

# **U.S.S. HENRY L. STIMSON SSBN 655 ASSOCIATION BYLAWS**

## **ARTICLE I**

### **I. THE USS HENRY L. STIMSON ASSOCIATION**

- a. The U.S.S. Henry L. Stimson SSBN 655 Association herein after referred to as the Association.

### **II. PURPOSE**

- b. The purpose of the Association is to promote the memory of the USS Henry L. Stimson (SSBN 655) and to foster good fellowship and camaraderie among the shipmates who served aboard this ship.

### **III. MEMBERSHIP ELIGIBILITY**

- c. All shipmates of the USS Henry L. Stimson (SSBN 655) and their families are eligible for membership. An Officer of the Association may appoint others with interest in the Association as Honorary Members.

### **IV. DISASSOCIATION**

- d. The Association will be dissolved on May 5, 2043, or at such time as there are no longer 5 paid up members of the Association. Any remaining funds held by the Association will be donated to the United States Submarine Veterans Inc., College Scholarship Fund. Any remaining artifacts, pictures or documents shall be donated to an accepting museum for perpetuation.

### **IV. GOVERNMENT**

- a. The Board of Directors includes the Officers of the Association and eligible past Presidents. Officers include a President, Vice President, Secretary and Treasurer. The immediate Past President will serve as a Board Member with full voting rights for two terms.
- b. The Board of Directors will appoint an Association Chaplain, an Association Web Master and standing committees as may be appropriate.
- c. The Reunion Advisory Committee and Memorabilia Committee will constitute permanent standing committees.

- d. The Reunion Advisory Committee will be comprised of not less than five or more than ten Advisors. To the extent practical, members of the Reunion Advisory Committee will be distributed throughout the age groups of the Association and the various regions of the country. The Reunion Advisory Committee will be appointed by the Board of Directors and will serve without restriction to a term limit. All officers and board members should have access to the Internet with an E-Mail account.
- e. The Memorabilia Committee will be comprised of not less than two members. This Committee will assist the Reunion Advisory Committee in the acquisition and sale of memorabilia at reunions and on a continuing basis as practical. The Memorabilia Committee will also prepare recommendations regarding fund raising auctions, etc.

## **V. MEETINGS and REUNIONS**

- a. Registration for a reunion automatically makes a Stimson shipmate an Association member.
- b. The Association shall consider reunion(s) at location(s) chosen by individuals eligible for membership and present at a Reunion Business Meeting. Selection of a reunion location and time of the event shall be determined by a majority vote of the Reunion Advisory Committee. The Reunion Advisory Committee will also select the Reunion Chairman and present its recommendation to the Board of Directors for approval.
- c. Individual members are also encouraged to propose a site for a forthcoming reunion to the Advisory Committee. Reunion site proposals should include data on hotel accommodations and activities available at the proposed site.
- d. The Reunion Chairman is responsible for:
  - 1. Appointment of members to the Reunion Committee to assist with the many important tasks;
  - 2. Planning and executing all actions required to schedule and conduct the next Association Reunion;
  - 3. Arrangement of hotel accommodations, banquets and common meals, entertainment and activities;
  - 4. Early dissemination of a reunion itinerary and other relevant information to encourage attendance by members of the Association;
  - 5. Providing reunion attendees with printed nametags, printed programs and promotional material describing the location of the reunion and its environs.
- e. The Reunion Chairman is encouraged to consider the use of meeting planner services often offered or recommended by the area Chamber of Commerce, and to request suggestions from other ship's reunion chairman who previously held a reunion at the same location. Every effort should be made to select reunion locations at various locations in order to promote attendance.

- f. The Treasurer will provide the Reunion Chairman with initial seed money as budgeted to cover miscellaneous reunion expenses such as welcome gifts, vendor deposits and hospitality supplies. The Chairman must return to the Treasurer all expense receipts and vouchers covering all expenditures made for the reunion. The Association will cover any reunion deficit.
- g. Cancellation of reunion registration and the refund of monies paid will be based on the timing of the cancellation. Registration cancelled prior to the reunion registration cutoff date will result in refund of monies paid minus the registration/office fee. For cancellation after the registration cutoff date, there will be no refund of monies paid.
- h. All the above Reunion provisions will be applicable to any and all reunions after September, 2005.

## **VI. DUES**

- a. Dues are not mandatory. A \$10.0 dues request shall be made at each reunion (approximately every two years) to assist in covering Association expenses defined below. Surviving spouses/families are exempt from this provision. At any time, a member may make a one-time payment of \$100.00 for Lifetime Membership. Special recognition and a separate roster of all Lifetime Members shall be established and maintained by the Secretary and posted on the Web Site by the Webmaster. At the conclusion of each reunion, after all current reunion expenses have been met, the Association may retain up to \$5000.00 in the General Operating Fund. This amount may be supplemented by dues income during the following reunion cycle. The Treasurer shall provide the Board of Directors with a financial statement within ninety days following a reunion as specified in Article II below, and the board shall determine the disposition of funds, if any, in excess of \$5000.00.
- b. Upon adoption of these By-Laws, the elected Treasurer shall establish, at a minimum, three separate Funds for the Association. One fund shall be established as the General Operating Fund, to be used for the ordinary and usual expenses of the Association. The second fund shall be the Charity fund and is the repository for all Life Membership payments. The other fund shall be designated as the Reunion Fund and shall be used for all revenue and expenses related to the conduct of Official All Crew Reunions. Any fund balance remaining at the conclusion of the September 2005 Reunion shall be distributed as follows:
  - 1. Up to \$5000.00 shall be transferred to the General Operating Fund of the Association.
  - 2. The remaining funds shall be designated as the Reunion Fund with separate accounting for reunion revenue and expenses.
  - 3. For reunions after September 2005, any revenue in excess of \$2000.00 in the Reunion Fund shall be used to reduce the cost of the next scheduled reunion, with the remaining \$2000.00 to be retained as start-up funds for the next reunion.

**c. Dues expenditures to be budgeted as follows;**

**1. Life Membership**

- a. Life Membership dues collected shall be set aside as \$75.00 to the General Operating Fund and \$25.00 to the Charity Fund.
- b. Donations to worthy entities shall be approved by Board of Directors and reported at subsequent general meetings.
- c. Members may propose donations at general meetings for approval by those in attendance.

**2. Reunion Expenses**

- a. Memento and miscellaneous gifts, hospitality room, beverages and supplies, welcome aboard party etc.
- b. Reunion advertising and registration expenses.
- c. Stipends and/or expenses for outside speakers, entertainers, program participants.
- d. Funds may also be used to help reduce the cost of the reunion.
- e. Required Liability Insurance purchased for the reunion.
- f. Reunion decorations are the responsibility of the local reunion committee. Expenses should be kept to a minimum and should not exceed \$250 per reunion. Sharing of previous reunion decorations is encouraged to keep the expense as low as possible.

**3. General operating expenses**

- a. Maintain a Henry L. Stimson web site.
- b. Preparation and mailing Association related correspondence, including newsletters.
- c. Seed money for Memorabilia Committee procurements and other incidentals.

**4. Distribution of Reunion Funds**

- a. The Treasurer shall provide the Reunion Chairman with funds as defined in Section V above.
- b. The Reunion Chairman may authorize Reunion Committee members to expend personal funds for Reunions purchases. The personal funds will be reimbursed upon submission of a detailed statement to the Reunion Chairman.
- c. Unbudgeted expenses will be determined by a majority vote of the Board of Directors.

**ARTICLE II**

**I. MEMBERS RESPONSIBILITIES**

- a. All members are encouraged to assist in locating shipmates and provide addresses and other information to the Secretary. Members should inform the Secretary promptly of accidents, illnesses, and deaths of shipmates and their spouses, as well as their own changes of addresses and those of other members. While acting in the name of, or as an agent for, the Association, no Member of the Association, whether or not an elected or appointed officer, shall engage in any activity for profit or other personal benefit in the conduct of any business or personal transactions or dealings, without the express approval of the Board.
- b. Shipmates who have specifically indicated a desire not to be contacted by the Association will be removed from the Association roster and database. Attending meetings and reunions, making a dues contribution or just communicating an interest via email or US Postal mail will maintain an active membership.

## II. DUTIES OF THE OFFICERS

- a. **The President** shall establish the procedure of the Board and shall preside at all meetings, call special meetings of the Board, appoint the Chairman of all standing committees, appoint special committees and convene the Board as required. Meetings may be conducted by email or telephone. The President shall prepare and disseminate an official Meeting Agenda no less than 10 days prior to any scheduled meeting. The President shall appoint a member to the Board to fill the duties of any vacated office.
- b. **The Vice-President** shall assist the President and preside at meetings in the President's absence.
- c. **The Secretary** shall issue all notices proper to his office; keep records of Association meetings; maintain the crew member database, attend to correspondence and issue a periodic newsletter. At all meetings and reunions, he shall have sufficient copies of the Association BYLAWS available for distribution as needed. He shall submit statistical analysis of the Association membership characteristic makeup to the Board. All records will be available for open inspection by any member of the Association upon a written request. The Secretary shall maintain a roster of Members in Good Standing and Lifetime Members and shall disseminate same in accordance with directives from the Board of Directors.
- d. **The Treasurer** shall collect and receive all revenues of the Association and deposit such funds in a separate banking account, not to be commingled with any other funds or accounts. Proper vouchers for all disbursements shall be kept with regular books of account, which must be open for inspection by the Audit Committee. Financial records of the Association shall be maintained in a format approved by the Board and must be made available to the Officers of the Association and Audit Committee to insure system compatibility and to facilitate data transfer and information analysis.
  1. **The Treasurer** will place the signature of each Officer on record with all banking institutions doing business with the Association as an authorized

check signer. The Treasurer, upon receipt of expense vouchers for mailings, newsletters and telephone will reimburse such expenses. All un-budgeted expenses must be submitted to the Board for approval.

2. **The Treasurer** will provide detailed financial report to the Board at the Reunion Business meeting. This report will include an itemized year-to-date statement of receipts and expenditures and cash balance.
  3. **The Treasurer** shall maintain a listing of all Members in Good Standing and Lifetime Members. These listing shall be transmitted to the Secretary, as dues payments are received, and be presented to the membership via the Reunion Business Meeting.
  4. **The Treasurer** will prepare a final financial report after the reunion for the Board of Directors and made available upon request to all reunion attendees and dues paying members within 90 days following the close of the reunion.
  5. **The Treasurer** may deposit Association funds in interest bearing accounts to the extent that funds remain available as needed and do not incur penalties in excess of interest earned, upon withdrawal from the interest bearing account. Prior to any deposit, the Treasurer shall determine any tax liability and shall work with the financial institution to reduce or eliminate any local, state, or federal tax liability associated with account earnings.
- e. **The Association Web Master** shall be responsible for the maintenance of the Associations web site.
  - f. **The Web Site Committee** will be established, as required, to assist the Association Web Master in the organization and maintenance of the Association Web Site.
  - g. **The Association Chaplain** will serve as a spiritual resource for the Association members, assist the President in the opening and closing of Association meetings, serve as a liaison between the Association and the families of deceased shipmates and be responsible for ceremonies honoring deceased shipmates.
  - h. **The Ship's Historian** shall be appointed by the President and be responsible for gathering, maintaining, and disseminating information related to the life and times of USS Henry L. Stimson (SSBN 655). He shall also be responsible for maintaining an inventory of artifacts, pictures, film/video clips and other memorabilia and maintaining a record of their location/storage and arrange for their display at All Crew Reunions and other such gatherings as determined by the Board of Directors. A History Report shall be made available at all business meetings of the Association. The Ship's Historian shall be notified of the receipt of donated memorabilia and make arrangements for it to be incorporated with the other items in the collection.

- i. **The Reunion Chairmen** will manage reunion expenses as stated in section V Meetings and Reunions.
- j. **The Reunion Advisory Committee** shall make suggestions to the Secretary on any matter it deems important and will act on all matters brought before it by the membership.

## **ARTICLE III**

### **I. ELECTION OF OFFICERS**

- a. Officers will be elected by a majority vote of those eligible for membership present at the Reunion business meeting. For the September 2005 Reunion, nominations shall be made from the floor. For reunions subsequent to the September 2005 Reunion, the following nomination process shall apply:
  - 1. At least 90 days before the next Reunion Business Meeting, the President will appoint a Nominating Committee of 3 members to select a slate of Officers for the next election.
  - 2. The President will inform the Secretary of the appointments to the Nominating Committee. When a slate of Officers has been determined, the Nominating Committee will inform the Board.
  - 3. The Secretary will then inform the Membership of the new slate at least 45 days before the scheduled reunion.
  - 4. Other nominations for an Officer position must be submitted to the Board (Secretary) in writing (letter, email) at least 30 days prior to the Reunion. The nominee must have been contacted and agree to be nominated to a position and be an Association Member in good standing. A member may volunteer to be a nominee for an Officer position by submitting their name to the Board (Secretary) in writing (letter, email) at least 30 days prior to the Reunion. Nominations will be included on the slate presented at the next election.”
- b. Officers may normally serve no more than two consecutive terms in the same office unless election to subsequent terms is in the best interest of the Association. Officers elected to more than two consecutive terms shall consent to re-election.
- c. A term of office is from one reunion until the following reunion or until election can be held. Where there may be an extended time (greater than 5 years) between reunions, a slate of Officer Nominations and election may take place via mail, E-Mail, Web Site, or other electronic media, as determined by the Board of Directors.
- d. All elected and appointed officers, directors, committee chairpersons and members, Board Members, and others representing the association serve as volunteers and shall neither be paid Association funds for serving or be reimbursed for personal expenses related to association or reunion activities.

## **ARTICLE IV**

### **I. CHANGES IN BYLAWS**

- a. These By-Laws may be amended by a majority vote of the members present at a Reunion Business Meeting. Such changes must be submitted in writing to the Secretary at least three months prior to the Business Meeting. If approved by the Board of Directors, the Secretary will present the amendments to the membership.

### **II. CONDUCT OF BUSINESS MEETINGS**

Procedure and discussions at the Business Meetings shall be in accordance with these By Laws and Roberts Rules of Order.

Approved	10 September, 2005
Amended	13 October, 2007
Amended	24 October, 2009
Amended	15 October, 2011
Amended	12 October, 2013
Amended	15 October, 2016