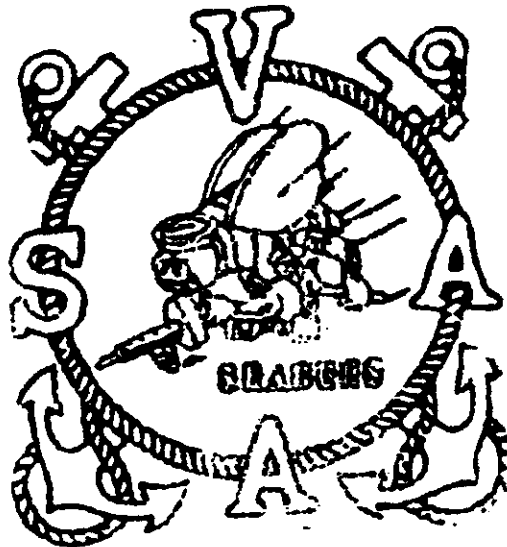


**NAVY SEABEE VETERANS OF AMERICA**

**AUXILIARY**

**BY-LAWS & STANDING RULES**



**(REVISED & RETYPED IN 2004)**

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# **NAVY SEABEE VETERANS OF AMERICA AUXILIARY**

## **BY-LAWS**

### **PREAMBLE**

In reverent recognition of Divine Guidance, we pledge to maintain allegiance to our Country, and to the ideals of the Navy Seabee Veterans of America, Inc.

### **ARTICLE I. NAME**

The name of this organization shall be "Navy Seabee Veterans of America Auxiliary (hereinafter referred to as Navy SVAA)"

### **ARTICLE II. USE OF NAME AND EMBLEM**

Section 1. The name "Navy Seabee Veterans of America Auxiliary" official emblem as designated by the National Convention, or any colorable imitation thereof, shall be used only in direct function of this organization. Any other use shall be by permission of the National Executive committee and then only in the best interest of the Organization. The official uniform of the Navy SVAA shall be, Navy blue pants or skirt, white blouse with an American Flag on the left sleeve, centered with the blue star field facing forward, top of the flag shall be three (3) inches below the shoulder seam. A three (3) inch Navy SVAA patch on the right sleeve, centered with the top of the emblem three and one half (3 1/2) inches below the shoulder seam.

### **ARTICLE III. OBJECTS AND POLICIES**

Section 1. To preserve and encourage constant interest in National Defense, and the maintenance of a strong Navy and Naval Reserve and to promote the objectives of the Navy SVA, Inc.

Section 2. To foster and maintain patriotic, historical and educational interest in Seabee Activity. To assist worthy Seabees in distress, their widows and orphans, to perform charitable work within the limitation of available funds.

Section 3. To operate as an Auxiliary to the Navy SVA, Inc., not for profit, so that no part of the income or assets of this organization shall revert to the personal benefit of any of its officers or members, nor be distributable thereto, even though this organization shall be dissolved. (See Article 15, Section 1, on dissolution.)

## **ARTICLE IV. MEMBERSHIP**

Section 1. The Navy Seabee Veterans of America, Inc., recognizes an Auxiliary known as "The Navy Seabee Veterans of America Auxiliary."

**A.** The Auxiliary shall be governed by such rules and regulations as may be prescribed by the National Seabee Veterans of America, and thereafter promulgated by each Department or Island of the Navy S.V.A.A., and these By-Laws.

Section 2. Eligibility of membership in the Auxiliary shall be limited to the

To read: Mothers, fathers, widows, widowers, sisters, brothers and daughters, son, granddaughters and grandsons (over the age of 18 years), of any Seabee who served under honorable conditions in time of war, hot or cold, in any branch of the Armed Forces of the United States of America, who served with or were attached to, or is now serving with a Unit under the command of the Civil Engineering Corp of the United States Navy the Bureau of Yards and Docks, or the Current Naval Facilities Command.

To read: Female and male personnel eligible for membership, as defined in the afore stated article, that at their option, elect to accept membership with formal application and dues payment in the Auxiliary in lieu of the Navy Seabee Veterans of America, Inc. the parent organization. The opted membership once initiated shall not be reversible.

**C.** Widowers and Husbands of female members of the Navy S.V.A. as defined in the afore stated subparagraphs A and B of this section shall be entitled to membership in the Navy SVAA as long as their membership in the Auxiliary is continuous by payment of dues and as a member in good standing.

Section 3. Types of membership:

**A.** Active - An active member is a National member who pays Navy S.V.A.A. dues, participates in its activities, accepts committee work and maintains regular attendance.

**B.** Associate Members - Local Island Auxiliaries may issue Local Membership cards to a class of Associate Members. Associate Members within the Local Auxiliary hold no office, have no vote or right to propose motions, but may, if granted, speak and vote on any subject of social or civic activity.

**C.** Honorary Membership - An Honorary Membership for Meritorious Service or an Act may be awarded by the National Navy S.V.A.A. President, approved by the National Executive Committee, with the same privileges as an Associate Member.

## **ARTICLE V. ORGANIZATION**

### **ISLAND X**

Section 1. **Island Auxiliaries.** Auxiliary Units shall be designated Navy S.V.A.A. Island X-(Serial Number) within their respective area. Island X-Auxiliaries serial number and/or names shall be approved by National Headquarters.

**A.** A minimum of five (5) members shall be required to organize an Navy S.V.A.A. Island, and to maintain its status as an active Auxiliary. An Island Auxiliary may adopt By-Laws in accordance with the National Navy S.V.A.A. By-Laws, or operate under the policies of the National.

**B.** The Officers of an Island Auxiliary shall be, at least, a President, a Vice-President, a Secretary, a Treasurer and a Chaplain. For expediency, if necessary, the Offices, except President, may be combined. Example: Vice-President/Chaplain, Secretary/Treasurer.

**\* C.** Any member in good standing moving to a new area and desires to affiliate with an Auxiliary in the area she takes residency, shall inform the present Island Secretary. The Island Secretary shall in writing notify the National Secretary of the member wishes to transfer. She will also notify in writing, the secretary of the Island to which the member wishes to transfer to, and of her standing in the Navy SVAA.

### **DEPARTMENTS**

Section 2. **Department Locations** - There shall be one Navy S.V.A.A. Department in each state, one in the District of Columbia, and one each in such Zones and/or Territories outside the Continental limits of the United States as may be determined by National Headquarters.

Section 3. **Department Purpose** - Navy S.V.A.A. Departments shall be formed to assist in organizing Island Auxiliaries, and to coordinate their activities and expansion.

Section 4. **Department Composition** - A minimum of two (2) Navy S.V.A.A. Islands shall be required to organize a Department in any State or Area, and to maintain its status as an active Navy S.V.A.A. Department. A Navy SVAA Department can only be formed if there is already an existing Navy SVA Department.

**A.** Each Department and Island Auxiliary shall conform to the pattern of the National Navy S.V.A. A., and shall operate under a charter issued by the National Navy S.V.A.A., and signed by the National President and National Secretary with the approval of issuance by National Headquarters Officers

**B.** Upon written application of the Presidents of two or more Island Auxiliaries of the State or Area, the National President shall direct that notices be sent to all Island Auxiliaries within the State or Area of a proposed organizational meeting, inviting such Auxiliary to be represented. The organizational meeting shall present and vote on organizing a Department, with each Island present having one (1) vote, elect officers (see Article V, Section 1-B), draft and/or adopt By-Laws which must conform in policy with National Navy S.V.A.A. The Department Secretary shall notify the Navy S.V.A.A. National President and forward a copy of the proposed Department By-Laws with the Charter fee, (as outlined in Article VII, Section 2) to be checked by the National Parliamentarian, and approved by National Headquarters Officers. When these requirements have been met, a Department Charter will be issued by National Headquarters.

**C.** Where there is no Department, a Navy S.V.A.A. Charter shall be issued by the National President and National Secretary, upon receipt of application made by those who desire to form an Island Auxiliary, and meeting the qualifications and requirements as outlined in these By-Laws, and upon forwarding per capita tax (see Article VI, Section 2) and charter fee to National Headquarters.

**D.** The application for an Navy S.V.A.A. Island Charter where there is a Department shall be approved by Department Headquarters Officers, upon said Island Auxiliaries meeting the qualifications and requirements, as outlined in these By-Laws, and forwarding per capita tax and Charter fee to National Headquarters. Island Auxiliary Charters within a Department shall be countersigned by the Department President and Secretary.

**E.** Where there is no Navy S.V.A.A. Department in the State, Territory or Area in which an Island Auxiliary is located, at the request of the members of the Auxiliary, National Headquarters may designate the Department to which they will be assigned, until there shall be a Department in that State, Territory or Area. Auxiliaries assigned to a Department shall not be required to pay dues and shall hold no office. Navy S.V.A.A. Islands assigned to a Department shall be for the purpose of said Department assisting them in their activities and in meeting the objectives of this organization.

Section 5. National Auxiliary-at-Large - Members residing in a State, Territory or Area, where there is no active Navy S.V.A.A. Island may be assigned membership in the Navy S.V.A.A. National Island-at-Large, until such time as active Island Auxiliary is organized in their State, Territory or Area, and an application for transfer is made to the National Auxiliary Vice President who is the President of the National Island - at - Large.

Money derived from our annual money making project shall be divided sixty(60) to forty(40) percent. Sixty percent to be given to the organization voted on at the general meeting held at national convention, forty(40) percent to be put back into the general fund.

#### ARTICLE VI. - FINANCES

Section 1. Revenue for the operation of the National Navy S.V.A.A. shall be derived from annual dues paid by members of the Island Auxiliaries, charter fees, delegate registration fees, and from such other sources as the National Executive Committee may approve.

Section 2. The per capita tax shall be two dollars and fifty cents ( \$2.50 ) per person and Members - at - Large Five dollars ( \$ 5.00 ) per member.

A. Any financial emergency shall be met by a special assignment to all members as decided by the National Executive Committee.

The secretary of each Island shall prepare one(1) copy of members and designate those who are officers and send this with remittance payment of per capita to the National Treasurer. The National Treasurer will send to each Island the appropriate membership cards to distribute to their members. The National Treasurer shall send a copy those members new or paid to the National President, Vice President, National Secretary, and all District Vice Presidents.

Section 3. Annual local Navy S.V.A.A. dues, and National Navy S.V.A.A. per capita tax are due and payable on July 1 of each year.

A. The fiscal year shall be July 1 to June 30.

B. Any Island or Department Auxiliary member whose dues are not paid June 30, shall be declared delinquent. If members dues are not paid by December 31, those members will be dropped from the rolls.

Section 4. The financial records of the National Navy S.V.A.A. shall close at the end of the fiscal year, June 30, and all monies and bills received after that date shall be held for the incoming administration.

5 The National Treasurer being the only National Officer to handle said monies will be bonded in the amount doubled the average amount of money handled in a single fiscal year. The bond premium shall be paid from the treasury of the National Navy SVAA. Bonds so provided shall be approved by the National Navy SVAA

Section 6. All funds or accounts, general or special shall have two ( 2 ) signatures for withdrawals or disbursements of funds.

Section 7. National Headquarters, shall if it deems advisable, direct and detail special auditors to investigate the membership roster, financial statements and affairs of any Navy SVAA. Department, Island or Committee.

Section 8. All Past National Presidents, after having successfully completing her term of office and it being 8 years after her term, shall be given a paid up for Life Membership in the Navy Seabee Veterans of America, Inc. Auxiliary.

## **ARTICLE VII - CHARTERS**

Section 1. A Charter shall be issued to each Navy SVAA. Island and Department admitted to membership in the National S.V.A.A. All charters must be signed by the National President and National Secretary.

A. Charters may be ordered to replace those lost at a cost of Five ( \$5.00 ).

Section 2. The charter fee for an Navy S.V.A.A. Island or Department shall be ten dollars (\$10.00). No charter will be issued until per capita tax is paid.

Section 3. A Navy S.V.A.A. Island inactive for one (1) year, but no more than two (2) years may become reactivated and listed as Auxiliaries in good standing with the National Navy S.V.A.A. by payment of the per capita tax for the current fiscal year, plus Five dollars ( \$ 5.00 ) for reactivation.

## **ARTICLE VIII - DISCIPLINE**

Section 1. Each Island of the Navy S.V.A.A. shall be the judge of its own membership subject to the restrictions of the National By-Laws.

Section 2. When the actions of a member is believed to be placing the name or reputation of the Navy S.V.A.A. in jeopardy, they may be disciplined, suspended or expelled, upon proper showing of cause. Charges must be based on one or more of the following grounds: disloyalty, neglect of duty, or conduct unbecoming a Navy S.V.A.A. member. All charges must be under oath, in writing, by the accuser. No member shall lose her membership until given a fair trial by the Island, Department or National Headquarters.

A. Any member who has been suspended by an S.V.A.A. Island has the right to appeal to the Department and National Executive Committee to conduct a hearing. If efforts of the Department Executive Committee have failed to satisfy accused, she can appeal to the National Executive Committee to conduct a hearing. A decision by two-thirds ( 2/3 ) vote of the National Executive Committee shall be final.

Section 3. Revocation of Charters- Departments may recommend to the National Executive Committee that the Charter of a Navy S.V.A.A. Island be revoked.

**A.** The National Executive Committee, after a hearing held, upon reasonable notice having been given to the Island Auxiliary, may suspend its charter by a two-thirds (2/3) affirmative vote, until the next annual convention, at which time the National Convention shall either cancel or reinstate.

**B.** Upon revocation of a charter of an Island Auxiliary, said Auxiliary shall immediately cease operation, and turn over to the National Navy S.V.A.A., or Department Headquarters, having jurisdiction over its charter, all property, real and personal, or their authorized representative, empowered and directed, to take possession of all the records, property and assets of said Auxiliary, provided however, that nothing therein shall be construed as requiring National or any Department Headquarters to assume any financial obligation as to such property.

**C.** No Navy S.V.A.A. Island X-charter number shall again be reissued, but shall be carried on the records of National and Department Headquarters as revoked, unless an Auxiliary in the State, City or Area is reorganized and the Island X-charter number is reinstated.

**D.** Any individual Navy S.V.A.A. member, or groups of members, may request information, through the National Secretary as to the status of their individual standing, or their Island Auxiliary as recorded in National Headquarters.

## **ARTICLE IX. ANNUAL NATIONAL CONVENTION**

Section 1. **Purpose** - The member Island Auxiliaries of the Navy Seabee Veterans of America shall hold an annual National Convention to hear reports of progress and achievements by the National Navy S.V.A.A. Officers; to receive recommendations on, and to initiate policies and procedures for the functioning of the organization; to conduct business; and to elect National Officers.

Section 2. **Time and Place** - The Navy S.V.A.A. National Convention shall be held at the same time and place as the National Convention of the Navy Seabee Veterans of America, Inc., unless otherwise directed.

Section 3. **Officers** - The Navy S.V.A.A. National Officers shall be the Officers of the Convention.

Section 4. Voting at Convention

**A. Delegates** - Members entitled to be delegates to the National Convention shall be active members, in good standing, as of June 30 prior to the convention. Membership of the Navy S.V.A.A. Islands and Departments on the records of National Headquarters, on said June 30, shall be used to determine eligibility of delegates.

**B. Number of Delegates** - Each State Department shall be entitled to five (5) delegates. There shall be two (2) delegates from each Island Auxiliary of five (5), up to and including twenty (20) members, and one (1) delegate for each additional twenty (20) members or portion thereof. At the time of electing delegates each Island and/or Department Auxiliary may choose for each delegate, one (1) alternate, such alternate being entitled to vote only in the absence of the delegate. Should only one (1) delegate from a Department or Island Auxiliary be in attendance at convention, she is entitled to carry the votes of her own Auxiliary or Department.

**C. Delegates-at-Large** - All incumbent Navy S.V.A.A. National Officers, and any Past National President, in good standing, shall be considered Delegates-at-Large, and each shall be entitled to one (1) vote at any convention of National Navy S.V.A.A. at which she is present. Such votes shall be added to the votes of their respective Island Auxiliary or Department. Delegates-at-Large may carry the votes of their own Island or Department Auxiliary in addition to their own.

**D. Proxy Votes** - Any Navy S.V.A.A. Island or Department, (except National Auxiliary Island-at-Large) not represented at the National Convention by a delegate or alternate, may designate, in writing, any accredited delegate of an Island or Department Auxiliary to carry its proxy vote, subject to Section 5-A, this article.

Section 5. Delegate Registration Fee

**A.** A delegate registration fee of one dollar (\$1.00) shall be paid for each accredited vote of the Islands and/or Department Auxiliaries, including delegates-at-large. The Island and Department Auxiliaries (except National Island Auxiliary-at-Large) shall forward credential forms listing delegates or authorized proxy votes by accredited delegate, with remittance of registration fee for each vote to be cast **to the National Secretary no later than fifteen (15) days prior to the opening date of the National Convention.** Said registration fee to be made payable to the National Treasurer, Navy S.V.A.A.

**B.** When the Credential forms and delegate registration fees of votes for an S.V.A.A. Island or Department are not forwarded, as outlined in Section 5-A, this Article, the Conventions Credential Committee shall assume that the Island or Department Auxiliary will not be present, and does not desire representation, and their votes in whole or part, shall be voided.

**Section 6. National Navy S.V.A.A. Island-at-Large**

**A.** The delegates of the National Navy S.V.A.A. members -at-Large, shall be elected at the annual meeting of said Auxiliaries, held in conjunction with the National Convention, the qualified number as outlined in Section 4-B, of his Article. A credential form shall be submitted to the Credential Committee.

**Section 7. Credential Forms**

**A.** National Headquarters shall prescribe credential forms to be used by all Navy S.V.A.A. Islands and Departments for the qualification of delegates and alternates to the National Convention. All credential forms must be signed by the Island and/or Department Auxiliary President and Secretary.

**Section 8. Voting -** Voting in Convention shall be strictly limited to duly elected delegates or alternates and delegates-at-large. Voting may be under the unit rule or may be decided by caucus.

**Section 9. Quorum -** A quorum shall exist at National Convention when ten percent (10%), or more of the total votes to be cast in Convention are represented by accredited delegates, provided at least fifty-one percent (51%) of the Departments are represented. A quorum, once established shall continue in effect throughout the Convention.

**Section 10. Convention Minutes -** A copy of the Navy S.V.A.A. National Convention minutes shall be mailed to all members of the National Executive Committee within ninety days (90) from the last day of Convention, and two (2) copies to each Department and Island Auxiliary Secretary, to be retained in the files of the President and Secretary.

## **ARTICLE X. NATIONAL OFFICERS**

### **ELECTION AND DUTIES**

Section 1. **Elected officers** - The National Convention shall elect a National President, a National Vice-President, a National Treasurer, a National Chaplain, a National Historian and six (6) District Vice-Presidents, one (1) each for the District of Hawaii and Alaska. No two (2) District Vice-Presidents shall be from the same Island or Department Auxiliary, unless approved in Convention.

Section 2. **Appointed officers** - The National President shall appoint a National Secretary, National Parliamentarian, Mistress-at-Arms, Conductress, News Letter Editor, and Chairperson of Ways and Means. with the approval of the National Executive Committee at their next meeting following Convention, and National Officers so appointed shall hold office at the pleasure of the appointing power.

Section 3. **Election of officers** - Any active member in any Navy S.V.A.A. Island or Department, in good standing, shall be eligible for election to National Office.

**A.** No National Officers may hold more than one office in the National Navy S.V.A.A. at any one time.

**B.** Election of Officers shall be held every two years. All National Officers shall hold office for two year until their successor takes office, or until removed by resignation, death or action by the National Executive Committee.

**C.** Election of Officers shall be by secret ballot, unless there is only one nominee for an office, in which case a voice vote may be taken.

Section 4. **Re-election of Officers** - All Navy S.V.A.A. members in good standing shall be eligible for re-election, except the term of office of the National President and National Vice-President which shall not exceed one (1) two (2) year term. They shall not be eligible for re-election for four (4) years.

Section 5. **Installation** - All National officers shall be installed at the Annual National Convention, and shall take office at the close of the Convention.

## **DUTIES OF OFFICERS**

Section 1. **National President** - The National President shall be the Chief Executive Officer of the Seabee Veterans of America Auxiliary. She shall have full power to enforce the provisions of the By-Laws, Standing Rules and the will of the Annual National Convention. She shall be Chairman of the Convention, and preside at all meetings of the National Executive Committee. She shall appoint all Committees, and be ex-officio, a member of all committees, except nominating. She shall initiate new policies and procedures, only with the approval of the National Convention and/or Executive Committee.

**A.** The National President prior to the opening of the National Convention shall appoint, with a minimum of three (3) members a Credentials, Rules, Auditing, Resolutions and Nominating Committee. With the approval of the National Convention and/or Executive Committee, she shall appoint any further Committees for any special purpose.

Section 2. **National Vice-President** - The National Vice-President shall assist the President in all matters referred to her, and in the absence or disability of the President, she shall preside over meetings and perform the duties of the President. In the event of death or resignation of the President, she shall automatically succeed to the office. She shall be the President of the National Island Auxiliary-at-Large, and shall perform all other duties delegated to her by the National Convention and/or Executive Committee.

Section 3. **National Secretary** - The National Secretary shall keep a minute book showing a true and accurate record of all meetings of the Annual National Convention and National Executive Committee, and see that copies of minutes are sent out as noted in Article IX, Section 10 these By-Laws. She shall give notice of all meetings, keep a register of all S.V.A.A. members and Island Auxiliaries, be custodian of the corporate seal, and keep all materials and records, except such as are assigned to others. She shall notify all members of Amendment to By-Laws and Standing Rules, and enter such Amendments on the records. She shall perform all other duties assigned to her by the National Convention and/or Executive Committee.

Section 4. National Treasurer - The National Treasurer shall be custodian of all the funds of the National S.V.A.A., which shall be handled through a checking account known as "National Seabee Veterans of America Auxiliary." She shall sign all checks disbursing the funds of the National Organization, as approved and directed by the National Convention and/or Executive Committee, and between Conventions and meetings of the Executive Committee as approved and directed by the National President. All books and records of the National Treasurer shall be open to the inspection of the National President and Executive Committee, and shall be submitted for audit at the end of the fiscal year and/or on demand of the National Executive Committee. The National Treasurer shall be bonded; the cost of which shall be borne by the organization. She shall perform such duties as prescribed by the National Convention and Executive Committee.

Section 5. National Parliamentary Advisor - The National Parliamentarian shall be qualified in parliamentary procedure, and shall advise the National President and Executive Committee on Parliamentary procedure when requested. She shall check all new By-Laws and perform such other duties as may be delegated to her by the National President and/or Executive Committee.

Section 6. National Chaplain - The National Chaplain shall perform such Divine and Non-Sectarian Services as may be necessary, adhering to such ceremonial rituals as may be recommended by National Headquarters.

Section 7. National Historian - The National Historian shall collect from year to year all records of events and data of value and interest to the Seabee Veterans of America National Auxiliary, and shall compile an official history of the years' activities. She shall also assist Navy S.V.A.A. Island and Department Historians to unify and coordinate their records, and shall have such other duties as may be prescribed by National Convention and/or Executive Committee.

Section 8. District Vice-Presidents - The District Vice-Presidents shall act as representatives of the National President in all matters referred to them by her. They shall coordinate the activities and expansion of Island and Departments of the Navy S.V.A.A. in their Districts. They shall make a special effort to contact at least, by correspondence, the Auxiliaries in their Districts, and should know their membership rolls, and offer constructive suggestions in securing new Island Auxiliaries and members. They shall perform such other duties as the National Convention and/or Executive Committee may direct.

## **ARTICLE XI. NATIONAL EXECUTIVE COMMITTEE**

Section 1. **Composition** - The National Executive Committee shall consist of the elected and appointed National Officers of the S.V.A.A. together with the Past National President. All Past National Presidents, in good standing, in their Island Auxiliary shall be life members of the Executive Committee, with vote, when in attendance.

Section 2. **Purpose** - The National Executive Committee shall be vested with the power to administer the affairs of the Navy S.V.A.A. between Conventions, in accordance with the By-Laws, Standing Rules, and the policies adopted by the National Convention.

Section 3. **Meetings** - Time and Place. The National Executive Committee shall hold, at least three (3) meetings annually, one (1) after adjournment of each National Convention in the Convention city, one (1) at the same time and place as the Seabee Veterans of America, Inc., fiscal mid-year meeting, and one (1) the day preceding the convening of the National Convention in the Convention city. Special meetings may be called upon notice, in writing, thirty (30) days prior thereto by the National President.

Section 4. **Quorum** - Ten percent (10%) of the members of the National Executive Committee shall constitute a quorum.

Section 5. **Voting** - All members of the National Executive Committee, and Past Presidents in good standing shall be entitled to one (1) vote when in attendance. S.V.A.A. members, not members of the Committee, may be present at the meeting and take part in discussions, but shall not propose motions or vote.

Section 6. **Donations** - No money can be drawn from the National Navy S.V.A.A. Treasury for the purpose of making a donation to any organization, other than the Navy Seabee Veterans of America, Inc., and its Auxiliary without approval of the National Executive Committee by a two-thirds (2/3) affirmative vote, and a two-thirds (2/3) affirmative vote of each of the Island Auxiliaries.

Section 7. **Vacancies** - In case of death, resignation or removal from office of a member of the Executive Committee, between Conventions, the vacancy shall be filled by the National Executive Committee.

## **ARTICLE XII. COMMITTEES**

Section 1. **How Constituted** - Appointed by National President, see Article X, Section 1-A, these By-Laws.

A. All appointed Committees shall consist of Three ( 3 ) members, to include Credentials, Rules, Auditing, Resolutions and Nominating.

Section 2. **Duties** - The members of all National S.V.A.A. Committees shall carry out the duties of their committee. The Chairman of all committees shall consult all members of their committee, and the names of approving members shall be listed on all reports issued by the Chairman.

Section 3. **Credentials** - The Credentials Committee shall consist of three (3) members. All credential forms of delegates and alternates must be presented to Credentials Committee, for checking, at the National Convention, to entitle them to participate in the business of the Convention. This Committee's report should include number of National Officers and Past Presidents present, delegates and alternates present, and the number of votes each Island and Department Auxiliary represented are entitled. See Article VII, Section 2, these By-Laws.

Section 4. **Rules** - The Rules Committee shall consist of three (3) members. It shall be the duty of this Committee to draft rules of order governing the National Convention.

Section 5. **Auditing** - The Auditing Committee shall consist of three (3) members. It shall be the duty of this Committee to examine, in detail, all financial records, statements and reports, and to certify their correctness to the Convention.

Section 6. **Resolutions** - A Resolutions Committee of three (3) members shall be appointed by the National President to receive all resolutions, not pertaining to the By-Laws. All resolutions, except emergency resolutions, must be submitted to the National Executive Committee, in writing, for their study and consideration at their last meeting before National Convention. It shall be the duty of this Committee to present to the Convention, its resolutions, with the recommendations of approval or disapproval by the National Executive Committee.

Section 7. Nominating - A Nominating Committee of three (3) members shall be appointed by the National President at the Pre-Convention meeting of the National Executive Committee. This Committee shall present one (1) or more names in nomination for each office. Additional nominations may be made from the floor by accredited delegates and/or alternate at the Convention.

### **ARTICLE XIII AMENDED**

Section 1. These By-laws may be amended at any National Convention by a two thirds (2/3) majority vote of the Convention, provided the proposed resolutions have been submitted to the National Secretary thirty (30) days before the midyear meeting. Proposed resolutions received less than thirty (30) shall be held over for the next year. The Secretary shall give each resolution a number and then send them to the Resolutions Committee, who will present them to the Executive Committee at the mid-year meeting. Each member shall receive a copy, and if they are accepted by a two thirds ( 2/3) vote of the Executive Committee shall then have them accepted by the Navy SVA. The National Secretary shall then submit them to all Islands and Departments at least forty five ( 45 ) days before the National Convention.

An Emergency Amendment may be considered at the National convention provided the Executive Committee has it in writing the day prior to presentation. A two-third(2/3) vote of the Convention is required to allow its consideration, and a two-thirds (2/3) vote to adopt it.

### **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

Section 1. Robert's Rules of Order Revised and Robert's Parliamentary Law shall apply on all questions of procedure and Parliamentary Law not specified in these By-Laws.

### **ARTICLE XV. DISSOLUTION**

Section 1. In the event of dissolution, or final liquidation of this organization, all of its assets remaining, after payment of its obligations shall have been made, or provided for, shall be distributed to other organizations organized and operated exclusively to promote historical and educational interest in the Seabees, and U. S. Navy, as designated by the National Executive Committee.

**STANDING RULES  
NSVAA**

**RULE 1:** No expenses shall be paid to any National Officer by any Local Auxiliary unless the National Officers are members of the Auxiliary paying the expenses, and it has been voted on and approved by at least a two-thirds majority of the membership of the Local Auxiliary.

**RULE 2:** Secretaries of each Island are to receive one copy of all Notices of Executive Board Meetings and the Convention, to be read at their respective meetings.

**RULE 3: GIFTS**

It will be the responsibility of the Secretary to purchase a gift for the outgoing President to show the Auxiliary's appreciation for her year in office. Gift will not exceed \$25.00. This gift will be presented to her at the Installation meeting at the National Convention.

**RULE 4: NATIONAL CONVENTION, RULES OF**

A. The National President and National Secretary's rooms, at the National Conventions, will be paid for, unless they receive a complementary room from the host Island or Department.

B. Executive Board Meeting to be held prior to regular meeting and the President will appoint a minimum of three (3) members to the following committees:

- Credentials
- Rules
- Auditing
- Resolutions
- Nominating

C. The Convention Order of Business shall be:

1. Formal opening
2. Roll Call of Officers
3. President's report
4. Rules Committee Report
5. Credentials Committee Report
6. Minutes of previous convention
7. Report of remaining Officers

8. Report of any other committees (except Nominating)
9. Correspondence
10. Unfinished Business
11. New Business
12. Nominating Committee Report
13. Nominating of Officers
14. Election and Installation of Officers

**RULE 6: AMENDMENTS TO STANDING RULES**

Standing Rules may be adopted, suspended, amended, or rescinded at a National Convention without previous notice by a majority vote, a quorum being present.

Rules 1 and 2 were approved at the 26th Annual Convention.  
Rules 3 through 7 submitted 8/14/96  
Rules 3 through 7 approved 8/7/97  
Rules 3 & 6 deleted 8/11/98

Revised: 17 September 1997  
Revised: 11 August 1998  
Revised: 9 August 2002