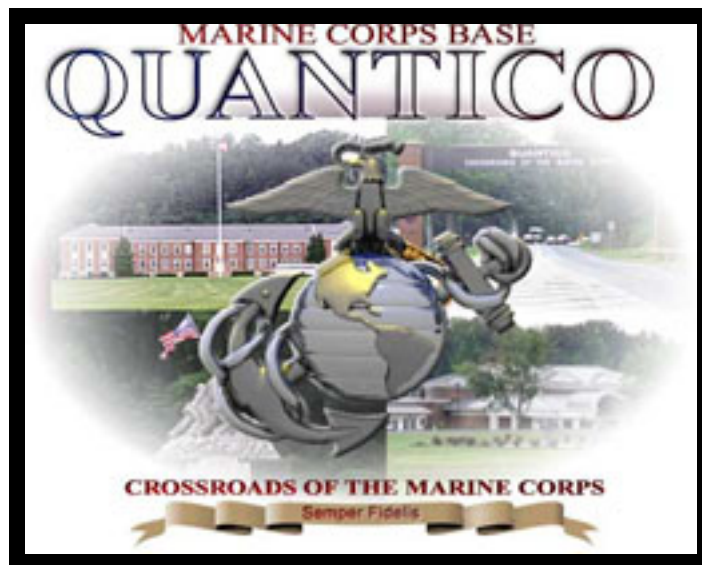


**NATIONAL NAVAL OFFICERS ASSOCIATION**

**QUANTICO CHAPTER**

**CONSTITUTION AND BYLAWS**

**AUGUST 2008 REVISION**



NATIONAL NAVAL OFFICERS ASSOCIATION QUANTICO CHAPTER  
CONSTITUTION AND BYLAWS

1.0 PREFACE: The purpose of this constitution is to set forth the fundamental principles which provide the foundation for this organization, its purpose, objectives, and the general parameters for its own operation and management. The purpose of these bylaws is to provide the necessary rules and regulations for implementing the provisions of the constitution in an orderly and effective manner.

ARTICLE I  
NAME AND CHAPTER

1.01. The name of this chapter shall be the Quantico Chapter of the National Naval Officers Association and it shall constitute an integral part of the region and national organization of the National Naval Officers Association. The official website for the chapter is <http://www.quantico-nnoa.org>.

ARTICLE II  
POLICY

2.01. This chapter shall be non-profit, non-partisan and non-sectarian.

2.02. The policies of this chapter shall be established by its members, and said policies shall not be in conflict with this constitution or the National Organization's Articles of Incorporation and Bylaws.

ARTICLE III  
PURPOSES

The purpose of this chapter shall be, but is not limited to:

3.01. To support the Marine Corps, Navy and Coast Guard efforts to increase minority representation in the officer ranks through improved recruiting and retention.

3.02. To identify minority problem areas and bring them to the attention of cognizant military authorities.

3.03. To encourage maximum minority participation in all areas of the Naval service and related military organizations.

3.04. To promote camaraderie among its members and military organizations.

3.05. To assist in promoting and maintaining a positive image of the Naval service in local and military communities.

ARTICLE IV  
POLICY

4.01. Only members of the National Naval Officers Association shall be eligible for membership in this chapter. Eligibility for membership in the National Naval Officers Association is defined in Article I of the National bylaws.

4.02. As stated Article I of National Bylaws, an active member of the Association shall be a member in good standing who meets all the financial requirements for the current year of national affiliation. An applicant for Regular, Life or Affiliate Membership in the Association upon payment of the appropriate dues shall become a member of the Association in good standing and a member of the region in which he or she resides or requests. An applicant for Associate membership, upon payment of the appropriate dues, shall become a member of the Association in good standing. Junior membership in the Association shall be provided, upon application, at no cost to midshipmen, cadets and officer candidates for the first year. After the first year, Junior membership shall be offered at the membership rate of \$5 per year. Any members, upon moving from region to another with a submission of an address change to the National Membership Director, shall be become a member of the region without payment of any additional dues for the remainder of the membership year.

4.03. A person is considered a member of NNOA when he/she has paid the Association dues. In cases where local chapters have established additional dues to meet chapter operational commitments, a member may elect to be a member in that chapter and pay local dues. However, an individual cannot pay local chapter dues and be considered a chapter member without paying National Association dues. In such case, that individual is not a member of the NNOA and cannot be elected to any office in a local chapter or on the Board of Directors.

ARTICLE V  
ORGANIZATION

5.01. CHAPTER OFFICERS

5.011. The elected officers of this chapter shall be the following: Chapter President; Vice-President; Secretary; Treasurer; Membership Director, Historian and Public Affairs Officer.

5.012. The following additional chapter officers shall be appointed by and serve at the pleasure of the Chapter President: Parliamentarian, Chaplain, Master-At-Arms and Chairpersons of the chapter's standing committees, and such other officers.

5.013. Chairpersons of Chapter standing committees, and such other officers that the Chapter President shall determine as required, shall be appointed by and serve at the pleasure of the Chapter President.

5.014. Not more than one of the chapter officer positions in articles 5.011 and 5.012 above may be filled by the same person.

5.015. The duties of the chapter officers shall be described in the chapter bylaws.

5.016. Chapter officers shall receive no compensation for the performance of their duties. However, chapter officers may be eligible for nomination for the Military Outstanding Volunteer Service Medal for corresponding exemplary service.

5.02. CHAPTER EXECUTIVE BOARD

5.021. MEMBERS: The Chapter Executive Board shall be composed of the elected chapter officers or their duly authorized representatives and ex-officio members.

5.022. EX-OFFICIO MEMBERS: Chapter members who are appointed officers, including chairpersons of chapter standing committees, shall be voting members of the Chapter Executive Board.

5.023. DULY AUTHORIZED REPRESENTATIVES: Any voting member, except the Chapter President, unable to be present at a meeting of the Chapter Executive Board may, by written authorization, appoint a chapter member to represent them in their absence. The member so appointed shall be accorded the same voting rights

and authority, which the appointing voting member would have if present in person.

5.024. RESPONSIBILITIES AND AUTHORITY: The Chapter Executive Board shall manage the affairs of the chapter and shall have the authority to act for the chapter as determined by the chapter members, provided that such actions are not inconsistent with mandates or actions of the National Organization in its Articles of Incorporation and Bylaws.

5.025. THE VOTING PROCEDURES: The voting procedures and rules governing the meetings of the Chapter Executive Board shall be set forth in the Chapter Bylaws.

#### 5.03. CHAPTER COMMITTEES

5.031. The committees of the chapter shall consist of such standing committees that are established by the chapter members and such adhoc committees which may be constituted by the Chapter President or Chapter Executive Board.

ARTICLE VI  
EMERGENCY GOVERNING BODY

6.01. APPOINTMENTS: In the event of a National Emergency of the members of the chapter so as to render the chapter inactive, the Executive Board shall name three members not subject to mobilization as sustaining trustees to govern the affairs of the chapter, to maintain intact the chapter's records and finances, and to reactivate the chapter subject to such directives as may be promulgated by the National Organization.

6.02. TERMINATION: The trustees shall endeavor to have the chapter continue to function, and the said trustees shall continue to be the sole governing body until either;

1. The trustees, by their votes, determine that the trusteeship shall be ended; or

2. Not less than three (3) members of the appointing Chapter Executive Board shall determine that the trusteeship shall end.

6.03. DISSOLUTION: Upon the dissolution of the trusteeship, members of the appointing Chapter Executive Board shall resume their respective offices, shall promptly receive from the trustees a full accounting of their acts for publication in the membership, and shall call a meeting of the Chapter Executive Board.

ARTICLE VII  
FINANCE AND ACCOUNTS

7.01. FISCAL YEAR: The fiscal year of the chapter shall begin on the first day of October and end on the last day of September of the following year.

7.02. REVENUE: The revenue of the chapter may be derived from chapter dues, and/or such sources as may be approved by the Chapter Executive Board or chapter members.

7.03. EXPENDITURES: All expenditures of chapter funds shall be approved by the Chapter President or the Chapter Executive Board and recorded in a written document (i.e. executive board meeting minutes, general body meeting minutes or email).

7.04. AUDIT: The financial accounts of the chapter shall be audited within the 30-day period prior to the election of chapter officers by two members appointed by the President who are not serving in a chapter elective or appointive office. The auditors shall report their findings to the members present at the annual meeting for the election of chapter officers.

7.05. TREASURER: The accounts and financial records of the Chapter shall be maintained by the Chapter Treasurer for a minimum of six years.

7.06. SIGNATURE AUTHORITY: The President, Vice-President, Secretary and Treasurer will have their signatures appear on the bank signature card. Dual signatures from any two of these listed officers are required for check cashing from the Chapter's account.

7.07. FUND WITHDRAWAL: No automatic teller credit cards or other single point fund withdrawal devices will be used or requested in conjunction with any chapter bank account. If any such card is issued/received, it shall be destroyed.

ARTICLE VIII  
AWARDS

8.01. The Chapter Executive Board shall establish and publish the criteria for the granting of any award by and in the name of the Quantico Chapter of the National Naval Officers Association. Chapter awards may be presented at a chapter meeting or at any appropriate function where the chapter is represented and officially recognized.

8.02. Regional and National awards will be submitted to the regional Vice-President or National President, respectively in accordance with the respective regional or national policy concerned.

ARTICLE IX  
BY-LAWS

9.01. Bylaws, which are required to implement the principles and provisions of the constitution, will be adopted or amended by the chapter membership at least once on an annual basis.

ARTICLE X  
AMENDMENTS

10.01. This constitution may be amended at any meeting of the chapter or mailed ballot by two-thirds of the members voting provided that the proposed amendment and rationale therefore has been given to the members at least 15 working days in advance of the voting date. Administrative changes to correct errors or to remove ambiguities, not affecting substance, may be made by the Chapter Executive Board.

RATIFICATION

11.01. This constitution shall be in full force and effect immediately upon ratification by two-thirds of the members voting. All prior constitutions and amendments thereto are revoked and shall become null and void immediately upon the ratification of this constitution.

CHAPTER BY-LAWS  
ARTICLE B-I

CHAPTER OFFICERS

B-1.01. ELECTIONS

B-1.011. All elective Chapter Officers shall be elected by a majority of the chapter members present and voting at a duly constituted meeting, provided that the chapter members have been notified of such meeting and its purpose at least fifteen (15) working days in advance of the meeting date.

B-1.012. The chapter shall hold its annual election of officers at the regular meeting in May. The successful candidates, however, shall take office at the first meeting following the National Conference.

B-1.013. Elected Chapter officers shall hold office for a term of twelve months, or during the period between annual elections, whichever comes first.

B-1.014. Nominations for elective Chapter officers shall be made by the Chapter Nominating Committee, and in addition may be made by any chapter member present at a duly constituted Chapter meeting for election of Chapter officers. Members who are nominated must accept the nomination, before being added to the ballot.

B-1.015. When more than one candidate has been nominated for an elective chapter office and no candidate receives a majority of the votes cast, there shall be a second ballot at which the two candidates receiving the highest number of votes on the first ballot shall be the only candidates voted upon for such office.

B-1.016. Following the election and appointment of Chapter officers, a copy of the Chapter officers' roster shall be forwarded to the National Secretary within ten (10) days.

B-1.02. CHAPTER OFFICE VACANCIES:

B-1.021. In the event of the Chapter President's death, resignation, removal from office, or inability to serve, the authority and duties of the Chapter President shall be vested in

the Chapter officers in the same order as listed in article 5.011 of the Chapter Constitution.

B-1.022. In the event that a Chapter office other than the office of Chapter President is vacated for any reason, the Chapter President shall appoint another member to assume the title and duties of the office during the remainder of the term, subject to the approval of such appointment by a majority of the voting members of the Chapter Executive Board.

B-1.03. REMOVAL FROM OFFICE:

B-1.031. Any elected Chapter officer may be removed from office by the affirmative vote of a majority of the voting members of the Chapter when, in their opinion, the officer has failed to reasonably perform the duties of his/her office, or his/her disability or prolonged absence renders it impossible for him/her to properly perform the duties of his/her office. However, no Chapter officer shall be removed from office without adequate presentation of the specifications charged and an opportunity for defense against them in writing or before the voting members of the Chapter in person, whichever he/she may choose.

B-1.04. DUTIES OF CHAPTER OFFICERS:

B-1.041. GENERAL. All chapter officers shall become familiar with the National Organization's Article of Incorporation and Bylaws and strive to the best of their ability to carry out the mandates therein.

B-1.042. CHAPTER PRESIDENT. The Chapter President shall be the chief executive of the Chapter with authority to contract obligations within the approved budget and to represent the Chapter in all matters pertaining to its affairs. He/she shall preside at the general meetings of the Chapter Executive Board. He/she shall be responsible for directing and coordinating the overall operation; management and activities of the Chapter toward achieving the purposes and objectives of the National and Chapter organizations. He or she shall also draft the President's Message for the quarterly newsletter and serve as the lead officer on the Chapter Mentorship Program.

B-1.043. CHAPTER VICE-PRESIDENT. The Chapter Vice-President shall assist the Chapter President in the discharge of his/her duties as required. He/she shall acquaint himself/herself with all the duties of the President and shall be prepared to succeed

to the presidency under the circumstances specified in Article B-1.021 of the Bylaws. He/she shall assist the President in matters of policy and procedure concerning the sea services of the United States and the National Naval Officers Association. He/she shall assist the President in matters dealing with the administrative and operational activities of the Chapter. He or she shall maintain the QNNOA Calendar with the assistance of the Chapter Secretary, manage the QNNOA Operating and Social Schedule, serve as the Dollars for Scholars Vice President, screen the Chapter website for updates and accuracy, and serve as a standing member of the Awards Committee. He/she shall perform such other duties as delegated by the Chapter President.

B-1.044. CHAPTER SECRETARY. The Chapter Secretary shall keep a record of all proceedings and all matters essential to the work of this chapter. Along with the assistance of the Assistant Secretary (ies) he or she shall prepare and disseminate all official Chapter correspondence, draft and publish all meeting agendas and minutes, submit Quarterly Reports, the Annual Activity Report, and the Chapter Management Report to the National Secretary via email ([secretary@nnoa.org](mailto:secretary@nnoa.org)) in accordance with (IAW) the NNOA operating Manual, assist the VP with the Chapter Calendar, maintain Chapter information on the National Website, schedule and confirm all chapter meetings and locations, prepare and submit all correspondence in order to maintain our compliance with MCBO 7010.1A, and serve as a standing member of the Awards Committee. He/she shall perform such other duties as are usually incident to such office and as may be herein contained in the Chapter Constitution and Bylaws or as may be directed by the Chapter President.

B-1.045. CHAPTER TREASURER. The Chapter Treasurer shall have charge of all the funds and financial securities of this chapter. He/she shall deposit all funds received on behalf of this chapter in the name of "Quantico Chapter NNOA", within fifteen (15) calendar days of receipt. He/she shall prepare a monthly report on the status of accounts. He/she shall prepare an annual financial report. He or she shall assist in the drafting of the Chapter Annual Budget, serve as the Dollars for Scholars Treasurer and assist the Membership Director with maintaining and tracking local chapter and National membership status. The Chapter Treasurer shall also be Chairman of the Budget and Finance Committee and perform such duties as may be delegated to him/her by the Chapter President.

B-1.046. CHAPTER HISTORIAN. The Chapter Historian shall keep a record of the growth and progress of the Chapter, report

annually to the National Historian on the activities and accomplishments of the Chapter during the preceding year, serve as ex-officio member of the Chapter Awards Committee, prepare and maintain a continuing and perpetual record of recipients of Chapter awards by types and dates of presentation and perform such other duties of like nature as may be directed by the Chapter President. He or she shall also serve as the Assistant Secretary and perform the duties of the Secretary in his/her absence.

B-1.047. CHAPTER PARLIAMENTARIAN. The Chapter Parliamentarian shall normally, but not necessarily, be a Judge Advocate (Military Attorney). It shall be his/her duty to give legal opinions upon questions of law for the benefit of the Chapter when called upon to do so by the Chapter President or by the Chapter Executive Committee, or the chairperson of any of the standing or special committees of the Chapter. In addition, while serving as the head of the resolutions committee he/she shall be called upon to review all proposed changes of amendments to the Chapter Constitution and Bylaws as in his/her judgment may be proper. He/she shall advise the presiding officer on points of parliamentary law and give such advice to the Chapter and the Chapter Executive Board upon request. He or she shall also ensure use of proper parliamentary procedures and train Executive Board members on its tenants and serve as the Assistant Secretary.

B-1.048. CHAPTER CHAPLAIN. The Chapter Chaplain shall perform divine and nonsecretarian services at any meeting of the Chapter and shall conduct such ceremonies and perform such duties as usually pertain to such office. He or she shall serve as the lead for the Chapter Church Visits, serve as the lead for the Chapter Adopt-A-Family events, and draft the Chaplain's Corner article for the quarterly newsletter. Insofar as may be practicable, the office of Chapter Chaplain should be held by a priest, minister, rabbi or similar clergy.

B-1.049. CHAPTER PUBLIC AFFAIRS OFFICER. The Chapter Public Affairs Officer shall be responsible for planned dissemination of information pertaining to the activities of all elements of the Chapter, through news releases, special articles, and bulletins. He or she shall serve as the lead-officer on the Chapter Quarterly Newsletter, serve as a standing member of the scholarship committee, maintain, review and revise the Chapter Information Tri-fold, serve as the Assistant Membership Director, screen the chapter website for accuracy and improvements; ensuring current photos and news articles are

displayed and recommend updates to the webmaster. The Chapter Public Affairs Officer shall also be chairperson of the Public Affairs Committee, shall perform relations advice, counsel and assistance to all Chapter Officers, and perform such other duties as may be delegated to him/her by the Chapter President.

B-1.050. CHAPTER MEMBERSHIP DIRECTOR. The Chapter Membership Director shall be responsible for the formulation and implementation of membership recruiting and retention programs designed to maintain and promote the membership growth of the chapter and the Association. He or she shall prepare and brief a monthly membership report, maintain and track local chapter and national membership status, prepare and execute several membership drives/efforts throughout the year, provide current updates to the Chapter webmaster for the membership link on the chapter website, and draft the membership article for the quarterly newsletter. He/she shall be the chairperson of the Membership Committee and shall perform such duties as may be delegated to him/her by the Chapter President.

B-1.051. CHAPTER MASTER-AT-ARMS. Ensure chapter events proceed on time and maintain order at all times, serve as a standing member of the scholarship committee, serve as the standing coordinator for the Adopt-a-Highway program and perform such duties as may be delegated to him/her by the Chapter President.

B-1.052. THE CHAIRPERSONS OF CHAPTER STANDING COMMITTEES. Chairpersons of Chapter Standing Committees shall perform such duties as may be delegated to them by the Chapter President.

ARTICLE B-II  
CHAPTER EXECUTIVE BOARD

B-2.01. VOTING. Each voting member of the Chapter Executive Board shall have one vote upon any question before the Committee. Any such question shall be determined by a majority vote. A quorum shall exist when a majority of the elected members are present.

B-2.011. Chapter Executive Board shall enforce the policy of being in good financial standing with the chapter and the Association for the current chapter fiscal year for the eligibility to vote.

B-2.02. SPECIAL VOTING. Whenever a question arises which, in the opinion of the Chapter President, requires prompt action that cannot wait a regular or special meeting of the Executive Board, a polling of the voting Board members by telephone or mail ballot on the issue in question is authorized. A minimum of ten (10) working days shall be allowed for return of mail ballots unless the issue is resolved by a majority vote at an earlier date.

B-2.03. MEETINGS

B-2.031. REGULAR MEETINGS. The Chapter Executive Board shall meet within two weeks following the annual installation of officers. In addition, it shall meet at least quarterly during each fiscal year on dates and at such places as the Board shall determine. Notice of such meeting shall be given to each member of the Board at least ten (10) days prior to the date of such meeting, and such notice shall specify the time and place of such meeting and a written agenda, if possible. Meetings of the Chapter Executive Board shall be open to all Chapter members.

B-2032. SPECIAL MEETINGS. Special meetings of the Chapter Executive Board may be called by the Chapter President of a majority of the voting members of the Board, provided that not less than five (5) days notice be given each member specifying time, place, and purpose of such special meeting.

B-2.033. REPORTS OF MEETINGS. Copies of the minutes of all meetings of the Chapter Executive Board shall be distributed to each member of the Board at the next regularly scheduled meeting and a digest of such minutes shall be published in the Chapter

newsletter for dissemination to Chapter members. Such digest shall be published as soon as practical, and in any event within 30 days after such meeting.

ARTICLE B-III  
CHAPTER COMMITTEES

B-3.01. GENERAL. Two types of chapter committees shall be established for conducting the affairs of the chapter. (1) Standing committees which are required to perform ongoing professional or administrative chapter functions and are chaired by chapter members appointed by the Chapter President, and (2) Ad hoc committees which are established on a temporary basis to perform a special function or task and are chaired by chapter members appointed by the Chapter President. The Chapter President shall be a non-voting member of all chapter committees.

B-3.02. STANDING COMMITTEES

B-3.021. BUDGET AND FINANCE. The Chapter Budget and Finance Committee shall make a continuing study of the fiscal affairs of the Chapter, and shall recommend to the Chapter an annual budget.

B-3.022. PUBLIC AFFAIRS. The Chapter Public Affairs Committee shall act in an advisory capacity to the Executive Board on all matters involving the Chapter and the general public, or with media of communication with the general public.

B-3.023. SCHOLARSHIP COMMITTEE. The Scholarship Committee shall study, formulate, and implement a program designated to promote scholastic excellence among local high school and college students.

B-3.024. RESOLUTIONS. The Chapter Resolutions Committee shall develop proposed resolutions deemed advisable to publish the views of, or advance the policies of, the Chapter; shall study all proposed resolutions submitted to it; and shall present its conclusions regarding the merits for each such proposed resolution upon submitting the same for action to the Chapter. The Resolutions Committee shall also make a continuing study of the Constitution and Bylaws of the Chapter and shall formulate and recommend necessary changes to the Chapter.

B-3.025. AWARDS. The Chapter Awards Committee shall review nominations for Chapter, Regional and National awards and make recommendations for approval or disapproval thereof to the Chapter.

B-3.026. NOMINATIONS. The Chapter Nominations Committee shall nominate to the Chapter at least one candidate for each office required by the Constitution and Bylaws to be elected by the Chapter membership.

B-3.027. MEMBERSHIP. The Chapter Membership Committee shall be responsible for the study, formulation and implementation of a program designed to maintain and promote the membership of the chapter at the maximum obtainable.

B-3.03. AD HOC COMMITTEES. The Chapter President may establish a chapter ad hoc committee when in his/her opinion such a committee is necessary to examine and report on a particular matter that does not fall within the purview of any chapter standing committee.

ARTICLE B-IV  
CHAPTER MEETINGS

B-4.01. REGULAR MEETINGS. Chapter meetings shall be held once per month and at other times deemed necessary or desirable by the Chapter President or by a majority of the members of the Chapter Executive Board. Notice of such meetings shall be provided to chapter members at least ten (10) days in advance and include the time and place, and a meeting agenda/program.

B-4.02. VOTING. Each Chapter member shall be entitled to one vote upon any question before the Chapter membership.

B-4.021. Chapter Members whose National and Chapter dues are paid and current shall be eligible to vote.

B-4.03. REPORTS OF MEETINGS. Copies of the minutes of all Chapter Meetings shall be provided to each member of the Chapter Executive Board, and shall be reviewed with all Chapter members attending the next regular meeting.

ARTICLE B-V  
CHAPTER REVENUE

B-5.01. CHAPTER MEMBER DUES. The local dues of this chapter shall be 25 dollars (\$25.00). New members to the chapter are subject to a reduced rate of ten dollars (\$10.00) if joining during the period of 1 January through 30 June. There is no reduced rate for membership renewal at any time.

B-5.012. Chapter dues will be collected by the Chapter Treasurer as directed by the Chapter President or the Chapter Executive Board.

B-5.013. Chapter members must be members in good standing of the National Organization as defined in Article I, Section I, of the National Bylaws.

B-5.014. Other sources of chapter revenue, if any, shall be determined by the Chapter Executive Board, based on the recommendations of the Budget and Finance Committee.

ARTICLE B-VI  
AWARDS

B-6.01. All nominations of Chapter Awards shall be submitted in writing to the Chapter Executive Board at least thirty (30) days in advance of the estimated presentation date and provide sufficient information to permit a thorough review of the nominee's entitlement to the award.

B-6.02. Chapter nominations for Regional and National awards shall be submitted in accordance with Regional and National directives.

ARTICLE B-VII  
PROCEDURES

B-7.01. At all meetings of the Chapter and Chapter Executive Board, "Roberts' Rules of Order" (revised) shall govern, except in matters expressly provided for in the Constitution and bylaws of the Chapter.

B-7.02. The order of business at any meeting of the Chapter Executive Committee shall be established by the Chapter President and shall normally include, but not be limited to, the following:

1. Call to order.
2. Invocation.
3. Introduction of new members and visitors.
4. Quorum check.
5. Approval of minutes.
6. Summary of Chapter Correspondence.
7. Chapter Treasurer's Report.
8. Report of Executive Board, including Standing and Ad-hoc Committees.
9. Unfinished Business.
10. New Business.
11. Announcements.
12. Benediction.
13. Adjournment.

ARTICLE B-VIII  
AMENDMENTS

B-8.01. These bylaws may be amended or repealed at any meeting of the members by a majority vote, if the proposed amendment or repeal has been submitted to the membership fifteen (15) working days prior to the day on which it is to be presented for adoption.

B-8.02. Minor changes of language, correction of errors, or removal of ambiguities, not affecting substance, may be made by amendments without prior submission or publication.

ARTICLE B-IX  
RATIFICATION

B-9.01. All acts performed under any former Bylaws amendments are hereby ratified and confirmed.

ARTICLE B-X  
DISSOLUTION

B-10.01. Upon the written agreement of two-thirds of the membership of the Association, the Association may be dissolved. The same rule applies to dissolution of a chapter.

ARTICLE B-XI  
ASSOCIATION MEETINGS

B-11.01. The Chapter President (or his/her representative) shall represent the Chapter at the Annual Conference, the Regional meeting and any other Association meeting. The Chapter shall include this expense or portion thereof in its annual budget.

B-12.01. MCBO 7010.1A publishes policy, guidance and instructions for approval of private organizations to conduct activities and establish operations aboard Marine Corps Base (MCB), Quantico, Virginia. In order for the Quantico Chapter of the NNOA to be in compliance with MCBO 7010.1A our By-Laws must reflect polices and requirements in the order.

B-12.02. The Chapter President shall a request to the Commander MCB, Quantico that the Quantico Chapter of the NNOA be allowed to conduct events on MCB Quantico. A formal written agreement (refer to Enclosure (1)) is required for all private organization events or activities on MCB Quantico, even those that involve one-time or occasional use of government facilities. NNOA will submit the chapter's established guest policy (refer to Enclosure (2)) as an enclosure to the request to conduct an event letter. A memorandum of agreement (MOA) or a memorandum of understanding (MOU) is required for all private organization events or activities on MCB, Quantico, even those that involving one-time or occasional use of Government facilities.

B-12.02. The Quantico NNOA is not a Non-Appropriated Fund Instrumentality (NAFI), nor is there an official relationship between NNOA's activities and those DOD personnel who are members or participants. DOD 5500.7-R, Joint Ethics Regulations, governs DoD employee personal and professional participation in private organizations.

B-12.03. The NNOA is only authorized to use MCB Quantico facilities, services, and equipment for activities when such use is consistent with the military mission, and otherwise conforms to applicable laws, regulations, and command procedures. Any use of government facilities, services, and equipment must be reflected in a formal written agreement between the private organization and the Base.

B-12.04. Refer to DODI 100.15, Private Organizations and DOD Installations and MCBO 5760.1 W/CH 1-2, Solicitation and Conduct of Personal Commercial Affairs for specifics and limitations of logistical support that can be provided to private organizations. Authorized support is to be outlined in a formal written agreement between the NNOA and the Base.

B-12.05. NNOA is not a Federal entity and is therefore not entitled to sovereign immunity and privileges accorded to the Federal Government and NAFIs. In order to avoid conflicts of interest and unauthorized expenditures of appropriated funds:

- (1) There shall be no financial assistance given to a private organization in the forma of contributions, repairs, services, dividends, or other donations of money or other assets.
- (2) NAFI funds or assets shall not be directly or indirectly transferred to private organizations.

ARTICLE B-XIII  
PRIVATE ORGANIZATIONS OPERATIONS

B-13.01. Once approved to establish or continue sustained operations or sponsor/conduct recurring activities/events on MCB Quantico, a private organization must:

(1) Within thirty days after initial or annual meeting to elect officers, submit the following information to the Commander, MCB Quantico:

(a) Membership roster stating the number of military personnel, including active duty, reserve, retired personnel, and dependents of the foregoing; DOD civilians, non-DOD-related civilians (including percentage of such members compared to other members.)

(b) Any proposed affiliation with state or national organizations.

(c) The names, address, and work and home telephone numbers of all members, including incumbent officers.

(d) The name of the individual designated by the members as the sponsor who will be responsible to the Commander MCB, Quantico for monitoring the activities of the organization and ensuring compliance with all regulations (refer to Enclosure (3)).

(e) Designation of the officer, by title, who is accountable for the financial and/or property assets (refer to Enclosure (4)).

(f) Request recertification annually (no later than the anniversary of the previous authorization), utilizing Enclosure (5).

(g) Certification that each member of the private organization has signed a Waiver of Liability and Assumption of Risk Agreement and a statement of the private organizations commitment to ensure that each authorized guest will be required to sign these documents as well(refer to Enclosure (6)).

(2) On a continuing basis:

(a) Submit changes to any constitution and by-laws, or articles of agreement to the Commander, MCB Quantico (Attn: Code B-37), for review and approval prior to begin placed into effect.

(b) On a monthly basis, submit minutes of meetings held by the officers of the Quantico NNOA, a summary of activities/events conducted, and income statement to the Commander, MCB Quantico (Attn: Code B-37). Submit year-end financial statement and a checklist documented the required document after within 30 days after the organizations annual meeting.

(c) Maintain records documenting compliance with MCBO 1710.1A, which will include the 'Evaluation Requirements For Private Organizations' checklist, a financial report, an income statement, and the 'Private Organization Checklist of Required Documentation' to be used in reviews at the Command direction.

(d) Submit a letter to the Commander, MCB Quantico (Attn: Code B-37) , requesting permission to use MCB Quantico facilities, service, equipment, etc... at least thirty days in advance of specific proposed event.

(e) Submit a letter requesting approval of all fundraising events to Commander, MCB Quantico, (ATTN: Code B-37) at least forty-five days in advance.

(f) Provide an updated list of organization officers with address and daytime phone numbers within ten days of change to the Commander, MCB Quantico (Attn: Code B-37)

(h) Notify the Commander, MCB Quantico (Attn: Code B-37) of any change of responsible officer and coordinate required inventory of all government property within ten days of change.

(i) Provide any information requested by Commander, MCB Quantico (Attn: Code B-37) or his designated action officers concerning the private organization's operations.



**QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134**

dd Mon yyyy

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: REQUEST BY QUANTICO NNOA TO CONDUCT AN EVENT

Ref: (a) MCBO 7010.1A

Encl: (1) Constitution/By-Laws  
(2) Guest Policy

1. Per the reference, the Quantico Chapter of the NNOA requests authority to conduct an event aboard Marine Corps Base, Quantico.

2. The National Naval Officers Association (NNOA) is a nonprofit, nonpartisan, and nonsectarian organization whose purpose is to support the mission of the Sea Services of the United States by supporting their policies, providing training for officer career development and retention, improving and assisting in minority recruitment, establishing and maintaining a positive image of the Sea Services in communities, schools and universities, and engaging in activities which carry out the purposes of the NNOA mission. Enclosure (1) is forwarded.

3. The purpose and name of the event and the activities associated with the event are as follows:

a. Name: NNOA 4<sup>th</sup> Annual Family Picnic

b. Purpose: Provide an opportunity to meet and greet new, existing, and potential members.

4. The estimated number of NNOA members and non-members expected to participate in the event are: 75.

5. The facilities and/or services requested:

a. Parks/Recreation - Lunga Reservoir

Enclosure (1)

6. The specific uses of the facilities and the dates and times of the event are:

a. Lunga Reservoir - Maple 1 Area will be used as a social gathering for NNOA new, existing, and potential members.

b. The event will be on August 9, 2008 starting at 1200.

7. The following elected officials of the NNOA that may be contacted, are:

<b>Name</b>	<b>Work Address</b>	<b>Work Email Address</b>	<b>Daytime Telephone</b>
NNOA Officer	Address	Email Address	Work Phone
NNOA Officer	Address	Email Address	Work Phone

8. I understand that if this request is approved adequate liability insurance must be secured unless specifically waived by the Commander, MCB Quantico.

9. I understand that the NNOA may be required to obtain a license if the Government land or buildings are required for the event.

10. I understand that there may be cots and fees associated with this request.

11. I understand that the decision to permit the organization to conduct an event rests solely with the Commander, MCB, Quantico, and, if this request is approved, the organization and USMC will enter in to a Memorandum of Agreement in which the responsibilities of each side, such as access, fees and costs, insurance, liability, clean up, crowd control, etc., would be laid out.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary

Enclosure (1)



**QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134**

dd Mon yyyy

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: QUANTICO NNOA GUEST POLICY FOR NON-NNOA MEMBERS

Ref: (a) MCBO 7010.1A

1. Per the reference, the following guest policy is submitted for non-NNOA members attending NNOA events aboard MCB Quantico.

a. The number of guests allowed per member, per day is limited to three persons or fewer;

b. Guests and their activities/behavior are the responsibility of the Quantico Chapter of the NNOA and the sponsoring member;

c. Guests must be accompanied by a member of the Quantico NNOA at all times;

d. Guests must register with the Quantico NNOA by signing a provided sign in roster, provide appropriate identification, and sign a Waiver of Liability. If the guest is a minor the parent will sign the Waiver of Liability;

e. Guests must comply with all terms and conditions of the reference and any other DOD, USMC, or MCB Quantico directives or regulations applicable to visitors on the installation.

f. Guests are not to engage in any commercial activity or solicitation while on MCB Quantico.

2. This guest policy is written as a requirement of the reference.

3. Point of contact is <NNOA Secretary Name> at <NNOA Secretary email address>.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary

Enclosure (2)



QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134

dd Mon YYYY

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: NNOA DESIGNATED SPONSOR

1. As part of the annual Quantico MCCA review of private organizations aboard Marine Corps Base Quantico, this letter officially designates the Responsible Sponsor for the local NNOA Chapter.
2. <Quantico NNOA President's rank/name> is designated as the Sponsor for the NNOA Chapter aboard Marine Corps Base Quantico. He can be reached at <NNOA President's work phone> 703.432.0141 or <NNOA President's email address>.
3. Point of contact for this matter is <Quantico NNOA Secretaries rank/name> at <email address and phone number>.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary

Enclosure (3)



QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134

dd Mon yyyy

MEMORANDUM

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: NNOA DESIGNATED RESPONSIBLE OFFICER FOR ASSETS

1. As part of the annual Quantico MCCA review of private organizations aboard Marine Corps Base Quantico, this letter officially designates Responsible Officer for the local Chapter's assets aboard Quantico.
2. <RO's rank and name> is designated as the Responsible Officer for all Chapter tangible assets. <He/she> can be reached at < RO's email address> or <RO's work phone>.
3. Point of contact for this matter is <Quantico NNOA Secretary rank and name> at <Quantico NNOA Secretary email address> or <Quantico NNOA Secretary work phone>.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary  
NNOA, Quantico Chapter Treasurer

Enclosure (4)



**QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134**

dd Mon yyyy

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: REQUEST FOR RECERTIFICATION OF THE NNOA

Ref: (a) MCBO 7010.1A

Encl: (1) Listing of Officers

1. Per the provision contained in the reference, I certify that the Quantico Chapter of the NNOA is active, in compliance with current regulation, and there are no changes to the organization's Constitution and By-laws that have not previously been reported.

2. I understand that there may be costs associated with continued operations of the Quantico Chapter of the NNOA on MCB Quantico, including reimbursement for utilities and other services provided.

3. I understand that the Commander, MCB, Quantico, may revoke permission/certification for the Quantico Chapter of the NNOA to operate on MCB at any time.

4. Accordingly, it is requested that this organization be recertified to continue operations on MCB, Quantico, subject to execution of the appropriate agreements.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary

Enclosure (5)



QUANTICO CHAPTER  
NATIONAL NAVAL OFFICERS ASSOCIATION  
PO BOX 812  
QUANTICO, VA 22134

dd Mon yyyy

From: President, Quantico Chapter, NNOA  
To: Commander, Marine Corps Base, Quantico (B-37) 3250 Catlin Ave.  
Quantico, Virginia 22134-5001

Subj: CERTIFICATION OF THE WAIVER OF LIABILITY AND ASSUMPTION OF RISK  
AGREEMENT

Ref: (a) MCBO 7010.1A

1. Per the reference, I certify that each member of the Quantico NNOA Chapter has signed a Waiver of Liability and Assumption of Risk Agreement.
2. The Quantico Chapter of the NNOA is committed to ensuring that each authorized guest will be required to sign these documents as well.

I. M. PRESIDENT

Copy to:  
NNOA, Quantico Chapter Secretary

Enclosure (6)

Adopted or revised at a meeting of the chapter on 13 Aug 08 and attested to by:

**Grover C. Lewis**

\_\_\_\_\_  
Name of Chapter President

*G.C. Lewis, III*

\_\_\_\_\_  
Signature of Chapter President

**August 20, 2008**

\_\_\_\_\_  
Date

**Jacklynn Borrego**

\_\_\_\_\_  
Name of Chapter Secretary

*Jacklynn Borrego*

\_\_\_\_\_  
Signature of Chapter Secretary

**August 20, 2008**

\_\_\_\_\_  
Date