

**NAVY SEABEE VETERANS OF AMERICA
AUXILIARY
BY-LAWS**



**(APPROVED BY NSVA IN AUGUST 2013)
(No changes authorized until approved by NSVA)**

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NAVY SEABEE VETERANS OF AMERICA AUXILIARY

BY-LAWS

PREAMBLE

In reverent recognition of Divine Guidance, we pledge to maintain allegiance to our Country, and to the ideals of the Navy Seabee Veterans of America, Inc.

ARTICLE I. NAME

The name of this organization shall be "Navy Seabee Veterans of America Auxiliary (hereinafter referred to as Navy SVAA).

ARTICLE II. USE OF NAME AND EMBLEM

The name "Navy Seabee Veterans of America Auxiliary" official emblem as designated by the National Convention, or any colorable imitation thereof, shall be used only in direct function of this organization. Any other use shall be by permission of the National Executive committee and then only in the best interest of the Organization. The official uniform of the Navy SVAA shall be Navy blue or black pants or skirt, white blouse with an American flag on the left sleeve, centered with the blue star field facing forward, top of the flag shall be three (3) inches below the shoulder seam. A three (3) inch Navy SVAA patch on the right sleeve, centered with the top of the emblem three and one half (3 1/2) inches below the shoulder seam.

ARTICLE III.

OBJECTS AND POLICIES

Section 1. To preserve and encourage constant interest in National Defense and the maintenance of a strong Navy and Naval Reserve and to promote the objectives of the Navy SVA, Inc.

Section 2. To foster and maintain patriotic, historical and educational interest in Seabee activity. To assist Seabees in distress, their widows and orphans, to perform charitable work within the limitation of available funds.

Section 3. To operate as an Auxiliary to the Navy SVA, Inc., not for profit, so that no part of the income or assets of this organization shall revert to the personal benefit of any of its officers or members, nor to be distributable thereto, even though this organization shall be dissolved. (See Article 15, Section 1, on dissolution.)

ARTICLE IV. MEMBERSHIP

Section 1. The Navy Seabee Veterans of America, Inc., recognizes an Auxiliary known as the “Navy Seabee Veterans of America Auxiliary.”

A. The Auxiliary shall be governed by such rules and regulations as may be prescribed by the National Seabee Veterans of America, and thereafter promulgated by each Department or Island of the Navy SVAA and these By-laws.

Section 2. Eligibility of membership in the Auxiliary shall be limited to:

A. Mothers, fathers, spouses, widows, widowers, sisters, brother and daughters, sons, stepchildren, granddaughters and grandsons (over the age of 18) of any Seabee who served under honorable conditions in time of war, hot or cold, in any branch of the Armed Forces of the United States of America, who served with or were attached to, or is now serving with a Unit under the command of the Civil Engineering Corp of the United States Navy the Bureau of Yards and Docks, or the current Naval Facilities Command.

B. Widowers and husbands of female members of the Navy SVA as defined in this section shall be entitled to membership in the Navy SVAA as long as their membership in the Auxiliary is continuous by payment of dues and as a member in good standing.

Section 3. Types of membership

A. Active – An active member is a National member who pays Navy SVAA dues, participates in its activities, accepts committee work and maintains regular attendance.

B. Associate Members – Local Island Auxiliaries may issue Local Membership cards to a class of Associate Members. Associate Members within the Local Auxiliary hold no office, have no vote or right to propose motions, but may, if granted, speak and vote on any subject of social or civic activity. Associate members do not pay dues to Navy SVAA.

C. Honorary Membership – an Honorary Membership for Meritorious Service or an Act may be awarded by the National Navy SVAA President, approved by the National Executive Committee, with the same privileges as an Associate Member. Honorary members do not pay dues to Navy SVAA.

ARTICLE V. ORGANIZATION

ISLAND X

Section 1. Island Auxiliaries. Auxiliary Units shall be designated Navy SVAA Island X-(Serial Number) within their respective area. Island X-Auxiliaries serial number and/or names shall be approved by National Headquarters.

A. A minimum of five (5) members shall be required to organize a Navy SVAA Island, and to maintain its status as an active Auxiliary. An Island Auxiliary may adopt By-laws in accordance with the National Navy SVAA By-laws or operate under the policies of the National NSVA.

B. The Officers of an Island Auxiliary shall be, at least, a President, a Vice-President, a Secretary, a Treasurer and a Chaplain. For expediency, if necessary, the Offices, except President, may be combined. Example: Vice-President/Chaplain, Secretary/Treasurer.

C. Any member in good standing who moves to a new area and desires to affiliate with an Auxiliary in the area where she takes residency, shall inform the present Island Secretary. The present Island Secretary shall notify in writing the Island Secretary to which the member wishes to transfer. The accepting Island Secretary shall, in writing, notify the National Secretary of the transfer and updated membership in the Navy SVAA.

DEPARTMENTS

Section 2. Department Locations – There shall be no more than one Navy SVAA Department in each state, one in the District of Columbia, and one each in such Zones and/or Territories outside the continental limits of the United States as may be determined by National Headquarters.

Section 3. Department Purpose – Navy SVAA Departments shall be formed to assist in organizing Island Auxiliaries, and to coordinate their activities and expansion.

Section 4. Department Composition – A minimum of two (2) Navy SVAA Islands shall be required to organize a Department in any State or Area, and to maintain its status as an active Navy SVAA Department. A Navy SVAA Department can only be formed if there is already an existing Navy SVA Department.

A. Each Department and Island Auxiliary shall conform to the pattern of the National Navy SVAA and shall operate under a charter issued by the National Navy SVAA and signed by the National President and National Secretary with the approval of issuance by National Headquarters Officers.

B. Upon written application of the Presidents of the two or more Island Auxiliaries of the State or Area, the National President shall direct that notices be sent to all Island Auxiliaries within the State or Area of a proposed organization meeting inviting such Auxiliary to be represented. The organizational meeting shall present and vote on organizing a Department, with each Island present having one (1) vote, elect officers (see Article V, Section 1-B), draft and/or adopt By-laws which must conform in policy with National Navy SVAA. The Department Secretary shall notify the Navy SVAA National President and forward a copy of the proposed Department By-laws with the Charter fee (as outlined in Article VII, section 2) to be checked by the National Parliamentarian, and approved by National Headquarters Officers. When these requirements have been met, a Department Charter will be issued by National Headquarters.

C. Where there is no Department, a Navy SVAA Charter shall be issued by the national President and National Secretary, upon receipt of application made by those who desire to form an Island Auxiliary, and meeting the qualifications and requirements as outlined in these By-laws, and upon forwarding dues (see Article VI, Section 2) and charter fee to National Headquarters.

D. The application for a Navy SVAA Island Charter where there is a Department shall be approved by Department Headquarters Officers, upon said Island Auxiliaries meeting the qualifications and requirements, as outlined in these By-laws, and forwarding dues and Charter fee to National Headquarters. Island Auxiliary Charters within a Department shall be countersigned by the Department President and Secretary.

E. Where there is no Navy SVAA Department in the State, Territory or Area in which an Island Auxiliary is located, at the request of the members of the Auxiliary, National Headquarters may designate the Department to which they will be assigned, until there shall be a Department in that State, Territory or Area. Auxiliaries assigned to a Department shall not be required to pay dues and shall hold no office. Navy SVAA Islands assigned to a Department shall be for the purposes of said Department assisting them in their activities and in meeting the objectives of this organization.

Section 5. National Auxiliary-at-Large. Members residing in a State, Territory or Area where there is no active Navy SVAA Island, may be assigned membership in the Navy SVAA National Island-at-Large, until such time as an active Island Auxiliary is organized in their State, Territory or Area, and an application for transfer is made to the National Navy SVAA Vice President who is the President of the National Island-at-Large.

Money derived from our annual money making project shall be divided sixty (60) to forty (40) percent. Sixty percent to be given to the organization voted on at

the general meeting to be held at national convention, forty (40) percent to be put back into the general fund.

ARTICLE VI. FINANCES

Section 1. Revenue for the operation of the National Navy SVAA shall be derived from annual dues paid by members of the Island Auxiliaries, charter fees and from such other sources as the National Executive Committee may approve.

Section 2.

A. The dues shall be two dollars and fifty cents (\$2.50) per person and Members-at-Large five dollars (\$5.00) per member.

B. The secretary of each Island shall prepare one (1) copy of a list of members and designate those who are officers and send this with remittance payment of dues to the National Secretary. The National Secretary will send to each Island the appropriate membership cards to distribute to their members. The National Secretary shall send a list of those members new or paid to the National President, National Vice President and National Treasurer. All funds shall be forwarded to the National Treasurer by the National Secretary.

Section 3. Annual local Navy SVAA dues and National Navy SVAA dues are due and payable on July 1 of each year.

A. The fiscal year shall be July 1 to June 30.

B. Any Island or Department Auxiliary member whose dues are not paid by June 30 shall be declared delinquent. If member's dues are not paid by December 31, those members will be dropped from the rolls.

C. Any Member-at-Large whose dues are not paid by June 30 shall be declared delinquent. If member's dues are not paid by December 31, those members will be dropped from the rolls.

Section 4. The financial records of the National Navy SVAA shall close at the end of the fiscal year, June 30, and all monies and bills received after that date shall be held for the incoming administration.

Section 5. The National Treasurer being the only National Officer to handle said monies will be bonded in the amount doubled the average amount of money handled in a single fiscal year. The bond premium shall be paid from the treasury of the National Navy SVAA. Bonds so provided shall be approved by the National Navy SVAA.

Section 6. All funds or accounts, general or special, shall have two (2) signatures for withdrawals or disbursement of funds, Navy SVAA President and Navy SVAA Treasurer. Any expense over \$200 shall be approved by Navy SVAA President.

Section 7. National Headquarters, shall if it deems advisable, direct and detail special auditors to investigate the membership roster, financial statements and affairs of any Navy SVAA Department, Island or Committee.

ARTICLE VII – CHARTERS

Section 1. A Charter shall be issued to each Navy SVAA Island and Department admitted to membership in the National Navy SVAA. All charters must be signed by the National President and National Secretary.

A. Charters may be ordered to replace those lost at a cost of five dollars (\$5.00).

Section 2. The charter fee for a Navy SVAA Island or Department shall be ten dollars (\$10.00). No charter will be issued until dues is paid.

Section 3. A Navy SVAA Island inactive for one (1) years, but no more than two (2) years may become reactivated and listed as Auxiliaries in good standing with the National Navy SVAA by payment of the dues for the current fiscal year, plus five dollars (\$5.00) for reactivation.

ARTICLE VIII – DISCIPLINE

Section 1. Each Island of the Navy SVAA shall be the judge of its own membership subject to the restrictions of the National By-laws.

Section 2. When the actions of a member is believed to be placing the name or reputation of the Navy SVAA in jeopardy, they may be disciplined, suspended or expelled, upon proper showing of cause. Charges must be based on one or more of the following grounds: disloyalty, neglect of duty, or conduct unbecoming a Navy SVAA member. All charges must be under oath, in writing, by the accuser. No member shall lose her membership until given a fair trial by the Island, Department or National Headquarters.

A. Any member who has been suspended by a SVAA Island has the right to appeal to the Department and national Executive Committee to conduct a hearing. If efforts of the Department Executive Committee have failed to satisfy accused, she can appeal to the National Executive Committee to conduct a hearing. A decision by two-thirds (2/3) vote of the National Executive Committee shall be final.

Section 3. Revocation of Charters – Departments may recommend to the National Executive Committee that the Charter of a Navy SVAA Island be revoked.

A. The National Executive Committee, after a hearing held, upon reasonable notice having been given to the Island Auxiliary, may suspend its charter by a two-thirds (2/3) affirmative vote, until the next annual convention, at which time the national convention shall either cancel or reinstate.

B. Upon revocation of a charter of an Island Auxiliary, said Auxiliary shall immediately cease operation, and turn over to the National Navy SVAA or Department Headquarters, having jurisdiction over its charter, all property, real and personal, or their authorized representative, empowered and directed, to take possession of all the records, property and assets of said Auxiliary, provided however, that nothing therein shall be construed as requiring National or any Department Headquarters to assume any financial obligation as to such property.

C. No Navy SVAA Island X-charter number shall again be reissued, but shall be carried on the records of National and Department Headquarters as revoked, unless an Auxiliary in the State, City or Area is reorganized and the Island X-charter number is reinstated.

D. Any individual Navy SVAA member, or groups of members, may request information, through the National Secretary as to the status of their individual standing, or their Island Auxiliary as recorded in National Headquarters.

ARTICLE IX. ANNUAL NATIONAL CONVENTION

Section 1. Purpose – The member Island Auxiliaries of the Navy Seabee Veterans of America shall hold an annual national Convention to hear reports of progress and achievements by the National Navy SVAA Officers; to receive recommendations on, and to initiate policies and procedures for the functioning of the organization; to conduct business, to identify and support worthy causes pertaining to the betterment of military organizations, and to elect National Officers.

Section 2. Time and Place – The Navy SVAA National Convention shall be held at the same time and place as the National Convention of the Navy Seabee Veterans of America, Inc., unless otherwise directed.

Section 3. Officers – The Navy SVAA National Officers shall officiate at all conventions.

Section 4. Voting at Convention – All Navy SVAA members in good standing shall be able to vote at National Convention. If a member is unable to attend, he or she may vote by absentee ballot. This ballot must be in the hands of the Treasurer 30 days preceding the annual meeting, so as to verify the member is in good standing as of June 30th of the last fiscal year.

Section 5. Convention Minutes – A copy of the Navy SVAA National Convention minutes shall be mailed to all members of the National Executive Committee within ninety days (90) from the last day of Convention, and two (2) copies to each Department and Island Auxiliary Secretary, to be retained in the files of the President and Secretary.

ARTICLE X. NATIONAL OFFICERS

ELECTION AND DUTIES

Section 1. Elected Officers – The National Convention shall elect a National President, National Vice-President, National Treasurer, and National Secretary.

Section 2. Appointed Officers – The National President shall appoint a National Chaplain, National Parliamentarian, and National Historian/Webmaster with the approval of the National Executive Committee at their next meeting following Convention, and National Officers so appointed shall hold office at the pleasure of the appointing power.

Section 3. Election of Officers

- A. Any active member in any Navy SVAA Island or Department, in good standing, shall be eligible for election to National Office.
- B. Election of Officers shall be held every two years. All National Officers shall hold office for two years until their successor takes office, or until removed by resignation, death or action by the National Executive Committee.

DUTIES OF OFFICERS

Section 1. National President – The National President shall be the Chief Executive Officer of the Navy SVAA. She shall have full power to enforce the provisions of the By-laws, Standing Rules and the will of the annual National Convention. She shall be Chairman of the Convention, and preside at all meetings of the National Executive Committee. She shall appoint all Committees, and be ex-officio, a member of all committees, except nominating. She shall initiate new policies and procedures, only with the approval of the National Convention and/or Executive Committee.

A. The National President prior to the opening of the National Convention shall appointee, with a minimum of three (3) members a Rules, Auditing, Resolutions and Nominating Committee. With the approval of the national Convention and/or Executive Committee, she shall appoint any further Committees for any special purpose.

Section 2. National Vice-President – The National Vice-President shall assist the President in all matters referred to her, and in the absence or disability of the President, she shall preside over meetings and perform the duties of the President. In the event of death or resignation of the President, she shall automatically succeed to the office. She shall be the President of the National Island Auxiliary-at-Large and shall perform all other duties delegated to her by the national Convention and/or Executive Committee.

Section 3. National Secretary – The National Secretary shall keep a minute book showing a true and accurate record of all meetings of the annual National Convention and National Executive Committee, and see that copies of minutes are sent out as noted in Article IX, Section 5 of these By-laws, give notice of all meetings, keep a register of all SVAA members and Island Auxiliaries, be custodian of the corporate seal, and keep all materials and records, except such as are assigned to others. She shall notify all members of Amendment to By-laws and Standing Rules, and enter such Amendments on the records. She shall perform all other duties assigned to her by the National Convention and/or Executive Committee.

Section 4. National Treasurer – The National Treasurer shall be custodian of all the funds of the National Navy SVAA which shall be handled through a checking account known as “National Seabee Veterans of America Auxiliary”. She shall sign all checks disbursing the funds of the National Organization, as approved and directed by the National Convention and/or Executive Committee, and between Conventions and meetings of the Executive Committee as approved and directed by the National President. All books and records of the National Treasurer shall be open to the inspection of the National President and Executive Committee, and shall be submitted for audit at the end of the fiscal year and/or on demand of the National Executive Committee. The National Treasurer shall be bonded; the cost of which shall be borne by the organization. She shall perform such duties as prescribed by the National Convention and Executive Committee.

Section 5. National Parliamentarian – The National Parliamentarian shall be qualified in parliamentary procedure, and shall advise the National President and Executive Committee on Parliamentary procedure when requested. She shall check all new By-Laws and perform such other duties as may be delegated to her by the National President and/or Executive Committee.

Section 6. National Chaplain – The National Chaplain shall perform such divine and non-sectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by National Headquarters.

Section 7. National Historian/Webmaster – the National Historian/Webmaster shall collect from year to year all records of events and data of value and interest to the Navy Seabee Veterans of America Auxiliary, and shall compile an official history of the year's activities. She shall also assist Navy SVAA Island and Department Historians to unify and coordinate their records and shall have such other duties as may be prescribed by National Convention and/or Executive Committee.

ARTICLE XI. NATIONAL EXECUTIVE COMMITTEE

Section 1. Composition - The National Executive Committee shall consist of the elected and appointed National Officers of the Navy SVAA together with the Past National President. All Past National Presidents, in good standing, in their Island Auxiliary shall be life members of the Executive committee, with vote, when in attendance.

Section 2. Purpose - The National Executive Committee shall be vested with the power to administer the affairs of the Navy SVAA between conventions, in accordance with the by-laws, standing rules, and the policies adopted by the National Convention.

Section 3. Meetings - Time and Place. The National Executive Committee shall hold, at least three (3) meetings annually: one (1) after adjournment of each National Convention in the Convention city, one (1) at the same time and place as the Seabee Veterans of America, Inc. fiscal mid-year meeting, and one(1) the day preceding the convening of the National Convention in the Convention city. Special meetings may be called upon notice, in writing, thirty (30) days prior thereto by the National President.

Section 4. Quorum - Ten percent (10%) of the members of the National Executive Committee shall constitute a quorum.

Section 5. Voting - All members of the National Executive Committee, and Past Presidents in good standing shall be entitled to one (1) vote when in attendance. Navy SVAA members, not members of the Committee, may be present at the meeting and take part in discussions, but shall not propose motions or vote.

Section 6. Donations – No money can be drawn from the National Navy SVAA Treasury for the purpose of making a donation to any organization, other than the Navy Seabee Veterans of America, Inc., and its Auxiliary without approval of the

National Executive Committee by a two-thirds (2/3) affirmative vote, and a two-thirds (2/3) affirmative vote of each Island Auxiliaries.

Section 7. Vacancies – In case of death, resignation or removal from office of a member of the Executive Committee, between Conventions, the vacancy shall be filled by the National Executive Committee.

ARTICLE XII. COMMITTEES

Section 1. How Constituted – Appointed by National President. All appointed Committees shall consist of three (3) members, to include Rules, Auditing, Resolutions and Nominating.

Section 2. Duties – The members of all National Navy SVAA Committees shall carry out the duties of their committee. The Chairman of all committees shall consult all members of their committee, and the names of approving members shall be listed on all reports issued by the Chairman.

Section 3. Rules – The Rules Committee shall consist of three (3) members. It shall be the duty of the Committee to draft rules of order governing the National Convention.

Section 4. Auditing – The Auditing Committee shall consist of three (3) members. It shall be the duty of this Committee to examine, in detail, all financial records, statements and reports, and to certify their correctness to the Convention.

Section 5. Resolutions – A Resolutions committee of three (3) members shall be appointed by the National President to receive all resolutions, not pertaining to the By-Laws. All resolutions, except emergency resolutions, must be submitted to the National Executive Committee, in writing, for their study and consideration at their last meeting before the National Convention. It shall be the duty of this Committee to present to the Convention, its resolutions, with the recommendations of approval or disapproval by the National Executive Committee.

Section 6. Nominating – A Nominating Committee of three (3) members shall be appointed by the National President at the pre-Convention meeting of the National Executive Committee. This Committee shall present one (1) or more names in nomination for each office. Additional nominations may be made from the floor at the Convention.

ARTICLE XIII. AMENDED

Section 1. These By-laws may be amended at any national Convention by two-thirds (2/3) majority vote of the Convention, provided the proposed resolutions have been submitted to the National Secretary thirty (30) days before the mid-year meeting. Proposed resolutions received less than thirty (30) days shall be held over for the next year. The Secretary shall give each resolution a number and then send them to the Resolutions committee, who will present them to the Executive Committee at the mid-year meeting. Each member shall receive a copy, and if they are accepted by a two-thirds (2/3) vote of the Executive Committee shall then submit them to the Navy SVA. The National Secretary shall then submit them to all Islands and Departments at least forty-five (45) days before the National Convention.

An Emergency Amendment may be considered at the National Convention provided the Executive Committee has it in writing the day prior to presentation. A two-thirds (2/3) vote of the Convention is required to allow its consideration, and a two-thirds (2/3) vote to adopt it.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised and Robert's Parliamentary Law shall apply on all questions of procedure and Parliamentary Law not specified in these By-Laws.

ARTICLE XV. DISSOLUTION

In the event of dissolution, or final liquidation of the organization, all of its assets remaining, after payment of its obligations shall have been made, or provided for, shall be distributed to other organizations organized and operated exclusively to promote historical and educational interest in the Seabees, and US Navy as designated by the National Executive Committee.

STANDING RULES
Navy SVAA

Rule 1. No expenses shall be paid to any National Officer by any local auxiliary unless the National Officers are members of the Auxiliary paying the expenses, and it has been voted on and approved by at least two-thirds majority of the membership of the local auxiliary.

Rule 2. Secretaries of each Island are to receive one copy of all Notices of Executive Board Meetings and the Convention, to be read at their respective meetings.

Rule 3. NATIONAL CONVENTION, RULES OF

A. The National President and National Secretary's rooms at the National Conventions, up to two nights each, will be paid for unless otherwise compensated.

B. Executive Board Meeting to be held prior to regular meeting and the President will appoint a minimum of three (3) members to the following committees:

Rules
Auditing
Resolutions
Nominating

C. The Convention Order of Business shall be:

1. Formal Opening
2. Roll Call of Officers
3. President's Report
4. Rules Committee Report
5. Minutes of previous convention
6. Report of remaining Officers
7. Report of any other committees (except Nominating)
8. Correspondence
9. Unfinished Business
10. New Business
11. Nominating Committee Report
12. Nominating of Officers
13. Election and Installation of Officers

Rule 6. AMENDMENTS TO STANDING RULES

Standing Rules may be adopted suspended, amended, or rescinded at a National Convention without previous notice by a majority vote, a quorum being present.

Rules 1 and 2 were approved at the 26th Annual Convention

Rules 3 through 7 submitted 8/14/1996

Rules 3 through approved 8/7/1997

Rules 3 and 6 deleted 8/11/1998

Rule 3 deleted; Rule 3A (renumbered) revised at 2012 National Convention

Revised: 17 September 1997

Revised: 11 August 1998

Revised: 9 August 2002

Revised: National Convention 2009, Gulfport, MS

Revised: 2012 National Convention, 10 October 2012

Approved: 2013 National Convention, August 2013

Incorporated 2009 revisions to by-laws and retyped: 2012

Incorporated 2012 revisions to by-laws and retyped: April 2013