

# USS MARVIN SHIELDS ASSOCIATION

## CONSTITUTION & BY-LAWS



### ARTICLE I: NAME

The name of this organization shall be the

**“U.S.S. Marvin Shields Association”**

### ARTICLE II: PURPOSE AND FUNCTIONS

Section 1:

The purpose of this organization is to preserve and carry on the memory of our beloved ship the U.S.S. Marvin Shields (DE-1066 & FF-1066) and those who served on her by:

- A. continuing the spirit of comradeship among crew members;
- B. locating the living crew members of the Marvin Shields;
- C. collecting information of deceased crew members; and
- D. convening periodic reunion gatherings.

### ARTICLE III: MEMBERS

Section 1: All persons that have served aboard the USS Marvin Shields are eligible for membership in the Association

A. Voting Members

In order to be a voting member of the Association the following condition must be met: the individual must be a member in good standing. Good standing is defined as having paid Association dues for the current calendar year.

B. Non-Voting Members

1. Regular Membership

Is anyone that has served aboard the USS Marvin Shields and has chosen to not pay Association dues.

2. Associate Membership

Family members of any crew member, living or deceased, are eligible for Associate Membership in this Association and shall not be assessed dues.

3. Honorary Membership

A person who did not serve aboard the ship but who has contributed to the memory of the ship may be designated an Honorary Member and shall not be assessed dues.

C. Privileges of Voting Membership

Members in good standing shall have the right to nominate and elect Honorary Members, hold office, be elected, or appointed to any office, board, or committee, and establish dues.

## **ARTICLE IV: OFFICERS**

### Section 1: Officers

- A. The Officers Elect of this organization shall be the President, Vice President, and Secretary/Treasurer.
- B. Committee chairs/support roles that may be needed are appointed by the President and his Board of Officers (e.g., the Chair of a Reunion Committee, a Newsletter Editor, Webmaster, etc.)

### Section 2: Qualifications

All elected Officers shall be voting members in good standing.

### Section 3: Nominations

Nominations for the officers shall be presented in writing to the members in attendance at the regular meeting of the membership. Additional nominations may be made from the floor at that time.

### Section 4: Elections

- A. Election of Officers shall be held at regular meetings during reunions as terms of office expire. Only members in good standing may vote.
- B. Members in good standing unable to be physically present for elections will be offered the option to vote electronically or via a paper ballot prior to the date of the meeting. Ballots will be managed by the Secretary/ Treasurer and transported by the Secretary/Treasurer or his representative, to the reunion for inclusion in the tallies of the voting.

### Section 5: Limitations of Service

No member shall hold more than one office at a time

### Section 6: Terms of Office

All Officers shall be elected for a term of two (2) years, or until respective successors are elected. Officers may succeed themselves in office

### Section 7: Vacancies

- A. In the event any office, except for the President, becomes vacant for any reason, the President shall appoint a member to the office until the members elect a new successor at the first reunion held after the office is vacated. In lieu of appointing an officer, the President may choose to perform a write-in/electronic balloting process to select the replacement officer to serve out the term of the vacated position.
- B. If the office of President becomes vacant for any reason, the Vice President shall act in his place until the membership elects a new President at the first reunion or by write-in/electronic balloting.

## **ARTICLE V: DUTIES OF OFFICERS**

Section 1: The duties of Officers are as follows.

A. President

1. The President shall preside over all meetings of the Association, represent the Association when and where necessary and shall be the Chief Executive Officer of the Association.
2. The President shall make reports to the membership when appropriate.
3. The President shall preserve order and decorum and shall perform all duties consistent to the office of President.

B. Vice President

The Vice President shall assist the President with such advice or assistance as may be required and preside in the absence of the President.

C. Secretary/Treasurer

1. The Secretary/Treasurer shall receive, record, and deposit in the name of the Association, all moneys from dues and all other sources.
2. The Secretary/Treasurer shall notify the President of all dues that are paid, issue membership cards, and maintain the membership roll.
3. The Secretary/Treasurer shall maintain a checking and savings account in the name of the Association.
4. The Secretary/Treasurer shall provide written reports accounting for all funds received and expended:
  - i. to the Officers and any member in good standing.
  - ii. to the membership at a regular meeting
5. The Secretary/Treasurer shall serve as the recorder for official meetings of the membership and the Board of Officers and develop and distribute the corresponding minutes.
6. A memorial list of all fallen shipmates, who served onboard, shall be created and maintained by the Secretary/ Treasurer. The list will be posted on the Association web site.
7. The Secretary/Treasurer shall purchase all office supplies, including postage and shipping, required for administering the Association.
8. The Secretary/ Treasurer will be responsible for the distribution of newsletters (as provided by the Newsletter Editor), bulletins, forms, directories, and any other such material that is needed by the Association.

Section 2:

- A. Upon completion of the terms of office, the Officers shall turn over to their successors all records, funds, and properties belonging to the Association.

## **ARTICLE VI: MEETINGS**

### Section 1: Location

- A. Reunion sites shall be consistent with the wishes of the Membership. Any member in good standing may submit a site for consideration, and if that site is chosen by the Membership, the member who nominated the site is automatically appointed to the Reunion Committee and will serve for a period of two (2) years.
- B. The President shall serve on all committees, and shall be responsible for the final decision on all accommodations relative to housing, meals, and entertainment and is authorized one trip to the reunion site at the association expense, if funds are available to pay same. If the President is unable to visit the reunion site he may appoint another Officer to conduct the visit and report the findings to the Membership.

### Section 1: Association Business

- A. A minimum of five members in good standing attending the open business meeting shall constitute a quorum.
- B. Open business meetings will be held, at a minimum, in conjunction with each scheduled reunion.
- C. Members at all times shall abide by customs of good manners, politeness and fairness, and be governed at business meetings by "Roberts Rules of Order", to be reasonably applied by the President.
- D. All actions and decisions shall be by a majority of the regular members present to include absentee votes, and shall carry the motion. Any new business can be voted on by the quorum present and passed or rejected.
- E. All meetings are to be open to all regular, associate, and honorary members.
- F. The Secretary/Treasurer shall record the minutes of all business meeting proceedings and submit a written copy to the President within 60 days of completion of the meeting. The President shall sign and return the minutes to the Secretary/Treasurer within 30 days of receipt and the minutes will be published in the next scheduled Association newsletter.

## **ARTICLE VII: DUES AND FUNDS MANAGEMENT**

### Section 1: Dues

- A. The dues year shall correspond to the calendar year January 1 to December
- B. Membership dues may be used to fund:
  - 1. An Association website
    - i. domain registration
    - ii. website development and maintenance
  - 2. Typical office supplies
  - 3. Association communications
  - 4. Costs to locate shipmates, such as but not limited to electronic memberships/searches

C. Association initial dues

- 1 The initial dues of the Association shall be established in the amount of \$25
- 2 Dues paid in 2006 shall cover the 2007 calendar year.

Section 2: Disposition of Excess Association Funds

- A. When the Association General Fund (after expenses) exceeds \$10,000, the membership shall determine the disposition of the funds in excess of \$10,000.
- B. When the Association ceases to be viable, all property belonging to the Association shall be donated to the Navy Relief Society.

Section 3: Prohibition of Self-Profit

- A. No member of the Association, acting in the name of the Association, shall engage in any activity for self profit.
- B. Membership data shall not be released without permission of the member.

**ARTICLE VIII: AMENDMENTS**

Section 1:

- A. This constitution and by-laws may be amended by a majority vote of members eligible to vote at regular reunion meetings.
- B. Any proposed amendment shall be submitted in writing to the President at least 60 days prior to a reunion. The membership by majority vote may choose to waive the submission time requirement.

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The association Constitution and Bylaws were approved by a majority of those shipmates that attended the June 2006 reunion. Those in attendance were as follows:

Tom Adametz\*\*  
Bob Canaan  
Jerry Hackney  
Joe Keeley  
Ken Methvin  
Joe Palumbo  
Ed Stebbins  
David Trewin\*

Ron Anderson  
Mike Chandler  
Randy Irwin  
Mickey Kinney  
Bill Morgan  
Mike Schubert  
Herman Terry  
Adrian Trujillo

Jack Bobeng  
Guy Cornett\*\*\*  
Steve Johnson  
Gary Metcalf  
Jerry Nie  
Doug Sloan  
David Thomas  
Jim Wade

\*Selected association President

\*\*Selected association Vice President

\*\*\*Selected association Secretary/Treasurer