

# USS BUCHANAN DDG-14 ASSOCIATION

## Bylaws and Constitution

### **Article I            Name**

The name of the Association is the **USS BUCHANAN DDG-14 ASSOCIATION.**

### **Article II            Status**

The Association is a nonprofit, volunteer membership, social organization.

### **Article III           Purpose**

The purpose of the Association is to maintain and promote a strong cohesive organization comprised of shipmates who have served on board USS BUCHANAN DDG-14. The goal is to foster the spirit of goodwill among its members and afford opportunities for communication, enjoyment, companionship, recreation and involvement, to perpetuate the comradeship developed among men who have served in the United States Navy and to preserve the ships' prominent place in history.

### **Article IV           Membership**

Annual dues for Regular Members shall be set at \$14.00 per annum and at \$7.00 per annum for associate members. Lifetime Regular Membership shall be set at a one time \$140.00 fee while Lifetime Associate Membership shall be set at a one time \$70.00 fee. All fees will remain in effect unless otherwise directed by the membership. Regular Membership will consist of former crew-members only, while Associate Membership is open to anybody who did not serve aboard the USS Buchanan. The casting of votes at association meetings shall be restricted to Regular Members. Regular members and Associate members in good standing may attend association meetings. Current payment of dues shall determine a member to be in good standing.

### **Article V            Newsletter**

An Association newsletter, the THE SCUTTLEBUTT, is published once each quarter and at such additional times as the Executive Committee may deem appropriate. Distribution shall be made to all Regular Members, widows of deceased members, and such others, as the Executive Committee may deem appropriate. Distribution will be suspended to Regular Members if the annual dues have not been paid by the annual meeting.

## **Article VI                      Reunion and Business Meeting**

A Reunion and Business Meeting of the Association Membership shall be held every two years, with the possibility of yearly reunions as are deemed appropriate by the Executive Committee. The location of any future Reunions and Business Meetings shall be determined in advance by majority vote of Regular Dues Paying Members in attendance at the Business Meeting. The final decision of the reunion location and dates will be made by the Executive Committee.

A business meeting of the Association Regular Dues Paying Members shall be held in conjunction with the reunion. The purpose of this meeting is to act on such matters as may be presented and to elect officers for the following two years. The conduct of the business meeting shall be in accordance with Robert's Rules of Order. Except as specified elsewhere in these articles, the majority vote of those Regular Dues Paying Members in attendance shall determine passage of the matter under consideration. The order of business in the business meeting shall be as follows:

1. Welcome and acknowledgement of members
2. Reading of minutes
3. President's Report
4. Treasurer's Report
5. Reading of Correspondence
6. Old Business
7. New Business
8. Election of Officers
9. Installation of Officers
10. Adjournment

## **Article VII                      Elected Officers and Executive Committee**

The elected officers of the Association are President, Vice President, Treasurer, and Secretary. The officers are all volunteers and receive no pay. The term of office for elected officers, with the exception of the Treasurer, shall be until the next business meeting. The Treasurer will be installed at the business meeting but his period of accountability starts 1 July following the reunion and ends 30 June of the year after the next business meeting. There are no limitations as to the number of years that any individual may hold office.

The Executive Committee of the Association shall be comprised of the elected officers. The Executive Committee shall act for the general membership between the annual meetings. In the conduct of business, virtual meetings consisting of mail, telephone, Email or combinations thereof will suffice in place of physical attendance at one location. Should one individual hold multiple offices, his influence in Executive Committee deliberations shall be as a single individual.

The Association Web Page can be used to poll the membership opinion on topics that the Executive Committee may be considering.

## Article VIII          Duties of Officers

The president shall:

- (a) Act as Chief Administrative Officer of the Association.
- (b) Chair the annual business meeting.
- (c) Chair Executive Committee meetings.
- (d) Appoint, with the concurrence of the Executive Committee: the Reunion Chairman, replacements for elected officers if required, non-elected officers, and such committees/chairs as appropriate.

The Vice President:

- (a) In the absence of the President, chair the annual business meeting.
- (b) Encourage participation of USS Buchanan DDG-14 personnel and ensure publication of information/articles of special interest to USS Buchanan DDG-14 personnel.
- (c) In the event that the President is unable to permanently continue his duties, automatically assume the office of President.

The Treasurer shall:

- (a) Maintain records of all financial transactions and full accountability of the Association's funds
- (b) Receive dues and send membership cards in acknowledgment of dues received.
- (c) Pay/reimburse those legitimate costs to the Association upon receipt of billings.
- (d) Maintain and distribute, as appropriate, listings of members who have paid dues.
- (e) On 30 June, report those members who have failed to pay their annual dues.
- (f) Submit a copy of the Association's bank statement and status of funds to the President each month.
- (g) Prepare Financial Report to be presented at the Business Meeting showing actual money on hand and anticipated reunion costs.  
Submit for President's approval prior to presentation.
- (h) Bring/send financial records to reunion for open inspection by membership at the business meeting.
- (k) Maintain accountability of Association funds through 30 June following the reunion and transfer fund accountability to the new Treasurer on that date.
- (l) Prepare Annual Financial Report as of 30 June and submit it for President's approval and publication in July Issue of THE SCUTTLEBUTT.

The Secretary shall:

- (a) Keep a record of all proceedings of all meetings.
- (b) Keep records of all business conducted between regular business meetings, (Mail, Email, Webpage Polling) for open inspection by membership at the annual business meeting.
- (c) Coordinate with the President to insure an accurate record of Executive Committee and virtual meeting procedures.
- (d) Initiate and answer correspondence as directed.
- (e) Maintain meeting attendance records.

The Editor of THE SCUTTLEBUTT shall:

- (a) Collect and edit material, print and distribute the Association newsletter on a schedule of one issue each quarter and such additional times, as the Executive Committee shall deem appropriate.
- (b) Maintain listing of publications and Internet web sites that disseminate ship associations/reunion schedule information and ensure the Association's listed data is current.
- (c) Be listed in various publications and Internet web sites and act as initial point of contact for potential members.
- (c) Send a letter of welcome and copy of THE SCUTTLEBUTT to potential members,

#### **Article IX                    Removal of an Elected Officer**

If an Elected Officer fails to properly fulfill the requirements and obligations of his office or if he be charged with dishonest conduct, that situation shall be brought before the Executive Committee for investigation. The Executive Committee, through the President, shall notify the accused officer and afford him the opportunity to offer testimony/evidence to disprove the allegations. Should the testimony/evidence or subsequent performance not support continuance in office, the President, with concurrence of the remaining members of the Executive Committee, shall remove that officer from office. The President, with the concurrence of the Executive Committee, shall appoint a replacement to serve the remaining portion of his term. If the President is the object of the allegations, the Vice President shall chair the Executive Committee procedures.

#### **Article X                    Reunion Chairman**

The President shall appoint the Reunion Chairman with the concurrence of the Executive Committee. The Reunion Chairman shall be appointed shortly after the location of the reunion is selected by the membership. The period of his responsibility shall run from his appointment until all accounts are settled after the reunion. He shall, with the concurrence of the President, evaluate and select the hotel facilities, arrange for the banquet and ceremonies, setup and stock the hospitality suite, prepare the display of Association artifacts, and arrange optional tours and activities.

#### **Article XI                    Effective Date**

These Articles shall be presented for adoption at the annual meeting 27 February 2010. If approved by two-thirds or more of the Regular Dues Paying Members in attendance, that will become the effective date. That fact and the vote count will be recorded in the minutes of the meeting.

#### **Article XII                    Changes and Amendments**

Once approved in accordance with Article XI, these Articles of **Bylaws and Constitution** may be changed or amended at any subsequent annual meeting, if such change or amendment is approved by two-thirds or more of the Regular Members in attendance. All proposed changes or amendments and reasons therefore shall be submitted to the Executive Committee in January and will be published in the THE SCUTTLEBUTT issue immediately before the reunion.