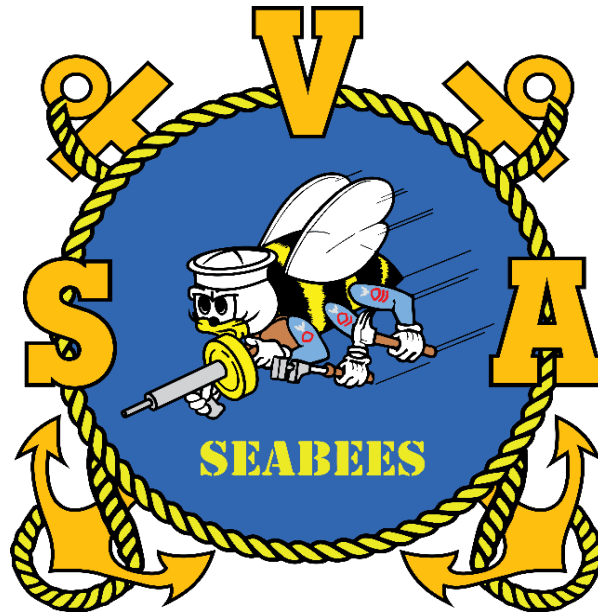


**NAVY SEABEE VETERANS OF AMERICA, INC.**

**NATIONAL HEADQUARTERS**



**RITUAL AND PROCEDURES MANUAL**

AMENDED 2022

RITUAL PAGES 1 THROUGH 19

PROCEDURES PAGES 20 THROUGH 40

RITUAL COMMITTEE

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REVISED/APPROVED AUGUST 2022

## **FORWARD**

This Ritual is submitted as a compilation of previous Navy Seabee Veterans of America Rituals, with Amendments, deletions in part, as to simplify its content and continue to symbolize the high ideals for which we as a Veterans Organization strives.

All ceremonies are not absolute in their respective content and can be amended, extended, or made brief, as situations exist; however, assuring that as presented, the ceremonies are conducted with dignity and expressly for their intended purpose.

Ceremonies as presented shall not contain objectionable material to persons of any religious creed.

Funeral services may be varied in accordance with the religious belief of the deceased member.

In reference to service to our Country, remember always that as a Veteran in service to our Veterans Organization, the Navy Seabee Veterans of America, there is no rate or rank among us, as each member serves as an equal to his mate, all striving toward a goal which is the preservation toward the ideals for which we fought and served, "Justice, Freedom, Democracy, and Loyalty."

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# **PRESENTATION AND DEDICATION CEREMONIES**

## **(Colors, Halls, Memorials)**

Persons taking part in ceremonies shall assemble on the speakers' platform. (Persons making presentation speeches, Persons making acceptance speeches)

1. **The Commander** will call the assembly to their seats with one rap of the gavel.

2. **Commander:** "Members of Island X-\_\_\_, visiting members from other Islands of the Navy Seabee Veterans of America, Island Auxiliaries and guests, we are gathered today for a grateful and patriotic duty to have the Colors, the Emblem of the United States of America, and of Island X-\_\_\_ of the Navy Seabee Veterans of America, presented and dedicated. May we again dedicate our Organization and ourselves to the sacred ideals which are here represented, ever remembering that the Navy Seabee Veterans of America's principal service is for God and Country.

3. **Commander:** "Color Bearers bring the Colors forward."

(After Color Guard is at parade rest before speakers table, continue.)

4. **Commander:** "The Chaplain will ask the blessing of God upon these ceremonies?"

5. **Chaplain:** "Almighty God, Judge over men and nations, we stand before YOU today as loyal sons of our Country, grateful for its splendid heritage. We ask Your blessing upon our great Republic. May America ever remain free and mighty and true to her best ideals. Bless the President of the United States and all public servants that they may walk in justice before You and that all their acts may rebound to the greater welfare of our people. We pray for Your blessing upon our Flag, the Emblem of the Republic. May it float forever over a free land. May our ancient watchword, 'In God we trust' ever live and may the faith of our fathers, "guide, protect and sustain our people."

We ask Your blessing upon the Navy Seabee Veterans of America and their members. May we who served our Country in war continue in time of peace to serve and to shield America throughout all our days. May we be eager and steadfast in our devotion to "Justice, Freedom and Democracy." May we be ever loyal to our God and to our Country. May our service to the sick and disabled, to the Community, the State and the Nation merit and have Your guidance and You are blessing.

Finally, we remember in love before You, our departed comrades, who showed their loyalty in their lives and sealed it with their deaths.

We pray especially for our comrades in hospitals and homes and wherever they may be, sick in mind and body. May their pain be eased and their burdens lifted and may their heroic example be an everlasting inspiration. May Your spirit rest upon this service. May it uplift us all too constant devotion to Your teachings and to the welfare of our Country. Amen."

# **PRESENTATION AND DEDICATION CEREMONIES**

## **(Colors, Halls, Memorials) cont.**

6. **Commander:** “In memory of those who have given their all to this Country, who have made the supreme sacrifice, and have answered the call of the ‘Great Commander of all Divisions’, we will stand in silence and with bowed heads.” (After 30 seconds of silence, say “Amen”.)

7. **Commander:** One rap of the gavel will seat assembly.

8. **Commander:** The Commander will introduce the person who is to present the Colors.

### 9. PRESENTATION SPEECH

10. **Commander:** The Commander will bring the assembly to attention with three raps of the gavel. The Color Bearers will be instructed to ‘POST THE COLORS’ by the Commander or whoever is appointed to do so. When the Colors have been posted, the Color Guard will return to the ante-room, or to the back of the meeting room, until they are called upon to retire the Colors. (One rap of the gavel will seat the assembly.)

11. **Commander:** The Commander will introduce the Past Commander, or other Officers or Member designated, who will accept the gift, Colors, etc. on behalf of the Island.

### 12. ACCEPTANCE SPEECH

## COLORS DEDICATION CEREMONY

### (By Unit Commander)

1. **Commander:** “The Chaplain will ask the blessing of God on this ceremony.”

2. **Chaplain:** “God, our Father, may we never forget Your mercy and love, for as we dedicate these Colors, we recall to our memories all the happy and difficult times we have been through. May that memory help us to realize these Colors symbolize all of them, and our love of our fellow man and love of Peace. Help us, God, to keep them clean and unsullied. Amen.”

3. **Commander:** “In the name of Island X-\_\_\_, Department. Of \_\_\_\_\_, of the Navy Seabee Veterans of America, I now dedicate these Colors. May they fly perpetually as the Emblem of the cause for which we fought and which we now gladly serve. Here is the Flag of our Country. Safe within its folds is the freedom and fealty of our Nation. Beside it is the Flag of the Navy Seabee Veterans of America, on its expanse the emblem of our Organization.” “I dedicate these Colors to the purpose of our Island, Community, State and Nation, and with them I dedicate this Island to the faithful service of our Nation, our People and our Flag.” “Members, you will join in saluting the Flag.” “Hand Salute.” “Ready -- Two.”

4. **Commander:** “The Color Bearers will retire the Flag of our Country and the membership will stand to right hand military salute.”

(If a meeting is to follow this ceremony, the Colors may be left in position and retired at the close of the meeting.)

## MEMORIAL SERVICE

At the death of a shipmate, and with permission granted by the family of the deceased, members of Island X—, will assemble in the proper attire to offer our respects and prayer to our departed shipmate.

Members of Island X—, shall file in and stand facing the casket in the following manner: led by the Commander, followed by the Chaplain, Secretary and assembled membership.

Upon reaching the casket, the Commander, Chaplain and Secretary shall form the first rank.

The remaining members of five (5) members each will form successive ranks.

When the formation has been completed, **the Commander will give the following order:** “The Secretary will now call the roll of Island X-\_\_\_\_\_, of the Navy Seabee Veterans of America, Inc.”

**The Secretary** will call the name of each shipmate present. As each name is called, the shipmate will answer “Present”. The last name to be called shall be our deceased shipmate. At this time, a designated shipmate shall reply: “SHIPMATE (Name) IS PRESENT BUT CANNOT ANSWER.”

**The Commander remarks:** “Almighty God, Supreme Commander of us all, has summoned our SHIPMATE (Name) to join him in everlasting peace and eternal rest.”

**The Chaplain remarks:** “Let us pray.” “Eternal God, Supreme Commander of us all, Lord of the far flung battle line, to whom the ranks of life report, we bow before you with reverent hearts. Mindful of the service nobly done, you have sealed SHIPMATE (Name) lips. With faded blossoms of springtime and withered leaves of autumn, you have called SHIPMATE (Name) to eternal peace to the land of your silent mystery. We beseech the Almighty God, to accept our prayers on behalf of the soul of SHIPMATE (Name), and as welcome (HIM/HER) unto thee. Grant Thy mercy upon the loved one’s bereaved by (HIS/HER) passing, and comfort them with Thine own tenderness.”

NOTE: The Chaplain now asks those assembled to join him in the reciting of the “LORD’S PRAYER.”

## **MEMORIAL SERVICE (cont.)**

**The Chaplain:** remarks at the end of the “LORD’S PRAYER”, another short prayer as follows: “May the soul of our departed SHIPMATE (Name) and all of those souls of our departed shipmates rest in peace. You are now being transferred to that ADVANCED BASE in the sky, to prepare it for our arrival.”

**The Commander remarks:** “Shipmates! HAND SALUTE.” NOTE: While holding the hand salute, the Commander shall advance to the casket and place a small folded American Flag into it—saying:

“On behalf of our great republic (THE UNITED STATES OF AMERICA), I place this Flag of our Country, its glorious Colors of RED, WHITE and BLUE, under which SHIPMATE (Name) enlisted and honorably served. May it wave over him in death as it did in life?”

**The Commander:** returning to his place in formation renders a salute and says: “READY -- TWO.” He then announces: “This concludes our Memorial Services. His (SHIPMATE’S NAME) transfer has now been carried out.”

**The Commander remarks:** “Our departed SHIPMATE’S Name will be read at the next Navy Seabee Veterans of America, Inc., Annual National Convention and Reunion Memorial Service as well as the next Department’s Annual Convention and Reunion Memorial Service.”

INFORMATION FOR CEREMONIAL FIRING SQUAD WILL BE OBTAINED FROM THE  
MARINE CORPS DRILL AND CEREMONIES MANUAL CHAPTER - 18 – FUNERALS



## **BURIAL SERVICE**

### **BODY BEARERS:**

1. The body bearers assemble directly in front of the entrance to the chapel before the hearse arrives.
  
2. When the escort is brought to the position of attention, they lift the casket from the hearse and following the chaplain, carrying the casket feet first into the chapel, passing through the aisle formed by the two facing ranks of honorary pallbearers.
  
3. If, after entering the chapel, a church truck is available, the casket may be placed on the truck and only two body bearers will be required to guide the casket to the front of the chapel. Otherwise, body bearers carry the casket feet first to the front of the chapel and then take their places in the pews behind those occupied by the honorary pallbearers at the left front of the chapel.
  
4. When the chapel service is over, the body bearers lift the casket and carry it out of the chapel feet first. The body bearers then secure the casket to the caisson.
  
5. In the funeral procession, the body bearers march in two files immediately behind the caisson.
  
6. When the procession reaches the entrance of the burial lot and the band, colors and escort have taken their positions at the grave site; the body bearers lift the casket from the caisson and carry it to the grave site.
  
7. At the grave site, the body bearers rest the casket on the lowering device and remove the interment flag from the casket, holding it over the grave waist high. The flag is held tightly so that it does not sag over the casket during the service.
  
8. At the conclusion of Taps, the body bearers fold the flag as shown on Page 13 and present it to the senior officer, the cemetery representatives or the funeral director for transmittal to the next of kin. They then fall in behind the escort and march off.

## **HONORARY PALLBEARERS**

1. The honorary pallbearers arrive at the chapel before the hearse arrives. They take positions in front of the entrance to the chapel in two (2) facing rank
2. Upon the arrival of the hearse and when the body bearers remove the casket from the hearse, honorary pallbearers execute the hand salute.
3. When the casket is carried between the two (2) ranks that they have formed, they come to the order, execute the appropriate facing movement, fall in behind the casket and enter the chapel, the senior preceding the junior and marching to the right.
4. In the chapel, they take place in the front pews to the left of the chapel.
5. When the chapel service is over, honorary pallbearers assemble at the door of the chapel and then take positions outside of the chapel in two (2) facing ranks, forming an aisle through which the casket is carried by the body bearers preceded by the chaplain. As the casket is carried past them, they execute the hand salute. They remain in this position until the casket is loaded on the caisson, when they come to the order.
6. If the funeral procession rides in cars to the cemetery, the honorary pallbearers ride in cars immediately behind the caisson. If they march, they march in two (2) files on either side of the caisson, the senior preceding and marching to the right. The leading member of each file marches opposite the front wheels of the caisson.
7. When the entrance to the burial lot is reached, the honorary pallbearers take positions on either side of the entrance. As the body bearers lift the casket from the caisson, the honorary pallbearers execute the hand salute.

## **HONORARY PALLBEARERS (cont.)**

8. When the casket is carried past them, the honorary pallbearers come to the order and fall in behind the casket, marching to the grave site in the correct precedence of rank, senior to the right and to the front.

9. At the grave site the honorary pallbearers stand in line behind the chaplain at the head of the grave. They execute the hand salute during the firing of volleys, the sounding of Taps and the lowering of the casket into the grave.

10. After the ceremony is over the honorary pallbearers march off in two (2) files behind the colors. Chaplain: (May extemporize or repeat): "Oh! God, Father of us all, we here extend these final earthly tributes to our beloved comrade. Accept our prayers in behalf of the soul of Your servant departed. Welcome him/her to Your house to rest in peace. Look with mercy upon the loved ones bereaved by his/her passing. Comfort and console them through Your own tenderness. These things we ask humbly in Your name. Amen." "(All repeat "Amen". Replace caps.)

(A choir, quartet or soloist may sing "Sleep Sailor Boy" or other appropriate song.)

## **HONOR GUARD**

The “HONOR GUARD”, if properly and precisely performed is a very impressive adjunct at any Wake, Viewing or Funeral Service. It is seldom used at grave side services. The diagrams which follow is to be used in conjunction with this description of the ceremony. **IT IS BETTER NOT TO HAVE AN HONOR GUARD IF IT IS TO BE SLOPPY.** This means that a number of practices will be necessary in order to achieve some semblance of military precision.

1. The Guard Unit is composed of a Corporal of the Guard and two (2) Guards.
2. The Guard, indicated “NC”, carries the National Colors. The other Guard indicated “IC” carries the Island Flag.
3. The Honor Guard moves forward until the Corporal is one full step away from the casket where he calls “Halt”. The two guards are two (2) steps behind him.
4. At the command “Post”, the “NC” Guard steps one step forward.
5. At the command “Two” the two guards do a Right and Left Face.
6. At the command “Three” the two guards step three steps forward, the “NC” guard will now be one step to the left of the left end of the casket, the “IC” guard will now be one step to the right of the right end of the casket.
7. At the command “Four” the two guards will do a Right and Left Face.
8. At the command “Five” the two guard will step forward the number of steps necessary to get them in position to set the Colors and Flag in the holders previously set.
9. At the command “Six” the two guards will set the Colors and Flag.
10. At the command “Seven” the two guards will About Face.

## HONOR GUARD (cont.)

11. At the command “Eight” the two guards will step forward one step, lining them up with the Corporal.

12. At the command “Nine” the two guards do a Right and Left Face and the Corporal does an About Face.

13. At the command “Ten” the Corporal steps forward two steps and the two guards step forward the necessary steps to face one another.

14. At the command “Eleven” the two guards do a Right and Left Face.

15. At the command “Twelve” the Corporal and the two guards move off. The posting of the Colors is usually done some time before the Honor Guard is posted. The posting of the Honor Guard is similar to the posting of the Colors except the guards must move farther out. On the command “Six” the guards will About Face and on the command “Seven” they will Stand At Ease and the Corporal will About Face and move off. The relieving of the guards is also similar. On the command “Seven” the two relieving guards will do a Right and Left Face and the guards being relieved will step forward even with the Corporal. On the command “Eight” the relieving guards will step into positions of the guards they are relieving and the relieved guards will do a Right and Left Face. On the next command the relieving guards will do a Right and Left Face and go into Stand at Ease. The relieved guards will move into position behind the Corporal and proceed to move out as in the Posting of the Colors. The Colors remain in position until the casket is removed. There is no ceremony removing the Colors. If the clergy or funeral director wish, the guards may be pulled before the service begins. Guards should not stand at their post longer than five minutes except during the service when they must remain in position until the end of the service. After a little practice the use of numbers will not be needed and a soft “Hip” will be all that is necessary.

G NC            IC G

RG G NC            IC G RG

C

IC NC

# Correct Method to Folding the United States Flag

1. To begin, with one person at either end, hold the flag waist high so that its surface is parallel to the ground.



2. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges



securely

3. Fold the flag again lengthwise, now with the blue field on the outside.



4. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag. (It is easier if the person folding the flag takes one step forward before starting to fold the flag.)



5. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



6. Continue the triangular folding until the entire length of the flag is folded in this manner.



7. When the flag is completely folded, only a triangular blue field of stars should be visible. If a hem protrudes beyond the blue field, it should be neatly tucked inside the folds of the flag so that it does not show. The folded flag is then presented to the next



## **THE NAVY HYMN**

ETERNAL FATHER, STRONG TO SAVE,  
WHOSE ARM HATH BOUND THE RESTLESS WAVE,  
WHO BIDDEST THE MIGHTY OCEAN DEEP  
ITS OWN APPOINTED LIMITS KEEP.  
O HEAR US WHEN WE CRY TO THEE  
FOR THOSE IN PERIL OF THE SEA

## **SEABEE PRAYER**

LORD, STAND BESIDE THE MEN WHO BUILD,  
GIVE THEM COURAGE, STRENGTH AND SKILL.  
O GRANT THEM PEACE OF HEART AND MIND  
AND COMFORT LOVED ONES LEFT BEHIND.  
LORD, HEAR OUR PRAYER FOR ALL SEABEES  
WHERE ERE THEY BE – ON LANDS OR SEAS.

# Navy Hymn

Eternal Father, Strong to Save

Text: William Whiting

John B. Dykes

E - ter - nal Fa - ther, strong to save Whose arm doth bind the rest - less wave,  
O Sav - iour who al - might - y word The winds and waves sub - mis - sive heard,  
O Sa - cred Spir - it who didst brood Up - on the cha - os dark and rude,  
O Trin - i - ty of love and power, Our breth - ren shield in dan - ger's hour;

6

Who bidd'st the might - y o - cean deep, It's own ap - point - ed lim - its keep;  
Who walk - ed'st on the foam - ing deep, And calm a - midst its rage didst sleep;  
Who bad'st its an - gry tu - mult cease, And gav - est light and life to peace;  
From rock and temp est fire an foe, Pro - tect them where - so - e'er they go,

12

O hear us when we cry to Thee For those in per - il on the sea.  
O hear us when we cry to Thee For those in per - il on the sea.  
O hear us when we cry to Thee For those in per - il on the sea.  
Thus ev - er let there rise to Thee Glad hymns of praise from land and sea.



## **SONG OF THE SEABEES**

WE'RE THE SEABEES OF THE NAVY,  
WE CAN BUILD AND WE CAN FIGHT,  
WE'LL PAVE A WAY TO VICTORY  
AND GUARD IT DAY AND NIGHT,  
AND WE PROMISE THAT WE'LL REMEMBER  
THE SEVENTH OF DECEMBER  
WE'RE THE SEABEES OF THE NAVY BEES OF THE SEVEN SEAS

THE NAVY WANTED MEN,  
THAT'S WHERE WE CAME IN,  
MISTER BROWN AND MISTER JONES,  
THE OWENS, THE COHEN'S AND FLYNN  
THE NAVY WANTED MORE  
OF UNCLE SAMMY'S KIN,  
SO, WE ALL JOINED UP,  
AND BROTHER WE'RE IN TO WIN.  
(REPEAT FIRST 8 LINES)

**“PROCEDURES”**  
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## FORWARD



The organizational Procedures Manual of the Navy Seabee Veterans of America is contained herein to establish conformity within the Organization and further define those items that are absolute and can not be changed, such as the Emblem, Flags and Caps.

The items paramount to maintaining the organizational Not For Profit status is correct and timely filing of U.S. Internal Revenue Service forms, filing of Not For Profit status reports in States requiring same and open and free Annual election of Officers, as defined in the election and nomination portion of these Procedures.

ORGANIZATIONAL COLORS

NAVY SEABEE VETERANS OF AMERICA, INC



ALL LETTERING ON THE FLAG WILL BE IN GOLD

COLORS FOR RESPECTIVE FLAGS:

**NATIONAL** = WHITE BACKGROUND with GOLD LETTERING

**DISTRICT** = MAROON BACKGROUND with GOLD LETTERING

**ISLAND** = BLUE BACKGROUND with GOLD LETTERING

HEADING on the FLAG:

**“NAVY SEABEE VETERANS OF AMERICA, INC”**

DESCRIPTIVE UNIT ON THE BOTTOM OF THE FLAG

NATIONAL HEADQUARTERS, NSVA

DEPARTMENT OF \_\_\_\_\_

ISLAND X- \_\_\_\_\_ STATE \_\_\_\_\_

NAVY SEABEE VETERANS OF AMERICA, INC

ORGANIZATIONAL EMBLEM

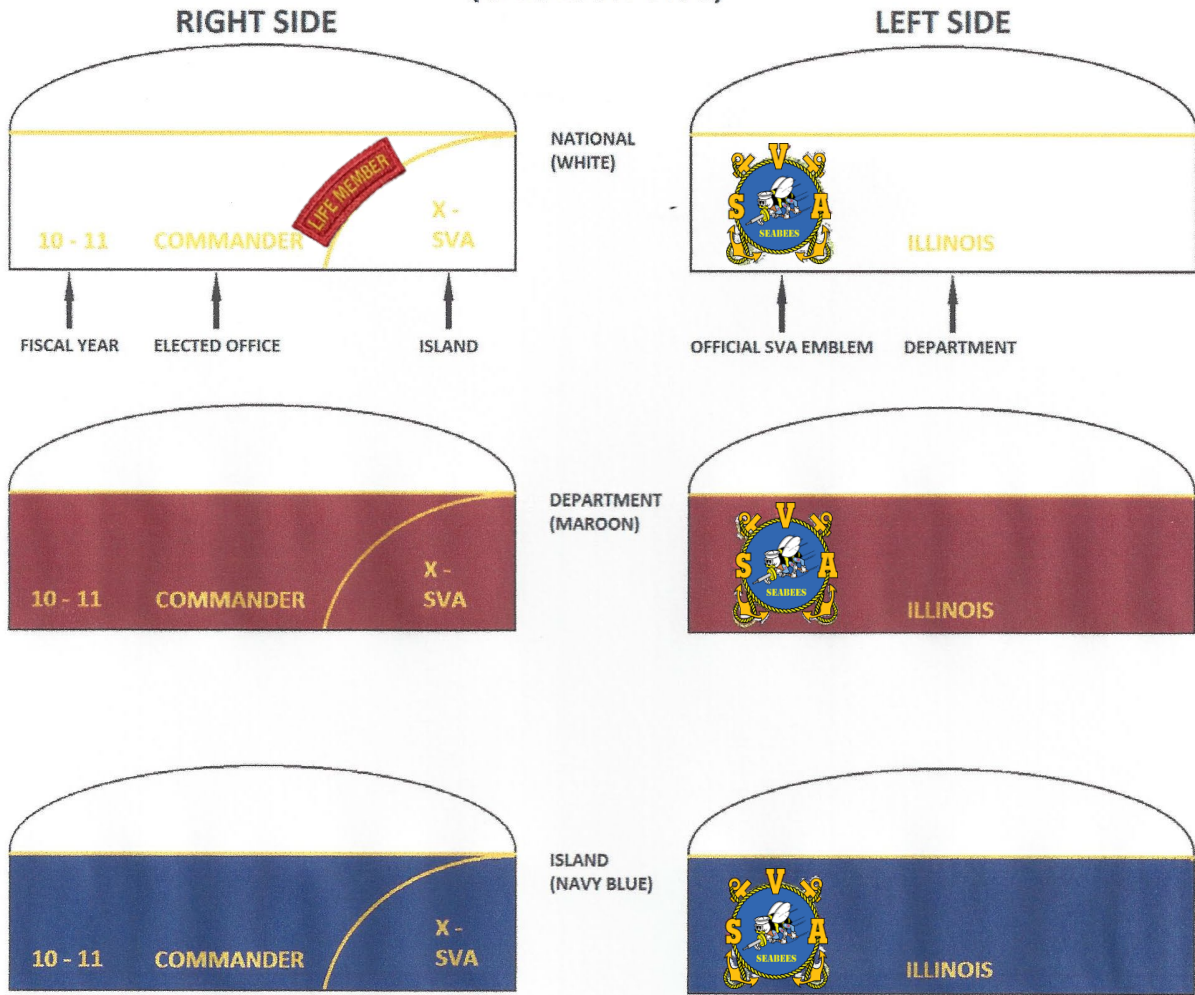
The official organizational emblem of the Navy Seabee Veterans of America, INC, shall be the "FIGHTING BEE" encircled with rope as authorized for use but the U.S. Navy Department, on a background of crossed fouled anchors, with the letters SVA on the circumference of the rope design on the emblem



**NOTHING SHALL BE ADDED TO OR DELETED FROM THIS EMBLEM**

1996 member vote at 46<sup>th</sup> convention

**CAPS  
(GARRISON TYPE)**



The crown of all caps will be white, the color of the body will correspond to the organizational level of the member, and the piping will be gold.

All lettering will be 1/2" uppercase embroidered in gold thread to match the piping.



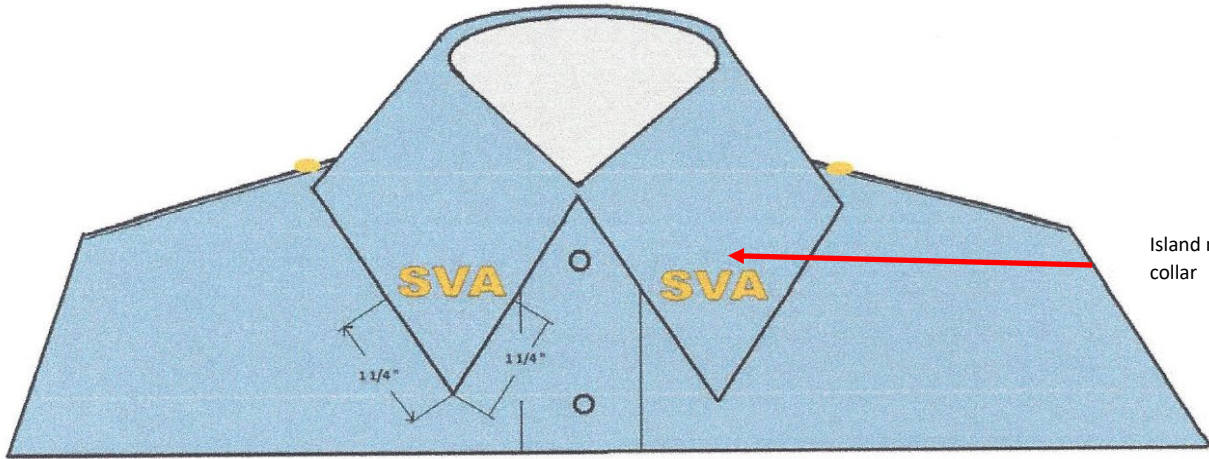
If applicable

All Official NSVA patches can be purchased at the ship store.

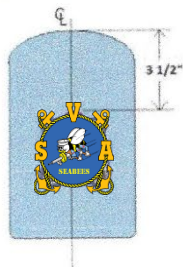


# NavySVA UNIFORM SHIRT

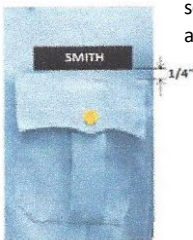
Collar Devices may be embroidered in gold to the same size, font and location as the metal devices.



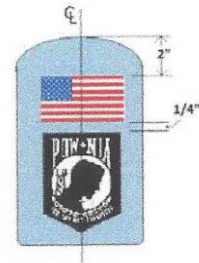
Right Side of Uniform



Gold buttons Or Gold Button Cover on each pocket and epaulet



Left side of Uniform

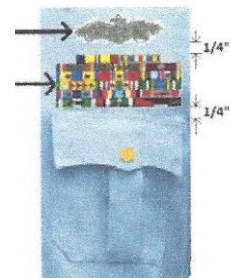


3" x 4" is the current standard

For the POW-MIA patch

Service Earned Warfare Device

Service Earned Awards



Laser cut Patch with Gold Letters





## UNIFORM

1. Shirts are Basic Uniform, Light Blue, Short Sleeve, POLICE/FIREMAN type, with Shoulder Epaulets, Gold Buttons or Button Covers on shoulder epaulets and pocket flaps. Optional shirt color is WHITE.
2. The POW-MIA patch (3"x4") is authorized with action taken at the 67th Annual Convention to be worn as shown on Page 24
3. 1/2" gold embroidered SVA or Pin or 1/2" gold cast SVA Letters located 1 1/4" from the tip of the collar so they are horizontal to the ground when worn. The letters SVA on right collar and Island X- \_\_\_ on left collar. See page 24
4. 3.75" x 3.5" NSVA Official laser cut patch on the RIGHT sleeve, centered, top of patch 3 1/2" below the shoulder-sleeve seam.
5. 2"x 3" U.S. Flag (embroidered or patch) on LEFT sleeve, centered with Blue stars field facing forward, top of flag 3" below the shoulder-sleeve seam.
6. Black and white POW-MIA patch (3" x4") 1/4" below the flag is optional
7. Name plate over the Right-hand pocket, 1/4" above the pocket.
8. Red life member patch or pin with gold lettering on the LEFT hand pocket, below pocket flap.
9. The OFFICAL SEABEE BOLO is to be worn with collar open. (BOLO cords colors are to match the garrison cap color.)
10. Trousers to be Navy Blue or Black
11. Shoes and socks are to be black
12. "Service Earned" Ribbons are optional to be worn as on page 24 "Service Earned" Ribbons were approved at the 1997 National Convention, Moline, Il. Optional for the wearer.)
13. The National Commander will call for the proper "Uniform of the Day" for all elected officers and, appointed officers to be worn at all National functions (National Convention, National Mid-Year Meetings, etc.)
14. SEE PAGE 23 FOR EXAMPLES

**ALL Officers should look the same. No Officer is to be without their Garrison Cap.**





**NATIONAL NSVA Garrison Cap Order from**

**One Cap per order form**

**NSVA SHIPS STORE MANAGER**

**5142 Endeavour Ave. Dover Fl. 33527-5881**

**813-376-3947 (Attention Betty or Ernie Nelson)**

**MAKE CHECKS PAYABLE TO NSVA: Mail form and money to the above address for processing**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
 Customer Signature \_\_\_\_\_

**This is a custom order, not subject to change, refund or cancellation.**

**Cap orders will be sent in Quarterly and at convention**

Garrison cap price will include all patches,  
 embroidery and shipping.

**\$75 per Garrison cap**

Size \_\_\_\_\_

**Vinyl Cap Bag add \$5.00**

**TOTAL**

**Cap \$75.00**

Vinyl bag \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Call for large orders and special postage rates

Circle color corresponding to position

Fill in the blanks

Right Side

X- \_\_\_\_\_ S.V.A.

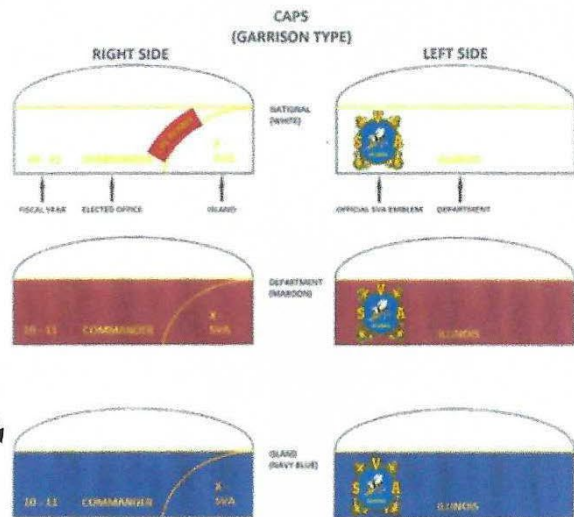
Dates \_\_\_\_\_

Position \_\_\_\_\_

Life Member if applicable \_\_\_\_\_

Left Side

State \_\_\_\_\_



May 2023

## **NSVA SUPPLIERS:**

### **NSVA Ships Store**

5142 Endeavor Ave.

Dover, FL. 33527

813-376-3947

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# **NAVY SEABEE VETERANS OF AMERICA. Inc.**

## **HOW TO FORM AN ISLAND**

The Navy Seabee Veterans of America, Inc. (here in referred to as the NSVA), is an exclusive Veterans organization whose members are of the age of 18 years or older who have served under the cognizance of the Bureau of Yards and Docks (BUDOCKS), Civil Engineer Corps (CEC), and/or the Naval Construction Forces (SEABEES), or were attached to or served with the Naval Construction Components or other Units under the cognizance of the Naval Facilities Engineer Command.

SEABEES shall be eligible for membership in accordance with NSVA By-Laws, Article III "Membership". When eligibility of membership has been established, the following type of membership is available:

1. Annual or Life Member in a Local Unit called "ISLANDS" in a City nearest your residence.
2. Annual or Life Member in your NCF Unit of affiliation as Islands with your Unit number for identification. (Example - 24th Battalion At Large, MCB-1, etc.).

The following guidelines are given on "How to Form an Island."

1. A minimum of five (5) members shall be required to establish an Island.
2. At an assembly of those eligible for membership and desiring to form an Island, a Chairman should be appointed and the meeting called to order.
3. A list of Names, Addresses, City, State, Zip Code, and Battalion of affiliation or Construction Battalion/CEC affiliation should be recorded.
4. An election shall be held for Island officers (Pro Tempore) who are: Commander, Secretary, and Treasurer.
5. The Commander (Chairman Pro Tempore) proceeds to continue the meeting, and action taken on business before those assembled should include a motion instructing the Secretary Pro Tempore to request, from the National Headquarters, an Island Charter, and a motion to establish the amount of the Island's annual dues.
6. The proposed Island's Secretary Pro Tempore shall then forward to the National Secretary the following: **a.** List in alphabetical order on regular transmittal forms (available on [www.nsva.org](http://www.nsva.org)) the Island's members' names, addresses, Zip code, and Unit of Affiliation (must have five or more members). If a member is transferring from another Island, a Transfer form must be included. **b.** List on a separate sheet the names of the elected Officers (Pro Tempore) Commander, Secretary, Treasurer, and others as deemed necessary to carry out the proposed Island business. **c.** A check made payable to the NSVA National Headquarters in the amount of Ten Dollars (\$10.00) for the Charter fee. **d.** A check made payable to the NSVA National Headquarters in the amount of Fifteen Dollars (\$15.00) (or the appropriate quarterly pro-rated amount for new Members) for each annual dues paying member listed. This was effective for the Fiscal Year 2005- 2006 beginning July 1, 2005 and thereafter.
- e. A separate check made payable to NSVA Life Membership in the amount of the appropriate AGE GROUP for all new Life Members listed on the transmittal. Make sure a completed and signed application is included for each new Life Member.

**APPLICATION FOR ANNUAL MEMBERSHIP NAVY SEABEE VETERANS OF AMERICA, INC.**

FILL IT OUT AND RETURN TO THE SECRETARY OF THE ISLAND OF YOUR CHOICE OR MAIL IT TO THE ADDRESS PROVIDED BELOW.

I HEREBY APPLY FOR MEMBERSHIP IN THE NAVY SEABEE VETERANS OF AMERICA. I SOLEMNLY PLEDGE MYSELF TO PROMOTE THE WELFARE OF ITS MEMBERS, AND TO PERPETUATE ALLEGIANCE TO AMERICA, TO THE AMERICAN FLAG, AND TO AMERICA'S FREE INSTITUTIONS.  
**(PLEASE PRINT LEGIBLY)**

**MEMBERSHIP FOR** Island \_\_\_\_\_ State: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Unit(s) Served With: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annual dues for the local Islands are established by each Island and Payable at time of application and each year thereafter

on **July 1**. Make checks payable to SVA and return to the **Secretary of the Island of your choice** or mail to:

Charles H. Coffin, National Secretary Navy Seabee Veterans of America 2047 Ridge Road  
Queensbury, NY 12804

5-22

**NAVY SEABEE VETERANS OF AMERICA, INC. APPLICATION FOR LIFE MEMBERSHIP**

FILL IT OUT AND RETURN TO THE NSVA LIFE MEMBERSHIP CHAIRMAN ALONG WITH THE REQUIRED FEE.

**(PLEASE PRINT LEGIBLY)**

REQUESTING MEMBERSHIP FOR ISLAND: \_\_\_\_\_ STATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Unit(s) served with: \_\_\_\_\_

Discharge date: \_\_\_\_\_

Type of discharge: \_\_\_\_\_

Name of spouse: \_\_\_\_\_

Recommended by: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Life membership rate is based on age:

- 18-30 \$250.00
- 31-40 \$225.00
- 41-50 \$200.00
- 51-60 \$175.00
- 61-70 \$150.00
- 71-UP \$125.00

Checks to be made out to: NSVA National Life Membership.

Please forward to: John Cubit

NSVA Life Membership Chairman

113 Kislingbury St.

Rochester, NY 14613-1611

## NAVY SEABEE VETERANS OF AMERICA, INC.

Life Membership is available to any NSVA member upon written application through the Island Secretary to the National Secretary and to the Chairman of the National Life Membership Committee.

Life Membership rates and time payments are based on age with the cost being:

Ages: 18 to age 30 - - - - - \$250.00- - - 10 payments of \$25.00 for time payments.

31 to age 40 - - - - - \$225.00- - - 10 payments of \$22.50 for time payments.

41 to age 50 - - - - - \$200.00- - - 10 payments of \$20.00 for time payments.

51 to age 60 - - - - - \$175.00- - - 10 payments of \$17.50 for time payments.

61 to age 70 - - - - - \$150.00- - - 10 payments of \$15.00 for time payments.

71 - - - - - \$125.00- - - 10 payments of \$12.50 for time payments.

Life Membership Dues paid over a 10 month installment period are managed by the local Island until the applicant has paid the full amount required.

Life Membership dues shall be paid in a lump sum or is so desired, by the applicant and agreed to by the Island of his/her membership, and 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 twelve (12) months of the initial payment.

Life Membership is transferable upon request by the Life Member, and the payment of the required fee (\$5.00) to pay the cost of printing of a new Life Membership card, if one is desired.

Local Islands and Battalions shall forward the Life Membership application and applicable fee to the Chairperson, Life Membership Committee, of the Navy Seabee Veterans of America, Inc. 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 installment, shall be made to the Island or Battalion, which said member made application through.

For further information, please contact the National Secretary.



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

Upon receipt of a request for an Island Charter, including all completed enclosures, the NSVA National Commander and Secretary will issue or cause to be issued a Charter to the Island. If there is a chartered Department in the State, send all documents and fees to the Department Secretary, who will forward them to the National Headquarters for issuance of the Charter via the Department.

The Officers of the Island, upon receipt of the Charter from the National Headquarters (or Department), shall call a meeting, present the Charter to its Members, and elect permanent Officers for the fiscal year (July 1 through June 30 of the following year). The remaining Officers such as Vice Commander, Trustees, Chaplain, Service Officer, etc., may be elected or appointed as the Island membership desires.

The Island will be supplied with copies of the NSVA Articles of Incorporation, Constitution, By-Laws, and Standing Rules, Ritual and Procedures Manual, transmittal forms, membership cards, membership applications, mailing lists of the National Officers and the Department and Island Commanders and Secretaries, and any other material deemed necessary by the National Headquarters. The Island will be placed on the mailing list to receive further information and material as it becomes available.

Unit Islands (or Battalions) At Large are formed in much the same manner as Local Islands, except in the assigning of its "At Large" number. The Unit would be listed by its Members affiliation numerical number such as 24th Battalion At Large, or MCB-1 Island At Large, etc.

**BE SURE THE FOLLOWING HAVE BEEN COMPLETED BEFORE MAILING ALL MATERIAL TO THE NSVA NATIONAL SECRETARY (or Department Secretary if within a State with an active Department) FOR PROCESSING YOUR APPLICATION FOR A PROPOSED ISLAND CHARTER.**

(1) List, in alphabetical order, of the five (5) or more member's Names, Addresses, Zip Codes, and Unit of Affiliation, on a transmittal form (Original white copy for National and pink copy for Department, if applicable. Keep the blue copy for the Island files).

- (2) List, on a separate sheet, of your Island Officers Pro Tempore (original and 1 copy).
- (3) Check in the amount of \$10.00 for the Charter Fee.
- (4) Check in the amount of \$\_\_\_\_\_ for the total of the listed Annual Members per capita dues (\$15.00 each for renewing Members, or the appropriate pro-rated amount for new Members).
- (5) Check in the amount of \$\_\_\_\_\_ for the total of the listed Life Membership fee according to Age Group for each new Life Member.

In accordance with the provisions of existing and current By-Laws and Standing Rules of the NSVA, I wish to advise you (National Secretary) that a meeting was held of our prospective members of the NSVA at \_\_\_\_\_ on  
 (Date) \_\_\_\_\_ and action was taken to form an Island of the Navy SVA in this respective area of \_\_\_\_\_.

The membership applications have been reviewed and found to be in all aspects eligible for membership in the NSVA in accordance with the NSVA National By-Laws and Standing Rules.

It is our understanding that the National records will be reviewed to ascertain whether a previous Charter was issued in this area. If one was so issued, we wish to reactivate that Charter and retain the Island number. If no Island was previously active in this area, the Charter will specify the numerical number next in line. It is noted that if a number is reactivated from a previous issued number in this area, the Charter fee shall be reimbursed.

Approved: \_\_\_\_\_

Island Commander

Attested: \_\_\_\_\_

Island Secretary



## **ELECTIONS; SCHEDULING OF:**

### **Election of Officers of the Navy Seabee Veterans of America** **is held as follows:**

**NATIONAL HEADQUARTERS:** At the Annual National Convention and Reunion, at a place and time determined by the previous National Convention. After the fiscal year ending 30 June, usually the last week of July – first week of August.

**DEPARTMENT:** At the Annual Department Convention, usually prior to 1 July, fiscal year. The Department fiscal year for dues and Island delegate eligibility for respective department convention usually expires thirty (30) days prior to their convention. Delegates of the Department to the National Convention are elected at this meeting.

**ISLANDS:** Per action of a regular or special Island meeting, usually between the first of the calendar year, however never less than thirty (30) days prior to Department or District Annual meeting and/or Convention. Island delegates to a Department Convention are elected at a meeting prior to the date of the Department Convention. Island delegates to the National Convention are elected, in number as entitled, in the National By-Laws at the first Unit meeting after the fiscal year, 30 June.

For additional information contact National Secretary

## **ELECTIONS**

### **1.Elections:**

Elections shall be held annually by all affiliate Units of the Navy Seabee Veterans of America. Elective offices shall be defined in the National Constitution and By-Laws and/or amended, for affiliate Units, in number as to maintain the official business of the Unit.

### **2.Eligibility:**

All members in good standing shall be eligible to any office in the Unit, provided, no member shall hold two (2) elective Unit offices at the same time, however may hold one (1) elective office and one (1) or more appointive offices. Unit officers, elective or appointive, shall be eligible to hold office, in a higher Unit affiliate body and may be held concurrently. Such officers appointed shall hold office at the pleasure of the appointing power, as such remaining a member in good standing.

### **3.Nomination and Election Notices:**

Election of Unit officers shall be by notification to the membership, by prior action of a Unit meeting and the membership notified by U.S. Mail. In the event Unit meetings are held monthly, nominations and election of officers may, with due notice, be held at the same meeting

### **4. Nominations:**

Nominations being by elected or appointed Nominating Committee, does not preclude or absolute slate of Officers. Nominations shall be accepted from the floor, prior to actual elections. All nominees have the inherent right to decline nomination.

In Island elections, nominations for an absentee for any office shall be presented to the Island Secretary in writing, prior to opening of nomination time, remaining open until the presiding officer declares, nominations closed and the Island is ready to vote.

### **5. Elections:**

Trustees shall be elected for one (1), two (2) or three (3) year terms and/or two (2) for one (1) year and one (1) the next year to assure that the office of Trustee has in part always one (1) or two (2) holdovers.

To maintain continuity in the established programs of the Unit, the outgoing Commander is usually an automatic Trustee for the maximum elective year.

The name of member receiving the lowest number of votes is dropped and so on in successive ballots until an election is made.

# PLAN OF MEETING ROOM

Whereas, Island meeting attendance varies with a minimum of members to a large number, may be held weekly, monthly, or semi-monthly, Department and/or District meetings may be held quarterly, semiannually, with annual Conventions, therefore, any affiliate Unit may hold meetings utilizing a formal meeting room style, conference room style, a breakfast/lunch style, or even a recreation-room or resident basement meeting, as approved by the membership of that Unit.

Suggestions for meeting rooms are as follows:

## FORMAL MEETING ROOM

Chaplain	CMDR	Secretary/Treasurer
U.S. Colors		Unit Colors
*****		*****
*****		*****

Membership

M.A.A.

## CONFERENCE MEETING ROOM

U.S. Colors	Unit Colors
	CMDR
Chaplain	Sec'y-Treas
*	*
*	*
*	*
*	*
*****	

M.A.A.

## **OPENING/CLOSING OF REGULAR MEETINGS**

The Navy Seabee Veterans of America, Inc., meeting shall be OPENED in the following manner:

1. The Commander shall announce the meeting is about to open. Officers shall take their positions. The Commander shall seat the Membership with one rap of the gavel. The Master at Arms shall close the meeting room door.
2. The Commander gives three raps of the gavel. The Membership shall stand at attention. The Color Bearers will advance the Flag of our Country. The Membership stands with a right-hand military salute while the Flag of our Country and Unit Flags are being advanced and placed in position.
3. The Commander remarks: "We will now recite the Pledge of Allegiance to the Flag of our Country"
4. The Commander remarks: "The Chaplain shall give to those gathered here an opening prayer."
5. **The Chaplain remarks:** "Almighty God, we ask Thy blessing that this Meeting may be held in harmony. Guide us, Lord in our purpose and in fellowship so that we may be united now as we were in the Service of our Country. Amen.

6. **The Commander remarks:**

"We shall now recite

**PREAMBLE TO THE CONSTITUTION OF THE NAVY SEABEE VETERANS OF AMERICA, INC."**

**"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 ITS 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 OUR AMERICAN GOVERNMENT, WHICH ARE: JUSTICE, FREEDOM AND EQUALITY FOR ALL."**

## **OPENING/CLOSING OF REGULAR MEETINGS (cont.)**

7. The Commander remarks: "I now declare Island X-\_\_ Department of \_\_\_\_\_, regularly convened.
  8. THE ORDER OF BUSINESS OF THE UNITS SHALL BE AS FOLLOWS:
    - a. Roll Call of Officers.
    - b. Reading of minutes of previous Meeting.
    - c. Commander's report.
    - d. Secretary's report.
    - e. Treasurer's report.
    - f. Committee report.
    - g. Unfinished business.
    - h. Introduction & Acceptance of new Members. (Report of transfers in or out).
    - i. New business & correspondence
    - j. For The Good of The Order.
    - k. Commander calls for any further business to come before the membership.
    - l. Closing prayer by Chaplain.
    - m. Adjournment.
- The Navy Seabee Veterans of America, Inc., meeting shall be CLOSED in the following manner:**
1. The Chaplain remarks: **"Our Father, we thank Thee for the mercies shown us in time of war and peace. Help us to carry this mercy on in thought and deed. May we help our shipmates, our Country and Community, ever remembering those departed. Amen."**
  2. The Commander remarks: "There being no further business to come before this Membership, the Color Bearers will retire the Flag of our Country." The Membership stands with a right-hand military salute while the Flag of our Country and Unit Flags are being retired
  3. The Commander remarks: "Till we meet again, let us remember that nothing will deter us from the path of JUSTICE, FREEDOM, AND EQUALITY FOR ALL."
  4. The Commander remarks: "I now declare this meeting of Island X-, Department of \_\_\_\_\_, Navy Seabee Veterans of America, Inc., adjourned.
  5. The Commander gives one rap of the gavel for the Final Salute.

## INSTALLATION CEREMONY

1. **Installing Officer:** The installing officer calls the newly elected Officers to assemble, facing him. (New Commander in the center)

2. **Installing Officer:** “You have been chosen by the membership of the Navy Seabee Veterans of America to fill its various offices. You will, I know, venerate that trust and fulfill in every way the obligation that the trust entails. You shall at once familiarize yourself with the duties of the particular office you hold, because depending largely on you rest the burden of preserving the integrity, the good name, welfare and success of this Organization. There is no rank among us, for each serve as an equal to his mate and all strive toward the same goal, which is the preservation towards the ideals for which we fought, “Justice, Freedom, Democracy, and Loyalty.” Always remember our disabled Veterans, who - may be in need and always remember a devoted service to the Community, State and Nation.”

“To you, the New Commander, \_\_\_\_\_.”

“To you is entrusted a very important duty, that of teaching and protecting the cardinal principles of this Organization and supervision of all other Officers of this Island X-\_\_\_\_, Department of \_\_\_\_\_, National Headquarters of the Navy Seabee Veterans of America.”

“You are more than the presiding officer at meetings. You are guided by the Constitution and by the decisions of this Organization as a body, yet failure or success of the year’s programs rest mainly on you. You must initiate and carry their program to completion. By your acceptance and earnest performance of these duties, may the great trust, which each member of the Navy Seabee Veterans of America has reposed in you, be justified. I extend to you congratulations and wish you well, as you assume the responsibilities of your office.”

### 3. OATH OF OFFICE:

I, (name) (/) do solemnly pledge myself (/) to perform faithfully (/) and impartially (/) the duties of the office (/) of the Navy Seabee Veterans of America (/) that I am about to assume.

4. **Installing Officer:** To the Membership:

“I present to you the Officers of your choice. I congratulate you on the selection you have made. Now having chosen them, it is your duty to aid them in every way. Help them keep this Organization a free organization of free men, faithful to its principles and ideals.”

5. **Installing Officer:** To the New Commander: “You will now deliver an acceptance speech and declare the installation closed.”



## **PREAMBLE TO THE CONSTITUTION**

**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 ACTION TO PRESERVE THE FUNDAMENTAL IDEALS OF AMERICAN GOVERNMENT, WHICH WE BELIEVE ARE JUSTICE, FREEDOM AND EQUALITY FOR ALL.**