

# **SURFACE OFFICER SPOUSES OF SAN DIEGO CONSTITUTION AND BY-LAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the SURFACE OFFICER SPOUSES OF SAN DIEGO, CALIFORNIA. In all official matters and capacities this organization shall be referred to as "SOS OF SAN DIEGO." This organization shall be a non-profit organization hereinafter in these by-laws referred to as "SOS."

## **ARTICLE II: PURPOSE AND FUNCTION**

### **A. Purpose**

SOS's purpose has been established as a non-profit organization, which encourages morale, friendship, and communication between its members and also supports the Naval Surface families of the United States Navy in the San Diego, CA area.

### **B. Function**

SOS's function shall be, but not limited by, to initiate and execute social events, formulate policies, authorize disposition of funds, and collect and dispense information in accordance and furtherance of SOS's purpose.

## **ARTICLE III: MEMBERSHIP AND DUES**

### **A. General Membership**

SOS membership is open to all spouses, significant others, or family members of active duty, reserve, and retired commissioned or warrant officers Surface Warfare Officers of the United States Navy. The General Membership shall include SOS members, elected officers of the group, and Honorary Advisors.

### **B. Honorary Membership**

1. The Honorary Chairperson shall be the spouse of COMNAVSURFPAC. If he/she declines to serve, then the spouse of the next senior Surface Officer shall be asked until the position is filled.
2. Former Honorary Chairpersons shall be honorary life members of SOS.
3. Honorary Advisors may be the Spouses of SURFPAC, THIRDFLT, and CNRSW senior officers.
4. In addition, the Honorary Chairperson may extend an invitation to any senior officer spouse to serve as an Honorary Advisor.
5. Honorary Chairperson and Honorary Advisors shall not be assessed dues.

c. Honorary Life Members

**ARTICLE V: ELECTION OF THE SOS EXECUTIVE BOARD MEMBERS**

**A. Eligibility**

1. Only SOS members are eligible to serve as elected officers of SOS.
2. The President shall be a spouse of a commissioned or warrant officer on active duty in the US Navy when elected.
3. Should the spouse of the President retire during the President's term, the President shall be allowed to finish the term.

**B. Nominations**

1. The Honorary Chairperson shall annually form a nominating committee to fill any vacancies of board positions for the upcoming SOS term year. It shall be led by the Vice President and may include up to four other elected board members and/or regular members appointed by the Honorary Chairperson to reflect the diversity of the club.
2. The nomination committee shall prepare a slate of suitable candidates, considering nominations received from regular club members and determining the qualifications and availability of nominees to serve as Board Members.

**C. Elections**

1. The slate of nominees will be presented to the general membership for approval in an Election of Board Members at the May event. The candidate receiving the plurality of votes for each office shall be elected.
2. When there is only one nominee for each position, the slate may be accepted by acclamation. In other situations, the vote will be conducted by ballot and tallied by the Secretary, with the President voting to resolve a tie.
3. Each general member in good standing is eligible to vote in the election of Board Members.
4. The newly elected Executive Board shall immediately assume their respective duties and individual turnover of said positions shall be at the discretion of the outgoing and incoming Executive Board members.

**D. Vacancies**

1. Vacancies in the Executive Board shall be filled by appointment by the President and Vice President with the approval of the Board.
2. In case of a vacancy in the office of the President, the Vice President shall succeed the President. If the Vice President defers the appointment, then the Honorary Chairperson and/or Advisors shall attempt to fill such position.

3. Maintain and keep current the electronic membership database and update the database as membership changes occur.
4. Coordinate with the Events and Communications Chair to help disseminate information about upcoming events to SOS General Membership.
5. Provide and maintain nametags for each social event.
6. In the MEMBERSHIP Chair cannot be present at monthly social event or any other SOS obligation, make sure he/she has a replacement from the Executive Board to perform said duties.
7. Attend all Executive Board meetings. But if absent for more than two consecutive meetings, without valid notification to the Executive Boards, may be removed from office by a simple majority vote of the Executive Board.

**E. The TREASURER shall:**

1. Maintain an accurate record of all SOS funds and accounts. The Treasurer shall also maintain appropriate documentation for each expenditure and shall reconcile each bank statement to the monthly SOS financial report.
2. Periodically reconcile all membership dues received in conjunction with the Membership Chair's records.
3. Draft and provide a financial report at each monthly Executive Board meeting. Periodically, the President shall review the Treasurer's records and supporting documentation to ensure compliance. This must occur once a year.
4. Deposit all SOS funds and make Executive Board authorized withdrawals.
5. Leave at least \$500 in the SOS Navy Federal Credit Union bank account at the end of the SOS term year in order to provide enough money for start up costs and Welcome Event costs for the new term.
6. In coordination with the Membership Chair, the Treasurer will be responsible for staffing the "Membership Table" at any event membership dues are being collected.
7. The outgoing Treasurer shall pass onto the incoming Treasurer, along with the incoming President and Advisor, a completed Navy Federal Credit Union signature card. This is to ensure the incoming President, Advisor, and Treasurer establish themselves as signatories for the bank account.
8. The incoming Treasurer, after appropriate turnover has been completed, is responsible for taking the completed signature card to Navy Federal Credit Union to transfer the responsibility of the bank account to the incoming President, Advisor, and Treasurer. The incoming Treasurer will also transfer the address on the bank account to the appropriate Executive Board Member.
9. Attend all Executive Board meetings. But if absent for more than two consecutive meetings, without valid notification to the Executive Board, may be removed from office by a simple majority vote of the Executive Board.

**F. The SECRETARY shall:**

Committee Chairperson and Representatives shall be designated by the President and Executive Board and reviewed annually.

### ARTICLE IX: AMENDMENTS

Amendment changes in the SOS may be proposed to the Vice President by any General Member. These by-laws can be amended at any regular meeting or social event of the General Membership by a two-thirds vote of the voting members present, provided the amendment was submitted in writing at the previous regular meeting. No amendment to these by-laws shall be permitted without at least equal notice and a two-thirds vote.

### ARTICLE X: DISSOLUTION OF SOS

A two-thirds vote of the voting members present shall be required for dissolution of the SURFACE OFFICERS SPOUSES OF SAN DIEGO, CA. Any and all dispositions of any remaining assets to be contributed to the Naval Officers Spouses Club (NOSC.)

### CERTIFICATION

These by-laws, having been duly approved by the SOS Executive Board, supersede all previous by-laws. Except they will not affect Board Members elected, nor specific agreements and contracts entered into under the terms of the previous by-laws until such terms of agreements or contracts have reached their expiration dates.

DATE OF BY-LAWS 12.10.2018

ERIN BROWN  
Printed Name of SOS Advisory Chairman

  
Signature of SOS Advisory Chairman

Charity Burns  
Printed Name of SOS President

  
Signature of SOS President