

**SUBMARINE OFFICERS' SPOUSES' ASSOCIATION
CHARITABLE ASSOCIATION BYLAWS**

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Reviewed and Amended 2008 - 2009 Bylaws Review Committee

Alberta L. Nitz, 2008-2009 Parliamentarian

SUBMARINE OFFICERS' SPOUSES' ASSOCIATION
CHARITABLE ASSOCIATION BYLAWS

ARTICLE I: NAME

The name of the association shall be the "Submarine Officers' Spouses' Association Charitable Association," hereinafter referred to as SOSACA. The official address on all correspondence, letterhead, and publications will be SOSACA, PO Box 51, Groton, CT 06340.

ARTICLE II: RULES OF ORDER

The rules contained in "The New Robert's Rules of Order, Revised" shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Association.

ARTICLE III: PURPOSE

The purpose of this Association shall be the disbursing of funds to charitable endeavors. Funds shall be distributed only to non-profit organizations, foundations, or corporations that are organized and operated exclusively for charitable purposes and which have established tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP

The SOSACA shall have no members.

ARTICLE V: GOVERNING BODY

The business of SOSACA shall be conducted solely by its Board of Directors. The Board of Directors shall be comprised solely of the elected officers of the Submarine Officers' Spouses' Association (hereinafter referred to as "SOSA") and at least one advisor.

ARTICLE VI: OFFICERS

The SOSACA shall have a President, Vice President of Operations, Vice President of Charities, Secretary, and Treasurer. These officers shall be the same individuals as those who are serving as the President, Vice President of Operations, Vice President of Charities, Secretary, and Treasurer of SOSA, respectively.

The duties of the officers shall be as follows:

A. President

- (1) will preside at all SOSACA Board of Directors meetings.
- (2) will direct the activities of the Board of Directors.

B. Vice President of Operations

- (1) will assume the office of President if the President is unable to fulfill the term.
- (2) will preside at any SOSACA Board of Directors meeting if the President is unable to do so.

C. Vice President of Charities

- (1) will oversee all SOSACA financial accounts.
- (2) will oversee the receipt, collection, holding and disbursement of all monies as authorized by the Board of Directors.
- (3) chairs the charitable distributions committee in accordance with Article 10 of SOSA Bylaws

D. Secretary

- (1) will keep the minutes of each Board of Directors meeting, including records of motions, rules and amendments.
- (2) will have the minutes duplicated and distributed at the following meeting.
- (3) will keep a file of the minutes for a period of seven years plus the current year.
- (4) will handle all SOSACA correspondence as deemed necessary by the President.
- (5) will keep a file of all business and correspondence for a period of seven years plus the current year, including but not limited to the IRS and tax-related documents which must be maintained for no less than five (5) years.

E. Treasurer

- (1) will be responsible for the SOSACA financial accounts
- (2) will receive, collect, hold, and disburse all monies as authorized by the Board of Directors.
- (3) will keep a current account of monies received and paid out and make a report at the Board of Directors meetings.
- (4) will keep financial records of the SOSACA for a period of seven (7) years plus the current year.
- (5) will file income tax statements as required by state and/or federal law.

- (6) will secure an official review of all financial records from an independent auditor by August 31st.

ARTICLE VII: MEETINGS

The Board of Directors shall provide, by resolution, the time and place for SOSACA meetings, without other notice than such resolution.

Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. Notice of any special meeting of the Board of Directors shall be given at least four (4) days prior to such meeting by written notice or by telephone message.

ARTICLE VIII: REVISIONS

These By-Laws may be revised or amended, outside of a Bylaw review year, at any meeting of the SOSACA Board of Directors by a two-thirds (2/3) vote of the Board present, provided the proposed change was read aloud at a previous meeting.