

## CHARTER

### PACIFIC SOUTHWEST CHAPTER NAVAL SUBMARINE LEAGUE

**ARTICLE I. Name.** The Name of this organization shall be:

Pacific Southwest Chapter, Naval Submarine League.

**ARTICLE II. Objectives.** The objectives of the Pacific Southwest Chapter shall be the same as those of the Naval Submarine League, to wit:

1. To stimulate and promote an awareness by all elements of American Society of the need for a strong submarine force.
2. To encourage mutual understanding and a close working relationship between American Society and those United States Government segments responsible for the acquisition and employment of submarines.
3. To promote greater liaison and communications among the military, academic, and business communities on issues concerning United States submarines, and,
4. To provide a forum wherein the views and perceptions of the membership can be focused and examined.

**ARTICLE III. Membership.** Membership in the Pacific Southwest Chapter shall be as provided by the Naval Submarine League in its by-laws.

**ARTICLE IV. Geographical Limits.** The Pacific Southwest Chapter shall serve members of the Naval Submarine League located in California, Arizona, New Mexico, Colorado, Utah and Nevada. Members and guests from any location are welcome at meetings.

**ARTICLE V. Organization and Officers.** The Board of Directors of the Naval Submarine League is recognized as the League governing body, and the by-laws of the Naval Submarine League are recognized and endorsed as the basic law of the League. The Pacific Southwest Chapter and these by-laws shall remain subordinate to them.

Chapter officers shall consist of the following

1. A President
2. A Vice-President
3. A Secretary
4. A Treasurer

Chapter officers shall be elected at an annual election meeting called by the President at the regularly scheduled meeting immediately preceding the Annual Symposium of the Naval Submarine League. Newly elected officers shall serve from the date of their election until

their respective successors are elected. All officers shall serve without compensation.

A Nominating Committee shall select a slate of candidates for the elective chapter offices which shall be reported to the members prior to the election meeting. The presentation of such slate shall not preclude other nominations from the floor. In case of more than one nominee for any one position, election shall be by secret ballot. A plurality of one vote shall elect for any officer; in the case of tie votes, the President shall cast the deciding ballot.

#### **ARTICLE VI. Duties of Officers.**

1. The President shall preside at chapter meetings; enforce observance of the by-laws of the League and of these bylaws; and perform such other duties as custom and parliamentary usage may require, or which may be prescribed by other authority. He shall be an ex-officio member of all committees except the nominating committee. He shall appoint all standing committees except the nominating committee (see Article IX-1). He shall be empowered to fill a vacancy which occurs in any elective office until the following election.

2. The Vice President shall assist the President, and shall act for him when the President is unable to attend, or when requested to do so by the President. He shall succeed to the office of President for the remainder of the term of office in the event of death, resignation, or removal of the President. The Vice-President shall be Chairman of the Program Committee.

3. The Secretary shall prepare the minutes of the chapter meetings; maintain a current list of members of the chapter; publish a corrected chapter roster when required; mail notices of meetings to members, national headquarters, and other chapters as appropriate; conduct correspondence with national headquarters and with other chapters; maintain a complete file of headquarters correspondence; and perform such other duties as may be prescribed by the President.

4. The Treasurer shall collect or receive all dues and monies payable to the Pacific Southwest Chapter and maintain security and care of chapter funds; disburse such funds as authorized by the President; keep funds of the chapter in a recognized bank; sign the bank's signature cards, together with the President, so that either of them may sign checks to conduct financial transactions, the President to so act only in the absence or nonavailability of the Treasurer; compile and submit necessary tax reports; keep accounts to show a breakdown of monies received and expended; report the receipts and disbursements at all chapter meetings; initiate inspection/audit of chapter funds at the close of each fiscal year and at the time the fund is transferred from the incumbent Treasurer to his successor, with report of such audit to the chapter President. He shall also initiate audit of chapter funds upon change of the President.

**ARTICLE VII. Meetings.** Chapter meetings shall be held on a regular basis at such time and place as the chapter determines. Special chapter

meetings shall be held at the call of the President. At any chapter meeting, members present shall constitute a quorum.

The Order of Business at all chapter meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Reading of the Objectives of the Naval Submarine League
4. Introduction of guests.
5. Administrative reports, normally written and previously provided to the members by mail:
  - a. Minutes of last meeting
  - b. Treasurer's report
  - c. Reports of officers
  - d. Reports of committees
6. Unfinished business
7. New business
8. Speaker or Special Feature
9. Adjournment

**ARTICLE VIII. Finances.** The fiscal year of the Pacific Southwest Chapter shall be from 1 April through 31 March of the following year, to coincide with the fiscal year of the Naval Submarine League. The annual dues of the Pacific Southwest Chapter shall be set by the President, subject to approval by the chapter.

**ARTICLE IX. Committees.** The following will be the standing committees of the Pacific Southwest Chapter.

1. The Nominating Committee shall consist of the immediate Past President, and four members elected by nomination from the floor. The President shall appoint to any unfilled positions within thirty (30) days. It shall report its nominations of chapter officers to the President so that member notification may be made prior to the election meeting.

2. The Membership Committee shall keep chapter membership actively interested in procuring new members and retaining those members on the rolls.

3. The Program Committee shall provide speakers and programs for meetings, or special features as appropriate, working closely with the President. The committee shall prepare advance notices of all meetings for submittal to the Secretary for distribution. The Vice President shall be the Chairman of this Committee.

4. The Public Relations Committee shall ensure that each meeting is written up for publication; prepare publicity on such activities of the chapter as may be desirable or newsworthy, making arrangements with local news media for the Pacific Southwest Chapter activity coverage as necessary.

5. The Finance and Budget Committee shall study the financial situation of the chapter and recommend appropriate policies to the President for raising and expanding funds. It shall prepare an annual budget for

approval by the President, and make a recommendation in regard to the annual dues of the chapter. It shall audit the Treasurer's books and report thereon at the end of the fiscal year, and upon a change of the President and/or Treasurer. The Treasurer shall be an advisor to the committee, but shall not serve on the committee.

Nothing in these by-laws shall preclude the formation of Ad Hoc or temporary committees by the President or by vote of the chapter at a regular meeting. The members of such committees shall be appointed by the chairman of the committee, who is himself appointed by the President. Such committees shall be formed for a specific purpose, and each shall be dissolved when its purpose has been accomplished and its report made to the President and chapter.

**ARTICLE X. Saving Clause.** It is hereby intended that if, for any reason whatsoever, any portion of these by-laws is not adopted, or is subsequently declared invalid, that the remaining portion of the by-laws shall continue in force.

**ARTICLE XI. Dissolution of Chapter.** Upon surrender or revocation of the charter of the Pacific Southwest Chapter, all records, books of account, funds, and other items belonging to the chapter shall be forwarded to national headquarters.

**ARTICLE XII. Effective Date.** These by-laws shall be effective on July 1, 1986 provided that the by-laws have been approved by the Board of Directors of the Naval Submarine League, and have been accepted by two-thirds vote of the members voting.