By-Laws

**Association of the United States Navy,**

**LT Kenyon Anderson DC Area Chapter**

Alexandria, Virginia

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| **By-Laws Revision Log** | | |
| **Version** | **Date of Revision** | **Revised by** |
| 4.4 | 21 November 2015 | Michael Niblack, Secretary |
| 4.5 | 8 April 2017 | Anthony Wallis, Secretary |
| 4.6 | 6 March 2021 | Anthony Wallis, Secretary |
| 4.7 | 8 May 2021 | Anthony Wallis, Secretary |

**Article 1.**

**Name and Governance**

Section 1. The Chapter shall be known by the name of “Association of the United States Navy, LT Kenyon Anderson DC Area Chapter”, otherwise known as the “AUSN DC Chapter” (referred to below).

Section 2. The rules and regulations of the National Constitution, By-Laws and Operations Manual shall

be followed and form the basis of the rules, regulations, and operations of the AUSN DC Chapter.

**Article 2.**

**Meeting Requirements.**

Section 1. Regular meetings shall be held at least quarterly during the calendar year.

* The election of officers will occur each even numbered year during the final meeting of that calendar year.
* Installation of officers in January of odd numbered years.

Section 2. The final meeting of the year shall be the annual meeting.

Section 3. Special or ad hoc meetings may be called by the President. It is recommended to host at least one family gathering per calendar year.

Section 4. Quorum for all Chapter meetings is five Chapter members in good standing (up to date with dues payments) but must include at least one Chapter officer.

**Article 3.**

**Chapter Officers**

Section 1. As per the National Constitution and By-Laws the elected Chapter officers shall be, at a minimum, President, Secretary & Treasurer.

Section 2. The Vice-President, if any, shall be elected or appointed by the President.

Section 3. The appointive officers can include; Chaplin, Ombudsman, Legislative Liaison and any others deemed necessary for fulfilling Chapter requirements, will be named by the Chapter President.

**Article 4.**

**Elections and Appointments**

Section 1. The elective officers shall be nominated, then separately be elected during the biennially-mandated final meeting of each even numbered year. Chapter members present, and in good standing, are eligible to cast votes for elective officers. A majority of votes are necessary to be elected an officer of the Chapter. The officers named in Article 3, Section 3, shall be appointed by the Chapter President-Elect prior to installation. Elected officers, if only one nominated for the office, may be elected by acclamation.

Section 2. The officers thus elected and appointed shall assume their duties in accordance with Article 2, Section 1.

Section 3. Only members of the AUSN DC Chapter shall be eligible to hold elective office.

**Article 5.**

**Duties of Officers**

Section 1. The duties of officers of AUSN DC Chapter shall conform to the stipulations of the National

Constitution, By-Laws and Operations Manual.

Section 2. The Chapter President shall:

* Preside at meetings.
* Vote only in the case of a tie.
* Represent the Chapter at official functions, maintain communications with the Regional President and National Office.
* Appoint Chapter members to Chapter appointive offices as stated in Article 3, Section 3 above.
* Appoint committee chairs and members unless defined in Article 9.
* Serve as an ex-officio member of all committees.

Section 3. If one is elected or appointed, the Vice-President shall:

* Preside in the absence of the President.
* Serve as directed by the President on committees.

Section 4. The Treasurer or Secretary shall deposit all funds of the Chapter in a financial institution. The accounts shall be in the name of the Chapter. The Treasurer, and Secretary as alternate, shall be the guardians of all accounts of the AUSN DC Chapter. The Treasurer shall:

* Receive all funds and process requests for payment, deposits, and officer signature forms. The Treasurer shall keep an itemized account of all receipts and expenditures and make reports as directed and at every meeting.
* Will be a voting member of the Finance Committee, and a non-voting member of the Audit Committee, when convened.
* File Form 990-N annually with IRS.

Section 5. The Secretary shall perform the duties of office as provided by the National By-Laws and shall:

* Record the minutes of all meetings.
* Maintain all Chapter reports and records.
* Maintain a current roster of membership.
* Issue notices of meetings and conduct the general correspondence of the Chapter.
* As alternate, work closely with the Treasurer to deposit money and pay bills.
* Coordinate with National Headquarters with all data to be maintained on their website.

**Article 6.**

**Membership**

Section 1. Membership shall be open to all persons who are eligible for membership in AUSN National. To become a member of the AUSN DC Chapter an individual must be shown to be in good standing at the National organization. If a member is delinquent in the National organization, the member is also delinquent in the Chapter, and will lose all privileges afforded to dues-paying members.

Section 2. Every petition for membership shall be accompanied by the dues. If rejected, the dues shall be returned without delay. No Chapter membership shall be accepted without National membership confirmation.

**Article 7.**

**Fees and Dues**

Section 1. The dues for the AUSN DC Chapter shall be twenty dollars ($20) per year (plus transaction costs).

Section 2. The annual dues of each member of AUSN DC Chapter should be paid as of January 1st of current year, but must be paid no later than the first meeting of the calendar year. All members shall pay full dues regardless of date of admission, unless the Executive Committee authorizes a dues “sale” to all.

Section 3. The fiscal year of the AUSN DC Chapter is the calendar year.

**Article 8.**

**Order of Business**

Section 1. The order of business at stated meetings shall be as follows, until updated by the membership:

1. Opening of Chapter: pledge (President) and prayer (Chaplain)

2. Muster of members & introduction of guests (President)

3. Minutes of last stated meeting (Secretary)

4. Financial report (Treasurer)

5. Presentation of bills (Secretary)

6. Correspondence (Secretary)

7. Committee reports

8. Old business (Secretary and all hands)

9. New business (all hands)

10. Navy education or informational program (President)

11. Memorials and closing prayer (Chaplain)

12. Meeting adjourned

**Article 9.**

**Committees**

Section 1. *The Program Committee*. The Program Committee is comprised of the Chairperson and up to four other members, who shall be appointed by the President. The Committee will plan the overall program agenda of the Chapter. They will be required to report to the members on a semi-annual basis, covering potential events, fundraisers, outreach, recruiting, and other activities as requested by the President. The Program Committee shall provide inputs to the Chapter’s annual budget to the Finance Committee for all annual activities of the Chapter.

Section 2. *The Audit Committee*. The Audit Committee will consist of a Chairperson, the Treasurer, Secretary, and up to two additional appointed members, as designated by the President. The Audit Committee shall audit all accounts and claims for the Chapter. They shall make and sign an annual report on all audits.

Section 3. *The Finance Committee*. The Finance Committee will consist of a Chairperson, the Treasurer, the Secretary, and up to two appointed members, as designated by the President. They shall manage Chapter funds in accordance with the Chapter Investment Policy, and make semi-annual reports on the investments. The Finance Committee shall receive inputs from other committees and develop a proposed annual budget for approval by Chapter members present at the annual meeting.

Section 4. *The Executive Committee*. The Executive Committee consists of the Chapter’s officers. Its function is to provide governance, deliberation and decision-making which does not require the consent of either the Membership or a specific previously authorized officer or committee.

Section 5. *The Events Committee*. The Events Committee will consist of a Chairperson, the Treasurer, the Secretary, and up to two appointed members, as designated by the President. Its function is to identify and help implement events of the Chapter to include those outlined by the Program Committee as well as an end of the year holiday event for the Chapter.

Section 6. The President shall have the authority to appoint special committees, if necessary.

**Article 10.**

**Amendments**

Section 1. Any resolution or edict of the National office, which has the effect to alter any part of these

Chapter By-Laws shall be deemed an amendment without any action by the Chapter.

Section 2. No part of these By-Laws shall be superseded, suspended or amended, unless a proposal, in writing, has been submitted and approved at a meeting of the members. Notice shall be sent to members at least two weeks before action and two thirds of the members attending shall vote in favor of said amendment.

Section 3. All By-Laws of AUSN DC Chapter heretofore in use are hereby superseded.

Revised by Chapter Secretary, Anthony A. Wallis.

Initially balloted on 8 May, 2021 and approved by a 2/3 vote.



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*CAPT Dennis Hunt, USN (Ret)* 8 May, 2021

President **Date**



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*Mr. Anthony A. Wallis* **Date**

Secretary

**CC:**

*CAPT Jack Samar, USN (Ret)*

Vice President

*CAPT Martin Menez, USN (Ret)*

Treasurer