NAPOLI OPERATIONAL SUPPORT CLUB (NOSC)(2026)

BYLAWS

I. Mission Statement

A. NOSC slogan: “Making a Difference in Our Community”

B. NOSC has two purposes: Scholarships and Social. It shall operate as a means for the membership to:

1. Participate in social support, educational, and cultural programs provided by the organization.
2. Participate in and contribute to fundraising activities and projects to benefit any United States Military ID Card Holders competing for educational scholarships, other entities, based on Board Approval.
3. The Board shall carry out the purpose and objectives of NOSC, which are specifically Social and Scholarship endeavors, by using these approved Bylaws and shall enforce such Bylaws for the governing of NOSC.

II. Name and Authority

A. This association shall be called the Napoli Operational Support Club (previously known as Naples Overseas Spouse Club), hereafter called “NOSC.” NOSC is established as a Non-Federal Entity under the provisions of the NAVSUPPACT NAPLES INST 1710.11G.

B. NOSC shall not engage in activities that compete with those of any appropriated fund or non-appropriated fund activity.

C. NOSC is self-sustaining primarily through yearly membership dues, contributions, donations, and fundraising.

D. NOSC shall follow local law to the extent required under applicable international agreements and relevant NSA Naples, Department of Defense (DoD), and U.S. Navy instructions. It shall fully adhere to NSA Naples, DoD, and U.S. Navy regulations relevant to the operation of NOSC. Failure to comply may result in administrative actions by the U.S. Navy, or agent thereof, against NOSC and/or its members.

E. NOSC will not discriminate with regard to race, color, creed, sex, age, gender, disability, national origin, sexual orientation, marital status, lawful political affiliation, or labor organization membership.

F. NOSC agrees to hold harmless and indemnify the United States Department of Defense, Department of the Navy, and any of their agents or sub-units for claims arising from any of the organization's activities.

G. Should any Bylaw be found to conflict with the rules of operation for charitable organizations operating on Navy bases, the Navy rules shall apply.

H. NOSC fiscal year shall be June 1 to May 31 of the following year.

I. The Bylaws are to be interpreted in a manner consistent with good practices for charitable organizations and abided by all members. The said Bylaws are to remain in effect and

may only be amended by Board Member consideration and vote. Once the Board has voted and approved, then the bylaws will be posted on the group website.

J. The NOSC Bylaws will be reviewed every election year by the Base Commanding Officer and NOSC Board to update any information within the bylaws (per NAVSUPPACT NAPLES INST 1710.11 G).
K. Disclaimer "THIS ORGANIZATION IS A NON-FEDERAL ENTITY THAT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND THAT HAS NO GOVERNMENTAL STATUS."

III. Membership

A. Regular membership in NOSC is available to any United States Military ID Card Holder and NATO Non-US Spouses over 18 years of age and Invited Senior Spouse Advisors.
B. Memberships are granted after completion and receipt of membership application and annual or biannual dues. Membership dues are due upon joining. If applying after March 1st, then membership dues are at a reduced rate of 50% for the remainder of that year.
C. Membership rosters will be updated monthly.
D. All Members will adhere to NOSC Bylaws in effect at the time the membership is granted.
E. Members accept that there will be no refunds or prorating of dues if membership is terminated by self or NOSC.
F. All correspondence regarding membership will be conducted via email to the Member's email address on file. It is the responsibility of the Member to keep their membership information up-to-date.
G. Relatives of NOSC Members do not have to have a membership to attend an event, so long as the paying Member is in attendance. If the paying Member is not in attendance, then the relative would be subject to a membership fee, unless the event has been opened up to non-Members.
H. Membership may be denied or withdrawn from any Member of NOSC under such conditions as prescribed by the Board, provided such conditions are nondiscriminatory according to race, color, creed, sex, age, gender, disability, national origin, sexual orientation, marital status, lawful political affiliation, or labor organization membership.
I. Membership in NOSC may be terminated at any time at the request of the Member; requests must be submitted to the Membership Chair in writing.
J. Termination of a Member by the NOSC Board:
    1. Members in Good Standing have the right to bring issues, comments, or critiques to the attention of the Board via email.
    2. The use of Social Media to slander, spread falsehoods, or damage the organization in any way will result in an immediate removal of the Social Media entry and suspension of membership until the issue can be resolved.

3. Should any Member cause undue conflict within the organization either in person or via Social Media, the conflict will be resolved as follows: the President and another Executive Board member will give written notice as to a mutually agreed upon location in order to attempt resolution of the conflict. Failure by the Member to meet at the agreed upon location and time will result in immediate termination of membership for the remainder of the fiscal year, as outlined in the written notice.
4. If after the meeting, the conflict cannot be resolved to the Member's and Executive Board's satisfaction, or the Member does not wish to reach resolution, then the Member has the option to terminate membership. If the Member is unwilling to agree to a compromise, then the Board has the right to vote on the removal of the Member. A letter of termination will be sent to the Member within one week of the vote. Termination is for the remainder of the fiscal year.
5. Termination of membership will disqualify the Member from holding any position on the Board for the upcoming fiscal year.

IV. The Board

A. The Board is comprised of Voting and Non-Voting members as defined below:
    1. Voting members: Vice President, Secretary, Treasurer, Fundraising Chair(s), Membership Chair(s), Publicity Chair(s), Social Chair(s), Scholarship Chair(s), and Webmaster Chair(s).
    2. Non-Voting members: President (unless there is a tie) and Parliamentarian.
B. The Board is responsible for overall policy and direction of the organization.
C. The Board must develop and approve the annual budget and any changes in the budget by September 30th for the new year.
D. The Board receives no compensation.
E. The Board shall be administered in accordance with the approved Bylaws of NOSC; unless otherwise provided herein, all business shall be conducted in accordance with Robert's Rules of Order, Revised.
F. All Committees operate under the oversight and approval of the Board and will abide by any decisions of the Board, including modifications to any SOP or other specific action taken by a Committee. SOPs will be reviewed and updated annually before the Board turns over.

V. Board Applications

A. Any Regular NOSC Member in Good Standing may submit a Volunteer Application for an open Board Position. Volunteer Applications will be collected by the Parliamentarian and reviewed by the Board. In the absence of a Parliamentarian, the Board may accept Volunteer Applications and nominations for approval by any Board member. If there is no Parliamentarian, the President may appoint an Application Chair.

B. Should there be only one applicant for a position, the applicant will automatically be approved, provided they are in Good Standing.
C. Should there be more than one applicant for a Board position, then the decision is put to a vote with the Board.

VI. Executive Board

A. The Executive Board of NOSC follows the same guidelines under Board Application. The Executive Board consists of the President, Vice President, Secretary, and Treasurer. If, after the voting period has ended, a position remains open, then Section VIII-C rules apply.
B. NOSC has created and maintains a Standard Operating Procedure (SOP) for each Executive Board Position. These SOPs shall guide the day-to-day administration and operations of NOSC and are to be used in conjunction with the NOSC Bylaws. The Executive Board member is required to manage the SOPs for themselves and their Committees by updating and adding any motions adopted and approved by the Board which will impact NOSC's day-to-day operations.
    1. Any changes made to SOPs must be approved by the Board.
    2. SOPs will be reviewed and updated annually before The Board turns over.
C. The Executive Board shall each maintain a NOSC file or notebook, either in electronic form or hard copy, containing all information relevant to their position. The file will be turned over to the incoming member in that position or to the incoming President the next fiscal year.

VII. Committee Chairs

A. The NOSC Committee Chairpersons follow the same guidelines under Board Application. If, after the voting period has ended, a position remains open, then the Committee Chairperson shall be appointed by the President with the approval of the Board.
B. The Committee Chairperson shall each maintain a NOSC file or notebook, either in electronic form or hard copy, containing all information relevant to their position. The file will be turned over to the incoming member in that position or to the incoming President the next fiscal year.
C. The Committee Chairpersons shall conduct business under the oversight of the Executive Board, and they are to follow the SOPs and Bylaws presented by the Executive Board members.

VIII. Term Limits

A. A Term is defined as one year (twelve months) starting June 1st through May 31st.
B. The new Executive Board will assume their duties at the May Board meeting and officially take office on June 1st.

C. An individual may serve up to two (2) consecutive terms with an option to exercise a third (3rd) term if no one volunteers during the Board Application process. If an individual has served three (3) consecutive terms in any position(s) and desires to serve in a different position(s), which is not similarly related to the previous position(s), for the next fiscal year, then the new position will be considered by and required to have Board approval. The outgoing President may not serve on the Executive Board for the upcoming fiscal year but may serve as a Chairperson.
D. After the fiscal election period, all vacancies shall be filled by appointment of the President, with the concurrence of the Board. In case a vacancy still remains in the position of President, the Vice President shall be called upon to fulfill the responsibilities of the Presidency. The Vice President may be acting President pending a vote of the Board at the next regular Board meeting. In case a vacancy still remains in the position of President and Vice President, the Secretary shall be called upon to fulfill the responsibilities of the Presidency. The Secretary may be acting President pending a vote of the Board at the next regular Board meeting. Should there be no President, Vice President, nor Secretary, the Treasurer shall not issue checks (pending outstanding fiscal year receipts) and shall freeze the books until the new fiscal year Members have an opportunity to submit Applications. Should there be no Applications for President, Vice President, or Secretary, the organization will function as a scholarship award entity, exhausting Scholarship Funds according to these Bylaws. There must be at least one Executive Board member active in order to operate as a scholarship award entity; otherwise, the organization defaults to Section XV.

IX. Board Meetings

A. The Board shall meet monthly to conduct the business of the Board.
B. The Board meetings shall be open to the General Membership as needed; however, the General Membership must RSVP to the Board meeting. The President or Vice President can announce that the Board meeting may be closed to non-voting Board and/or General Membership.
C. In the event of an emergency or unforeseen need, the President or Vice President may call an emergency Board meeting. Board members will be given as much notice as possible, either by email, text message, or social media. A quorum of majority Board members must be present in order to conduct business at any Board meeting.

X. Voting and Quorum

A. The President or Vice President (or designated member, if they are absent) must be present for a valid quorum. A quorum must be maintained for the entirety of Board meetings.
B. 51% of Board members must be present for a valid quorum during the monthly Board meetings.

C. For General Membership meetings, a minimum of 25% of current Members must be present in order to constitute a Quorum. Voting can also take place through a Facebook poll (to include Bylaws and Budget).
D. A voting member of the Board must disclose and must abstain from a vote, but can provide any information toward a vote if:
    1. They are part of the organization that the vote pertains to.
    2. They have a personal or monetary interest in the issue at hand.
E. Action with meeting through email
    1. The Board may take action without a meeting, if the action is taken by all members of the Board. The action shall be implemented by email to all Board members, stating all details of the said action to be discussed for a vote. No "second" is required; however, a discussion can take place immediately.
    2. The NOSC Board digital Group Chat (e.g. Facebook or Whatsapp) is also an approved form of voting correspondence, versus email, for quicker results. All below timeline guidelines will stand.
    3. Voting will be permitted for at least two (2) calendar days following the email or digital Group Chat (e.g. Facebook or Whatsapp) notice.
    4. Action taken shall be effective once voting has concluded, per the date as outlined in the email notice. Action taken by email or Facebook Group Chat shall have the same effect as a vote taken at a Board meeting.
    5. Email or digital Group Chat motions and votes will be kept to a minimum for the Board and read into the minutes at the next regular Board meeting. Email or Facebook Group Chat motions and votes shall be used for all cases where the membership vote is necessary.

XI. Finances and Permanent Records

A. In no event shall the United States Government be held liable, in fact or in spirit, for any indebtedness incurred by NOSC or its Members.
B. NOSC shall manage its funds in accordance with its Bylaws.
C. An Annual Budget will be created by the Board and submitted to the General Membership each year.
D. All income generated by either a fundraising event, membership drives, or donations must be deposited within 72 hours of receipt.
E. A Petty Cash bank of no more than $250 (or Euro, or any combination thereof) may be issued to a Board member for the purpose of fundraising or membership drives. The member must sign for the funds and has the sole responsibility for the monies issued. Should a Petty Cash bank turn up short, the member will reimburse the missing funds or forfeit their membership in the organization and is not eligible for future membership. Petty Cash funds are verified by the Treasurer during each Board meeting.

F. All claims and reimbursement of expenditures must be submitted no later than 45 days after occurrence; all expenses for the current fiscal year must be submitted no later than one week after the close of the current fiscal year. All claims and reimbursements must have a valid receipt given in order to receive a refund. Receipts are preferably submitted at the monthly Board meetings.
G. The President, Vice President, and Social Chair are the only Board positions authorized to spend funds in accordance with and within the limits of the approved Annual Budget without consent of the Board for NOSC-related expenditures. The President, Vice President, and Social Chair are required to account for expenditures with a valid receipt. If no receipt is produced, then it is agreed that the expenditure will not be reimbursed, and the item purchased is considered a donation.
H. Operational Fund(s) are used only for membership income and expenditures related to social gatherings, charitable grants, and operations, as defined by the approved Annual Budget. Petty Cash is managed from the Operating Fund(s). No formal vote is needed for expenditures below $50, if discussed and agreed upon during a Board meeting, as noted in the meeting minutes. Anything over $50 requires a formal vote of the Board.
I. The Napoli Fundraising Fund(s) are used only for fundraising income and expenditures related to fundraising activities. All net Fundraising Funds are deposited into the Money Market Account at the end of May.
J. The Money Market Account is only to be used for annual fundraising deposits and expenditures related to academic scholarships. Should NOSC be dissolved, ALL remaining funds will be used towards scholarships, and ALL accounts will be closed.
K. In order to be valid, effective, and binding, all contracts and obligations of NOSC must be approved by the Board and signed by either the President or Treasurer. All contributions shall be accepted only as a donation to NOSC.
L. The Secretary shall maintain an historical file containing the Bylaws, Non-Federal Entity Request Letter to Operate on the Federal Installation, Base Recognition Letter, and a current list of Board members.
M. The Treasurer shall ensure copies of the following are submitted to the President and Secretary:
    1. Financial statements, audits, IRS documentation, and copies of any documents applying to the operation on a Federal Installation.
    2. A copy of NAVSUPPACT NAPLES INST 1710.11G.
N. All records of NOSC will be held for at least three (3) years, after which time they may be destroyed, with the exception of files considered permanent by sound financial business practices, which should be held for seven (7) years. All Bylaws should be kept and never destroyed.
O. The permanent records of NOSC shall be located in a secure location on Support Site under the control of the NOSC Board.

XII. Scholarship Administration

A. Scholarships are administered each year by the Scholarship Chairperson with the oversight of the Board.
B. A Scholarship Budget, which defines the amounts and types (college, technical school, education grants, etc.) of awards will be submitted each year by the Scholarship Chairperson, based on funds available (as defined above). The Board will vote on the Scholarship Budget each year before advertising scholarship availability.
C. In order to maintain the integrity of the scholarship award process, it will be conducted without knowledge of applicant names. No Board members may vote on the scholarship recipients.
D. Scholarship awards will be executed according to SOPs approved by the Board. Please follow the 2026 Scholarship Chair SOP, found in the Scholarship Chair folder in the NOSC Board folder on Google Drive, unless updated. All updates to SOPs must be voted on by the Board.
E. Extensions to the set scholarship deadline are allowed in cases of international epidemics or in the case of event(s) that disrupt the Naples DODEA school year. All extensions to the scholarship deadline must be voted on and approved by the Board at least two days prior to the original set scholarship deadline. Once approved, the new extended deadline must be advertised publicly and sent to the Naples Middle High School Guidance Counselor(s).
F. There are no allowances of late submittals of scholarship applications after the set deadline or set extension to the deadline.

XIII. Property

A. The property of NOSC shall consist of such articles as may properly come into its possession, shall be accounted for by the Treasurer in accordance with sound financial business practices, and shall be insured as deemed necessary by the Board.
B. Property is stored and secured in the NOSC Storage Unit, located in the basement of Building #2040.
C. Access to the Storage Unit is maintained by the President, Vice President, Secretary, and the Social Chair.
D. An Annual Inventory of supplies will be reviewed annually by the Secretary.

XIV. Amendments

A. Amendments to the Bylaws shall be made as follows:
    1. The Board shall conduct a review of the Bylaws each year.
    2. The voting members of the Board, at its regular or special meeting, must approve any changes to the Bylaws, Amendments, SOPs, and Job Descriptions. .
B. The Parliamentarian and Secretary shall have administrative oversight of the Amendments, SOPS, and Job Descriptions process.

XV. Dissolution

A. NOSC may be dissolved by majority vote of the General Membership, without any provision to meet again in the future.
B. Funds of NOSC and all residual assets and properties (after payment of all liabilities) shall be disposed of in a manner consistent with these Bylaws and so determined by a majority vote of the membership consistent with the Base Recognition Letter.

XVI. Ethics and Principles

A. NOSC Members are committed to the preservation and enhancement of volunteerism. They recognize their responsibility to ensure that needed resources are vigorously and ethically required and that the intent of the donor is honestly fulfilled. NOSC Members embrace certain values that they strive to uphold the following:
    1. Practice their position within NOSC with integrity, honesty, truthfulness, and adherence to the obligation to safeguard the trust of fellow NOSC Members and the Department of the Navy.
    2. Act according to the highest ethical standards.
    3. Demonstrate concern for the interests and well-being of individuals affected by their actions.
    4. Value the privacy, freedom of choice, and interests of all those affected by their actions.
    5. Treat all people with dignity and respect, and avoid even the appearance of any ethical improprieties.
    6. Encourage colleagues to embrace and practice these ethical principles.
B. Certain specific actions are deemed a violation of the NOSC Ethical Standards, including the following list of NOSC Ethical Prohibitions. Such actions may subject the Member to disciplinary sanctions, including expulsion from NOSC, as provided in the NOSC Ethics Enforcement Procedures:
    1. Members shall not engage in activities that harm NOSC, its Members, clients, or donors.
    2. Members shall not act in a manner that conflicts with their fiduciary, ethical, and legal obligations towards NOSC.
    3. Members shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
    4. Members shall not exploit their NOSC position to benefit another organization or individual with whom the Member has a personal interest.
    5. **Members shall comply with all applicable U.S. or Italian civil and criminal laws, as directed by the Department of the Navy.**

6. Members shall not disclose privileged or confidential information to unauthorized parties.

XVII. Liability Insurance Clause

A. In consideration of the NAPOLI OPERATIONAL SUPPORT CLUB (NOSC) membership, Members and those participating, NOSC assigns as follows: all members, participants, officers, directors, advisors, chairpersons, committee members, volunteers, and representatives, WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for death, illness of any kind, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur including traveling to a NOSC activity, at a NOSC activity, and from a NOSC activity.

B. THE FOLLOWING ENTITIES OR PERSONS: NAPOLI OPERATIONAL SUPPORT CLUB (NOSC) and/or their directors, officers, advisors, chairpersons, committee members, volunteers, representatives, and the activity holders, sponsors; INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this Section XVII from any and all liabilities or claims made as a result of participation in any sponsored activities, whether caused by the negligence of release or otherwise. Additionally, the NAPOLI OPERATIONAL SUPPORT CLUB, (NOSC) and their directors, officers, advisors, volunteers, representatives, chairpersons, committee members and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

XVIII. Adoption

A. All activities and functions of NOSC shall be in accordance with, and adhere to, the spirit, as well as the letter, of all applicable Federal and Local laws and regulations, as directed by the Department of the Navy.

B. This Bylaws document and the details of its contents shall become effective upon the adoption by vote of a majority of the Board..

C. These Bylaws supersede all previous Bylaws, Constitution, and Amendments, except that it shall not affect elected Board members' specific agreements and contracts entered into under the terms of the previous Bylaws, until such terms of agreements or contracts shall have reached their expiration dates.

Updated: September 10, 2026

Signature of President: _____ Date: _____