

# **BYLAWS OF THE SURFACE NAVY ASSOCIATION GREATER WASHINGTON CHAPTER**

## **I. ESTABLISHMENT OF GREATER WASHINGTON CHAPTER**

- A. The Greater Washington Chapter (“Chapter”) was established by Surface Navy Association in 1985 and is responsible for the greater Washington metropolitan area including the Annapolis and George Washington University Chapters.
1. Chapters are subordinate to the Surface Navy Association, and are subject to its general supervision and control.
  2. The purpose of a Chapter is to further the objectives of the Association, and:
    - a. To administer local programs
    - b. To assist in recruiting members
    - c. To provide a communications link between National Headquarters and local members
    - d. To provide a local forum for discussion of issues facing the U.S. Navy and particularly the Surface Naval Forces
    - e. To make recommendations to the Association Board of Directors concerning policies, programs, or procedures designed to further the overall objectives of the Association

## **II. ESTABLISHMENT OF GREATER WASHINGTON CHAPTER BYLAWS**

- A. The Greater Washington Chapter Board of Directors (“Board”) hereby establishes the following Bylaws for the management of the Greater Washington Chapter.
- B. These Bylaws may be amended by resolution within the Board which is approved by a majority of the Board members present.
- C. At the discretion of Chairman of the Board for major changes to the Chapter Bylaws, specific changes may be voted upon by the Chapter membership.

## **III. PURPOSE OF THE GREATER WASHINGTON CHAPTER**

- A. The purpose of the Greater Washington Chapter (“Chapter”) is to represent the professional values of all those who are interested in the promotion of the Surface Navy as an integral part of the United States Navy. Toward that end, this Chapter serves as The Professional Association for Surface Warfare in the greater Washington area, past, present and future.

- B. It is the aim of this Chapter to promote recognition of the continuing contributions of the United States Navy and Surface Naval Forces to the security of the United States amongst key decision makers and educators. To that end we will:
1. Recognize and publicize professional excellence in the Surface Naval Forces and amongst all those who support those forces in their mission of providing for the security of the United States.
  2. Actively seek opportunities to engage in discussions of the tactical and strategic contributions of Surface Naval Forces to national security.
  3. Aggressively pursue opportunities to promote liaison and communication between the business, military and academic communities to further understanding of the contributions of Surface Naval Forces to national security.
  4. Foster and preserve the heritage of Surface Naval Forces and the United States Navy to enhance an appreciation of past contributions and future promise in the preservation of our national security.
  5. Provide a continuing forum on professional matters affecting Surface Naval Forces and their integral role within the United States Navy through a variety of means throughout the professional, business and academic communities.
  6. Recognize Sailors as the Surface Navy's most valuable asset and actively pursue opportunities to promote Surface Warfare Officer and Enlisted esprit de corps to impact positively retention.
- C. It is our firm belief that the Surface Navy represents the core of our naval capability as a nation and as a naval force without peer. We completely support the readiness, morale, and professional capability of the surface force. We are united in our resolve that these forces, and the professional Sailors who give them life, are key and essential components of the security of the United States, now and in the next century.

#### **IV. MEMBERSHIP**

- A. The Greater Washington Chapter ("Chapter") will be composed of members of the SNA National Association who are placed in the Chapter based upon their geographic location or placed in another chapter based on their specific request.
- B. The Chapter membership shall be comprised of the same three classes of members as defined in the Association; Individual Members, Honorary Members and Contributory Members.

#### **V. ORGANIZATION**

- A. Management of the Greater Washington Chapter shall be by its Board of Directors (“Board”). The Board shall control the assets of the Chapter, establish policies, and shall initiate, implement and execute whatever measures it deems necessary to further the interests of the Chapter. The Board shall be governed by the Association and Chapter Bylaws and the Association’s Chapter Handbook.
- B. The Board shall be composed of not less than nine nor more than twenty-five Directors and Directors at Large, who shall serve without compensation.
- C. The President and Chairman of the Board shall be nominated and elected by the Board.
- D. One permanent Director position on the Board will be filled by a Naval Reservist who, through the election process, will be elected by the Board.
- E. One permanent Director position on the Board will be filled by a Navy Chief Petty Officer who, through the election process, will be elected by the Board.
- F. One permanent Director position on the Board will be filled by a U.S. Coast Guard officer or enlisted who, through the election process, will be elected by the Board.
- G. To ensure the aims of the Greater Washington Chapter are being fulfilled, requests may be made for Active Duty Naval Officers or Enlisted to serve as liaisons in an advisory capacity to the Board.

## **VI. OFFICERS**

- A. The Board of Directors (“Board”) shall be elected by the Greater Washington Chapter membership.
  - 1. The Board shall elect the following Officers; all who shall serve without compensation.
    - President and Chairman of the Board
    - Vice President (s)
    - Secretary
    - Treasurer
  - 2. The President is the senior executive Officer of the Greater Washington Chapter and shall, under the supervision of the Board:
    - a. Serve as President and Chairman of the Board of Directors
    - b. Administer the affairs of the Greater Washington Chapter
    - c. Formulate and execute procedures, programs, and directives necessary to carry out approved policies

- d. Keep the Board advised of issues requiring the Board's attention
  - e. Serve as an ex-officio member of the Association Board of Directors
  - f. Perform such other duties as the Board may direct
3. The Vice President Operations shall:
- a. Preside at Greater Washington Chapter Board meetings in the absence of the President
  - b. Serve as a readily available and authoritative point of contact and liaison with the Association, Board Members and the administrative team to provide responsive and effective direction, support and oversight
  - c. Issue calls for all meetings of the Board of Directors and if required any general membership meetings
  - d. Have cognizance of all Greater Washington Chapter correspondence
  - e. Be assigned such other duties as the President may direct
4. The Vice President Communications shall:
- a. Preside at Greater Washington Chapter Board meetings in the absence of the Vice President Operations
  - b. Be responsible for overseeing the Greater Washington Chapter inputs to the Surface SITREP and other matters of external communications supporting Chapter and Association objectives
  - c. Be assigned such other duties as the President may direct
5. The Secretary shall:
- a. Keep the minutes of Board meetings, Board electronic votes and any Greater Washington Chapter meetings
  - b. Support the Vice President Operations and Vice President Communications as required with matters of Chapter correspondence and external communications
  - c. Serve as the Greater Washington Chapter point of contact in the SNA Website
  - d. Schedule, administer elections assisted by the Greater Washington Chapter administrative team, and certify election results as prescribed by these Greater Washington Chapter Bylaws
  - e. Maintain and update the Chapter Bylaws as required
  - f. Perform such other duties as the President may direct
6. The Treasurer shall:
- a. Have charge and custody of, and be responsible for, all funds of the Greater Washington Chapter and deposit all such funds in the name of the Chapter in a bank or other depository approved by the Board

- b. Keep and maintain accounts of the Greater Washington Chapter's financial transactions
- c. Render a statement of the financial condition of the Greater Washington Chapter at all meetings of the Board
- d. Be the disbursing officer of the Greater Washington Chapter
- e. Identify two officers who are authorized to sign checks and interact with the Chapter bank. Forward a signature card to the Association so that the National Treasurer also has signatory rights
- f. Arrange for an annual audit of the accounts of the Greater Washington Chapter
- g. Submit a financial report of Chapter's activities to the Association not later than 15 February of each year. The Association's Chapter Financial Report Form may be used but must fulfill the minimum requirements. A computerized accounting system report printout may also be submitted instead of the sample form
- h. Be a member of the Finance Committee
- i. Perform such other duties as the President may direct.

B. The Board of Directors ("Board") shall be constituted by the Officers, Directors and Directors at Large.

C. Directors

- 1. Directors are nominated and elected by the Greater Washington Chapter membership.
- 2. Directors shall be elected by a normal vote of not less than 10% of the Greater Washington Chapter membership. The Board may fill vacancies with interim appointments which will expire at the next election.
- 3. Directors' terms shall be for four years, and individuals may be elected for two successive terms.

D. Directors at Large

- 1. The Board may nominate and elect from the Greater Washington Chapter membership Directors at Large as required and approved by the President.
- 2. Directors at Large may lead committees and perform other functions as directed by the President.
- 3. Directors at Large terms shall last until the next election is held or until released by the President upon completion of specific assigned tasks.

E. The Greater Washington Chapter Officers and Board of Directors and shall serve without compensation.

## **VII. COMMITTEES**

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

Finance Committee  
Membership Committee  
Awards Committee  
Programs and Activities Committee

1. The Finance Committee shall be composed of a Chairman appointed by the President. The Treasurer is the usual Chairman of the Finance Committee. Two other Directors may be appointed by the President to assist with special projects and shall comprise the membership of the Finance Committee. The Finance Committee shall supervise the financial affairs of the Chapter, including the investment policy. The Chairman of the Finance Committee will make regular reports to the Board of Directors (“Board”). The Chapter administrative team will assist the Treasurer and the Finance Committee in the performance of their duties.
2. The Membership Committee shall be composed of a Chairman appointed by the President. The Chairman of the Membership Committee shall select committee members from the Board and from the Chapter membership. It will be the essence of Greater Washington Chapter that all Officers, Directors and indeed every member consider themselves members of the Membership Committee. The Membership Committee will devise policies and programs designed to expand, maintain and support the membership; will develop opportunities to advertise the purposes of the Association; and will propose and actively participate in activities designed to increase Chapter membership.
3. The Awards Committee shall be composed of a Chairman, appointed by the President, and such other members who may elect to serve. The Awards Committee will devise policies and programs to recognize those who advance the overall goals of the Greater Washington Chapter and the Surface Navy Association. Further, the Awards Committee will recognize those who have contributed to the advancement and excellence of the Surface Warfare profession.
4. The Programs and Activities Committee shall be composed of a Chairman, appointed by the President, and such other members who may elect to serve. The Programs and Activities Committee shall plan and coordinate with the Board and Chapter administrative team a monthly luncheon with guest speakers of interest to the Chapter membership. A professional development program tailored to meet the needs of the Greater Washington Chapter membership is recommended by the Association. Traditional naval events and historical celebrations commemorating the United States, the Navy and the Surface Navy in particular will be planned and promulgated to the membership. Sporting events of interest to the Chapter membership to attend or participate in shall likewise be scheduled. The Programs and Activities Committee shall coordinate closely with the Finance Committee to maintain

budget integrity. All Chapter members shall be encouraged to make their desires and preferences known to the Programs and Activities Committee. Programs and Activities Committee Chairman shall be responsible to maintain an updated Chapter Schedule of Events in the Association website with the assistance of the Chapter administrative team. The Chairman shall also designate members of the Programs and Activities Committee to prepare event reports for the Vice President Communications for inclusion in the Surface SITREP.

- B. Other ad hoc or special committees may be established as needed by the Board and approved by the President.

### **VIII. MEETINGS**

- A. Meetings of the Greater Washington Chapter Board of Directors (“Board”) shall be at the call of the Chairman of the Board or when requested by three members of the Board. It is expected that the Board will meet at least once a quarter. A quorum shall consist of one-third of the membership of the Board.
- B. For urgent matters requiring a Board vote, the Vice President Operations shall request Greater Washington Chapter Board members to vote electronically. The Board votes will be tallied by the Greater Washington Chapter administrative team and reported to the Secretary for recording in the next Board Meeting Minutes.
- C. The Vice President Operations shall schedule and announce meetings. A read-ahead shall be provided to the Board of the agenda items to be discussed. Advance copies of the financial and membership data may also be provided.

### **IX. MISCELLANEOUS**

- A. The fiscal year of the Greater Washington Chapter shall coincide with the Surface Navy Association and be the calendar year.
- B. The operations and activities of the Greater Washington Chapter shall be in keeping with the strictures imposed by the rules governing a 501(c)(3) organization.
- C. The undersigned, being the Secretary of the Surface Navy Association, certifies that these Greater Washington Chapter Bylaws having been submitted, reviewed and approved by the Surface Navy Association, were approved by the Board of Directors on \_\_\_\_\_ at a meeting at which a quorum was present.