

NAVY SEABEE VETERANS OF AMERICA, INC.

# NAVY SEABEE VETERANS of AMERICA, Inc.



**ARTICLES OF INCORPORATION  
CONSTITUTION  
BYLAWS  
STANDING RULES  
Amended August 2022  
Colorado Springs, Co.**

**NAVY SEABEE VETERANS OF AMERICA, INC.**

# **Constitution, Bylaws and Standing Rules Committee**

**David J. BUCHANAN, Chair**

**Jack TANGEN, National Commander**

**Charlie COFFIN, National Secretary**

**Jerry SCHMUCK, National Treasurer**

**Mr. Mark PEDERSEN, MJ, Department of New York**

**NAVY SEABEE VETERANS OF AMERICA, INC.**

**BY-LAWS**

**AMENDED 2022**

**ARTICLE I NAME**

The official organizational name shall be The Navy Seabee Veterans of America, Inc., in compliance with the Articles of Incorporation and the Constitution, and may, as stated in these By-Laws, be abbreviated to the letters NSVA. The word “Seabee” shall and will be restricted in use and spelling of same.

**ARTICLE II OBJECTIVES**

The objectives of the Navy Seabee Veterans of America, Inc. shall be as follows:

- A. to preserve and encourage constant interest in National defense and the maintenance of a strong Navy and Navy Reserve.
- B. to promote and strengthen comradeship among its members and to preserve “service- created friendships.”
- C. to foster and maintain fraternal, patriotic, historical, and educational interest in SEABEE activities, and assist worthy comrades, their widows, widowers, and orphans in distress, and to perform charitable work within the limitations of available funds.
- D. to support a defense policy for the United States that will provide adequate National security and to assist in its development.
- E. to always cooperate with the Department of National Defense and the Navy Department in its defense programs.
- F. to promote and influence interest in and respect for the professions, trades, crafts, and occupations of the members of this Organization.
- G. to assist in the rehabilitation and welfare of the Veterans who have served in the Military Forces of the United States in time of war and peace.
- H. to advocate the enlightenment and education of American citizens in the principles of the true democracy and true Americanism.
- I. to operate as a corporation not for profit, in that no part of the income or assets of the Organization shall revert to the personal benefit of any of its members, directors, or offices, nor to be distributable thereto even though this Organization shall be finally dissolved.

## NAVY SEABEE VETERANS OF AMERICA, INC.

### ARTICLE III MEMBERSHIP

There shall be two (2) classes of National dues-paying membership and they shall be Annual membership and Life Membership, of which both classes shall be equal.

#### SECTION 1:

- A. Naval Personnel being of the age of 18 years or older who have served or are serving under honorable conditions under the cognizance of the Bureau of Yards and Docks, or as renamed the Naval Facilities Engineering Command, United States Navy, or were attached to or are serving with or have served with Naval Construction Components or other Units under the cognizance of the afore named Bureau and/or Command.
- B. Naval Reserve Personnel being of the age of 18 or older, having served with or attached to, in a drill pay or non-pay status, as a member of the Ready or Standby Reserves serving as an inactive Reservist, under honorable conditions, as a member of the Naval Reserve Construction Battalion Units, under the cognizance of the Naval Facilities Engineering Command (Bureau of Yards & Docks), United States Navy.
- C. Upon termination of service as stated in paragraph "B," with less than 20 years of service, by release and/or discharge under honorable conditions, said member shall be eligible for permanent membership in his or her Island of his/her present membership.
- D. Personnel being of the age of 18 or older, who have served on active duty for training, and being honorably discharged or released from any branch of the United States Armed Forces and serving with or attached to, for any period of time as a member of the Naval Reserve Construction Battalions or Units, under the cognizance of the Naval Facilities Engineering Command (Bureau of Yards & Docks), United States Navy, shall be eligible for full membership, provided said member is a member in good standing.
- E. Proof of eligibility, verification of service, and membership requirements as specified in the preceding paragraphs A, B, C, or D, shall be the responsibility of the local Islands. Said proof shall be subject to verification and validation, upon request, by the National Headquarters. Proof of eligibility, verification of service, and membership requirements shall be the responsibility of the local islands. Said proof in paragraphs A, B, C, or D shall be subject to verification by the National Headquarters.
- F. A member wishing to transfer his membership from one island to another shall be permitted to do so by making written request. Such transfer shall be at no cost to the member.

**NAVY SEABEE VETERANS OF AMERICA, INC.**

**SECTION 2: Life Membership**

Life Membership shall be available, upon application, to any Seabee Veteran who desires same, and meets the requirements and has the qualifications of full membership in accordance with the provisions of Section I of this Article, sub sections A, B, C, or D.

Life Membership is to be available in the Island of the applicant's choice.

Life Membership dues shall be in the amount as provided in the following schedule:

Attained Age	Life Membership Lump Sum Dues payment	Monthly Payment Plan
18–30	\$250.00	\$25.00/month for 10 months
31–40	\$225.00	\$22.50/month for 10 months
41–50	\$200.00	\$20.00/month for 10 months
51–60	\$175.00	\$17.50/month for 10 months
61–70	\$150.00	\$15.00/month for 10 months
71+	\$125.00	\$15.00 for 1st month then \$12.25/month for the remaining 9 months

Life Membership dues shall be paid in a lump sum or, if so desired by the applicant **and agreed to by the Island** of his/her membership, by an installment payment as listed above. All Life Membership fees and applications shall be made to the National Secretary.

Life Membership payments will be accepted with the understanding that the full payment for said dues will be paid within ten (10) months of the initial payment.

Local Islands, Battalions, and Units at Large shall forward the Life Membership application and full fee to the chairperson of the Navy Seabee Veterans of America, Inc., Life Membership Committee, **via** the National Secretary when payments are completely paid.

The **first payment** of a Life Membership applicant's installment plan qualifies the applicant as an **ANNUAL** member making them eligible for full participation in the Navy SEABEE Veterans of America, Inc. organization.

However, a life Membership application for a member 71 years or older shall require an initial installment payment of \$15.00 to qualify the applicant as an **ANNUAL** member with 9 remaining equal payments of \$12.50 totaling the \$125.00 Life membership application fee for a Member 71 years or older.

In the event of said member being unable to complete the full payment within the time limit or in case of death of the applicant before full payment is made, a refund to the applicant or his/her heirs, less \$25 Dollars (\$25.00) for administrative expenses of handling the installments and 1 year **ANNUAL** membership, shall be made to the Island, Battalion or Unit at Large, through which said member made application.

The Life Membership Committee shall be liable for the following payments from the Life Membership funds for each Life Member who is listed on a current membership transmittal with a current address, effective with the 2003-2004 SVA year.

## NAVY SEABEE VETERANS OF AMERICA, INC.

Life Membership Committee yearly interest earned payment table:

60%	to National Headquarters
10%	to Department of affiliation
30%	to Island of affiliation

Department and Islands will receive a prorated share based on number of Life Members.

Said amounts shall be paid annually during the first quarter of the fiscal year during the lifetime of the Life Member. It is the responsibility of an Island Secretary to keep their records updated and reported to the National Headquarters.

A Life Member wishing to transfer his membership from one Island to another shall be permitted to do so by making written request to their current Island Secretary and the National Secretary.

The transfer shall be at no cost to the Life Member, unless said Life Member shall request a new Life Membership Card, at which time the Life Member will be required to pay the actual cost of the new card.

### **SECTION 3: Associate Membership**

Local Islands shall be permitted to issue membership termed as Associate Membership. Membership cards may be issued to this type of Member, provided said card be other than the official NSVA membership card, and having been approved by the National Executive Committee.

No Associate Member shall hold an official office or have any voting powers pertaining to the business transactions of the Island; however, he or she shall have the right to speak and join in open discussions, other than parliamentary procedures.

Associate Members shall have the right to participation in social and civic activities of the Island of his or her membership.

### **SECTION 3a: Transmitted Associate Member**

An Associate member or person wishing to become an Associate member may opt for the classification of **Transmitted Associate Member**.

Transmitted Associate Members receive all the privileges of the Associate members described in Section 3, in addition, with the payment of the dues prescribed by the National Organization, shall receive the National Publication the CAN DO. (09djb)

### **SECTION 4: Honorary Membership**

An Honorary Membership for meritorious service or act may be awarded by the National Commander and approved by the National Executive Committee, with the same privileges of an Associate Member.

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The transmitting of members, new applicants, renewal members' dues or new Life Membership applicants to the National Secretary shall be limited to Regular Active and Life Memberships.

Membership in more than one Unit, Island, or Battalion will not be permitted.

### **SECTION 5: Active Membership**

Active membership of individual members, Islands, or Departments shall be defined as having fulfilled the financial obligations as specified in the By-Laws and Standing Rules, where and if applicable, and Islands and Departments meeting the requirements of Section 5 of this Article.

### **SECTION 6: Membership in good standing**

Membership in good standing of individual members, Islands, or Departments shall be defined as having no disciplinary action pending

NAVY SEABEE VETERANS OF AMERICA, INC.

**ARTICLE IV ORGANIZATION**

**SECTION 1**

- A. The Navy Seabee Veterans of America, Inc., hereafter referred to as NSVA, shall be organized into Districts.

Said Districts shall consist of the organized Departments within their jurisdiction.

These Districts shall be as follows: North-East, South-East, North-Central, South-Central, North-West, and South-West.

- B. Each District shall be divided into groups of Departments (States), as listed in Standing Rule 2, one Department in each State, one in the District of Columbia, and one Department in each such zones and/or territories outside the continental limits of the United States as may be determined by National Headquarters.

The Departments organized shall help to form local units, which shall be designated and hereafter named Island X followed by a hyphen and a numerical designation within their respective location of record.

All Island numbers and/or names shall be approved by the National Executive Committee. Departments are states with at least two islands; islands chartered in cities.

Islands are organized by geographic areas of a state. Area can be a city, town, or county.

**SECTION 2**

Each Department and Island shall conform to the pattern of the Navy Seabee Veterans of America, Inc., and shall operate under a Charter issued by the Navy Seabee Veterans of America, Inc., signed by the National Commander, and countersigned by the National Secretary, with approval of issuance by the National Executive Committee.

**SECTION 3**

Upon written application of the Commanders of two (2) or more Chartered Islands within a State for a Department Charter, the National Commander shall cause notice to be given to all Islands within the area or State of a proposed Department organizational meeting, inviting each Island within that area or State to be represented. After perfection of the Department organization, which is selecting a Secretary Protem, a Commander Protem and establishing a set of Bylaws, the Department Secretary shall notify the National Commander and forward a copy of the proposed By-Laws of the Department.

Upon the approval of the proposed Department By-Laws by the National Counselors, the By-Laws of the Department shall be forwarded with the Charter fee as prescribed in Standing Rule 8, "Financial," to the National Executive Committee for approval.

With the approval of the National Executive Committee, the Department Charter will be issued by the National Commander.



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### SECTION 4

- A. The application for an **Island Charter**, where there **is** an active Departmental organization, shall be approved by the Department Commander and Department Executive Committee, upon said Island meeting the qualifications and requirements as prescribed in these By-Laws and upon forwarding of the Charter Fee to the National Headquarters.

Island Charters, within a Department, shall be signed by the Department Commander and countersigned by the Department Secretary.

- B. The application for an **Island Charter**, where there **is no** active Departmental organization, shall be issued by the National Headquarters of the Navy Seabee Veterans of America, Inc., signed by the National Commander and National Secretary upon receipt of the application made by those Seabees who desire to form an Island, and meeting the qualifications and requirements as prescribed in these By-Laws, and upon forwarding of Charter Fee to National Headquarters.

### SECTION 5

A minimum of five (5) members shall be required to establish an active Island and maintain its status as an active Island. Two (2) active Islands shall be required in a State to establish a Department and maintain its status as an active Department.

### SECTION 6

Naval Construction Battalions or Units desiring to form their own Island within the NSVA, with the required number of members, shall be designated as Islands At Large, and shall be identified with such number as the original Battalion or Unit number.

Membership in such Battalion or Unit at Large shall be limited to personnel who served with or who were attached to said Battalion or Unit only.

### SECTION 7

Any member in good standing in any Island shall be given a certificate stating his/her membership and duration of membership, by his/her Island when he/she moves from the area and desires to affiliate with another Island in the area in which he/she takes residence.

### SECTION 8

No Island within a Department shall seek withdrawal or be authorized to withdraw from an active Department of the NSVA, and no Island currently chartered within a State without a Chartered Department shall be allowed to abstain from joining a new Department when it is officially chartered by the Navy SVA.

Exempt Status shall be authorized to any Island that is currently chartered, or will be chartered in the future, that is, or will be, within a New Department of the Navy SVA that has within its Charter a Unit affiliation as stated in Article IV, Section 9, with at least 50% membership from that Unit or Battalion.

## ARTICLE V NATIONAL CONVENTION

### SECTION 1

- A. The legislative body of the Navy Seabee Veterans of America, Inc. shall be the National Convention.

National Conventions shall be held annually at such time and place as determined by the preceding National Convention.

The National Executive Committee shall determine the time and place of the Convention in case of emergency.

- B. Future National Convention sites shall be by placement of written bids with the National Convention Committee, and when possible, referral to the National Executive Committee for recommendation.

However, final approval shall be by the National Convention.

Future National Convention sites shall be, when possible, scheduled at least three (3) years in advance.

- C. The National Convention may be hosted by the National Convention Committee in one of 3 ways:

1. An active Island or Department of the NSVA., can place a bid to host and shall take responsibility for hosting the National Convention.
2. The National Convention Committee shall take on the responsibility of hosting the National Convention with local Islands assisting.
3. The National Convention Committee shall take responsibility for the National Convention unless otherwise approved by the National Convention, or, in case of emergency, by the National Executive Committee. (2021djb)

National Conventions being hosted by an Active Islands of the Navy Seabee Veterans of America, Inc., shall have been in existence a minimum of three (3) years, and shall have the approval of the Department in which said Island is located.

Should the Department in which said Island is located feel that this Island does not have the resources to undertake such a large task, said Island shall be denied the privilege of being host Island of the National Convention by that Department.

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An Island that has been denied the privilege to host a National Convention by their Department has the right to appeal to the National Executive Committee to overturn the Departments decision. The National Executive Committee's decision is final.

- B. Obligations and responsibilities of the National Convention Committee shall, in part, be as further provided in Section 6 of this Article and as defined in Standing Rule 6, "National Convention and National Convention Committee," and Standing Rule 9, Paragraph "B" "Minutes." (06ED)

### SECTION 2

A quorum shall exist at a National Convention when ten percent (10%) or more of the total votes entitled to be cast in the Convention are represented by accredited delegates, provided at least Fifty One Percent (51%) of the Departments are represented.

A quorum, once established, shall be and continue to be in effect throughout the National Convention.

### SECTION 3

The qualified votes of an Island (except Islands At Large) in whole or part, not physically present at the National Convention, may be cast in proxy at the National Convention by an accredited delegate as defined in Section 5 and Section 6 of this article, of said Island being present in person, **or by the Department with which the Island is affiliated**, provided the delegate casting the proxy is registered and all fees have been paid.

### SECTION 4

The entitled votes of an Island as described in Article VI, Section 2 (except Islands at Large), **not affiliated with a Department**, in whole or part, not being physically present at a National Convention, may be cast in proxy at the National Convention by any member of the NSVA in good standing, being present and in person at the Convention, provided said entitled votes are registered and all fees have been paid.

### SECTION 5

When the credential forms and delegate fees of qualified desired votes of an Island or Department, (except Islands at Large), are not forwarded as specified in Section Six (6) of this Article, the Convention Credentials Committee shall consider that the respective Island or Department will not be present and does not desire representation at the National Convention, and their qualified votes, in whole or part, shall be voided.

### SECTION 6

- A. The National Convention and Reunion registration fee shall be as set by the National Convention and as further provided in Standing Rule 6, "National Convention and National Convention Committee."

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- B. The National Convention Delegate fee of Five Dollars (\$5.00) shall be paid for each accredited vote of the Islands and Departments, including Delegates-at-Large.

The Islands and Departments, (except Islands at Large), shall forward credential forms listing delegates or authorizing proxy votes by accredited delegates with remittance fees for each qualified vote.

The fees are to be made payable to the Navy SVA National Treasurer and in the hands of the National Secretary no later than the close of the Pre-Convention meeting to the National Convention. (djb22)

Said monies shall be held in escrow following the Convention by the National Treasurer until such time as the minutes of the National Convention are produced by the Office of the National Secretary in accordance with provisions set forth in Standing Rule 9, Paragraph "B" "Minutes."

### **SECTION 7**

Voting at the National Convention shall be by delegates only under the Majority Rule or as may be decided by caucus as defined in Standing Rule 7, "National Convention, Rules of.

### **SECTION 8**

The National Executive Committee shall prescribe credential forms to be used by all Islands and Departments for the qualification of delegates and alternates to the National Convention.

### **SECTION 9**

The election and appointment of Officers and Committees of the National Headquarters by the Convention Body and the appointment of Committees and Officers by the National Executive Committee shall be as defined in Article VII, "National Officers," and Article VIII, "National Executive Committee."

## **ARTICLE VI DELEGATES and ALTERNATES to the NATIONAL CONVENTION**

### **SECTION 1**

Members entitled to be delegates to the National Convention shall be Active Members in good standing as of 30 June prior to the Convention, as specified in Section Six (6) and Seven (7) of Article IV.

Membership of Islands and Departments on the records of National Headquarters up to the date of 30 June prior to the Convention shall be used to determine eligible delegates to the National Convention.

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**SECTION 2**

In the National Convention, each Department shall be entitled to Five (5) delegates. Each Island shall be entitled to One (1) delegate for an Island of Five (5) through Fifteen (15) members, and One (1) additional delegate for each additional Fifteen (15) members, or major portion thereof, being eight (8) or more members in each Island.

<b>ISLAND DELEGATE FORMULA</b>	
<b>Members</b>	<b>Delegates</b>
<b>5 thru 15</b>	<b>1</b>
<b>15-22</b>	<b>2</b>
<b>23-38</b>	<b>3</b>
<b>38-45</b>	<b>3</b>
<b>45-52</b>	<b>3</b>
<b>53-67</b>	

**SECTION 3**

Each delegate shall be entitled to One (1) vote.

Alternates shall have the privileges of delegates, except that of voting.

In the absence of the delegate, the alternate, being duly registered, then shall have the voting privilege of the absent delegate.

**SECTION 4**

The Delegates of Units and Islands At Large shall be elected at the annual meeting of said Unit and Island, held in conjunction with the National Convention, the number of qualified votes being as specified for Islands in Section 2 of this Article.

Delegates elected shall be accredited upon remittance of registration and delegate fees and the credential form submitted to the Credentials Committee via the National Secretary by the Chairman of the Island meeting.

The absent qualified votes of a Unit or Island At Large may be cast in proxy, provided said entitled votes, as defined in Article VI Section 2 and Section 3, are registered, and all fees have been paid.

## ARTICLE VII NATIONAL OFFICERS

### SECTION 1

- A. The National Convention shall elect the following National Officers each year, for a term of One (1) year:

One (1) National Commander, one (1) National Vice Commander, and six (6) National District Commanders, one (1) each for the following National Districts: North- East, South-East, North-Central, South-Central, North-West, and South-West.

The Islands and territories within each of the following Districts shall be as specified in Standing Rule 2, "District Organization".

The Delegates to the National Convention from each of the six (6) Districts shall caucus at the Convention and determine the name of the person that they want to represent their respective District, and that name shall be given to the Nominating Committee as the person to be nominated as the respective District Commander.

- B. National Trustees. All Trustees shall be elected for a term of Two (2) years. In years that end in odd numbers (example 2003), the National Convention shall elect Two (2) Trustees, and for years that end in even numbers (example 2004), the National Convention shall elect Three (3) Trustees, always maintaining a total of Five (5) elected Trustees.
- C. The National Convention shall also elect one (1) National Secretary to serve continuously until he/she resigns, is unable to act, or is removed by action of the National Convention for failure to duly perform his/her duties as specified in Article IX, Section 4, of these By-Laws.
- D. The National Convention shall elect One (1) National Treasurer to serve continuously until he/she resigns, is unable to act, or is removed by action of the National Convention for failure to duly perform his/her duties as specified in Article IX, Section 5, of these By-Laws. (2021djb)

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E. The National Convention shall also elect and assure the perpetuation of the Organization's "Standing Committees" being:

Budget / Finance Committee  
Constitution and By-Laws Committee,  
Convention Committee  
Internet Committee,  
Life Membership Committee,  
Membership Committee,  
National Publications Committee,  
Publicity Committee,  
Resolutions Committee,  
Ship's Store Committee.

The elected Chairperson of the Standing Committees shall hold office from Convention to Convention with the right to succeed themselves from year to year in the respective offices. (11DJB)

F. The National Convention may, when it deems it necessary, elect a Chair who will form a Special Committee with a minimum of five (5) members, including the Chairman, for any special purpose deemed advisable by the National Executive Committee and/or the National Convention.

### SECTION 2

- A. No two (2) National District Commanders or National Trustees shall be from the same Department.
- B. For elective officers, Members of Battalions, and/or Units At Large shall be considered to be outside of the Department in the State of their recorded address.

### SECTION 3

All members in good standing shall be eligible for election or re-election to a National Office.

The term of office of National Commander and/or National Vice Commander, however, shall not exceed two (2) successive one (1) year terms.

Having once succeeded himself/herself in the same office, a member shall be ineligible for election to the same office for a period of three (3) years.

No member shall serve as National Commander and as a member of the Board of Directors simultaneously.

When a National Commander is elected to succeed himself/herself, the members of the Board of Directors remain unchanged for that current year

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### SECTION 4

The National Executive Committee shall appoint a;

- (1) Chaplain,
- (2) Counselors,
- (1) Historian
- (1) Master-At-Arms
- (1) Parliamentarian
- (1) Service Officers,

at their first meeting following the National Convention as prescribed in Article VIII, Section 6-A, and such National Officers appointed shall hold office at the pleasure of the National Executive Committee.

### SECTION 5

All Past National Commanders being active and in good standing in their respective Island and/or Department, shall be Life Delegates to the National Convention, with one (1) vote when present at the Convention, provided said entitled votes are registered and all fees have been paid, to be exercised by them with their respective Island or Departments of recorded membership.

All past National Commanders being active and in good standing shall be Life Members of the National Executive Committee with one (1) vote when present.

## ARTICLE VIII NATIONAL EXECUTIVE COMMITTEE

### SECTION 1

The National Executive Committee shall be composed of the elected and appointed Officers and Committee Chair of the National Headquarters, as set forth in Article VII, "National Officers," and one (1) National (Departmental) Executive Committeeperson from each Chartered Department, to be elected as such Department shall determine.

### SECTION 2

The National Executive Committeepersons (Departmental) so elected shall hold office for two (2) years, their term of office commencing immediately upon adjournment of the National Convention and ending at the adjournment of the second next succeeding annual Convention, or until their successors are elected.

### SECTION 3

- A. The National Executive Committee shall be vested with the power to administer the affairs of the Navy Seabee Veterans of America, Inc., between Conventions, subject to the By-Laws and rulings and resolutions of the Board of Directors.
- B. The National Executive Committee shall carry out all mandates of the National Convention.



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- C. The National Executive Committee shall be vested with the power to administer the funds of all committees, except the Life Membership fund, to invest, transfer, accept payment of, and liquidate bonds and other securities which are part of said funds.

### SECTION 4

The National Commander and National Secretary, through the Registered Agent, must submit yearly the proper form to the Secretary of State of the State of Illinois, to preserve and maintain the Legal Status of the Navy Seabee Veterans of America, Inc.

### SECTION 5

One-third (1/3) of the elected members of the National Executive Committee, including the elective officers referred by the National Convention to the National Executive Committee for appointment and the National (Departmental) Executive Committeeperson, shall constitute a **quorum**.

**However**, in the absence of a majority of the National District Commanders, the presence of the appointed Officers of the National Executive Committee, each appointive office counting as one (1) each, and Past National Commanders present, as Life Members of the National Executive Committee, counting one (1) each regardless of the number of terms served, may be used in determining the required number for a quorum.

NSVA members, not members of the National Executive Committee, may attend meetings of the National Executive Committee; however, they shall not have votes, and attend the meeting as a privilege and at the option of the National Executive Committee and/or the presiding officer.

### SECTION 6

- A. The National Executive Committee shall meet annually.  
This meeting should be held between February fifteenth (15th) and April fifteenth (15th).  
The National Executive Committee shall meet within one day preceding and one day after the National Convention.  
The pre-convention and post-convention meetings shall be held in the Convention Headquarters Hotel, with the meeting room arrangements being the responsibility of the Convention committee.  
The National Convention Chairperson or his/her representative shall be present at meetings of the National Executive Committee. **(07)ED**
- B. The site of the mid-year National Executive Committee meeting shall be determined by action of the Post-Convention National Executive Committee meeting after consideration of meeting site bids submitted from affiliate units and/or member groups desiring to serve as meeting host and coordinator.
- C. In the event of non-action by the Post-Convention National Executive Committee, or in an emergency, the mid-year meeting site shall be by decision of the National Board of Directors.

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- D. Special meetings may be called any time upon written notice to the members of the Committee duly posted by ordinary U.S. mail, mailed no later than thirty (30) days prior to the meeting date.

### SECTION 7

Members of the National Executive Committee shall be Delegates-At-Large with one (1) vote when in attendance at the National Convention.

### SECTION 8

The National Executive Committee shall be vested with the power to take disciplinary action against Members, Islands, and Departments as defined in Article XI, "Discipline."

### SECTION 9

In case of death, resignation, or removal from office of a member of the National Executive Committee between Conventions, other than National (Departmental) Executive Committeepersons or National Commander, as set forth in Article IX, Section 2, Paragraph B, the vacancy shall be filled by the National Executive Committee. (02ED)

In case of emergency, the vacancy may be filled by appointment by the National Commander, subject to concurrence by the National Executive Committee at its next meeting.

## ARTICLE IX DUTIES OF OFFICERS

### SECTION 1: NATIONAL COMMANDER

- A. The National Commander shall be the executive head of the Navy Seabee Veterans of America, Inc., with full power herein provided to enforce the provisions of the Articles of Incorporation, By-Laws, Standing Rules, and the will of the National Convention.

He/she shall be Chairperson of the National Convention and of the National Executive Committee.

He/she shall perform such other duties as are usually incident to the office, and abide by the rulings and resolutions of the Board of Directors in all matters of the Navy Seabee Veterans of America, Inc.

- B. The National Commander shall, prior to the opening of the National Convention, appoint, with the approval of the National Executive Committee, the following committees:

- (1) Rules, (Parliamentarian)
- (2) Credentials,
- (3) Auditing, (Trustees)
- (4) Membership,
- (5) Nominating Committee, (Past National Commanders)

at a minimum, for the purpose of assisting in the transaction of business of the Convention while in session as the legislative body of the Navy Seabee Veterans of America, Inc.

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- C. The National Commander shall be obligated to formulate the respective Convention Committees composed of members in good standing, in numbers sufficient to assure equal representation of all Departments and/or organizational Districts in attendance, to expedite the order of business of the respective committees.
- D. When a Convention Committee formulated by the National Commander consists of less than three members (including a chairperson) or when the formulated committee deviates from equal representation, such committee must be approved by a two-thirds (2/3) vote of the National Executive Committee at the Pre-Convention meeting.
- E. The National Commander, between Conventions, may appoint Special Committees other than as specified in these By-Laws, with a minimum of three (3) members, including a Chair, for special purposes, projects, and/or programs of the Navy Seabee Veterans of America, Inc.
- F. The National Commander, representing the Navy Seabee Veterans of America, Inc., shall be the automatic member of the Seabee Memorial Scholarship Association (SMSA) Board of Directors as an automatic member of the CEC/Seabee Historical Foundation Board of Trustees. (2022djb)

### SECTION 2: NATIONAL VICE COMMANDER

- A. The National Vice Commander shall act as a representative of the National Commander on all matters referred to him/her by the National Commander, and shall, upon his/her request, preside over meetings of the National Convention and the National Executive Committee, and perform such other duties as are usually incident to that office.
- B. Upon the death of the National Commander, the National Vice Commander, shall assume the duties of the National Commander.

### SECTION 3: NATIONAL DISTRICT COMMANDERS

- A. The National District Commanders shall act as coordinators of the respective Districts to which they were elected, working with the Departments and Islands chartered within their Districts.

They will work to form new Departments and Islands within their Districts, work to increase membership in the Navy Seabee Veterans of America, Inc., within their respective Districts, and act as liaisons between Departments and Islands within their Districts and the National Headquarters.

National District Commanders shall be permanent resident of their Districts.

## NAVY SEABEE VETERANS OF AMERICA, INC.

### SECTION 4: NATIONAL SECRETARY

- A. The National Secretary shall be charged with the administration of the policies and mandates of the National Convention, Board of Directors, National Executive Committee, and of the National Commander.
- B. The National Secretary shall attend, record, and report the proceedings of all National Executive Committee meetings and the National Convention, the Convention minutes, of which one (1) copy shall be ready for reproduction and distribution as specified in Standing Rules 9, "Minutes."
- C. The National Secretary shall maintain an up-to-date Computer Database of all Active, Inactive, Life, and deceased Members of the Navy Seabee Veterans of America, Inc., retaining transmittal forms for the immediate past three (3) years and purge the files of all other transmittals, correspondence, etc., and forward to the National Historian any records, correspondence, and data of value, the cost of which shall be borne by the National Headquarters.
- D. The National Secretary shall be furnished with a surety bond, the cost of which shall be borne by the Organization, as prescribed in Article X, Section 4, "Financial."
- E. The National Secretary shall perform such other duties as are incident to the Office.
- F. The National Secretary having duly performed the duties of his/her office, shall be compensated for expenses and general reimbursement incident to that Office.

### SECTION 5: NATIONAL TREASURER

The National Treasurer shall be custodian of the funds of the National Organization.

He/she shall be one of two required signatures on all checks as specified in Article X "Financial" Section 5 disbursing the funds of the National Organization (as approved and directed by the National Convention and National Executive Committee, and between Conventions and Executive Meetings, upon the direction and approval of the National Commander or authorized Committee Chair).

He/she shall make reports on the condition of the Treasury when called upon to do so by the National Commander. The National Treasurer shall be furnished with a surety bond, the cost of which shall be borne by the National Organization.

He/she shall perform such other duties as are incident to that Office. (11DJB)

### SECTION 6: NATIONAL COUNSELORS

The National Counselors, with council of the Board of Directors, shall advise the National Officers and the National Executive Committee on all legal matters, including the construction and interpretation of the National Constitution, By-Laws, and Standing Rules. National Counselors shall perform such other duties as are usually incident to their Office.

## **NAVY SEABEE VETERANS OF AMERICA, INC.**

### **SECTION 7: NATIONAL CHAPLAIN**

The National Chaplain shall perform such Divine and Non-Sectarian Services as may be necessary, adhering to such ceremonial rituals, found in the NSVA Procedure and Rituals Manual, as may be recommended by National Headquarters.

### **SECTION 8: NATIONAL HISTORIAN**

The National Historian shall collect from year to year all records and data of value and interest for the National Headquarters of the Seabee Veterans of America, Inc.

The National Historian shall compile a complete history of the year's activities.

He/she shall also assist the Department and Unit Historians so as to coordinate and unify the work of these Officers and shall have such other duties as the National Executive Committee shall prescribe.

### **SECTION 9: NATIONAL TRUSTEES**

The National Trustees shall conduct annual audits of the financial accounts and records of the National Organization and report their findings to the National Executive Committee and the National Convention.

National Trustees shall perform such other audits and duties as the Board of Directors, National Commander, or the National Executive Committee shall direct.

In no event shall the period between audits exceed twelve (12) months.

### **SECTION 10: STANDING COMMITTEE CHAIRPERSONS**

Standing Committee Chairpersons shall be charged with the administration of their respective Committees and the policies and mandates of the National Convention, National Executive Committee, and the National Commander.

Standing Committee Chairs shall be Custodians of, and responsible for all books, records, funds, and correspondence of the respective Standing Committees.

They shall be authorized to approve expenditures of the funds not to exceed approved budget amounts. The Standing Committee Chairs shall make reports at the meetings of the National Executive Committee and National Convention, or when requested by the National Commander, and perform such other duties as are usually incident to the Office. **(11DJB)**

### **SECTION 11: LIFE MEMBERSHIP CHAIR**

The Life Membership Chair shall be charged with the duties as defined in this Article, Section 10, except that any disbursement of funds other than defined in said Section shall be by mandates of the National Convention only.

The Life Membership Chair shall process applications in accordance with the procedures set forth in Article III, Section 2.

The Life Membership Chair shall be furnished with a surety bond, the cost of which shall be borne by the National Organization.

The Life Membership Chair shall perform such other duties as are incident to the Office.

## **NAVY SEABEE VETERANS OF AMERICA, INC.**

### **SECTION 12: NATIONAL SERVICE OFFICER**

The National Service Officer shall perform those services that assist with any related issues requiring information on benefits to which NSVA members may be entitled, and so coordinate accordingly.

On all other matters beyond the Service Officer's capabilities a member shall be referred to the Veterans Administration for assistance.

He/she shall perform such other duties as are usually incident to the Office.

## **ARTICLE X FINANCIAL**

### **SECTION 1**

The revenues of the Navy Seabee Veterans of America, Inc., shall be derived from annual membership dues and from such other sources as the National Trustees, Finance Committee and the National Executive Committee may approve.

### **SECTION 2**

The amount of per-capita tax (dues to the National Headquarters) shall be determined by the National Convention and shall be collected by each Island and transmitted, when applicable, through the Department, to the National Treasurer **via** the National Secretary.

### **SECTION 3**

Annual dues (Dues paid to an Island) and per-capita tax are due and payable on the first day of July each year and cover the Fiscal Year period from July 1 through June 30 of the following year.

### **SECTION 4**

All National, Department, and Island Officers handling Navy Seabee Veterans of America, Inc. money shall be properly bonded in an amount double the average amount of money handled in a single fiscal year.

Bonds so provided for the National Officers shall be approved by the National Counselors.

Bonds so provided for the Department Officers shall be approved by the Department Counselors.

All bonds are to be reported to the Chairperson of the National Board of Directors via the National Commander and/or National Secretary.

The bond premiums of the National Officers and National Standing Committees shall be paid from the National Treasury.

Bond premiums of affiliate Departments and Islands shall be paid from the treasury of each respective Department and/or Island.

## NAVY SEABEE VETERANS OF AMERICA, INC.

### SECTION 5

The expenditure of all funds of the National Headquarters, general and/or special accounts, shall require approval from two (2) of three (3) individuals for withdrawals or disbursements.

The individuals authorized to approve all expenditures or disbursements are: (1) the National Treasurer, (2) the National Commander, or (3) the National Secretary. (11DJB)

The expenditure of all funds of the Standing Committee accounts shall require approval from two (2) of three (3) individuals for withdrawal or disbursement.

The individuals authorized to approve expenditures or disbursements are: (1) the Chair of the Standing Committee; (2) the National Treasurer, or (3) the National Commander.

### SECTION 6

The financial books of record and accounts of the National Secretary, National Treasurer, and National Standing Committees shall close at the end of the fiscal year on 30 June, and all monies and bills received after that date shall be held over for the incoming administration.

### SECTION 7

National Headquarters shall, if it deems it advisable, direct and detail special auditors to investigate the membership roll and financial statement and affairs of any Department, Island, or Committee thereof.

### SECTION 8

When the National Headquarters of the Navy Seabee Veterans of America, Inc., ceases as a functioning body, all funds, including Life Membership, private and general funds of said Organization shall, after all financial obligations have been met, shall be delivered, and donated to the Seabee Memorial Scholarship Association fund.

## ARTICLE XI

### SECTION 1

Each Island and Department of the Navy Seabee Veterans of America, Inc., shall be the judge of its own membership, subject to the restrictions of the National Constitution, National By-Laws, and the National Standing Rules.

### SECTION 2

Members may be suspended, expelled, or otherwise disciplined upon proper showing of cause.

All charges must be based on one (1) or more of the following grounds: disloyalty, neglect of duty, dishonesty, or conduct unbecoming a member of the Navy Seabee Veterans of America, Inc.

All charges must be made under oath in writing by the accuser and/or accusers.

No member in good standing shall lose their membership without receiving reasonable notice and a fair trial by the respective Island, Department, or National Headquarters.

## NAVY SEABEE VETERANS OF AMERICA, INC.

### SECTION 3

Any member who has been suspended or expelled has the right to appeal, first to their Department Executive Committee and then if needed to the National Executive Committee.

The decision of the National Executive Committee shall be final.

### SECTION 4

A Department may recommend to the National Executive Committee that the Charter of an Island be suspended.

### SECTION 5

The National Executive Committee, after a hearing held upon reasonable notice, may suspend the Charter of an Island for any good and sufficient cause until the next Annual National Convention, at which time the National Convention shall either cancel or reinstate the Charter.

### SECTION 6

- A. Upon revocation of a Charter of an Island, the said Island shall immediately cease operation and shall turn over to the National or Department having jurisdiction thereof its Charter, and all Island property, real and personal.

The Department Commander or his/her authorized representative is empowered and directed to take possession, custody, and control of all the records, property, and assets of the said Island: provided, however, that nothing herein shall be construed as requiring any Department to take over or to assume any financial responsibility as to such property.

- B. No Island X Charter number shall again be issued but shall be carried on the Department and National records as revoked; unless at some time it may be possible to again organize a group of Seabees in the City of its origin and reinstate that Island X Charter.

- C. Any individual member or group of members may appeal directly to the National Headquarters through the National Secretary regarding the status of the Island, and his/her or their individual records as reflected at National Headquarters, except those Members of Associate or Honorary Membership Status.



## NAVY SEABEE VETERANS OF AMERICA, INC.

### ARTICLE XII AUXILIARY

#### SECTION 1

The Navy Seabee Veterans of America, Inc. recognizes an Auxiliary Organization known as the “Navy Seabee Veterans of America Auxiliary” and further abbreviated as NSVAA for the purpose of supporting the parent Organization.

#### SECTION 2

Membership in the Auxiliary shall be limited to the following:

- A. Widows, Widowers, Wives, Husbands, Mothers, Fathers, Daughters, Sons, Sisters, Brothers, and Grandchildren of personnel eligible for membership as defined in Article III, Section 1-A, 1-B, 1-C, and 1-D of these By-Laws.
- B. Membership once initiated shall not be reversible for Personnel eligible for membership as defined in Article III of these By-laws, who elect membership in the Auxiliary in lieu of the parent Organization.

#### SECTION 3

Personnel eligible as survivors of Members of the Navy SVA shall be entitled to Auxiliary membership for as long as they maintain payment of dues and are in good standing.

#### SECTION 4

Membership of a divorcee of a Member of the Navy SVA shall continue as long as such membership dues are kept current.

#### SECTION 5

The Auxiliary shall be governed in all affiliate Units of the Navy Seabee Veterans of America, Inc., by such rules and regulations as may be prescribed by the National Headquarters of the Navy Seabee Veterans of America, Inc., and thereafter as promulgated by each Department or Island of the Navy Seabee Veterans of America, Inc.

#### SECTION 6

The official emblem of the NSVA Auxiliary shall be the same “FIGHTING BEE” as specified in Article II of the Constitution of the Navy SVA, except that the word “AUXILIARY” be placed below the Fighting Bee between the flukes of the anchors in red letters. (djb22)

### ARTICLE XIII USE OF NAME AND EMBLEM

#### SECTION 1

The name “NAVY SEABEE VETERANS OF AMERICA, INC.” and the official emblem defined in the Articles of Incorporation, as designated by the National Convention, or any colorable imitation thereof, shall be used only in direct functions 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.

## NAVY SEABEE VETERANS OF AMERICA, INC.

### SECTION 2

The word “**SEABEE**” shall be one (1) word (not hyphenated as sea-bee), capitalized as “Seabee,” or all capitals as “SEABEE.”

The phonetic “CB” as utilized by the United States Navy as an abbreviation of Engineering Commands and Construction Forces Components shall **not** be used within the Navy Seabee Veterans of America, Inc.

## ARTICLE XIV PARLIAMENTARY PROCEDURE

### SECTION 1

Robert's Rule of Order (Revised) and Robert's Parliamentary Law shall apply on all questions of procedure and parliamentary law **not specified** in these By-Laws and Standing Rules.

## ARTICLE XV AMENDMENTS

### SECTION 1

The Articles or By-Laws may be amended at any National Convention by a two-thirds (2/3) affirmative vote provided the proposed amendment shall have been submitted to the National Executive Committee in writing thirty (30) days before the mid-year meeting of the National Executive Committee and submitted to all Islands and Departments ninety (90) days prior to convening of the National Convention through the National Secretary.

An emergency amendment may be prescribed at the National Convention, provided the National Executive Committee has the amendment in writing via the National Secretary and/or the National Commander the day prior to presentation, and the National Convention by a three-quarter (3/4) vote allows the amendment on the floor.

### SECTION 2

Consistent with the Articles of Incorporation and these By-Laws, Standing Rules may be adopted or rescinded by the National Executive Committee at any time prior to being made permanent by Convention action with a two-thirds (2/3) vote thereof, for the good of the order, promotion of the NSVA, or to take care of any business or emergencies which may develop between National Conventions of the Navy Seabee Veterans of America, Inc.

Whenever a Standing Rule proves workable and of value to the Navy Seabee Veterans of America, Inc., at the Convention following its adoption by the National Executive Committee, it may be presented to the Resolutions Committee of the Convention for approval of the Convention body as an amendment to the By-Laws.

If not so approved as an amendment to the By-Laws or designated a permanent Standing Rule, it is to be terminated forthwith.