

**BYLAWS OF THE  
SURFACE NAVY ASSOCIATION  
DOUGLAS MUNRO CHAPTER**

**I. ESTABLISHMENT OF DOUGLAS MUNRO CHAPTER**

- A. The DOUGLAS MUNRO CHAPTER (“Chapter”) was established by the Surface Navy Association (“Association”) in 2017 and is responsible for Coast Guard Cuttermen within the Washington D.C. metro area.
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 the Association’s National Headquarters and local members
    - d. To provide a local forum for discussion of issues facing the U.S. Coast Guard and 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 DOUGLAS MUNRO CHAPTER BYLAWS**

- A. The Douglas Munro Chapter Board of Directors (“Board”) hereby establishes the following Bylaws for the management of the Douglas Munro 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, major changes to the Chapter Bylaws may be voted upon by the Chapter membership.

**III. PURPOSE OF THE DOUGLAS MUNRO CHAPTER**

- A. The purpose of the Douglas Munro Chapter is to represent the professional values of all those SNA members in the Washington, DC metro area who are interested in the promotion of Cuttermen as a community and the U.S. Coast Guard fleet as an integral part of the U.S. Navy / U.S. Coast Guard National Fleet.

## V. ORGANIZATION

- A. Management of the 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 normally be composed of eight officers, and not less than three, nor more than nine. Each member elected will serve a two-year term. Elections will normally be held in September each year, but may be moved to August or October if the board determines that the interests of the Chapter would better be served by an alternate date. Board members may serve no more than four consecutive years. If only three members of the Chapter are elected to the Board, the duties of Vice President and Secretary will be combined.
- C. Officers shall be nominated and elected by the Board as vacancies occur.

## VI. OFFICERS

- A. The Board shall be composed of Officers and Directors at Large.
- B. The Board shall be elected by the Chapter membership as discussed above. The Board members’ authorities, including the expenditure of funds, are limited to the Douglas Munro Chapter.
  - 1. The Board shall elect from among members of the Board the following Officers; all of whom shall serve without compensation.
    - President and Chairman of the Board (“President”)
    - Vice President
    - Secretary
    - Treasurer
  - 2. The President is the senior executive Officer of the Chapter and shall, under the supervision of the Board:
    - a. Serve as President and Chairman of the Board;
    - b. Administer the affairs of the 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 shall:
    - a. Preside at Chapter Board meetings in the absence of the President;

1. The Communications Committee shall be composed of a Chairman appointed by the President, and such other members who may elect to serve. The Communications Committee shall work with the Secretary to generate or compose periodic and event centered correspondence and advertising for events and programs. It shall post this material to the Chapter website and share it with the Secretary and SNA. The Chairman will make regular reports to the Board.
  2. The Membership Committee shall be composed of a Chairman appointed by the President, and such other members who may elect to serve. The Chairman of the Membership Committee shall select committee members from the Board and from the Chapter membership. (All Officers and every Chapter member should consider themselves informal 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 Events and Awards Committee shall be composed of a Chairman appointed by the President, and such other members who may elect to serve. The Events and Awards Committee will suggest and assist in the formulation of events consistent with the goals of the Chapter and SNA. It will also devise policies and programs to recognize those who advance the overall goals of the Chapter and the Surface Navy Association. Further, the Awards Committee will recognize those who have contributed to the advancement and excellence of the Cuttermen and/or Surface Warfare profession.
- 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 Board shall be at the call of the President or when requested by three members of the Board. Normally, the Board will meet at least quarterly. A quorum shall consist of half of the membership of the Board.
- B. For urgent matters requiring a Board vote, the President or Vice President may propose that Board members vote electronically – via e-mail in lieu of an in-person meeting. Board votes will be tallied by the Secretary for recording in the next Board Meeting Minutes. In the event that a board meeting is attended by less than three quarters of the board, votes shall be taken electronically following the meeting in order to allow at least a majority of the board to vote.
- C. The Secretary shall propose, schedule and announce meetings (in-person and/or via conference call) which are called by the President. An agenda shall be provided to the Board by the Secretary containing items to be discussed. The agenda may be modified by the President. Advance copies of the financial and membership data may also be provided.