

**BYLAWS OF THE
SURFACE NAVY ASSOCIATION
KEY WEST CHAPTER**

I. ESTABLISHMENT OF KEY WEST CHAPTER

- A. The KEY WEST CHAPTER (“Chapter”) was established by the Surface Navy Association (“Association”) in 2021 and is responsible for Coast Guard Cuttermen and Navy Surface Warriors within the KEY WEST 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 KEY WEST CHAPTER BYLAWS

- A. The Key West Chapter Board of Directors (“Board”) hereby establishes the following Bylaws for the management of the Key West 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 KEY WEST CHAPTER

- A. The purpose of the Key West Chapter is to represent the professional values of all those SNA members in the Key West area who are interested in the promotion of Cuttermen and Surface Warriors as a community and as an integral part of the U.S. Navy / U.S. Coast Guard National Fleet.

- B. It is the aim of this Chapter to promote recognition of the continuing contributions of the U.S. Coast Guard, U.S. Navy, and Surface Naval Forces 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, U.S. Navy, and 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 the Coast Guard cutter fleet and Surface Naval Forces to national security.
 3. Aggressively pursue opportunities to promote liaison and communication between business, military, and academic communities to further understanding of the contributions of U.S. Coast Guard cutter fleet and Surface Naval Forces to national security.
 4. Foster and preserve the heritage of the U.S. Coast Guard, U.S. Navy, and Surface Naval Forces 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 cutter fleet, and their integral role within the National Fleet through a variety of means across 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 positively impact retention.
- C. It is our firm belief that Cuttermen, officer and enlisted, along with the men and women of the Surface Navy represent the core of our naval capability as a nation and 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 years to come.

IV. MEMBERSHIP

- A. The Key West Chapter will be composed of members of the SNA National Association who are placed in the Chapter based upon their service affiliation and 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 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.
- 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 Key West 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;

- 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 and if required any general membership meetings;
 - d. Have cognizance of all Chapter correspondence;
 - e. Be responsible for overseeing Chapter inputs to the Surface SITREP and other matters of external communications supporting Chapter and Association objectives;
 - f. Be assigned such other duties as the President may direct.
4. The Secretary shall:
- a. Keep the minutes of Board meetings, Board votes, and any Chapter meetings;
 - b. Support the Vice President as required with matters of Chapter correspondence and external communications;
 - c. Serve as the Chapter point of contact in the SNA website unless a webmaster is otherwise appointed by the President;
 - d. Schedule and administer elections, and certify election results as prescribed by these 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 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 Chapter's financial transactions;
 - c. Render a statement of the financial condition of the Chapter at meetings of the Board;
 - d. Be the disbursing officer of the 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 Chapter in accordance with current Association directives;
 - g. Submit financial reports to the Association in accordance with current Association directives;
 - h. Perform such other duties as the President may direct.

VII. COMMITTEES

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

Communications Committee
 Membership Committee
 Events and Awards Committee

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 social media 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.

IX. MISCELLANEOUS

- A. The fiscal year of the Chapter shall coincide with the Surface Navy Association and be the calendar year.
- B. The operations and activities of the Chapter shall be in keeping with the strictures imposed by the rules governing a 501(c)(3) organization.

Submitted by: CDR Justin Nadolny, USCG

Submitted Date: 3/25/2021

APPROVED by National: April 2021