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

**NATIONAL HEADQUARTERS**

**ARTICLES OF INCORPORATION  
AMENDED 2016**

The "NAVY SEABEE VETERANS OF AMERICA, INC." with NATIONAL HEADQUARTERS perpetually incorporated in the State of Illinois in November 1954, under the "GENERAL NOT FOR PROFIT CORPORATION ACT" of the State of Illinois with Registered Office being: 134 W. Crestwood Drive, Morton, IL 61550-2432, organized for the purpose that:

We, the Veterans of the Naval Construction Forces and the Civil Engineer Corps of the United States Navy, who have honorably served our Country during time of war and peace, recognizing that service to God and Country is the foundation on which our Nation was founded, do hereby rededicate ourselves to that service, and further pledge our lives and actions to preserve the fundamental ideals of American Government, which we believe are Justice, Freedom, and Equality for all.

The CORPORATION BOARD OF DIRECTORS shall be five (5) in number, their names being the five (5) immediate Past National Commanders. The Directors duties and responsibilities shall be as set forth and prescribed in the applicable regulations of the General Not for Profit Corporation Act of the State of Illinois. The new member of the Board of Directors each year will act as Chairman of the Board.

The official organizational emblem shall be the "FIGHTING BEE" encircled with rope as authorized for use by the U.S. Navy Department, on a background of crossed fouled anchors, with the letters SVA on the circumference of the rope design on the emblem.

The perpetuity of these Articles of Incorporation shall be preserved by the required filing of annual application and payment of the filing fee by the Registered Agent and/or National Headquarters to the Secretary of State, of the State of Illinois.

The Navy Seabee Veterans of America, Inc. shall sponsor and have jurisdiction over all Auxiliaries as outlined under Article XII (twelve) of the National By-Laws of the Corporation.

These Articles of Incorporation, as amended, of this Organization shall contain a record of the names of the "Original Signers".

**NAVY SEABEE VETERANS OF AMERICA, Inc.  
NATIONAL CONSTITUTION  
AMENDED 2011**

**ARTICLE I**

**NAME**

The official organizational name shall be The Navy Seabee Veterans of America, Inc., and its duly elected officers and duly elected and accredited delegates shall constitute the Navy Seabee Veterans of America, National Executive Committee.

**ARTICLE II**

**EMBLEM**

The official organizational emblem shall be the "FIGHTING BEE" encircled with rope, as authorized for use by the United States Navy Department, on a background of crossed fouled anchors, with the letters SVA on the circumference of the rope design on the emblem.

**ARTICLE III**

**NATURE**

**SECTION I**

This Organization is a Civilian Organization, and membership therein does not decrease, affect, or increase liability for military or police service. Rank does not exist in the Navy Seabee Veterans of America, Inc., and no member shall be addressed by his or her Military or Naval title at any Convention or Meeting of this Organization. "Membership does not discriminate on the basis of age, race, religion, color, national origin, disability, ethnic group or gender".

**SECTION II**

The Navy Seabee Veterans of America is non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment. No candidate for, or incumbent of, a salaried elective public office shall hold an elective office or remunerated appointed office in the Navy Seabee Veterans of America, Inc. Each member shall perform his or her full duty as a citizen according to his or her own conscience and understanding.

## **ARTICLE IV**

### **ORGANIZATION AND ADMINISTRATION**

**This Organization shall adopt By-Laws by which it shall make such Rules and Regulations for the orderly conduct of business and activities as shall be deemed advisable.**

## **ARTICLE V**

### **DECLARATION**

**We, the Veterans of the Naval Construction Forces and the Civil Engineer Corps of the United States Navy, who have honorably served our Country during time of war and peace, recognizing that service to God and Country is the foundation on which our Nation was founded, do hereby rededicate ourselves to that service, and further pledge our lives and actions to preserve the fundamental ideals of American Government, which we believe are Justice, Freedom, and Equality for all.**

## **ARTICLE VI**

### **NATIONAL CONVENTION**

**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 National Convention in case of emergency.**

## **ARTICLE VII**

### **AMENDMENTS**

**This Constitution may be amended at any meeting of the Navy Seabee Veterans of America, Inc. provided, however, that such proposed amendments have been sent to each duly authorized member of the National Executive Committee, at least forty five (45) days prior to the date of consideration; having been read at and recorded in the minutes of the Navy Seabee Veterans of America, Inc. meeting preceding the date of consideration.**

**The adoption of amendments shall be by a majority vote. However, an adoption of amendments at a National Convention shall be by a majority roll call vote of the authorized delegates present and voting.**



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

**NATIONAL HEADQUARTERS**

**BY-LAWS  
AMENDED 2016**

**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 Seabee Veterans of America and further be identified by the letters SVA. 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 cooperate at all times 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.**

## **ARTICLE III**

### **MEMBERSHIP**

There shall be two (2) classes of National membership and they shall be Regular Active membership and Life Membership, of which both classes shall be equal.

#### **SECTION 1: Regular Active Membership**

- 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, and D, shall be the responsibility of the local Islands. Said proof shall be subject to verification and validation, upon request, 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.**

## 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, and 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:\*

<u>Attained Age</u>	<u>Life Membership Dues</u>	<u>Monthly payment plan</u>
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	\$12.50/ month for 10 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.

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.

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 Ten Dollars (\$10.00) for administrative expenses of handling the installments, shall be made to the Island, National Island at Large, Battalion or Unit at Large, which said member made application through.

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.

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 month of September during the lifetime of the Life Member.

Effective 1 July 1983, all Life Members on record in the files of the Life Membership Committee shall be considered being one class of Life Membership, and affiliate unit escrow provisions prior to the above date eliminated.

A Life Member wishing to transfer his membership from one Island to another shall be permitted to do so by making written request to the Chairperson of the Life Membership Committee, and such transfer 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 Member, provided said card be other than the official NavySVA 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 Member 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.

The transmitting of membership to the National Secretary shall be limited to Regular Active and Life Members, and membership shall be limited to one Unit, Island or Battalion only. Membership in more than one Unit, Island, or Battalion will not be permitted.

## **ARTICLE IV**

### **ORGANIZATION**

#### **SECTION 1**

- A. The Navy Seabee Veterans of America, Inc., hereafter referred to as Navy SVA, 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), 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 cause to be formed local units, which shall be designated and hereafter named Island X followed by a numerical designation within their respective areas, all Island numbers and/or names shall be approved by the National Executive Committee.**

#### **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 an area or 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, 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.**

#### **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 an area or State to establish a Department and maintain its status as an active Department.**

#### **SECTION 6**

**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 7**

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

#### **SECTION 8**

**Removed as it pertained to the NIAL. (2016)**

## **SECTION 9**

**Naval Construction Battalions or Units desiring to form their own Island within the Navy SVA, 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 10**

**Where there is no Department in the State, Territory, or area in which an Island is located, at the request of the Island, National Headquarters may designate the Department to which the Island shall be assigned until there shall be a Department in that State, Territory, or area. This provision, however, shall be excluded in regards to Islands At Large as specified in Sections Eight (8) and Nine (9) of this Article.**

## **SECTION 11**

**Islands assigned to a Department, as defined in Section 10 of this Article, shall not be required to pay dues to and shall not hold office within the assigned Department. Islands so assigned shall be for the intent and purpose of the Department assisting the respective Island in projects and activities such as they request and in meeting the Objectives of the Organization.**

## **SECTION 12**

**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 13**

**No Island within a Department shall seek withdrawal or be authorized to withdraw from an active Department of the Navy SVA, and no Island currently chartered within a State without a Chartered Department shall be allowed exempt status when a new Department 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 Time and Place 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 and maintained at least three (3) years in advance.**
- C. The National Convention shall be hosted by an active Island or Department of the Navy Seabee Veterans of America, Inc., at its city or area of record, unless otherwise approved by the National Convention, or, in case of emergency, by the National Executive Committee.**
- D. National Conventions being hosted by 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.**
- E. 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 of said Island being present in person, or by the Department with which the Island is affiliated, provided said delegate is registered and all fees have been paid.

### **SECTION 4**

The entitled votes of an Island, (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 Navy SVA 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".**
- 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 mailed to the National Secretary no later than fifteen (15) days prior to the opening date of the National Convention.

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 under the Unit 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.**

#### **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, in each Island.**

#### **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 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, 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 States, areas, and territories within these 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. The National Convention shall elect One (1) National Treasurer for a term of One (1) year, and 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 also elect and assure the perpetuation of the Organization's "Standing Committees" being; The Constitution and By-Laws Committee, Life Membership Committee, National Publications Committee, Publicity Committee, Resolutions Committee, Internet Committee, Finance Committee and Membership 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)

- E. The National Convention may, when it deems necessary elect a Chairman 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 the purpose of 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.**

## **SECTION 4**

**The National Executive Committee shall appoint the National Parliamentarian, National Chaplain, National Service Officers, National Counselors, National Historian, and National Master-At-Arms 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 appointing power.**

## **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 Chairpersons 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 any and all mandates of the National Convention, and, if deemed necessary, by a majority of the Committee.
- 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 Committee person 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.**

**Navy SVA members, not members of the National Executive Committee, shall be privileged to 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.**  
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- B. The site of the mid-year National Executive Committee meeting shall be determined by action of the Post-Convention National Executive Committee meeting subsequent to consideration of meeting site bids submitted from affiliate units and/or member groups desiring to serve as meeting host and coordinator.**
- C. The National Executive Committee will assure that a minimum of one (1) in five (5) Mid-Year meetings, when possible, are held in the State of Illinois, being the State of Registration and Incorporation of the National Headquarters.**
- D. In the event of non-action by the Post-Convention National Executive Committee and/or an emergency, the mid-year meeting site shall be by decision of the National Board of Directors.**
- E. Special meetings may be called any time upon written notice 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.**

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**In case of emergency, the vacancy may be filled by appointment of 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, a Rules, Credentials, Auditing, Membership, Time and Place, and Nominating Committee, as 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.**
- C. The National Commander shall be obligated to formulate the respective Convention Committees composed of members in good standing, in number as such to assure equal representation of all Departments and/or organizational Districts in attendance, to expedite the order of business of the respective committees.**
- D. The Convention Committees as formulated, when in number less than three (3) including a chairperson or deviation from equal representation, as provided in subsection C, of this Article, shall be with a two-thirds (2/3) approval of the National Executive Committee 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 Chairperson, 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.**
- G. The National Commander, representing the Navy Seabee Veterans of America, Inc., shall be the automatic member of the CEC/Seabee Historical Foundation Board of Trustees.**

## **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 Absence of the National Commander, due to sickness or death, 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 that he/she was elected to, working with the Departments and Islands that are chartered within his District. He/she will work to form new Departments and Islands within his/her District, work to increase membership in the Navy Seabee Veterans of America, Inc., within his/her respective District, and act as liaison between Departments and Islands within his/her District and the National Headquarters. National District Commanders shall be a permanent resident of their District.**
- B. The National District Commanders shall be responsible for selecting the name from the list pursuant to paragraph 2 below, for each newly Navy SVA funded Seabee Memorial Scholarship.**
  - 1. The six District Commanders of the Navy SVA shall be the nucleus of the Seabee Memorial Scholarship Nominating Committee with one of six members rotating every year as Chairman. The Executive Committee shall appoint a replacement committee member in an emergency action.**
  - 2. Any Seabee or Seabee group must submit a nomination in writing with credentials pertaining to the nominee and a list of accomplishments for the good of the Organization. This nomination must be received by the National Secretary of the Navy SVA at least 30 days before the nominating year Convention.**
  - 3. The requested nominee's credentials shall be reviewed during the Seabee Memorial Scholarship Nominating Committee's meeting at the Navy SVA National Convention before a vote is taken.**
  - 4. If no nominations are received, then the Seabee Memorial Scholarship Nominating Committee shall postpone a decision until a later date.**

5. Names of nominees that are not selected shall be reconsidered at the next Scholarship Award Committee meeting.
6. The naming of a single scholarship award may include more than one person or group.
7. Members of the committee shall not indulge in undue persuasion, politicking, and coercion or commit malfeasance before or during the Seabee Memorial Scholarship Nominating Committee meeting.

#### **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. He/she 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 sign all checks 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 Chairperson). 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, and shall perform such other duties as are usually incident to their Office.

## **SECTION 7: 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 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., and 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, and 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 Committee and the policies and mandates of the National Convention, National Executive Committee, and the National Commander, and shall be Custodian of, and responsible for, all books, records, funds, and correspondence of the respective Standing Committee. He/she shall be authorized to approve expenditures of the funds not to exceed approved budget amounts. The Standing Committee Chairperson shall make reports at the meetings of the National Executive Committee and National Convention, or when requested by the National Commander.**

(11DJB)

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

## **SECTION 11: LIFE MEMBERSHIP CHAIRPERSON**

**The Life Membership Chairperson 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 Chairperson shall process applications and Life Membership fees in accordance with the procedures set forth in Article III, Section 2. He/she 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 the Office.**

## **SECTION 12: REMOVED AS IT PERTAINED TO NIAL (2016)**

## **SECTION 13: NATIONAL SERVICE OFFICER**

**The National Service Officer shall perform those services that assist with any related problems requiring information on benefits that Navy SVA members may be entitled, and so coordinate accordingly. The booklet "Service Officers Responsibilities and Duties, Required Information" shall be used as the official document of the Navy SVA.**

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

## **SECTION 5**

All funds of the National Headquarters general and/or special accounts shall require two (2) of three (3) approvals for the withdrawal or disbursement of funds. The authorized approvals shall be the National Treasurer, National Commander and the National Secretary.

All funds of the Standing Committees accounts shall require two (2) of three (3) approvals for the withdrawal or disbursement of funds. The authorized approvals shall be the Chairman of the respective Standing Committee, the National Treasurer or the National Commander.

(11DJB)

## **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 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**

If and 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 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**

### **DISCIPLINE**

#### **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. Any and 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 his/her membership until a fair trial by the respective Island, Department, or National Headquarters.

#### **SECTION 3**

Any member who has been suspended or expelled has the right to appeal to his/her Department Executive Committee or to the National Executive Committee. The decision of the 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 on questions in regard to 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.**

## **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".

#### **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 membership as long as their membership in the Auxiliary is continuous by payment of dues and as a member in good standing.

#### **SECTION 4**

Membership of a divorcee of a Member of the Navy SVA shall continue as long as such membership remains continuous.

#### **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 Navy SVA Auxiliary shall be the same "FIGHTING BEE" as specified in Article II of the Constitution of the Navy SVA, except that an additional "A" is placed at the bottom on the circumference of the rope design.

## **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.

#### **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**

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

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.

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

**STANDING RULES  
AMENDED 2011**

**RULE 1: ARTICLES OF INCORPORATION (Islands and Departments)**

All Islands and Departments as affiliated Units of the Navy Seabee Veterans of America, Inc. are directed and charged with the responsibility of filing Articles of Incorporation, or registering as an affiliate of a foreign corporation of the State of Illinois as Not for Profit Veterans Organization, when such is permissible for their respective Units, with the Secretary of State of their respective State. A copy of said Articles, all amendments thereto, accepted affiliated status, and names of the Registered Agents and addresses shall be placed on file with the National Headquarters of the Navy Seabee Veterans of America, Inc.

The Registered Agent and address of the National Headquarters, shall be in accordance with the Articles of Incorporation Act, State of Illinois, being continuously maintained in the State of Illinois, and any change of same for any reason shall be by recommendation of the National Executive Committee and approval of the National Convention. However, in emergencies, the National Executive Committee shall, between Conventions, approve said change.

The Registered Agent shall be designated as an appointed Officer and that he/she shall serve continuously until he/she resigns, is unable to act, or is removed by action of the National Convention for failure to perform his/her duties.

## **RULE 2: ORGANIZATION, Districts**

The Organization of Districts of the National Headquarters, in compliance with the By-Laws, Article IV, Section 1-A, shall be as follows:

### **North-East District:**

Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New Jersey, Delaware, Maryland, New York, Pennsylvania, and the District of Columbia.

### **South-East District:**

West Virginia, Virginia, North Carolina, South Carolina, Georgia, and Florida.

### **North-Central District:**

Ohio, Indiana, Illinois, Michigan, Wisconsin, Iowa, Minnesota, North Dakota, South Dakota, and Nebraska.

### **South-Central District:**

Kansas, Missouri, Oklahoma, Arkansas, Texas, Louisiana, Mississippi, Alabama, Tennessee, and Kentucky.

### **North-West District:**

Washington, Oregon, Idaho, Montana, Wyoming, and Alaska.

### **South-West District:**

California, Nevada, Utah, Colorado, Arizona, New Mexico, and Hawaii.

## **RULE 3: REMOVED AS IT PERTAINED TO NIAL (2016)**

## **RULE 4: AWARDS, RIBBONS, AND TROPHIES**

The National Executive Committee shall be empowered to authorize and present distinctive service awards to individuals, groups, and Units, such awards to be in recognition of meritorious service to the Community, State, Country, or to the Navy Seabee Veterans of America, Inc., its affiliate Units, and Auxiliary.

### **NATIONAL HEADQUARTERS INCREASE IN MEMBERSHIP RIBBONS**

**Name and Presentation**

Membership Ribbons,

One (1) known as the "Department Percentage Increase in Membership Ribbon"

One (1) known as the "Department Numerical Increase in Membership Ribbon"

One (1) known as the "Island not within a Department Percentage Increase in Membership Ribbon",

One (1) known as the "Island not within a Department Numerical Increase in Membership Ribbon",

One (1) of each shall be presented annually at the National Convention by the National Commander, to the Department(s) and Islands not within a Department of the Navy Seabee Veterans of America, Inc. making the respective greatest percentage and numerical increases in membership for the immediate past fiscal year (July 1 through June 30).

## 2. Department and Island not within a Department Eligibility

All Departments and Islands not within a Department shall be considered eligible for contention for and awarding of the respective ribbons provided the Department (and Islands within the Department) and Islands not within a Department meet the minimum requirements as specified in Article IV, Section 5, 6, and 7 of the By-Laws, and the Department and Islands not within a Department were operating under a Charter of the Navy Seabee Veterans of America, Inc., for one (1) full fiscal year prior to the National Convention.

There being no Department or Island not within a Department meeting the requirement for the awards, the award shall be placed in the custody of the National Secretary until the following year or until a Department or Island not within a Department becomes entitled to the award.



### **3. Tabulation Inclusions**

**New Members, renewals, reinstated Members, Life Members, and Members transferring membership prior to 1 July of the fiscal year shall be included in the tabulation of respective increases within the respective Departments or Islands not within a Department.**

### **4. Tabulation Exclusions**

**Associate and Honorary memberships, as defined in the By-Laws, Article III, Section 3 and 4, shall be excluded in the tabulation of increases in membership for these trophies. Island membership assigned to a Department as defined in Article IV, Sections 10 and 11 shall be excluded in the tabulation of increases in membership for the trophies awarded to Departments.**

#### **B. NATIONAL COMMANDERS TROPHY**

**A trophy known as the "National Commanders Trophy" shall be awarded at the National Convention to the Seabee Battalion or Unit attending the National Convention with the greatest number of Navy Seabee Veterans of America, Inc. members and non-members, (no wives/husbands and/or guests shall be counted), from their respective Battalion or Unit in attendance and registered for the National Convention and Reunion.**

**Registration shall be verified by payment of the Convention and Reunion registration fee through the National Convention and Reunion Committee as specified in Standing Rule 6, Section H.**

**The "National Commanders Trophy" redesigned and presented at the 1980 National Convention, being an eight by ten inch (8" x 10") walnut plaque type trophy with the Navy Seabee Veterans of America, Inc. emblem and appropriate engraving shall be the official trophy, maintained in stock by the National Headquarters, with an authorized purchased cost not to exceed Fifty (\$50.00).**

### **RULE 5: BY-LAWS**

**By-Laws as changed and adopted in Convention shall be forwarded to the Chairperson of the Constitution and By-Laws Committee upon adjournment of the Convention. Said Chairperson shall produce or cause to have produced, copies of the By-Laws as amended and/or adopted as a form of supplement or addition to the existing By-Laws of which one (1) copy shall be forwarded to each National Officer, two (2) copies to each Chartered Department, and two (2) copies to each Island and Island At Large.**

## **RULE 6: NATIONAL CONVENTION AND NATIONAL CONVENTION COMMITTEE**

The designation of "Navy Seabee Veterans of America, Inc. National Convention and Reunion" shall be used in lieu of Navy SVA National Convention in publicizing the National Convention of the Organization.

The obligations and responsibilities of the National Convention Committee in part, shall be as follows:

- A. To maintain a communication network with the principal officers of the Navy Seabee Veterans of America, Inc., to assure a clear and positive progress report of the activities and functions of the Convention and Reunion.**
- B. Ascertain that adequate rooms for the Navy SVA and Auxiliary are available for;**
  - 1. Pre-Convention National Executive Committee meeting.**
  - 2. Formal Convention Opening and Joint Session.**
  - 3. Navy SVA Convention business session(s).**
  - 4. Auxiliary Convention business session(s).**
  - 5. Post-Convention National Executive Committee meeting.**
- C. Assure dissemination of all pertinent information such as registration, activities, available accommodations, cost, etc. relative to the National Convention and Reunion to all affiliate Units of the Navy Seabee Veterans of America, Inc., and its entire Active and Life Membership, and, when possible, to prospective members.**
- D. Provide for the National Commander adequate complimentary overnight accommodations at the National Convention Headquarters Hotel with sufficient administrative work area for the duration of the Convention and one (1) day prior to the Convention.**
- E. Provide for the National Secretary adequate complimentary overnight accommodations at the National Convention Headquarters Hotel with sufficient administrative work area for the duration of the Convention and one (1) day prior to the Convention.**

- F. The National Convention and Reunion registration fee collectible by the National Convention Host Island which shall be in an amount not to exceed Fifteen Dollars (\$15.00), with Two Dollars and Fifty Cents (\$2.50) of said amount to be set aside for the National Treasury, and exclusive of other Convention donations and/or charges for Convention and Reunion activities and functions, banquet, dance, tours, etc. The part of the registration fee (\$2.50) set aside for the National Treasury that is paid by Navy SVA Auxiliary Members shall be refunded to the Auxiliary Treasury.**

**The monies received from the registration fee (with the exception of the amount set aside for the National Treasury) shall be the property of the Convention Host Committee, to assist in covering incurred Convention and Reunion expenses.**

- G. Assure that the record of registration of attendance of Navy Seabee Veterans of America, Inc. Members, delegates, Auxiliary, and guests, being name, address, Navy SVA Unit, and Battalion Unit of affiliation, and other pertinent information, shall be a matter of record and placed on file with the National Secretary, utilizing a computer database per sample of the National Headquarters.**
- H. Assure that the record of registration, listing name of Members, Auxiliary and guest of the Navy SVA affiliation and Battalion Unit affiliation, excluding addresses, shall be included as an addendum to the minutes of the National Convention as specified in Standing Rule 9, "Minutes, Convention and Executive Committee Meetings".**

**RULE 7: NATIONAL CONVENTION, RULES OF**

The Convention order of business shall be as follows:

- A. Formal Opening
- B. Roll Call of Officers
  - Elected Officers
  - Appointed Officers
  - Department National Executive Committeepersons
  - Chairpersons of Committees, Standing and Special
- C. Roll Call of Departments
- D. Roll Call of Islands not within Departments
- E. Remaining appointment of Committees
- F. Commanders Report
- G. Rules Committee Report
- H. Credentials Committee Report
- I. Approval of Minutes of Previous Conventions
- J. Reading of Minutes of National Executive Committee Meeting  
(Approval required for concurrence of National Executive Committee action.)
- K. Report of Remaining Officers
  - 1. Past National Commanders
  - 2. National Secretary
  - 3. National Treasurer
  - 4. National Vice Commander
  - 5. National District Commanders
  - 6. Office removed NIAL
  - 7. Department National Executive Committeepersons
  - 8. National Trustees
  - 9. National Chaplain
  - 10. National Counselors
  - 11. National Service Officer
  - 12. National Historian
  - 13. National Parliamentarian
  - 14. Standing Committees
    - Constitution and By-Laws
    - Finance (DJB2011)
    - Internet
    - Life Membership
    - Membership (DJB 2011)
    - National Publicity
    - Publications
    - Resolutions
  - 15. Registered Agent
  - 16. National Master-At-Arms/Mistress-At-Arm
- L. Reception and Reference of Communication
- M. Report of Remaining Committees, except Nominating Committee
- N. Report of Nominating Committee
- O. Unfinished Business

- P. New Business**
- Q. Nominations of Officers for the coming year**
- R. Election and Installation of Officers**

**Rules of Order Governing the Convention;**

- A. When a member wishes to speak, they shall rise, address the presiding officer, state their name, and state the Island, Department, Island At Large, Unit, or Battalion they represent. They shall confine their remarks to the question before the Convention body at the present time only.**
- B. No member shall speak twice upon the same question, except for explanation when clarification is necessary, nor longer than five (5) minutes without a vote of the assembly, such vote to be taken without debate.**
- C. Speeches placing candidates in nomination for any office shall be limited to two (2) Minutes. Speeches seconding nominations shall be limited to two (2) minutes.**
- D. Only delegates who have registered, paid the delegate fee, and who have become accredited by the Credentials Committee shall make motions, seconds to motions, and vote on all motions and amendments thereto.**
- E. Alternate delegates and visitors who are members shall have all the privileges of delegates except the power to vote.**
- F. Alternate delegates shall vote only when the accredited delegate is temporarily absent, and the alternate has been verified by the spokesperson or Chairperson of a respective Unit delegation to the Credentials Committee and the National Secretary.**
- G. Voting on all issues and election of Officers shall be under Unit Rule as defined in the By-Laws, Article V, Section 7. Departments and/or Islands not affiliated with a Department may ask for a reasonable period of time to caucus before voting on any issue or elective office to be determined by their vote.**
- H. When, as a final result of a Unit Caucus, the voting desire is other than a Unit Vote (split vote), a duly authorized delegate shall request the polling of the individual delegates of the Department or Island not affiliated with a Department and said polling shall be held only in open session of the Convention. Votes of polled delegates will be made a matter of record in the meeting minutes of the Convention.**

**RULE 8: FINANCIAL**

- A. Effective with the 2005-2006 Fiscal Year, the annual membership per-capita tax to the National Headquarters as defined in Article X, Section 2, of the By-Laws, shall be an amount of Fifteen Dollars (\$15.00) per member, of which Ten Dollars (\$10.00) shall be designated for the general fund and Three Dollars and Fifty Cents (\$3.50) shall be designated for the support of the National Publication.**

**Based on Annual Dues of Twenty Dollars (\$20.00), this schedule can be used for a prorating of the dues paid to the National and the Islands. Based quarterly, this schedule is only for new members for their first year of membership.**

**Members joining between:**

<b>July and September</b>	<b>pay \$20.00 with \$15.00 going to National</b>
<b>October and December</b>	<b>pay \$15.00 with \$11.75 going to National</b>
<b>January and March</b>	<b>pay \$10.00 with \$7.50 going to National</b>
<b>April and June</b>	<b>pay \$ 5.00 with \$3.25 going to National</b>

**Effective January 1, 2009 the NSVA has adopted a new 3 year membership option. The reduced dues fee is to be \$50.00 for 3 years.**

- B. One Dollar and Fifty Cents (\$1.50) of the National Per-Capita tax of each member shall be allowed to a drawing fund for the expenses and general reimbursement for the Office of the National Secretary, which the National Treasurer, with the approval of the National Commander, is authorized to pay to the National Secretary any amount that, through payment of membership per-capita has accumulated as of each November, February, May, and August of that fiscal year.**
- C. The Life Membership Committee shall, from the Life Membership per-person tax, pay Interest earned in the following amounts: 60% which shall be designated to support the National Headquarters, 10% which shall be designated to the Department of said Member's affiliation, and 30% which shall be designated to support the Island, Battalion, or Unit At Large of said Member's affiliation. Departments and Islands will be prorated based on the number of Life Members.**

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**Said amounts shall be paid annually during the lifetime of said Life Member in the month of September.**

- D. For the purpose of providing expense allowance deemed essential for the promotion of the Navy SVA, the respective Offices of National Commander, National Vice Commander, the Six (6) National District Commanders, and the National Publicity Committee shall be reimbursed, with itemized, receipted amounts of expenses as allowed, not to exceed the yearly amount as herein listed for the respective Officers:**

**National Commander - Four Thousand Dollars (\$4,000.00)**

**Nat'l. Vice Commander At Large - Two Thousand Dollars (\$2,000.00)**

**Nat'l. District Commanders - Seven Hundred and Fifty Dollars (\$750.00) ea.**

- E. Effective with the 2005-2006 Fiscal Year, the annual membership per-capita tax of the National Island At Large (disbanded 2017), as defined in Article IV, Section 8, of the By-Laws, to National Headquarters shall be in an amount of Twenty Dollars (\$20.00) per member. Members of the National Island At Large shall have the privilege of transferring his/her membership as defined in Article IV, Section 8 and 12 of the By-Laws.**

**For the purpose of providing for the out of pocket expenses of the Secretary of the National Island At Large (disbanded 2017), a Drawing Fund of \$400.00 shall be established that will allow reimbursement, with itemized, receipted amounts, of expenses as allowed. The books/records of this Fund are to be audited annually.**

- F. The Charter fee of a Department, as defined in Article IV, Section 3, and Section 4, shall be in an amount of Ten Dollars (\$10.00) payable to the National Headquarters.**

- G. Expenditures of the National Executive Committee shall not exceed an amount of One Hundred Fifty Dollars (\$150.00) on any one expenditure or item authorized by action of that Committee.**

- H. "INTERNET HOME PAGE" The National Organization shall maintain and fund the Navy Seabee Veterans of America, Inc., website making links available to all Islands. The Webmaster shall be allotted \$750.00 per year for maintenance and updating.**

**All funds generated will be handled through the National Treasurer.**

**The Books/Records of this fund are to be audited annually.**

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- L. The Secretary of the National Island At Large shall be reimbursed One Dollar (\$1.00) per year for each member in the National Island At Large (disbanded 2017).**

**The Books/Records of this fund are to be audited annually.**

- J. For the purpose of providing for the out of pocket expenses of the National Treasurer, a Drawing Fund of five hundred dollars (\$500.00) shall be established that will allow reimbursement, with itemized, receipted amounts, of expenses as allowed. The books/records of this fund are to be audited annually.**

(Established 2003 inserted 2010 DJB)

- K. For the purpose of providing support to the National Publicity Committee, a Drawing Fund of two thousand dollars (\$2,000.00) shall be established that will allow reimbursement, with itemized, receipted amounts of expenses as allowed. The books/records of this Fund are to be audited annually.**

(Established 2003 inserted 2010 DJB)

## **RULE 9: MINUTES, CONVENTION AND EXECUTIVE COMMITTEE MEETINGS**

- A. The report of the National Executive Committee and National Convention, as submitted by the National Secretary, shall be made up and distributed within Thirty (30) days after such meetings or Convention. Minutes of the above mentioned meeting and Convention shall be duplicated as submitted by the National Secretary, so as not to alter or change the procedures or actions taken during these meetings or Convention. These Minutes shall be distributed by e-mail if available, or by mail if requested.**

- B. It shall be the duty of the National Secretary to have the Convention minutes reproduced and distributed. The Minutes will be made available through e-mail to all National Officers and Commanders and Secretaries of the Departments and Islands who have e-mail capabilities by the National Secretary. For those Officers who do not have an e-mail address, a copy of the Minutes will only be mailed to them if they request a copy in writing or by phone.**

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- C. The record of registration of Members, Auxiliary, and guests at the National Convention and Reunion as specified in Standing Rule 6-G, "National Convention and National Convention Committee" shall be attached as an addendum to the National Convention Minutes.**

- D. Upon verification of compliance of paragraph B and C, the National Treasurer, upon authorization of the National Commander, shall issue a check to the National Secretary in the amount equal to the total expense of distribution of the Minutes, subject to itemized, receipted amounts of expenses allowed. The remainder of the delegate fees paid at the Convention as specified in the By-Laws, Article V, Section 6, paragraph B. will be deposited in the National Treasury.**



## **RULE 10: PUBLICATION(S), IN GENERAL**

- A. All publications, news sheets, flyers, etc. of the Navy SVA shall be of good quality and material. Articles, editing, and advertising contained therein shall meet the approval of the National Executive Committee.**
- B. The National Executive Committee shall be empowered and directed to suspend, when it deems necessary, the printing and distribution of any publication within the Navy SVA that shall in its contents and quality in whole or part be detrimental to the best interest of the Organization and not meeting the standards as set forth, pending final action of the National Convention.**

## **RULE 11: PUBLICATION, NATIONAL HEADQUARTERS**

- A. The National Publication known as "CAN DO", published, when possible, with a minimum of four (4) editions annually, being the "Official" publication of the National Headquarters, and being governed by the provisions of the By-Laws and Standing Rules, the cost of which shall be borne by monetary contributions, solicitation of advertisement space, and operating revenue received by the National Headquarters as specified in Standing Rule 8, "Financial".**
- B. The National Publication staff shall accept full responsibility of the editing, printing and mailing of the National Publication and shall sign a contract setting forth the status of the Publication between the publication staff and the National Headquarters.  
An amount of \$0.25 for each addressee on the mailing list for the "CAN DO magazine shall be allotted to the Publication Committee.**
- C. All members shall be privileged to submit articles of interest for publication and solicitation and/or purchase of advertisement space as agreed by the National Executive Committee and the Publication staff.**
- D. The National Publication shall be distributed to all Active and Life Members in good standing. One (1) open mailing privilege is authorized for one (1) edition of the Publication, the mailing list of which may include inactive and prospective members, etc., for the promotion of signing up of new members, publicity of the Navy Seabee Veterans of America, Inc., and its affiliate Units and special events such as the National Convention and Reunion.**
- E. The National Publication shall be mailed to widows/widowers of Members, the address of record and changes thereto to be the obligation of the receiving widow/widower.**

## **Seabee RULE 12: MEMORIALS**

- A. The Seabee Memorial Scholarship Association (SMSA) shall be recognized as an official project and most worthy endeavor of the Navy Seabee Veterans of America, Inc., in meeting, in part, the Organizational goals and Objectives as prescribed in the Articles of Incorporation, Not-For-Profit, and as further defined in the By-Laws.**
- B. Members shall be encouraged, by their voluntary contributions and efforts, to assist in this endeavor by the creation of perpetual scholarships in the name of the Navy Seabee Veterans of America, Inc. by individual and group donations and/or initiating memorials, in any amount, on behalf of and/or as a living memorial to persons of their choosing and/or the Navy Seabee Veterans of America, Inc.**
- C. To ascertain that the memorial contributions are processed and credited to the donor and/or the Navy Seabee Veterans of America, Inc., all donations should be made payable to the SMSA Fund, with Navy SVA and name of deceased or honoree in the memo line of the check or money order, and mailed to the Office of the National Secretary, for forwarding to the Seabee Memorial Scholarship Association Committee for forwarding with formal presentation as applicable.**
- D. Acknowledgment of all memorials will be made by the Navy Seabee Veterans of America, Inc., and the Memorial Scholarship Association Committee (SMSA).**

**On behalf of the National Headquarters, donations shall be made to the SMSA in memory of deceased National Officers and Past National Commanders and spouses. The amount to be donated in memory of the aforementioned persons shall not exceed One Hundred Dollars (\$100.00) each.**
- E. The CEC/Seabee Historical Foundation shall be recognized as an official project and most worthy endeavor of the Navy Seabee Veterans of America, Inc., in meeting, in part, the Organizational goals and Objectives as prescribed in the Articles of Incorporation, Not-For Profit, and as further noted in the By-Laws.**

### **RULE 13: ROSTER OF MEMBERSHIP, MAILING AND USE OF**

No mailing list, roster, names, addresses of any past, present, or prospective Member of the Navy Seabee Veterans of America, Inc., shall be given to any individual, firm, or organization for any purpose except official business of the Navy Seabee Veterans of America, Inc., Department, or Island. Violation of this Rule shall be considered as just cause for action against any Member, Associate, Department, and/or Island, and subject to the provisions of Article XI, "Discipline" of the By-Laws. Any person, firm, or Corporation using the name of the Navy Seabee Veterans of America, Inc., or any member thereof for other than official business of the Navy Seabee Veterans of America, Inc., is subject to civil action through the courts for appropriate relief.

### **RULE 14: TAX FORMS, FILING OF**

The principal Officers of National Headquarters, Departments, and Islands of the Navy Seabee Veterans of America, Inc., are directed and charged with the responsibility of filing with the Internal Revenue Service (IRS), U.S. Treasury Department, the Internal Revenue Form 990 Information Code (1954) Section 501 (c) (4) (also known as the e-postcard via the internet or by telephone) which is applicable under the Navy Seabee Veterans of America, Inc., Organization original group ruling exempt letter dated 4 January 1951. A copy of this form as filed, by the affiliate Department and/or Island or a letter of certification from the principal Officers of the Department and/or Island, that the forms have been executed shall be placed on file with the National Headquarters each accounting year in accordance with IRS Regulations.

Affiliate Departments and/or Islands failing to file a proper and timely IRS e-postcard as applicable may be considered inactive in status and upon recommendation of the Board of Directors and Counselors have their Charter suspended temporarily.

## **RULE 15: RESOLUTIONS**

**Islands, Departments, and individuals desiring to offer resolutions for the Navy Seabee Veterans of America, Inc., to be considered shall conform to the following rules in order for their proposed resolution to be placed on the agenda.**

- A. All proposed resolutions must be in the hands of the National Secretary at least thirty (30) Days prior to the mid-year National Executive Committee meeting. Proposed resolutions received with less than thirty (30) days from the Executive Committee Meeting shall be held over for the following mid-year meeting.**
- B. At thirty (30) calendar days prior to the date of the mid-year meeting, the National Secretary shall give each resolution an identifying number, this number shall be composed of an alphabetical letter followed by a dash and a two (2) digit number. (Example: A-10, B-10, C-10, etc.).**
- C. Immediately upon completion of the numbering of those proposed resolutions for that year, the National Secretary shall make and mail copies to all members of the Resolutions Committee and the National Commander.**
- D. The Chairperson of the Resolutions Committee shall, upon receipt of his copies, immediately review the proposed resolutions and, with input from the Resolutions Committee members, if necessary, reword them to make them grammatically correct and in proper form. If it has been determined that this is a substitution, the Chairperson shall place a small “c” after the number, and return it to the National Secretary, who will mail it to the members of the National Executive Committee, prior to the mid-year meeting.**
- E. The Resolutions Committee shall meet the evening immediately prior to the National Executive Committee meeting to determine their recommendations to the National Executive Committee. Any Resolution Committee member unable to attend is urged to submit in writing their approval or disapproval of the proposed resolutions.**

## **RULE 16: 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.**