

**BY-LAWS**  
**OF**  
**USS BAINBRIDGE ASSOCIATION**  
**A NON-PROFIT ORGANIZATION**

**These By-Laws constitute the Code of Rules adopted by USS Bainbridge DLGN/CGN-25 Association (herein the Association) for regulations and management of its affairs.**

**The objective of the Association is:**

- To locate and unite all living former members of crews that served aboard USS Bainbridge DLGN/CGN-25.
- To preserve and strengthen comradeship among members and esprit de corps of the group and to encourage them to participate in Association activities.
- To honor the deceased at each of our reunions with an appropriate ceremony.
- To solicit dues and donations for the administration of the Association and the publication of the Association's newsletter.
- To assist worthy and needy members of the Association and other former shipmates of USS Bainbridge DLGN/CGN-25.

**Membership.**

- Members must have served on USS Bainbridge DLGN/CGN-25, be a surviving immediate family member (child, parent, spouse, or sibling).
- Other persons having an extraordinary relationship may be voted as member upon their application and approval by the President and Vice President.

**Dues and Donations**

- Dues and donations shall be solicited annually for the fiscal year beginning January 1 - December 31.
- The Executive Board will establish the annual dues amount (\$15.00 at this time) and adjust as necessary at the business meeting held in conjunction with the reunion.
- All members contributing (even if only a portion of the current year's dues) will be considered members in good standing and have full voting rights.
- All dues / donations will be sent to USS Bainbridge Association, in care of the Treasurer, who will be the receiver of all funds sent to the Association for any purpose.
- Extraordinary members are eligible to pay dues and make donations as they wish but are not required to be dues paying members.
- Spouses of deceased members are considered full members for life and are exempt from dues / donations unless they desire to contribute.

## **Rights and Privileges**

- All former crew members and their spouses of USS Bainbridge DLGN/CGN-25 may attend all reunions and business meetings, voting on issues of importance to the Association. Members may take motions from the floor at business meetings in accordance with parliamentary rules.
- Members in good standing are entitled to all published material produced by the Association, including the financial report.
- Newsletters will be mailed routinely to all former crew members identified, regardless of whether dues have been paid. If dues (full or partial payment) have not been paid for up to 1 (one) year, a request will be mailed to the recipient to ascertain if continued mailings are desired.
- Recipients not wishing to receive the newsletter should notify the Secretary or Editor of their desire to be dropped from the mailing list. Members are entitled to take grievances before the Executive Board either in person or in writing.

## **Meetings**

- The annual business meeting shall be held in conjunction with the annual reunion and at such time and place as the President announces. Special business meetings may be called by any of the following:
  - The Executive Board
  - The President
  - By at least 10% of the membership of the Association

## **Termination of Membership**

- Membership will terminate in the Association in the following events:
  - Receipt by the Executive Board for written resignation and accepted by the Board.
  - Death of the member
  - For cause, actions contrary to that deemed acceptable to the Association, and after due process and hearing by the board. Obligations of Members.
  - Members must maintain true allegiance to the United States
  - Keep the Secretary informed of your current address and telephone number and e-mail as applicable.
  - Conduct himself/herself befitting a member of the U. S. Navy and this honorable Association.

## **Management**

- All Association action shall be authorized by the Executive Board and approved by the membership.
- All business and affairs of this Association shall be exercised by and under the authority of and controlled by the Executive Board consisting of at least three members.

- Members of the Executive Board Shall be the President, Vice President, Secretary, Treasurer, and immediate past President.
- The Executive Board shall fill any vacancy by majority vote until a successor is elected at the next annual business meeting.
- The Executive Board shall meet annually at the designated time and place established by the Board. The Executive Board shall review and act on all grievances from members. Revoking the membership will be accomplished by submitting the recommendation to the membership at the next annual business meeting for a vote.

### **Election of Officers**

- The Officers of the Association shall include:
  - President
  - Vice President
  - Secretary
  - Treasurer (may be combined with that of Secretary)
  - Reunion Chairperson (optional)
- Such other Assistant Officers as the Voting Members may deem from time to time to select All nominations for officers shall be made in open conventions, and election to office shall be by majority vote of members present. While the goal of the Association will be to have a rotation of members serving as officers of the Association, there shall be no limitations placed on the term of service consistent with the desires of the voting members, except that the President shall be limited to two terms.

### **Duties of Officers**

- President
 

The President will preside at all business meetings, supervise, and control the affairs of the Association. He will appoint the following Assistants:

  - Chaplain
  - Chief Master-at-Arms
  - Newsletter Editor
  - Historian
  - Web Master
  - Audit Committee
  - Ad Hoc Committee
- Vice President
  - The Vice President will perform all duties and exercise all powers of the President when the President is absent or otherwise unable to act.
  - The Vice President will perform those other duties as directed by the Executive Board.
- Secretary

- The Secretary shall keep a book of minutes of all annual Business Meetings Maintain an up-to-date master membership list with names, addresses, phone numbers, e-mail addresses and pertinent service information.
- Issue membership cards
- Maintain a record of correspondence and advertise the date and location of annual reunions.
- Send inputs to the Newsletter Editor of correspondence for distribution to the membership as appropriate.
- Perform such other duties as may be assigned by the President or the Executive Board
- In addition, the Secretary shall be the custodian of all material donated to the Association or purchased by it with Association funds.
- Treasurer
  - The Treasurer shall be the fiscal officer of the Association. He shall keep and maintain adequate and corrects accounts of the properties and business transactions of the Association, including assets, liabilities, receipts, disbursements, and membership.
  - He shall collect all dues, donations and all reunion fees for the meetings and reunion activities sent to the Association.
  - He shall be the custodian and recipient of all liquid funds and assets of the Association.
  - He shall make disbursements as authorized by the Executive Board and administer the cash funds as may be established.
  - He shall open savings, checking and / or money market / CD accounts in the name of the Association and deposit funds as received into those accounts.
  - He shall sign all checks of disbursement and establish a policy of refunds. The president may sign checks in the absence of the Treasurer.
  - He shall submit an annual financial statement to the Executive Board and membership at the annual business meeting and cause it to be published in the newsletter.
  - He shall be prepared to have the accounts audited annually at each reunion by an audit committee appointed by the President.
  - He shall perform such other duties as directed by the Executive Board. The Treasurer will provide a current listing of dues received at each reunion to enable the membership to accurately determine their up-to-date status
- Reunion Committee Chairman (Optional)
  - The Reunion Committee Chairman shall be elected at each annual meeting by virtue of the selection of his proposed site as the location for the next annual reunion and business meeting and will assume office at the completion of the current reunion, holding office until the completion of the annual reunion at his site.
  - The Chairman and committee of his selection shall have the authority to spend Association funds for Association purposes for the reunion.
  - The Chairman and his committee shall oversee all arrangements, including contracts with hotels, transportation, entertainment, tours, and caterers. A fund will be established and provided to the Chairman to enable him and his committee to get the reunion planning underway expeditiously.

**Inspection of Books and Financial Records.**

All books and financial records of the Association may be inspected by any member for any purpose at any reasonable time on written demand, stating the purpose of the inspection.

**Amendments**

The power to alter, amend or repeal these By-laws or adopt new By-Laws is vested in the voting membership requiring a approval of 2/3 of the voting members present, at the annual business meeting of the membership. In the event of termination of this Association, any funds remaining in the accounts shall be donated to the Welfare fund of any Navy - Marine Corps Relief Society. The Historian will forward his records to the National Archive and Records Service Washington, DC 20408