

OFFICER CANDIDATE WIVES' CLUB CONSTITUTION

SECTION I

Article I. The name of this club shall be Officer Candidate Wives' Club.

Article II. The Officer Candidate Wives' Club is primarily a social organization formed to assist in making the wife's stay in the Lawton area more pleasant and also to impart to her helpful information about Army life.

Article III. Membership in this Club is open to all wives of Officer Candidates. Members may bring guests to all meetings.

Article IV.

1. Club officers will be nominated by the designated class and elected at the following battalion meeting.
2. Voting will be by secret ballot and decided by simple majority as defined in Article VII.
3. The Club shall have a president, vice-president, secretary, treasurer, and class representative as officers.

Article V. Elected officers, chairmen and advisors of standing committees shall constitute the executive council.

Article VI. The Club shall meet at least once monthly for battalion meetings with an executive board preceeding. The specific time and place shall be arranged by members.

Article VII. To legally conduct any business a quorum shall be present. A quorum shall be one third of the members.

Article VIII. Suggested amendments shall be presented to the class representative, who in turn shall submit them in writing to the executive board. The proposed changes will be presented at the class meetings prior to the battalion meeting. The Constitution shall then be amended at the battalion meeting by a two-thirds vote of the members present.

OFFICER CANDIDATE WIVES' CLUB BYLAWS

1. Membership

- a. Members in good standing of this Club may be awarded certain gifts.
 - 1.) A silver card tray and OC Wives' Club diploma will be presented only to members in good standing.
 - 2.) The Howitzer House or the Hall of Fame, and the items within, can be reserved for class or battalion functions.
- b. Members in good standing are:
 - 1.) Those who have payed their dues.
 - 2.) Those who attend half of all battalion and formal class meetings.
 - 3.) Those who have participated in and supported battalion functions.
- c. Associate Membership in the Officer Candidate **Wives'** Club may be offered to:
 - 1.) Wives of Officer Candidates not living in the Lawton area.
 - 2.) Wives of Officer Candidates but are unable to participate in OC Wives battalion functions because of illness or employment.
 - 3.) A fee of \$2.00 will be charged for associate membership.

2. Committees

The Club will have designated committees, the chairman being elected by the membership as outlined in Article IV.

- a. Standing Committee.
 - 1.) **Publicity.**
 - a.) The committee will handle all publicity.
 - b.) The committee will be in charge of editing all club publications.
 - c.) The committee shall be responsible for maintaining the club bulletin board.
 - 2.) **Hospitality.**
 - a.) The committee shall be responsible for maintaining all name tags.
 - b.) The committee shall be responsible for maintaining and distributing the orientation packets.
 - c.) The committee will act as official club hostess.
- b. Special Committees. Special committees shall be established by the President as the need arises.

3. Dues

Dues will be but not exceed six dollars.

- a. In the event of member's husband recycling, dues will be transferréd to new class, or in the event of husband's relief, onehalf of dues will be refunded upon request only.
- b. Dues will be collected by each Class Representative and turned over to the Treasurer.
- c. The entire amount of dues will be due by twelfth week of OCS, (thir week of the Green status) and must be paid by the sixteenth week.
- d. In the event of dissolution of this club all outstanding bills will be refunded all dues paid into the Treasury and the remaining monie. will be allocated to the Hall of Fame fund.

4. Officers

Each officer will have specific duties:

- a. President.
 - 1.) The President shall preside at all battalion meetings.
 - 2.) The President shall preside at all executive meetings.
 - 3.) The President may appoint special committees.
- b. Vice-President.
 - 1.) The Vice-President will assist the President and assume her duties when the President is absent.
 - 2.) The Vice-President will act as club parliamentarian.
 - 3.) The Vice-President will act as co-ordinator at battalion meetings.
 - a.) She will make building reservations for all the OC functions.
 - b.) She will be responsible for the building keys.
 - 4.) The Vice-President will act as liaison between the Club and the OC Battalion.
- c. Secretary.
 - 1.) The Secretary will record and report minutes at each meeting.
 - 2.) The Secretary will be responsible for all pertinent correspondence.
 - 3.) The Secretary will be responsible for maintaining copies of the Constitution and distributing it to all members.
 - 4.) The Secretary will submit copies of all monthly minutes to the Department of Personnel and Community Affairs.
- d. Treasurer.
 - 1.) The Treasurer will present a financial statement at each meeting.
 - 2.) The Treasurer will collect dues from the Class Representative and keep a record of all necessary and approved accounts.
 - 3.) Any expenditures over \$20 will be approved by the general assembly. Expenditures less than \$20 and not covered by the Constitution should be approved by the board.
 - 4.) She will submit copies of the monthly financial statement to the Department of Personnel and Community Affairs.
- e. Class Representative.
 - 1.) The Class Representative will collect dues from her class for the Treasurer.
 - 2.) The Class Representative will keep the class roster and a list of class babysitters.
 - 3.) The Class Representative presides at all class meetings.
 - 4.) The Class Representative will report the class activities at the battalion meetings.
 - 5.) She will be responsible for organizing the program and refreshments at designated battalion meetings.
- f. If an officer's husband is setback, the officer will retain her battalion office.
- g. If an officer should find that she is unable to fulfill the responsibilities of her office, she should resign and allow the election of another who will be more able to fill the office. This can be for such reasons as illness, a job, etc. If an officer is not doing her job, she can be recalled.

5. Parliamentary Code

The book, Learning Parliamentary Procedure, by Alice F. Sturgis was used as reference for the Constitution and Bylaws.

6. Amendments

The procedure for amending the Bylaws shall be the same as the procedure for amending the Constitution.