BYLAWS
of the
ANAPOLIS CHAPTER
of the
NATIONAL NAVAL OFFICERS ASSOCIATION

BYLAW I MEMBERSHIP

Section 1. MEMBERSHIP AFFILIATION: An active member of the Chapter shall be a member in good standing who meets all the financial requirements for the current year of National affiliation and for the current year of chapter affiliation.

For National affiliation, an applicant for Regular, Life or Affiliate Membership in the Association upon payment of the appropriate dues shall become a member of the Association in good standing and a member of the region in which he or she resides or requests; an applicant for Associate membership, upon payment of the appropriate dues, shall become a member of the Association in good standing; Junior membership in the Association shall be provided, upon application, at no cost to midshipmen, cadets and officer candidates for the first year and $5 per year thereafter until commissioning.

For Chapter affiliation, an applicant upon payment of the annual dues of $25 shall be a member in good standing; there are no dues required for midshipmen membership.

Section 2. APPLICATION FOR MEMBERSHIP: All applications for membership shall be accompanied by the appropriate dues for each applicant. Such applications shall be on forms furnished or prescribed by local chapter policies.

Section 3. MEMBERSHIP ROLL: The records of the Membership Director shall constitute the official membership roll of the Chapter and shall be the final controlling authority on all questions pertaining to the computation of membership, and on who is active and in good standing.

BYLAW II ORGANIZATION

Section 1. REGIONS: The Chapter is a member of the National Eastern Region.

Section 2. RESTRICTIONS: No local chapter shall take any action in violation of the National Articles of Incorporation or Bylaws nor take any public action inconsistent with the announced policy of the Association as determined by the General Assembly or the Board of Directors.

BYLAW III NOMINATION AND ELECTION TO CHAPTER OFFICE

Section 1. NOMINATIONS AND ELECTIONS: Chapter members can be nominated or volunteer to be elected to the following positions: President, Vice President, Membership Director, Secretary, Treasurer, Historian, and Public Affairs officer. Chapter elections are to be held.

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annually during the month of May and the results reported to the National Board of Directors not later than seven days after the elections. The duties of Chapter officers correspond to those of the Board of Director counterparts as prescribed in the National NNOA Bylaws.

Section 2. ELIGIBILITY FOR OFFICE: Only active members in good standing shall be eligible to run for office. If it is determined at the time of the election that there are no qualified nominees to fill these positions, then the chapter can elect volunteers to fill the positions until they can be filled.

Section 3. NOMINATION OF OFFICERS: Any member of the Chapter can nominate an individual or themselves for any available position.

Section 4. ELECTION OF OFFICERS: The election of all officers of this Chapter shall be by blind ballot. Voice vote may be substituted for the blind ballot if approved by a majority of the members voting. The nominee receiving the majority vote of the members casting votes shall be declared elected by the presiding officer.

Section 5. INSTALLATION OF OFFICERS: Newly elected officers shall be installed at the meeting in which the vote takes place and shall assume full responsibility of the office at the first meeting following the vote. This must be completed prior to the National Conference. Each outgoing officer of the Association shall complete the transition of functions within fourteen (14) days following the vote.

**BYLAW IV DUTIES OF OFFICERS**

Section 1. PRESIDENT: The President shall be the head of the Chapter and in such capacity shall be the Chief Executive Officer of the Chapter and represent the Chapter in all matters pertaining to its affairs. The President shall preside over meetings. The President shall appoint all necessary committees, and shall perform such other duties as are usually incident to the office.

The President shall submit an annual report of the Chapter to the national office for the activities of the year. Subject report shall be submitted within thirty (30) days of the close of the fiscal year.

Section 2. VICE PRESIDENT: The Vice President shall act as representative of the President and, at the President's request, shall preside over meetings, and shall perform such other duties as described in the Bylaws.

The Vice President shall be responsible to President for the effective and efficient functioning of the chapter and members-at-large. The Vice President shall maintain oversight of chapter activities, providing directions and encouragement for chapter and members-at-large involvement in activities that further the goals of the NNOA.
The Vice President will also act as the chapter Membership Director. As the Membership Director, the Vice President shall be responsible for the implementation of programs designed to maintain and promote the membership of the Chapter at the maximum obtainable potential. He/she will be responsible for maintaining a complete and up-to-date membership roll. The Membership Director shall be a contact point for all members who transfer from one chapter in locating or affiliating with another chapter.

Section 3. SECRETARY: The Secretary shall maintain or cause to be maintained the records of all proceedings and of all matters essential to the work of the Chapter, and perform such other duties as are described in these Bylaws or as may otherwise be directed by the President.

Section 4. TREASURER: The Treasurer shall supervise or cause to be supervised, the administration of all funds and securities of this Chapter and shall make or cause to be made, regular accounts thereof. The Treasurer shall coordinate matters of finance between the President and the National Board of Directors and shall make, or cause to be made, semi-annual financial reports. These written reports will be due to the membership by 31 October and 30 June each year. The Treasurer shall perform advisory functions as described in these Bylaws and the National Operations Manual.

Section 5. PUBLIC AFFAIRS OFFICER: The Public Affairs Officer shall cause the planned dissemination of information pertaining to the activities of all elements of the Chapter, through news releases, special articles and bulletins. The Public Affairs Officer shall cause to be published the official publication of the Association.

The Public Affairs Officer will also act as the chapter Historian and shall be responsible for the maintenance of the archives of the Chapter. The Historian shall compile annually, or cause to be compiled, from the archives of the Chapter and from other authentic sources, a narrative history of the Chapter, its activities and accomplishments.

BYLAW V FINANCE

Section 1. The fiscal year of the National Association shall begin on October 1 of each year and end on September 30 of the following year. The Chapter will follow this fiscal year.

Section 2. The revenue of the Chapter shall be derived from annual membership dues and from other sources as may be approved by the membership.

Section 3. The amount of annual dues for Regular members shall be twenty-five dollars ($25). Dues shall be payable by individual members to the Treasurer. Anyone who holds or has held a commission or warrant in the United States Army or United States Air Force will be allowed to pay the same dues as applies to regular members.

Section 4. Chapter membership dues shall be an annual payment each year. Annual dues will be collected in August of each year and the dues payment covers the period of 1 August

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through 31 July. These dates do not correspond to due dates for National dues. Chapter members should bring proof of good standing with National when paying their chapter dues.

**BYLAW VI STANDING NATIONAL COMMITTEES**

Section 1. There are Standing National Committees which act in an advisory capacity to the National President and the Board of Directors.

a. The Naval, Coast Guard and Merchant Marine Academies Committee: This committee, comprised of three (3) members, concerns itself with increasing the number of minority midshipmen and cadets at their respective academies. It is composed of persons who have been associated with their respective Academy and other officers named by the President. All NNOA members who are assigned to these Academies are ex-officio members of this committee for the year or years such assignments are held.

**BYLAW VII AMENDMENTS**

A review of these Bylaws will be conducted annually and may be amended by a two-thirds vote of the Chapter membership, provided that the proposed amendment has been circulated to the membership at least thirty (30) days prior to voting on such amendment.

**BYLAW VIII SEAL AND INSIGNIA**

The Chapter may adopt a distinctive seal and may adopt a distinctive badge or insignia.

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