

**CONSTITUTION OF THE VETERANS OF U.S.S. WAINWRIGHT
(DD-62/DD-419/DLG-28/CG-28)**

ARTICLE I - TITLE AND PURPOSE

1. THE NAME OF THIS ORGANIZATION SHALL BE VETERANS OF U.S.S. WAINWRIGHT (DD-62/DD-419/DLG-28/CG-28) ASSOCIATION.
 2. THE PURPOSE OF THIS ORGANIZATION IS TO CREATE AND PERPETUATE GOOD FELLOWSHIP AMONG THOSE PERSONS WHO SERVED ABOARD THE U.S.S. WAINWRIGHT DURING IT'S PRE-COMMISSIONING THROUGH DECOMMISSIONING AS LONG AS THAT TIME EXCEEDED 30 CONTINUOUS DAYS. 3. THIS ORGANIZATION IS INTENDED TO BE AND WILL REMAIN A NON PROFIT ORGANIZATION EXISTING FOR THE MUTUAL BENEFIT AND THE PRESERVATION OF THE PERIOD'S HISTORY.
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ARTICLE II - MEMBERSHIP

1. THE PERSONS ELIGIBLE FOR REGULAR MEMBERSHIP ARE ALL INDIVIDUALS WHO SERVED ABOARD THE U.S.S. WAINWRIGHT FROM PRE-COMMISSIONING THROUGH ITS ENTIRE LIFE UP TO AND INCLUDING DECOMMISSIONING AS LONG AS THAT TIME EXCEEDED 30 CONTINUOUS DAYS. AND WHO WERE HONORABLY DISCHARGED FROM THE MILITARY SERVICE. EACH INDIVIDUAL SHALL HAVE ONE VOTE.
2. ANY OTHER PERSONS HAVING AN INTEREST IN THE ORGANIZATION MAY BECOME AN ASSOCIATE MEMBER. THAT MEMBER DOES NOT HAVE VOTING POWER.

ARTICLE III - OFFICERS

1. THIS ORGANIZATION SHALL BE DIRECTED BY THE FOLLOWING ELECTED OFFICERS;

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
MASTER AT ARMS

Duties defined in attachment at end of this document

2. THE OFFICERS SHALL BE ELECTED BY MAJORITY VOTE OF THE REGULAR MEMBERS IN ATTENDANCE AT THE NATIONAL REUNION AND SHALL SERVE UNTIL THE NEXT NATIONAL REUNION, OR UNTIL THEIR SUCCESSORS ARE ELECTED UNLESS PREVENTED BY HEALTH OR OTHER UNFORESEEN CIRCUMSTANCES. IN SUCH CASES VACANCIES WILL BE FILLED BY MAJORITY VOTE OF THE EXECUTIVE COMMITTEE.
3. THE OFFICERS WILL SERVE AS AN EXECUTIVE COMMITTEE FOR MANAGEMENT OF THE ORGANIZATION'S AFFAIRS BETWEEN NATIONAL REUNIONS.
4. THE EXECUTIVE COMMITTEE SHALL BE EMPOWERED TO FORM ANY COMMITTEES, WHICH ARE DEEMED NECESSARY AND THEY WILL REPORT TO THE EXECUTIVE COMMITTEE.

ARTICLE IV - NATIONAL REUNIONS

1. THE NATIONAL REUNIONS SHALL BE HELD ON A BIENNIAL BASIS SUBJECT TO MODIFICATION BY A MAJORITY OF REGULAR MEMBERS IN ATTENDANCE AT THE NATIONAL REUNION. THE EXECUTIVE COMMITTEE WILL DETERMINE LOCATION AND DATES FOR THE NATIONAL REUNION.

2. THIS ORGANIZATION SHALL BE GOVERNED BY THESE AND OTHER SUCH BY-LAWS AS ARE ADOPTED FROM TIME TO TIME BY THE MAJORITY OF THE REGULAR MEMBERS IN ATTENDANCE AT THE NATIONAL REUNION. ROBERT'S RULES OF ORDER SHALL BE OBSERVED IN CONDUCTING ANY SUCH MEETINGS OF THE ASSOCIATION.

ARTICLE V - DISSOLUTION PROVISION

IN THE EVENT OF DISSOLUTION ALL FUNDS REMAINING AFTER OUTSTANDING LIABILITIES ARE RESOLVED WILL BE DONATED TO THE NAVY RELIEF ASSOCIATION, WASHINGTON, D.C.

ARTICLE VI - AMENDMENTS

ARTICLE IN FORCE MAY BE AMENDED BY THE AFFIRMATIVE ACTION OF TWO-THIRDS OF THE ACCREDITED REGULAR MEMBERS IN ATTENDANCE AT A NATIONAL REUNION, PROVIDED THAT THE TEXT OF THE AMENDMENT IS COMMUNICATED TO THE MEMBERS AT LEAST 30 DAYS PRIOR TO A VOTE.

ADOPTED AT THE NATIONAL REUNION MEMBERSHIP MEETING 14 JULY 1989,
CHARLESTON, (MT. PLEASANT) S.C.

BY-LAWS

1. FINANCES - ALL REGULAR FUNDS OF THE ORGANIZATION SHALL BE PLACED IN THE CUSTODY OF THE TREASURER AND ACCOUNTED FOR BY HIM. THE TREASURER, PRESIDENT AND THE SECRETARY SHALL EACH BE AUTHORIZED TO SIGN CHECKS DRAWN ON THE ORGANIZATION'S ACCOUNT. THE TREASURER WILL PROVIDE A COMPLETE AND THOROUGH ACCOUNTING FOR ALL ORGANIZATIONAL FUNDS AT THE NATIONAL REUNION AND TO THE EXECUTIVE COMMITTEE ON A REGULAR BASIS.

REUNION REGISTRATION FUNDS WILL BE PLACED IN THE CUSTODY OF THE REUNION COMMITTEE CHAIRMAN AND BE ACCOUNTED FOR BY HIM. THE REUNION COMMITTEE CHAIRMAN WILL PROVIDE A FULL ACCOUNTING OF THE FUNDS IN HIS CUSTODY TO THE TREASURER ON A BI-MONTHLY BASIS WHEN DISBURSEMENTS ARE LARGE OR FREQUENT. THE REUNION CO-CHAIRMAN AND THE TREASURER SHALL BE AUTHORIZED TO SIGN CHECKS DRAWN AGAINST THE REUNION ACCOUNT.

FINANCES

- A. GENERAL FUND: DUES INCOME TO COVER GENERAL EXPENSES, PRINTED NEWSLETTER/MAILING, REUNION PLANNING, ETC.
- B. SHIP'S STORE: SALES INCOME, INVENTORY AND SHIPPING EXPENSES

2. DUES - ANNUAL DUES SHALL BE ESTABLISHED BY THE EXECUTIVE COMMITTEE. A REGULAR MEMBER IN GOOD STANDING WITH VOTING PRIVILEGES MUST BE CURRENT IN DUES PAYMENT PRIOR TO ANY ORGANIZATION BUSINESS MEETING. ANNUAL DUES SHALL BE REMITTED AND RECORDED IN MARCH EACH YEAR TO REMAIN CURRENT.

DUES STRUCTURE
ANNUAL \$15 BIENNIAL \$25 LIFETIME \$200

3. GENERAL FUND SHALL MAINTAIN A BALANCE OF \$3,000.00 (THREE THOUSAND DOLLARS) BEFORE ANY TRANSFER OF FUNDS TO THE SHIP'S STORE ACCOUNT. SHIP'S STORE COMMITTEE CHAIRMAN SHALL MAKE REGULAR FINANCE ACCOUNTING STATEMENTS TO THE TREASURER.

4. REUNION ADVANCE - A SUM OF UP TO \$1000.00, BUT NOT MORE THAN TWO-THIRDS OF THE CURRENT TREASURY BALANCE MAY BE ADVANCED BY THE TREASURER TO THE REUNION COMMITTEE WITH APPROVAL OF THE EXECUTIVE COMMITTEE. ADDITIONAL ADVANCES MAY ONLY BE MADE WITH A SEPARATE APPROVAL BY THE EXECUTIVE COMMITTEE.

5. PUBLICATIONS - A NEWSLETTER, FOR COMMUNICATIONS, SHALL BE PUBLISHED WITH ACCOUNTS OF ASSOCIATION AFFAIRS AND ITEMS OF INTEREST TO THE MEMBERS. A MINIMUM OF TWO SEPARATE PRINTED NEWSLETTERS SHALL BE PUBLISHED AND MAILED PER YEAR WITH A PREFERENCE FOR QUARTERLY PUBLICATIONS IF FEASIBLE FOR THE NEWSLETTER EDITOR AND FUNDABLE BY THE ASSOCIATION'S TREASURY. THE NEWSLETTER SHALL BE MAILED TO ALL MEMBERS IN GOOD STANDING.

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Executive Committee Structure

Additional association positions are to be filled by volunteers and approved by the elected officers. The Executive Committee shall be comprised of both the elected officers and any of the volunteer positions committee leaders. Voting shall be limited to the elected executive board members on matters of official Association business.

No one board member shall hold more than one elected position.

After the nomination and acceptance process, Executive board members shall be elected by the current dues paying membership in attendance at the biennial national reunion.

The Executive Board will meet in the off-year for business and planning at a mutually acceptable location and time.

Any one person may hold more than one volunteer position when a majority of the elected board members deem that person responsible to do so.

Executive Board Officer Duties

President:

1. Open the meeting at the appointed time.
2. Announce the proper sequence of business before the assembly in accordance with the prescribed order of business, agenda, or program and with the existing orders of the day.
3. Conduct the meeting in an orderly fashion.
4. Recognize members who are entitled to the floor.

5. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings.
6. To protect the assembly from obviously frivolous or dilatory motions.
7. To enforce the rules of debate.
8. To expedite business in every way compatible with respect to the rights of members.
9. To decide all questions of order, subject to appeal.
10. To respond to inquiries of parliamentary procedure or factual information bearing on the business of the assembly.
11. To authenticate by his signature, all acts, orders, and proceedings of the assembly.
12. To declare the meeting adjourned when the assembly so votes in accord with the normal procedure of prior motion, or – where applicable – at the time prescribed in the program, or at any time in the event of sudden emergency affecting the safety of those present.

Additional significant notes:

- A copy of the USS Wainwright Veterans Association by-laws and any other rules of the organization.
- A copy of parliamentary authority (for example the Robert's Rules of Order is so prescribed in the bylaws.)
- A list of all standing and special committees and their members.
- A memorandum of the complete order of business listing all known matters that are scheduled to be addressed.
- Any other papers that may be necessary to the meeting's agenda.

Vice President:

The Vice President shall assume the duties of the President in his absence. This may include a temporary or permanent replacement should the situation require. The Vice President may have other administrative duties as desired and prescribed by the association.

Secretary:

The Secretary is the recording officer of the assembly and the custodian of its records, except those specifically assigned to others such as the treasurer's books.

1. To keep a record of all the proceeding of the organization – usually called the minutes.
2. To keep on file all committee reports.
3. To keep the organizations official membership roll – unless this duty is assigned to another individual such as a membership officer.
4. To make the minutes and records available to members upon request.
5. To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to provide at each meeting a list of all existing committees and members.
6. To sign all certified copies of acts of the society, unless specified in the by-laws.
7. To maintain record books in which the by-laws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
8. To send out to the membership a notice of each meeting, known as a call of the meeting, and to conduct the general correspondence of the organization – that is not a function of another officer.

9. To prepare prior to each meeting an order of business for the use of the presiding officer, providing the exact order, under the correct headings, all matters known in advance that are due to come up and the times, if applicable, for which they are set.
10. In the absence of both the president and the vice president, the secretary may call the meeting to order and immediately initiate the election of a president or *chairman pro tem*. When reports are received the Secretary should note the date and time on the first page that he received them, then file them in the appropriate place.

Treasurer:

The Treasurer of the Association is the officer entrusted with the custody of its funds. This officer cannot disburse funds except as specified by the Association or its by-laws. The treasurer is required to make a full financial report annually or as prescribed otherwise in the by-laws, and may make such interim reports as required by the assembly or executive board. The Treasurer will provide a statement of all monies that the Association has upon turnover. The Treasurer will sign this statement, and pass it on to the Association's Secretary for accountability.

Master-at-arms:

On the floor of the meeting hall assists the chair in the preservation of order. During meetings where "members-only" or some other limited category of persons are permitted, controls entry to the meeting hall.

Appointed volunteers and duties

Historian:

Prepares a narrative account of the society's activities during his term of office, which when approved by the assembly will become a permanent part of the society's official history. Maintain the documents and archives of history related to USS Wainwright and the Association.

Curator:

The Curator serves as custodian of any objects of value that may be on loan or belong to the Association. The Curator is thus accountable for the artifacts that were removed from the USS Wainwright DLG/CG-28, and any artifacts acquired from the US Naval Archives Center. US Naval Archive items are on loan from the US Navy, and are subject to annual inspections, site visits, and inventory. The Curator is responsible for the well being of all artifacts left in his custody. The Curator will sign an inventory list of the artifacts which will be kept by the Association's Secretary.

In the event that the Association's Curator cannot or chooses to no longer perform his duties, the Association's Executive Board shall acquire all artifacts and appoint a responsible person to be the Association's curator.

In compliance with the US Naval Archives Center, contact will be made within 30 (thirty) days if one or more of the following circumstances occur:

1. The current signatory Curator for the Association can no longer fulfill the requirements of the position
2. The absence of an artifact curator who will adequately perform the expected duties
3. A newly approved and appointed curator assumes the Curator's duties

Chaplain:

Leads invocations where such prayers are offered at the opening and closing of meetings, meals, memorial ceremonies or other significant events. Not required although preferred to be a clergyman, unless otherwise specified in the organization's by-laws. The Chaplain, in deference to the many religions/beliefs that made up the ship's crews during its multi-decade life span, is charged with the duty of overall inclusion for all shipmates present at any of the events that he may preside or officiate.

Membership Roster Chairman:

The roster chairman is responsible for the upkeep and maintenance of the membership roster. Additional duties include preparation and providing an updated mailing list (or labels as needed) for newsletter and any other shipmate notifications.

Provide an updated roster to Executive Board members or essential committee leaders when properly requested.

Enlist and assist shipmate locators to find all former Wainwright crew members.

Webmaster:

The Webmaster is responsible for the performance, reliability and updating of the Association's official web site. These duties are to be handled in a professional and timely manner. The webmaster may appoint another individual who possesses the skills necessary to maintain the Association's web site.

Reunion Chairman:

The Reunion Chairman is responsible for planning the Association's biennial reunion and coordinating off-year Executive Board meeting location. The committee shall not be limited in its search for a suitable host city or hotel in which to hold the event. The reunion chairman will share his findings with the Executive Committee concerning location/s and upon approval, shall pursue a specific place of lodging which can supply the amenities required by the Association. Additional responsibilities include the scheduling, logistics and dissemination of all pertinent information to the newsletter editor and the Association's web site. The Executive Board shall determine the time and place for the reunion preferably 18 months in advance to help facilitate timely planning.

Ship's Storekeeper:

The Ship's Storekeeper is responsible for purchasing all items to be sold in the Ship's Store, the inventory, sales, and shipping of items to paid purchasers in a timely manner. The storekeeper shall answer to the Ship's Store committee, and will acquire prior approval before acting on any matters concerning the Ship's Store. In the event of a turn over of ship's storekeeper duties, the outgoing storekeeper shall sign an inventory list and submit it to the Association's Secretary.

Newsletter Editor:

The Newsletter Editor shall be responsible for the gathering of information, editing, and construction of the Association's newsletter. Additional responsibilities for the editor include providing finished copy to the web site manager and the newsletter printer as well as ensuring that the mailing service possesses an updated mailing list of names. The Newsletter Editor shall acquire the updated list of names and addresses of shipmates from the Roster Chairman and may use other available sources to add, correct or update the Association's database with prior approval of the Executive Board. The preferred periodicity of the newsletter is quarterly, unless pre-approved by the Executive Board of the Association.

Wainwright Family Liaison:

The Wainwright Family Liaison is the communicator between the Association and the Wainwright family as the title suggests.

Filename: update of WVA by-laws
Directory: C:\Users\Brutus\Desktop
Template: C:\Users\Brutus\AppData\Roaming\Microsoft\Templat
es\Normal.dot
Title: CONSTITUTION OF THE VETERANS OF U
Subject:
Author: Dan
Keywords:
Comments:
Creation Date: 11/7/2008 10:30:00 PM
Change Number: 10
Last Saved On: 11/21/2008 6:46:00 PM
Last Saved By: Dan
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