

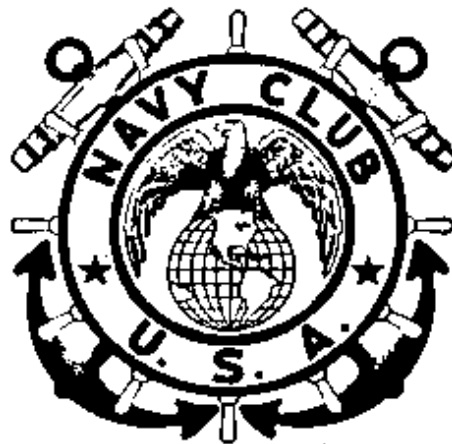
OFFICAL MANUAL



**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**

As amended at 2008 Indianapolis Convention

CONSTITUTION

NAVY CLUB OF THE UNITED STATES OF AMERICA

PREAMBLE

IN REVERANT RECOGNITION OF DIVINE GUIDANCE, WE ASSOCIATE OURSELVES TOGETHER 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; AND 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.

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 Executive Staff shall appoint a National Shipswriter, National Judge Advocate and National Membership Database Chair and shall fix their salaries, shall have power to appoint, and shall fix the compensation of such administrative officers as in its judgment may be necessary.

Section 5. The elective officers may 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 Officers mentioned in this Article shall submit for review, 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. A check list, witnessed by the outgoing National Commandant and National Executive Secretary, shall be maintained at the end of every National Convention, before the swearing in of newly elected National Officers.

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 unless such construction and interpretation by the National Executive Staff is rescinded at a subsequent 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 Navy Club in good standing shall be entitled to delegates and alternates to the National Convention based on the total number of members for which the club 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 Ships 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 Navy Club 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 may be raised in such manner as shall be approved by the National Executive Staff.

ARTICLE VIII

Clubs

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

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 Navy Club by applying to the National Executive Secretary for a commission. The minimum membership for a Club shall be Fifteen (15) members. A defunct Club shall be revived with a minimum membership of Ten (10) members.

Section 4. The officers of each Club 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 Shipswriter of each Ship shall be appointed by the Ships Commander with the approval of the Executive Staff.

Section 5. Each Club 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, 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 is to be elected at each election.

Section 6. The Commander of each Club 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. Each Ship shall hold its election and installation of Officers prior to March 31st of each year.

Section 8. Any present Club 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 Club 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 and all Ship Officers shall submit for review, 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. A check list, witnessed by the outgoing Ship Commandant and Shipswriter, shall be validated before the swearing in of newly elected Ship Officers.

ARTICLE IX

Discipline

Section 1. Each Ship shall be responsible to the Squadron for the discipline of its members.

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

Section 3. The National Commandant may 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 appeal is filed 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.

ARTICLE X

Incorporations

Section 1. Any Navy Club 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. stepmother
- c. wife
- d. daughter
- e. stepdaughter
- f. sister
- g. grandmother
- h. half-sister
- i. aunt
- j. niece

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, half- sister, aunt or niece 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.

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 Navy Club not later than thirty (30) days prior to the date of the Convention.

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 Navy Club not later than thirty (30) days prior to the Convention.

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 NAVY CLUB of the UNITED STATES of AMERICA

ARTICLE I

Clubs

Section 1. The standard commission fee for each Navy Club 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 of each member of the Navy Club of the United States of America shall be Eleven Dollars (\$11.00). Upon admission to membership, a member shall be required to pay annual dues of Eleven Dollars (\$11.00) of which amount Two Dollars (\$2.00) shall be specifically allocated to defray the cost of the National Publication.

Section 3. Each Navy Club 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 Club By-Laws shall specify the method of electing Club Officers to conform to the 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 Club affairs.

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

Section 5. The Club 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 Navy Club 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 Clubs

Any member Club 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 Club to membership in NAVY CLUB of the UNITED STATES of AMERICA upon payment of its indebtedness.

ARTICLE III

Discipline of Club 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.

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 by the National Commandant or the National Executive Staff. He 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 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 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 shall be responsible for the maintenance of the library at the National Headquarters and perform such other duties as his office may require.

Section 7. National Shipswriter: The National Shipswriter shall assist the National Commandant and his Executive Staff by his attendance at all National Staff meetings. He 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 shall perform such other duties as may be assigned to him 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 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 shall make a report at the Annual Convention and at such other times as the National Commandant or National Executive Staff shall require. He 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 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 own Ship, but shall not have a vote on any matters concerning his office and/or well being.
- b. 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.
- c. He/she shall keep the official accounting records of the organization in accordance with the Public Accountant's set standards.

- d. 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 files.
- e. He/she shall make deposits and transmittals at least once each month, or more often, as receipts require.
- f. He shall make available for inspection at any time his records and books to the National Commandant and his Executive Staff.
- g. He 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.
- h. He shall have authority to enforce the standing Rules and Regulations which have been approved by the National Executive Staff.
- i. He shall be the chief assistant to the National Commandant and the National Executive Staff in carrying out the administrative duties of their offices.
- j. He shall be in charge of all official correspondence of the National Headquarters and registered offices of the NAVY CLUB of the UNITED STATES of AMERICA.
- k. He 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.
- l. He 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.
- m. He shall maintain a register of the Ships and Squadrons of the NAVYCLUB of the UNITED STATES of AMERICA, and their officers.
- n. He shall report to the National Executive Staff of any meetings he has attended as an official representative of the NAVY CLUB of the UNITED STATES of AMERICA.
- o. He shall make an annual report to the National Convention Delegate Body covering the activities of his office, and shall make such recommendations as he 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.
- p. He shall be responsible to file the annual report to Congress on a timely basis as outlined by the Government Accounting Office.
- q. The duties of the National Executive Secretary are further elaborated in the "Ship and Squadron Administrative Manual".

Section 10. National Master-At-Arms: The National Master-At-Arms shall to 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: The National Trustees shall appoint the CPA who would perform the annual audit of the books. They 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 be in charge of all the organization's property. National Trustees duties are further described in Robert's Rules of Order.

Section 12. 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 shall receive all membership dues transmittals and monies and be responsible for the distribution of monies to the proper accounts

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

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 National Paymaster shall be a member ex-officio of this committee.

Section 4. The Membership Committee shall be charged with the work of organizing Navy Clubs 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.

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.

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 Navy Club 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.

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 Navy Clubs in good standing. Five (5) members of each of the foregoing committees shall constitute a quorum.

Section 6. Any Navy Club in good standing shall, at the time of electing its delegates for a 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 Navy Club they represent; and they shall be elected by such Clubs 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 Club. In the event that any Navy Club 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 Club.

Section 7. All resolutions shall be referred to the Committee on Resolutions, in writing for its consideration and recommendation to the Convention.

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.

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 Club 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.

ARTICLE XIII

Official Uniform

All Navy Club members shall have the privilege of wearing the Official Navy Club Uniform. The official uniform consists of the blue Navy Club cover for regular members, blue and white cover for Squadron and National Officers and the white cover for National Commandants and

Past National Commandants. Uniform of the day is blue blazer, gray slacks, white dress shirt and appropriate tie.

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".

Section 4. Ships with Associate Members shall pay annual per-capita dues of five dollars (\$5.00) for each Associate Member, of which amount; two dollars (\$2.00) shall be specifically allocated to defray the cost of the National Publication "The Quarterdeck", which each Associate member shall receive.

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.

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