

# USS Frank Knox Reunion Association

## By-Laws

December 31, 2018

### Article 1

#### I. Name

The official name shall be USS Frank Knox Reunion Association and hereafter known as the 'Association.'

#### II. Mission Statement

The organization conducts reunions and other meetings to foster camaraderie with the former officers and sailors as well as family and friends of those who served honorably aboard USS Frank Knox (DDR-742) or (DD-742) during her 27 years of service, 1944-1971, to the United States Navy. The Association will maintain a factual narrative of the ship's history and those who served aboard.

#### III. Membership Eligibility

Membership shall be open to anyone who has served honorably aboard USS Frank Knox from the date of commission, December 11, 1944 through January 30, 1971, or any spouse, former spouse, family member or friend. Dues may be assessed of all members and active status reserved for those having paid current dues. In-active status will apply to those members whose dues are not paid currently. All active members will have voting rights.

#### IV. Government

The Board of Directors (BOD) includes the officers of the association which shall include a President, Vice President-Finance, Vice President-Communications, Vice President-Membership, Vice President-Reunion Coordinator, Vice President-Ship Store, and Vice President-At Large. The president may appoint committee members as required.

All Directors in attendance at the BOD meetings have voting rights regarding the operations and reunion planning of the organization. An attempt will be made to gain consensus from directors absent from the meeting.

## V. Meetings and Reunions

A board meeting shall be held at least once a year or as needed by the call of the president. The meeting may be held in person or by conference call, email, or other electronic service. Committee members are encouraged to attend and may offer suggestions/opinions during discussion on matters before the Board. Only Board members may cast a vote.

A general business meeting shall be held at least once a year at the annual reunion. All active and life members in attendance shall be eligible to cast a vote on matters before the association.

Reunions shall be held for the benefit of the membership. They may occur once a year.

Reunion locations may be scheduled two years in advance. The association will convene reunions once each year in the geographical east, central and west of the United States. The association may hold a reunion in an international location. The association will make every effort to offer affordability of members' out of pocket expenses such as hotel and meal costs.

The Vice President-Reunion Coordinator shall chair the reunion committee.

- VI. Dues are payable annually. Notice shall be posted on the website and be included in the fall newsletter. Currently, member's dues are \$30. A lifetime membership is currently offered. The rates of dues may be recommended by the board and established by a simple majority vote of voting members at the Annual Business Meeting.

## Article 2

### I. Election of Officers

All Directors shall be elected by a vote of the members at the association Reunion Business Meeting. A simple majority is required for election. In the event an officer cannot complete their term of election, 1 year, the president will appoint, and the Board will approve a replacement to complete the term. In the event the presidency becomes vacant the board will convene and appoint an acting president until an election can be held by the members.

The term of all Directors is January 1 to December 31 of the calendar year.

The Board shall determine the officers.

Any paid member or life member can serve on the board.

## II. Duties of the Officers

### President:

The President must have served on the USS Frank Knox and served as a Director on the Board or a committee member. The President may hold two officer positions; i.e. President and VP-Communications.

The President shall establish the procedure of the Board and shall preside at all meetings, call special meetings of the Board, appoint the chair of all standing committees, appoint special committees and convene the Board as required. Meetings may be held in person, by email or by telephone. He shall delegate any matters deemed necessary to the proper running and operation of the association.

The Board will vote to approve or disapprove, by simple majority, a nominee of the president to fill vacancies on the Board. In the event of a tie, the President shall cast the tie breaking vote. During any office vacancy the President is empowered to fulfill the duties of the office vacancy either personally or by appointed person.

### Vice President-Finance:

The Vice President-Finance shall maintain records of all income and expenses of the association. He/she will collect receipts and properly pay all accounts payable from the accounts of the Association. He/she will report on the financial status at the Annual Business Meeting. He/she will comply with all federal and state regulations and properly complete all financial forms of the government entities that may be required.

### Vice President-Communications:

The Vice President-Communications will maintain the Association web-site as well as the Association newsletter. The VP will maintain or delegate notes of meetings and keep a proper record of the official events of the Association.

Vice President-Membership:

The Vice President-Membership will collect and maintain a roster of former shipmates and members. All pertinent information such as mailing address, email address, phone numbers and spousal information shall be kept in an orderly manner. He/she will work to keep all information current. The Vice President-Membership will work to attract new members and maintain the prior membership.

The VP of Membership will distribute an updated roster to all paid members once a year either electronically or by mail.

He/she will notify promptly the Vice President-Communications of members accidents, illnesses and death of shipmates, members and/or their spouses.

Vice President-Reunion Coordinator:

The Vice President-Reunion Coordinator shall be responsible for all matters of planning, scheduling, and contracting the reunion schedule for the Association.

The Reunion Coordinator will enlist the assistance of a committee to fulfill tasks required for a successful reunion.

The Reunion Coordinator will submit all contracts and or agreements to the board for consensus agreement prior to the President signing such documents.

Once approval is granted the Vice President will coordinate invitations and develop an agenda/itinerary for the reunion. The VP will provide early dissemination of the reunion agenda/itinerary to encourage attendance of members.

The VP will work with the VP-Finance, projecting and managing Association reunion expenses. Forecasted expenses must be presented along with proposed contractual documents.

The VP will arrange hotel accommodations, banquet and common meals, entertainment, tours and activities.

The VP will coordinate procurement of hospitality supplies for the reunion. The Vice President-Finance shall provide an advance of cash (check) for said supplies.

It would be desirable to plan several reunions well ahead.

#### Vice President – Ship’s Store

The VP – Ship’s Store will maintain and document the inventory. The VP will fulfill orders submitted by mail or through the website and forward all payments to the VP-Finance. The VP will cause to have the reunion supplies delivered or shipped to the reunion.

#### Vice President – At Large:

Board members at large have the same authority and similar responsibilities as other board members but may change their roles as necessary. A member at large, for example, may be tasked by the president of the board or by a vote of the members to head up an ad hoc committee for a specific endeavor or work as a committee member.

### Article 3

#### Membership Responsibilities

All members will comply with prompt payment of dues and keep the Association informed of any changes in address, email address or phone number as well as any changes of other personal information the Association may possess.

Members shall make every attempt to notify the Association of intent to attend a reunion or to notify if their plans change.

### Article 4

#### Dissolution of the USS Frank Knox Reunion Association

Recognizing that circumstances will arise that render the Association unable to maintain adequate membership to sustain Association operations, it may be necessary to dissolve the Association.

The Board shall initiate such action in a vote and recommend to the membership a vote be taken for termination and dissolution. A simple majority shall be required for passage. The vote may be taken at a reunion business meeting or by mail. If the vote is taken by mail, the vote shall be open for 30 days of the Association mailing. All ballots postmarked within 30 days shall be counted.

Prior to dissolution, the Association will pay all debts and obligations. Within 30 days hence the accounts of the Association will be distributed to the current

dues paying membership. Members will have 90 days to cash their checks. After 90 days the Association checking account will be closed, and any uncashed checks will be voided. Any remaining funds would then be donated to a non-profit veteran's organization to be determined by the board of directors. Members whose dues are not current shall not participate in the distribution of assets.

The Vice President-Finance shall send a final report to the voting membership (current dues paid/life membership) detailing the dissolution and final disposition.

The President will execute the final dissolution.

## Article 5

### Changes in Association By-Laws

The By-Laws of the USS Frank Knox Reunion Association may be amended by a simple majority vote of the membership present at a Reunion Business Meeting.

The Association must have any proposed changes posted on the Association web-site, the newsletter or special mailing prior to a vote. Ample discussion should be provided prior to the vote.

## Article 6

### Conduct of Business Meetings

Robert's Rules of Order shall be observed and practiced at all meetings of the Association. Procedure and discussions at the Business Meetings shall be in accordance with these by-laws.

October 1, 2014

Amended November 12, 2014

Amended December 22, 2014

Amended January 30, 2015

Amended April 9, 2015

Amended July 17, 2015

Amended August 12, 2015; reviewed January 30, 2016

Amended December 31, 2018