

# BYLAWS

## U.S.S. PERRY REUNION ASSOCIATION

### Article I

#### I. The USS Perry

The U.S.S. Perry Reunion Association herein after referred to as the Association.

#### II. PURPOSE

A Nonprofit benevolent association to promote the memory of the USS Perry DD844 and USS Perry DMS17 and to foster good fellowship and camaraderie among the shipmates who proudly served aboard these ships.

#### III. MEMBERSHIP ELIGIBILITY

All shipmates of the USS Perry DD844 and USS Perry DMS17 and their families are eligible for membership. An Officer of the Association may appoint others with interest in the Association as Honorary Members.

#### IV. GOVERNMENT

The Board of Directors includes the Officers of the Association, eligible past Presidents and the Association Founders. Officers include a President, Vice President, Secretary and Treasurer. The immediate Past President will serve as a Board Member with full voting rights for a term of 2 years. The Founders shall remain permanent members of the Board of Directors with full voting rights, serving at their own pleasure. The Association will include an Advisory Committee.

The Advisory Committee will be comprised of not less than five or more than ten Advisors. To the extent practical, members of the Advisory Committee will be distributed throughout the age groups of the Association and the various regions of the country. The Advisory Committee will be appointed by the Board of Directors and will serve without restriction to a term limit. All officers and board members must have access to the Internet with an E-Mail account.

The Association will include a Historian

As custodian of all Perry memorabilia and related material, our historian has responsibility to maintain these items in safekeeping and to have these items present at our reunions. Periodically he will solicit such items from our membership.

The historian has total responsibility for the content of the Perry's website 'History Page'. He will validate the accuracy of the information posted on our website and transcribe illegible image documents on the website into text format documents for posting to the website by the webmaster.

The Association will include an Information Officer

The Information Officer is responsible for maintaining the accuracy of the membership database. He will add the names of all new shipmates submitted to him from sources such as the Perry's ships log and our membership. He will also periodically check the rosters of the TCS and Military.com for new entries.

The information officer will provide the Secretary with the name & address records for mailings such as newsletters, dues request and reunion promotions. Most mailings are made in two parts. Part one to members with email and part two (snail hard copy) to non-email members.

Because email addresses are very volatile and often changed without notifying the Perry Association it is important to inform the Membership Council of rejected emails so they may phone the member for his new email address.

The Association will include Membership Council

The mission of the membership council

1. Helping to find shipmates who are unaware of our Website and direct them to it
2. Assisting to correct the Association Database by finding missing phone numbers, eMail and street addresses
3. Making personal contacts with phone calls and or eMail encouraging Reunion attendance.

## **V. MEETINGS and REUNIONS**

After considering all the Reunion recommendations presented at the reunion business meeting, a majority vote of the members present will determine the next Reunion Chairman and venue for the event. Reunions will be scheduled at approximately 18-month intervals depending upon the season of the selected location. The exact time to be determined by the reunion chairman with Board approval.

Individual members are also encouraged to propose a site for a forthcoming reunion to the Advisory Committee. Reunion site proposals should include data on hotel accommodations and activities available at the proposed site.

The Reunion Chairman is responsible for:

- Appointment of members to the Reunion Committee to assist with the many important tasks;
- Planning and executing all actions required to schedule and conduct the next Association Reunion;
- Arrangement of hotel accommodations, banquets and common meals, entertainment and activities;
- The agendas for all meetings and banquets;
- Early dissemination of a reunion itinerary and other relevant information to encourage attendance by members of the Association;
- Providing reunion attendees with printed nametags, printed programs and promotional material describing the location of the reunion and it's environs.

The Reunion Chairman should request suggestions from other ship's reunion chairman (see Tin Can Sailors publications) who previously held a reunion at the same location and contact the area Chamber of Commerce for their suggestions. Meeting planner services are also a good source for information.

The Reunion Chairman must submit all contracts and or agreements to the Board before signing such agreements.

The Treasurer will provide the Reunion Chairman with initial seed money as budgeted to cover miscellaneous reunion expenses such as welcome gifts, vendor deposits and hospitality supplies. The Chairman must return to the Treasurer all expense receipts and vouchers covering all expenditures made for the reunion. The Association will cover any reunion deficit.

## **VI. DUES**

Dues are not mandatory. A \$10.00 dues request shall be made once during a reunion cycle (Approx 18 months).

**Dues expenditures to be budgeted as follows;**

### **Charitable Contributions**

- Benefiting Naval Veterans organizations.
- Expenditure is not to exceed ten percent (10%) of the total dues collected for the billing cycle during which dues was collected.

- Memorial donations to be made for only dues paying members.

### **Reunion Expenses**

- Memento and miscellaneous gifts, hospitality room, beverages and supplies, welcome aboard party etc.
- Funds may also be used to help reduce the cost of the reunion.
- Expenditure should not be less than seventy five percent (75%) of total cash on hand.

### **General operating expenses**

Publish and mail quarterly newsletters; Perry web site maintenance and other incidentals.

Unbudgeted expenses will be determined by a majority vote of the Board of Directors.

## **ARTICLE II**

### **I. MEMBERS RESPONSIBILITIES**

All members are encouraged to assist in locating shipmates and provide addresses and other information to the Secretary. Members should inform the Secretary promptly of accidents, illnesses, and deaths of shipmates and their spouses, as well as their own changes of addresses and those of other members. While acting in the name of, or as an agent for, the Association, no Member of the Association, whether or not an elected or appointed officer, shall engage in any activity for profit or other personal benefit in the conduct of any business or personal transactions or dealings, without the express approval of the Board.

Members who have not expressed an active interest in the Association will be removed from the Association roster and database. Attending meetings and reunions, making a dues contribution or just communicating an interest via email or US Postal mail will maintain an active membership.

### **II. DUTIES OF THE OFFICERS**

The President shall establish the procedure of the Board and shall preside at all meetings, call special meetings of the Board, appoint the Chairman of all standing committees, appoint special committees and convene the Board as required. Meetings may be conducted by email or telephone. The President shall appoint a member to the Board to fill the duties of any vacated office.

**The Vice President** shall assist the President and preside at meetings in the President's absence.

**The Secretary** shall issue all notices proper to his office; keep records of Association meetings; maintain the membership database, attend to correspondence and issue a periodic newsletter. At all meetings and reunions, he shall have sufficient copies of the Association BYLAWS available for distribution as needed. He shall submit statistical analysis of the Association membership characteristic makeup to the Board. All records will be available for open inspection by any member of the Association upon a written request.

**The Treasurer** shall collect and receive all revenues of the Association and deposit such funds in a separate banking account, not to be commingled with any other funds or accounts. Proper vouchers for all disbursements shall be kept with regular books of account, which must be open for inspection by the Audit Committee. The books of the Association must be maintained using industry standard software such as Quick Books and such software must be made available to the Officers of the Association and Audit Committee to insure system compatibility and to facilitate data transfer and information analysis.

**The Treasure** will place the signature of each Officer on record with all banking institutions doing business with the Association as an authorized check signer. The Treasurer, upon receipt of expense vouchers for mailings, newsletters and telephone will reimburse such expenses. All un-budgeted expenses must be submitted to the Board for approval.

**The Treasure** will prepare a Budget of summarized disbursements by category with the corresponding budget amount for the next reunion cycle. After approval by the Board, the budget will be presented to the membership at the Reunion Business meeting.

**The Treasure** will provide detailed financial report to the Board at the Reunion Business meeting. This report will include an itemized year-to-date statement of receipts and expenditures and cash balance.

**The Treasure** will prepare a final financial report after the reunion for the Board of Directors and made available upon request to all reunion attendees and dues paying members within 90 days following the close of the reunion.

**The Reunion Chairmen** will manage reunion expenses as stated in section V Meetings and Reunions.

**The Advisory Committee** shall make suggestions to the Secretary on any matter it deems important and will act on all matters brought before it by the membership.

## **ARTICLE III**

### **I. ELECTION OF OFFICERS**

Officers will be elected by a majority vote of the members present at the Reunion business meeting. At least 90 days before the next Reunion Business Meeting, the President will appoint a Nominating Committee of 3 members to select a slate of Officers for the next election. The President will inform the Secretary of the appointments to the Nominating Committee. When a slate of Officers has been determined, the Nominating Committee will inform the Board. The Secretary will then inform the Membership of the new slate at least 45 days before the scheduled reunion.

Other nominations for Officer must be submitted by petition with the signatures of 7 Association Members in good standing to the Board at least 30 days prior to the Reunion. A nominee must be an Association Member in good standing. These Officer nominations will be included on the slate presented at the next election.

Officers may serve no more than two consecutive terms in the same office. A term of office is from one reunion until the following reunion or until election can be held.

## **ARTICLE IV**

### **I. CHANGES IN BYLAWS**

These By Laws may be amended by a majority vote of the members present at a Reunion Business Meeting. Such changes must be submitted in writing to the Secretary at least three months prior to the Business Meeting. If approved by the Board of Directors, the Secretary will present the amendments to the membership.

### **II. CONDUCT OF BUSINESS MEETINGS**

Procedure and discussions at the Business Meetings shall be in accordance with these By Laws and Roberts Rules of Order.