

USS CAIMAN (SS 323) ASSOCIATION BY LAWS

1.0 For correspondence, and other Operational Requirements, the Association is officially entitled "U.S.S. CAIMAN (SS 323) ASSOCIATION" Established August 12, 2004.

1.1 **PURPOSE:** The purpose of the Association is four fold:

1.1.1 To maintain an awareness and camaraderie among shipmates who honorably served aboard the U.S.S. CAIMAN (SS 323) for duty.

1.1.2 To this end, plan, schedule, and conduct periodic reunions for all shipmates, spouses, families, friends, and widows...including families and friends of shipmates on eternal patrol.

1.1.3 To provide an opportunity to renew old acquaintances.

1.1.4 To honor and perpetuate the memory of all shipmates on eternal patrol.

1.2 **ORGANIZATION:** The Caiman Association consists of the membership defined below. A Board of Directors shall be elected from the membership. The members of the Board of Directors shall be the Association Officers.

2.0 **MEMBERSHIP:** Former Naval Personnel qualified in submarines, who served aboard the USS Caiman (SS-323) for permanently assigned duty, are eligible to apply and be accepted as Caiman Association members.

2.0.1 **COMMISSIONING CREW:** The members of the Commissioning Crew of the U.S.S. CAIMAN (SS 323) will be awarded life membership with all benefits.

2.1 **HONORARY MEMBERSHIP:** The widow of any former USS CAIMAN (SS 323) veteran, who is eligible for membership, will be awarded an Honorary Membership. Other Honorary Memberships may be awarded if recommended by an Association Member and approved by the majority of the membership in attendance at a general meeting.

2.2 **ASSOCIATE MEMBERSHIP:** Any individual of good standing in their community, sponsored by a Caiman Association Member, may apply for an Associate Membership. Associate Members must be approved by the majority of the membership in attendance at a general meeting,

2.3 **THE BOARD OF DIRECTORS:** The Board of Directors shall consist of a Commander, Vice Commander, Secretary, Treasurer, and Webmaster. If a position on the Board of Directors is vacated between elections the Commander, with the approval of the other Board Members, may appoint an Association Member to fill the vacancy. An Association Member may fill more than one position on the Board.

2.4 **DUTIES:** The duties of the individual officers are as prescribed herein.

2.4.1 **Commander:** Call meeting of the Board as deemed necessary for the good of the Association and either chair or appoint a chairman for all Board and General Membership Meetings. Call for financial reports and keep the membership advised of all items of interest to or impacting upon the Association. Bear responsibility for the contents of the Association Newsletter and function as its Editor. Prepare timely reunion announcements to local and national media, particularly those involved in reunion events. Broaden interest and enhance membership and attendance. Term of office: four (4) years.

2.4.2 **Vice-Commander:** Advise the Commander of any matters of interest to the Association and on any matters requiring action by the Board of Officers. Carry out additional duties as may be assigned by the Commander. The Vice Commander will function in the place of the Commander in his absence. Be ready to relieve the Commander should the situation arise. The first term of office at the start of the association will be two (2) years with following term of four (4) years.

2.4.3 **Secretary:** Maintain an up-to-date "Sailing List" of the membership. The Sailing List will include full name, address, and phone number, time on board the CAIMAN and other information deemed pertinent. Provide the Board and any current member with an updated Sailing List when requested. Prepare replies to all correspondence from the membership and other sources as required with the Commander's knowledge and approval. Inform the Commander of any correspondence requiring his personal reply. Maintain an Association Log of Events, take minutes of all official meetings and perform such other duties as may be assigned by the Commander. Term of office: four (4) years.

2.4.4 **Treasurer:** Establish and maintain a record of Association financial transactions. Ensure all moneys collected are duly entered, and all expenditures are properly documented. Establish a checking account under the name of the Association, with authorization for Treasurer's or Commander' signature. Provide the Commander with a copy of the monthly bank statements and an annual financial statement. The statements shall be provided at reunions for review and approval of those members in attendance. Term of office: four (4) years.

2.4.4.a The Treasurer will perform a collateral function as Storekeeper unless a Storekeeper is appointed by the Commander.

2.4.4.b A financial audit will be held at every reunion cycle. The audit team will consist of three (3) or more volunteers and will be conducted prior to the end of the reunion.

2.4.5 **WEBMASTER:** Develop and maintain a web site for the Association. Initially, the web site will provide information pertaining to the U.S.S. CAIMAN (SS 323) and her crew, links to other submarine related sites, and a feedback/communication section. Term of office: At the behest of the Commander.

2.5 **ELECTIONS:** Will be held biennially at reunions. Members of the Board of Directors who have been appointed to fill vacancies in the interim shall be confirmed by the membership if they desire to remain in office. Any Board Member may succeed himself if it is the desire of those present and voting at a reunion. There is no limit to the number of terms an Officeholder may serve. Only Association Members may vote in Caiman Association elections. Honorary and Associate Members are not considered voting members.

2.6 **AREA REPRESENTATIVES:** At times, due to the large number of members within a specific geographical area, it may be prudent for the Association to appoint a member who volunteers to act as an Area Representative. The Commander will make the appointment with approval of the Board.

2.7 **A NOMINATING COMMITTEE:** The committee will consist of the Board of Directors and shall make recommendations four (4) months prior to the expiration of the term of office of any elected Officer. The committee shall select candidates, determine their willingness to serve, and report their recommendations to the membership at the next reunion business meeting. Mail in nominations and nominations from the floor will be accepted.

2.8 **HISTORIAN:** A historian shall be appointed by the Commander to compile, categorize, and maintain a complete data base of the Association's past, present, and future events. The historian will provide selected books of past and present events for viewing during the reunions.

3.0 **FINANCES:** Financial operations are described herein:

3.0.1 **Salaries:** No Officer or member of the Association will be salaried.

3.0.2 **Dues:** Association dues are \$10.00 for each reunion cycle, payable in advance at the beginning of each reunion cycle. Life membership is \$75.00. Dues may be changed by a majority of members present and voting at a reunion business meeting. No dues for honorary members.

3.0.3 **Expenses:** The Board of Officers must exercise care and prudence to ensure all legal obligations expenditures are paid from association funds. Oversight will include individual costs for reunions and monies acquired through Association activities or donations. Expense accounting will be prepared by the Treasurer not later than thirty days after reunions and submitted to all Board Officers.

3.0.4 **Reimbursement:** Reimbursement will not be made to any member for personal time, travel, telephone calls or in the preparation of written correspondence for record keeping unless specific approval has been made ahead of time by the Board of Directors. 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 only. Receipts will be required for the Treasurer to make payment for reimbursement. The expenditure of personal funds will be at the person's own risk unless prior approval is obtained from the Board of Directors. 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 except as otherwise stated herein.

3.0.4.a Reimbursement for travel, food, and lodging shall be made to no more than two of the Board of Directors in connection with planning and research for the bi-annual reunion. Receipts shall be kept for approval of the remaining Board of Directors and given to the Treasurer for inclusion in the bi-annual Treasurers report for approval by the Association.

3.0.5 **Indebtedness:** The Association is not authorized to incur debt.

4.0 Changing or Amending these By Laws: Any member in good standing may initiate changes or amendments by submitting the proposed change in writing to the Secretary. All changes will be presented to the membership at the next business meeting of the Association.

4.0.1 The proposed changes or amendments will be enacted upon approval by a majority of the members present and voting.

4.0.2 Absentee voting is not authorized.

5.0 Disestablishment of the Association: When the Association is disestablished by a majority of the members present and voting, after all financial obligations are met, its cash and other assets remaining at such time shall be donated to the United States Submarines Veterans Inc.