



**JOINT BASE AT LAKEHURST CHAPTER,  
NAVAL CIVILIAN MANAGERS ASSOCIATION  
BYLAWS**

Prepared by: Bylaws Committee

Approved by: Active Membership

Approval date: 01 JUL 2010

## **ARTICLE I - NAME AND EMBLEM**

1. The name of this organization is the “Joint Base at Lakehurst Chapter, Naval Civilian Managers Association”, informally referred to as the “Lakehurst chapter”.
2. The emblem of the Association shall be a gold spread eagle on a blue shield with the gold anchor flukes and letters N C M A on curve at the bottom of the shield.

## **ARTICLE II – PURPOSE AND OBJECTIVES**

1. Purpose: The NCMA is a private, non-profit organization, established to promote the improvement of management in the Department of Navy, to improve communication among its members, and to foster a positive standing within the local community.
2. Objectives for the Association participants:
  - a. To provide a forum where managers and leaders of the joint base can share ideas and experiences on how to be more effective at managing and leading within the Department of Defense (DoD) and local environments.
  - b. To provide situational awareness on objectives, policies, and procedures relating to the base and its relationships with the DoD and local community.
3. Objectives for the base leadership:
  - a. To make civilian representation available to Navy and other Joint Base leadership for participating on committees that generate policies and decisions at all levels.
  - b. To make available to leaders of the Navy and the Joint Base, motivated managers to undertake special assignments of short duration to help enhance the technical capability, community relations, and other objectives of the base.
4. Objectives for the base workforce:
  - a. To advocate for the legitimate interests of the workforce at the base, including a professional environment with good physical working conditions.
  - b. To promote the mission and work of the base, including the short-term and long-term welfare of the employees.
5. Objectives for the local community:
  - a. To create and maintain a positive relationship with the local community, working with them on common objectives, and creating a positive image of the base.

### **ARTICLE III - MEMBERSHIP CATEGORIES**

1. In consideration of individuals for participation in this local chapter, there shall be no discrimination on the basis of race, color, sex, religion, national origin, age, or other non-merit factors.
  - a. Navy Civilian Managers and leaders may be “Active Members” of the organization with full rights and obligations. They pay full dues, may vote on all issues, and are eligible to hold Lakehurst chapter office or NCMA National office.
  - b. Non-Navy Civilian Managers and leaders may be “Associates” of the organization with limited rights and obligations. They pay partial dues, and may vote on most chapter issues but not on bylaws or officers. In addition, they are not eligible to hold Lakehurst chapter office or NCMA National office.
  - c. Honorary membership in the organization may be extended to Military officers and civilian employees in accordance with provisions contained in these bylaws. “Honorary Members” do not pay dues, may not vote, and are not eligible to hold Lakehurst chapter office or NCMA National office.
  - d. Emeritus membership in the organization may be extended to retiring employees who were “Active Members” at the time of their retirement. “Emeritus Members” do not pay dues, may not vote, and are not eligible to hold Lakehurst chapter office or NCMA National office.
2. All categories of participation shall be consistent with the bylaws of the National Association and with such additional qualifications as are included in these bylaws. In addition, all categories of participation shall have demonstrated adherence to accepted personal and professional ethical codes and a disposition to cooperate with others. Deviation from qualifications contained in these bylaws shall require approval of two-thirds vote of all “Active Members” of this chapter.
3. Active Members shall be limited to Naval Civilian Managers and leaders who are physically working at the Lakehurst Joint Base as follows:
  - a. Organizational managers or leaders (Department Head, Division Head, Branch Head, or other organization leader)
  - b. Technical managers or leaders (program manager, project lead, or other senior individual in the organization)
  - c. Individuals that affect policy within their spheres of influence

4. Associates shall be limited to government Civilian Managers and leaders as specified in paragraph 3 above, who are physically working at the Lakehurst Joint Base but who are non-Navy (e.g. Air Force or Army).
5. In order to implement the above, the Lakehurst chapter President shall appoint an Eligibility Committee composed of 3 “Active Members”, with one of the individuals assigned as its chairman.
6. Removal of an “Active Member” or of an officer shall be in accordance with Article IV of the National bylaws, or of any superseding provision of these bylaws. Removal of an “Associate” or of an Honorary or Emeritus member will be by majority vote of the “Active Members” of this chapter.

## **ARTICLE IV - OFFICERS**

1. The leadership of this Association shall consist of five elected officers as follows:
  - a. President shall be the Chief Executive Officer of the Association, shall serve as Chairman of the Executive Committee, and shall preside over all meetings at which he or she is present.
  - b. First Vice President shall preside at all meetings in the absence of the President, and shall automatically succeed to that position should the office of President become vacant for any reason during the period of his or her tenure.
  - c. Second Vice President shall be a primary point of contact between the Association and the surrounding communities, making efforts to promote good will for the Association and the Joint Base.
  - d. Secretary shall maintain all records of the chapter, shall keep accurate minutes of the meetings and shall report same as required.
  - e. Treasurer shall maintain all financial records of the chapter, shall have custody of chapter funds and shall be responsible for the collection of dues, and the reporting of such matters at regular meetings.
2. Nominations for offices shall be made at the regular meeting held in November of each odd numbered year. Only “Active Members” may be nominated for elected office, and elections shall be open to all “Active Members”. Voting will be conducted by electronic ballot between the November and December meetings. Officers will be elected with the approval of a majority of those voting, and the results of the election shall be authenticated and reported at the December meeting. The newly elected officers shall assume their duties in January following the election.

3. Officers shall serve for a period of two years and may succeed themselves indefinitely. A vacancy in the office of President shall be filled by the First Vice President until the next election. A vacancy in any other office shall be filled by a special election at the regular meeting following the occurrence of such vacancy.

## **ARTICLE V - COMMITTEES**

1. The standing committees of the Lakehurst chapter shall be as follows:
  - a. Executive Committee shall consist of the 5 elected officers (President, First Vice President, Second Vice President, Secretary, and Treasurer), and chairmen of each of the other committees. The President of the chapter shall serve as Chairman of the Executive Committee. The Executive Committee shall meet at the call of the President and prior to the regular chapter meeting for the purpose of considering major items that are to be brought before the chapter. The Executive Committee shall review such items scheduled for presentation at the chapter meeting.
  - b. Eligibility Committee shall review and determine eligibility of each nominee for all categories of participation, and shall report its findings to the Executive Committee. The President shall present the eligible candidate for a vote at the next regular meeting.
  - c. Bylaws Committee shall prepare bylaws and amendments to bylaws in accordance with such efforts directed by the Executive Committee.
  - d. Audit Committee shall, during the month of January audit the financial records of the chapter for the preceding year and report its findings at the February meeting.
  - e. Luncheon Committee shall coordinate with the Executive Committee to determine requirements for each monthly luncheon meeting, will make arrangements for the meeting, and will notify the Active Members and other NCMA participants of place and time of each upcoming luncheon or meeting.
2. Ad hoc committees may be appointed at any time at the discretion of the chapter President.

## **ARTICLE VI - MEETINGS**

1. The chapter shall meet monthly. However, at the discretion of the President, a monthly meeting may be omitted if there appears to be no necessity for such meeting. In no circumstances, however, shall more than three consecutive months be missed.

2. During election years, meetings of the chapter must be held in November for the nomination of officers, in December to receive the results of the election, and in January for the new officers to assume their duties.
3. For an official meeting to be held, there must be a quorum consisting of the President or, in his/her absence, one of the Vice Presidents, one additional officer, and at least one-fifth of the “Active Members” of the chapter.

## **ARTICLE VII - DUES**

1. “Active Member” dues of this Lakehurst chapter will include local and National dues, and shall be paid by payroll deduction. National dues per Active Member shall be fixed by recorded action of the National Association and payable in accordance with requirements of the National Association.
2. “Associate” dues of this Lakehurst chapter will include only Lakehurst chapter dues, and shall be paid semi-annually by January 1 and July 1. Upon failure to pay dues within two months from these dates, delinquent Associates will be so notified by the Treasurer. Failure to pay dues within 30 days from such notification may result in suspension, unless the Associate is incapacitated by illness or absent on official duty for the period of delinquency.
3. Special Lakehurst chapter assessments may be levied for short-term requirements, subject to approval by two-thirds vote of the “Active Members” and “Associates”.

## **ARTICLE VIII – BYLAWS AND AMENDMENTS**

1. Proposed amendments to these bylaws or a revision of the entire set of bylaws shall be referred to the Bylaws Committee who shall draft the proposed materials for presentation at a regular chapter meeting. A final draft shall be furnished to all “Active Members” of the Lakehurst chapter at least ten days in advance of the next regular meeting, at which the proposed changes will be discussed.
2. Voting will then be by electronic ballot, with a two-thirds vote of all the Lakehurst chapter “Active Members” being necessary to ratify new bylaws or any amendment to existing bylaws.

## **ARTICLE IX – ORDER OF BUSINESS MEETINGS**

1. Proceedings of the Lakehurst chapter shall be governed by Robert's Rules of Order insofar as they are consistent with the bylaws. The following shall be the typical order of business:
  - a. Call to order by the presiding officer
  - b. Welcoming of guests
  - c. Reading of minutes of previous meeting
  - d. Report of the Treasurer
  - e. Communications
  - f. Voting in of new members
  - g. Report of the Executive Committee
  - h. Report of special committees
  - i. Unfinished business
  - j. New business
  - k. Guest Speakers
  - l. Announcement of date of next meeting.
  - m. Adjournment.