

## **Bylaws of John C. Calhoun Veterans Association**

### ARTICLE I

#### NAME AND PURPOSE

##### Section 1

The name of the organization will be USS JOHN C. CALHOUN (SSBN 630) VETERANS ASSOCIATION, hereinafter called The Association.

##### Section 2

The John C. Calhoun Association is a fraternal organization for United States Navy Submariners who served aboard the nuclear powered fleet ballistic missile submarine USS John C. Calhoun (SSBN-630). The primary purpose of the association is to provide an opportunity for the members to enjoy camaraderie with former shipmates and other submariners with a common background of service aboard the Calhoun, and to provide the opportunity for members to actively participate in reunions and other activities of the association.

##### Section 3

The Association will be non-profit and will not have nor issue shares, stocks, or dividends.

### ARTICLE II

#### OFFICERS, TERMS OF OFFICE, COMMITTEES

##### Section 1

The elective officers of The Association will be President, Vice-President, Secretary, Treasurer. They will be elected at the biennial meeting and their terms of office will be two (2) years. No President will serve more than one consecutive term.

##### Section 2

There will be a Chaplain, a Storekeeper, a Historian, a Newsletter Editor, a Webmaster, a Photomaster, and a Ditty Bag Editor appointed by the President and their terms will be two (2) years. The Chaplain may appoint assistant(s) from the membership to help administer the position. The assistant(s) will be approved by a majority of the board. (6/24/06)

##### Section 3

The President may form committees, including but not limited to a Membership Committee, a Newsletter Committee, and a Reunion Committee and may appoint chairmen for such committees as necessary to conduct the business of The Association.

##### Section 4

Elected and appointed officers completing their terms of office will serve as the Nominating Committee for selection of the next slate of nominees. The Vice-President will serve as Chairman of the Nominating Committee and will be responsible for ensuring that the committee completes its work in time for the biennial business meeting and election of officers.

##### Section 5

All elected officers and immediate past president will comprise the Board of Directors. The immediate Past-President will be Chairman of the Board. In his absence, the sitting President will be Chairman of the Board. The Board shall have the authority to replace any officer for cause. The Board is responsible for managing association monies.

### ARTICLE III

#### DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

##### Section 1

The President will preside over all meetings of The Association, preserve order and decorum, and will perform all duties incident to the office of President. He will give notice of all meetings and conduct the correspondence of The Association. He will provide newsworthy information to the Newsletter Editor for each Newsletter's scheduled distribution.

#### Section 2

The Vice-president will render such assistance to the President as he may require and will perform the duties of the President in his absence or disability. Normally, he will be nominated to succeed the President upon completion of the incumbent President's term of office. The Vice-president will be the Chairman of the Nominating Committee and the Chairman of the Membership Committee. He is the primary recruiter for the Association and the Chairman of the Membership Committee. If he desires, he will have a column in the Newsletter.

#### Section 3

The Secretary will be responsible for taking and reading the minutes and notes of all Association functions. He will normally publish an Association Sailing List annually for the Newsletter. A knowledge of Microsoft programs, Access and Front Page would be a positive asset for this position. He is responsible for updating and maintaining all aspects of the computerized Sailing List. He may obtain assistance in this task where available. There is no limit on his term of office, but he must be nominated and elected each time.

#### Section 4

The Treasurer will keep the accounts of The Association, other than the Storekeepers Fund and the Reunion Hosts Fund, and report thereon in each issue of the Newsletter. The Treasurer's Summary will be reported at the biennial meeting. His accounts may be audited by an Auditing Committee appointed by the President. The majority of said committee will be the elected officers, other than the Treasurer, of The Association. At least one elected officer will be co-signers of The Association Treasury; however, only the Treasurer is required to sign checks for paying The Association bills. He will forward all Memberships Forms to the Secretary to facilitate entry of the new members information onto the Sailing List. If requested, he will provide the President with monthly financial statement and a status of the current membership dues. There is no limit on his term of office, but he must be nominated and elected each time.

#### Section 5

The Chaplain will be the primary point of contact for notification of illness/death of any Association Member or Calhoun Shipmate. In addition, he will initiate contact with relatives of the infirmed or deceased and keep the Association informed via direct e-mails and the official Association Website, of specifics, regarding the illness or death. He will send appropriate get well, condolences or sympathy cards on behalf of the Association and tender his signature to the card using the "Chaplain, USS John C. Calhoun SSBN630 Veterans Association" tag line. When notified, he will report any illness or death to the Webmaster for inclusion on the IMC; to the Ditty Bag Editor for inclusion in the next Ditty Bag; to the Secretary for inclusion in the next JCC Newsletter and, in the case of death, to update the JCC Sailing List and, to the Eternal Patrol Editor for updates to the Eternal Patrol Registry. The Chaplain may, at his discretion, or at the request of another Association Officer, directly notify JCC Shipmates of the informed/deceased. The Chaplain will offer the invocation at the reunion banquet. The Chaplains Guide used by the USSVI may be consulted and used as a reference.

#### Section 6

The Storekeeper will be responsible for the Ship's Store. He will maintain a Storekeepers Fund and an inventory of all Ships Store items. Proceeds from all sales will be provided to the Treasurer for recording and deposit. Invoices for all merchandise purchased will be reviewed and paid by the Storekeeper from the Storekeepers account. The Storekeeper will decide on items to be purchased for the benefit of The Association, although suggestions from others would be welcomed. The Storekeeper will keep his accounts and report thereon at each biennial meeting. His accounts may be audited by an Auditing Committee appointed by the President. The majority of said committee will be the elected officers of The Association. At least one elected officer will be appointed as co-signer of The Storekeepers Fund; however, only the Storekeeper is required to sign checks for paying the Storekeeper bills.

#### Section 7

The Historian will be responsible for maintaining the archives of the Association, receiving, recording and maintaining donations of memorabilia. He will also store backup medium of the Associations records, including CD's of computer data and photographs. He will report his inventory in a style of his choice at least biennially at the association meeting and to the Newsletter Editor in time for the November Newsletter.

#### Section 8

The Newsletter Editor will assemble the Newsletter inputs in the style of his choice and arrange for printing and mailing of the proper number of copies to the paid membership of record, whose USPS addresses are known, and who do not have E-Mail addresses, as of 1 April of each year. Expenses for postage and other related expenses are reimbursable when receipts are presented to the Treasurer. The Newsletter Committee members will be comprised of the officers, elected and appointed, who are directed to make periodic reports to The Association. The Newsletter will be distributed four (4) times a year in the months of February, May, August, and November. Inputs to the Editor for the next issue must be to the Editor no later than the first of the month preceding the scheduled month of distribution.

#### Section 9.

Association Reunion Host will be responsible for determining the facilities, menu, music, entertainment, etc., for the reunion. He will maintain a Reunion Fund as decided by the Board, and services purchased by the Reunion Host will be reviewed and paid by the Reunion Host from the Reunion Fund. The Reunion Host will keep his accounts and report thereon at each biennial meeting. His accounts may be audited by an Auditing Committee appointed by the President. The majority of said committee will be the elected officers of The Association. At least one elected officer will be co-signer of Reunion Fund; however, only the Reunion Host is required to sign checks for paying the reunion bills. Funds left over from the reunion will be turned over to the Treasurer.

#### Section 10

The Webmaster will be an experienced Webmaster with one or more published web sites being available for review prior to being appointed.

#### Section 11

The Photomaster will be asked to take photos of JCC families during the reunions and other functions that he may attend. He will maintain the Photo's sub-web, inputting photo's provided by members and other sources into the appropriate albums. Expenses incurred by the Photomaster in the performance of his duties are reimbursable from the Treasurer.

#### Section 12

The Association Members will determine a site to hold the next biennial reunion. This issue is determined by the Members voting for a site for which a host has been determined. The site is determined by a simple majority of the eligible attending Members. Members are also expected to keep the Chaplain informed of illnesses and deaths of JCC Veterans that they may hear of and to notify the Vice President of any JCC Veterans of which they are aware that may not be on the Sailing List.

### ARTICLE IV

#### MEMBERSHIP, DUES, CONTRIBUTIONS

##### Section 1

All persons who served in USS John C. Calhoun (SSBN 630) at any time are eligible for membership in The Association.

##### Section 2

Children and parents of veterans, living or deceased, who served aboard the USS John C. Calhoun (SSBN 630) are entitled to become Auxiliary Members by paying the established dues. Spouses of deceased veterans will be exempt from paying dues and will be considered life Auxiliary Members. Auxiliary members will receive all the rights and privileges of Association Membership with the exception of voting. Persons who did not serve in USS John C. Calhoun (SSBN630), but have contributed to the success of the Association may be designated by the membership as Honorary members. Honorary Members will not be entitled to vote.

##### Section 3

Annual dues will be \$10.00 (amount to be determined at the biennial business meeting) and will cover a period from 1 January through 31 December. To reduce the administrative burden of annual dues collection, all dues will be collected in two year increments (\$20). Members whose dues are unpaid on 1 April will be denied access to the "Members Only" portions of the website unless extenuating circumstances prevail. New members, paying their dues after 1 October of the current year, will have their dues credited to the next calendar year. Any change in annual dues will require a majority vote of the paid-up members present at the biennial business meeting. Dues will be paid to the Treasurer who will provide a paid-up list to the Newsletter Editor for publishing.

#### Section 4

Donations and contributions will be accepted for the purpose of funding the functions of The Association. All such donations or contributions will be forwarded to the Treasurer for recording and deposit.

#### Section 5

The Association has been granted tax exemption status under section 501 (c) (19) of the Internal Revenue Code. Additionally, 90% of our members served between August 1964 and May 1975, which authorizes all contributions to the Association to be considered tax deductible. IRS must be notified in writing when Association membership no longer qualifies for the deductibility exemption. (6/24/06)

### ARTICLE V MEMBERSHIP

#### Section 1

Members will assist in locating former shipmates and forward their names, current address and, if possible, e-mail address, telephone number to any Association officer, for addition to the Sailing List.

#### Section 2

Members may assist in obtaining newspaper, television, radio, and magazine coverage for reunions and distribute flyers and/or bulletin board notices of same.

### ARTICLE VI MEETINGS, REUNIONS, ELECTIONS

#### Section 1

All members in good standing may attend the biennial business meeting. Only paid-up members of The Association who served in USS John C. Calhoun (SSBN 630) are eligible to vote.

#### Section 2

There will be a biennial reunion to be held in a city chosen by a majority vote taken at the previous biennial business meeting.

#### Section 3

All members attending a reunion should be present at the biennial business meeting to elect officers and/or vote on other matters.

#### Section 4

Officers will be elected from the slate of candidates determined during the biennial meeting by a majority vote of those paid-up members attending the biennial meeting. The results of the election will be announced at the reunion banquet, or other suitable gathering, and officers introduced.

#### Section 5

Roberts Rules of Order, The Modern Version, will be the official guide of The Association for conducting business and/or settling issues of parliamentary procedure.

#### Section 6

There should be at least one Board of Directors meeting during non-reunion years. This may be done by telephone conference or by e-mail conferencing if travel to a common meeting place is not feasible. Not less than a majority of the Board must be present at the meeting/conference to constitute a quorum for making decisions and/or approvals. The Chairman may call for a meeting at the reunion site during the reunion year and determine the place/time of

meeting/conference to facilitate the meeting between reunion years.

ARTICLE VII  
PROTECTING THE ASSOCIATION

Section 1

No member of The Association, acting in the name of The Association, will engage in any activity for self profit in the form of money or assets, arising from business transactions or dealings.

Section 2

Any member whose actions dishonor or jeopardize the existence of The Association will be subject to review and possible expulsion from The Association by the Board of Directors.

ARTICLE VIII  
AMENDMENT OF BY-LAWS

Section 1

These by-laws may be amended at any meeting of the members provided that:

A. The amendment has been received and reviewed by the Board of Directors at least sixty (60) days prior to the meeting.

B. The amendment is published in writing to the members of The Association at least two (2) weeks prior to the meeting at which the amendment is to be considered.

C. The amendment is passed by a two-thirds vote of the paid-up membership of The Association attending the meeting.

ARTICLE IX DISSOLUTION OF THE ASSOCIATION

Section 1 When circumstances arise that render the Association unable to maintain adequate membership to sustain Association operations, it may be necessary to dissolve the Association. The board of directors shall initiate such action and a majority of the board must approve the dissolution proposal before presenting the proposal to the membership for vote. Then, all eligible members may vote and a 2/3 majority is required to dissolve the Association.

Section 2 Upon dissolution, the membership will vote on distribution of all monies. All monies must be donated to a viable, legitimate, charitable organization as decided by the membership. Under no circumstances, will any asset of the Association be retained by any individual member or no member may directly or indirectly benefit from the disposition of funds or other assets. Memorabilia from the ship, such as the brow banner, etc. will be donated to a museum displaying submarine items or they may be donated to the Navy Archives in Washington DC.

Section 3 Upon dissolution, the last serving President is responsible to officially notify the IRS, in writing, that the Association has been dissolved.

Section 4 All financial records, membership records, historical records, and any other documentation regarding the Association should be retained by the last serving Secretary for a period of five years. (6/24/06)