

NDIA

San Diego

Chapter Operations Manual.

Strength Through Industry and Technology.

3639 Midway Drive Suite B#175
San Diego, CA 92110.

www.ndia-sd.org

The *Chapter Operations Manual* will provide the San Diego Chapter leadership with guidance in managing and strengthening the chapter within the local community. **This is the “go to” source for chapter operations.**

This manual shall be reviewed by chapter Officers and Directors upon assumption of office, or re-election and serves as a reference to ensure continuity of the goals and mission of the association and chapter.

Suggestions or recommendations for change are welcome and encouraged to ensure the Chapter continues to meet its goals and remains relevant to the community. The Chapter Executive Vice President is the point of contact for change recommendations.

Approved by the San Diego Chapter Board of Directors – 08 August 2023

Steven C. Boraz

Steve Boraz
Chapter President

Table of Contents

I.	Introduction	4
	Mission Statement.....	4
	Objectives.....	4
	Strategic Priorities	4
II.	Chapter Establishment and Authority	4
	Conflict of Interest	4
	Non-Discrimination	4
	Geographic Responsibility.....	5
III.	Chapter Organization	5
	Officers.....	5
	Board of Directors.....	6
	Committees	6
	Working Groups	7
IV.	Processes and Procedures	7
	Officer and Board Elections	7
	Web Site Policy.....	7
	Record Retention, Document Management and Storage.....	8
	Physical Storage and Minor Property	8
V.	Appendix	9
	A. CHAPTER OPERATING PRINCIPLES.....	9
	B. CHAPTER DIRECTORY	9
	C. FINANCIAL PROCEDURES	9
	D. AWARDS.....	9
	E. COMMUNICATIONS (<i>Publicity</i>).....	9
	F. CONFERENCES.....	9
	G. FINANCIAL AUDIT.....	9
	H. INVESTMENT	9
	I. LEGISLATIVE AFFAIRS	9
	J. MEMBERSHIP	9
	K. MONTHLY EVENTS.....	9
	L. OPERATIONS.....	9
	M. OUTREACH.....	9
	N. SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)	9
	O. SMALL BUSINESS	9

Introduction.

Mission Statement.

NDIA's principal missions are to increase weapons technology, improve defense management, and maintain a strong science-industry-defense team continually responsive to all needs of the development, production, logistics and management phase of national preparedness. It provides a forum for the exchange of ideas and information between its members and government agencies through a network of committees, divisions, chapters, national and local meetings, and conferences and visits to Department of Defense installations.

Objectives

CHAMPION:	Issues that contribute to the strength, resiliency, and capacity of the defense industrial base.
BUILD:	Vigorous, responsive, and collaborative community in support of Defense and National Security.
CONVENE:	Legal and ethical forums for the exchange of ideas, information, viewpoints, and capabilities.

Strategic Priorities.

- *Advance Budget Stability*
- *Expand International Security Cooperation & Interoperability*
- *Gain Acquisition Agility & Regulatory Efficiency*
- *Promote Innovation in Technology & Process*
- *Foster Small Business Success*
- *Strengthen the DIB & Workforce*

Chapter Establishment and Authority.

The National Defense Industrial Association (NDIA) is a non-profit association, exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code, composed of individuals and businesses who have the common purpose of working together to promote the need for a strong national defense.

The San Diego Chapter is an integral part of the Association and derives their existence, authority, and fiscal tax status from the Association. Nothing in this manual supersedes the Chapter Operating Principles on file with the Association. In the event of a conflict the Chapter Operating Principles shall prevail.

Conflict of Interest

As a national security non-profit, the National Defense Industrial Association and Women in Defense consistently operate with integrity, conducting all actions legally and ethically. Chapters must conduct all actions with the same high level of integrity and must avoid even the appearance or perception of illegal or unethical activities. This requirement includes but is not limited to ensuring no Board member receives an improper financial benefit, or other undue advantage from their role as a board member.

Non-Discrimination

The Chapter does not unlawfully discriminate against any person on any basis prohibited by federal, state, local or other applicable law, including race, color, ethnicity, national origin, religion or religious practice, gender, gender identity or gender expression, or sexual orientation, age, disability, marital status, and military status.

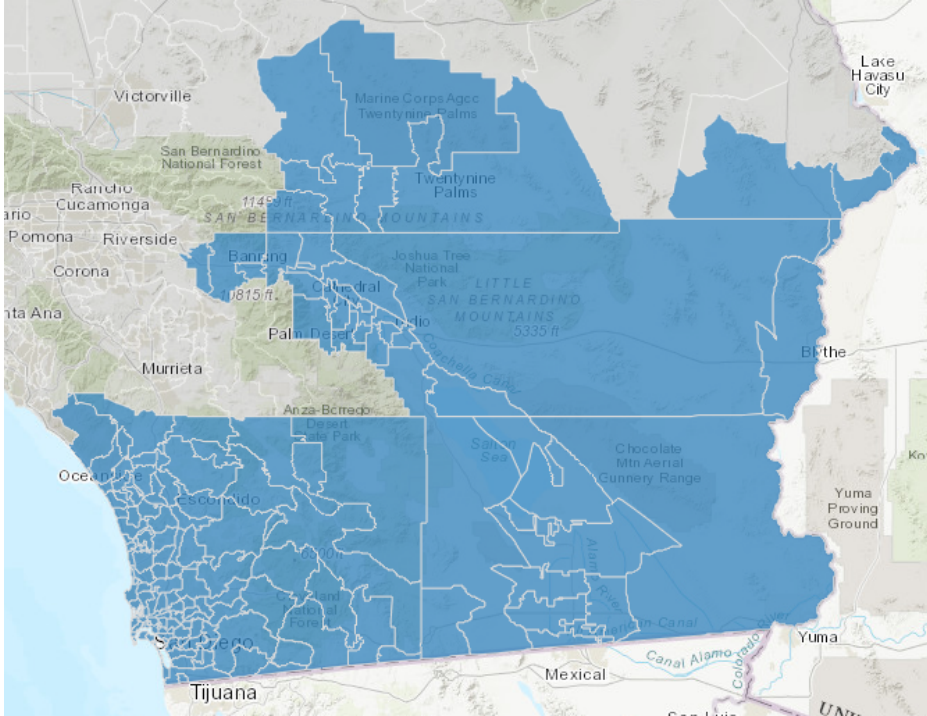
Geographic Responsibility.

The San Diego Chapter includes the following zip code ranges:

91900 through 91999

92000 through 92299

This area encompasses San Diego, Imperial, eastern Riverside, and southern San Bernadino Counties.



Chapter Organization

The chapter is organized by Officers, Directors, Committees and Working Groups.

Officers.

President. The President shall be the principal executive officer and shall in general supervise and control all the business and affairs of the organization. The President shall preside at all meetings of the members and of the Board of Directors. The President shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time. Additionally, the President will serve as the principal liaison to the Chapter.

Executive Vice President. The Executive Vice President (EVP) shall support the goals and objectives of the President and be assigned such duties as the President may direct. The EVP shall perform the duties and exercise the powers of the President during the absence or disability of the President. Additionally, the EVP shall be responsible for:

- Chapter Operations
- Model Chapter Submission
- [insert others]

Secretary. The Secretary shall keep the minutes of the meetings of the members of the Board of Directors which shall be filed and retained for that purpose; see that all notices are duly given in accordance with the provisions of these operating principles or as required by law; and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary shall ensure meetings are conducted in accordance with the Twelfth Edition of Robert's Rules of Order, Newly Revised. The Secretary shall also:

- Serve as Sergeant-at-Arms at Board and Special Meetings.
- Maintain Contract for USPS mail service.
- Maintain and distribute the Chapter Master Calendar

Treasurer. The Treasurer shall be responsible for the financial administration of the Chapter, consistent with the chapter operating principles and the approved financial procedures. Additionally, the Treasurer shall serve as:

- The Chair of the Investment Committee.
- The alternate USPS mail contact.

Board of Directors.

The business and affairs of the Chapter shall be managed by the Officers as approved by a Board of Directors. There shall be no fewer than seven (7) members of the Board of Directors including the Chairman of the Board. Except as provided by law or the Association's Articles of Incorporation or By Laws or these Chapter By Laws, all the powers of the Chapter are vested in the Board of Directors.

The Board shall, during the last quarter of the calendar year, establish the number of Members of the Board for the following year. No company shall have more than three (3) representatives on the Board. Officers are members of the Board of Directors. The Immediate Past President shall be a member of the Board of Directors.

The Board of Directors shall meet at least quarterly and thereafter as deemed necessary by the President or a simple majority of the directors.

A quorum of the Board of Directors is constituted by a simple majority of the number of Board members.

Chairman of the Board. The Chapter will have a Chairman of the Board to assist and advise the President and other officers in the direction and management of the Chapter. No one shall serve more than three (3) consecutive one-year terms as Chairman of the Board.

Directors. All Directors will be at large. The Board is a working board and as such, each Director shall hold at least one named position on a committee or sub-committee.

Committees

Committees are standing independent organizations that perform functions recommended by the board and approved by the President. It is intended that committees operate independently within the guidance approved by the President. Committees must develop and maintain their own operating guidance (committee appendices). The Chapter President will designate the chair of each committee. As required, committees may establish subcommittees.

Committees include:

- Awards
- Communications (Publicity)
- Conferences
 - Fall Forum.
 - Gold Coast
 - NIWC-Pac Executive Forum
- Financial Audit
- Investment
- Legislative Affairs
- Membership
- Monthly Events

Commented [A1]: @Jeff Hailey Add guidance for adding agenda items or other items with in the scope of duties.

- Outreach
 - Government (CIC)
 - Organizational
- Science, Technology, Engineering and Math (STEM)
- Small Business

Committee appendices are expected to change to remain relevant. It is the responsibility of the committee chair that the committee appendix remains update and approved by the president. Each committee appendix should contain at a minimum:

- Committee Purpose (what the committee does and why)
- Committee Organization (who is on the committee and what functions they perform)
- Committee Operation (when the committee intends to meet)
- Committee Personnel Succession Planning (How will the committee continue to be maintained.)
- Record Retention Requirements

Working Groups

Working Groups are temporary organizations formed to address a specific issue the Board or President wants to address or requires detailed research in order to make a decision. Working groups will automatically dissolve when they report out to the board and the report is accepted.

Example, Chapter On-line file storage working group.

Processes and Procedures

Officer and Board Elections

The NDIA San Diego Chapter Board of Directors (Including Officers) shall consist of no less than nine and no more than twenty-five members.

At least three months prior to the Annual Meeting of the chapter, the President, with the approval of the Board of Directors, shall appoint a nominating committee of at least three members. The Immediate Past President shall serve as the Chairman of the Nominating Committee. The Nominating Committee shall present a single slate of nominees to the Annual Meeting. The election of Officers and Directors shall take place at the Annual Meeting and shall be by voice vote of the members present unless otherwise specified by the Board of Directors.

Officers and Directors will be elected for a term of two years. Approximately one-half of the NDIA San Diego Chapter leadership (Directors & Officers) shall be elected each year. Vacancies may be filled at any time during the year by a majority vote of the remaining directors.

Candidates will be promoted to the Board of Directors based on:

- a. Sustained participation in NDIA Events, Committees or Working Groups
- b. Willingness to operate in a Company agnostic capacity, driving consensus across the local Defense Industrial Base community and DoD Clientele
- c. Innovative approach to creating and sustaining events that create value for our Chapter members.

In the absence of the President, those duties shall devolve upon the Executive Vice President, Treasurer, and in turn, Secretary, in the absence of any Officer, upon a member of the Board of Directors in order of seniority.

Web Site Policy

The Communications Committee Chair is responsible for maintaining the Chapter and committee website(s).

The Chapter contracts for web service that may be used by committees, for publishing information and creating applications on the web. Committees shall not create a web presence outside of the Chapter contracted services. Committee Chairs are responsible for creating content that meets web usability and accessibility standards, ensuring the accuracy and timeliness of the information presented, publishing pages that represent professional design and quality,

ensuring that web materials comply with Association and Chapter policy and copyright, privacy, information security, intellectual property, and libel laws, and responding to inquiries and comments directed at the published material.

Committees have a responsibility to create websites that positively represent the Association and Chapter while safeguarding the privacy of any data they collect via web forms. If a website collects personally identifiable information the site must disclose to the end-user, the purpose of the collection and how the data will be used. Furthermore, the data cannot be used for purposes other than those stated on the website. All websites will communicate securely (via https). Please Communications Committee Chair if your committee is unsure about the acceptability of web applications, or to consult about the most secure way to collect and maintain data on the web. If directed, files may be deleted or made inaccessible that contain material that is in violation of state and federal law or Chapter policy.

The following are not permissible uses of Chapter web space:

- Committees must not collect, store, or present any sensitive or personally identifiable information.
- Committee webpages cannot be used for commercial, non-Chapter purposes. They cannot be for the personal or private gain of an individual or group of individuals promoting a private or commercial cause.

Record Retention, Document Management and Storage.

The [Record Retention Annex](#) contains details on document retention requirements.

NDIA Connect

All Chapter and Committee electronic documents will be maintained on the NDIA Connect Platform. Working documents are to be maintained in the “Workspace.” Final documents will be maintained in the “Library” in PDF format.

Each committee should create a folder in both file locations for committee documents.

The San Diego Community on NDIA Connect can be accessed at the following URL:
<https://connect.ndia.org/communities/community-home?communitykey=76c22859-ac64-4fe9-95fa-592fb8102dd5>

Chapter Resources

Current chapter logos and templates (letterhead and PowerPoint) are located at the following URL:
<https://www.ndia.org/chapters/chapter-templates/san-diego-resources>

Physical Storage and Minor Property.

The Chapter contracts for physical storage space to maintain secure storage of Chapter assets. The Executive Vice President will maintain responsibility for physical storage and inventory of chapter assets.

Appendix.

- A. CHAPTER OPERATING PRINCIPLES
- B. CHAPTER DIRECTORY
- C. FINANCIAL PROCEDURES
- D. AWARDS
- E. COMMUNICATIONS (*Publicity*)
- F. CONFERENCES
 - a. FALL FORUM
 - b. GOLD COAST
 - c. NIWC-PAC EXECUTIVE FORUM
- G. FINANCIAL AUDIT
- H. INVESTMENT
- I. LEGISLATIVE AFFAIRS
- J. MEMBERSHIP
- K. MONTHLY EVENTS
- L. OPERATIONS
 - a. RECORD RETENTION POLICY
- M. OUTREACH
 - a. GOVERNMENT
 - b. ORGANIZATIONAL
- N. SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)
- O. SMALL BUSINESS

- *Indicates missing material.*

Commented [A2]: Consider incorporating into main body