

**BYLAWS OF THE  
SURFACE NAVY ASSOCIATION  
BAY AREA CHAPTER**

**I. ESTABLISHMENT OF BAY AREA CHAPTER OF THE SURFACE NAVY ASSOCIATION**

- A. The Bay Area Chapter (“Chapter”) was established by Surface Navy Association in 2016 and is responsible for the Bay Area metropolitan area including Petaluma and Monterey.
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 U.S. Coast Guard 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 BAY AREA CHAPTER BYLAWS**

- A. The Bay Area Chapter Board of Directors (“Board”) hereby establishes the following Bylaws for the management of the Bay Area Chapter.
- B. These Bylaws may be amended by resolution within the Board that is approved by a majority of the Board members present.

**III. PURPOSE OF THE BAY AREA CHAPTER**

- A. The purpose of the Bay Area 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 and United States Coast Guard. Toward that end, this Chapter serves as The Professional Association for Surface Warfare and Cuttermen in the Bay Area 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, United States Coast Guard and Surface Naval Forces to the

security and welfare 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, the United States Navy, and the United States 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 United States Coast Guard through a variety of means throughout the professional, business and academic communities.
  6. Recognize Sailors and Cuttermen as the Surface Navy's most valuable asset and actively pursue opportunities to promote Surface Warfare Officer and Cuttermen esprit de corps to impact positively retention.
  7. Contribute to the development of the local community through a variety of service activities.
- 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 forces. We are united in our resolve that these forces, and the professional Sailors and Cuttermen 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 Bay Area 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 Bay Area 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 four nor more than eight Directors, who shall serve without compensation for a term of one year.
- C. All Board members shall be nominated and elected by the Members of the Chapter by direct electronic or paper ballot in September of each year.
- D. Board Members may serve no more than two consecutive terms in any single position, and no more than four consecutive years on the Board.

## **VI. OFFICERS**

- A. The Board of Directors (“Board”) shall be elected directly by the Bay Area Chapter Membership.
  - 1. The Board shall elect the following Officers; all who shall serve without compensation.
    - President and Chairman of the Board
    - Vice President
    - Secretary
    - Treasurer
  - 2. The President is the senior executive Officer of the Bay Area 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 Bay Area 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 Bay Area 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 Bay Area Chapter correspondence
  - e. Be assigned such other duties as the President may direct
  - f. Be responsible for overseeing the Bay Area Chapter inputs to the Surface SITREP and other matters of external communications supporting Chapter and Association objectives
  - g. Be assigned such other duties as the President may direct
4. The Secretary shall:
- a. Keep the minutes of Board meetings, Board electronic votes and any Bay Area Chapter meetings
  - b. Support the Vice President as required with matters of Chapter correspondence and external communications
  - c. Serve as the Bay Area Chapter point of contact in the SNA Website
  - d. Schedule, administer elections assisted by the Bay Area Chapter administrative team, and certify election results as prescribed by these Bay Area Chapter Bylaws
  - e. Maintain and update the Chapter Bylaws as required
  - f. Perform such other duties as the President may direct
5. The Treasurer shall:
- a. Have charge and custody of, and be responsible for, all funds of the Bay Area 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 Bay Area Chapter's financial transactions
  - c. Render a statement of the financial condition of the Bay Area Chapter at all meetings of the Board
  - d. Be the disbursing officer of the Bay Area Chapter
  - e. In addition to themselves, identify one other Board Member (e.g. Vice President or Secretary) who is 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 Bay Area 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. Perform such other duties as the President may direct.

## VII. COMMITTEES

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

Membership Committee  
Awards Committee  
Programs and Activities Committee  
Finance Committee

1. 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 Chapter membership. 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.
2. 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 Bay Area 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 and Cuttermen profession.
3. 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 or quarterly activity for Bay Area Chapter Members. 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 Association administrative team. The Chairman shall also designate members of the Programs and Activities Committee to prepare event reports for the Vice President for inclusion in the Surface SITREP.
4. The Finance Committee shall be composed of the Treasurer and other such members who may elect to serve. The Finance Committee will coordinate

with the Programs and Activities Committee to maintain budget integrity and shall have final decision on spending of Chapter funds.


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

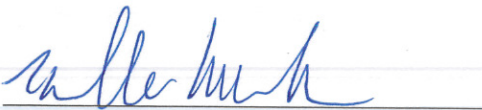
### VIII. MEETINGS


- A. Meetings of the Bay Area Chapter Board of Directors ("Board") shall be at the call of the Chairman of the Board or when requested by any member of the Board. It is expected that the Board will meet at least once a month. A quorum shall consist of half of the membership of the Board.
- B. Meetings or Programs/Activities of the larger Bay Area Chapter Membership are desired quarterly.
- C. The Vice President 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 upon request.

### IX. MISCELLANEOUS

- A. The fiscal year of the Bay Area Chapter shall coincide with the Surface Navy Association and be the calendar year.
- B. The operations and activities of the Bay Area 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 Bay Area Chapter Bylaws having been submitted, reviewed and approved by the Surface Navy Association, were approved by the Board of Directors on 11 April 2017 at a meeting at which a quorum was present.

  
Nate Moore  
President

  
Kellee Nolan  
Vice President

  
Susan Parrish

Treasurer

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Rena Racoma  
Secretary