

USS Missouri BB-63 Association, Inc. By-Laws

1/04/2024

Article I Name

The name is USS Missouri BB-63 Association, Inc.

Article II Status

The Association is a nonprofit 501(c)19, with dues paying membership. Registers with the state of Connecticut annually before August 1st. Files 990 N annually with the IRS by May 15th.

Article III Purpose

The purpose of the Association is to maintain and promote a cohesive organization of shipmates who have served on board USS Missouri.

Our goal is to foster the spirit of goodwill among our shipmates and afford opportunities for communication and enjoyment among members, to perpetuate the camaraderie developed among men who have served aboard USS Missouri and in the United States Navy.

Other purposes include serving as the focal point for preservation of artifacts, especially those relating to USS Missouri. Increase the awareness of and appreciate the sacrifices made, the ordeals endured, and services rendered by US Navy sailors.

Maintain a data base of crew members and organization members with addresses, phone numbers and email, collect artifacts, photos and documents, list of deceased, links to groups of interest, organizational recognition to families of deceased shipmates, history of the ship and reunions by year and location.

Article IV Membership

Membership is open to all personnel, officers and enlisted, Navy and Marines who have served on board the USS Missouri.

Spouses, widows, and family members of eligible shipmates are welcome and eligible for membership. Only one vote per active member present will be allowed at meetings.

Membership of the Association shall require annual dues, in an amount as prescribed by the vote of the membership, be paid no later than September 30. If paid after September 30 they will be held until next year. Members are encouraged to pay dues between January 1 and March 31. Dues may be paid years ahead.

Donations will be accepted. Honorary membership is available for individuals of special interest to the Association. Such a person would be subject to a favorable vote by majority of the membership attending the business meeting. If approved, the honorary member would be decided case by case as to rights.

Monies collected from dues shall be used for the purpose of furthering the work of the Association. The dues may also cover reunion-related costs.

Article V Website & Facebook Pages

The Association will maintain our website and keep it up to date.

<https://ussmissouriassociation.com>

The Association will use (3) Facebook Pages to disseminate information to members and nonmembers. The Facebook Pages will be at www.facebook.com USS MISSOURI Reunion. USS Missouri Crew Members only, and USS Missouri Association pages will be used for Association information as may be determined by the membership.

Article VI Reunion and Annual Meeting

A reunion of the Association membership shall be held each year with the cost, weather and safety of membership being the priorities. Members will have the opportunity to introduce themselves to the group individually at the business meeting. An audit will be held annually by a committee appointed by the President.

A business meeting of the Association's members shall be held in conjunction with the reunion. The purpose of this meeting is to take care of all Association business since the last reunion. Members in attendance shall determine passage of the matters under consideration. These meetings shall follow military decorum and Roberts Rules of Order. The banquet shall follow military decorum.

The order of business in the annual meeting may be as follows: Called to Order; prayer; Pledge of Allegiance; reading of correspondence; reading of the minutes of previous meeting approved or amended; Financial Secretary Report filed for audit or amended; President's Report; acknowledgement of new members; unfinished business; nomination of officers; election of officers; new business; adjournment. **Always follow the agenda.**

Article VII Fiscal Year and Financial Report

The Association's Fiscal Year shall start January 1 and shall end on December 31 of that same year.

The Financial Secretary shall prepare an up-to-date Financial Report prior to each annual meeting, submit the Report to the President for his review, and present the same to membership for approval and filing for audit.

Article VIII Duties of Officers

The President shall hold office for no more than two two-year terms. The President, Financial Secretary and Secretary will be elected each even year. All elections of officers will be by ballot vote when needed.

The President may appoint Vice President, Historian, Chaplin, Storekeeper, Web Site Manager, Scholarship Chair, Newsletter Editor, Membership Chair, Master @ Arms and other officers as the President sees the need. These individuals will make up the Executive Committee and shall never act for the membership, only in the best interest of membership.

The President shall:

1. Chair the Association and ensure meetings are in military decorum and follow Roberts Rules of Order.
2. Chair the General meetings.
3. Chair Executive Committee meetings.
4. Appoint three members in good standing to audit the financial records of the Association and report their findings to the President before reporting to the membership annually.
5. Track actions of reunion and ensure progress is on track.
6. Allow no alcohol or disrespectful language or actions in meetings.
7. Pay attention to the Facebook pages and stay in touch with the shipmates.
8. Provide an article for each edition of the Newsletter.
9. Ensure the By-Law Articles are followed.
10. Ensure all laws and regulations are followed.
11. Ensure the organization is registered with the state annually and proper tax forms are filed.
12. The President only votes to break tie votes.
13. Be Public Relations and Recruiter for Association.

Vice President shall:

1. Set up a reunion each year, establish a hotel.
2. Work with all outside vendors in setting up the reunion.
3. Pay attention to the Facebook pages and stay in touch.
with the shipmates.
4. Support the President and assume those duties if needed.
5. Provide an article for each edition of the Newsletter.
6. Be Public relations and Recruiter for the Association.

The Financial Secretary shall:

1. Maintain records of all financial transactions and assume full accountability of the Association's funds.
2. Submit a copy of the Association's bank statement,
and financial statements to the President annually.
3. Have a report for review and audit prior to presenting it to membership at the annual Business Meeting.
4. File 990 N tax form by May 15 annually.
5. Provide funds to the reunion committee as required.
6. Maintain all financial records for five years.
7. Ensure we are properly registered with the state that provides our tax number annually.
8. Ensure all by-laws, laws and regulations are followed.
9. Provide information and funds to other officers as required.
10. Provide an article for each edition of the Newsletter.
11. Be Public Relations and Recruiter for Association.

Membership Chair:

1. Receive dues and donations and record maintain a listing of members who have paid dues and donations.
2. Maintain a list of all crew members & Association members, address or email address, and phone numbers.
3. Provide a list of deceased shipmates each year.
4. Send all dues and donations to the financial secretary.
5. Issue membership cards to all members.
6. Email and/or call existing members about upcoming dues.
7. Be Public Relations and Recruiter for the Association.

Secretary shall:

1. Keep a record of all proceedings of all meetings.
2. Initiate and answer correspondence as directed by the President.
Email out all activities of the Association.
3. Maintain meeting attendance records.
4. Provide an article for each edition of the Newsletter.
5. Maintain a list of all crew members & Association members, address or email address, and phone numbers.
6. Ensure these by-laws, laws and regulations are followed.
7. Keep all written documentation of the Association for three years.
8. Be Public Relations and Recruiter for Association.

Newsletter Editor shall:

1. Prepare the Newsletter with appeal.
2. Ensure the Newsletter is ready to email out by Feb 15th and August 5th.
3. Provide an article for each edition of the Newsletter.
4. Make sure the correct items are in the Newsletter.

5. Be Public Relations and Recruiter for Association.

Historian:

1. Gather and maintain the history of the ship and record of reunions.
2. Assist in maintaining a list of crew and members.
3. Keep a collection of ship/crew photos and artifacts, with names listed of all personnel in photos.
4. Serve at the pleasure of the President and membership.
5. After each reunion write an essay of the event in your own words of where, dates, events and a summary of the reunion and save it with the photos of that year's reunion for the history of the organization.
6. Provide a history page for the Newsletter for each edition.
7. Be Public Relations and Recruiter for Association.

Master-At-Arms shall:

1. Maintain order at all meetings and banquets.
2. Assure members only vote.
3. Enforce the By-Laws.
4. Ring Bell at Memorial Ceremony.
5. Maintain order and military decorum.
6. Be Public Relations and Recruiter for Association.

The Storekeeper shall:

1. Keep the ships store stocked and available for members.
2. Order replacement items as needed.
3. Run the store in an efficient manner.
4. Be on the lookout for new items.

5. Provide an article for each edition of the Newsletter about the ships store.
6. Provide a list of stores goods to be listed in the Newsletter.
7. Be Public Relations and Recruiter for Association.

Scholarships Chair shall:

1. Seek scholarship applications and make sure all members know the deadline of June 1.
2. Review scholarship applications and select the qualified applicants.
3. Provide an article for each edition of the Newsletter about our scholarships.
4. Announce the names of scholarship winners to membership at the annual meeting.
5. Maintain up to date guidelines and forms for applying for scholarships.
6. Deliver scholarship to winning applicants.
7. Be Public Relations and Recruiter for Association.

Chaplain shall:

1. Will be available at the annual meetings and banquet to provide a prayer as requested.
2. Chaplain will serve at the pleasure of the President and the members of the Association.
3. The Chaplain will provide an article for each edition of the Newsletter.
4. Chaplain will be public relations and a recruiter for the Association.

Web Site Manager shall:

1. Maintain the Website with the help of the web designer ensuring the information is up to date.
2. Work with the Historian to update photos from reunions and/or photos of importance to the USS Missouri's history.
3. Maintain the events calendar on the web Site to post all events, meetings, important military dates, and future Association activities.
4. Monitor the scuttlebutt section for improper entries and/or spam.
5. Maintain the Executive Committee photos on the Web Site.

Article IX Removal of an Elected Officer

If an Elected officer fails to properly fulfill the requirements and obligations of his/her office or if he/she were charged with fraudulent conduct, the situation shall be brought before the membership for investigation and discussion. Membership through the President shall notify the accused officer and afford him/her the opportunity to offer evidence to disprove the allegations.

Should the evidence or subsequent performance not support continuance in office, the President, shall remove that officer from office. The President shall direct an election of said office. If there is an incident which requires the Financial Secretary to be replaced, then the President will fill that position and his/her own until the next business meeting. If the President is required to be replaced the Vice President will fill that position and his/her own until the next business meeting. Then an election will be completed to fill the required office.

Article X Effective Date

These Articles shall be presented for adoption at the general business meeting. If approved by two thirds or more of the present membership, these articles will become effective at that time. That fact and the vote count will be recorded by the Secretary.

Article XI Changes and Amendment

The By-laws may be amended at any business meeting if 2/3 of the members in attendance approve such amendment(s).

All proposed amendment(s) and reasons therefore shall be submitted to the President prior to the business meeting if known before the meeting otherwise shall be discussed during the business meeting.

Article XII Dissolution

When brought up by membership the President will appoint a committee to do research and prepare a final report that shall be submitted to the President. A 2/3 vote of members decide to dissolve the Association, the assets, cash, memorabilia, and artifacts of the Association shall be donated to the USS Missouri Memorial Association 63 Cowpens Street Honolulu, Hawaii 96818-5006.

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