

BY-LAWS OF THE SURFACE NAVY ASSOCIATION – MAYPORT CHAPTER

I. ESTABLISHMENT OF BY-LAWS

A. As determined by the Surface Navy Association, management of the affairs of Surface Navy Association Chapters are vested in a Chapter Board of Officers. The Surface Navy Association Mayport Chapter Board hereby established the following By-Laws for the management of the Mayport Chapter functioning from a regional area centered on Naval Station Mayport, Florida. These By-Laws are subordinate to and intended to complement the governing regulations of the national Surface Navy Association. Nothing in these by-laws shall supersede national Surface Navy Association direction.

B. The Surface Navy Association Mayport Chapter Board hereby establishes the following By-Laws for the management of the Chapter.

C. These By-Laws may be amended by a resolution within the Board, which is approved by a majority vote of the Board Officers present at a Board meeting as delineated in Section VI. A quorum for these meetings shall consist of at least the President or Vice President, and two other Board Officers. These By-Laws shall be reviewed for amendment or reaffirmation by the Board and signed by the Chapter President whenever a new Chapter President is elected. Any By-Laws revisions must be reviewed and approved by the Surface Navy Association National Chapter.

II. PURPOSE OF THE CHAPTER

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

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

C. To identify, study, and seek solutions to problems affecting Naval Surface 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 Naval Surface Forces.

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

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

III. MEMBERSHIP

A. Membership in the Mayport Chapter will be in accordance with the membership rules and regulations promulgated by the National Office of the Surface Navy Association.

B. In general, membership shall be comprised of both civilian and military 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 and finances of the Chapter, establish policies, and initiate, implement, and execute measures it deems appropriate to further the interests of the Chapter. Specific responsibilities shall be carried out as delineated in Section V. Chapter members may assist Board Officers with their responsibilities as determined by the Board President.

B. The Board Officer positions shall be comprised of a President, Vice President, Secretary, Treasurer, Social Coordinator, and Membership/Recruiting Officer, all of whom shall serve without compensation. Whenever possible, the President's position shall be held by a senior active duty Navy or Coast Guard Officer. The Board shall seek to affirm Board Officers from among willing, dues-paying Chapter members by a simple majority vote of dues-paying members. Standard Board Officer's terms shall be for one year beginning and ending at the time of the first Board meeting of the calendar year. Individuals may serve successive terms so long as they are reaffirmed by majority vote. Each dues-paying member present shall receive one vote. Elected and potential Board Officers may vote, but do not receive the privilege of additional votes.

C. Board Officer elections shall be conducted by method of electronic ballot via an official email submitted to all dues paying Chapter members, as facilitated by the Chapter Secretary. The ballot email shall include a brief biography of each candidate up for election which shall be made available for review by all candidates prior to distribution. Once the ballot email is submitted, the period open for voting shall be a minimum of 72 hours. In the event of a tie vote for a Board Officer position, except for his or her own office, the standing Board President shall decide the vote. In the event of a tie vote for the President's Office, the elected Vice President shall decide the vote. Except for the specific combination of the President and Vice President's positions, Board Officers may hold multiple positions simultaneously, so long as they are confirmed by majority vote of dues-paying members. Votes submitted by a minimum of 10% of dues paying members as determined by the Chapter Secretary are required to confirm an election. In the event of an unfilled vacancy in a Board Officer position, the duties of that position shall be assigned to another Board Officer by the elected Board President until such a time as the vacant position may be filled.

V. RESPONSIBILITIES

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 Chapter's attention.

B. The Vice President shall:

1. Preside in the absence of the President.
2. Assist the President with his or her duties.
3. 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. Prepare meeting agendas and promulgate them two working days prior to the upcoming Board and general membership meetings.
4. Have cognizance of all Chapter correspondence.
5. Administer elections and certify results.
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. Manage the inventory of all Chapter merchandise (i.e. challenge coins, shirts).
8. Perform such other duties as the President may direct.

E. The Social Coordinator shall:

1. Coordinate and promote quarterly Chapter functions for Mayport Chapter members.
2. Support the Chapter Secretary in correspondence necessary to support Chapter functions.
3. Perform such other duties as the President may direct.

F. The Membership and Recruiting Officer shall:

1. Organize and manage a membership development/recruitment program for the Chapter.
2. Update the SNA Mayport Chapter roster monthly.
3. Perform such other duties as the President may direct.

VI. MEETINGS

A. Meetings of the Board shall be at the call of the President as issued by the Secretary. It is expected that the Board will meet at least once per quarter of the calendar year. A quorum shall consist of at least three Board Officers. The first Board meeting of the calendar year will be the annual general membership meeting.

B. The President or Vice President shall be the presiding Board Officer at all meetings.

C. The Secretary shall present meeting agendas to the Board. At a minimum, the meeting agendas will include: President's opening remarks; reading/modification/approval of the previous Board Meeting's minutes; Treasurer's report; review of action items in progress including meetings and functions planned for the next quarter; any relevant correspondence related to the Mayport Chapter or from National; new business not otherwise discussed with appropriate tasking assigned by the President.

D. The Treasurer shall present the current state and budget of Chapter finances to the Board.

VII. CHAPTER FUNCTIONS

A. Chapter functions provide opportunities for professional and social fulfillment for members and attendees. Accordingly, Chapter functions shall be given due planning and regard to ensure the highest quality forum/event possible.

B. Chapter Functions should be organized and promoted by the Chapter on at least one occasion every quarter of the calendar year. These events may include but are not limited to luncheons, dinners, parties, community service projects, ship tours, guest speeches, symposiums, sports events, etc. All events should promote one or more of the stated purposes of the Chapter as described in Section II.

VIII. MISCELLANEOUS

A. For planning and accounting purposes, the fiscal year of the Chapter shall coincide with the calendar year.

D. W. MAXEY
Mayport Chapter President