

**BYLAWS OF THE
SURFACE NAVY ASSOCIATION
NATIONAL CUTTERMEN CHAPTER**

I. ESTABLISHMENT OF NATIONAL CUTTERMEN CHAPTER

- A. The NATIONAL CUTTERMEN CHAPTER (“Chapter”) was established by Surface Navy Association in 2016 and is responsible for all cuttermen around the globe not otherwise assigned to chapters within SNA.
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. Coast Guard and U.S. Navy and particularly within the combined 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 NATIONAL CUTTERMEN CHAPTER BYLAWS

- A. The National Cuttermen Chapter Board of Directors (“Board”) hereby establishes the following Bylaws for the management of the National Cuttermen 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 NATIONAL CUTTERMEN CHAPTER

- A. The purpose of the National Cuttermen Chapter (“Chapter”) is to represent the professional values of all those who are interested in the promotion of cuttermen as a community and the U.S. Coast Guard fleet as well as Surface Naval Forces as an integral part of the United States Navy and U.S. Coast Guard. Toward that end, this Chapter serves as The Professional Association for Surface Warfare and Cutter

Operations throughout the globe for cuttermen not associated with other SNA chapters.

- B. It is the aim of this Chapter to promote recognition of the continuing contributions of the United States Coast Guard, Surface Naval Forces, and Navy 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 U.S. Coast Guard and 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 the Coast Guard fleet and 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 U.S. Coast Guard and Surface Naval Forces to national security.
 4. Foster and preserve the heritage of the U.S. Coast Guard, 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 cuttermen, the U.S. Coast Guard fleet and their integral role within the United States Navy through a variety of means throughout the professional, business and academic communities.
 6. Recognize cuttermen and sailors as the U.S. Coast Guard and Surface Navy's most valuable assets and actively pursue opportunities to promote commissioned cuttermen, enlisted cuttermen, and Surface Warfare Officer and Enlisted esprit de corps to impact positively retention.
- C. It is our firm belief that Cuttermen, officer and enlisted, along with the men and women of Surface Navy represent 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 Cuttermen and 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 National Cuttermen Chapter ("Chapter") will be composed of members of the SNA National Association who are placed in the Chapter based upon their service

affiliation and preference (or if they are cuttermen and do not specify a chapter preference).

- 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 National Cuttermen 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 normally five and not less than three nor more than nine 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 an active duty U.S. Coast Guard officer or enlisted whenever possible who, through the election process, will be elected by the Board
- E. One permanent Director position on the Board will be filled by a U.S. Coast Guard Chief Petty Officer or Chief Warrant Officer whenever possible who, through the election process, will be elected by the Board.
- F. One permanent Director position on the Board will be filled by a retired 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 National Cuttermen 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 National Cuttermen Chapter membership.
 - 1. The Board shall serve as or elect the following Officers; all who shall serve without compensation.

President and Chairman of the Board

Vice President
Secretary
Treasurer
Past President

2. The President is the senior executive Officer of the National Cuttermen 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 National Cuttermen 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 National Cuttermen 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 National Cuttermen Chapter correspondence
 - e. Be responsible for overseeing the National Cuttermen Chapter inputs to the Surface SITREP and other matters of external communications supporting Chapter and Association objective.
 - f. 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 National Cuttermen Chapter meetings
 - b. Support the Vice President as required with matters of Chapter correspondence and external communications
 - c. Serve as the National Cuttermen Chapter point of contact in the SNA Website unless a Webmaster is otherwise appointed by the President
 - d. Schedule, administer elections, and certify election results as prescribed by these National Cuttermen 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 National Cuttermen 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 National Cuttermen Chapter's financial transactions
- c. Render a statement of the financial condition of the National Cuttermen Chapter at all meetings of the Board
- d. Be the disbursing officer of the National Cuttermen Chapter
- e. Identify one other officer 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 financial review of the accounts of the National Cuttermen Chapter working with SNA
- g. 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 National Cuttermen Chapter membership.
2. Directors shall be elected by a vote of the National Cuttermen Chapter membership through a majority of those voting and the voting period shall be advertised and open for a period of not less than twenty days. The Board may fill vacancies with interim appointments which will expire at the next election.
3. Directors' terms shall be for three years, and individuals may be elected for two successive terms.

D. Directors at Large

1. The Board may nominate and elect from the National Cuttermen 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 National Cuttermen 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:

Communications Committee
Membership Committee
Events and Awards Committee
History Committee

1. The Communications Committee shall normally also be designated as the Webmaster and is appointed by the Chairman. The 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 of Directors (“Board”).
 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 National Cuttermen 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 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 National Cuttermen 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.
 4. The History Committee shall be composed of a Chairman, appointed by the President, and such other members who may elect to serve. The Committee shall plan and draft articles and interest pieces for the Chapter’s website, SNA’s Surface SITREP, and events and other venues that highlight heroic or significant actions or events involving cuttermen or surface warriors.
- B. Other ad hoc or special committees may be established as needed by the Board and approved by the President.

VIII. MEETINGS

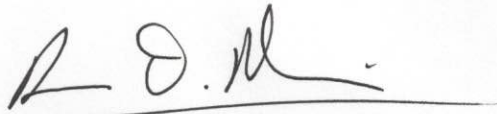
- A. Meetings of the National Cuttermen Chapter Board of Directors (“Board”) shall be at the call of the Chairman of the Board or when requested by three members of the Board. It is expected that the Board will meet at least monthly, and meetings shall

normally be one hour long. A quorum shall consist of one-third of the membership of the Board.

- B. For urgent matters requiring a Board vote, the Vice President shall request that National Cuttermen Chapter Board members vote electronically. Board votes will be tallied by the Secretary for recording in the next Board Meeting Minutes.
- C. The Secretary shall schedule and announce meetings (normally conference calls) 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.

IX. MISCELLANEOUS

- A. The fiscal year of the National Cuttermen Chapter shall coincide with the Surface Navy Association and be the calendar year.
- B. The operations and activities of the National Cuttermen 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 National Cuttermen Chapter of the Surface Navy Association, certifies that these National Cuttermen Chapter Bylaws having been submitted, reviewed and approved by the National Cuttermen Chapter, were approved by the Board of Directors on December 9, 2016 at a meeting at which a quorum was present.



Brian D. Perkins

Secretary, National Cuttermen Chapter, SNA