

If a member has allowed their membership to expire and wishes to be reinstated;

- a. the member shall be charged an administration fee plus the full annual dues, but shall not incur any loss of work hours, or;
- b. apply as a new member in March of the following year, resulting in all work hours being forfeited;
 1. if a waiting list is in effect they shall apply as a prospective new member.

ARTICLE IV
Officers

A. Executive Officers Responsibilities.

Executive Officers: President, First Vice President, Second Vice President, Executive Secretary, Treasurer, Sergeant at Arms and three Trustees.

Section 1. President.

Responsibilities of the President shall include but are not limited to:

- a. be the Chief Executive Officer;
- b. oversee the normal and regular functions of OCSC;
- c. ensure that all employees perform their duties;
- d. preside over all Executive Board, Membership and Special meetings;
- e. enforce the Bylaws, rules, procedures, orders and policies;
- f. appoint the Bylaws, Standing and Special committees, Parliamentarian(s) and those other agents necessary to the favorable conduct of this organization, these appointments shall be approved by the Executive Board;
- g. at the Annual Meeting make a complete report of the accomplishments of the current administration, inform the membership of the overall condition of OCSC and make recommendations to the incoming administration;
- h. be a member Ex Officio of all SubClubs and Committees, except the Nominating Committee;
- i. be authorized to sign checks, drafts and/or orders of expenditure on the treasury;
- j. act as or appoint an acting Chair in the event the Board of Directors Chair is absent at a Board Meeting;
- k. appoint an acting Executive Secretary when the Executive Secretary is absent from a membership meeting;
- l. preside over the election of the Board of Directors chair;
- m. ensure the accuracy of the minutes of the membership meeting before publication;
- n. together with the Trustees, have the authority to hire and fire Club employees.

Section 2. First Vice President.

Responsibilities of the First Vice President shall include but are not limited to:

- a. assist the President in the performance of their duties and perform any other duties assigned by the President;
- b. perform the duties of the President in the absence of the President;
- c. be authorized to sign, checks, drafts and/or orders of expenditure on the treasury;
- d. oversee maintenance of all buildings.

Section 3. The Second Vice President.

Responsibilities of the Second Vice President shall include but are not limited to:

- a. assist the President in the performance of their duties and perform any other duties assigned by the President;
- b. perform the duties of the President in the absence of the President and the First Vice President with the exception of signing checks, drafts and/or orders of expenditure on the Treasury;
- c. oversee maintenance of the grounds and grounds equipment.

Section 4. Treasurer.

Responsibilities of the Treasurer shall include but are not limited to:

- a. monitor, maintain and supervise all accounts, funds and securities;
- b. deposit or authorize a designee to deposit all funds in a Financial Institution selected by the Executive Officers and approved by the Board of Directors;
- c. keep an accurate account of all funds deposited, collected and/or disbursed;
- d. declare null and void expenditures of funds not acted upon or otherwise contracted for after four months from approval and notify the Board of Directors of this action;
- e. submit a monthly report of the accounts to the Board of Directors and submit a summary report at each monthly membership meeting;
- f. be authorized to sign checks, drafts and/or orders of expenditure on the treasury.

Section 5. Executive Secretary.

Responsibilities of the Executive Secretary shall include but are not limited to:

- a. call the roll of officers and directors at all Membership meetings;
- b. record by name the unexcused absences of any officers or directors in the minutes;
- c. record the minutes of all Membership meetings;
- d. ensure that all documents are directed to the office for safekeeping;
- e. notify the involved member(s) of Bylaw infraction(s);
- f. receive and reply to all official correspondence as directed by the Executive Board;
- g. maintain and safeguard from unauthorized use the current membership list;
- h. perform any other duties assigned by the Executive Board.

Section 6. Sergeant at Arms.

Responsibilities of the Sergeant at Arms shall include but are not limited to:

- a. inform the President when a quorum is present at all meetings;
(See Article VI, Section 13);
- b. assist the President in maintaining order at all meetings;
- c. count votes or ballots when necessary.

Section 7. Trustees.

Actions taken by the Trustees shall require a majority of the Trustees.

Responsibilities of the Trustees shall include but are not limited to:

- a. have access to all OCSC papers and documents;
- b. shall be empowered to demand of any member or committee an accurate accounting of all monies collected and/or disbursed;
- c. advise the Board of Directors concerning large appropriations of money;
- d. have the Financial Records reviewed by a Certified Public Accountant at the end of each Fiscal Year and report to the Board of Directors the results within 45 days of receipt, if necessary, may mandate a full financial audit;
- e. suspend any motion or action adopted by any entity which violate these bylaws and/or procedures;
- f. review SubClub Bylaws for acceptance and compliance with OCSC Bylaws;
- g. together with the President, have the authority to hire and fire Club employees.

B. Additional Responsibilities of the Executive Officers.

Section 1. The Executive Officers shall:

- a. have full voice in an advisory capacity at the Board of Directors meetings, with no voting privileges;
- b. attend all meetings of the Executive Board, the Board of Directors and the Membership.
 1. If an Executive Officer fails to attend a total of six Executive Board, Board of Directors and/or Membership meetings, as recorded in the minutes of those meetings within the elected year, it may be construed as neglect of duty and if so, the Executive Officer shall be removed from office by the Executive Board.
(See Article V, Section 7).

C. Responsibilities of the Executive Board.

The Executive Board shall consist of the Executive Officers, the Chair of the Board and the Secretary of the Board.

Section 1. The Executive Board shall meet each month prior to the Board of Directors meeting to:

- a. set the Agenda for the Board of Directors meeting;
- b. plan implementation of approved motions from the Board of Directors and/or the Membership;
- c. advise members who wish to approach the Board of Directors concerning information needed for the presentation of ideas and/or projects;
- d. review day to day operating procedures and guidelines.

D. Responsibilities of the Board of Directors.

Section 1.

The Board shall:

- a. be the directing body and approve by vote all rules, policies, actions and decisions of OCSC, subject to the approval of the membership;
- b. approve by vote all appropriations of money except for the day to day operating expenditures;
- c. hold a meeting on the second Monday of each month.

Section 2.

Shall consist of not less than thirty members, the election arranged so that one half of the Board member terms will expire at the Board meeting in April of each year;

- a. not more than three members of any SubClub or group of members of the parent Club, the activities and efforts of which are primarily applicable to one particular objective or sport, shall serve on or be elected to the Board of Directors.

Section 3.

Directors shall attend all meetings of the Board and the Membership.

- a. If a Director fails to attend a total of six Board and/or Membership meetings, as recorded in the minutes of those meetings, within a membership year, that Director shall be notified by the Board Secretary prior to the next Board meeting for an attendance review. That Director may then appear before the Board and give an account of their absences. The Board shall then take a ballot vote to determine if that Director may retain their seat on the Board. If the Director declines to appear they shall be dismissed. (See Article V, Section 8).

Section 4.

At the end of their term of office, the President, First Vice President and Chair of the Board may, at their option, serve as additional members of the Board of Directors for a term of one year and shall not require nomination or election.

E. Chair of the Board Responsibilities.

Section 1.

Responsibilities of the Chair of the Board shall include but are not limited to:

- a. conduct all regular and special meetings of the Board;
- b. ensure that all rules, policies, actions and decisions enacted by the Board are executed;
- c. attend all Executive Board meetings with full voice and vote;
- d. appoint an acting Secretary, in the event the Board Secretary is absent;
- e. ensure the accuracy of the board minutes prior to publication;
- f. act as a liaison between the Executive Board and the Board of Directors;
- g. perform any other duties assigned by the Executive Board or the Board of Directors.

F. Board Secretary Responsibilities

Section 1.

Responsibilities of the Secretary of the Board shall include but are not limited to:

- a. call the roll of officers and directors at all Board meetings;
- b. record by name the unexcused absences of any officers or directors in the minutes;
- c. notify the Chair of an officers or a directors excessive absences;
- d. record the minutes of all Board of Director meetings;
- e. attend all meetings of the Executive Board with full voice and vote;
- f. notify the member with excessive absences of their attendance review;
- g. perform any other duties assigned by the Board.

G. All Officers

Section 1.

Officers shall not be paid a salary or receive any compensation.

Section 2.

Family members of an Officer shall not be a paid employee.

Section 3.

Any Officer may be removed from office for any reason whatsoever by a two-thirds ballot vote of the members in attendance at a membership meeting.

ARTICLE V Elections

Section 1.

At the Annual Meeting the membership shall elect the following officers;

- a. President, First Vice President, Second Vice President, Executive Secretary, Treasurer, Sergeant At Arms, for a one year term;
- b. one Trustee for a three year term;
- c. one half of the members of the Board of Directors for a two year term.

Section 2.

The Nominating Committee shall:

- a. be appointed by the President by the month of June for a one year term and serve until their successors are appointed;
- b. consist of five to nine members, which shall include members of the Board of Directors, whose terms are not expiring and the Membership at large. There shall also be one Trustee, whose term is not expiring, who shall act as an advisor to the committee. The Trustee shall call the first meeting in the month of July and the committee shall elect a chair at that time;
- c. consult with the SubClub before making a nomination for their representative on the Board of Directors;

- d. select from the membership the most qualified candidate for each office;
- e. present a slate of officers to the Executive Board, Board of Directors and the Membership at their respective meetings in the month of February for approval.

Section 3.

Nominations for officers from the floor;

- a. may be made from the floor at the membership meeting one month prior to an election by a member in good standing;
- b. must be seconded by at least eight other members in good standing;
- c. the member nominated from the floor must be a member in good standing and accept or reject the nomination;
- d. that nominee must meet with the Nominating Committee prior to being placed on the ballot.

Section 4.

When there is more than one candidate for an office the election shall be by printed ballot:

- a. the President shall appoint a committee of five to nine members under the direction of the Sergeant at Arms to count ballots;
- b. the candidate(s) receiving the greatest number of votes cast for their respective office shall be elected;
- c. in the event of a tie an immediate runoff election shall be conducted prior to the swearing in of the new officers;
- d. the ballots shall be destroyed as the last order of business.

Section 5.

Absentee ballots may be cast within fourteen calendar days prior to Election Day for Executive Officers and Board of Directors:

- a. absentee ballots shall be controlled by the Executive Secretary or designee;
- b. one absentee ballot may be requested per membership by mail or in person from the office and must be returned prior to the election.
 - 1. once the absentee ballot is issued that member shall not vote at the election in person.

Section 6.

In the event that all positions on the ballot are unopposed, the Executive Secretary shall cast one vote and thereby those candidates shall be declared elected.

Section 7.

In the event of the resignation, removal or disability of an Executive Officer preventing them from serving a full term in office, there shall be an election held as soon as practical, not to exceed 90 days. This election shall be governed by the provisions of:

Article V, Section 2, d; Sections 3, 4 and 5; Article VI, Section 5, a, 3 and b.

Section 8.

In the event of the resignation, removal or disability of a member of the Board of Directors, the Nominating Committee shall present a nomination to the Board to fill the vacancy. The Board shall elect the replacement and the election shall be ratified by the acceptance of the Board minutes at the next Membership Meeting.

(See Article V, Section 2, c and d).

Article VI General Rules

Section 1. Parliamentary Procedures.

Parliamentary procedures contained in the current edition of 'Roberts Rules of Order Newly Revised' shall be used as a guide where applicable and are consistent with these Bylaws.

Section 2. Motions from the floor.

Motions shall only be made and seconded by a Member in Good Standing;

Section 3. Motions passed by the Board of Directors.

Motions passed by the Board of Directors and rejected by the Membership shall be referred back to the Board for reconsideration:

- a. the Board may reapprove or revise the motion;
 1. a reapproved motion shall then require a two thirds vote at the next membership meeting to adopt the motion;
 2. a revised motion shall be considered a new motion.

Section 4. Motions passed by the Membership.

Any motion passed by the General Membership that is determined at the next meeting of the Board of Directors to be detrimental to the best interest of OCSC, or the objectives thereof, may be rejected by the Board;

- a. the Board of Directors shall refer the motion back to the Membership with its recommendations;
 1. if the recommendations of the Board are rejected by the General Membership, it shall then require a two-thirds vote of the Membership voting, all members being notified in accordance with Article VI, section 5, b, to pass the motion.

Section 5. Notification.

- a. The Membership and/or the Board of Directors shall be notified not less than five days prior to:
 1. annual meetings;
 2. special meetings;
 3. election of officers;
 4. a vote on an assessment;
 5. a vote on a change to these Bylaws.

b. The notice to Members and/or the Board of Directors shall be by one of the following methods:

1. published in The Oakland County Sportsman (the Club magazine);
2. the mailing of postal cards or first class mail to the address in the membership file;
3. a telephone call to the number in the membership file;
4. any other method of communication approved by the Executive Board.

Section 6. Special Meeting of the Membership.

A Special Meeting of the Membership may be called by a two-thirds vote of the Executive Board or a two-thirds vote of the Board of Directors.

Section 7. Special Meeting of the Board of Directors.

A Special Meeting of the Board of Directors shall be called by the Chair as soon as practical, not to exceed 14 days:

- a. upon receipt of a written request stating the purpose by a majority of:
 1. the Executive Board;
 2. the Board of Directors;
- b. upon a motion stating the purpose passed by the members attending a membership meeting.

Section 8. Deployment of Members in the Armed Forces.

A member of the Armed Forces shall have their membership placed on hold without cost while deployed out of the area and shall be reinstated even to exceed the membership limit by paying the current dues upon return.

Section 9. Proxy voting.

Proxy voting is not permitted.

Section 10. Absentee Ballots, Bylaws.

Absentee ballots may be cast within fourteen calendar days prior to a vote concerning changes to the Bylaws;

- a. absentee ballots shall be controlled by the Executive Secretary or their designee;
- b. one absentee ballot may be requested per membership by mail or in person from the office and must be returned prior to the meeting at which the vote on the change(s) will take place;
 1. once the absentee ballot is issued that member shall not vote on the change(s) in person.

Section 11. Disciplinary Action.

Disciplinary action may result in, but not be limited to, a member having privileges suspended or being expelled upon the filing of an incident report at the Club office and a hearing by the Board of Directors for;

- a. a violation of the Articles of Incorporation or the Bylaws;
- b. jeopardizing any legal license;
- c. violation of range rules;
- d. intentional destruction of property;
- e. conduct unbecoming a member;
- f. unauthorized duplication or use of Club keys or key cards;
- g. any reason whatsoever, with or without cause. (See Article III, C, section 2).

Section 12. Members right to a hearing.

- a. at least thirty days prior to a hearing a written notice shall be mailed by the Executive Secretary to the member at the address on file by registered mail, return receipt requested, containing the alleged incident; (See Article IV, section 5, e).
- b. the member shall be given the opportunity to appear at a regularly scheduled Board meeting and during an executive session give an account of the incident;
- c. in the event the member does not appear for a hearing, the Board shall continue the hearing without the member being present;
- d. immediately following the hearing, the Board shall vote by their choice of procedure on what penalty to impose or action to take, expulsion shall require a two thirds vote of the board members voting;
- e. it shall then require the acceptance of the minutes of the Board of Directors meeting at the next membership meeting to impose the Board's decision(s);
- f. in the event a Life Member is expelled, their Life Membership shall be revoked.

Section 13. Quorum.

- a. quorum for transacting business at a Board of Directors Meeting shall be a majority of Directors;
- b. a quorum for transacting business at a membership meeting shall be seventy-five members;
 1. if a quorum is not present at a membership meeting the Presiding Officer may start the meeting and go through the agenda with items that do not require a vote, except;
 - a. the acceptance of new members shall be approved by a vote of the members in attendance;
 - b. items deemed crucial to the Club by the Executive Board members in attendance shall be voted on as if a Quorum were present.

Section 14. Amending the Bylaws.

Any resolution to amend any portion of these Bylaws:

- a. must be presented in writing along with one hundred signatures of members in good standing to the Bylaws Committee for review;
- b. signatures shall be validated by the Sergeant at Arms;
- c. the Bylaws Committee shall submit the proposed amendment(s) to the Executive Board and the Board of Directors with their recommendation to accept or reject the amendment(s);
- d. the amendment(s), along with the recommendation to accept or reject the amendment(s) from the Board of Directors, must be published in the Oakland County Sportsman magazine;
- e. the amendment(s) may be adopted at the second membership meeting thereafter by a two thirds majority of the votes cast.

Section 15. SubClubs.

- a. an organized group of members with a common interest, approved by the Executive Board, the Board of Directors and the Membership;
 1. shall have an organized Board of Directors;
 2. shall adhere to the Bylaws of OCSC (see Article IV, A, section 7, f);
 3. SubClub funds held in an account at a Financial Institution shall be deposited in the same Financial Institution used by the OCSC Parent Club and shall have the current OCSC Treasurer or their designee as one of the account holders;
 4. the SubClub must provide a detailed income and expense report to the OCSC Treasurer quarterly;
 5. shall submit their Operational Procedures to the Executive Board and the Board of Directors for approval.

Section 16. OCSC Assets.

Equipment, supplies, materials, purchases, donations, etc., acquired in the name of OCSC or its SubClubs shall become the property of OCSC.

Section 17. Posting of signs.

No signs shall be posted on the OCSC grounds, buildings, bulletin boards, fences, ranges, etc., without the approval of the Executive Board.

Article VII
Dissolution

In the event the corporate existence of OCSC is to be terminated, all remaining assets, whether real or personal property, shall be conveyed, transferred, or assigned to a Michigan nonprofit, nonpolitical, and nonsectarian corporation, or a department of the State, County, or Township which has as its principal purpose education, recreation, or conservation.

Glossary

- Annual Meeting:** The March Membership meeting when the elections of officers are held, new officers are sworn in and the President gives the 'State of OCSC' report.
- Board of Directors meeting:** The monthly meeting held the second Monday of each month attended by all Directors and Executive Officers to address business concerns. A quorum is a majority of Board members.
- Employee:** Any individual who receives paid compensation for work performed on behalf of OCSC with appropriate Federal, State, and local taxes withheld.
- Executive Board:** Includes the Executive Officers, the Chair and the Secretary of the Board of Directors.
- Executive Officers:** Includes the President, Vice Presidents, Executive Secretary, Treasurer, Sergeant at Arms and the Trustees.
- Executive Session:** A meeting wherein only the officers and specifically invited guest are present normally held within an Executive Board or Board of Directors meeting. Executive Sessions are secret meetings the results of which are not to be shared under threat of disciplinary action.
- Family Membership:** Includes the member, their significant other, their minor children, minor foster children and minor grandchildren.
- Full voice:** See Bylaws, Article III, B, Section b. The right to participate in any and all discussion, subject to Roberts Rules of Order. Also the right to express an opinion pertaining to OCSC interests.
- Incident Report:** The document and process used to record and report; range violations, property damage, vandalism, unsafe conditions, misconduct, accidents, bylaws infractions and etc., available at the office, ranges and various locations throughout the club.
- Main club activity:** Any activity, work bee or event to maintain, support and/or promote OCSC and not a specific SubClub. Main club activities are sponsored by OCSC.
- Member benefits:** See Bylaws, Article III, B.
- Member in good standing:** See Bylaws, Article III, C, Section 4.
- Officer:** Within this document; any elected representative of the main club (ExBoard/Board of Directors).

Quorum: The number of members in attendance required to hold an official meeting. See Bylaws, Article VI, Section 13.

Regular meeting: Any recurring meeting held to address OCSC or SubClub business held on OCSC grounds.

Revised Motion: See Bylaws, Article VI Section 3, a, 2.

Significant other: A member's spouse or live in spousal arrangement partner.

Special meeting: A nonrecurring meeting held to address OCSC or SubClub business. The only issue that may be discussed is the purpose the meeting was call for. See Bylaws, Article VI, Sections 6 and 7.

Standing Committee: A committee appointed annually by the President. See Bylaws Article IV, A, Section 1, f.

SubClub: See Bylaws, Article VI, Section 15.

SubClub activity: Any activity, work bee or event to maintain, support and/or promote a SubClub.

Work hour: Time spent to benefit OCSC or a SubClub, usually for Life Membership and/or dues reduction. Family members work hours are valid for dues reduction only. Work hours are recorded on forms supplied by OCSC and signed by an authorized chairperson. Members are responsible for recording and safekeeping their work hour records.

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