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DOCUMENT PURPOSE

This Handbook is published as part of the continuing effort to provide leadership and guidance to the local Chapters. It is both a policy document and a 'how to' manual. It is based on actual requirements placed on SNA as a 501(c)3 tax exempt organization on organization and suggested ways to do business in your Chapter. It supplements the Association's directives outlined in the Bylaws and articulates standards to help you better meet the needs and expectations of the membership.

GOALS

- Improve the communication and information flow between the local Chapters and National
- Provide written guidance and 'tools' to help you administer the local Chapter
- Stress the growing importance of professional development programs at the Chapter level
- Articulate standards required for all Chapters
- Provide information on National requirement for Chapters
- Provide information on gaining maximum benefit from your relationship with National

This Handbook will be updated as needed. Inputs, updates and changes to this Handbook are welcomed at any time.

SNA BACKGROUND

The Surface Navy Association (SNA) was incorporated in 1985 to promote greater coordination and communication among those in the military, business and academic communities who share a common interest in Surface Naval Warfare and to support the activities of Surface Naval Forces. The Association's first elected President, Vice Admiral Robert L. Walters, presided over the first board meeting in January, 1987. Admiral Arleigh Burke was a founding member and Chairman of the Board. In an effort to expand the communication and education goals of the Association, an annual symposium was begun in 1988.

Purpose

It is the aim of this Association to promote recognition of the continuing contributions of the United States Navy, United States Coast Guard, and Allied Surface Naval Forces to the security of the Maritime Domain amongst key decision makers and educators. To that end we will:

1. Recognize and publicize professional excellence in the Surface Naval Forces 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 and Coast Guard 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 and Coast Guard through a variety of means throughout the professional, business and academic communities.

6. Recognize Sailors as the most valuable asset of our Surface Naval Forces and actively pursue opportunities to promote Surface Warfare Officer, Surface Warfare Enlisted, and Cuttermen (Gold and Silver) esprit de corps.

CHAPTERS

The purpose of a Chapter is to further the objectives of the Association and administer local programs. It is comprised of members residing in a particular geographic area, or in the case of the Coast Guard a central entity operating as a chapter with geographic home ports within the Association. In order to establish a Chapter, the following requirements must be met:

- Fifty members in good standing
- Appointment of a President; Vice President; Secretary and Treasurer
- Obtaining an EIN
- Establishment of a checking account
- Acceptance by National of a set of Chapter Bylaws

INTEREST GROUPS

For those areas that have a community of surface warriors but are in an area where a traditional chapter cannot be sustained, SNA will support Interest Groups. Members must still meet regularly and must be open to all members: Navy, Coast Guard (retired and active duty) and interested civilians. Interest Groups in predominantly Naval Areas will be supported by SNA National and Interest Groups in predominantly Coast Guard areas will be supported by the National Cuttermen Chapter.

CHAPTER LIAISON

National has appointed a contact at headquarters to work directly with chapters regarding membership questions, funds, special events, website, membership drive materials, etc. Please contact the Chapter Liaison at chapterrelations@navysna.org with any questions regarding your chapter.

Updated information from the chapter liaison will be sent via email and posted on the "Chapter Relations" page on the SNA website. See Chapter Liaison Website Page section.

MEMBERSHIP

Membership in SNA is open to anyone who is interested in a vital, modern U.S. maritime capability with a strong surface naval component manned by confident professionals. There are two types of membership categories:

- Individual
- Corporate

Individual

Categories are as follows:

Annual A regular member who has paid dues for one-year.

Three-Year A regular member who has paid dues for three years at a reduced rate.

Plankowner	A member who paid an established fee for life membership and joined within the first year of the establishment of the Association.
Life Member	A member who paid an established fee for life membership. This fee can be paid on an installment plan, worked out on an individual basis with the National office ahead of time. Dues must be paid in full within 12 months from inception date.
Promotional	A member who is offered membership to gain an appreciation of the Surface Navy Association. Normally reserved for newly commissioned officers selecting to go Surface Warfare or Coast Guard members who go to sea upon commissioning, and Enlisted members upon being selected to Chief Petty Officer. Corporate Non voting members who obtain their membership through the Corporate Membership program. These members are based on their organization's continued participation in the membership program.

Membership Payment Procedures

All records are maintained in the national database. Annual and three-year members are invoiced by National for dues payments as follows:

First Notice	Two months before expiration date	Mailed
Second Notice	Expiration Month	Emailed to those with emails on file. Rest mailed
Final Notice	First week of month after expiration date	Mail and email sent to notify that memberships have been placed on hold
Drop Notice	Three months after expiration date	Email

Once dropped a member's records is moved to a drop database. The membership number can be reactivated upon receipt of dues.

National discourages members from sending cash in the mail. However, membership dues can be paid by check, money order, Visa, Mastercard or American Express. To expedite the process all members are encouraged to join or renew online.

Local Membership Committee

It is strongly suggested that a Membership Committee is established by each Chapter. This Committee main purpose is for recruitment and retention and will work in conjunction with the National Membership Committee.

Each month National provides an excel spreadsheet to each chapter that identifies the members currently identified with that chapter. Each committee is asked to reach out to those that need to renew. Quite often a contact from someone at the local level will prompt renewal or feedback on why they have chosen not to renew.

Due to the transient nature of the Active Duty Community, National needs the help of the Chapters to remain in contact with moving members and to prompt them to notify us of any address and/or email changes. A goal of the National Committee is to better track our moving members and to make sure they are welcomed by their new chapter. In order to change a member's chapter affiliation, the membership department will need a **complete** mailing address before the change can be processed.

The preferred method of updating is for members to go to the online “members only” directory using their username and password and use the form there to submit.

Recruitment Incentive

A point based system is in place for members to recruit **new** members. Qualifying members will be emailed twice a year with their total number of points. Points do not expire as long as the membership is current and has not lapsed. If the sponsor’s membership expires and the member is dropped from the main database all points will be lost. Renewals or members previously in the drop database can not be counted as a new member.

Point Value:

Membership Duration	Points Given
1 Year	1 Point
3 Years	3 Points
Life	5 Points

Redemption

Points	Membership	Memorabilia Item(s)
15	1 year OR	≤ \$20
30		≤ \$40
45	3 years OR	≤ \$60
60		≤ \$80
85		≤ \$100
100		≤ \$120

CHAPTER OFFICERS

SNA is a professional organization dependent upon the time and efforts of dedicated volunteers. Successful Chapters have boards that are diverse and reflect their membership. Each Chapter is required to have a President, a Vice President, a Secretary and a Treasurer. The majority of these officers must be United States Citizens. Each Chapter should try to include senior officers, junior officers, senior enlisted, retirees, reservists, and civilians on their Board.

It is important to elect officers who **have** time to devote to the Chapter. If you have members from afloat commands, try to ensure that you have a good mix of representatives from these commands and the ashore community to provide continuity during deployments. Avoid a turnover of all Chapter Officers at any one time. Wherever possible, chapters that primarily serve active duty personnel should have an active duty, non-deploying President. The Association feels that this enhances the support from the activities and commands in the area. If a Chapter has an active duty President, the vice president should not be active duty.

Chapter Elections

During the formation of a Chapter, the four required officers (President, Vice President, Secretary and Treasurer) can be appointed as an interim board. Once the Chapter has been established an election should be held for these positions. This can be conducted formally with a nominating committee and written ballots or informally at a luncheon or other event by a voice vote on a proposed slate. Results of elections must be forwarded to National through the chapter liaison as soon as possible, but not

more than thirty days after the results of the elections are finalized. If one of your officers leaves the Chapter, you may appoint a replacement without a formal election and inform National of the replacement. The frequency of elections will be governed by your Chapter by-laws. **IMPORTANT:** Chapters are responsible for contacting the SNA National Chapter Liaison with chapter officer turnovers.

In addition to the four principal officers, National requests that a member be identified to coordinate each of the following Chapter functions: Programs and Activities; Membership Recruitment; Membership Retention; Awards; and SITREP newsletter input.

PROGRAMS AND ACTIVITIES

Programs

Experience has shown that the key to success of a Chapter is to provide programs that truly interest Surface Warfare professionals. Once these programs are in place and serving the needs of your local Chapter, interest and retention in the Surface Navy Association will surely increase. The following guidelines are provided to help you meet the needs and expectations of SNA's growing membership. Although each Chapter has unique requirements, an appropriate mix of social events and professional development programs is a necessary element of a vibrant and growing Chapter. Some suggestions are:

- professional speaker program (breakfasts, luncheons, etc.)
- annual professional development program tailored to meet the needs of your membership.
- Community outreach activities (volunteering at clean ups, races, walks, etc)
- Some social events (cocktail party, sailing regatta, golf tournament, etc.)

Developing and executing a successful professional development program is not a simple undertaking. The local Chapter should take advantage of other organizations and commands in the area to act as "co-sponsors" for many of these events.

Financial Assistance

To assist the Chapters financially in the execution of professional development programs, National has established a special project fund. Chapters should submit requests through the National HQ for this funding prior to the event using the Special Project Fund Request Form.

Publicity

An active public relations program is important at the Chapter level. Ensure your activities are advertised and reported in the *SURFACE SITREP* as well as any local or on-base publication. Notify the chapter liaison at headquarters to have your event posted on the "Calendar of Events" link on the national website. Mail or Email announcements for your activities to Commanding Officers and Command Master Chiefs of all the local commands. Ensure a sponsoring command in the area announces your event via official Navy message.

National can send emails regarding upcoming events to chapter members using our group email program. Please email text for distribution to the chapter liaison or headquarters. Emails will be sent within 1 week of receipt. It is preferred that chapters do not include attachments as members with personal firewalls may block email. Information can be posted on a chapter webpage and the link can be included in the email.

Web Site

Chapter Pages/Websites

National will add and maintain a site for each chapter on the SNA website. Chapters need to email updated event information to the chapter liaison. If your chapter does not have a page on the SNA website, please contact the chapter liaison at chapterrelations@navysna.org to have one added.

If chapters want more than 1 page on the website, we will work with them to create and maintain the site. If a chapter is interested in setting up their own site, they should contact the chapter liaison prior to starting. The chapter will need to provide the name of the individual identified as the initial local webmaster. The first page will then be established within 1 week and a unique password provided for the local webmaster to gain access. National will not post information to the site but will provide a link from the national website.

Material posted should be related to the chapter and at the minimum should contain:

- List of the current officers with contact information
- Upcoming events information
- Review, with pictures if possible, of recent events

Content posted by chapters will be reviewed periodically by National to ensure that it stays within the charter of the organization and does not contain content unsuitable for hosting on the association's website.

Chapter Relations Website Page

A chapter officer page has been linked to the National website but is not available to the general membership. Chapters are encouraged to provide comments such as lessons learned, membership drive suggestions, etc. The chapter liaison will also post announcements and forms on this page.

<http://www.chapter.navysna.org/chapterrelations/>

Chapter Calendar

A complete calendar of all chapters' events has been added to the SNA home page. Events will be added to the calendar as received. Please email event information to the chapter liaison.

FINANCES

Bank Account

- Be sure that your SNA funds are kept in an account exclusive of any other monies or activities.
- Identify two people who are authorized to sign checks and interact with your bank.
- Forward signature card to National so that the National Treasurer also has signatory rights. B: This signatory authority will be used only in case of emergency.

Tax Requirements

All chapters must apply for their own tax identification number and provide the number to National. A chapter that needs to apply for a tax EIN number can call 800-829-4933 and complete the application via phone. Alternatively the application form can be completed electronically and is located at <http://www.irs.gov/pub/irs-pdf/fss4.pdf> It is suggested that the form be printed and completed before calling the IRS. The form is also located on the chapter relations page on the website. The following are instructions per accounting on completing the application form.

SURFACE NAVY ASSOCIATION INSTRUCTIONS FOR COMPLETION OF IRS FORM SS-4

Line 1: Surface Navy Association
Line 2: Leave Blank
Line 3: Name of Chapter President
Line 4a: Chapter mailing address. If there is not a Chapter mailing address, enter President's address.
Line 5a: Leave Blank
Line 4b: Continuation of 4a
Line 5b: Leave Blank
Line 6: County and state where the Chapter is located. If there are multiple locations, list the location for the Chapter President.
Line 7: Chapter President and social Security number. ***
Line 8a: Check box for "other nonprofit organization." On line following box, add "Prof. Mem. Assn". Group Exemption Number is 3233.
Line 8b: State: Virginia
Line 9: Check box for "Other." On line following box, add "IRS Requirement"
Line 10: Date your Chapter was chartered
Line 11: December
Line 12: N/A
Line 13: Place a "0" in each of the three blocks.
Line 14: Educational- professional membership association
Line 15: Check the "no" box
Line 16: Check the "N/A" box
Line 17a: Check the "no" box
Line 17b: Leave Blank
Line 17c: Leave Blank
Complete name, title, telephone, signature and date blocks.

*** There is no known liability associated with this question. You may receive a questionnaire asking if your chapter's gross income exceeded \$50,000. If the answer is "yes" SNA National will file Form 990 E Postcard.

Chapters who have gross receipts in excess of \$50,000 in one calendar year must file their own tax report. The Chapter's requirement will be to fill out the paperwork, but, as a not-for-profit organization, you will not be required to pay taxes.

If a chapter has less than \$50,000 in gross receipts, you will be included in the tax report for National.

Annual Finance Report

All chapters must submit a financial report for your Chapter's activities to National not later than 15 February of each year. This report does not need to be complex (see sample Chapter Financial Report Form) but must fulfill the minimum requirements. If you maintain a computerized accounting system, you may submit a printout of your program instead of the sample form. Failure by a Chapter to comply with this will certainly delay our annual National filing.

Gross Receipt Definition

Gross receipts are defined by the Internal Revenue Service as monies that you have received. Therefore, if you charged members for attending luncheons or other events and deposited the money to your account, even if you then issued a check to pay the expenses for the event, the collected funds that were deposited

to your account are included in your gross revenue.

Membership Payments Made to Chapters

Any monies you receive for membership dues must be forwarded to National immediately for proper posting and updating of the membership. A delay in forwarding this will directly affect the member who submitted the payment so it is incumbent on the chapter to promptly action this.

Dues Sharing

Each quarter, National provides each chapter with a portion of the dues based on the total number of members identified in the national database as belonging to the chapter. This doesn't include those who are regarded as lost contacts. The percentage of the dues share is established by the National Board of Directors and is currently \$5.00. Each quarter, the chapter president will receive a check from National for the dues share rate multiplied by the number of its annual members who renewed during the preceding quarter and the number of new members that joined the chapter during the preceding quarter. **During the first quarter** of each year, the chapter president will receive a check from National for the dues share rate multiplied by the number of three year members, life members and plankowners in the chapter.

National requests that the chapter deposit the dues sharing checks to the chapter account within thirty days. A stop payment will be placed on checks not cleared through National's bank within six months after their issue date.

Standard and Award Matching Funds

National has two programs that offer financial assistance to Chapters and each must be submitted to the Treasurer no later than 30 days prior to the event.

The standard fund request form is located on the Chapter Relations website. The fund request form must be completed and emailed to the SNA National Chapter Liaison **prior** to the event for approval. One approved a check will be written payable to the chapter and mailed. Receipts are required to be sent electronically after the event and any unused funding must be returned to National.

The Awards Matching Funds program will match dollar for dollar Chapter expenditures for local awards programs up to a maximum of \$500. Program ideas must be submitted to the Awards Committee through the Chapter Liaison at National for approval using the Awards Request Form.

Chapters requesting funds for regional events such as regional symposiums, midshipman socials, or detailers visits should use the Regional Events Financial Assistance Form.

AWARDS PROGRAM

The National Awards Program is covered by a separate instruction signed by the National President. Specific details on each of these programs is available on the website

* As part of chapter outreach to the local community chapters are encourage to form a relationship with the NJROTC units located within their boundaries. Frequently National is asked if there is a local contact willing to make the Stephen Decatur presentations. This is a perfect opportunity for the chapters to strengthen this relationship.

Local Programs

Chapters are strongly encouraged to establish local awards programs tailored to recognize accomplishments of their own diverse membership. Some suggested areas are:

- SWO/ESWS recognition program
- SWOS distinguished graduate program
- Professional Schools distinguished graduate program · Co-sponsor awards with local commands

SCHOLARSHIP

SNA continues to grow the number of scholarships given each year provided under the VADM Robert L. Walters Scholarship Fund. A copy of the nomination form can be found on the website. All nominations for both new scholarships and renewals must be received at HQ no later than March 1 of each year. Once the Committee has finalized the selection process, chapters that have sponsoring members of selectees within their chapter are contacted to arrange a suitable venue for the check presentation. Chapters are encouraged to do this presentation at a public venue and photographs submitted for future publication in SITREP.

SYMPOSIA

The Surface Navy Association hosts a National Symposium at the Hyatt Regency Crystal City Hotel in Arlington, Virginia the week before the Martin Luther King Holiday in January. Chapter Presidents are encouraged to attend. The weeklong symposium includes over 70 exhibitors, BOD meeting, Chapter Presidents' breakfast, Awards luncheon, International Navies luncheon, Annual banquet, and a variety of seminar sessions.

Chapter presidents will receive more detailed information approximately 1 ½ - 2 months prior to the Symposium which will include hotel and travel information. The week-long event normally includes the following:

- Annual Meeting of the Board of Directors
- Briefings, presentations and panel discussions by leaders of the community
- Displays of the latest technology by SNA Corporate sponsors and other Exhibitors
- Annual Banquet
- Awards Luncheon
- International Navies Luncheon
- Corporate Sponsor Chief Executive Officer/Flag Officer Luncheon
- Corporate Sponsor Vice President/Program Managers Breakfast
- Luncheon open to all attendees that is hosted by a representative of the International Navies community
- JO Roundtable discussion and lunch
- Senior Enlisted Breakfast
- Chapter Presidents Breakfast
- Detailers

National encourages and financially supports the attendance of Chapter Presidents at the Symposium, particularly the Board of Directors Meeting. This event provides an opportunity for Chapters to have personal representation at the meetings and make direct contributions to the planning for the Association in the next year. Chapter Presidents or their representatives also actively engage in discussions which shape the focus of SNA for the coming years.

Regional Symposia

National also assists in the organization of regional symposia with a primary purposes of bringing the opportunities for participation closer to the waterfront.

- West Coast Symposium – Summer in San Diego

Chapters in the surrounding area are encouraged to participate and should make contact with National if they are interested in doing so.

CHAPTER EXCELLENCE AWARDS

Each year at the National Symposium, the Board of Directors and EXCOM present the Chapter Excellence award to a minimum of 4 chapters for their superb efforts on behalf of SNA Members.

A request for chapter inputs, including application form, will be emailed to chapter officers in November with a mid-December deadline. A copy of the award criteria and sample form has been included.

Chapter Membership Excellence Award Criteria

Classification: Recognition

Name: Surface Navy Association Chapter Membership Excellence Award

Purpose: Membership recruiting and retention are key to the ultimate success and effectiveness of the Surface Navy Association. Chapters that are particularly successful should be recognized for their efforts. Accordingly, the National Membership Committee, through the Executive Committee, will sponsor this award recognizing up to three chapters each year that have demonstrated excellence in recruiting new members and/or retaining existing members.

Criteria: The National Membership Committee will recommend up to three chapters for this award each year. Criteria will be as follows:

- Demonstrated excellence in retaining existing members
- A dynamic program of outreach to gain new members
- An active program to involve all members in supporting the Surface Navy

While recruiting and retention factors will be predominant determinants, overall program and communications quality will be an important factor. Initiative will be encouraged.

Selection: The National Membership Committee will nominate up to three chapters annually via the Awards Committee and the Executive Committee.

Award: A suitable patch to be affixed to the SNA banner held by each chapter will be awarded to the winning chapters as a sign of their achievement and contribution to the SNA's goals.

Action: National Membership Committee, National Awards Committee

Chapter Membership Excellence Application

Date: _____

Chapter: _____

President: _____

POC: _____

Chapter Growth – Please describe your chapter’s recruiting methods:

Retention – Please describe your chapter’s method for retaining existing members:

Chapter Activities – Please describe your chapter’s activities this past year. Please include events, award nominations for chapter members, SITREP submissions and any other items of interest:

NATIONAL BOARD OF DIRECTORS AND NATIONAL COMMITTEES

Board of Directors

The National Board of Directors is elected by the voting membership of the Association. The Board consists of not less than nine and not more than twenty-five Directors who serve without compensation. The Directors elect the following Officers: Honorary Chairman; Chairman of the Board; President; Vice President(s); Secretary; and Treasurer. The Board of Directors meets annually, normally the day preceding the National Symposium.

Elections for the Board are held in the fall of each year and results are announced at the Board of Directors meeting. Any suggestions or nominations for the slate should be forwarded to the National Secretary in the spring.

National Committees

The standing committees of SNA are: Executive Committee; Finance Committee; Membership Committee, Awards Committee, Symposium Committee and Communications Committee.

The *Executive Committee* is appointed by the President and is responsible for management of the Association during the interval between meetings of the Board of Directors.

The *Finance Committee* supervises the financial affairs of the Association, including investment policy.

The *Membership Committee* devises policies and programs designed to expand the membership.

The *Awards Committee* seeks to identify members of the Surface Community who should be recognized for extraordinary deeds.

The *Scholarship Committee* reviews each submission, establishes a selection committee to participate in the process and determines the number for award each year.

National By-Laws

A copy of the National By-laws is available on the “Chapter Relations” page. Please see Website section for details on accessing the page.

SURFACE SITREP

National publishes a newsletter, the *SURFACE SITREP*, four times per year. The newsletter is mailed or emailed to all current members. Chapters may request additional copies on or before the SITREP article deadline date. Deadline dates are posted on the Chapter Relations website. Members are encouraged to submit articles to be considered by the Editorial Board for publication and also to write letters to the SNA President or the Editor of the *SITREP* for publication in the Correspondence Corner. Chapters should actively seek out members who would like to contribute their ideas and/or perspectives on current issues that affect the Surface Navy Community. All chapters are encouraged to submit a chapter report for the “**Chapter News**” section detailing past and upcoming events. Pictures with captions are highly encouraged. Please send pictures in a jpg format.

Submission Deadlines: Published each year on the Chapter Relations website and in the monthly roster emails sent to chapter officers.

Reminders will be emailed to chapter officers approximately 2 weeks before due date.

CORPORATE SPONSORSHIP

The Corporate Sponsors of SNA are vital in achieving the Association's goals. The income from corporate sponsorships supplements members' dues and supports the Association's special projects, awards and scholarship programs.

Sponsors are invited to participate in Association activities, nominate members to standing committees and have a very visible role in the National Symposium, particularly through their exhibits. There are two very special events arranged for corporate sponsors at the annual symposium: a luncheon for the Chief Executive Officers of the corporate sponsors and Flag Officers; and a breakfast for Department of Defense Program Managers and Division Heads and Vice Presidents of the corporate sponsors.

Corporate Sponsorship Requests

All corporate sponsorships **must** be handled through the National office. If there is a corporation in your Chapter's area that is interested in sponsorship, please contact National and a package of information will be forwarded or refer the corporation to the corporate link on the website.

Active duty members are discouraged from contacting potential corporate sponsors. See the corporate guidance paper, "Corporate Donations for Chapters" that is posted on the chapter relations web page. In general all funds must be directed to National where appropriate arrangements will be made to ensure that funds are set aside for the chapter event. If a corporate sponsor would like to donate to a local chapter event, the money should be sent directly to National and funds will be mailed back to the chapter account.

Chapters may solicit donations/sponsorships for local chapter events from local vendors/corporations as long as they **are not SNA corporate sponsors or DOD related enterprises**. Chapters must keep a list of all donations with a value in excess of \$500.00 and the identity of the donors for a year-end review by National. Any sizeable donations (in excess of \$500.00) from non-DoD enterprises must be reviewed with National before acceptance. Any contact with our corporate sponsors **must be made through National**.

HOW TO ESTABLISH A CHAPTER

The requirements for starting a Chapter are:

Members Required

A minimum of fifty local members is required to start a chapter. National can provide a listing of current members in the forming area. The forming chapter should provide National with the local area zip codes and names of commands or ships in your area.

Officers

Four Officers should be named: President, Vice President, Secretary, and Treasurer. The majority of these officers must be United States citizens and all must be **current** members in good standing with the association. All changes in officers must be sent to the chapter liaison at chapterrelations@navysna.org within 15 days of any change.

Chapter Bylaws

Each chapter must have their set of approved bylaws. These can be based on the National Bylaws (copy on website) or an original set drafted by the Chapter. Chapter Bylaws must be submitted to the National Secretary for approval.

Address and Bank Account

Each chapter must establish an address to use for all correspondence. The checking account should be for the exclusive use of the SNA Chapter. The Chapter should have two persons authorized to sign checks, as well as the National Treasurer. A signature card from the Chapter's bank must be forwarded to National for the Treasurer's signature and filed with the Chapter's bank. The signature authority of the National Treasurer will be used only in the event of an emergency.

Tips for forming a successful and viable Chapter:

- Make sure you have a team effort. If only one or two people are trying to organize the chapter, they may not be able to "cover all the bases" as effectively as several people each playing a small role. Besides, the more people who are involved, the more members will feel a personal stake in the Chapter.
- Set realistic goals. Make sure your objectives fulfill the needs of members in your area.
- Forward membership applications promptly so your new members will be in the data base, receive their membership cards and other correspondence from National. Make sure your Chapter is listed under "other" in the Chapter affiliation block on the application form.
- Don't hesitate to ask for help from National. The chapter liaison will communicate with you on a regular basis and is always available to assist you.
- Elect officials who have time to devote to the Chapter. It is nice to have senior officers on your Board, but remember that their schedules may not allow them to spend much time on the actual work.
- Plan your first meeting at a time that you think will attract the most members. In some areas this would be a breakfast event, in other areas a luncheon might work best. Be sure to have someone designated to sign up new members.
- Publicize your event as much as possible through your base newspaper, fliers on bulletin boards, and email.

MEMORABILIA

Memorabilia may be purchased by chapters at a discounted price to be used as speaker gifts, door prizes, membership incentives, etc. Chapters may also resell items as a chapter using the retail price as a chapter fundraiser. A price list is included with chapter and suggested retail prices of the standard items that SNA sells on its website. See the Ship Store link to view items.

Payment:

Chapters can request and invoice for items ordered and send a chapter check to headquarters. Other payment methods may be arranged.

Complete list of items can be found on the SNA Website.

TURNOVER CHECKLIST

Turnover discussions should include, but are not limited to, the following items. If you have any questions, please contact the chapter liaison at chapterrelations@navysna.org or National at navysna@aol.com.

YES	NO	ITEM
		Chapter bank account information including confirmation of who is listed on the account
		Chapter banner/flag. Please send name of member holding flag to National so that we can update our database
		Chapter podium sign
		Chapter financial information. All income/expenses for past year will be needed for the annual finance report due by February 15 th
		Chapter website information – passwords, procedures, etc
		Copy of SNA informational CD
		Change bank signature card for Association account and notify National of names on account