



Association of Naval Services Officers

By-Laws as amended on March 22, 2007

BY-LAWS

ASSOCIATION OF NAVAL SERVICES OFFICERS

ARTICLE I

MEMBERSHIP

SECTION 1. **Membership Affiliation**: An applicant for regular, affiliate, or junior membership in the Association, upon payment to the Treasurer of the annual dues shall become a member of the Association in good standing and a member of the Region in which he or she resides. Any member, upon moving from one region to another and with a submission of an address change to the Membership Coordinator, shall become a member of that Region without payment of any additional dues for the remainder of his/her membership year.

SECTION 2. **Application for Membership**: All applications for membership shall be accompanied by annual dues for each applicant. Such applications shall be on forms furnished or prescribed by the Board of Directors.

SECTION 3. **Membership Rolls**: The Records of the Membership Chair shall constitute the official membership roll of the Association and shall be the final controlling authority on all questions pertaining to the computation of membership, and on who is active and in good standing with the Association. If the Membership Chair is vacant, the Treasurer shall fill this role and the Treasurer's report shall be the final authority on membership.

SECTION 4. **Discipline of Members**: The Association may suspend a member only upon proper showing of cause. Charges must be based upon neglect of duty or conduct unbecoming a member of the Association. All charges must be in writing by the accuser and no member in good standing shall lose his or her membership until given a fair hearing in such matter and form as the Board of Directors shall prescribe. Any member who has been suspended has a right of appeal to the next General Convention. The decision of the General Assembly shall be final.

SECTION 5. **Eligibility to vote**: Any member who has paid his or her dues may nominate and vote at the annual elections.

SECTION 6. **Membership Categories**: There are four categories of membership:

- a. **Regular Membership**: Any person holding or having held a regular or reserve commission, or any regular or reserve warrant officer of the United States Navy, Marine Corps, Coast Guard, Merchant Marine, National Oceanic and Atmospheric Administration, or any person retired as such shall be eligible for regular membership. This category shall have, in addition to all other rights of membership, the right to vote and the right to hold office.

- b. **Affiliate Membership**: Any person holding or having held a regular or reserve commission or any regular reserve warrant in any armed service of the United States (except for the Navy, Marine Corps, Coast Guard, or United States Merchant Marine), or any enlisted personnel of the Navy, Marine Corps, or Coast Guard, or any interested civilian with a desire to further the goals of the organization, shall be eligible for affiliate membership. This category of membership has all the rights and privileges of regular membership with the exception of the right to hold office of President, Executive Vice President, Treasurer, and Secretary.
- c. **Junior Membership**: Any midshipman of the United States Naval Academy, United States Coast Guard Academy, United States Merchant Marine Academy, or any midshipman of the Navy and Marine Corps Reserve Training Corps, or its equivalent, or any officer candidate of the aforementioned services actually in training shall be eligible for junior membership. Junior membership shall have all the rights and privileges of regular membership with the exception of the right to hold office.
- d. **Honorary Membership**: Honorary membership shall be granted to not more than three (3) persons each year by majority vote of the Board of Directors and by a majority vote of the membership assembled in a general convention. Honorary members shall be either a member of the Armed Forces or a distinguished civilian. Selection of honorary member shall be based upon outstanding service rendered to cause of the organization.

ARTICLE II

ORGANIZATION

SECTION 1. **Regions**: The regions of the Association shall be known as the Eastern Region, the Central Region and the Western Region.

SECTION 2. **Regional Officers**: Regional Vice Presidents must be members of and reside in their respective regions.

SECTION 3. **Restrictions**: No region or local chapter shall take any action in violation of the Charter or these By-Laws nor take any public action inconsistent with the announced policy of the Association as determined by the General Convention or the Board of Directors.

SECTION 4. **General Headquarters**: The General Headquarters of the Association shall be in Washington, D.C.

ARTICLE III

NOMINATION AND ELECTION TO OFFICE

SECTION 1. **Eligibility for Office**: No member shall be eligible to be nominated or hold the office of President or Executive Vice-President unless his or her dues have been paid, has been an active member for two (2) years, and is otherwise in good standing with the Association. No member shall be eligible to be nominated or hold the office of Regional Vice-President, Treasurer, Secretary, Membership Coordinator, Judge Advocate, Historian, Chaplain, Public Affairs Officer, Master-at-Arms, Directors-at-Large, and Service-wide Representative unless his or her dues have been paid, has been a member for one (1) year, and is otherwise in good standing with the Association.

SECTION 2. **Nomination of Officers**: The President shall appoint a Nominating Committee, which shall recommend a slate of officers for this Association at the annual convention meeting; however, nothing contained herein shall prevent members of this Association from making nominations from the floor.

SECTION 3. **Election of Officers**: The election of all officers of this Association shall be by blind ballot (however, voting by voice vote may be substituted for the blind ballot) if the majority of the members vote. The nominee receiving the majority vote of the members casting votes shall be declared elected by the presiding officer.

SECTION 4. **Term**: The President, Secretary, Membership Coordinator, Judge Advocate, and Public Affairs Officer will be elected for a two-year term on odd years, beginning in 2005. The Executive Vice President, Treasurer, Regional Vice-Presidents, Historian, Chaplain, Master-at-Arms, and Service-wide Representatives will be elected to a two-year term on even years, beginning in 2004.

ARTICLE IV

DUTIES OF OFFICERS

SECTION 1. **President**: The President shall be the head of the Association and in the capacity shall be the Chief Executive Officer of the Association and represent the Association in all matters pertaining to its affairs. The President or Regional Vice President designated by him, or in the absence of a designation of the President, the Regional Vice President from the Region of the President, shall preside over meetings of the General Convention and the Board of Directors. The President shall enforce the provisions of the Charter and by-laws and carry out the mandates of the General Convention and Board of Directors. He/She shall appoint all necessary committees, and shall perform such other duties as are usually incident to the office. The President may appoint an Executive Director or any other person as deemed necessary for the efficient operation of the Association.

SECTION 2. **Executive Vice President:** The Executive Vice President shall act as the President's representative on all matters referred to him/her. The Executive Vice President, at the request of the President, shall preside over meetings of the General Convention, the Board of Directors, committees, and shall perform such other duties as are incident to the office.

The Executive Vice-president shall advise the president on matters of policy and procedures concerning the association and its chapters. All ANSO chapters are to report to the Executive Vice-President regarding the operation of the chapters.

The Executive Vice-president shall assume the duties of the president in the event of his/her absence, death, inability to serve or resignation.

SECTION 3. **Regional Vice President:** The Regional Vice Presidents shall act as representatives of the President on all matters referred to them by him/her, and at his request shall preside over meetings of the General Convention and the Board of Directors, and shall perform such other duties as are usually incident to the office. In addition, each Regional Vice President shall preside over meetings of their respective region and shall advise the President on matters of policy and procedures concerning the Regional Vice President's respective region. The Regional Vice President of the same region as the President shall assume the duties of the President in the event of his absence, death, inability to serve, or resignation, and in the absence of the Executive Vice President.

SECTION 4. **Treasurer:** The Treasurer shall supervise or cause to be supervised, the administration of all funds and securities of this Association and shall make, or cause to be made, regular accounts thereof. The Treasurer shall coordinate all matters of finance between the President and the Board of Directors and shall make, or cause to be made, periodic financial reports. He/She shall perform such advisory functions as are usually incident to the office. He/she shall furnish a surety bond in the amount fixed by the Board of Directors.

SECTION 5. **Secretary:** The Secretary shall keep a record of all proceedings and of all matters essential to the work of the Association and perform other duties as are usually incident to such office as may be directed by the Board of Directors or the President. He/she shall furnish a surety bond in the amount fixed by the Board of Directors.

SECTION 6. **Membership Coordinator:** The Membership Coordinator shall receive membership applications, send replies/ANSO materials to new members, and maintain membership roles. He/she shall make recommendations regarding membership as appropriate.

SECTION 7. **Judge Advocate**: The Judge Advocate shall be the legal advisor to the Officers, Board of Directors, Committees and the Association. He/she shall review proposed amendments to the Charter and by-laws and shall bring to the attention of the Association, or its officers, any legal problems that may confront the Association. At all General Conventions, the Judge Advocate shall assume the duties of Parliamentarian.

SECTION 8. **Historian**: The Historian shall compile annually, or cause to be compiled, from the archives of the Association and from other authentic sources, a narrative history of the Association, its activities and accomplishments. Such report should be available for review during the annual conference.

SECTION 9. **Chaplain**: The Chaplain shall perform divine and non-sectarian services at all meetings of the Association and shall conduct such ceremonies as may be required.

SECTION 10. **Public Affairs Officer**: The Public Affairs officer shall be responsible for planned dissemination of information pertaining to the activities of all elements of the Association, through news releases, special articles, and bulletins. He/she shall also be responsible for furthering contacts between elements of the Association and the news media with the objective of broadly publicizing information about the endeavors of the Association.

SECTION 11. **Master at Arms**: The Master at Arms shall be responsible for keeping peace and good order in all of the meetings of this Association, and in carrying out these responsibilities, he/she shall use tact and good judgment.

SECTION 12. **Directors at Large**: Directors at Large may be appointed by the President with the concurrence of the Board of Directors.

SECTION 13. **Service-wide Representatives**: Each of the Naval Sea Services will elect a representative who would act as service-wide representative to the annual convention and report to the Board of Directors. This elected position would be for two years and be elected through a caucus of each of the sea services.

ARTICLE V

BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the officers listed in Article IV, Sections 1-12. In the event of death, inability to serve, or resignation of any member of the Board of Directors other than the immediate past President or the President, the vacancy shall be filled by the remaining members of the Board of Directors. Any person appointed by the Board of Directors to fill a vacancy shall serve until the next General Convention.

SECTION 2. The Board of Directors shall meet immediately following the adjournment of each General Convention and at such times during the year as may be determined by the President. Traveling expenses on a mileage and per diem basis, but not exceeding actual expenses, may be allocated to members of the Board of Directors for attending assembled meetings thereof.

SECTION 3. The Board of Directors is hereby authorized to establish local chapters of this Association and shall enact procedures for any group of three (3) or more members of this Association from the same local area, who request a Charter to establish a chapter.

ARTICLE VI

GENERAL CONVENTION

SECTION 1. The place of the General Convention shall be rotated frequently from East, West and Central Region.

SECTION 2. The legislative body of the Association shall be the General Convention. The General Convention shall be held annually in the second quarter of each year and at such place as shall be determined by the membership assembled at the General Convention. The place of the Convention may only be changed by the Board of Directors for good and compelling reason. If such a change is made by the Board of Directors, the change shall be published as nearly as possible after the first weekend in December of each year and in no case later than the last week of January of the next Convention year.

ARTICLE VII

FINANCE

SECTION 1. The fiscal year of the Association shall begin on October 1 of each year and end on September 30 of the following year. There shall be an audit of the financial records of the Association by a certified public accountant or another qualified external and independent person not affiliated with the Association chosen by the Board of Director, whose reports shall be published to all members at least once annually. The financial records shall be audited annually. Generally the records shall be audited either at the close of the fiscal year, or near the time that a new Treasurer is installed.

SECTION 2. The revenue of the Association shall be derived from annual membership dues and from other sources as may be approved by the membership or Board of Directors.

SECTION 3. The amount of annual dues for regular and affiliate members shall be fifty dollars (\$50.00) for members in and above the pay grade of O-5, thirty dollars (\$30.00) for civilians and for members in the pay grade of O-3 and O-4 and fifteen dollars (\$15.00) for members in the pay grades of O-2 and below. Officer candidates shall be admitted free of charge. The amount of a lifetime membership shall be four hundred (\$400) dollars, which may be paid by a member at any time during their membership. Retirees shall be entitled to a 20% discount on annual membership fees. The individual member shall pay the annual dues or fee directly to the Treasurer or such other person designated by the Board of Directors.

ARTICLE VIII

PROPERTY

SECTION 1. All property of the Association shall be held in the name of the corporation.

ARTICLE IX

STANDING COMMITTEES

SECTION 1. The President shall appoint Special Committees, as necessary, that shall act in an advisory capacity to the President and to the Board of Directors. A Special Committee shall be constituted for the term necessary to complete its purpose of appointment and provide its final report to the Board of Directors.

SECTION 2. The following Standing Committee shall act in an advisory capacity to the President and to the Board of Directors, except where otherwise indicated herein.

- a. **Hispanic Outreach Committee**: It shall concern itself with increasing the number of Hispanics entering Navy, Marine Corps, and Coast Guard officer accession programs. The Committee will be responsible for developing and implementing programs and relationships designed to optimize ANSO's ability to promote officer accession programs for Hispanics throughout the nation.

SECTION 3. Each Special and Standing Committee shall have representation from each of the three (3) Sea Services. The President shall designate one member of each committee as chairperson. Each Standing Committee member shall serve for one (1) year unless reappointed.

SECTION 4. The President shall be ex-officio of each Special and Standing Committee with power to designate a Regional Vice President to serve as such ex-officio member of any Special or Standing Committee in the President's stead and place.

ARTICLE X

RULES AND PROCEDURES

The proceedings and deliberations of the Association, including the Board of Directors, shall be in accordance with the rules adopted and amended from time to time to govern these proceedings and deliberations. All matters not governed by such rules shall be governed by the rules of parliamentary practices established by Robert's Rules of Order-Revised. Voting by proxy shall not be authorized for any member, including any member of the Board of Directors.

ARTICLE XI

ORDER OF BUSINESS

GENERAL AND SPECIAL CONVENTIONS

ORDER OF BUSINESS

1. Board of Directors Meeting
2. Invocation
3. Addresses
4. Reading of minutes of previous General Convention
5. Reports of officers
6. Announcements of General Convention
7. Reports of Standing Committees (in writing)
8. Committee Conference
9. Reports of Committees
10. Unfinished Business
11. New Business
12. Regional Meetings
13. Election of Officers
14. Installation of Officers
15. Board of Directors Meeting
16. Adjournment

ARTICLE XII

GENERAL CONVENTION COMMITTEES

SECTION 1. There shall be the following General Convention Committees appointed by the President:

1. Nominations Committee
2. General Convention Planning Committee

and such others as the President shall deem necessary. Each General Convention Committee shall have at least three members except the Nominations Committee for recommendations of officers under the provisions of the seventh (7th) paragraph of the Articles of Incorporation, which shall consist of not less than five (5) members.

ARTICLE XIII

ADMENDMENTS

These by-laws may be amended at any General Convention by a simple majority vote, provided that the proposed amendment has been submitted to the Convention at least one day prior to the voting on such amendment. These new amendments shall be effective upon approval.

ARTICLE XIV

SEAL AND INSIGNIA

The Association shall adopt a distributive seal and may adopt a distinctive badge or insignia.

APPROVED AND ADOPTED THIS EIGHTH DAY OF AUGUST, NINETEEN HUNDRED AND EIGHTY-ONE, AT THE FIRST ANNUAL CONVENTION IN DALLAS, TEXAS.

APPROVED AND ADOPTED THIS TWENTY-THIRD DAY OF OCTOBER, NINETEEN HUNDRED AND NINETY-FOUR, AT THE THIRTEENTH ANNUAL CONVENTION IN NATIONAL CITY, CALIFORNIA.

APPROVED AND ADOPTED THIS SEVENTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-NINE, AT THE SEVENTEENTH ANNUAL CONVENTION IN CORPUS CHRISTI, TEXAS

APPROVED AND ADOPTED THIS EIGHTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-EIGHT, AT THE NINETEENTH ANNUAL CONVENTION IN SAN DIEGO, CALIFORNIA.

APPROVED AND ADOPTED THIS FOURTEENTH DAY OF SEPTEMBER, TWO THOUSAND, AT THE TWENTIETH ANNUAL CONVENTION IN ANNAPOLIS, MARYLAND.

APPROVED AND ADOPTED THIS TWENTY-SECOND DAY OF APRIL, TWO THOUSAND FOUR, AT THE TWENTY-FOURTH ANNUAL CONVENTION HELD IN CORPUS CHRISTI, TEXAS.

APPROVED AND ADOPTED THIS FOURTEENTH OF APRIL, TWO THOUSAND FIVE, AT THE TWENTY-FIFTH ANNUAL CONVENTION HELD IN WASHINGTON, D.C.

APPROVED AND ADOPTED THIS TWENTY SECOND OF MARCH, TWO THOUSAND SEVEN, AT THE TWENTY-SEVENTH ANNUAL CONVENTION HELD IN SAN DIEGO, CALIFORNIA.

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