

## BY-LAWS OF THE SURFACE NAVY ASSOCIATION -- NEWPORT CHAPTER

### I. ESTABLISHMENT OF BYLAWS

A. Under its Articles of Incorporation, management of the affairs of the Surface Navy Association, Newport Chapter (the Chapter) is vested in a Board of Officers (the Board) functioning from the Surface Warfare Officer School located in Newport, Rhode Island.

B. The Board hereby establishes the following Bylaws for the management of the Chapter.

C. These Bylaws may be amended by a resolution within the Board, which is approved by a majority of the Board members present.

### II. PURPOSE OF THE CHAPTER - The purposes for which the Chapter is organized are:

A. To promote, among all segments of American society, recognition of the role of the U.S. Navy and in particular Surface Naval Forces, in national security;

B. To recognize and publicize professional contributions to and development in, the performance and evolution of Surface Naval Forces;

C. To identify, study, and seek solutions to problems affecting Surface Naval Forces as an element of the common defense and national security of the United States;

D. To promote greater liaison and communication among the military, academic, and business communities on issues concerning Surface Naval Forces;

E. To foster and preserve the heritage of the Surface Naval Forces, their traditions, esprit and professionalism; and

F. To provide forums for communication, discussion and dissemination of professional matters affecting Surface Naval Forces.

III. MEMBERSHIP - Membership in the Chapter will be in accordance with the membership rules and regulations promulgated by the National Office of the Surface Navy Association (the Association). In general it shall be comprised of members who are interested in a vital, modern U.S. maritime capability with a strong surface naval component manned by confident professionals.

### IV. ORGANIZATION

A. Management of the Chapter shall be by the Board. The Board shall control the assets of the Chapter, establish policies, and initiate, implement and execute whatever measures it deems necessary to further the interests of the Chapter.

B. The Board shall be comprised of a President, Vice President, Secretary, Treasurer, and Event Coordinator who shall serve without compensation. The Board shall elect replacement Officers as terms expire or vacancies occur.

C. Officers' terms shall be for one year, and individuals may be elected for two successive terms.

V. OFFICERS - The Board shall consist of the following Officers and who shall serve without compensation:

President  
Vice President  
Secretary  
Treasurer  
Event Coordinator

- A. The President is the senior executive officer of the Chapter and shall:
  - 1. Administer the affairs of the Chapter;
  - 2. Formulate and execute procedures, programs, and directives necessary to carry out approved policies;
  - 3. Keep the Board advised of issues requiring the Chapters attention.
- B. The Vice President shall:
  - 1. Preside in the absence of the President;
  - 2. Be assigned such other duties as the President may direct.
- C. The Secretary shall:
  - 1. Keep the minutes of the Board and Chapter meetings;
  - 2. Issue calls for all meetings of the Board and general membership meetings;
  - 3. Have cognizance of all Chapter correspondence;
  - 4. Administer elections, and certify results;
  - 5. Maintain the roster of members and the associated status of dues;
  - 6. Perform such other duties as the President may direct.
- D. The Treasurer shall:
  - 1. Have charge and custody of, and be responsible for, all funds of the Chapter, and deposit all such funds in the name of the Chapter in a bank or other depository approved by the Board;
  - 2. Keep and maintain accounts of the Chapter's financial transactions;
  - 3. Render a statement of the financial condition of the Chapter at all meetings of the Board;
  - 4. Be the disbursing officer of the Chapter;
  - 5. Arrange for an annual audit of the accounts of the Chapter;
  - 6. Provide financial reports as required by The Association;
  - 7. Perform such other duties as the President may direct.

- E. The Event Coordinator shall:
1. Support the Vice President in the execution of their duties.
  2. Support the Chapter Secretary in e-mail/mail notifications and coordination necessary to support chapter functions.
  3. Assist Chapter Treasurer/Secretary in maintaining and inventory of memorabilia to be used as presents.
  4. Coordinate and promote quarterly join-ups and events for Newport Chapter members.
  5. Perform such other duties as the President may direct.

## VI. COMMITTEES

- A. There shall be four standing committees with functions as described below:

Membership Committee  
Finance and Budget Committee  
SNA 5K Committee  
Golf Tournament Committee

B. Membership Committee. Chaired by the Secretary, the Membership Committee shall organize and manage an aggressive membership development/recruitment program for the chapter. However, it is the duty of each member to seek new members to ensure the vitality of the organization.

C. Finance/Budget Committee. Chaired by the Vice President, the Finance Committee is responsible for the control and general supervision of the funds and assets of the organization. The proposed balanced budget shall be submitted to the Board for approval by IDEC for the next fiscal year. Receive and review monthly financial reports on expenditures and income.

D. SNA 5K Committee. Chaired by the 5K Run Coordinator, responsible for the control and general execution of the semiannual SNA 5K by the Bay. This is to include a proposed budget and POA&M for the Boards approval by IMAR for the calendar year 5K Run events. Within 14 days of execution of event a lessons learned report and expenditures report will be submitted for review to the Board.

E. Golf Tournament Committee. Chaired by the Golf Tournament Coordinator, responsible for the control and general execution of the semiannual Golf Tournaments. This is to include a proposed budget and POA&M for the Boards approval by IMAR for the calendar year tournaments. Within 14 days of execution of event a lessons learned report and expenditures report shall be submitted for review to the Board.

- F. Additional ad hoc or standing committees may be established by the Board as needed.

## VII. MEETINGS

A. Meetings of the Board shall be at the call of the President. It is expected that the Board will meet at least once monthly. A quorum shall consist of three members of the Board.

B. Meetings of the general membership shall be held to provide presentations that promote the goals of the Chapter or discuss Chapter business. Ten percent of the membership shall constitute a quorum for all general meetings.

- C. The President shall be the presiding officer at all meetings.

#### VIII. CHAPTER FUNCTIONS

A. Standing Chapter Functions provide opportunities to enhance SNA foster professional development across the greater Newport area. Accordingly, these standing chapter functions shall be given due planning and regard to ensure the highest quality forum/event possible. Newport Chapter will proudly host the following standing functions:

1. Quarterly SNA-Detailer Join-ups. Normally held at the NS Newport Officers Club every quarter.
2. Semi-Annual SNA 5K by the Bay. Normally held on NS Newport in April-June and October.
3. Semi-Annual SNA Golf Tournament. Normally held when convenient to support the event. Hosted at an available Golf course.
4. Naval War College Foundation Lecture Series. Normally held at the NS Newport Officers Club, monthly throughout the year.
5. Annual Naval War College Surface Navy Association Award. Normally held in June upon graduation at the Naval War College.
6. CMC/Senior Chief Recognition Award. The award will be presented to all new Surface Command Master Chiefs and Senior Chiefs graduating from the Senior Enlisted Academy.
7. Annual NJROTC Stephen Decatur Awards. Newport SNA aids in the conduct of this event by coordinating/arranging for various Newport SNA members to attend local NJROTC award ceremonies and present the award certificates. The Chapter Secretary will obtain the award certificates through the National SNA office.
8. Wreaths Across America. Hosted at the Newport Cemetery, the Newport Chapter is responsible for coordinating the event and requesting donations for Wreaths to be placed on former military members at their grave sites.
9. Any event deemed necessary by the Newport Chapter members and board.

#### IX. MISCELLANEOUS

- A. The fiscal year of the Chapter shall coincide with the calendar year.



S.F. ROBERTSON  
Newport Chapter President