

STANDING RULES  
of the  
MILITARY SPOUSES' ASSOCIATION of TWENTYNINE PALMS  
aboard the  
MARINE CORPS AIR GROUND COMBAT CENTER

Prepared By:

Executive Board 2020-2021  
Military Spouses' Association  
P.O. Box 6012  
Twentynine Palms, CA 92278

## TWENTYNINE PALMS MSA STANDING RULES

1. Annual membership dues shall be \$30.00 for all members joining before January 1, \$20.00 for Retired Officers' Spouses (ROSeS) and retired enlisted spouses. All members joining after 1 January shall pay \$15.00 for a half-year membership.
2. Those eligible for MSA membership shall be allowed to attend only one Sub Club event prior to joining the MSA, it is the responsibility of the Sub Club President to oversee this and the membership roster will be shared with them in "view only" format from the Google drive by the Membership Chair.
3. All MSA materials, including but not limited to: documents, event items, binders and other supplies are MSA property and shall be returned to the MSA storage space at the end of the term of service.
4. The MSA will pay childcare expenses incurred for the MSA Executive and General Board members during the regular monthly MSA Executive and General Board Meetings, only if there are funds available in the General Fund. The reimbursement rate for childcare may not exceed the current hourly rate at the CDC, however members seeking childcare reimbursement may choose any reputable childcare provider. Receipts for child care must be turned in to the Treasurer within two (2) weeks of the General Board Meeting or reimbursement will be forfeited.
5. The President will provide the Executive and General Boards with updated rosters as needed.
6. The Treasurer shall:
  - a. Maintain MSA accounts for PayPal and Square Point of Sale, to include usernames and passwords.
  - b. The Treasurer shall deposit all money into the MSA bank account within ten (10) business days of receipt.
  - c. All receipts shall be turned in within two (2) weeks of an event or reimbursement will be forfeited.

7. Credit card fees are absorbed as a business expense and not passed on the customer. Credit card fees will be paid from revenue generated from the respective event.
8. Each Unit Representative shall have a minimum budget of \$25 for each MSA event for decorations, etc. Budget will be set at the beginning of the association year based on anticipated expenses and proceeds.
9. Sub Clubs may include but are not limited to the following:
  - Book Club, Wine Club, Toddler Time Playgroup, Bunco, Gourmet Club, Cocktail Club, Let's Go 29!, Fitness Club, Hiking Club, Lunch Bunch, and Coffee Club.
10. MSA events may include but are not limited to the following:
  - Membership Welcoming Events, Unit Representative Brunch, Bingo, Holiday Tour of Homes, White Elephant Gift Exchange, Annual Auction, Pink Walk for Breast Cancer Awareness, Theatre 29 Opening Night, Pinky Flocker, Hail and Farewell, Scholarship and Grant Reception.
11. The Executive Board:
  - a. May change Chair positions and responsibilities based on need.
  - b. Liaisons shall be appointed by the Executive Board as needed.
12. Certain Chairs may not be served by the same person due to workload or time commitments that coincide at similar times during the year. These include but are not limited to:
  - a. Membership Chair and Treasurer may not be served by the same person.
  - b. Fundraising Chair may not be the Chair of any large events such as Bingo, Tour of Homes, and the Auction.
13. The Executive Board member in charge of each event will be the one responsible for complying guest lists, making name tags and tickets for events (as applicable).

14. MSA must continue to exist virtually in an online platform if there is ever a situation when meetings and events are prohibited to be held in person.
  
15. If the Executive and General Board meetings are held in person, Executive and General Board members have the option to attend the meetings virtually through a live online video conference platform.

CERTIFICATION OF 2020-2021 MSA STANDING RULES

These Standing Rules, having been duly approved by the General Membership, and they supersede all previous Standing Rules, except that they will not affect officers elected, nor specific agreements and contracts entered into under the terms of previous Standing Rules until such terms of agreements or contracts have reached their expiration dates.

Review Committee Chairperson (Parliamentarian)

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

President

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Vice President

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Director of Scholarships and Grants

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Corresponding Secretary

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Recording Secretary

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Treasurer

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_