



## **HOW TO FORM AN ISLAND**

The following guidelines are given on "How to Form an Island."

1. A minimum of five (5) members shall be required to establish an Island.
2. At an assembly of those eligible for membership and desiring to form an Island, a Chairman should be appointed and the meeting called to order.
3. A list of Names, Addresses, City, State, Zip Code, Phone Numbers, emails and Battalion of affiliation or Construction Battalion/CEC affiliation.
4. An election shall be held for Island officers (Pro Tempore) who are: Commander, Secretary, and Treasurer.
5. The Commander (Chairman Pro Tempore) proceeds to continue the meeting, and action taken on business before those assembled should include:
  - a. A motion instructing the Secretary Pro Tempore to request, from the National Headquarters, an Island Charter.
  - b. A motion to establish the amount of the Island's annual dues.
6. The proposed Island's Secretary Pro Tempore shall then forward to the National Secretary the following:
  - a. List in alphabetical order on regular transmittal forms the Island's members' names, addresses, Zip code, and Unit of Affiliation (must have five or more members). If a Member is transferring from another Island, a Transfer form must be included.
  - b. List on a separate sheet the names of the elected Officers (Pro Tempore) Commander, Secretary, Treasurer, and others as deemed necessary to carry out the proposed Island business.
  - c. A check made payable to the NSVA National Headquarters in the amount of Ten Dollars (\$10.00) for the Charter fee.
  - d. A check made payable to the NSVA National Headquarters in the amount of Fifteen Dollars (\$15.00) (or the appropriate quarterly prorated amount for new Members) for each annual dues paying member listed.
  - e. A separate check made payable to NSVA Life Membership in the amount of the appropriate AGE GROUP for all new Life Members listed on the transmittal. Make sure a completed and signed application is included for each new Life Member.

Upon receipt of an Application for an Island Charter, including all completed enclosures, the NanySVA National Commander and Secretary will issue or cause to be issued a Charter to the Island. If there is a chartered Department in the State, send all documents and fees to the Department Secretary, who will forward them to the National Headquarters for issuance of the Charter via the Department



**NAVY SEABEE VETERANS OF AMERICA, INC.**

**BE SURE THE FOLLOWING HAVE BEEN COMPLETED BEFORE MAILING ALL MATERIAL TO THE NavySVA NATIONAL SECRETARY (or Department Secretary if within a State with an active Department) FOR PROCESSING YOUR APPLICATION FOR A PROPOSED ISLAND CHARTER.**

- (1) List, in alphabetical order, of the five (5) or more member's Names, Addresses, Zip Codes, and Unit of Affiliation, on a transmittal form (Original white copy for National and pink copy for Department, if applicable. Keep the blue copy for the Island files).
- (2) List, on a separate sheet, of your Island Officers Pro Tempore (original and 1 copy).
- (3) Check in the amount of \$10.00 for the Charter Fee.
- (4) Check in the amount of \$\_\_\_\_\_ for the total of the listed Annual Members per capita dues (\$15.00 each for renewing Members, or the appropriate pro-rated amount for new Members).
- (5) Check in the amount of \$\_\_\_\_\_ for the total of the listed Life Membership fee according to Age Group for each new Life Member.

In accordance with the provisions of existing and current By-Laws and Standing Rules of the NavySVA, I wish to advise you (National Secretary) that a meeting was held of our prospective members of the NavySVA at \_\_\_\_\_ on (Date) \_\_\_\_\_ and action was taken to form an Island of the Navy SVA in this respective area of \_\_\_\_\_.

The membership applications have been reviewed and found to be in all aspects eligible for membership in the NSVA in accordance with the NavySVA National By-Laws and Standing Rules.

It is our understanding that the National records will be reviewed to ascertain whether a previous Charter was issued in this area. If one was so issued, we wish to reactivate that Charter and retain the Island number. If no Island was previously active in this area, the Charter will specify the numerical number next in line. It is noted that if a number is reactivated from a previous issued number in this area, the Charter fee shall be reimbursed.

Approved: \_\_\_\_\_  
Island Commander

Attested: \_\_\_\_\_  
Island Secretary