



USS Albert David DE/FF 1050 Association BYLAWS-draft copy

Article 1. Organization

- A. Name.** The name of this organization shall be the USS Albert David (DE/FF 1050) Association, herein referred to as the Association.
- B. Status.** The Association shall be an incorporated, non-profit military social organization within the meaning of Section 501C (7) of the Internal Revenue Code.
- C. Purpose.** The purpose of the Association is: to honor and preserve the history and memory of the USS Albert David (DE/FF 1050) and its naval crews; to foster and strengthen the fraternal, civic and patriotic ties among shipmates; to memorialize the departed shipmates who served; and to maintain liaison with the Department of the Navy.
- D. Fiscal Year.** The fiscal year of the Association shall end on 30 June of each year.

Article 2. Membership

- A. Membership Levels.** The Association has four membership levels: Regular Membership, Life Membership, Honorary Membership, and Associate Membership, as described below.
- 1. Regular Membership.** All personnel who served in USS Albert David or a ship bearing that name in the future are eligible and invited to become Regular Members in the Association. Rights and privileges accorded to Regular Members include: voting, holding elected offices, serving on committees, attendance at reunions, other meetings, and participation in all historical and memorial functions sponsored by the Association. Regular Members are subject to paying annual dues.
 - 2. Life Membership.** All Regular Members are eligible and invited to become Life Members in the Association upon their request and upon making a one-time payment of Life Membership dues as assessed by the Executive Committee. Life Members shall have all the rights and privileges of Regular Members.
 - 3. Honorary Membership.** Widows or children of a shipmate who would otherwise be eligible for Regular Membership and persons who have made a significant contribution to the Association as determined by the Executive Committee, may be voted in by the general membership as an Honorary Member of the Association. Honorary Members will hold all rights and privileges of a Regular Member, except for voting and holding elected office. They will not be required to pay annual dues.
 - 4. Associate Membership.** Any person who has not served in USS Albert David but has either close ties or kinship to a ship bearing the name of USS Albert David or to this Association, or a person who has written a history or story of the USS Albert David, or any other person having a high interest in USS Albert David may apply to the Association Executive Committee for Associate Membership. Associate Members shall have all the rights and privileges of Regular Members but they may not vote or hold elected office. They will be required to pay annual dues.
 - 5. Honorary and Associate Members Becoming Regular Members.** In order to sustain the vitality and viability of the Association with the passing of time, and to keep membership active both Honorary and Associate Members may petition the Executive Committee to become Regular Members with all the rights and privileges, including voting and holding elective offices.



Article 3. Elected and Appointed Officers

- A. **Elected Officers.** The elected officers of the Association shall be President, Vice President, Treasurer, and Secretary, all of whom shall be elected at the General Meeting. The term of office shall be from one reunion to the next, at which time the General Meeting will be held.
1. **President.** The President shall preside over the General Meeting of the Association. He shall perform, delegate, or supervise the activities of the Association as described in the BYLAWS. He shall be authorized to appoint replacement officers if a vacancy occurs and with the approval of a majority of the elected officers.
 2. **Vice President.** The Vice President shall, in the absence of the President, preside over the General Meeting and perform all of the President's duties.
 3. **Treasurer.** The Treasurer shall keep the accounts and be the custodian of all funds of the Association. He must maintain accurate records of deposits and spending. He shall promptly deposit all funds into a federally insured banking facility of convenience to him. He shall report on the status of the accounts at the General Meeting and at any other time the President or Executive Committee requests it. Using a budget and spending plan prepared and submitted by the Executive Committee he will advise whether the Association has adequate funds to meet its commitments. Upon receipt of a detailed expense report he shall reimburse the Secretary for expenses incurred in the business of the Association. He may advance sums to the President or Convention chair when necessary. He shall be the collector of dues and will notify the Secretary of all outstanding unpaid dues. He shall keep the President apprised of any donations made to the Association. There must be two or more officers authorized to sign Association checks. Authorized signers must be bonded. Association funds shall only be deposited in federally insured banking institutions. Any authorized expense may be reimbursed. If the Treasurer is not reelected or is removed from office he shall, within 30 days, transfer all bank accounts and all financial books and records, including all copies thereof in his possession to his successor.
 4. **Secretary.** The Secretary shall give notice of the General Meeting and all special meetings of the Association and shall process the general correspondence of the Association. He shall maintain a complete list of the full names of all Regular, Life, Honorary and Associate members, their mailing and email addresses, and their Association activities. He shall periodically publish and distribute newsletters of interest to Association members and in so doing may request notes of interest from members. He shall record minutes of all Executive Committee meetings, and the General Meeting, and preserve such minutes after their approval by the appropriate body. He shall oversee efforts to maintain Members in an active status, and for conducting programs to locate shipmates whose whereabouts are unknown. He shall forward to the Treasurer an account of expenses incurred for reimbursement.
- B. **Appointed Officers.** The appointed officers of the Association shall be: Reunion Organizer, Storekeeper, Auditor, Historian, Master at Arms, Chaplain and Parliamentarian. They shall be appointed from qualified members by the President and shall serve at his pleasure.
1. **Reunion Organizer.** The Reunion Organizer shall be responsible for the planning and execution of all actions required to schedule and conduct the Association's reunions. To this end he shall appoint members to the reunion committees and sub committees to assist him. His responsibilities include: promoting attendance at reunions, arranging for accommodations,



disseminating travel and transportation information, arranging for entertainment activities, and arranging for appropriate registration and hospitality space needed for meetings and functions. He serves at the pleasure of the President and the Executive Committee and shall continue to serve until he resigns or is terminated.

2. **Storekeeper**. The Storekeeper shall be responsible for the purchase, custody, and delivery of souvenirs and publications of the Association and for establishing pricing at a level estimated to cover all the costs of an item with a minimum markup of 10%. The revenue for these items shall be deposited in the Association's general fund for Association use as determined by the Executive Committee. He shall be responsible for setting up merchandise displays and sales at reunions and other Association gatherings.
 3. **Auditor**. The Auditor shall be the chairman of the Audit Committee and shall be in charge of the annual audits of the Treasurer's and Storekeeper's accounts and funds.
 4. **Historian**. The Historian shall accumulate and maintain material of historical significance and interest to the Association and its members. He shall assist the Secretary as necessary in providing material and information for the newsletter.
 5. **Master at Arms**. The Master at Arms shall assist the Presiding Officer in maintaining proper decorum and good order and discipline at the General Meeting. He shall take the official vote count on all issues and report the results to the Presiding Officer and Secretary.
 6. **Chaplain**. The Chaplain shall be requested to give an invocation at the appropriate time at the General Meeting or banquet. The Chaplain shall endeavor to "tend to the flock" as appropriate and as directed by the President.
 7. **Parliamentarian**. The Parliamentarian shall ensure the Association meetings are conducted in accordance with "Robert's Rules of Order".
- C. **Removal of an Officer from office**. If an elected officer becomes incapacitated or is no longer able to serve in his position, the remaining Executive Committee members may declare the position vacant by majority vote.

Article 4. Committees

- A. **Definition and oversight**. The Association shall have three permanent committees: Executive, Reunion, and Audit.
1. **Executive Committee**. The Executive Committee shall be composed of the elected officers listed in Article 3, the immediate Past President, and the Reunion Organizer. This committee shall act as the senior governing body of the Association. The elected officers shall serve for the length of their terms. The Executive Committee shall provide assistance to the President for carrying out his duties and take action on matters laid down by the BYLAWS. Members of the Executive Committee shall not serve on the Audit Committee.
 2. **Reunion Committee**. The Reunion Committee shall consist of at least three members and they shall assist the Reunion Organizer as required.
 3. **Audit Committee**. The Audit Committee shall consist of three members selected by a majority vote of the Executive Committee. It shall audit the Treasurer's account of funds as soon as practical after commencement of a reunion, but before the General Meeting, upon a change of Treasurer, or as required by the President, but at a minimum once every fiscal year. They shall



report all findings to the President, and to the Association at the General meeting. The results of any audits shall be published in the Association's newsletter.

Article 5. Reunions, Meetings and Business.

- A. Reunions.** Insofar as practicable, the Association's goal should be to hold one reunion every fiscal year. If the voting members determine that the reunion is not practicable in this time frame the terms of office of all the elective officers will be continued until the next scheduled reunion. The reunion sites shall be chosen by majority vote at the General Meeting with input or specific recommendations from the Executive Committee.
- B. Years with No Reunion.** In a year with no reunion the President shall call a meeting of the Executive Committee within three months after the reunion would normally have been held. At this meeting the Executive Committee shall review the finances of the Association and approve or disapprove budget accounts until the next General Meeting.
- C. During the reunion there shall be a General Meeting.** The Secretary, based on information provided to him from the Reunion Organizer, shall publish a date and time for the next General Meeting at least three months in advance of the event. Those present at the meeting shall constitute a quorum for all business requiring approval by the Association. Unless otherwise noted, a simple majority of those present at this meeting shall be required to approve items of business requiring a vote. The standard agenda at this meeting should include:
1. Call to order by the presiding officer
 2. Pledge of Allegiance to the Flag and Invocation
 3. Reading and approval of the last General Meeting minutes
 4. Treasurer's report on Finance and Budget
 5. Committee reports and announcements
 6. Old Business
 7. New Business
 8. Approval of next year's fiscal budget
 9. Approval of next reunion approximate dates and location
 10. Report of the Executive Committee on proposed slate of new officers, request nominations from the floor, and election of new officers
 11. Ceremony to honor those shipmates now deceased
 12. Adjournment
- D.** For routine Association business, including meetings, reports and voting, the Executive Committee shall determine how to best incorporate use of electronic means (telephone, email, zoom) to facilitate the completion of the tasks required.



E. Article 6. Funds and Contributions

- A. **Treasury.** There shall be a Treasury of general funds administered by the Treasurer as described in Article 3, Section 3. The treasury shall be supported by dues, contributions and profits from the sale of Storekeeper items. This fund will be used in the support of all current Association functions. The Executive Committee shall recommend the amount of dues to be paid.
- B. **Dues.** Members current in payment of dues, or where payment of dues does not apply, shall be maintained on the "active list". They shall receive all mailings and other benefits of full membership. Members not current in payment of their dues shall be placed on the "inactive" list. They shall receive news of reunions but not regular mailings, newsletters or membership lists. The Executive Committee may waive the dues of any member who desires to remain on the "active list" but is known to be unable to pay his dues due to extreme financial hardship. Within 60 days of the beginning of the new fiscal year, the Secretary, working with the Treasurer, shall publish the most current "active" list. Members subsequently placed on the "inactive" list may be reinstated as soon as delinquent dues are paid in full.

Article 7. Amendment of the BYLAWS

- A. **Amendments.** All Amendments and changes shall be recommended to the membership by the Executive Committee and presented to the membership at the earliest General Meeting possible for approval. A simple majority of the quorum of Members attending the meeting shall be sufficient for adoption of changes to the BYLAWS.

Approved at _____ in _____

Signed by:

President _____ Date _____

Vice President _____ Date _____

Treasurer _____ Date _____

Secretary _____ Date _____