

Submarine Officers' Spouses' Association - Washington

Constitution and Bylaws

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Submarine Officers' Spouses' Association - Washington

CONSTITUTION

Article I – NAME

The name of this organization shall be “Submarine Officers’ Spouses’ Association - Washington” hereafter referred to as “SOSA-WA” or Association.

Article II- PURPOSE

SOSA-WA shall be a non-profit social organization as defined by IRS Code 501(c)(4) SOSA-WA is dedicated to providing morale, friendship and community service to submarine officers’ spouses in Washington State. The association’s goal is to promote social and cultural activities for its members, and charitable activities that give back to the local military community and submarine community at large. SOSA-WA is a by our own, for our own, non-federal entity. As such, SOSA-WA will operate in accordance with CNIC instruction 1100.1 NON-FEDERAL ENTITIES ON BOARD NAVY INSTALLATIONS and Naval Base Kitsap Instruction 11000.1A (or current standing instructions).

Article III- MEMBERSHIP

Section A

Members of SOSA-WA shall be active members, associate members, and advisors. (Refer to Article III, Section A of the Bylaws.)

Section B

1. Active members shall be entitled to all privileges of SOSA-WA.
2. Associate members shall have all privileges except voting, nominating and holding an elected office, or chairing a committee. SOSA-WA Executive Board may approve, on an individual basis, any of these privileges.
3. Advisors shall have all privileges except holding an elected office.

Section C

1. Condition of membership shall be payment of Association dues.
2. Dues and fees are non-refundable.

Article IV - OFFICERS

Elected officers shall be President, Vice President, Secretary, and Treasurer.

Section A

1. Nomination and election of officers shall be according to the Bylaws.
2. Officers shall be members in good standing of SOSA-WA.

Section B

1. Officers shall be elected by a simple majority of all available ballots.
2. They shall serve for a period of one year from the date of installation.
3. They shall not serve more than two consecutive terms in the same office.
4. New officers installed mid-year shall finish out the club year.

ARTICLE V - MEETINGS

Section A

1. Regular Executive Board and General Membership meetings shall be held.
2. Emergency meetings may be called by the Executive Board at their discretion.

Section B

Social functions shall be held according to the Bylaws.

ARTICLE VI – BOARDS

Section A

The Executive Board shall consist of the Elected Officers, Parliamentarian, and Advisors.

Section B

The Advisory Panel shall consist of 2-6 members, including the spouses of Commander Submarine Group 9; Commanding Officer, Naval Base Kitsap; Commander, Submarine Development Squadron 5; Commander, Submarine Squadron 17; Commander, Submarine Squadron 19; and Chief of Staff of Submarine Group 9 as available. Additional advisors may be asked to serve by the current Advisory Panel as circumstances warrant.

ARTICLE VII - COMMITTEES

The Executive Board shall direct committees to fulfill the purposes of SOSA-WA, which shall encompass charitable, educational, cultural, social and other activities as deemed necessary.

ARTICLE VIII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern this Association in all cases in which they are applicable and consistent with the Constitution and Bylaws.

ARTICLE IX – AMENDMENTS

This Constitution and the Bylaws contained hereafter may be amended according to the process defined in the Bylaws.

ARTICLE X - BYLAWS

The SOSA-WA membership is empowered to establish the Bylaws and to revise them as deemed necessary using the procedures contained hereafter.

Submarine Officers' Spouses' Association – Washington

BYLAWS

Article I - NAME

The name of this organization shall be "Submarine Officers' Spouses' Association - Washington" hereafter referred to as "SOSA-WA" or "Association."

Article II – PURPOSE

SOSA-WA shall be a non-profit social organization as defined by IRS Code 501(c)(4) SOSA-WA is dedicated to providing morale, friendship and community service to submarine officers' spouses in Washington State. The association's goal is to promote social and cultural activities for its members, and charitable activities that give back to the local military community and submarine community at large. SOSA-WA is a by our own, for our own, non-federal entity. As such, SOSA-WA will operate in accordance with CNIC instruction 11000.1 NON-FEDERAL ENTITIES ON BOARD NAVY INSTALLATIONS and Nave Base Kitsap Instruction 11000.1A (or current standing instructions).

Article III- MEMBERSHIP

Section A Description of Membership

1. A member (active, associate or advisor) is a member in good standing if they have paid their dues and have no debts to SOSA-WA.
2. Active members- Spouses of all active duty, reserve, or retired officers, living or deceased, in the United States Navy, Marine Corps, or Coast Guard who have served or are serving on a submarine or at a submarine support command (e. g., naval bases, training facilities, maintenance facilities, tenders, rescue vessels, escort vessels and security forces that support submarines).
3. Associate members- Spouses of all active duty, reserve, or retired United States military officers, living or deceased, who have not served on a submarine or at a submarine support command, as well as spouses of foreign naval officers, and spouses of civil-service GS-8 and above. Associate members also include significant others of active duty service members as verified by their command.
4. Advisors- The Advisory Panel shall consist of 2-6 members, including, as available, the spouses of Commander Submarine Group 9; Commanding Officer, Naval Base Kitsap; Commander, Submarine Development Squadron 5; Commander, Submarine Squadron 17; Commander, Submarine Squadron 19; and Chief of Staff of Submarine Group 9. Additional advisors may be asked to serve by the current Advisory Panel as circumstances warrant.

Section B Privileges of Members

1. Active members shall be entitled to all privileges of SOSA-WA. These include voting, nominating, holding an office, and chairing a committee.
2. Associate members shall have none of the above privileges given to active members except by special approval of SOSA-WA Executive Board.
3. Advisors shall have all privileges except holding an elected office.
4. All members and their guests may participate in activities and social functions.
5. Members attending paid events may receive admittance at a discount rate set by the Event Chairperson and approved by the Executive Board.
6. Members may receive newsletters throughout the year and receive a membership roster and updates.

Section C **Fiscal Policy**

1. Each member must pay, according to the conditions set by the elected officers, the dues and fees in amounts to be fixed by the Executive Board.
2. Dues and fees are non-refundable.
3. The fiscal year of the Association shall be August 1ST to July 31ST.
4. A balance of \$2,400 maximum and \$1,000 minimum shall be required for turnover to the new Executive Board. If funds at turnover exceed \$2,400, refer to Article X, Section C, 4.
5. A budget for the following fiscal year must be voted on at the May General Membership Meeting
6. The Executive Board shall have the discretion to augment the budget up to \$50, one time per line item, without membership approval.
7. At the discretion of the Executive Board, a gift, not to exceed \$20, may be purchased for the host of a major SOSA-WA function, such as the Welcome Kickoff.

Article IV – OFFICERS

Elected officers shall be President, Vice President, Secretary, and Treasurer.

Section A **Nomination of Officers**

1. If necessary, the President shall appoint a chairperson and no more than five (5) other members, subject to approval of the Executive Board, to serve as the Nominating Committee.
2. The nominating committee shall present a slate of one (1) or more candidates for each elected office by the April meeting. Additional nominations from the floor will be permitted at the April meeting, provided the consent of the Nominee has been obtained.
3. The committee will obtain simple biographies of the candidates. The biographies will be printed in the May SOSA-WA Newsletter.

Section B **Election Process**

1. Each active SOSA-WA member may cast one (1) vote per office in the election of officers.
2. Active SOSA-WA members may vote either through the mail or e-mail before the May general meeting or in person at the May general meeting.
3. Ballots should be mailed or e-mailed to the Membership Chairman who will keep an account of votes cast, check off voters' names on the membership roster and uphold confidentiality.
4. Mailed in ballots or e-mailed ballots will be counted up to the day before the election. Envelopes containing mailed ballots must show the member's name in the return address so membership status may be verified.
5. Ballots will be provided at the May general membership meeting for active members who did not vote by mail or email.
6. If only one person is nominated for each position, the vote may be taken by a show of hands.
7. If more than one person is nominated for any position, the voting must take place by secret ballot.
8. The chairperson of the nominating committee and at least one advisor shall then count the votes. Election shall be by a simple majority of all ballots.
9. If there is a vacancy of an elected office, with the exception of the President, an interim officer may be designated by the Executive Board until the membership elects a new officer at a monthly membership meeting. The Parliamentarian shall announce the vacancy at the next Executive Board and membership meetings. The Parliamentarian will seek at least one candidate for the vacant office. Candidate(s) will be approved by the Executive Board and voted upon and installed at the next General Membership meeting.

Section C **Installation**

1. Newly elected officers shall be installed following the May meeting at the Appreciation Turnover Tea.
2. No member shall hold more than one (1) office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section D **Turnover Procedures**

1. Prior to leaving office, all Officers will prepare an annual report of their duties, how those duties were fulfilled, and include any recommendations for their successors. These reports, as well as all records pertaining to their positions, shall be turned over to the incoming Officers no later than June 15th. Hard copies of documents should be provided as well as any available digital media. If the Officer remains the same, an annual report shall be submitted to the President.
2. Access to email, social media and other web based accounts shall be turned over to incoming Officers no later than June 15th.
3. Access to bank accounts shall be turned over to incoming Officers no later than June 15th.
4. Incoming Treasurer and outgoing Vice-President audit previous year's books. In case of no turnover, President assigns a third party to audit. Audit shall be completed by June 30th.
5. Each Officer must retain two year's records for their position.
6. In the event a successor has not been named for a position, turnover items should be turned over to the incoming President.

Article V - OFFICER AND ADVISOR DUTIES

Should an officer be unable to fulfill the duties of the office, for whatever reason, said officer may be removed by a vote of the simple majority of the Executive Board at any meeting of the Executive Board, with concurrence of at least two (2) advisors.

Section A **General Duties of Officers**

Maintain close communications with Commanding Officer, Naval Base Kitsap (NBK) and other military commands as necessary to carry out the purposes of SOSA-WA. Incoming officers should be given a copy of the Bylaws upon being elected to office. The officers should acknowledge their receipt and understanding of the Bylaws at the first Executive Board meeting of their term.

Section B **President**

1. Preside at all Executive Board meetings, General Membership meetings, and SOSA-WA functions or delegate to another board member.
2. Conduct meetings in accordance with *Robert's Rules of Order* in all cases in which they are applicable and consistent with the Constitution and Bylaws.
3. Formulate an agenda for each Executive Board and General Membership meeting.
4. Approve and sign the minutes of all meetings.
5. Assure that the responsibilities of all officers and chairpersons are carried out effectively and within budget.
6. Assign tasks to committees and obtain periodic progress reports. May form committees, solicit for Committee Chairperson and declare any committee inactive as needed.
7. Act as ex-officio member of all committees, with the exception of the Nomination committee, and attend these additional meetings when possible.
8. Act as, or appoint, a representative from SOSA-WA to attend meetings, organizations, business and government agencies, as required or as requested by Commanding Officer, NBK.
9. Provide an accounting of expenses paid out of the President's Discretionary Fund as outlined in Article X, Section D.

10. Shall have the authority to sign checks (excluding checks payable to oneself), make deposits and withdrawals in the absence of the Treasurer, or as deemed necessary.
11. Act as custodian of the SOSA-WA email address, sosa.washingtonstate@gmail.com, with Vice President and send all SOSA-WA correspondence via email such as meeting reminders, newsletters, and committee updates.
12. Act as custodian of all social media accounts.
13. Provide any necessary information for the Association's monthly newsletter, and website.
14. Ensure that all Officers, Executive Board members, and Committee Chairpersons turnover their records to the incoming administration no later than June 15th.
15. Delegate duties to the Vice President or other interested members as necessary.
16. Serve as President on the Board of Directors of Submarine Officers' Spouses' Charitable Association - Washington, hereafter known as SOSCA-WA.
17. Appoint Parliamentarian.
18. Appoint Parliamentarian or other active member to serve as chair of the Nominating Committee.
19. Contact and invite all prospective Advisors to serve on the Executive Board per Article III – Membership.

Section C **Vice President**

1. Remain prepared at all times to assume the office of President, if and when required.
2. Coordinate or delegate organization's program activities.
3. Coordinate with the COMSUBGRU 9 Spouse Turnover Event Committee Chair as necessary.
4. Act as custodian of the SOSA-WA email address with President.
5. Act as custodian of the SOSA-WA Vice President email, sosa.wa.vicepresident@gmail.com.
6. Act as custodian, along with the President, of all social media accounts.
7. Coordinate or delegate a command representative liaison providing necessary communications to SOSA-WA command representatives.
8. Serve as Vice President on the Board of Directors of SOSCA-WA.

Section D **Secretary**

1. Record the minutes of Executive Board and General Membership meetings.
2. Provide a signed copy of the minutes of Executive Board and General Membership meetings to the President within a week.
3. Send a copy of the General Membership Meeting minutes to the SOSA-WA newsletter chairperson or to the membership roster via email.
4. Act as custodian of SOSA-WA records, including meeting minutes, newsletters, correspondence, committee chairperson reports, and other documents of importance to the association's functions. Records should be maintained for at least five years with hard copies and a digital backup whenever possible.
5. Act as custodian of the SOSA-WA Secretary email, sosa.wa.secretary@gmail.com
6. Make available the Constitution and Bylaws to all new members.
7. Be responsible for and report on all correspondence pertaining to SOSA-WA.
8. Write thank you notes for donations or presentations to SOSA-WA.
9. Send cards and invitations as appropriate.
10. Serve as Secretary on the Board of Directors of SOSCA-WA.

Section E **Treasurer**

1. Maintain proper and accurate records of all SOSA-WA financial transactions using generally accepted accounting practices, which must be reviewed each year during Executive Board turnover as referenced by Article IV Turnover Procedures
2. Provide petty cash for new memberships, childcare, etc. as required.
3. Receive and record all monies due and payable to SOSA-WA from any source. Make a reasonable effort to collect monies due. Refer accounts in arrears to the President for further action.
4. Prepare a monthly financial statement for the President and present a complete report at Executive Board and General Membership meetings.
5. Temporarily perform the duties of the SOSCA-WA Treasurer in their absence. The SOSCA-WA Treasurer shall not be the same individual currently serving as SOSA-WA Treasurer, unless there is a temporary vacancy. In the event of a temporary vacancy and upon Board approval, the SOSA-WA Treasurer may fill that role.
6. Prepare an annual SOSA-WA budget for the following fiscal year prior to the May General Membership meeting.
7. Disburse funds as directed by the Executive Board, retaining proper receipts for each such disbursement.
8. Maintain proper and accurate records of SOSA-WA property (i.e. silver set, coffee urn, storage room, etc.). Prior to turnover, an inventory of the SOSA-WA storage room must be completed.
9. Prepare and verify the accuracy of any financial statements that are included in other reports submitted to outside sources.
11. Prepare an annual financial report not later than 45 days after the close of the SOSA-WA fiscal year (1 Aug - 31Jul). The report will be prepared in accordance with generally accepted accounting practices and submitted to the Executive Board. Copies will be made available to members and outside agencies as required.
12. Prepare or arrange for accurate completion and timely submissions of federal income tax reports. This includes coordinating with the Dolphin Store treasurer to submit required Dolphin Store federal income tax information.
13. Sign checks (excluding checks payable to oneself) for expenditures authorized by the Association in accordance with these Bylaws.
14. Maintain a post office box for SOSA-WA correspondence at the NBK-Bangor Post Office.
15. Act as custodian for SOSA-WA tax records. Hard copy records must be maintained for seven years after their submission.
16. Verify corporate status annually with Washington Secretary of State and pay appropriate fees.
17. Act as custodian of the SOSA-WA treasurer email, sosa.wa.treasurer@gmail.com.

Section F **Parliamentarian**

1. Assist the President in the conduct of the meetings
2. Be knowledgeable of *Robert's Rules of Order* and SOSA-WA Bylaws and keep a copy of both available at all Executive Board and General Membership meetings.
3. At the first business meeting of the Executive Board and General Membership, following the installation of new officers, provide a brief review of applicable portions of *Robert's Rules of Order* and SOSA-WA Bylaws.
4. Correct any errors in procedures at Executive Board and General Membership meetings.
5. Act as or appoint the chairperson of the Bylaws Revision Committee. Submit proposed Constitution/Bylaws revision in accordance to Article XI – Bylaws Management.
6. Serve as Chairperson of the Nominating Committee unless another member is appointed.
7. Conduct the elections with the assistance of the Membership Chairperson and an Advisor.

Section G **Advisors**

1. Provide guidance at Executive Board and General Membership meetings to ensure compliance with SOSA-WA Bylaws, Navy, and Commanding Officer, Naval Base Kitsap policies and customs.
2. Provide advice to the President and other members of SOSA-WA when requested.
3. Review revisions to the Bylaws in accordance to Article XI – Bylaws Management.

Article VI- MEETINGS**Section A** **General**

1. The Executive Board shall determine the date, time, and place of monthly meetings.
2. An Executive Board meeting should be held prior to general meetings.
3. The Executive Board will meet approximately 30 days prior to the first general meeting of the fiscal year.
4. The President may call any additional meetings at their discretion with at least seven (7) days' notice.
5. Attendance by a minimum of one Executive Board member is required for a general meeting to be held.

Section B **Social Functions**

Social functions of SOSA-WA will be planned by the host/committee in conjunction with the Executive Board.

Section C **Welcome Function**

The organization will host a Welcome Function at the first General Membership meeting.

Section D **Schedule Changes**

Monthly meetings and social functions may be changed at the discretion of the Executive Board.

Article VII - EXECUTIVE BOARD**Section A** **Executive Board**

The SOSA-WA Executive Board shall consist of Elected Officers, the Parliamentarian, and Advisors.

Section B **Duties**

1. Formulate plans and policies of SOSA-WA
2. Approve all programs and agendas to be presented at the general meetings.
3. Be responsible for approving the SOSA-WA activities calendar for the upcoming year.
4. Plan the Welcome Function.

Article VIII- COMMITTEES**Section A** **Committee Chairpersons**

1. Standing and Special Committee Chairpersons shall be active members in good standing unless otherwise approved by the Executive Board. See Article III – Membership.
2. Members may volunteer as a committee chair and seek endorsement by the Executive Board. These Chairpersons may form support committees as needed without Executive Board approval, and may also select a co-chair, if deemed necessary.
3. Chairpersons shall keep operational records of their activities. These records must include: responsibilities, budget data, ledger sheets, and recommendations for next year. The records may include the following items, if applicable: inventory lists, personnel and service support, vendors, activity outcomes, and program evaluation.
4. Chairpersons shall keep the Executive Board informed of the activities of their committees and shall report to the membership at membership meetings.

5. Standing Committee Chairpersons shall act as outlined in the current Bylaws of SOSA-WA and the committee guidelines.
6. A copy of Article VIII – Section A shall be given to each committee chairperson upon taking the position.
7. In the event a Standing or Special Committee is not chaired by a volunteer, the President may appoint a SOSA-WA elected officer to hold the position. This instruction does not apply to the Dolphin Store Committee.

Section B **Standing Committees**

The following Standing Committees shall be formed with a chairperson:

1. Communication
2. Membership
3. Childcare Coordinator
4. Dolphin Store

Section C **Special Committees**

1. A special committee is one that is formed for a specific function lasting until the activity has been completed.
2. Required special committees include:
 - a. Nominating Committee
 - b. Welcome Function
 - c. Appreciation/Turnover
 - d. COMSUBGRU 9 Spouse Turnover Event
3. Other optional Special Committees may include, but are not limited to, the following:
 - a. Oktoberfest
 - b. Make It, Bake It ...Auction
 - c. Cinco de Mayo Celebration

Section D **Turnover Procedures**

1. Prior to leaving office, all Committee Chairpersons will prepare an annual report of their duties, how those duties were fulfilled, and include any recommendations for their successors. These reports, as well as all records pertaining to their positions, shall be turned over to the incoming Chairpersons no later than June 15th. Hard copies of documents should be provided as well as any available digital media. If the chairperson remains the same, an annual report shall be submitted to the President.
2. All Event Committee Chairpersons must turn over their reports and records to the President within three (3) months of the function or activity's completion, but no later than June 15th.
3. Each Committee Chairperson must retain two year's records for their position.
4. In the event a successor has not been named for a position, turnover items should be turned over to the incoming President.

Section E **Other Duties**

Additional duties may be assigned by the President.

Article IX - VOTING

1. A quorum shall consist of at least 15% of the voting members of SOSA-WA.
2. Each member is entitled to cast one vote on each matter submitted for vote.

3. If a quorum is not represented at a meeting, those members who have not voted will be contacted by email by midnight on the day of the vote and given 72hrs to respond. After 72 hrs., the vote will stand as tabulated.
4. A quorum is required for approval of the annual budget, any other expenses over \$1000, and election of board members.

Article X - FINANCES

Section A Tax Status

SOSA-WA is a non-profit organization exempt from Federal Income Taxes under 501(c) (4) of the Internal Revenue Code.

Section B Fiscal Year

The fiscal year of SOSA-WA shall be from August 1st to July 31st.

Section C Operational Funds

1. Operational funds shall be derived from annual membership dues and designated fundraising activities.
2. Operational funds may be used to fund any event sponsored by SOSA-WA.
3. A balance of \$2,400 maximum and \$1,000 minimum in operational funds shall be required for turnover to the new Executive Board each year.
4. After turnover funds are allocated, the excess funds shall be donated to the Dolphin Scholarship Foundation.

Section D President's Discretionary Fund

The President shall be allowed an annual \$100 discretionary fund for SOSA-WA related expenses. The use of this fund does not require prior approval of the membership, although the President will be required to provide an accounting of this fund to the General Membership.

Section E Dolphin Store Committee

1. The Dolphin Store is co-chaired by the Manager and Dolphin Store Treasurer. Responsibilities are as follows, but not limited to: the Manager is responsible for purchasing, outside sales, display case upkeep, Naval Base Kitsap relations, trunk shows and marketing. The Store Treasurer is responsible for tracking financial information, sales, bills, invoices, purchase orders, end of year tax information and the Dolphin Scholarship Foundation (DSF) donation.
2. A monthly financial statement shall be prepared and presented at SOSA-WA Executive Board Meetings.
3. Manager and Treasurer shall maintain proper and accurate records of all Dolphin Store transactions using generally accepted accounting practices, which must be audited by an approved 3rd party annually.
4. Sales tax must be collected from each qualifying merchandise purchase, set aside in savings account, and paid annually to the state of Washington by January 31st.
5. Set aside in savings account no less than 10% of sales, after taxes, to be donated to DSF.
6. Dolphin Store Treasurer must coordinate with SOSA-WA Treasurer to submit required information for the Annual Federal Tax filing.
7. Inventory shall not exceed \$10,000 in merchandise excluding consignment items.
8. Inventory control shall be kept by the Dolphin Store Manager and updated monthly. Consignment will be kept separate.
9. Full inventory count shall be completed at the end of the fiscal year and during Dolphin Store Manager turnover.
10. The merchandise markup percentage shall be at the discretion of the Dolphin Store Manager.

11. Annual donation to DSF is determined by the Dolphin Store Co-Chairs. A minimum of \$1,000 plus set aside sales tax shall remain in account for reserve funds. In addition a minimum of \$1,000 shall remain at the end of each year to purchase merchandise, and fund future operations. Maximum will depend upon operation needs, and is at the Co-Chairs discretion. Donation to DSF shall be made no later than May 15th.
12. The amount of the donation to DSF shall be disclosed to the General Membership at the End of Year Turnover Event.
13. Dolphin Store proceeds will not be used to fund SOSA-WA operating costs.

Section F Other

SOSA-WA and SOSCA-WA are affiliated with each other, as the organizations share common officers. As such, the membership of SOSA-WA has a vested interest in its functioning. SOSCA-WA is a nonprofit organization whose sole purpose is to raise and disburse funds that support the military, service members, and their families

Article XI- BYLAWS MANAGEMENT

Section A Distribution

Bylaws will be made available by the Secretary to all members via e-mail and posted on the website.

Section B Revisions

1. All revisions to these Bylaws must be submitted to the Executive Board prior to submission to the General Membership for adoption.

A copy of these Bylaws will be disseminated to Commanding Officer of Naval Base Kitsap.

Section C Process

1. The President of SOSA-WA will submit all proposed Bylaws changes to Commanding Officer, Naval Base Kitsap in writing for review.
2. A side-by-side, or redline version of the Bylaws in their entirety will be made available to the General Membership in February of the voting year.
3. At the March General Membership meeting following publication, proposed Bylaws will be voted upon by all members present.
4. Proposed Bylaws will be adopted or rejected in their entirety by a majority of all members present.
5. Once adopted, revised Bylaws will be made available to membership. These Bylaws will remain in effect until the process is repeated.
6. In the event that Bylaws are not passed, steps 2 and 3 shall be repeated at subsequent meetings.

Section D Bylaw Review Committee

1. The Bylaws will be reviewed every three years by a Bylaws Review Committee chaired by the Parliamentarian (referred to in this section as the Committee) or as deemed necessary by the Executive Board. The next date for review is fiscal year 2021.
2. The Parliamentarian shall chair the Committee, which shall be staffed by voting members of SOSA-WA. A call for volunteers for the Committee shall be made at the September 2020 meeting.
3. The Committee shall present proposed Bylaws changes, if any, to the Executive Board prior to the General Membership for discussion and approval at the March 2021 meeting.

Article XII - DISSOLUTION

In the event of dissolution of SOSA-WA, any and all remaining assets of SOSA-WA, after payment, or provision for payment, of all SOSA-WA debts and liabilities, shall be distributed to Dolphin Scholarship Foundation.

Article XIII - ADOPTION

These Bylaws shall become effective immediately upon adoption by a majority vote of the members present.

REVISED: Spring 2007, May 21, 2009, Spring 2011, Spring 2013, Spring 2015, (Amended) Fall 2015, (Amended) Summer 2017, Spring 2018.

Proposed Bylaws submitted to the Executive Board:

Vice President SOSA-WA

Date

Proposed Bylaws approved for submission to General Membership

President SOSA – WA

Date