

**By-Laws
Of the
National Association Of
Superintendents
Of
U.S. Naval Shore Establishments
Puget Sound Naval Activities Chapter**



Reviewed April 2014

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ARTICLE I NAME

Section 1. The name of this organization shall be known as the National Association of Superintendents of U.S. Naval Shore Establishments, Puget Sound Naval Activities Chapter.

ARTICLE II OBJECT

Section 1. To improve the prestige and welfare of the membership, to increase our technical competence advancing our respective trade techniques in the art of building and repairing ships and the necessary support thereof. A Superintendent is one who has attained great skill in his craft, whose teachings and precepts the mechanic accepted and followed; and who is the master of his/her own and allied crafts in a naval shipyard or other large naval industrial establishment. The Association shall promote harmony and good will between its members, and cultivate to the fullest extent the spirit of cooperation with the Commanding Officers, Heads of Departments and with each other, to the benefit of all. To associate ourselves as a Local Chapter of the National Association and work for the common good of the Federal Government, so the Defense Department and its employees may be mutually benefited.

ARTICLE III MEMBERSHIP

Section 1. All civilian managers in good standing at the GS 14 level or higher who hold the rating of Project or Shop Superintendent in the Production Resources, Operations, or Lifting and Handling Departments, or Public Works Departments may be eligible for membership when sponsored by a current regular member. Additionally, other selected Senior Managers at the GS 14 level or higher may be eligible for membership when sponsored by a current regular member.

(a) Associate Membership: Is conferred by the Chapter to a manager who holds the rating of Project or Shop Superintendent in the Production Resources, Operations, Lifting and Handling or Public Works Departments. Associate membership may also be extended to include selected Senior Managers at the Puget Sound Naval Activities who contribute substantially to the conduct of Shipyard business through close affiliation with the members of this chapter. Associate membership includes all rights and benefits of regular membership except the right to hold office, to vote on issues of membership, or changes to the By-Laws.

(b) Regular Membership: Is conferred by the Chapter to an Associate Member with at least one year as a member of the Association. Nominations for regular membership shall be IAW Section 2. Members who have enjoyed regular membership in a Chapter and have transferred, or have been reassigned, to positions of equal or higher level, or have been affected by a reduction in force shall be considered for continued regular membership.

(c) Life Membership: Is conferred by the Chapter to a member who, at the date of their retirement or at their passing prior to retirement, was a member in good standing of this Association. Such members shall be given the title, "Superintendent for Life".

(d) Honorary Membership: Is conferred by the Chapter to a person (other than a member of the Association) who has become distinguished by outstanding service performed in the interest of the Association and its members. Such members shall be given the title, "Honorary Superintendent".

Section 2. All potential members (Regular, Associate and Honorary) must be sponsored for membership by a Regular member of the Association. Prior to submitting the written nomination for Associate or Honorary membership, the nominating member will meet and discuss the potential nominee with the membership committee to help validate that the potential nominee's position, character, and abilities warrant membership prior to the written submission. When considering potential members, a written nomination shall be presented to the Association Membership Committee for formal consideration. The written nomination should speak to character of the individual and the value the nominee would provide to the Association.

(a) For potential Associate members, the Membership Committee shall interview the nominee to insure suitability for membership. The interview is to insure the nominee understands the purpose of the association, and to gain a commitment from the nominee to actively support the association. Following the interview, the membership committee will present to the members of the Association their assessment of the nominee based on the interview. The President will then present the nomination to the membership for approval/disapproval. Membership acceptance will be based on majority approval of all Regular members present at the meeting where the vote takes place.

(b) For potential Regular Members, the membership committee will interview the nominee and present their recommendation to the Executive board.

Section 3. All regular and associate members are required to attend at least 50% of the business meetings and social events annually to retain good standing in the association. The President must authorize absences, in advance.

ARTICLE IV OFFICERS

Section 1. The Officers of the Chapter shall be a President, Vice President, Secretary, Treasurer, and a Master-At-Arms.

Election to the position of President, Vice President, and Secretary is limited to those regular members who have attained Journey level in a trade and possess a significant

Production Shop/trades background as a Trade Master or similar position, as determined by the Executive Board.

Section 2. At the October business meeting, the President shall appoint a Nominating Committee to develop, and present, a full slate of nominees for all elective offices, including the position of delegate to the National Convention. The slate of nominees will be presented at the November business meeting.

Section 3. The President shall declare nominations open for elective officers under new business of the November meeting, and also under unfinished business of the December meeting. Following the closing of nominations at the December meeting, the officers shall be elected. New officers will assume their duties in January and shall be formally installed, normally by a past President, at the earliest opportunity.

Section 4. The officers of this Association shall be elected at the December meeting for the term of one year.

Section 5. The Executive Board shall consist of the officers of the Association, the immediate past President, and any National Officer from the Puget Sound Naval Activities Chapter. The executive board shall act as an advisory body for the chapter. The President of the Association will preside at the meeting of the Executive Board.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall be the Executive Officer of the Association and shall preside over all meetings of the Association. He/she shall be an ex-officio member of all standing and special committees and shall perform other duties as usually pertains to the office of the president. If officer positions below the level of President become vacant during the year for any reason, the President shall appoint a replacement to fulfill the term of that position.

Section 2. The Vice President, in the absence of the President, shall preside at all meetings of the Association. In case of a prolonged absence of the President, the Vice President shall perform such other duties normally required of the President. The Vice President is also responsible for use and maintenance of the Superintendents' Cabin. If for any reason the position of President becomes vacant during the year, the Vice President will fulfill that term and vacate the office of Vice President.

Section 3. The Secretary shall keep the minutes of each regular and special meeting. He/she shall keep a copy of correspondence received by the Association and shall write and send out such letters of correspondence as directed by the Association or the Executive Board.

Section 4. The Treasurer's duties shall be to collect all dues and fees from the membership, pay all obligations, receive such other monies from committee and other sources by direction of the President, and keep an accurate account of these transactions.

Section 5. The Master-at-Arms will enforce orders of the President during all meetings.

ARTICLE VI COMMITTEES

Section 1. The President shall appoint committees for a term of one year, from January through December. The President shall be an ex-officio member of all committees and designate the Committee Chair.

ARTICLE VII MEETINGS

Section 1. The regular meetings shall normally be held during the first week of each month, excluding June, July, and August. The Chapter President may authorize exceptions, or changes, to this schedule.

ARTICLE VIII QUORUM

Section 1. 50% of the voting membership and the President, or the Vice President if the President is incapacitated or otherwise unavailable, shall constitute a quorum to transact business at any regular or special meeting.

ARTICLE IX BALLOTING

Section 1. Voting, when taking place at a meeting, shall be by hand or oral ballot. Voting by email is permissible when authorized by the Chapter President.

Section 2. Voting at any regular or special meeting shall be done by secret ballot if requested by any member.

ARTICLE X DUES AND FUNDS

Section 1. The dues for each regular or associate member shall be thirty-five dollars (\$35.00) per pay period. A percentage of this amount is to pay the per capita tax to the National Association as specified at the annual National Convention.

Section 2. There are no dues for Honorary or Life Members.

**ARTICLE XI
SUSPENSIONS, RESIGNATIONS and REINSTATEMENTS**

Section 1. Any member who shall be six months in arrears in payment of dues shall be dropped from the rolls, unless excused by a majority vote of the members present at a regular or special meeting.

Section 2. Paying a reinstatement fee of seventy-five dollars (\$75.00) and liquidating any dues or assessments unpaid may reinstate any member who has been dropped from the rolls for failure to pay dues or assessments.

Section 3. Any member voluntarily desiring to resign may do so by giving one week's notice in writing to the President or Secretary of his/her intentions, and liquidation of any unpaid dues or assessments. The Secretary shall report any resignation at the next regular meeting.

Section 4. Any member whose rating shall so change as to potentially render him/her ineligible for membership shall be referred, by the President, to the Membership Committee for review. The Committee will provide a written recommendation to the Executive Board for action. In the case of discontinued membership, any advance payment of dues shall be refunded.

Section 5. Membership is a privilege and may be revoked. Prior to revocation, the Membership Committee will meet with the member and explain what actions he/she must take to continue to be a member. Recommendation to revoke membership will be proposed by the Membership Committee and brought forward to the Executive Board for action if the member fails to correct his/her actions as explained by the Membership Committee.

Section 6. The President shall report the removal of any member or his/her reinstatement, at the next regular meeting following his/her removal or reinstatement, whichever the case may be.

**ARTICLE XII
EMERGENCY EXPENDITURES**

Section 1. The President shall be empowered to authorize the expenditure of funds not to exceed two hundred dollars (\$200.00) between regular meetings, and shall report the same at the next meeting.

**ARTICLE XIII
POLITICAL ACTIVITY**

Section 1. As defined by law, the Association shall be non-partisan, non-sectional, and non-sectarian; and shall take no part in Federal, State, County, or City government issues; nor aid, nor lend its influence to the election or appointment of any political candidate for Federal, State, County, or City office.

**ARTICLE XIV
AMENDMENTS AND SUSPENSIONS OF BY-LAWS**

Section 1. Amendments to these By-Laws may be adopted by a two-thirds majority vote of the regular membership, provided a written notice of the proposed revised amendments has been provided to the membership at least two weeks prior to the meeting for review.

Section 2. The By-Laws may be suspended for any special business by two-thirds vote of the regular membership; but may be done for only the specific purpose of the moment as stated in the motion.

**ARTICLE XV
RULES OF ORDER**

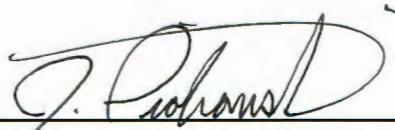
Section 1. "Roberts's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

Section 2. Order of Business:

1. Call to order
2. Flag Salute
3. Roll Call
4. Reading of minutes of previous meeting
5. Communication and bills
6. Report of committees
7. Unfinished business
8. New business
9. Adjournment

LAST SECTION

All previous By-Laws of the Chapter in conflict with these By-Laws are hereby repealed.



President Puget Sound Naval Activities Chapter

4/14/14

Date