

**By-Laws Of The  
Intermountain Chapter of the  
United States Naval Academy Alumni Association**  
(Rev 12/00)

***Article I – Name and Location***

The name of this organization shall be the United States Naval Academy Alumni Association, Intermountain Chapter. This chapter encompasses the intermountain States of Idaho, Montana, Utah, and Wyoming.

***Article II – Objectives***

The objectives of this chapter shall be consistent with the mission of the U. S. Naval Academy Alumni Association to server and support the United States, the Naval Service, and the Naval Academy, by:

- Furthering the highest standards at the Naval Academy
- Seeking out, informing, encouraging and assisting outstanding, qualified young men and women to pursue careers as officers in the Navy and Marine Corps through the Naval Academy
- Initiating and sponsoring activities which will perpetuate the history, traditions, memories, and growth of the Naval Academy and bind alumni in support of the highest ideals of command, citizenship, and government.

***Article III – Membership***

1. There are two classes of membership for this Chapter, Active members and Associate members:
  - a. Active members – any person who has been sworn in as a Midshipman for the full and regular course of study prescribed by the Board for his or her class at the Naval Academy shall be eligible for Active Membership in this Chapter.
  - b. Associate members – any person, who, because of an outstanding interest and devotion to the United States Navy and the Naval Academy, or other aspects of interests in the Naval Service, shall, if sponsored by two Active members and approved by a majority of the Board of Directors, be eligible for Associate membership in this Chapter. Associate members may not vote in Chapter elections.
2. An eligible person may become an Active or Associate member by payment of dues and fees for the applicable class of membership as established by the Board of Directors. Members in default of dues or fees may not vote or hold office until such time as their accounts are reconciled. Prolonged default (over 6 months) results in automatic loss of membership.
3. Severance of connection with the Naval Service by reasons other than honorable discharge or conviction in a court of law of a serious or felony offense shall be sufficient grounds for the exclusion or expulsion of any person otherwise eligible for membership in this Chapter. Such determination is made by a majority vote of the Board of Directors.
4. Any member may be suspended or expelled from membership by a three-fourths vote of the entire Board of Directors.
5. Any member may resign membership by notifying the President or Treasurer of the Chapter.

## *Article IV – Officers*

1. The Officer of this Chapter shall consist of a President, Vice President, Secretary, Treasurer, and, if applicable, Trustee to the U. S. Naval Academy Alumni Association.
  - a. The Officers shall be elected annually by the Board of Directors from its members.
  - b. The Secretary and the Treasurer may be the same person
  - c. The President, Vice President, and Trustee (if applicable) must be Active members. The Secretary and the Treasurer may be either an Active or an Associate member.
  - d. Any Officer may be removed from office by a majority vote of the Board of Directors.
2. The President shall:
  - a. Preside at all meetings and shall exercise the powers and rights usual to that office, including the establishment of special committees to accomplish the purposes of the Chapter, representing the Chapter to the National Association other than as represented by the Trustee (if applicable), acting as spokesman for the Chapter in any public or private forum, and making commitments for the Chapter within the financial constraints and responsibilities enumerated below.
  - b. Be responsible for ensuring that all obligations of the Chapter with respect to taxes, reports, liaison with the National Association, and a sound fiscal basis with applicable bank(s) or creditors are met.
  - c. Disburse funds when necessary in a case of emergency or absence of the Treasurer, except that no funds in excess of \$150 may be disbursed without a majority vote of the Board of Directors.
3. The Vice President shall assume the duties of President in the event of the President's absence, and/or inability to serve; and such other duties as the President may require.
4. The Secretary shall:
  - a. Maintain the records of the Chapter, including a current roster of members, past financial reports, meeting minutes, Chapter correspondence, etc.
  - b. Be responsible for issuing notices of meetings, issuing a current roster to all members at least once per year, and recording the minutes of meetings.
  - c. Be responsible for reading the minutes of the previous meeting at meetings of the Chapter.
  - d. Be responsible for keeping the National Association apprised of Chapter activities by copying the National Association on appropriate correspondence, sending the National Association a current roster once per year, and submitting articles on Chapter activities for publication to SHIPMATE.
5. The Treasurer shall:
  - a. Be responsible for the financial accounts of the Chapter and have charge of all funds of the Chapter consistent with the policies of the President and the Board of Directors.
  - b. Disburse and receive applications for new or renewed membership for the Chapter, including the collection of dues and notification to the Secretary of addition/deletion of members or change or member status.
  - c. Make or otherwise authorize all financial payments of the Chapter.
  - d. Keep a record of all financial income (including the collection of dues) and disbursements of the Chapter.
  - e. Prepare a report of the financial condition of the Chapter for each meeting of the Chapter or Board of Directors.
  - f. Be responsible for preparing all tax returns for signature by the President and submitting same.
  - g. Maintain a file of vouchers and/or records of income and disbursement as necessary to submit to an internal or external audit.
6. Trustee – in the event this Chapter is allocated a Trusteeship by the National Association in accordance with its by-laws, the immediate past President shall serve as the Trustee with duties enumerated in the National Association by-laws. In the event of unavailability of an immediate past President, the Board of Directors may appoint a Trustee by majority vote.

### ***Article V – Board of Directors***

1. The business and affairs of the Chapter shall be managed by its Board of Directors. The Board of Directors shall consist of no less than three and no more than ten members. Each director shall hold office for a term of four years and until a successor has been elected, unless the director sooner resigns or is removed as provided in these Bylaws.
2. The Board of Directors shall have general charge of the activities and property of the Chapter by providing appropriate guidance and support to the Officers.
3. The Board of Directors has the authority to remove any Officer by a majority vote.
4. A majority vote of the Board of Directors is defined as three Board members, one of whom must be the President (or Vice President, if officially acting as President).
5. The President shall convene the Board of Directors for a meeting at least three times per year to recommend policy, give reports, and receive guidance. Such meetings may coincide with general Chapter meetings. The time and place of the meetings shall be appropriately considered by the President in recognition of the geographic dispersion of the Board to facilitate their attendance.
6. No Chapter property may be disbursed or otherwise disposed of except as authorized by these by-laws and the specific or general policy of the Board of Directors.

### ***Article VI – Elections***

1. Candidates for Board of Directors shall be nominated by active members attending the general meeting of the Chapter that coincides with the fourth anniversary year of the election of the serving Board. Election of new Board members will take place by active members voting at the same meeting.
2. In the election of the Board of Directors, the candidate receiving the highest number of votes in sequential order needed to fill the vacancies shall be elected.
3. In cases of a tie vote, the tie shall be decided by lot.
4. In conducting these Board elections, the voting shall be by secret ballot except where there is no contest. Proxy voting for someone else is prohibited. Each active member is entitled to one vote.

### ***Article VII – Meetings***

1. General meetings of the Chapter may be called at any time by the President, a majority of the Board of Directors, or written request by 10 members of the Chapter to the Secretary.
2. At least one general meeting shall be held annually.
3. The Secretary will announce general meetings by correspondence, E-mail, or such means so that all members are given due notice for the meeting.
4. Robert's Rules of Order shall govern this Chapter for the conduct of formal business at general meetings or meetings of the Board of Directors.

*Article VIII – Adoption & Amendments*

These bylaws shall be approved and adopted, altered, amended, or repealed and new bylaws adopted by a majority of the Board of Directors or by a majority of the active members attending a Chapter general meeting.

**Approved by the Board of Directors/Chapter Members:**

**Date:** \_\_\_\_\_

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