

KITSAP CPOSA

KITSAP CHIEF PETTY OFFICER SPOUSE ASSOCIATION BYLAWS

[ARTICLE I - NAME](#)

[ARTICLE II - PURPOSE](#)

[ARTICLE III - MEMBERSHIP](#)

[ARTICLE IV - CODE OF CONDUCT](#)

[ARTICLE V - EXECUTIVE BOARD](#)

[ARTICLE VI - GOVERNING BODY](#)

[ARTICLE VII - MEETINGS](#)

[ARTICLE VIII - COMMITTEES](#)

[ARTICLE IX - FINANCES](#)

[ARTICLE X - NOMINATIONS & ELECTION PROCESS](#)

[ARTICLE XI - VOTING](#)

[ARTICLE XII - TURNOVER PROCEDURES](#)

[ARTICLE XIII - BYLAWS MANAGEMENT](#)

[ARTICLE XIV - DISSOLUTION](#)

last reviewed March 2025

KITSAP CPOSA

ARTICLES OF ASSOCIATION

ARTICLE I NAME

- A. This organization shall be called “ Kitsap Chief Petty Officer Spouse Association” hereafter referred to as “Kitsap CPOSA” or “Association.”

ARTICLE II PURPOSE

- A. Kitsap CPOSA’s purpose shall be to foster friendship, give back locally to our military families and Kitsap Peninsula communities, provide support and guidance to new and fellow Chief Petty Officer (CPO) spouses and families during chief season and thereafter and to uphold our Chief’s oath of Honor, Courage, and Commitment. The Kitsap CPOSA is dedicated to supporting and working with installation activities (e.g., MWR, Submarine Officers' Spouse Association-WA, and individual sea and shore commands). We shall do so through kindness and grace to keep the seas gentle.
- B. No part of the activities of Kitsap CPOSA shall be the carrying on of propaganda or otherwise attempting to influence legislation, and Kitsap CPOSA shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office (including the publishing or distribution of statements).
- C. The Kitsap CPOSA year shall start on March 1st and end on the last day of February every calendar year.
- D. The Committee will adhere to the policies set forth by Naval Base Kitsap for fundraising. As a non-federal entity registered with Naval Base Kitsap, all tenants of fundraising will follow the “By Our Own, For Our Own” format. As such, Kitsap CPOSA will operate in accordance with CNIC instruction 1100.1 NON-FEDERAL ENTITIES ON BOARD NAVY INSTALLATIONS and Naval Base Kitsap Instruction 11000.1C (or current standing instructions).

ARTICLE III MEMBERSHIP

A. DESCRIPTION OF MEMBERSHIP

- 1) Active and Retired membership is open to the following located in the Naval Base Kitsap area;
 - a) Spouses of all active, reserve, retired or deceased Chief Petty Officers (CPO), Senior Chief Petty Officers (SCPO) and Master Chief Petty Officers (MCPO);
 - b) Spouses of all active, reserve, retired or deceased spouse's E-7 through E-9 local to Kitsap;
 - c) Spouses of all Geo-Bachelor service members listed above; and

KITSAP CPOSA

- d) Common Law spouses of service members listed above.
- 2) Associate membership is open to the following located in the Naval Base Kitsap area;
 - a) Spouses of newly selected Chiefs (E-7) both active duty and reserve in the United States Navy
 - b) Spouses of all Geo-Bachelor service members listed above; and
 - c) Common Law spouses of service members listed above.
 - d) Associate members may become Active members after their spouse has been pinned as Chief.
 - e) Associate members must complete a membership form. Dues are not required until after their spouses' pinning to Chief.
- 3) An Active or Retired member is in good standing if they have paid their dues and have no debts to Kitsap CPOSA.
 - a) Each active member must pay the dues and fees, according to the conditions set by the Executive Board.
 - i) Dues and fees paid to Kitsap CPOSA are nonrefundable.
 - ii) Dues shall be \$100 annually, \$55 semi annually or \$10 monthly.
 - b) Condition of membership shall be payment of Association dues and completion of a [membership form](#).
- 4) Kitsap CPOSA does not discriminate against participation based on race, gender, sexual orientation, age, religion, color, ancestry, disability, or national origin.

B. PRIVILEGES OF MEMBERSHIP

- 1) Active members shall be entitled to all privileges of Kitsap CPOSA. These include voting, nominating, holding an office, and chairing a committee.
- 2) Retired members shall have all privileges except holding an elected office.
- 3) Associate members shall have none of the above privileges given to active members except by special and written approval of Kitsap CPOSA Executive Board.
 - a) Approval must be recorded in the minutes with reference to this subsection (*Article III, Section B, 3*).
- 4) All members may participate in activities and social functions.
 - a) Current and debt-free members shall have priority over guests when there are limited slots for any activity.
- 5) All members attending paid events may in good faith and effort receive admittance at a discount rate set by the Event Chairperson and approved by the Executive Board.

C. VOLUNTEERS

- 1) Volunteers must be at least 12 years of age.

KITSAP CPOSA

- 2) If volunteering to babysit, volunteers must have a babysitting certificate and be CPR qualified.
- 3) A participation letter of thanks can be sent out to volunteers, upon request.
 - a) The thank you letter should be completed on Kitsap CPOSA letterhead.
- 4) Volunteers must sign and agree to follow the CPOSA Code of Conduct ([*Article IV, Section C, I*](#))

ARTICLE IV CODE OF CONDUCT

- A. The following Code of Conduct is designed to allow the Kitsap CPOSA to maintain its integrity and credibility. All members deserve to be a part of an environment where everyone is treated with dignity and respect. Therefore, this Code of Conduct will apply to all members, advisors, elected board officials, and all command members (both military and civilian) including but not limited to spouses, children, extended family members, significant others, and any other personnel associated with Kitsap CPOSA. This code was established to ensure that the purpose described in these by-laws is maintained. Each member is responsible for knowing and adhering to the values and standards set forth in this code.
- 1) The Kitsap CPOSA expects all members to conduct themselves in a proper manner.
 - 2) Members are to always act with fairness, honesty, integrity, to respect the opinions of others, and to treat all members with dignity.
 - 3) Members must promote the purpose established in these by-laws and strive to provide a positive and valued experience while associated with the Kitsap CPOSA.
 - 4) It is the member's responsibility to ensure their actions are not in contravention of the points above.
- B. **ACCOUNTABILITY**
- 1) With regards to the standards outlined in the Code of Conduct, all members are expected to:
 - a) Adhere to the policies of the Kitsap CPOSA and contribute to the overall well-being of the organization.
 - b) Take responsibility To take responsibilities for one's own actions and decisions.
 - c) Not to release personal information obtained during Kitsap CPOSA volunteer duties, both board related or social involvement, without proper consent of the involved individual.
- C. **VIOLATION OF CODE OF CONDUCT**
- 1) Failure to adhere to the Code of Conduct can result in any of the following:
 - a) Temporary suspension from social events and meetings or

KITSAP CPOSA

- b) Permanent suspension from all Kitsap CPOSA organization activities.
- 2) Such determinations will be reviewed, considered, and decided by Kitsap CPOSA's elected officials.
 - a) No quorum is required to make this determination.
 - b) The accountability clause shall govern these procedures.
 - c) More than two suspensions in one governing year will result in the termination of the membership for the remainder of the fiscal year and the following year.

ARTICLE V EXECUTIVE BOARD

A. GENERAL DUTIES OF THE BOARD

- 1) Familiarize themselves with the Association's bylaws, as part of the turnover process outlined in [Article XII](#), and abide by them as they are written.
- 2) Act as a custodian for all social media accounts.
- 3) Should a Board Member be unable to fulfill the duties of the office, for whatever reason, they may be removed by a vote of the simple majority of the Executive Board at any meeting of the Executive Board, with concurrence of majority installed Advisor(s).
- 4) Assists in the recruitment of new members.
- 5) If there is a vacancy in a board role, delegate among one another to fulfill the jobs to the best of the board's ability.

B. PRESIDENT

- 1) Mandatory position to maintain Kitsap CPOSA as a 501c3.
- 2) Preside at all Executive Board meetings, General Membership meetings, and Kitsap CPOSA functions or delegate to another board member.
- 3) Conduct meetings in accordance with Robert's [Rules of Order](#) in all cases in which they are applicable and consistent with the Association's Bylaws.
- 4) Formulate an agenda for each Executive Board and General Membership meeting and distribute prior to the meeting.
- 5) Assure that the responsibilities of all Board Members and Committee Chairpersons are carried out effectively and within budget.
- 6) Assign tasks to committees and obtain periodic progress reports. May form committees, solicit for Committee Chairperson and declare any committee inactive as needed.
- 7) Act as ex-officio member of all committees, with the exception of the Nomination committee, and attend these additional meetings when possible, or delegate to another board member.

KITSAP CPOSA

- 8) Act as, or appoint, a representative from Kitsap CPOSA to attend meetings, organizations, business and government agencies, as required or as requested by Naval Base Kitsap Commanding Officer, or appointed point of contact.
- 9) Maintain communications with military commands as necessary to carry out the purposes of Kitsap CPOSA.
- 10) Provide an accounting of expenses paid out of the President's Discretionary Fund as outlined ([*Article IX, Section D, I*](#))
- 11) Shall have the authority to sign checks (excluding checks payable to oneself), make deposits and withdrawals in the absence of the Treasurer, or as deemed necessary.
- 12) Act as custodian of the Kitsap CPOSA email address, cposakitsap@gmail.com, with the Vice President and send all Kitsap CPOSA correspondence via electronic communications such as meeting reminders, newsletters, and committee updates.
- 13) Provide any necessary information for the Association's monthly newsletter, website, and social media account(s), if applicable.
- 14) Ensure that all Executive Board members and Committee Chairpersons turnover their records to the incoming administration per the procedure described in [*Article XII Turnover Procedures*](#).
- 15) Delegate duties to the Vice President or other interested members, as necessary.
- 16) Appoint Committee Chairs as needed.
- 17) Contact and invite all prospective Advisors to serve on the Executive Board (*Article IV, Section C and Article V, Section G*)
- 18) Communicate with the Chief Season lead(s) to help foster an ongoing working relationship to help aid in recruitment.
- 19) Must maintain a master password/username sheet of any and all passwords needed for CPOSA
- 20) Have access to the post office box to maintain as needed and with the help of the board.

C. VICE PRESIDENT

- 1) Remain prepared at all times to assume the office of President, if and when required.
- 2) Coordinate or delegate organization's program activities.
- 3) Act as custodian of the Kitsap CPOSA email address with the President, cposakitsap@gmail.com.
- 4) Coordinate or delegate a command representative liaison providing necessary communications to Kitsap CPOSA command representatives.
- 5) Act as child care coordinator if no volunteers are in place.
- 6) Facilitate/coordinate location of the monthly meetings for Kitsap CPOSA

KITSAP CPOSA

- 7) The Vice President will act as Parliamentarian excluding the Nomination Chair in absence of a volunteer.

D. SECRETARY

- 1) Record the minutes of Executive Board and General Membership meetings.
 - a) Minutes are intended to serve as a record of the meetings and business conducted within. The Secretary is responsible for recording the tasking of elected officials/chairs within the minutes. All attendees shall take personal notes regarding their tasks to complete prior to the following meeting.
- 2) Publish the General Membership meeting minutes to the Kitsap CPOSA website.
- 3) Act as custodian of Kitsap CPOSA records, including meeting minutes, newsletters, correspondence, committee chairperson reports, membership roster, and other documents of importance to the association's functions.
 - a) Records should be maintained for at least five (5) years with hard copies and a digital backup, whenever possible.
- 4) Act as custodian of the Kitsap CPOSA Secretary email, cposakitsapsecretary@gmail.com.
- 5) Make available current Bylaws to all new members.
- 6) Write thank you notes for donations or presentations to Kitsap CPOSA.
- 7) Send cards, letters and invitations as appropriate
- 8) Maintain a post office box for Kitsap CPOSA correspondence at the local post office off base.
- 9) Compile all Membership forms to create a roster.
- 10) Provide a private association roster to the active and associate members.
- 11) Prepare a Membership update for all Executive and General meetings.
- 12) Work with the Treasurer to maintain all membership dues received from new Members.
- 13) The Secretary will act as head of Membership if no one volunteers.

E. TREASURER

- 1) Mandatory position to maintain Kitsap CPOSA.
- 2) Maintain proper and accurate records of all Kitsap CPOSA financial transactions using generally accepted accounting practices, which must be reviewed each year during Executive Board turnover ([Article XII](#) and [Article IX](#)).
 - a) Conduct internal audit with the advisory board prior to the Treasurer filing state and federal taxes.
- 3) Provide petty cash for new memberships, childcare, etc., as required.
- 4) Receive and record all monies due and payable to Kitsap CPOSA from any source.
 - a) Make a reasonable effort to collect money due.
 - b) Refer accounts in arrears to the President for further action.

KITSAP CPOSA

- c) Designate alternate money collectors with prior board approval.
- 5) Act as custodian of the Kitsap CPOSA Treasurer email, cposakitsaptreasurer@gmail.com
- 6) Impose a \$25 fee for all returned checks that are written to the Kitsap CPOSA.
- 7) Provide a donation receipt where applicable.
- 8) Prepare a monthly financial statement for the President and present a complete report at Executive Board and General Membership meetings.
- 9) Prepare an annual Kitsap CPOSA budget review for the following fiscal year prior to the February General Membership meeting to pass by members upon the oncoming turnover. ([Article IX, Section B, 3](#)).
- 10) Disburse funds as directed by the Executive Board, retaining proper receipts and reimbursement forms for each such disbursement.
- 11) Maintain proper and accurate records of Kitsap CPOSA property.
- 12) Prepare and verify monthly the accuracy of any financial statements that are included in other reports submitted to outside sources such as taxes.
- 13) Present the monthly bank statement at the general meeting along with the financial statement.
- 14) Prepare an annual financial report no later than 30 days after the close of the Kitsap CPOSA fiscal year, (March 1st - February 28/29th). The report will be prepared in accordance with generally accepted accounting practices and submitted to the Executive Board. Copies will be made available to members and outside agencies, as required.
- 15) Sign checks (excluding checks payable to oneself) for expenditures or transfer approved funds authorized by the Association in accordance with these Bylaws.
- 16) Maintain payments on all approved or existing accounts such as post office box, website, storage etc. for Kitsap CPOSA.

G. ADVISORS

- 1) Provide guidance at Executive Board and General Membership meetings to ensure compliance with Kitsap CPOSA Bylaws and maintain good standing with Naval Base Kitsap NFE instructions.
- 2) Provide advice to the whole of the board and other members of Kitsap CPOSA when requested and as needed to maintain the good standing of Kitsap CPOSA.
- 3) Review revisions to the Bylaws in accordance with [Article XIII](#).
- 4) Confirm audit of previous year's finances has been completed per *Article X, Section C*.
- 5) Act as Nomination Committee Head if no one volunteers and if the Parliamentary position is vacant ([Article V, Section H6](#) &/or [Article X, Section A](#)).

KITSAP CPOSA

H. PARLIAMENTARIAN

- 1) Assist in the progression of the meetings.
- 2) Be knowledgeable of Robert's Rules of Order and Kitsap CPOSA Bylaws and keep a copy of both available at all Executive Board and General Membership meetings.
- 3) At the first business meeting of the Executive Board and General Membership, following the installation of new Board Members, provide a brief review of applicable portions of Robert's Rules of Order and Kitsap CPOSA Bylaws.
- 4) Correct any errors in procedures at Executive Board and General Membership meetings.
- 5) Act as or appoint the chairperson of the Bylaws Revision Committee.
- 6) Serve as Chairperson of the Nominating Committee unless another member is appointed. (Article XI, Section A).
- 7) Conduct the elections with the assistance of the Membership Chairperson and an Advisor (Article X, Section B).
- 8) The Vice President will act as Parliamentarian excluding the nomination chair in absence of a volunteer.
- 9) Parliamentary Authority contained in Robert's Rules of Order shall govern Kitsap CPOSA in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this Association.

ARTICLE VI GOVERNING BODY

- A. Elected Board members shall be President, Vice President, Secretary, and Treasurer. The Executive Board shall consist of the elected positions and advisors.
 - 1) All board members shall be active duty spouses and members in good standing of Kitsap CPOSA per Article III - Membership.
 - 2) Board members shall govern and operate in accordance with the bylaws.
 - 3) Board members term is one CPOSA year, unless a special election is held.
 - 4) When resigning from a board position, at least 30 days notice must be given to allow for a good faith effort to fill the position.
 - 5) In the event of a special election a New Executive Board Member's installation shall finish out the association year.
 - 6) Board members shall not serve more than two consecutive terms in the same office without majority approval by the advisory panel.
 - a) Approval must be recorded in the executive meeting minutes with reference to this subsection (Article VI, Section A, 6).
- B. Appointed positions shall be, and are not limited to, the Parliamentarian, Membership, Nominations & Elections, and Webmaster.
 - 1) Officers shall be approved by the Executive Board.

KITSAP CPOSA

- 2) They shall serve for the remainder of the CPOSA fiscal year from the date of installation.
 - 3) They shall not serve more than two consecutive terms in the same office without majority approval by the advisory panel and the approval of the CPOSA members.
 - a) Approval must be recorded in the executive meeting minutes with reference to this subsection (*Article VI, Section B, 3*) with approval in the general membership meeting minutes as well.
 - 4) New officers installed mid-year shall finish out the association year.
- C. The Advisory Panel shall consist of 2-6 members to the best efforts of the CPOSA Board to install. Members who qualify as Advisors include, but are not limited to:
- 1) The spouses of an active duty Command Master Chief (CMC) of any major command attached to Naval Base Kitsap who has served at the command level for a minimum of two tours.
 - 2) The outgoing President may be an Advisor if asked by the incoming Board. They may only be an Advisor for one year and it must be within two years of their term in office.
 - 3) Additional advisors may also be invited to serve by the current Advisory Panel as circumstances warrant.
 - 4) Advisors give up their vote in general membership meetings to remain unbiased.
 - 5) One advisor must conduct an internal audit with the Treasurer prior to tax filings.

ARTICLE VII MEETINGS

A. SCHEDULING

- 1) Monthly meetings will be decided by The Executive Board. The Board shall determine the date, time, and place with at least seven (7) days' notice to all members.
 - 2) An Executive Board meeting should be held prior to all General Membership meetings with at least (7) days' notice.
 - 3) The President may call any additional meetings at their discretion.
 - 4) Attendance by a minimum of one (1) Executive Board member is required for a General Membership meeting to be held.
 - 5) If an emergency is to arise and it is deemed necessary, then a zoom meeting may be allowed.
- B. Social functions of Kitsap CPOSA will be planned by the host/committee in conjunction with the Executive Board.
- C. Monthly meetings and social functions may be changed at the discretion of the Executive Board.

KITSAP CPOSA

ARTICLE VIII COMMITTEES

A. The Executive Board shall direct committees to fulfill the purposes of Kitsap CPOSA, which shall encompass charitable, educational, cultural, social and other activities as deemed necessary.

B. ONLINE PRESENCE

- 1) Webmaster: Maintain Kitsap CPOSA website (if applicable) including the organization's key documents, membership information, and event details, while ensuring consistency between the website and Kitsap CPOSA's social media accounts. Appointed by the Executive board.
- 2) Facebook (public) page: "Kitsap Chief Petty Officer Spouse Association"
 - a) Password will be made available to at least
 - i) President
 - ii) Vice President
 - iii) If one of these positions does not have a facebook an alternate person may be chosen, There must be at least two people who can access the page at any point in time.
 - b) The FB page is open for the public to see what is posted.
- 3) Facebook (private) group: "Kitsap Chief Petty Officer Spouse Association"
 - a) Admins to the page shall be at least:
 - i) President
 - ii) Vice President
 - iii) If one of these positions does not have a facebook an alternate person may be chosen, There must be at least two admins at any point in time
 - b) The FB group is private and only available for membership.

C. COMMITTEE CHAIRPERSONS

- 1) Standing and Special Committee Chairpersons shall be active members in good standing unless otherwise approved by the Executive Board ([*Article III, Section 4*](#))
- 2) Members may volunteer as a committee chair and seek endorsement by the Executive Board.
 - a) These Chairpersons may form support committees, as needed, without Executive Board approval, and may also select a co-chair, if deemed necessary.
- 3) Chairpersons shall keep operational records of their activities.
 - a) These records must include: responsibilities, budget data, ledger sheets, and recommendations for next year.
 - b) The records may include the following items, if applicable: inventory lists, personnel and service support, vendors, activity outcomes, and program evaluation.
 - c) The records need to be turned in within 30 days of the completion of the event.

KITSAP CPOSA

- 4) Chairpersons shall invite the Executive Board to all meetings and must keep the Executive Board informed of their activities prior to the general meeting and shall present their report at Membership Meetings.
- 5) Standing Committee Chairpersons shall act as outlined in the current Bylaws of Kitsap CPOSA and the committee guidelines.
- 6) A copy of the Association's bylaws shall be given to each committee chairperson upon taking the position.
- 7) In the event a Standing or Special Committee is not chaired by a volunteer, the President may appoint a Kitsap CPOSA elected Board Member to hold the position.
- 8) Additional duties may be assigned by the President.
- 9) The Kitsap CPOSA will host an annual Meet & Greet during Chief Season. This event will be open to all active members with the top priority being to welcome the Chief Select spouses. This includes common law marriage spouses.
 - a) Meetings are encouraged during the off season (approximately November to May) as social recruiting opportunities for the next Meet & Greet planning year. Active planning for the Meet & Greet should begin no later than June 1.

D. SPECIAL COMMITTEES

- 1) May be formed for a specific function lasting until the activity has been completed.
- 2) Required special committees include:
 - a) Nominating Committee
 - b) Season Social
 - c) Season support
- 3) Other optional Special Committees may include, but are not limited to, the following:
 - a) Community Relations - acts as a liaison to local governing bodies that would like a CPO spouse presence. The President may absorb these responsibilities or delegate if this chair position is left open.
 - b) Formal pop up sale

ARTICLE IX FINANCES

A. TAX STATUS

- 1) Kitsap CPOSA is a non-profit organization exempt from Federal Income Taxes under 501(c)(3) of the Internal Revenue Code.
- 2) The Association's federal EIN is #36-5093111 and its state UBI is #605284335.

KITSAP CPOSA

B. FISCAL POLICY

- 1) The fiscal year of the Association shall be March 1st to February 28/29th. Dues and fees are non-refundable.
- 2) A balance of \$1,000 minimum shall be required for turnover to the new Executive Board.
- 3) A budget for the following fiscal year must be approved at the following general membership meeting following the turn over of the Executive Board.
- 4) The Executive Board shall have the discretion to augment the budget up to \$50, one time per line item per fiscal year, not to exceed \$250 total without general membership approval.
- 5) At the discretion of the Executive Board, a gift, not to exceed \$20 from CPOSA bank account per person being recognized may be purchased as a thank you for chairing, hosting or being a key contributor to the success of an event or to the whole of CPOSA. This is in accordance with [DOD Standards of Conduct](#), Rule 20/50 (or current standing instructions).

C. OPERATIONAL FUNDS

- 1) Starting with the Association's establishment in 2023, at least every two (2) years the incoming and outgoing Executive Boards shall review the membership dues. At the Turnover Meeting, both Boards will review the actual and projected budgets and adjust the dues as needed. The Incoming Board will have final determination to increase dues by no more than 5% without membership approval.
- 2) Operational funds shall be derived from annual membership dues and designated fundraising activities and sponsorships should the board like to continue with that if desired.
- 3) Operational funds may be used to fund any event sponsored by Kitsap CPOSA.
- 4) Operational funds shall be used to pay for items including but not limited to: PO box and storage locker, Website
- 5) Must get at least 3 bids for fundraising and for any services needed by CPOSA events.

D. PRESIDENT'S DISCRETIONARY FUND

- 1) The President shall be allowed a quarterly \$100 discretionary fund for Kitsap CPOSA related expenses to equal no more than \$400 total for the year. The use of this fund does not require prior approval of the membership, although the President will be required to provide an accounting of this fund to the General Membership.

KITSAP CPOSA

ARTICLE X NOMINATIONS & ELECTION PROCESS

A. NOMINATION OF ELECTED OFFICIALS

- 1) The Parliamentarian will serve as the Nomination Chair. No more than three (3) other members may serve as the Nominating Committee. These committee members will include the Membership Chair and at least one (1) advisor. If the role of Parliamentarian is left vacant, then:
 - a) the President should appoint a chairperson and committee members.
 - b) an advisor can serve as the Nomination Committee Chair.
- 2) The Nomination Committee members may:
 - a) not be a nominee in the upcoming election.
 - b) not be a current elected board member.
- 3) The nominating committee shall begin accepting nominations as early as November and continue to accept until the required roles are filled.
- 4) If available, the nominating committee shall present a slate of one (1) or more candidates for each elected office by the January General Membership meeting. Additional nominations from the floor will be permitted, provided the consent of the Nominee has been obtained.
- 6) The committee will obtain simple biographies of the candidates. The biographies will be added to the ballots.

B. ELECTION PROCESS

- 1) Each active Kitsap CPOSA member may cast one (1) vote per office in the election of board members ([*Article XI*](#)). Ballots will be available to all eligible members for 48 hours, following the January general member meeting. Ballots will be emailed to all eligible members to be filled out online.
 - a) If only one person is nominated for each position, the vote may be taken by a show of hands.
 - b) If more than one person is nominated for any position, all voting must take place by ballot.
- 2) Executive Board members shall be elected by a simple majority of all available ballots.
- 3) The Nomination Chairperson and at least one (1) advisor shall then count the votes. Election shall be by a simple majority of all ballots.
- 4) If there is a vacancy in the Treasurer position, an interim Treasurer may be designated by the Executive Board until a special election can be held for a new Treasurer at the following monthly membership meeting. With the exception of President and Treasurer, all other Executive Board positions responsibilities will be divided up and handled until the position is fulfilled.
- 5) The vote for a new Board Member may be taken by a show of hands.
- 6) Newly elected board members shall be installed at the Turnover Event.

KITSAP CPOSA

ARTICLE XI VOTING

- A. CPOSA shall follow Robert's [Rules of Order](#) for all voting matters unless otherwise described within these bylaws..
- B. Each member is entitled to cast one (1) vote on each matter submitted for vote.
- C. A quorum shall consist of at least 15% of the voting members of Kitsap CPOSA.
- D. A quorum is required for approval of the annual budget, any expenses over \$1000, and the election of board members.
- E. If a quorum is not represented at a meeting, those active members who have not voted will be contacted by electronic means by midnight the day of the vote and given 48 hours to respond. After 48 hours, the vote will stand as tabulated.

ARTICLE XII TURNOVER PROCEDURES

A. ANNUAL END OF YEAR REPORTS

- 1) Prior to leaving office, all Board Members and Committee Chairpersons will prepare an annual report of their duties, how those duties were fulfilled, and include any recommendations for their successors.
 - a) Committee chairs must submit reports no later than 30 days after their event or before the final turnover meeting
 - b) Board members must submit reports no later than 10 days prior to the final Executive Board meeting in preparation for the turnover meeting.
 - c) This must be completed to the best efforts of all parties. If this can not be completed in this timeline there will need to be documentation with dates of the turnover process as it is completed to put in the records upon hand over of the board.
- 2) Electronic and/or hard copies of documents should be provided to the Executive Board.
- 3) Any code of conduct violations and reprimands need to be disclosed to the incoming President.
- 4) If a Board member or Committee Chair remains in the position, an annual report shall still be submitted to the President.
- 5) In the event a successor has not been named for a position, turnover items should be turned over to the incoming President.
- 6) A timeline of all pertinent deadlines including but not limited to annual filings to Washington state, Naval Base Kitsap, and payments to accounts must be presented to the incoming Executive Board.

KITSAP CPOSA

B. TURNOVER RESPONSIBILITIES

- 1) The Board Members and Committee Chairs should acknowledge their receipt and understanding of the Bylaws at the first Executive Board meeting of their term.
- 2) Access to email, social media and other web based accounts shall be turned over to incoming Board members no later than March 15th, or the final turnover meeting.
- 3) Each Board Member and Committee Chairperson must retain five (5) year's records for their position and turnover records to their successor. Records must be retained until there are 5 years of records on hand.
- 4) Prior to turnover, an inventory of the Kitsap CPOSA stored items must be completed by the outgoing Executive Board, if applicable.
- 5) All board members will turn over access to spaces dedicated to Kitsap CPOSA.
- 6) At the turnover meeting, bylaws are to be read together with the Parliamentarian (If no Parliamentarian is appointed at the time, the existing President will act in place of one) to ensure that they are read and no clarification is needed
- 7) Must fill out the 8822-b within 60 days of the final turn over and mail into the IRS.
- 8) Remove the existing board from the PO box and add new board members.
- 9) Update list of who can facilitate on behalf of CPOSA to Bangor Housing Office.

C. BANKING AND FINANCIAL REPORTS

- 1) Access to bank accounts shall be turned over to the incoming Board Members within 30 days of the final turnover meeting.
- 2) Debit cards will be made for the treasurer and President. Debit cards are to be destroyed upon turn over, and new ones can be issued after turn over.
- 3) There must be at least two board members attached to the account at all times.
- 4) An audit must be conducted by the incoming Treasurer and a minimum of two additional individuals to the best effort of Kitsap CPOSA. The incoming Vice President and one Advisor must audit the previous year's books; in the case that those roles are vacant, two members without access to the account should join the audit.
 - a) In the event of any discrepancies in the audit, the incoming Executive Board will make a record of the discrepancy and proceed with an identified course of action according to the operating guidelines.
- 5) In case of no turnover, the President shall assign a third party that is not related to any board members and not a member of CPOSA to audit. Audit shall be completed within 30 days of the final Executive Board meeting and prior to the Treasurer filing the Association's annual taxes, per ([*Article VI, Section E, 2a*](#)).

KITSAP CPOSA

ARTICLE XIII BYLAWS MANAGEMENT

A. DISTRIBUTION

- 1) Bylaws will be made available to all members and posted clearly on the website and social media accounts, if applicable.
- 2) All incoming Board Members, Advisors, and Committee Chairs should be given a copy of the Bylaws upon being elected to office.
- 3) A copy of these Bylaws will be disseminated to the association when amendments have been made to be approved at a General Membership meeting.

B. BYLAW REVIEW COMMITTEE

- 1) The Bylaws will be reviewed at least every two (2) years by a Bylaws Review Committee chaired by the Parliamentarian (referred to in this section as the Committee) and revised as deemed necessary by the Executive Board.
- 2) The Parliamentarian shall chair the Committee, which shall be staffed by voting members of Kitsap CPOSA. A call for volunteers for the Committee shall be made at a General Membership meeting.
- 3) The Committee shall present proposed Bylaws revisions, if any, to the Executive Board prior to the General Membership for discussion and approval to present at the general member meeting.

C. ADOPTION AND APPROVAL PROCESS

- 1) A side-by-side or redline version of the Bylaws in their entirety will be made available to the General Membership.
- 2) At the next General Membership meeting following publication, proposed Bylaws will be voted upon by active members present.
- 3) Proposed Bylaws will be adopted or rejected in their entirety by a majority of all members present.
- 4) Once adopted, revised Bylaws will be made available to membership.
 - a) In the event that Bylaws are not passed, steps 2 and 3 shall be repeated at subsequent meetings.
 - b) The current bylaws will remain in effect until the approval process is completed.
- 5) Proposed amendments to these bylaws shall become effective immediately upon adoption by a majority vote of the members present at the General Membership meeting.

KITSAP CPOSA

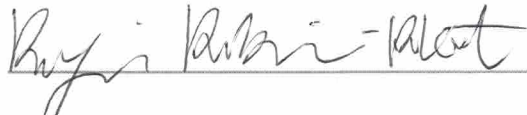
ARTICLE XIV DISSOLUTION

- A. In the event of dissolution of Kitsap CPOSA, any and all assets of Kitsap CPOSA, after payment, or provision for payment, of all Kitsap CPOSA debts and liabilities, must be donated to local to Kitsap 501c3s that support the military community.

KITSAP CPOSA

ADOPTED by a majority vote of assembled Kitsap CPOSA members,

this **16th** day of **April, 2025**.



REGINA ROBINSON-PLANTE

Sign President

Print President



Chloe Hox

Sign Vice President

Print Vice President

Sign Secretary

Print Secretary



Amy Grimsley

Sign Treasurer

Print Treasurer