

USS L. Y. SPEAR (AS-36)

Association Bylaws

ARTICLE 1: TITLE AND PURPOSE:

- 1.1 TITLE:** For all legal transactions, financial accounting, correspondence, and other operational requirements, the Association is officially entitled “*USS L. Y. Spear (AS-36) Association*,” hereinafter referred to as “the Association.”
- 1.2 PURPOSE:** The purpose of the Association is threefold:
- Expand membership through aggressive efforts to locate former crewmembers, officers and enlisted, who honorably served onboard the United States Navy Submarine Tender USS L. Y. Spear (AS-36), hereinafter referred to as “the L. Y. Spear.”
 - To this end, plan, schedule and conduct an annual reunion for all living shipmates, their spouses and families, friends, and the families and friends of those shipmates no longer with us, and to provide an opportunity to renew old acquaintances, promote further fellowship of shipmates and their families, and pay devotional respects to the memories of former shipmates no longer with us.
 - To promote awareness within the Department of the Navy of the need for excellence within the Submarine Tender community, and to support Navy veterans groups/associations with member’s time or the Association’s monies.

ARTICLE 2: MEMBERSHIP

- 2.1 MEMBERSHIP:** Any officer or enlisted personnel who received official orders, either Permanent Change of Station or Temporary Duty, and who served honorably aboard the L. Y. Spear is eligible to apply for and be accepted as a member of the Association.
- 2.2 HONORARY LIFE MEMBERSHIP:** The spouse or descendants of any deceased L.Y. Spear veteran and any descendents of Lawrence York Spear, may be awarded an Honorary Life Membership. Other Honorary Life Memberships may be awarded as recommended by the Executive Board or any other member, and with the approval of a majority of the membership. Honorary life members will not have the right to cast a vote in Association business and shall not be eligible to hold office.
- 2.3 ASSOCIATE MEMBERSHIP:** Any individual who is of good standing in their community or who is sponsored by an Association member may apply for Associate Membership. Associate members will not have the right to cast a vote in Association business and shall not be eligible to hold office.
- 2.4 APPLICATION FOR MEMBERSHIP:** Application for membership shall be made in writing utilizing the Membership Application form and submitted along with payment of required dues, as applicable.

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ARTICLE 3: EXECUTIVE BOARD - DUTIES, RESPONSIBILITIES, AND TERMS

- 3.1 EXECUTIVE BOARD:** The Executive Board, hereinafter referred to as “the Board,” shall consist of a minimum of the four elected officers (Chairman, Vice Chairman, Secretary, and Treasurer) plus the Chaplain, and the immediate past Chairman. Officers are elected by a majority vote of the membership for two-year terms as prescribed herein (See Article 3.3). Members of the Board must be active members of the Association in good standing (i.e., current on dues).
- 3.2 DUTIES:** The duties and responsibilities of the individual officers are as prescribed herein.

Chairman: Key duties and responsibilities:

- Administer the affairs of the Association subject to the policy guidance of the bylaws and votes of the membership
- Disburse the funds of the Association and contract for services and supplies as necessary for proper operation of the Association subject to the supervision of the other officers.
- Call a meeting of the Board as deemed necessary for the good of the Association.
- Chair all Board meetings, the annual business meeting, and act as Master of Ceremonies at the reunion banquet.
- Call for financial reports and keep the membership advised of all items of interest or impacting upon the Association.
- Be responsible for the contents of the Association Newsletter and function as its Editor (the actual duty may be delegated to another member in good standing, although the Chairman retains responsibility for newsletter content).
- Prepare timely reunion announcements to local and national media planners, especially those involved in reunion events.
- Broaden interest and enhance membership and attendance.
- Appoint members in good standing to serve in other positions.

Note: The Chairman has the ultimate responsibility to ensure that the duties of the Association Officers are executed, as stated in these bylaws.

Vice Chairman: Key duties and responsibilities:

- Advise the Chairman of any matters of interest to the Association and on any matters requiring action by the Board.
- Function in the place of the Chairman in his absence, having all the authority and responsibility of the Chairman when temporarily providing this service.
- Appoint members to serve as at-Large members on the Nominating Committee, and chair the business of the Nominating Committee.
- Present the Nominating Committee recommendations at the reunion.
- Carry out additional duties as may be requested by the Chairman.

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Secretary: Key duties and responsibilities:

- Maintain an up-to-date list of the membership. List will include full name, address, and phone number, time onboard the L. Y. Spear and other information deemed pertinent.
- Provide the Board and any current member with an updated list when requested.
- Prepare membership cards and certificates as required, and obtain signature of the Chairman or Secretary.
- Prepare replies to all correspondence from the membership and other sources as required with the Chairman's knowledge and approval.
- Inform the Chairman of any correspondence requiring his personal reply.
- Take minutes of all official meetings and perform such other duties as may be assigned by the Chairman.
- Act as keeper of official records and the seal of the Association (if one exists).

Treasurer: Key duties and responsibilities:

- Establish and maintain a record of Association financial transactions.
- Establish a checking account in the name of the Association, with authorization for Treasurer or Chairman signature.
- Receive monies from annual membership dues, sale of ship's store items, fund raising efforts, and donations.
- Ensure all monies collected are deposited in the Association's bank account and duly entered in the Association books and records.
- Provide the Chairman with a copy of the monthly bank statements and an annual financial statement.
- Monitor expenditures of the Chairman and make recommendations to the Chairman and membership on budgetary matters.
- Present the annual financial statement at the annual business meeting for review and approval by those members in attendance with voting privileges.

Note: The Treasurer should have a good credit record and a knowledge of bookkeeping and/or accounting.

Chaplain: Key duties and responsibilities:

- Provide devotional at annual reunions, and conduct the reunion Memorial Service for deceased shipmates.
- Provide advice to the Board regarding religious activities the Association may undertake.
- Provide religious leadership to the Association, as appropriate, such as being or providing a resource for members needing prayer or support (personal or financial).
- The Chaplain, at his/her discretion, may solicit volunteers from the membership to work as a committee to help Association members in need.

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- 3.3 TERMS OF OFFICE.** The terms of office of elected Board members is two years, with terms expiring at the end of the fiscal year in which the term is up. Two officers are elected annually, with Chairman/Secretary elected on alternate years and Vice Chairman/Treasurer elected on the intervening years. The purpose for the alternating terms is to maintain continuity in the leadership of the Association. The term of office for the Chaplain will be for one year, due to the nature of the duties.

Any elected officer may succeed himself if it is the desire of those present and voting at the business meeting. There is no limit to the number of terms an office holder may serve.

- 3.4 VACATED OFFICES.** In the event an office is vacated prior to the scheduled election, the Chairman, at his/her discretion, may either appoint a member in good standing to hold the vacated office until the next scheduled election for that office, or may hold a special election.

ARTICLE 4: OTHER POSITIONS - DUTIES, RESPONSIBILITIES, AND TERMS

- 4.1 OTHER POSITIONS:** The Chairman may appoint other positions as necessary to serve the Association. Persons in these positions must be active members of the Association in good standing (i.e., current on dues).
- 4.2 DUTIES:** The duties and responsibilities of these positions are as prescribed herein.

Ship's Historian: Key duties and responsibilities:

- Compile, categorize, and maintain a complete database of the Association's past, present, and future events.
- Provide selected books of past and present events for viewing during the annual reunions.
- Collect and make available information regarding the L. Y. Spear to the membership and for submission in the newsletter and webpage.

Webpage Manager: Key duties and responsibilities:

- Develop and maintain a website for the Association to provide information pertaining to the L. Y. Spear and her crew, links to other pertinent sites, and a Members Only forum/communication section.
- Other duties: Due to the nature of this task, the Webpage Manager will not be requested to serve in other capacities unless he or she volunteers for such additional duty.

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Ship's Storekeeper: Key duties and responsibilities:

- Maintain an inventory of L. Y. Spear items, such as ball caps, coffee mugs, pins, shirts, challenge coins, key chains, etc., to be sold on the Association webpage, as well as make available for sale at National reunions.
- Receive mail-in orders (including payment), ship items, maintain appropriate logs/ledgers, and turn monies over to the Treasurer.
- Work closely with the Chairman to determine which items will be offered for sale and how much they will be offered for. Shipping expenses will be reimbursed by the Association (receipts must be submitted).
- Work with the Webpage Manger, providing information (photos, pricing, item description, etc.) for inclusion on the Association webpage.
- The Ship's Storekeeper must be willing to have his/her mailing address posted on the order form. A post office box may be used, but the Association will not reimburse this expense.

Association Photographer: Key duties and responsibilities:

- Take photos of reunion attendees and activities.
- Work with the Secretary by providing photos for inclusion in the Association newsletter.
- Work with the Webpage Manager by providing photos for inclusion in the Association webpage.

- 4.3 TERMS OF OFFICE.** The terms of office for these other positions are ongoing until such time as the individual holding that position no longer wishes to perform in that capacity or by determination of the Chairman.

ARTICLE 5: STANDING COMMITTEES

- 5.1 NOMINATING COMMITTEE:** The Nominating Committee, chaired by the Vice Chairman, consists of at least one member of the Board and three (3) members at large. The at-large committee members shall be selected and the committee shall begin nominations four (4) months prior to the annual business meeting. The committee shall select candidates, determine their willingness to serve, and report their recommendations at the annual business meeting.

- 5.2 HISTORICAL COMMITTEE:** The Chairman shall appoint a Ships' Historian to chair this committee. The purpose for this committee is to preserve for the membership the activities of this Association and the history of the L. Y. Spear.

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ARTICLE 6: FINANCES

- 6.1 SALARIES:** No Officer or member of the Association will be salaried.
- 6.2 DUES:** Association dues are \$20.00 for the first year of membership (this is to offset the cost of the initial membership packet to new members), with subsequent years at \$10.00 per year, due on January 1st of each year. First year dues may be prorated at \$1.67 per month for the remainder of the year in which joined. Life membership will be set at a one-time dues payment of \$150.00. The membership dues are used to cover expenses associated with the actual running of the Association, such as newsletters, mailing expenses, and the operation of an Association website.

All former Commanding Officers of the L. Y. Spear are eligible for and will receive all benefits of Life Membership, with their Association dues waived.

Dues may be changed by a quorum vote of members present at the reunion business meeting.

- 6.3 EXPENSES:** The Board must exercise care and prudence to ensure all expenditures are paid from annual dues, individual membership cost for reunions, and monies acquired through Association activities or donations. Expense accounting will be prepared by the Treasurer not later than thirty days after the reunion and submitted to all Board members. Expenditures such as donations must first be approved by a membership vote. In the instance of fallen shipmates, Navy events or disasters, or relief assistance to Association members, a special contribution not to exceed \$200.00 may be donated upon approval of the Board Officers.
- 6.4 REIMBURSEMENT:** Reimbursement will not be made to any member for personal time, travel, local telephone calls, or in the preparation of written correspondence for record keeping. Reimbursements will be paid for actual cost of correspondence supplies, stamps, and other items of a similar nature required to conduct business of the Association. The Webpage Manager shall be reimbursed for reasonable expenses incurred in support of the L. Y. Spear Association webpage.

Receipts will be required for the Treasurer to make payment for reimbursement. The layout of personal funds are at the person's own risk unless prior approval is obtained from the Treasurer or Chairman. No assets of the Association may be used to reimburse any member of the Association for travel or other expenses in connection with a reunion.

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- 6.5 AUDITS:** The Treasurer shall continue to maintain all invoices, receipts and bank statements in support of the Association financial statement. Upon member request for an audit, the Board shall review all supporting documents relative to the financial statement and report their findings to the Association membership. Financial audit requests must be submitted in writing and be cosigned by two additional Association members in good standing.
- 6.6 FISCAL YEAR:** The Association shall adopt a fiscal year ending on December 31st of each year. This allows time between the reunion/business meeting and the end of the year for outgoing officers to pass down information/instructions to the incoming officers, as well as finish any Association business and act on voted issues from the business meeting.

ARTICLE 7: REUNIONS

- 7.1 SCHEDULE:** The Association's National Reunion will be held annually, unless changed by the Board to better suit the needs of the Association. Regional and mini-reunions are encouraged, but are organized and financed by individual Association members.
- 7.2 LOCATION:** The Board will propose locations for the reunion, based on member input throughout the year. The members present at each reunion will vote on the location of future reunions as proposed by the Board. Reunion locations should be selected up to two years in advance to take advantage of lower costs associated with hotel/tour packages, alternating between East Coast, Midwest, and West Coast, as determined by the membership.
- 7.3 SPECIAL RECOGNITIONS:** At each reunion, special recognition should be given to the following:
- Plank Owners,
 - longest uninterrupted service onboard,
 - person traveling farthest to the reunion, and
 - other recognition proposed by the membership.

A person may be recognized for more than one of the above items.

- 7.4 REUNION COST:** The Board officers will ensure that the Association treasury is not used for reunion expenses unless the Board authorizes expenditure of funds for specifically designated use (i.e., Hospitality Room, banquet room (over and above banquet meal costs that members pay), and similar items). The officers shall work together with the host to set the cost of each reunion. Each reunion shall be reimbursed from fees and authorized funds.

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- 7.5 REUNION PLANNER SERVICES:** The Board officers may hire the services of a military reunion planner. If a reunion planner is hired, the Chairman will enter into a minimum one-year and maximum three-year contract with the reunion planner. The reunion planner may make arrangements for suitable lodging, tours, meals, and other services and entertainment as requested by the Chairman. The Chairman will also act as the liaison between the membership and the reunion planning company representative.

ARTICLE 8: ASSOCIATION BUSINESS MEETINGS

- 8.1 BUSINESS MEETINGS:** Association business meetings will be held during the Association's annual National Reunion. Voting rights and privileges will be accorded only to those members in good standing (i.e., are current in payment of dues) and are present at the meeting.
- 8.2 PARLIAMENTARY AUTHORITY:** Parliamentary rules shall be in accordance with Robert's Rules of Order and shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Association may adopt.
- 8.3 PROXY VOTING:** Members in good standing may vote by proxy only if a properly executed and a signed request is received by an officer of the Association prior to the appointed time of a meeting.

ARTICLE 9: DISSOLUTION OF THE ASSOCIATION

- 9.1 DISSOLUTION:** If there is no longer an interest of sufficient members to hold reunions or to raise funds necessary to carry on the function of the Association, all members must be notified in writing with a 30-day period to appeal. Providing that there are no objections to the disbandment of the Association, all remaining financial obligations shall be paid.

Remaining funds will be transferred to The L. Y. Spear Scholarship Fund (if such has been established), with the caveat that the money will be used to award scholarships to former crewmembers or their descendants. In the event that no scholarship fund has been established, a donation will be made to the Navy Memorial, or other naval organizations that benefit Navy veterans.

Additionally, historical material shall be turned over to the Naval Historical Society or an organization selected by the membership to preserve the L. Y. Spear history.

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**ARTICLE 10: REVISIONS AND CHANGE HISTORY FOR
BYLAWS:**

10.1 REVISIONS: Revisions to these bylaws shall be adopted by a quorum of the membership when submitted, voted upon, and approved.

10.2 CHANGE HISTORY:

10.2.a. Revision 0: The original version of the Association Bylaws was proposed by the Chairman at the second USS L. Y. Spear Reunion held at the Ramada Inn – Airport, Charleston, SC, on September 15, 2007. The original was approved with the following changes:

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We, the undersigned, being the duly elected officers of the USS L. Y. Spear (AS-36) Association, do hereby certify that the forgoing bylaws of this Association have been adopted by a quorum vote of the membership and set our signature to this document this _____ day of _____, in the year 2007.

Chairman

Vice Chairman

Secretary

Treasurer