

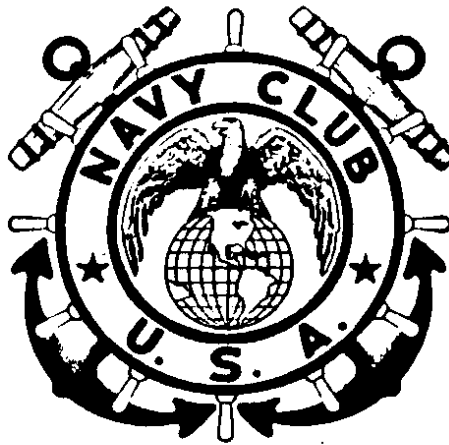
# OFFICIAL MANUAL



## NAVY CLUB OF THE UNITED STATES OF AMERICA

A SEABORNE SERVICES VETERAN ORGANIZATION  
NAVY - MARINE CORPS - COAST GUARD

*Incorporated  
by an Act of Congress in 1940*



## NATIONAL CONSTITUTION AND BY-LAWS

Revised June 2022

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# CONSTITUTION OF THE NAVY CLUB OF THE UNITED STATES OF AMERICA

## PREAMBLE

In reverent recognition of Divine Guidance, we associate ourselves together, pledging ourselves to maintain true allegiance to the Government of the United States of America and fidelity to its Constitution and Laws. The objects of this Association are; to further encourage, promote and maintain comradeship among our members; to revere, honor and perpetuate the memory of our departed shipmates; to promote and encourage further public interest in the United States Navy and its history; and to uphold the spirit and ideals of our Navy.

## ARTICLE I: Name

The name of this Association shall be the NAVY CLUB of the UNITED STATES of AMERICA.

## ARTICLE II: Organization

Section 1. NAVY CLUB of the UNITED STATES of AMERICA shall be non-political and non-partisan.

Section 2. NAVY CLUB of the UNITED STATES of AMERICA shall be organized into Squadrons and Ships and shall be known as the NAVY CLUB of \_\_\_\_\_, SHIP NO. \_\_\_\_\_. The National Executive Staff shall commission Ships and assign Ship numbers in the order they become affiliated with the National Association.

Section 3. For the purpose of promoting the best interests of the NAVY CLUB of the UNITED STATES of AMERICA, the National Executive Staff shall group the Ships into Squadrons.

## ARTICLE III: Eligibility and Membership

Section 1. Any citizen of the United States who has served, or is now serving in the United States Navy, United States Marine Corps, or United States Coast Guard (Including service in an active classification in a Reserve Component of any such Service as above described) under honorable conditions or has an honorary discharge, shall be eligible in the Navy Club of the United States of America.

Section 2. The only status of membership shall be active and associate.

Section 3. No person shall be a member at any one time of more than one Ship.

Section 4. Dues shall be paid on an annual basis.

Section 5. Membership cards shall be inscribed with an expiration date of the month and year.

Section 6. Membership in the Navy Club of the United States of America, (for bookkeeping purposes) shall commence on the first day of January and terminate on the last day of December.

Section 7. Membership dues collected by any member or Ship shall be the property of the Navy Club of the United States of America until pro-rated and distributed as provided for in Article I, Section 2 of the By-Laws.

Section 8. All Ships shall pay to the National Headquarters of the Navy Club of the United States of America the per-capita share of such membership dues on a monthly basis, or more often and shall be mailed to reach the National Membership Database Chair by the last day of the month. Any Ship receiving dues from a member of the “Member-At-Large” roll, shall immediately forward the full amount to the National Office.

Section 9. Disciplinary action may be taken by the National Executive Staff on any Ship failing to comply with this Article in its entirety, by removal of their Commission or other action deemed necessary.

Section 10. Associate membership shall be appropriate for those individuals not qualified for regular membership in the Navy Club of the United States of America, and who espouse the principles and purposes of the Navy Club of the United States of America as contained in the Congressional Charter.

## **ARTICLE IV: Officers**

Section 1. The Annual Convention shall elect a National Commandant, National Senior Executive Officer, National Junior Executive Officer, National Paymaster, National Chaplain, National Historian., National Master-at-Arms and three (3) National Trustees. National Trustees shall serve a three (3) year term, with one (1) Trustee being elected at each National Convention. There shall be no voting by proxy.

Section 2. The Annual Convention shall elect a National Executive Secretary for a term of three (3) years, with the stipulation that he/she may be removed from office, without cause, by a two-thirds (2/3) majority vote of the delegate body at any subsequent National Convention.

Section 3. The National Executive Staff shall consist of the following persons:

- a. Those officers named in section 1 of this article
- b. The Immediate Past National Commandant
- c. All Squadron Commanders

Section 4. The National Commandant, with the approval of the National Executive Staff shall appoint a National Shipswriter, National Judge Advocate, National Membership Database Chair, Quarterdeck Commission Chair, National Finance Committee Chair, National Great Lakes Day

Chair, National Veterans Affairs Officer, National Naval Relations Officer, National Public Information Officer, National Fisher House Chair and Auxiliary Liaison Officer and shall fix their salaries, as in its judgment shall be necessary.

Section 5. The elective officers shall be eligible for re-election to the same office one additional year only, but shall serve until their successors are elected and qualified.

Section 6. A vacancy occurring in any elective office between National Conventions shall be filled by the National Executive Staff.

Section 7. Squadron Commanders, who are unable to attend a National Staff meeting, shall have the sole authority to appoint the Squadron's representative. This representative shall have the same rights and privileges as those accorded the Squadron Commander, including the right to vote. The Squadron Commander shall notify the National Office by phone, fax or e-mail forty-eight (48) hours prior to the start of the National Staff meeting of his appointment and the Squadron representative shall present a signed letter of appointment upon his arrival at the National Staff meeting.

Section 8. All Ship members submitting nomination for National Office and who have not had their Military status verified by their Ship Commander or Shipswriter and documented in the National Membership Data Base shall submit for verification their DD214 or DOD equivalent document to the Nominating Committee Chair as proof of honorable military service.

## **ARTICLE V: Executive Staff**

Section 1. The National Executive Staff shall interpret the policies and shall have full administrative authority in all matters of NAVY CLUB of the UNITED STATES of AMERICA.

Section 2. The construction and interpretation of the Constitution and By-laws by the National Executive Staff shall be final and binding until rescinded by the delegate body at the annual Convention of NAVY CLUB of the UNITED STATES of AMERICA.

## **ARTICLE VI: National Conventions**

Section 1. The legislative body of NAVY CLUB of the UNITED STATES of AMERICA shall be the National Convention which shall be held once each year during the month of June at such place as determined by the National Convention two (2) years prior, and must not be held at a site that does not have an active Ship with-in one hundred (100) miles by paved highway.

Section 2. Each Ship in good standing shall be entitled to delegates and alternates to the National Convention based on the total number of members for which the Ship has transmitted the current year's membership cards and the National dues for same to the National Membership Database Chair at least sixty (60) days prior to the opening date of the National Convention sessions. Only those membership cards and dues received by the National Membership Database Chair by midnight of the sixty-first (61st) day prior to the opening of the Convention sessions

shall be counted in determining each Ship's quota of delegates and alternates. A postmark showing the mailing date and time before midnight of said sixty-first (61st) day shall be considered as receipt by the National Membership Database Chair within the prescribed time limit. The number of delegates and alternates for each Ship shall be determined as follows:

- a. First twenty-five (25) members or less; Two (2) delegates and Two (2) alternates
- b. For each additional twenty-five (25) members or major fraction thereof, to-wit thirteen (13), one additional delegate and one additional alternate.

Section 3. All past National Commandants in good standing with their respective Ships shall be delegates at large to the National Convention with vote.

Section 4. Each accredited delegate shall be entitled to vote on each question submitted in any National Convention. There shall be no voting by proxy.

## **ARTICLE VII: Finance**

Section 1. Each Ship before receiving its commission shall pay to NAVY CLUB of the UNITED STATES of AMERICA a charter fee as prescribed in the By-Laws.

Section 2. Annual membership dues shall be collected from each Ship from its members and transmitted to the National Membership Database Chair.

Section 3. The amount of such annual dues shall be fixed in the By-Laws.

Section 4. Revenue from sources other than defined in this Article shall be raised in such manner as shall be approved by the National Executive Staff.

## **ARTICLE VIII: Ships**

Section 1. The NAVY CLUB of the UNITED STATES of AMERICA shall be composed of the individual Ships.

Section 2. (a) In addition to the Ships, there shall be a Member-At-Large roll. Personnel eligible to membership as defined in Article III; Section 1 of the Constitution may become a member of the Member-At-Large roll. Members of the Member-At-Large roll shall not be eligible to hold office or vote at the National or Squadron functions or conventions, except when a member of a National or Squadron Committee, then they shall vote within that committee.

Section 2. (b) Members shall have the right to transfer their membership from one Ship to another, or to the Member-At-Large roll or from the Member-At Large roll to a Ship. With any type of transfer mentioned, said member shall stay at said Ship or Member-At Large roll of his or her choice, for a minimum of two (2) years. No Ships, Squadrons or National organization will transfer any per-capita dues or portion of dues during that member's current membership year. Ships requesting a list of Member-At-Large rolls shall pay the administrative and computer costs



for providing said listings. The Ship to which a member transfers shall not be credited to said Ship for purpose of representation at a National Convention for one (1) year.

Section 2. (c) Member-At-Large roll dues shall be established after surveying all Ships annual dues charged and as reported to National Headquarters. The Ship with the greatest annual dues shall be the fee for Membership-At-Large.

Section 3. Any group which shall qualify under Article III, Section 1, shall form a Ship by applying to the National Executive Secretary for a commission. The minimum membership for a Ship shall be Fifteen (15) members. A defunct Ship shall be revived with a minimum membership of Ten (10) members.

Section 4. (a) The officers of each Ship shall consist of a Commander, Senior Executive Officer, Junior Executive Officer and Paymaster. These officers together with the Immediate Past Commander and members elected from the membership not to exceed three (3), shall constitute the Executive Staff. The Ships Commander with the approval of the Executive Staff shall appoint the Shipwriter of each Ship. There shall be no proxy voting in all Ships' Officer Elections or on any revision or amendment affecting the Ships' Constitution and By-Laws.

Section 4. (b) Each Ship shall employ the use of absentee ballots in all Ships' Officer Elections when the following rules are followed:

- I. No later than 90 days before the election of Ship's Officers, a decision must be made on whether absentee ballots shall be used in the upcoming Ship's Officers election, then the Ship Commander shall appoint a nominating committee to determine a slate of Officers.
- II. No later than 60 days before the election of Ship's Officers, the absentee ballot shall be made available to all Ship members in good standing. The absentee ballot shall consist all electable Officers' positions, the names of those candidates selected by the nominating committee and a provision where the member in good standing using the absentee ballot shall enter a write-in candidate.
- III. No later than 30 days before the election of Ship's Officers, the absentee ballot shall be due to the Ship's Shipwriter. Any absentee ballot postmarked after the 30 day due date shall not be considered as a valid vote in the elections. The exact due date shall be listed on all absentee ballots as well as the address where all absentee ballots shall be sent.
- IV. At the election of Ship's Officers, the absentee ballot shall be opened and added to the vote tally. Any question on the validity of any absentee ballot shall be decided by the Officer selected to officiate the elections. This Officer shall be selected by the Executive Staff and shall not vote in any of the elections. In the event of a tie vote, this Officer shall break the tie vote.

Section 5. Each Ship shall determine its Officers and members of the Executive Staff term of office, but such term shall not exceed two (2) years. All Officers and members of the Executive Staff shall be eligible for re-election to a second term and shall serve until their successors are duly elected and qualified; provided that, where two Executive Staff members are elected (Trustees), their terms may be for four (4) years and where three are elected, their terms may be for six (6) years, in each case however, one member shall be elected at each election.

Section 6. The Commander of each Ship shall appoint all committees and details as may found necessary for the proper administration, such as Master-At-Arms, Beach Patrol, Storekeeper, Chaplain, Historian, and Service Officer.

Section 7. Each Squadron shall hold its Annual Convention not later than the month of April. There shall be no proxy voting in all Squadron Officer Elections or on any revision or amendment affecting the Squadron's Constitution and By-Laws. Each Ship shall hold its election and installation of Officers prior to March 31st of each year.

Section 8. Any present Ship holding a commission of the NAVY CLUB of the UNITED STATES of AMERICA desiring to change its name from the name of the city where located to the name of a Ship or person may do so by passing an appropriate resolution making such change and filing a certified copy thereof in the Office of the National Executive Secretary, and at the same time, returning its original commission for cancellation, whereupon a new commission will be issued under the new name.

Section 9. Each Ship shall forward to the National Office a Quarterly Activity Report, with such reports to be mailed in March, June, September and December. Failure to make such reports shall constitute grounds for disciplinary action.

Section 10. All Members-at-Large mentioned in this Article shall submit for review to the National Office, a copy of their DD214 discharge papers or its equivalent ("WD AGO" [War Department Adjutant General]) forms and/or the NAVPERS (Naval Personnel) discharge documents, as proof of their service and honorable status.

## **ARTICLE IX: Discipline**

Section 1. Each Ship shall notify the Squadron for the discipline of its members.

Section 2. Each Squadron shall notify the National Organization for the discipline of its Ships and where the Ships Officers are derelict in their duties.

Section 3. The National Commandant shall take disciplinary action for dereliction of duty against Squadrons and Squadron Officers and Ship's Officers in such States where no Squadron has been organized.

Section 4. Any Squadron, Ship or member subjected to disciplinary action shall have the right to appeal to the National Executive Staff, provided such written appeal is filed with the National Office within thirty days after notice of such action has been received by the applicant.

Section 5. Any elected officer of the National Staff shall be subject to discipline by said Staff for any dereliction of duties and lack of attendance of regular Staff meetings without due cause. Such discipline to be administered after due notice and hearing has been afforded to the Officer named. Lack of attendance shall be determined when any elected officer fails to attend National Staff meetings three consecutive times. Without due cause shall be determined when any elected

officer fails to contact National Office by letter or email stating cause of absence twenty-four (24) hours before start of National Staff meeting.

Section 6. Elected officers, where by illness, work or other circumstance are approved to miss three consecutive meetings shall be replaced with due notice by the National Staff without harm to said officers record.

## **ARTICLE X: Incorporations**

Section 1. Any Ship after receiving its commission may incorporate, subject to the approval of the National Executive Staff, but only by the name designated by its commission, such as, Navy Club of \_\_\_\_\_, Ship No. \_\_\_\_\_ Inc., and said Navy Club shall agree, as a condition precedent to incorporation, that it shall, as an incorporated body abide by the Constitution and By-Laws of the NAVY CLUB of the UNITED STATES of AMERICA, then in force or thereafter from time to time adopted.

## **ARTICLE XI: Auxiliary**

Section 1. NAVY CLUB of the UNITED STATES of AMERICA recognizes an auxiliary organization known as NAVY CLUB AUXILIARY.

Section 2. Membership in the Auxiliary of the Navy Club of the United States of America shall be expressly limited to the following:

- a. Mother
- b. Father
- c. Stepmother
- d. Stepfather
- e. Grandmother
- f. Grandfather
- g. Wife
- h. Husband
- i. Daughter
- j. Son
- k. Stepdaughter
- l. Stepson
- m. Sister
- n. Brother
- o. Half-sister
- p. Half-brother

of a person who can qualify as a member of the Navy Club of the U.S.A. under Article III, Section 1 of the Constitution of the Navy Club U.S.A. Any mother, stepmother, wife, daughter, stepdaughter, sister, grandmother or half- sister of a deceased member of the Naval Forces of the United States who shall have died while serving honorably in said Naval Forces of the United States, and those women who, of their own right by active duty service in the Naval Forces, are

also eligible to membership. The term Naval Forces shall mean United States Navy, Marine Corps and Coast Guard.

Section 3. In matter of Policy of the Auxiliary, each Auxiliary shall be responsible to its parent body Navy Club, concerning its operations.

Section 4. Any disputed matters of internal operation of the Navy Club Auxiliary which cannot be settled within the Auxiliary shall be submitted to the National Judge Advocate of the Navy Club for ruling. Any appeal from this ruling shall be made to the National Executive Staff.

## **ARTICLE XII: By-Laws and Amendments**

Section 1. All By-Laws for the government of NAVY CLUB of the UNITED STATES of AMERICA shall be consistent with this Constitution and shall be amended at any National Convention by a majority vote of the delegates voting. All proposed amendments to the By-Laws shall originate only from the National Executive Staff, Squadron Executive Staff or a Ship in good standing, and shall be signed by the Commander and the Shipswriter of the group proposing the amendment.

Section 2. Proposed amendments to the By-Laws shall be voted upon by at any National Convention and shall be received by the National Executive Secretary, in writing, at least sixty (60) days prior to the date of the Convention. The National Executive Secretary shall send a copy of all proposed amendments to the Shipswriter of each Ship not later than thirty (30) days prior to the date of the Convention. Proposed amendments to the By-Laws received by the National Executive Secretary, in writing, sixty (60) days after to the date of the Convention, shall require a unanimous vote of the delegates voting in order to pass.

## **ARTICLE XIII: Amendments to the Constitution**

Section 1. Amendments to this Constitution shall be made only at National Conventions by two-thirds (2/3) vote of all delegates present and voting. Proposed amendments shall be received by the National Executive Secretary in writing at least sixty (60) days prior to the date of the convention. The National Executive Secretary shall send a copy of all proposed amendments to the Shipswriter of each Ship not later than thirty (30) days prior to the Convention. Proposed amendments to the Constitution received by the National Executive Secretary, in writing, sixty (60) days after to the date of the Convention, shall require a unanimous vote of the delegates voting in order to pass.

Section 2. All proposed amendments to the Constitution shall originate only from the National Executive Staff, Squadron Executive Staff or a Ship in good standing, and shall be signed by the Commander and the Shipswriter of the group proposing the amendment.

# **BY-LAWS OF THE NAVY CLUB OF THE UNITED STATES OF AMERICA**

## **ARTICLE I: Ships**

Section 1. The standard commission fee for each Ship which joins NAVY CLUB of the UNITED STATES of AMERICA shall be Ten Dollars (\$10.00). (Does not include record books.)

Section 2. The annual dues for membership in the Navy Club of the United States of America shall be determine by a vote (ballot or voice) of the National Staff and the proposed dues amount submitted for final approval by the delegates at the next NCUSA National Convention. Upon approval of the convention delegates, the amount of the Membership dues will be recorded in the Convention minutes or other reports, as appropriate.

Section 3. Each Ship shall adopt By-Laws for its own administration which shall conform to the National Constitution and its By-Laws and the Squadron Constitution and its By-Laws. Such Ship's By-Laws shall specify the method of electing the Ship's Officers to conform to the National Constitution, shall specify the duties of these officers, the duties of committees, order of business, special meetings, control and discipline of membership, entrance and membership dues and shall include all other regulations which may be necessary to the efficient conduct of Ship's affairs. Any revision or amendment affecting the Ship or Squadron Constitution and By-Laws shall be submitted to the National Judge Advocate for review.

Section 4. In the interest of maintaining proper activity, each Ship shall hold at least one (1) regular meeting each month for nine (9) months in any calendar year.

Section 5. The Ship By-Laws may specify the minimum number of members required to constitute a quorum for the transaction of business, in no case to be less than six (6) members in good standing.

Section 6. The Commander and Shipswriter of each Ship shall, before March 31, of each year, certify to the National Executive Secretary and the Squadron Shipswriter respectively the names of the Officers and Executive Staff elected to serve in the ensuing year.

Section 7. All Ships and their respective Shipswriters shall be required to show the branch of Service in which the member served or serves, his or her last four (4) digits of their military serial number and verify that a copy of the prospective member's discharge papers has been reviewed, on the monthly per-capita report form of each NEW member.

## **ARTICLE II: Discipline of Ships**

Any member Ship more than sixty (60) days in arrears for any indebtedness to NAVY CLUB of the UNITED STATES of AMERICA shall be considered not in good standing and may have

its commission and membership herein suspended or revoked by action of the National Executive Staff. The National Executive Staff may restore such Ship to membership in NAVY CLUB of the UNITED STATES of AMERICA upon payment of its indebtedness.

### **ARTICLE III: Discipline of Ship Members**

Members in arrears one (1) month in payment of dues shall be classified delinquent.

### **ARTICLE IV: Squadron Organizations**

Section 1. Each State with a minimum of three Ships shall be required to organize as a Squadron. All Ships within the State shall be required to be a member thereof.

Section 2. When a Squadron is organized, the Ship of which the Squadron Commander is a member shall be designated as the Squadron Flagship and may be known as the Squadron headquarters unless State laws are to the contrary.

Section 3. Each Squadron shall elect Officers and adopt a Constitution and By-Laws not in conflict with the National Constitution and By-Laws.

### **ARTICLE V: National Executive Staff**

Section 1. The National Executive Staff shall meet at such times and places as may be determined by the action of the Staff, by call of the National Commandant, or by the written request of five (5) voting members of the Staff, the first within thirty (30) days after the close of the annual Convention, and one immediately preceding the annual Convention.

Section 2. Seven (7) voting members of the Executive Staff shall constitute a quorum for transaction of all business excepting cases where a larger vote is required under the Constitution and By-Laws.

Section 3. The Rituals and Regulations Manual shall be amended at any duly called National Executive Staff meeting by a two thirds (2/3) vote of the National Executive Staff.

Section 4. The Administration Manual shall be amended at any duly called National Executive Staff meeting by a two thirds (2/3) vote of the National Executive Staff. The Administration Manual shall be considered advisory only.

Section 5. A quorum call shall include those eligible voting National Officers attending a duly called National Executive Staff meeting via real time phone conferencing or online web casting.

## **ARTICLE VI: Duties of Officers**

Section 1. National Commandant: The National Commandant shall be the Executive head of NAVY CLUB of the UNITED STATES of AMERICA with full power to enforce the provisions of the National Constitution and By-Laws and shall exercise general supervision over activities of the organization. He shall preside at all Conventions and at all meetings of the National Executive Staff. He shall perform such other duties as usually pertaining to the office of National Commandant.

Section 2. National Senior Executive Officer: In the event of the inability of the National Commandant to perform his duties. The National Senior Executive Officer shall perform the duties, and have the same authority as the National Commandant. The Senior Executive Officer shall also perform such other duties as may be assigned to him by the National Commandant or the National Executive Staff. The Senior Executive Officer is also a member ex-officio of the standing Membership Committee.

Section 3. National Junior Executive Officer: In the event of the inability of the National Commandant or the National Senior Executive Officer to perform their duties, the National Junior Executive Officer shall perform the duties of and have the same authority as the National Commandant. The National Junior Executive Officer shall also perform such other duties as may be assigned to him/her by the National Commandant or the National Executive Staff. He/she shall also be a member ex-officio of the standing Navy Relations Committee.

Section 4. National Judge Advocate: The National Judge Advocate shall give the National Commandant and the National Executive Staff advice on all legal matters, review Ship and Squadron Constitutions and By-Laws to insure conformance with the National Constitution and By-Laws and perform such other duties as the office may require.

Section 5. National Chaplain: The National Chaplain shall perform such divine and other services as required by his/her office.

Section 6. National Historian: The National Historian shall maintain a true and complete history of NAVY CLUB of the UNITED STATES of AMERICA and shall collect all data and records which may be of interest to National Headquarters. He/she shall be responsible for the maintenance of the library at the National Headquarters and perform such other duties as his/her office may require. He/she shall be responsible for the maintenance of the library (physical property(s) win be held) at the Soldiers and Sailors Memorial Hall (located in Rockford, Illinois) and perform such other duties as his/her office may require. Property shall remain the sole ownership of the NAVY CLUB of the United States of America, while being stored, displayed and maintained by the Soldiers and Sailors Memorial Hall. All items shall be cataloged, photographed, scanned or otherwise digitally duplicated. Each item shall be included in a database (maintained by the current Navy Club USA National Historian) and that data base or copy shall be made available to any ship or ship member that is requesting to do research of said historical item. Physical items (except for original documents, i.e.: letters, certificates, photographs, etc.) and copies of original documents may be requested for display at a Ship/Convention or other Official event sponsored by NAVY CLUB of the UNITED STATES

of AMERICA (including organizations such as United States Navy, United States Marine Corps or United States Coast Guard etc. or a local event requested by a Ship) with the said requisition to the Soldiers and Sailors Memorial Hall using the process for items to be loaned for display outside of the Soldiers and Sailors Memorial Hall. All requests shall be first submitted to the National Historian, the National Executive Secretary and National Commandant for approval. If anyone of the three disapproves of the said loan then the requester(s) may petition the National Executive Staff for approval. Upon approval of said loan, the Soldiers and Sailors Memorial Hall shall be authorized to proceed with the loan using the process of the Soldiers and Sailors Memorial Hall to extend the display outside of the storage facility. Items authorized for display are limited to fifteen days outside of the Soldiers and Sailors Memorial Hall, exclusive of transportation allowances. For requests of greater than fifteen days duration, specific justification and a schedule must be provided detailing the event, location, and persons accountable for the item's security. Costs incurred for the insurance, transportation and/or shipping shall be the responsibility of the sponsoring Ship and/or organization. Upon the dissolution of the Navy Club USA (nationally) all properties shall become property of the Soldiers and Sailor Memorial Hall, 211 N. Main Street, Rockford, Illinois.

Section 7. National Shipswriter: The National Shipswriter shall assist the National Staff and the National Executive Secretary when the duties of this office are required to enhance the abilities of Navy Club USA to fulfill its mission. His/her duties shall include membership entry and assist with the recording of minutes at National Staff meetings. He/she shall perform such other duties as may be assigned to him/her and shall have no vote.

Section 8. National Paymaster: The National Paymaster shall receive from the National Executive Secretary transmittal slips and deposit slips. He/she shall affix his signature to checks, drafts, vouchers, etc., only if the item is covered by the budget, or if so directed by the National Executive Staff. The accounts and books shall at all times be open to inspection of the National Commandant, National Executive Staff and any auditors named by the National Executive Staff. He/she shall make a report at the Annual Convention and at such other times as the National Commandant or National Executive Staff shall require. He/she shall give bond for the faithful discharge of his duties in a sum and with such sureties as are required by the National Executive Staff.

Section 9. National Executive Secretary: The National Executive Secretary shall be the Administrative Officer of the NAVY CLUB of the UNITED STATES of AMERICA and shall be responsible under the supervision of the National Commandant and his National Executive Staff for any and all actions of his official office, which shall include the following:

- a. He/she/she shall assist the National Commandant and National Executive Staff in conducting the business of the NAVY CLUB of the UNITED STATES of AMERICA.
- b. He/she shall attend all meetings of the National Executive Staff, and shall have no vote, except when attending a National Convention as a delegate, representing his/her own Ship, but shall not have a vote on any matters concerning his/her office and/or well being.
- c. He/she shall sign all documents and commissions issued by the NAVY CLUB of the UNITED STATES of AMERICA, and shall affix the Corporate Seal of the organization when required.



- d. He/she shall keep the official accounting records of the organization in accordance with the Public Accountant's set standards.
- e. He/she shall receive all monies paid to the NAVY CLUB of the UNITED STATES of AMERICA except those related to membership dues, and upon receiving funds to be deposited, shall make out in duplicate a transmittal form, showing the source of the funds, and forward same to the National Paymaster, retaining the duplicate for his/her files.
- f. He/she shall make deposits and transmittals at least once each month, or more often, as receipts require.
- g. He/she shall make available for inspection at any time his/her records and books to the National Commandant and the Executive Staff.
- h. He/she shall give bond for the faithful discharge of his/her duties in a sum and with such sureties as are required by the National Executive Staff.
- i. He/she shall be the chief assistant to the National Commandant and the National Executive Staff in carrying out the administrative duties and official correspondence of their offices.
- j. He/she shall maintain a perpetual file of the historic records of the proceedings of the National Convention, National Executive Staff meetings, and other such events that are deemed important to the welfare of the organization.
- k. He/she shall seek the advice and decision of the National Executive Staff when necessary in matters of grave importance, such as unforeseen legislative and official rulings that would be detrimental to our membership, and in matters of controversial nature which would require a change in the NAVY CLUB of the UNITED STATES of AMERICA legislative policy or program.
- l. He/she shall maintain a register of the Ships and Squadrons of the NAVY CLUB of the UNITED STATES of AMERICA, and their officers.
- m. He/she shall report to the National Executive Staff of any meetings he/she has attended as an official representative of the NAVY CLUB of the UNITED STATES of AMERICA.
- n. He/she shall make an annual report to the National Convention Delegate Body covering the activities of his office, and shall make such recommendations as he/she may deem proper. Recommendations requiring a change in the Constitution or By-Laws of the organization shall be in accordance with Article XII and XIII.
- o. He/she shall be responsible to file the annual report to Congress on a timely basis as outlined by the Government Accounting Office. He/she shall be responsible for maintaining all records and account in a form suitable to be audited by a licensed Public Auditor or CPA. He/she shall be responsible, with approval by the National Finance Committee, to secure a suitable a licensed Public Auditor or CPA to prepare the audit and submit audit to House Judiciary Committee prior to December 1<sup>st</sup>.
- p. He/she shall be responsible for forwarding the updated membership list to the Quarterdeck Commission for the mailing of the National Publication.
- q. He/she shall be responsible for providing the installing Officer with orders to install the incoming National Officers at the National Convention.
- r. He/she shall maintain contact with the Public Affairs Officer at the Great Lakes Recruit Training Command and maintain the inventory of the Military Excellence Award.

- s. He/she shall be responsible, under the direction of the National Commandant and National Executive Staff, to set the location and accommodations for all regular and specially called National Executive Staff meetings. He/she shall notify the National Commandant, National Executive Staff, Chairpersons of standing committees, the Commander and Shipswriter of each Ship of record, 30 days prior to said meeting. He/she shall prepare an official agenda for the use of the National Commandant prior to all meetings. He/she shall be responsible for recording, preparing and distributing the minutes of the meetings to National Commandant, National Executive Staff and the Commander and Shipswriter of each Ship of record, 30 days after said meeting.
- t. At each National Convention, He/she shall prepare and mail the Official call to the National Convention to the National Commandant, National Executive Staff, Past National Commanders and the Commander and Shipswriter of each Ship of record, 90 days prior to start of National Convention. He/she shall prepare the agenda for the Pre-Convention National Executive Staff meeting and Convention business sessions. He/she shall prepare copies of Resolutions received to the National Office 60 days before start of National Convention and mail copies of Resolutions to the Convention Resolutions Committee, National Commandant, National Executive Staff and the Commander and Shipswriter of each Ship of record, 30 days prior to start of the National Convention. He/she shall receive and verify Ship delegates and alternates to the National Convention and with the direction of the National Commandant, post Committee Chairperson and members to all committees. He/she shall take minutes of the Joint Opening Session, each business session, banquet and installation of Officers. He/she shall at the conclusion of the National Convention, prepare Convention minutes, bind and forward to all delegates, alternates and the Commander and Shipswriter of each Ship of record.
- u. He/she shall be responsible for forwarding the updates membership list and funds to the Quarterdeck Commission to publish and mail the National Publication. He/she shall be responsible for forwarding quarterly reports, newsletters, pictures, stories and reunion notices received from Ships and individuals, as well as other newsworthy information to the editor.
- v. The National Executive Secretary shall ensure that each expense is charged to the proper line item and that no line item shall be overdrawn. If a line item reaches its budgeted limit no further payments shall be made without approval of the National Commandant.

Section 10. National Master-At-Arms: The National Master-At-Arms shall maintain in his/her custody the official flags of NCUSA, properly display the same at all official functions of NCUSA and shall assist the National Commandant in maintaining proper decorum.

Section 11. National Trustees: National Trustees shall be financial advisors by making recommendations on how the organization's money should be invested and with the National Finance Chairman, present such recommendations to the National Executive Staff for their approval. The National Trustees shall review the National organization's books annually, investigate all disputed financial matters, regardless of when they occurred, and provide recommendations to the National Convention Delegate body to resolve those disputes. The National Convention Delegate body shall then by a majority vote accept or reject the National

Trustee's recommendations. The National Trustees shall be in charge of all the organization's property and the National Executive Secretary shall maintain the property list. National Trustees duties are further described in Robert's Rules of Order.

Section 12. National Membership Database Chair: The National Membership Database Chair shall be responsible for all membership files, printing of all membership cards, keeping membership files by Ship and preparing dues notices as dictated by the National Executive Staff. He/she shall receive all membership dues transmittals and monies and be responsible for the distribution of monies to the proper accounts.

Section 13. Quarterdeck Commission Chair: The Quarterdeck Commission Chair and its committee members shall be entirely responsible for the contents of the National publication. The committee shall appoint an Editor to write and produce the various stories and articles in the publication. The Editor shall rely on input from the individual Ships and Squadrons for news worthy items about themselves, which shall be reproduced in the "News from All Ports" section of the Quarterdeck.

Section 14. National Finance Committee Chair: The National Finance Committee Chair shall be responsible that the financial and accounting duties assigned to other National Officers are adhered to. He/she shall keep financial and membership data for the previous five (5) years for trending purposes and make recommendations to insure the continued financial and membership future of the organization. He/she shall perform such other duties as directed by the National Executive Staff.

Section 15. National Great Lakes Chair: The National Great Lakes Chair shall be responsible to maintain contact with the Great Lakes Naval Recruit Training Command in order to schedule the annual Navy Club National Great Lakes Day where the National Commandant awards the Military Excellence Award and co-ordinate sitting space for the National Executive Staff and any other Shipmates who care to attend. He/she shall be responsible to maintain contact with the Great Lakes Naval Training Command in order to co-ordinate the awarding of the Sailor of the Year and Instructor of the Year Awards. He/she shall perform such other duties as directed by the National Executive Staff.

Section 16: National Veterans Affairs Officer: The National Veterans Affairs Officer shall be responsible to maintain contact with Federal VA Officials to insure that the Navy Club has awareness and presence as a Veterans Service Organization. He/she shall maintain contact with those Federal Officials to insure that the National Commandant is invited to the National Memorial Day and Veterans Day ceremonies in Washington DC. He/she shall perform such other duties as directed by the National Executive Staff.

Section 17: National Naval Relations Officer: The National Naval Relations Officer shall maintain contact with the Navy Secretary's Navy/Marine Corps Council and report on its activities, including the annual Navy Secretary's briefing. He/she shall perform such other duties as directed by the National Executive Staff.

Section 18. National Public Information Officer: The National Public Information Officer shall be the National Web page content manager and make all necessary changes, updates and additions. He/she shall be responsible for all changes to the National Constitution, By-Laws, Administration Manual or Rituals and Regulations Manual to keep them up-to-date. He/she shall contact all local media to make them aware when National Conventions and National Executive Staff meetings are in their areas. He/she shall perform such other duties as his/her office may require or as directed by the National Executive Staff.

Section 19. National Fisher House Chair: The National Fisher House Chair shall maintain contact with the National Fisher House Foundation to co-ordinate information regarding present and future Fisher Houses in locales where Navy Club is active. He/she shall gather the Fisher House Committee at the annual National Convention and make a recommendation to the delegate body on how funds raised during year shall be earmarked. He/she shall perform such other duties as directed by the National Executive Staff.

Section 20. National Auxiliary Liaison Officer: The National Auxiliary Liaison Officer shall maintain contact with the National Auxiliary at all National Executive Staff meetings and annual National Convention. He/she shall relay messages from the National Executive Staff to the National Auxiliary and inform the National Executive Staff when National Auxiliary representative has a message to deliver. He/she shall perform such other duties as directed by the National Executive Staff.

## **ARTICLE VII: Committees**

Section I. The National Commandant shall name such committees as he shall deem advisable, subject to ratification by the National Executive Staff. The standing committees shall be the following:

- a. Finance
- b. Membership
- c. Naval Relations
- d. Anchor Day
- e. Welfare
- f. Legislative
- g. Quarterdeck Commission
- h. Arizona Shrine
- i. Great Lakes Day
- j. Fisher House

Section 2. Standing committees shall consist of not less than three (3) members. The term of office of such members shall be three (3) years and one or more members thereof shall be chosen each year under such initial regulations as the National Executive Staff shall prescribe.

Section 3. The Finance Committee shall be charged with preparation of the annual budget to be approved by the National Executive Staff with a copy of such proposed budget submitted to the members of the National Executive Staff not later than fifteen (15) days prior to the meeting for

consideration of said budget. This committee shall also have general supervision of the financial welfare of NAVY CLUB of the UNITED STATES of AMERICA. The Committee members shall be the National Finance Committee Chair, National Paymaster, National Executive Secretary and the one (1) year Trustee.

Section 4. The Membership Committee shall be charged with the work of organizing Ships and increasing membership. The National Senior Executive Officer and National Executive Secretary shall be members' ex-officio of this committee.

Section 5. The Navy Relations Committee shall be the liaison between NAVY CLUB of the UNITED STATES of AMERICA and the Navy Department. The National Junior Executive Officer shall be a member ex-officio of this committee.

Section 6. The Quarterdeck Commission Committee shall be responsible for the publishing of the official publication of the Navy Club of the United States of America, '*The Quarterdeck*' two (2) times a year. The National Executive Secretary shall be a member ex-officio of this committee.

## **ARTICLE VIII: Finance and Accounting**

Section 1. The fiscal year of NAVY CLUB of the UNITED STATES of AMERICA shall run from August 1st to July 31st inclusive.

Section 2. The National Executive Staff shall install and maintain an efficient system of accounts and shall provide for the audit of the books of accounts of NAVY CLUB of the UNITED STATES of AMERICA by a public accountant annually or at more frequent periods in its discretion. The National Executive Secretary and National Paymaster shall submit their books and vouchers for audit whenever required by the National Executive Staff.

Section 3. Not later than the National Executive Staff meeting immediately preceding the annual Convention of each fiscal year, the National Executive Staff shall adopt a budget (initially prepared by the National Finance Committee, but subject to amendment by the Staff) for the twelve month period beginning August 1st. Each budget shall specify the purpose and the amount of each appropriation and include a statement of the estimated revenue of the NAVY CLUB of the UNITED STATES of AMERICA for such annual period and the sources thereof.

Section 4. All disbursements shall be made solely by voucher checks which show the payee, the item of service rendered, or material purchased, and the amount of payment. No disbursements for travel expenses shall be honored unless request is accompanied by or with receipts for actual expenses incurred, there shall be no advance expense money drawn from the budgeted amount unless written permission is granted by the Chairman of the National Finance Committee, who in turn shall be responsible for obtaining the required receipts.

Section 5. Disbursements shall not exceed the gross amount of the annual budget.

Section 6. The National Executive Staff shall designate the depositories of all funds of NAVY CLUB of the UNITED STATES of AMERICA.

Section 7. All checks drawn on the depository shall be signed by the National Paymaster and co-signed by the National Commandant.

Section 8. All persons having custody of funds shall give bond, adequate in amount, which shall be approved by the National Executive Staff.

Section 9. It shall be the duty of the National Executive Secretary, thirty days prior to the National Convention to forward a financial statement setting forth the financial status of NCUSA for the twelve months period ending July 31st to all duly organized Ships of NCUSA. Such report shall be compiled by a Public Accountant or other responsible auditor who shall be designated and approved by the National Executive Staff.

Section 10: Any Ship or Squadron shall submit expenses for projects relating to increasing membership or forming new Ships up to 50% of the total with a maximum of \$200.00 reimbursed annually. The minimum membership promotion criteria shall include;

- a) Name, address, phone number and email address if available, of contact person
- b) Location, date and time of regular monthly meetings

## **ARTICLE IX: National Conventions**

Section 1. The annual Convention of NAVY CLUB of the UNITED STATES of AMERICA shall be held during the month of June.

Section 2. The National Executive Secretary shall mail to each Ship and each Past National Commandant an official call to the National Convention at least ninety (90) days prior to the date of the Convention.

Section 3. The National Executive Staff shall have full supervision and management of all Conventions of NAVY CLUB of the UNITED STATES of AMERICA and shall announce the official program and order of business of each Convention. Any Ship, Squadron in good standing or the National Executive Staff is eligible to host the National Convention. Perspective host Ships, Squadrons or National Executive Staff must submit their bid to the “Time and Place” committee at the National Convention two (2) years prior to the National Convention that is being bid upon. The minimum requirements of a valid bid are as follows:

- a. Letter from Ship, Squadron or National Executive Staff indicating commitment to host National Convention.
- b. Letter of cooperation from local authorities (Convention, visitors or tourist bureau, Chamber of Commerce, Mayor’s Office, etc.) addressed to the Time and Place Committee.
- c. Written Commitment from the proposed National Convention site of their ability to provide adequate accommodations, meeting rooms and banquet facilities for all delegates including the Auxiliary.

- d. Upon formal approval of being selected as host of the National Convention, the hosting Ship, Squadron or National Executive Staff shall be hereinafter referred to as “Host”
- e. At the National Convention one (1) year prior to their hosting the Convention, the “Host” shall submit to the National Executive Staff, the actual convention dates, tentative program schedules for each convention day, registration fees, room rates and any other information required by the National Executive Staff. The “Host” shall present a progress report, written or given in person, at all National Executive Staff meetings until the start of the National Convention they are hosting. The “Host” shall be financially responsible for the accommodation expenses, PNC breakfast/luncheon and banquet tickets of the National NCUSA Commandant, National Auxiliary Commandant, and all guests invited by the National Executive Staff to attend the National Convention. The “Host” shall not be financially responsible for the transportation expenses to and from the National Convention site of the aforementioned personnel. The “Host” shall not receive financial assistance from or share National Convention profits with the NCUSA National Organization.
- f. The Convention Delegate fee shall include an additional five dollars (\$5.00) to be paid to the National Office to cover administrative expenses related to the National Convention.

Section 4. The officers of each Annual Convention shall be the National Officers of NAVY CLUB of the UNITED STATES of AMERICA.

Section 5. At each duly called Convention or prior thereto, the National Commandant shall appoint a Committee on Credentials, a Committee on Resolutions and a Committee on Elections, each to consist of at least ten (10) members from Ships in good standing. Five (5) members of each of the foregoing committees shall constitute a quorum.

Section 6. Any Ship in good standing shall, at the time of electing its delegates for a National Convention, as herein specified in Article VI, Section 2 of the Constitution, shall chose an alternate for each delegate. The said delegates and their alternates shall be members in good standing of the Ship they represent; and they shall be elected by such Ships not less than forty-five (45) days prior to the date of the annual Convention and their election shall be evidenced by a certificate duly authenticated by the Commander and Shipswriter of the Ship. In the event that any Ship shall fail to certify the election of its delegates and alternates, as herein set forth, the Committee on Credentials shall have the right to determine as to the seating of the delegates and alternates for such Ship.

Section 7. All resolutions shall be referred to the Committee on Resolutions, in writing for its consideration and recommendation to the Convention. The Committee on Resolutions shall thoroughly review all resolutions, seek clarifications or revisions of those resolutions (if necessary) and present the resolution, with the committee's recommendation to "approve or reject" to the delegates at the National Convention per the following process: (Note: All resolutions submitted shall be presented to the Convention for a vote, unless the resolution is not received within the required time period.)

- A. In Agreement: If the Committee on Resolutions is in agreement with the scope and content of the resolution, the committee shall present the resolution to the delegates with their recommendation to vote "for" the resolution and their reasoning for the recommendation.
- B. In Partial Agreement: If the committee agrees with some parts of the resolution but not all parts, the committee shall contact the submitter(s) and discuss possible changes, revisions or clarifications necessary to make the resolution fully acceptable to the committee. If acceptable changes can be made, the committee presents the revised resolution to the Convention delegates with a vote "for" recommendation. If the committee still has reservations or disagreement with some parts of the resolution, if possible, the committee should attempt to segregate those questionable sections and allow them to be submitted separately for a vote "for or against" on those sections. If the submitter(s) declines to revise 'or otherwise modify the sections of the resolution in question, the committee shall present the original resolution to the convention a recommendation of a vote "against" approval of the resolution along with their reasoning on each section found acceptable or unacceptable.
- C. In Disagreement: If the committee disagrees with the content or scope of the entire resolution, the committee shall present the resolution to the Convention delegates with a recommendation to vote "against" approval of the resolution along with their reasons for their recommendation.
- D. Convention Voting: After presentation of the Committee on Resolutions recommendations and their reason(s) for their recommendation(s), voting shall proceed in accordance with Articles XII and XIII of the NCUSA Constitution. In all cases, the vote being cast by the delegates shall be "For or Against" the resolution, not a vote "for or against" the committee recommendation. To reiterate: The Resolutions Committee recommendation is only that: a recommendation and no vote shall be called for on the committee's recommendation.

Section 8. The Committee on Elections shall have general charge of the elections and of distributing and counting ballots. When Election Committees is serving as a Nominating Committee, it shall investigate, interview and recommend candidates for elective offices to the National Convention. The Nominations Committee shall require all prospective candidates to submit for review, a valid discharge document as proof of eligibility. Nominations may also be made from the floor.

Section 9. National Officers, by virtue of their offices, shall not be entitled to vote, unless they attend as accredited delegates.

Section 10. At each Washington DC Recruiter of the Year luncheon sponsored by Navy Club USA, the Past National Commandant Del Jackson award for outstanding community involvement shall be given to the most deserving Recruiter. The award shall be administered by the National Executive Secretary and a line item shall be added to the annual budget to cover expenses.



## **ARTICLE X: Amendments**

Amendments to these By-Laws may be made from time to time as provided in Article XII of the Constitution.

## **ARTICLE XI: Parliamentary Authority**

“Roberts Rules of Order, Revised” shall be the parliamentary authority of all matters of procedure not specifically covered by the Constitution and By-Laws of NAVY CLUB of the UNITED STATES of AMERICA.

## **ARTICLE XII: Life Memberships**

Section 1. The National Executive Staff shall have the authority to award a Life Membership in the NAVY CLUB of the UNITED STATES of AMERICA to each Past National Commandant. Upon the giving of such award, The National, Squadron and Ship’s dues for the recipient of the award shall therefore be waived.

Section 2. Any Ship of the NAVY CLUB of the UNITED STATES of AMERICA may award a Life Membership in the Ship to a deserving member or members. Such award shall be given after proper notice to, consideration by, and action by the Ship’s members. The Ship giving the award shall thereafter pay the appropriate Squadron and National dues for such recipient, unless the National and Squadron Executive Staff agreed to the waiver of dues of the member receiving the award.

Section 3. Any Ship member in good standing shall be awarded a Life Membership in the NAVY CLUB of the UNITED STATES of AMERICA by vote of the Convention Delegate body after the National Executive Secretary has verified the following criteria:

- a. The member shall sponsor at least 25 new and reinstated members during the membership year (January 1<sup>st</sup> thru December 31<sup>st</sup>)
- b. For the reinstated member to count, that member shall have been delinquent for at least one (1) year and shall have been dropped from the membership roles. The reinstated member shall have his dues paid by the start of the annual National Convention.
- c. New members in newly commissioned Ships shall not be eligible for the first year.

## **ARTICLE XIII: Official Uniform**

Section 1. All Ship members shall have the privilege of wearing the Official Navy Club Uniform Cover. The official uniform cover consists of the blue Navy Club garrison cover for regular members, blue and white garrison cover for Squadron and National Officers and the white garrison cover for National Commandants and Past National Commandants. The Navy Club USA uniform of the day is the official garrison cover worn with blue blazer, gray or charcoal slacks, white or light blue dress shirt and “*appropriate*” tie. Red Blazers are authorized for Marine Corps members for attendance at dinner functions only, such as the closing dinner at the National Convention. Individualized Ship covers (i.e. ball caps identifying US Navy ships,

whether active or retired, or NCUSA Ship's) are not an authorized part of the official Navy Club of USA Uniform of the Day and shall not be worn in place of the official garrison cover at official NCUSA functions or when representing the NCUSA.

Section 2: The Navy Club USA Uniform of the day is the only authorized uniform and must be worn by Navy Club of USA members when in attendance at official Navy Club National or Squadron Conventions, official meetings, ceremonies or as an official guest at military, patriotic or other civil functions or by individuals when officially representing the Navy Club USA on public occasions.

Section 3. A member shall be in uniform if wearing an official Navy Club cover. Therefore, it shall not be proper to wear the cap while eating a meal at an official Navy Club, military, or civic luncheon or dinner unless designated as protocol for the particular function, i.e. Great Lakes Graduation ceremony indoors, US Navy protocol is to remain covered indoors.

Section 4. Commander of Ship, Squadron, or Commandant while in marching order or standing guard at memorial or funeral services shall wear the Navy Club USA Uniform Cover and the Uniform of the Day. When returned to and seated in pews, the cover shall be removed. A cover shall be worn in a place of worship only by the Guard of Honor. Navy Club members not in formation shall uncover upon entering the place of worship and remain uncovered during the entire service and shall cover again after leaving the place of worship. The cover shall be removed and held over the heart while entering and leaving a place of worship and during prayer ceremonies.

Section 5. Navy Club members holding office in the Navy Club of the United States of America shall remove their cover prior to prayer service in official meeting opening, during memorial prayer services and during closing prayers at all official Navy Club functions such as Ship, Squadron, National staff, or Convention meetings. This rule shall apply to all elected officers of the Navy Club USA whether male or female as respect to the office they have been elected to serve in the Navy Club of the United States of America.

## **ARTICLE XIV: Unused Pre-Printed Membership Cards**

Section 1. It shall be the responsibility of the Commander and Shipswriter to return all unused pre-printed membership cards to the National Office during the month of March.

Section 2. Unused pre-printed membership cards, supplied to each Ship by the National Office computerized membership system, from the previous calendar year, are the designated cards to be returned.

Section 3 National Office shall audit all returned cards, by comparison with the computerized system, and shall submit an invoice to each Ship for any missing cards at the per-capita rate established for that particular year.

Section 4. Article II, Section 1 of NCUSA By-Laws will be enforced on any Ship not complying with this Article in its entirety.

## **ARTICLE XV: Associate Members**

Section 1. Upon application to any Ship, such a person may be accepted as an Associate Member in the Navy Club of \_\_\_\_\_ . Ship No. \_\_\_\_\_

Section 2. Associate Members, upon acceptance, shall be issued a membership card by the host Ship and shall be valid only for activities related to the host Ship. The dues will be as prescribed by the Ship's By-Laws.

Section 3. The application form for Associate Membership shall include a subscription to the NCUSA publication, "The Quarterdeck".

The annual dues for Associate Membership in the Navy Club of the United States of America shall be determined by a vote (ballot or voice) of the National Staff and the proposed dues amount submitted for final approval by the delegates at the next NCUSA National Convention. Upon approval of the convention delegates, the amount of the Associate Membership dues will be recorded in the Convention minutes or other reports, as appropriate.

Section 5. Associate Members shall not be eligible to vote or hold office in any Ship, nor shall they be eligible as a delegate or alternate to National or Squadron Conventions.

Section 6. Ships shall forward the Associate Members data on a "Special Monthly Membership" form. (Said form will be supplied by the National Headquarters.)

Section 7. The NCUSA Auxiliary shall not be entitled to absorb Associate Members of the parent body into their unit.

Section 8. Ships having any form of Social, Honorary or Associate members shall comply with all sections of Article XV of the NCUSA By-Laws. Failure to do so shall constitute grounds for disciplinary action by the National Executive Staff.

## **ARTICLE XVI: Dissolution Of The National Navy Club Of The United States Of America**

Section 1. Upon dissolution of the National organization, remaining assets shall be distributed to the Navy/Marine Corps Relief Society for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section for any future tax code or shall be distributed to the federal government for public purpose.

Section 2. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine are organized and operated for such purposes.

## **ARTICLE XVII: NCUSA National Staff Member Candidate Required Qualifications**

Section 1. To be considered for NCUSA National officers the following is required:

- a. NCUSA Commandant Candidates must have served at least one (1) term as NCUSA Senior Executive Officer, NCUSA Junior Executive Office Officer or NCUSA National Executive Secretary.
- b. NCUSA National Staff member Candidates must have attended at least two (2) prior conventions and be an NCUSA member for at least three (3) years.
- c. NCUSA Commandant Candidates must have previously served five (5) years on NCUSA National Staff.
- d. NCUSA Commandant Candidates must have served at least one (1) term as Ship's Commander and/or Squadron Commander.

## Change History of Amendments

### 2007 Rockford, IL Convention (70<sup>th</sup> National Convention)

28 thru 30 June 2007 – Clock Tower Resort

1. Amended National By-Laws, Article I, Section 2: Increased National per-capita dues from \$9.00 to \$11.00. Originated from National Executive Staff
2. Amended National Constitution, Article VIII, Section 3: Decreased the minimum number required to start a Ship from 25 to 15. Decreased the minimum number required to revive a defunct Ship from 15 to 10. Originated from the National Executive Staff
3. Amended National Constitution, Article III, Section 8, Article IV, Section 3, Article VI, Section 2, Article VII, Section 2
4. Amended National By-Laws, Article VI, Section 9, subsection d
5. Added to National By-Laws, Article VII, Section 12
6. Amended National Ship and Squadron Administration Manual pages 35 and 36: Created National Membership Database Chair position and transferred membership and receivership of National per-capita dues duties from National Executive Secretary to the National Membership Database Chair. Originated from the National Executive Staff
7. Added to the National Ship and Squadron Administration Manual the Great Lakes Recruit Division Sponsorship program and increased sponsorships from 1 to 2 sponsorships annually. Originated from Green Bay Ship 18

### 2008 Indianapolis, IL Convention (71<sup>st</sup> National Convention)

26 thru 28 June 2008 – Ramada Inn

1. Deleted *"This section shall NOT serve to disqualify any present member"* from National Constitution Article III, Section 1
2. Added to National Constitution Article IV, Section 8 and Article VIII, Section 10
3. Amended National By-Laws Article I, Section 7 and Article IX, Section 8. IRS ruling doesn't allow grandfathering members who don't meet eligibility standards. All Officers, members-at-large and members must meet eligibility standards by submitting for review their discharge papers. Monthly report must include the new member's branch of service, last 4 digits of service number and check off to verify that the discharge papers were reviewed. Nomination committee must verify that candidate for office has had discharge papers reviewed. Originated from National Executive Staff

### 2009 Manitowoc, WI Convention (72<sup>nd</sup> National Convention)

11 Thru 13 June 2009 – Clock Tower Holiday Inn

1. Amended National Constitution Article XI, Section 2: Due to IRS ruling, aunt and niece are not eligible for membership in the Ladies Auxiliary. Originated from National Executive Staff by way of the National Ladies Auxiliary
2. Amended National Constitution Article VIII, Section 4 (a) and Section 7
3. Added to National Constitution Article VIII, Section 4 (b): No proxy voting allowed in Ship or Squadron Officer's elections or on any revision or amendment affecting the Ship or Squadron Constitution or By-Laws. Allows absentee voting for Ship's Officer Elections if the rules listed are followed. Originated from Green Bay Ship 18

### 2010 Brockport, NY Convention (73<sup>rd</sup> National Convention)

10 Thru 12 June 2010 – Ship 1812 Club rooms

#### Amended National By-Laws

1. Article VIII, Finance and Accounting: Added Section 10 defining minimum membership promotion criteria. Originated from Indiana Squadron
2. Amended National Constitution Article XI, Auxiliaries: Added new class of membership (fathers, sons, etc). Originated from National Executive Staff by way of the National Ladies Auxiliary
3. Article XIII, Official Uniform: Added Sections 2 thru 5, defines when the Navy Club USA Uniform Cover should be worn and when it should be removed regardless of gender. Originated from National Executive Staff.

### 2011 Lancaster, PA Convention (74<sup>th</sup> National Convention)

17 thru 19 June 2011 – Lancaster Host Resort

#### Amended National Constitution

All originated from C&BL committee of the National Executive Staff and approved for submission to the Resolutions Committee by Illinois & Indiana Squadrons and National Executive Staff.

1. Article IV, Section 4: Adds the offices of National Judge Advocate, National Membership Database Chair, National Finance Committee Chair, National Great Lakes Day Chair, National Veterans Affairs Officer, National Naval Relations Officer, National Public Information Officer, National Fisher House Chair and Auxiliary Liaison Officer and cleans up language for better understanding and adjudication. (removed phrase, *"shall have power to appoint, and shall fix the compensation of such administrative officers"*)
2. Article IV, Section 8: Eliminates provision to review DD-214 provision since all Shipmates should have presented discharge papers to Ship and monthly report has check off to record that discharge papers have been reviewed for new members. Replaces with if Shipmate running for National Office is not verified in National Membership Data Base, must show DD-214 to the Nominating Committee Chair as proof of honorable military service.
3. Article V, Section 2: Cleans up language for better understanding and adjudication. (removed *"unless such construction and interpretation by the National Executive Staff is rescinded at a subsequent and added "until rescinded by the delegate body at the annual"*
4. Changes Navy Club or club to Ship; Article VI, Section 2, Article VII, Section 1, Article VIII, Section 1, Article VIII, Section 3, Article VIII, Section 4(a), Article VIII, Section 4(b), Article VIII, Section 5, Article VIII, Section 6, Article VIII, Section 8, Article VIII, Section 9, Article X, Section 1, Article XII, Section 2, Article XIII, Section 1
5. Article VIII: Eliminate check list provision since all Shipmates should have presented discharge papers to Ship and monthly report has check off to record that discharge papers have been reviewed for new members. (removed *"A check list, witnessed by the outgoing Ship Commandant and Shipswriter, shall be validated before the swearing in of newly elected Ship Officers"*)
6. Article IX, Section 1: Specifically requires the Ship to notify the Squadron on any disciplinary matters. (removed *"be responsible to the Squadron"* and added *"notify the Squadron"*)
7. Article IX, Section 2: Specifically requires the Squadron to notify the National Organization on any disciplinary matters. (removed *"be responsible to"*, added *"notify"* and removed *"for the members of the Ships"*)
8. Article IX, Section 4: Those Shipmates disciplined have the right to appeal to the National Executive Staff, provided such appeal is written and filed within thirty days with the National Office after notice of such action has been received by the applicant. (added *"written"* and *"with the National Office"*)
9. Article IX, Section 5: Defines *"lack of attendance"* and *"without due cause"* (added *"Lack of attendance shall be determined when any elected officer fails to attend National Staff meetings three consecutive times. Without due cause shall be determined when any elected officer fails to contact National Office by letter or email stating cause of absence twenty-four (24) hours before start of National Staff meeting"*)
10. Article IX, Section 6: Added *"Elected officers, where by illness, work or other circumstance are approved to miss three consecutive meetings shall be replaced with due notice by the National Staff without harm to said officers record"*
11. Article XII, Section 1: Defines who can propose amendment to National By-Laws. (added *"All proposed amendments to the By-Laws shall originate only from the National Executive Staff, Squadron Executive Staff or a Ship in good standing, and shall be signed by the Commander and the Shipswriter of the group proposing the amendment"*)
12. Article XII, Section 2: Defines that proposed amendment to National By-Laws received after 60 days before the start of the Convention require a unanimous vote of the delegates voting in order to pass. (added *"Proposed amendments to the By-Laws received by the National Executive Secretary, in writing, sixty (60) days after to the date of the Convention, shall require a unanimous vote of the delegates voting in order to pass"*)
13. Article XIII, Section 1: Defines that proposed amendment to National Constitution received after 60 days before the start of the Convention requires a unanimous vote of the delegates voting in order to pass. (added *"Proposed amendments to the Constitution received by the National Executive Secretary, in writing, sixty (60) days after to the date of the Convention, shall require a unanimous vote of the delegates voting in order to pass"*)

#### Amended National By-Laws

All originated from C&BL committee of the National Executive Staff and approved for submission to the Resolutions Committee by Illinois & Indiana Squadrons and National Executive Staff.

14. Changes Navy Club or club to Ship in : Article I, Section 1, Article I, Section 3, Article I, Section 5, Article I, Section 6, Article II, Article III, Article VII, Section 4, Article IX, Section 2, Article IX, Section 5, Article IX, Section 6, Article XII, Section 2, Article XIII, Section 1
15. Article I, Section 3: Makes National Judge Advocate now responsible for reviewing any revision or amendment affecting the Ship or Squadron Constitution and By-Laws. (added *"Any revision or amendment affecting the Ship or Squadron Constitution and By-Laws shall be submitted to the National Judge Advocate for review"*)
16. Article V, Section 3: Makes National Executive Staff responsible for amending the Rituals and Regulations Manual. (added *"The Rituals and Regulations Manual shall be amended at any duly called National Executive Staff meeting by a two thirds (2/3) vote of the National Executive Staff"*)
17. Article V, Section 3: Makes National Executive Staff responsible for amending the Administration Manual. (added *"The Administration Manual shall be amended at any duly called National Executive Staff meeting by a two thirds (2/3) vote of the National Executive Staff. The Administration Manual shall be considered advisory only"*)

# NCUSA Constitution And By-Laws – Change History

18. Article VI, Section 4: Adds to duties and responsibilities of the office of National Judge Advocate. (added "review Ship and Squadron Constitutions and By-Laws to insure conformance with the National Constitution and By-Laws")
19. ARTICLE VI, Section 7: Redefines the duties of National Shipswriter. (removed "The National Shipswriter shall assist the National Commandant and his Executive Staff by his attendance at all National Staff meetings and shall have no vote. He/she shall prepare an agenda for the meetings, keep a rough log of the proceedings, prepare a smooth log and transmit same to the National Executive Secretary for duplication and distribution to the National mailing list. He/she shall perform such other duties as may be assigned to him and shall have no vote" and added "The National Shipswriter shall assist the National Staff and the National Executive Secretary when the duties of this office are required to enhance the abilities of Navy Club USA to fulfill its mission. His/her duties shall include membership entry and assist with the recording of minutes at National Staff meetings. He/she shall perform such other duties as may be assigned to him/her and shall have no vote")
20. Article VI, Section 9 (a): Adds to duties and responsibilities of the office of National Executive Secretary from Administration Manual.
21. Article VI, Section 9 (i): Eliminates authority of National Executive Secretary to enforce standing rules and makes it the responsibility of the National Executive Staff. (removed "He/she shall have authority to enforce the Standing Rules and Regulations which have been approved by the National Executive Staff")
22. Article VI, Section 9 (j) (was sub-section (j), now (i) due to removal of above item): Adds "and official correspondence" to duties and responsibilities of the office of National Executive Secretary.
23. Article VI, Section 8 (k): Eliminates section of National Executive Secretary duty to be in charge of all official correspondence since this duty was added to Article VI, Section 8 (i).
24. Article VI, Section 9 (p) (was sub-section (r), now (o) due to removal of above item): Adds to duties and responsibilities of the office of National Executive Secretary. (added "He/she shall be responsible for maintaining all records and account in a form suitable to be audited by a licensed Public Auditor or CPA. He/she shall be responsible, with approval by the National Finance Committee, to secure a suitable a licensed Public Auditor or CPA to prepare the audit and submit audit to House Judiciary Committee prior to December 1st")
25. Article VI, Section 8 (s): Eliminates statement that National Executive Secretary's duties are further elaborated in the "Ship and Squadron Administrative Manual".
26. Renumbering; Article VI, Section 9 (t) – [was sub-section (t), now (p)], Article VI, Section 9 (u) – [was sub-section (u), now (q)], Article VI, Section 9 (v) – [was sub-section (v), now (r)], Article VI, Section 9 (w) – [was sub-section (w), now (s)], Article VI, Section 9 (x) – [was sub-section (x), now (t)], Article VI, Section 9 (y) – [was sub-section (y), now (u)]: Adds to duties and responsibilities of the office of National Executive Secretary from Administration Manual.
27. Article VI, Section 11: Eliminates National Trustees are responsible to appoint the CPA who would perform the annual audit of the books. (removed "The National Trustees shall appoint the CPA who would perform the annual audit of the books")
28. Article VI, Section 13: Adds duties and responsibilities of the office of Quarterdeck Commission Chair developed by C&BL committee.
29. Article VI, Section 14: Adds duties and responsibilities of the office of National Finance Committee Chair developed by C&BL committee.
30. Article VI, Section 15: Adds duties and responsibilities of the office of National Great Lakes Chair developed by C&BL committee.
31. Article VI, Section 16: Adds duties and responsibilities of the office of National Veterans Affairs Officer developed by C&BL committee.
32. Article VI, Section 17: Adds duties and responsibilities of the office of National Naval Relations Officer developed by C&BL committee.
33. Article VI, Section 18: Adds duties and responsibilities of the office of National Public Information Officer developed by C&BL committee.
34. Article VI, Section 19: Adds duties and responsibilities of the office of National Fisher House Chair developed by C&BL committee.
35. Article VI, Section 20: Adds duties and responsibilities of the office of National Auxiliary Liaison Officer developed by C&BL committee.
36. Article VII, Section 1 (i): Adds Great Lakes Day to standing committees.
37. Article VII, Section 1 (j): Adds Fisher House to standing committees.
38. Article VII, Section 3: Eliminates National Paymaster as member ex-officio of Finance Committee and determines make up of Finance Committee. (removed "The National Paymaster shall be a member ex-officio of this committee" and added "The Committee members shall be the National Finance Committee Chair, National Paymaster, National Executive Secretary and the one (1) year Trustees")
39. Article VIII, Section 10 (b): Eliminates "Amount of annual dues" from membership promotion criteria.
40. Article IX, Section 2: Adds National Past Commandants to those who will be sent the official call to the National Convention
41. Article IX, Section 3 (f): Adds the phrase "Convention Delegate fee shall include an additional five dollars (\$5.00) to be paid to the National Office to cover administrative expenses related to the National Convention"
42. Article XII, Section 3: Adds National Life Membership criteria developed by C&BL committee.

## 2012 Van Wert, OH Convention (75<sup>th</sup> National Convention)

### Amended National By-Laws

1. Article 1, Section 2: Changed the annual dues from eleven (\$11.00) dollars to twelve (\$12.00) dollars per instructions from the 2013/2014 National Executive Staff. Confusion on whether a due increase and the exact amount motion actually passed. Published minutes shows motion defeated.
2. ARTICLE XIII, Sections 1: Amends the description of official uniform and when it must be worn and by whom.
3. ARTICLE XIII, Sections 2: Specifically details when official uniform of the day is to be worn by deleting the words 'shall' and 'only'.
4. ARTICLE IX, Section 7: Changed the way resolutions are handled by Resolutions committee and how the Delegate body votes on resolutions.
5. ARTICLE V, Section 6: Added additional duties to the National Historian related to the organization's National Archive and Soldiers and Sailor Memorial Hall, 211 N. Main Street, Rockford, Ill.

## 2013 Springfield, IL Convention (76<sup>th</sup> National Convention)

### Amended National By-Laws

1. Article VI, Section 9, paragraph v: Adds to duties of National Executive Secretary – No payments for overdrawn budget items.
2. Note, in keeping with constitutional language standards, inserted second 'shall' for the 'will' printed in the approved resolution. Approved resolution stated the paragraph identifier is 'z' but inserted 'v' since that was the next letter of the alphabet.
3. Article XVI, Section 1 & 2: Adds Article to determine disposition of assets should National level dissolve.
4. Note, in keeping with constitutional language standards, inserted Sections 1 & 2 for the two additions printed in the approved resolution.

## 2014 Pottsville, PA Convention (77<sup>th</sup> National Convention)

### Amended National By-Laws

1. Article 1, Section 2: Changed annual dues back to eleven (\$11.00) dollars from twelve (\$12.00) dollars. The previous instruction from 2013/2014 National Executive Staff is now void due to new National Executive Staff being elected.

One resolution submitted but not published by National Executive Secretary or sent to Ships. There was general agreement by all involved parties that resolution would not be considered at this National Convention.

The lengthy additions from 2012 National Convention added a number of pages to C&BL. Removed all page numbers referring to where to look for changes from history.

## 2015 Pittsburg PA Convention (78<sup>th</sup> National Convention)

### Amended National Constitution and By-laws

1. Added section 10 to Article IX concerning Del Jackson award
2. Added section 5 to Article V concerning quorum for electronic meetings.
3. Changed By Laws Article I, Ships, regarding dues
4. Changed By Laws Article XV, Associate Members regarding dues
5. Changed Preamble

## 2016 Pottsville PA Convention (79<sup>th</sup> National Convention)

No revisions authorized

## 2017 Gettysburg PA Convention (80<sup>th</sup> National Convention)

June 2017 revision included:

1. Editorial changes which added a Table of Contents and improved pagination.
2. Incorporation of Green Bay resolution to National By-Laws Article VI Section 11 incorporating annual financial review and property list requirements.

## **2022 Brockport, NY Convention (84th National Convention)**

The June 2022 revision amended the National Constitution and By-Laws and included:

1. Revision of Table of Contents.
2. Addition of new Section “ARTICLE XVII: NCUSA National Staff Member Candidate Required Qualifications” which included
  - a. NCUSA Commandant Candidates must have served at least one (1) term as NCUSA Senior Executive Officer, NCUSA Junior Executive Office Officer or NCUSA National Executive Secretary.
  - b. NCUSA National Staff member Candidates must have attended at least two (2) prior conventions and be an NCUSA member for at least three (3) years.
  - c. NCUSA Commandant Candidates must have previously served five (5) years on NCUSA National Staff.
  - d. NCUSA Commandant Candidates must have served at least one (1) term as Ship’s Commander and/or Squadron Commander.