

NAVAL ORDER of the UNITED STATES

National Capital Commandery

BY-LAWS

PREAMBLE

WHEREAS, many of the principal battles and famous victories of the several wars in which the United States has participated were fought and achieved by naval forces, it is well and fitting that the many principal battles, famous victories, as well as achievements in the maritime world of commerce and in the naval sciences should be recognized and celebrated;

WHEREAS, it is well and fitting that the illustrious deeds of the great American sea service commanders, their companion officers in arms, and their subordinates in the wars of the United States should be forever honored and respected;

WHEREAS, the metropolitan Washington, DC area is a vibrant community that recognizes all aspects of our nation's sea services activities through organizations involving the Navy, Marine Corps, Coast Guard, Merchant Marine, Public Health Service and National Oceanic and Atmospheric Administration;

WHEREAS, the Naval Order of the United States is also a fraternal organization that welcomes its companions socially in camaraderie through formal and informal events and or gatherings;

THEREFORE, entertaining the most exalted admiration for the undying achievements of the sea services of the United States, we, the survivors and descendants of participants of those memorable conflicts, and veterans and active members in the metropolitan Washington, DC area have joined ourselves together in camaraderie and have instituted the "Naval Order of the United States, National Capital Commandery" that we may transmit to our latest posterity their glorious names and memories; and to encourage research and publication of data pertaining to naval art and science; and to support libraries in which to preserve all documents, rolls, books, portraits, and relics relating to the naval services and their heroes at all times; and further, inspired by American naval traditions to action worthy of them -- we pledge ourselves to promote by every proper means American commerce and navigation, with requisite strength of the naval services.

ARTICLE 1 - NAME AND PURPOSE

Section 1. The name of this organization shall be the "Naval Order of the United States, National Capital Commandery."

Section 2. The purpose of this organization shall be to transmit to posterity the glorious names and memories of our great naval commanders, their companion officers, and subordinates in the wars

of the United States; to encourage research and publication of literature pertaining to naval history and science; to ensure the preservation of relics, portraits, mementos, documents, rolls, and books relating to the naval services and its heroes of all times; and in general to support the well-being of the present officers and enlisted personnel of the sea services of the United States.

Section 3. The Constitution of the Naval Order of the United States shall be the Governing document for all activities of the National Capital Commandery. Where conflicts exist between these By-Laws and the Constitution, unless such modification is authorized under the Constitution, the Constitution shall be the preeminent authority.

ARTICLE II - MEMBERSHIP

Section 1. General. Applicants who are proposed, seconded and approved for National Capital Commandery membership are affiliated with this commandery and concurrently conferred membership in the Naval Order of the United States.

Section 2. Companions. The members elected to the National Capital Commandery shall be termed Companions.

Section 3. Categories. There shall be four classes of Companions: Regular, Associate, Honorary and Posthumous.

Section 3.A. Regular Membership. Any United States citizen who has served or is serving as a commissioned officer, warrant officer or enlisted person of the Navy, Marine Corps, the Coast Guard, the United States Merchant Marine, the United States Public Health Service and the National Oceanographic and Atmospheric Administration shall be eligible for regular membership provided, that all who have left the service shall have departed with an honorable record or shall have been honorably discharged, and, in the case of currently serving enlisted personnel, the last enlistment shall have been completed honorably.

Upon approval of the application, the applicant shall become a regular Companion of the Naval Order of the United States enjoying full rights of membership, including election to serve as a National Capital Commandery officer, serve as delegate to a Congress and for election to a national officer position.

Section 3.B. Associate Membership. Several broad categories of individuals are eligible for associate membership:

- 1) Spouses of present and deceased regular members, or persons eligible for regular membership;
- 2) Immediate descendants of present and deceased regular members, or persons eligible for regular membership;

- 3) Persons other than United States citizens, who have served or are serving honorably as commissioned officers and or enlisted personnel in an allied seagoing service;
- 4) An individual otherwise eligible for solely honorary membership if that individual is of such outstanding reputation and strong affiliation with the maritime services that this class of membership is deemed more appropriate than honorary membership;
- 5) A midshipman at the Naval Academy or Merchant Marine Academy, or a Cadet at the Coast Guard Academy over the age of 18 who is a member of the upper two classes and who will be eligible for commissioning as an Ensign or Marine Corps Second Lieutenant upon graduation. Upon commissioning, such associate members will become regular members.

Upon approval of the application, the applicant shall become an associate Companion of the Naval Order of the United States enjoying full rights of membership, including election to serve as a National Capital Commandery officer and serve as delegate to a Congress.

Section 3.C. Honorary. Honorary membership may be conferred by either the General Commandery or the National Capital Commandery. It shall be restricted to individuals of outstanding reputation who, although they may not be eligible for regular or associate membership, have distinguished themselves in the interest of the sea services of the United States, or of the Naval Order, as to warrant the conferring of such honor upon them.

Payment of membership dues and fees shall be the responsibility of the individual or the sponsoring body as determined by the latter. Honorary Companions shall not hold national or local office nor serve as voting delegates to a Congress or as Companions-At-Large of the National Commandery Executive Committee.

Section 3.D. Posthumous. Posthumous memberships are available to honor a decedent who would have been eligible for membership. A one-time payment of a fee established by the Congress is required which will entitle the applicant to purchase a certificate of membership and regalia appropriate to the class of membership in the name of the decedent.

Section 4. Date Effective. Upon submission and approval of an application, including payments in accordance with Section 5, of prescribed annual or life membership dues, together with prescribed initiation fee shall be accepted into the General Commandery and the National Capital Commandery, effective when approved by the Registrar General of the Naval Order of the United States.

Section 5. Dues and Fees. Fees for certificates of membership, insignia, and initiation, and rates for annual dues and life membership dues, shall be established by the Congress upon a two-thirds vote of the authorized delegates and honored by the National Capital Commandery. A Companion may elect to convert to life membership at any time. Upon payment of the applicable life membership dues, no further dues payment shall be required from or on behalf of such Companion. All such fees and dues shall be paid to the General Commandery at its national mailing address or the address specified in the annual billing notice. The General Commandery has committed to remit

to the local commanderies, at least quarterly, the local Commandery's share of the dues payment in accordance with the schedule established by the Congress. Local dues shall be determined by the National Capital Commandery to assist in covering initiatives and operating expenses.

ARTICLE III — NATIONAL CAPITAL COMMANDERY ORGANIZATION

Section 1. The Naval Order functions locally through its local commanderies, which are chartered by a Naval Order Congress or by the Naval Order's General Council. The National Capital Commandery was chartered to serve companions in the metropolitan Washington, DC area, as well as those companions outside the immediate area who wish to be affiliated with the Commandery. The National Capital Commandery was established by the 1979 Naval Order Congress.

Section 2. Officers and Committees. The National Capital Commandery shall have officers and committees corresponding in general to those of the General Commandery, except that its own by-laws may make such changes as desired to meet local circumstances.

In the event the Commandery becomes dormant with no member willing to serve as Commandery Commander, the Commander General may appoint an "Acting Commander" to administer the Commandery until an election can be held.

Section 2.A. Officers. The National Capital Commandery Officers shall consist of the Commander, Vice Commander, Vice Commander for Communications (VC-C), Vice Commander for Membership (VC-M), Vice Commander for Programs (VC-P), Treasurer, Recording Secretary, Historian, Chaplain and additional positions, which may be established to further the good of the National Capital Commandery and that of the Naval Order.

Section 2.B. Executive Committee (ExCom). The National Capital Commandery Executive Committee (ExCom) consists of the officers listed in Section 2.A and all past Commandery commanders. Additionally, up to six companions may volunteer to the ExCom to be Companions to the ExCom (At Large). The Commander may nominate Vice Commanders At Large to serve on the ExCom, subject to the approval by majority vote of the existing ExCom. All National Capital Commandery companions are encouraged to participate in ExCom meetings and may vote on motions or other business matters.

Section 2.C. Nominations. Each officer position shall be proposed by the Nominating Committee and elected at the annual meeting for a term of two years. Elections are held in even-numbered years. Vacancies in the ExCom may be filled by the Commander's nominations and approval by a majority of the ExCom. The Nominating Committee shall draft and propose the slate at least one month prior to the annual meeting. Nominations to extend terms of service for National Capital Commandery officers may be approved by the ExCom to be submitted for consideration by the membership at the annual meeting. Officers will be elected by the general membership at the Annual Meeting.

Section 2.D. Committees. The Commander and ExCom may establish committees from time to time for a specific purpose. Committees may include: the Commandery Advisory Council; Programs Committee, Finance Committee; an Audit Committee; Membership Committee; Nominating Committee; Public Affairs Committee; Awards Committee; By-laws Committee; and special committees. There are no restrictions to membership on a committee.

Section 2.E. Annual Meeting. An annual meeting of the National Capital Commandery membership will be held each September. Appropriate notification to all members is required and will be coordinated by the VC-C. All companions are eligible to vote on motions or other business matters at the Annual Meeting.

Section 3. Fiscal/Service Year. The fiscal year shall be 1 October to 30 September. The service year for elected officers shall run from annual meeting to annual meeting, with terms of two years being the norm.

ARTICLE IV – NATIONAL CAPITAL COMMANDERY OFFICERS

Section 1. Duties of Elected Officers. The duties of the elected local officers shall be as follows:

Section 1.A. Commander. The Commander shall be the Chief Executive Officer and Chief Operating Officer of the Naval Order of the United States, National Capital Commandery, shall preside at all meetings of the Commandery and the ExCom, and have the authority to convene special meetings. The Commander shall appoint all committees not otherwise provided for by these By-Laws, and have the authority to sign contracts and other legal documents on behalf of the Commandery. Subject to the approval of the ExCom, the Commander shall have the authority to fill any vacancies among the elected local officers, for the period expiring with the next annual meeting -- at which time, if no regular election is scheduled, a special election shall be held to complete the remainder of the term.

Section 1.B. Vice Commander (VC). The VC assists the Commander in the execution of the Commander's duties as Chief Executive Officer and Chief Operating Officer. The Vice Commander will preside at all meetings when the Commander is unavailable. The Vice Commander will chair those committees designated by the Commander. The Vice Commander will assume all responsibilities if the Commander is incapacitated, and if necessary, will assume command through the Commander's tenure.

Section 1.C. Vice Commander for Communications. The VC-C shall serve as the official Public Affairs Officer (PAO) and communications officer (Comms) of the National Capital Commandery. The VC-C is responsible for maintaining the official electronic mail distribution list for all companions as well as an accurate listing of mailing addresses.

Section 1.D. Vice Commander for Membership (VC-M). The VC-M shall serve as the official membership officer of the National Capital Commandery, and is responsible for maintaining

the official roster of Companions, present and past, and for all actions related to renewals of membership and processing new members. Membership Renewal Invoices will normally be disseminated by the Registrar General who shall notify the Treasurer General of the appropriate distribution of membership funds. The VC-M shall maintain membership records in automated form and prepare and distribute all membership reports, including special reports required by the Commander or ExCom. The VC-M shall have charge of all membership documents. The VC-M shall assist the Commander in the promotion of membership and work closely with the Registrar General to maintain a list of all Companions of the Commandery. VC-M will report gains and losses to the ExCom, and maintain a current Directory of Companions for social use only.

Section 1.E. Vice Commander for Programs (VC-P). The Vice Commander for Programs (VC-P) shall serve as liaison with present and potential opportunities for community interaction and support for the membership. The VC-P shall propose and plan the events and programs for the Commandery on an annual basis and solicit committee support for planning and execution from the commandery membership. The VC-P will also serve as alternate to the Commander and or Vice Commander when they are not present. VC-P will circulate a draft of an Event Plan describing the details and expected costs of an event to the ExCom for approval, comment, or disapproval, as far in advance as possible. Each member of the ExCom will provide the VC-P with comments, if any, approval, disapproval, or a request for further discussion at the next ExCom meeting. These Event Plans will be retained as a record of the Commandery.

Section 1.F. Treasurer. The Treasurer, together with the Commander acting as Assistant Treasurer, shall receive all moneys payable to the Commandery and defray expenses authorized by the Commander or the ExCom. The Treasurer shall maintain accounts of all receipts and expenditures. The Treasurer shall give such bond for security as the Commandery may direct for the faithful performance of his duties. The Treasurer shall be custodian of all funds of the Commandery, unless otherwise set forth upon establishment of a special fund.

The General Fund is an unrestricted fund providing funds for the regular operations of the Commandery.

Funds established for specific purposes, such as the Life Membership Endowment, Commandery Endowment Fund, or such other funds (e.g. Specific Project Funds) as may be provided for which will each be accounted for separately in financial records and statements, as restricted funds.

The Life Membership Fund is the total of the Commandery share of Life Members' dues. In 2019, the fund was determined to be \$125 for each of the paid, living, Life Companions. Interest only from this fund may be used for current operations and may be transferred to the General Fund. However, any interest earned contained in a Certificate of Deposit should not be transferred until the CD's maturity date to avoid penalties for early withdrawal. At the end of each fiscal year, on 30 September, the Treasurer and Vice Commander for Membership will determine the number of living Life Companions, and the funds (\$125 per living Life Companion) will be fenced in the Life Membership Fund. Excess funds may be transferred to the

General Fund. The funds in the Life Membership Fund will be reported separately, but may be co-mingled with Certificates of Deposit (most likely), Savings Accounts (possible), and Checking Accounts (unlikely) when unavoidable.

Specific Project Fund(s) contains monies received as contributions for a specific project or event, e.g. funds raised for a marker. The money in the Specific Project Fund(s) will be reported separately, but may be co-mingled with Certificates of Deposit (unlikely), Savings Accounts (possibly), and Checking Accounts (most likely).

The Commandery Endowment Fund contains monies received as contributions not designated for regular operations, where interest income is intended to be used for recognition and awards. The funds in the Endowment Fund will be reported separately, but may be co-mingled with Certificates of Deposit, Savings Accounts, and Checking Accounts.

The Treasurer is responsible to see that capital in the Life Membership and Endowment Funds is preserved. The Treasurer shall prepare a Consolidated Balance Sheet, Statement of Revenue and Expenses, and Changes in Fund Balances at the end of each fiscal year, and prepare such tax returns as may be required for the Commander's approval.

Section 2. Duties of Appointed Officers. The duties of the appointed officers shall be as follows:

Section 2.A. Recording Secretary. The Recording Secretary shall record the ExCom minutes and report on proceedings resulting from those committees established by the Commandery and the Commandery's ExCom. The Recording Secretary will coordinate with the Vice-Commander for Administration to ensure all minutes are provided to the Commander. The Recording Secretary shall assist the Public Affairs Officer with assistance to submit articles and photographs to the editor of the Quarterly Newsletter reflecting the activities of the Commandery

Section 2.B. Historian. The Historian shall maintain a record of historical and commemorative events of the Commandery, and, with the aid of the Commander and VC-C, prepare for publication such related documents as the Commander may direct.

The Historian shall also receive donations of documents, rolls, books, portraits, and relics relating to the Navy. At regular intervals, the Historian shall transfer the Commandery's historical artifacts and records to the Historian General for preservation at the Naval War College.

Section 2.C. Chaplain. The Chaplain shall normally be an ordained member of the clergy and shall perform such duties as are assigned by the Commander.

Section 3. Annual Report. Each year the Commandery will submit a report to the Recorder General for activities for the previous year 1 Jun to the current year 31 May. The report shall be submitted not later than 30 June of each year by the Commander to include insights from his past year in office. This will coincide with consideration period for the LCDR Lee Douglas Award for Excellence.

Section 4. Transfer of Records. Each officer shall transmit to their respective successor immediately upon expiration of his term all records, books, papers, and other property in their possession belonging to the Naval Order of the United States National Capital Commandery or relating to its business and affairs. In those years in which election is held prior to the end of the 30 September fiscal year, the outgoing Treasurer shall be responsible for preparation of end-of-year financial statements and tax returns. In those years in which the election of officers falls after 31 May, the outgoing Treasurer will provide their relief immediate access to funds and a full accounting of financial activity since the first of June to provide continuity in financial records. Copies of financial statements and tax records for the prior year will also be provided promptly. Audits of the Treasurer's records will be conducted by an Audit Committee appointed by the Commander pursuant to Article VII, Section 1C, Audit Committee. Records may be transferred to the Naval Order Archives after seven years.

ARTICLE V – NATIONAL CAPITAL COMMANDERY EXECUTIVE COMMITTEE

Section 1. Function. The National Capital Commandery Executive Committee (ExCom) may perform any of the traditional duties of an executive committee not at variance with these By-Laws. The ExCom serves as the board of governance for approval of activities and expenditures of the Commandery.

Section 2. Membership. The membership of the National Capital Commandery ExCom is specified in Article III, Section 2.B.

Section 3. Meetings. The National Capital ExCom shall meet at the call of the Commander, or at minimum bi-monthly, or upon petition of 10 or more of the local membership, or a majority of the ExCom membership. Not less than ten days advance notice of all meetings shall be given to ExCom members at their respective last known electronic mail addresses.

Section 4. Quorum. At least 51% of the ExCom membership must be represented to constitute a quorum for the transaction of business. Approval of e-mail circulated Event Plans, including planned expenditures, requires at least 51% approval of the ExCom.

Section 5. Voting. A simple majority vote shall govern unless otherwise provided in the Constitution. Voting by ballot shall occur when requested; approval by proclamation is authorized, proxy voting is allowed per Article VI, Section 2.E.

Section 6. Alternate procedure. Instead of a formal meeting, the ExCom may elect to act through Electronic Mail. The method of e-mail will be used for approval of events and expenses when there is not sufficient time for an in-person or teleconference ExCom meeting.

Section 7. Ratification. All actions of the National Capital Commandery ExCom whether taken at formal meeting or by telephone/written ballot must be noted in minutes and open for review to all members in good standing for comment.

Section 8. Records. All proceedings of the National Capital Commandery ExCom, including the result of any written ballot, shall be recorded.

Section 9. Chartering. The National Capital Commandery has been formally chartered by the Naval Order of the United States.

Section 10. Membership Processing. Applications for membership will be processed through the VC-M. Any member of the National Capital Commandery in good standing may nominate an eligible individual for membership. Procedures and processing will be at the discretion of the VC-M.

Section 11. Communications. The Vice Commander for Communications shall coordinate communications to the National Capital Commandery on behalf of the Commander. This may include local newsletters, website postings, electronic mail, telephone calls or social media.

Section 12. Removal of an Officer. The National Capital Commandery ExCom may terminate the services of any local officer for cause. If this action is pursued, the affected officer being considered for termination shall be notified of the ExCom's intent and shall be allowed a period of 30 days to respond. At the end of that period, or upon receipt of response by the affected officer, whichever occurs earlier, the ExCom shall be polled and by a vote of not less than 60% of the ExCom, the termination shall be confirmed. Otherwise the action shall be annulled.

ARTICLE VI – NATIONAL CAPITAL COMMANDERY MEETING PROCEDURES.

Section 1.A. Meetings. Pursuant to the Constitution of the Naval Order of the United States, meetings of the National Capital Commandery shall be held at such time and place as local by-laws may direct; provided, however, that the commandery shall hold an annual meeting for the election of its officers, and at least two other functions each year. Elections should be held prior to an Annual Congress and the results reported to the Commander General, with copy to the Recorder General. New officers assume office following the annual meeting.

Section 1.B. Annual Meeting. The National Capital Commandery shall hold an annual meeting for routine business purposes. This meeting will be scheduled by the Commander and ExCom and the VC-C will make notifications to National Capital Commandery companions through appropriate communication mechanisms. It is encouraged that this annual meeting include other activities and/or presentations of interest to the commandery membership.

Section 1.C. Special Meetings. The Commander may call for additional meetings at such time and place as the ExCom may direct. The Commander shall establish and promulgate an agenda/program and include it with the call. The VC-C shall ensure that notices of the meeting and direct communications are made at least ten days in advance of any meeting. Meeting notifications shall be posted and disseminated to the greatest extent possible to all Companions in good standing using appropriate communications methods.

Section 1.D. Membership. All meetings of the National Capital Commandery meetings are open to all members in good standing and members are invited to petition the ExCom in person or in writing on any topic of concern. All companions are encouraged to attend any or all events, including the annual Pearl Harbor, Admiral of the Navy George Dewey/Battle of Manila Bay, and Midway Commemorations, dinners, luncheons, planning meetings, seminars or other presentations.

Section 1.E. Quorum. At least 51% of the National Capital Commandery Council must be represented in order to constitute a quorum for the transaction of business.

Section 1.F. Voting. National Capital Commandery voting shall be by ballot if requested, and there may be proxy voting. A simple majority vote shall govern unless otherwise provided in these By-Laws; approval by proclamation is authorized for both regular meetings and for the ExCom.

ARTICLE VII – NATIONAL CAPITAL COMMANDERY

Section 1. General. A copy of current National Capital Commandery By-Laws shall be filed with the NOUS Recorder General.

Section 2. Local Fees. In addition to the dues and fees prescribed by an Annual Congress in accordance with Article II, Sections 4 and 5, the National Capital Commandery may establish its own fees and procedures for collection of same.

Section 3. Dual Affiliation. Companions may be affiliated with more than one local commandery, in which case they shall designate a primary commandery. Such designation shall be used in computing national dues remittance to the local commandery and the voting strength of the local commandery at the National Congress.

Section 4. Annual Reports. The National Capital Commandery shall prepare a written report of its activities of the past year for presentation at the Annual Congress, as described in Article IV, Section 3.

ARTICLE VIII -- COMMITTEES

Section 1. General. The National Capital Commandery may utilize any or all of the following committees to carryout routine or specific duties as appropriate:

Section 1.A. Commandery Advisory Council. The Commandery Advisory Committee includes all living Past Commanders of the National Capital Commandery and prominent military leaders designated by the Commander. Upon request of the Commander, it shall give advice on policy and other matters. The immediate Past Commander shall be Chairman. This function is fulfilled locally through the ExCom.

Section 1.B. Finance Committee. The Finance Committee shall consist of the Treasurer, who

shall serve as its Chairman, and two companions appointed by the Commander. The Assistant Treasurer shall serve as an ex-officio member of the Finance Committee, but shall not have a vote. Members appointed to serve should have experience in the accounting, tax, or investment fields, have served as Treasurer, or as Treasurer in a local organization. The Committee will assist and advise the Treasurer in financial matters, as needed, and will review financial statements, tax reports, and assist in preparing the budget for the following year. It shall oversee custody and accounting for insignia, regalia, and related materials.

Section 1.C. Audit Committee. The Audit Committee shall consist of two companions appointed by the Commander. Whenever possible, a past Treasurer (but not the immediate past Treasurer) should serve as Chairman. Members should have experience in the financial or accounting fields. The Committee shall conduct an annual audit of the financial records following the close of each fiscal year.

Section 1.D. Membership Committee. The Membership Committee shall consist of the VC-M, who shall serve as its Chairman and a minimum of two current or former officers from the commandery appointed by the Commander. It shall recommend plans for increasing membership.

Section 1.E. Nominating Committee. The Nominating Committee shall consist of the Immediate Past Commander, who shall serve as its Chairman and a minimum of two current or former officers from the commandery appointed by the Commander. It shall nominate the elected officers for the ensuing biennial term. The Committee shall draft and propose the slate at least one month prior to the annual meeting.

Section 1.F. Public Affairs Committee. The Public Affairs Committee shall consist of the VC-C, who shall serve as chairman and a minimum of two companions selected by the VC-C. It shall seek ways to interpret and promote the interests of the Commandery, secure publicity, and interact with the outside organizations. In addition, it shall provide counsel to the Commander for best use of social media.

Section 1.G. Awards Committee. The Awards Committee shall consist of a Chairman and a minimum of two other companions appointed by the Commander. It shall arrange nominations for National Awards, for presentation of awards on behalf of the Naval Order of the United States by the National Capital Commandery and awards presented by the Commandery such as the state History Day awards. The Awards Committee shall propose new awards, and approve the design of all local awards or certificates bearing the Insignia or Seal of the Naval Order.

Section 1.H. By-Laws Committee. The By-Laws Committee shall consist of a chairman and a minimum of two other Companions appointed by the Commander. It shall review the By-Laws of the National Capital Commandery periodically and recommend any needed changes.

Section 1.I. Special Committees. The Commander may appoint such special committees as deemed necessary subject to approval of the ExCom.

ARTICLE IX – RECORDS MANAGEMENT AND RETENTION

Section 1. General. Each officer (or a designated individual) should maintain, and dispose of as required, digital, PDF copies of their reports and other commandery-related documents for submittal to the Naval Order archives, as per the Records Management Guidelines and Record Retention Schedule for The Naval Order of the United States (attached), issued by the Commander General (current version 0 issued July 14, 2018), and in accordance with our commandery records management plan.

Section 2. Archive Records Submission. Records prior to 2019, whether in digital softcopy or hardcopy, shall be assembled and transmitted annually as required by the Records Management Guidelines. The Recording Secretary will prepare and the Commander will transmit the National Capital Commandery records annually to the Archivist General.

ARTICLE X -- AMENDMENTS

Section 1. Method. These By-Laws may be amended at any annual meeting of the National Capital Commandery by an affirmative vote of not less than two-thirds of the full voting members attending such meeting or participating by e-mail voting.

Section 2. Procedure. Proposed amendments, which must first have been reviewed by the By-Laws Committee, shall be submitted to the ExCom officers, and National Capital Commandery Commander at least 30 days in advance of the meeting at which such amendments will be considered for adoption. Changes to the most recent copy of the By-laws will be affected using a ‘track changes’ function and distributed with changes highlighted prior to merging changes into a final document.

Section 3. Minor Changes, Minor changes of language, corrections of manifest errors, or removal of ambiguities, not affecting substance, may be made by the By-Laws Committee upon approval of the Commander, such changes to be reported to and published for the next Annual Meeting.

Approved by ExCom Date: **11 January 2020** –
MRB, RDD, DJH, JDJ, JEPe, JEPe, MJQ, DCR, JAR, JHS, WFS (/11 count);
Previous Commanders’ Advise: PHC, DGF, DGK, VHM, LJO, CJS (/6)

AUTHENTICATED:

Commander, National Capital Commandery
DATE: 11 January 2020