



NAVAL
ENLISTED RESERVE
ASSOCIATION
CONSTITUTION
&
BYLAWS

30 November 2013

NERA BYLAWS

NERA CONSTITUTION & BYLAWS

TABLE OF CONTENTS

NATIONAL CONSTITUTION

Preamble	01
Article 1: Name, Motto, National Headquarters, National Publication, Operation & Fiscal Year	01
Article 2: Membership	02
Article 3: Organization	03
Article 4: Amendment of the NERA National Constitution	05
Article 5: Amendment of the NERA National Bylaws	05

NATIONAL BYLAWS

Article 1: Membership	01
Article 2: Dues	01
Article 3: Chapter Establishment & Operation	02
Article 4: Duties of Officers & Members	03
Article 5: Meetings	08
Article 6: National Committees	10
Article 7: Official Publications	11
Article 8: Resolutions	11

NERA CONSTITUTION

CONSTITUTION ARTICLES

Constitution: Preamble

The security and future of this great republic depend, in part, on the maintenance of strong and well trained United States Naval, Marine Corps and Coast Guard Reserve Forces. These forces consist primarily of enlisted personnel. It is essential to the strength, effectiveness and direction of these forces that the enlisted membership contains a nucleus of dedicated career personnel. In the interest of national defense, a voluntary, non-profit organization shall be formed with active membership comprised of enlisted reservists and other dedicated persons committed to promote the Naval Reserve, Marine Corps Reserve and Coast Guard Reserve, and dedicated and pledged to promote and maintain by concerted mutual effort, career service in the United States Naval Reserve (USNR), United States Marine Corps Reserve (USMCR) and United States Coast Guard Reserve (USCGR).

Constitution: Article 1

Name, Motto, National Headquarters, National Publication, Operation & Fiscal Year

1.1 Name

- 1.1.1 This Constitution establishes an organization which shall be named "NAVAL ENLISTED RESERVE ASSOCIATION", which shall also be referred to by the abbreviated name "NERA".
- 1.1.2 No individual or chapter shall be authorized to use the name NERA in support of, or opposition to, items of national interest without prior approval of the National Executive Council (NEC).

1.2 Motto

NERA shall have as its official motto: "Non sibi sed patriae" ("Not for self but country").

1.3 National Headquarters

- 1.3.1 The Naval Enlisted Reserve Association shall establish a permanent business office to be known as NERA Headquarters.
- 1.3.2 NERA National Headquarters shall be located at 6703 Farragut Avenue, Falls Church, Virginia 22042-2189.
- 1.3.3 NERA National Headquarters shall be used solely for conducting NERA business.

1.4 National Publication

The Association will establish and publish an official NERA periodical publication which shall be named *The Mariner*.

1.5 Operation

The operation of NERA shall be governed by and conform to the provisions contained within this Constitution and the NERA National Bylaws.

1.6 Fiscal Year

For all financial matters, the fiscal year shall be 1 September through 31 August.

NERA CONSTITUTION

Constitution: Article 2

Membership

2.1 Full Membership

- 2.1.1 Any person currently enlisted in the U.S. Naval Reserve (USNR), U.S. Marine Corps Reserve (USMCR), or U.S. Coast Guard Reserve (USCGR), on active duty or inactive duty, and having completed ninety (90) or more days of service in the USNR, USN, USMCR, USMC, USCGR, or USCG shall be eligible for full membership.
- 2.1.2 Individuals retired from or transferred to the retired list of the USNR, USMCR, or USCGR as an enlisted member, and former enlisted individuals discharged from the USNR, USMCR, or USCGR under honorable conditions.
- 2.1.3 Former enlisted individuals, other than those accepting commissions, discharged from the USNR, USMCR, or USCGR under honorable conditions by reason of medical survey, shall be eligible for full membership.
- 2.1.4 Individuals who receive a commission while a Full Member shall have their membership status automatically changed to Associate Member as soon as they accept their commissions. Members are required to inform National Headquarters of any change.
- 2.1.5 A Full Member is a member in good standing. Good standing is defined as one whose dues are currently paid. The only exceptions shall be as listed in the National Constitution Articles.

2.2 Associate Membership

- 2.2.1 Any person who is supportive of the Naval Reserve, Marine Corps Reserve, or Coast Guard Reserve and NERA shall be eligible for Associate Membership.
- 2.2.2 Associate Members in good standing shall have all of the privileges of full membership except for holding an elected National office.

2.3 Life Membership

- 2.3.1 Any individuals who meet appropriate membership criteria may become a Life Member or an Associate Life Member in accordance with the National Bylaws.
- 2.3.2 Life Members who become commissioned or warrant officers shall become Associate Life Members and continue to enjoy all privileges of an active member, except that they may not hold an elected National office.
- 2.3.3 Lifetime membership shall be granted to the Immediate Past National President upon completion of a full term to which elected and effective on the date succeeded in office.
- 2.3.4 Life membership in NERA can be transferred to the surviving spouse of a deceased life member if the survivor so requests. The type of life membership, i.e. Full or Associate shall be assigned based on the status of the surviving spouse, without regard to the deceased member's type of life membership.

2.4 Membership Termination

Membership in NERA shall be terminated upon conviction by court-martial or equivalent civilian court of a crime against the United States of America, a component of its armed forces, or the Naval Enlisted Reserve Association. Crime is defined as an act of disloyalty involving the national defense or malfeasance in the use of resources entrusted to a member as a result of billet, office or position held.

NERA CONSTITUTION

Malfeasance is defined as an act of conspiracy, deceit or misconduct of the resources entrusted to a member as the result of billet, office or position held.

Constitution: Article 3 Organization

3.1 National Executive Council (NEC)

- 3.1.1 The NEC shall have supervision over all NERA business, policy, and disciplinary matters.
- 3.1.2 The NEC shall include the following elected officers with full voting privileges:
 - a. National President
 - b. National Vice President
 - c. National Secretary
 - d. National Treasurer
 - e. National Counselor
- 3.1.3 The NEC shall include the Immediate Past National President who shall **not** have full voting privileges.
- 3.1.4 The NEC shall include the Executive Director and the Deputy Executive Director who shall not have voting privileges.
- 3.1.5 All elected NEC members shall assume the duties of office upon installation at the National Conference. Non-elected officers' appointments within the organizational structure of the association shall assume the duties of office upon confirmation by the NEC. These appointments are to be approved at the first meeting of the new NEC.
- 3.1.6 Members nominated for election to the NEC must satisfy **ALL** of the following eligibility requirements:
 - a. Be a current Full Member of NERA.
 - b. Be an active member of a NERA Chapter for a minimum of two (2) years.
 - c. Have served a minimum of one (1) full term in any of the following offices:
 - (1) Chapter President
 - (2) Chapter Vice President
 - (3) Chapter Secretary
 - (4) Chapter Treasurer
 - (5) Chapter Executive Counselor
 - (6) NERA National Director
- 3.1.7 Vacancies of NEC offices:
 - a. If, for any reason, the office of National President becomes vacant, the National Vice President will immediately become National President for the balance of the unexpired term.
 - b. If, for any reason, any NEC office other than National President becomes vacant, the National President, with the approval of the NEC, shall appoint an individual to complete the unexpired term.
 - c. The order of succession to the office of the National President is as follows: National Vice President, National Secretary, National Treasurer, and National Counselor.
 - d. The individual assuming the office of the National President will perform

NERA CONSTITUTION

the duties of that office for the balance of the unexpired term, and shall, with the approval of the remaining members of the NEC, make all necessary appointments to fill the remaining vacancies.

- 3.1.8 “Majority vote” of the NEC, as used herein, refers to a simple majority of the total voting membership (i.e. a majority of all those entitled to cast a vote).
- 3.1.9 The National President shall not be allowed to serve more than two (2) consecutive elected terms as National President.
- 3.1.10 Elected members of the NEC shall continue in their respective elected positions, until they are properly relieved by an election at the next scheduled National Conference.

3.2 National Directors

- 3.2.1 The following National Directors shall be appointed by the National President with the concurrence of the NEC:
 - a. Deputy Executive Director
 - b. Sergeant-at-Arms
- 3.2.2 The Executive Director (“E.D.”) shall be a paid National employee of NERA hired by the National President with the concurrence of the NEC. Terms of employment shall be as specified in an employment contract executed between the NEC and the ED.
- 3.2.3 The term of office for all appointed directors in NERA at the National and Regional levels shall be effective on the approval of the National Executive Council and shall be concurrent with the term of the elected officers of the NEC.

3.3 Voluntary Status of National Officer(s)

No member of the NEC, an appointed National Director or other appointed National official shall be a paid employee of NERA while holding such elected or appointed office. Additionally, no member of the NEC, appointed National Director or other appointed National official shall receive direct or indirect compensation for goods or services purchased by NERA from any business in which they hold a substantial beneficial interest or employment.

3.4 Chapters

- 3.4.1 NERA members shall be organized into chapters.
- 3.4.2 New chapters shall consist of twenty-five (25) or more paid-up members.
- 3.4.3 Chapters shall elect officers to serve for a term to be determined by the chapters, but for a term not less than one (1) year. The re-election of chapter officers shall be at the chapter's discretion.
- 3.4.4 Chapters shall elect, as a minimum, the following officers:
 - a. President
 - b. Vice President
 - c. Secretary*
 - d. Treasurer*

* (or combination of Secretary/Treasurer)
- 3.4.5 A chapter shall be required to maintain a minimum of twenty-five (25) members. If, on the anniversary of the chapter's chartering, membership is below this minimum, a period of three (3) months will be authorized to increase membership. If, at the end of the three (3) month period, the chapter does not have at least twenty-five (25) members the E.D., with approval of the NEC, may issue the necessary written order withdrawing the chapter charter (refer to the National Bylaws).

NERA CONSTITUTION

3.5 Removal from National Office

- 3.5.1 Membership termination shall simultaneously constitute removal from any office, appointed or elected.
- 3.5.2 An appointee to any national or regional office or position may be removed from that office or position by majority vote of the NEC. At least one (1) month prior to a removal vote, the appointee must be notified of the reason for the vote, so that a defense can be presented at the time of the vote.

Constitution: Article 4

Amendment of the NERA National Constitution

4.1 Introduction of Amendments

Proposed amendments to this Constitution shall be made in accordance with the NERA National Bylaws.

4.2 Adoption of Amendments

An amendment shall be adopted, if approved by a majority voting at a NERA National Conference.

4.3 Effective Date(s) of Amendments

Unless otherwise specified, amendments to this Constitution become effective the first day of January following the NERA National Conference at which adopted.

Constitution: Article 5

Amendment of the NERA National Bylaws

5.1 Introduction of Amendments

Proposed amendments to the NERA National Bylaws (“Bylaws”) shall be made in accordance with the Bylaws.

5.2 Adoption of Amendments

An amendment shall be adopted, if approved by a majority voting at a NERA National Conference.

5.3 Effective Date(s) of Amendments

Unless otherwise specified, amendments to the Bylaws shall become effective the first day of January following the NERA National Conference at which adopted.

END of CONSTITUTION ARTICLES

This document is the entire NERA Constitution as revised and edited by the National C&BL Committee, presented and passed by vote of the attending members at the 2013 National Conference.

Completed: **30 November 2013**

NERA BYLAWS

BYLAW ARTICLES

Bylaws: Article 1 Membership

1.1 Applicants for Full or Associate Membership must:

- 1.1.1 Be eligible for membership under provisions of the NERA Constitution.
- 1.1.2 Submit a completed standard membership application form.
- 1.1.3 Forward application with membership dues' payment to National Headquarters.

1.2 Denial of Membership

In the event of rejection of an application for membership, the applicant shall receive notification of the reason for rejection and be refunded any membership fees paid to NERA.

1.3 Length of Membership

Except for life membership, all memberships in NERA shall be for a period of one (1) year or multiple years from the date of receipt of dues.

Bylaws: Article 2

Dues All currency amounts (\$00.00) in this article are US dollars.

2.1 Annual Dues

- 2.1.1 The annual dues for active membership (Full or Associate) in NERA shall be Thirty Dollars (\$30.00) for one (1) year, Fifty-Seven Dollars (\$57.00) for two (2) years, and Eighty-Four Dollars (\$84.00) for three (3) years.
- 2.1.2 Billing and allocation of annual membership dues:
 - a. National Headquarters will bill members for the membership dues annually, at least thirty (30) days prior to expiration of membership.
 - b. Members will remit the full amount of dues to National Headquarters.
 - c. All annual membership dues received shall be deposited immediately in the NERA General Fund.

2.2 Life Membership Dues

- 2.2.1 Life Membership dues (Full or Associate) shall be Three Hundred Dollars (\$300.00).
 - a. Payment plan can be set up by contacting NERA Headquarters
 - b. Life membership status is effective upon receipt of final payment.
- 2.2.2 Life Membership Investment Fund ("The Fund"):
 - a. Life membership funds shall be placed in The Fund.
 - b. The Fund will be maintained in income-producing instruments of the types enumerated in the Code of Virginia, Section 26-40, titled "In What Securities Fiduciaries May Invest".
 - c. The Life Membership Investment (LMIF) Committee shall review the investments of the organization by J. Alden Associates, Incorporated, as guided by the Code of Virginia, Section 26-45.1, titled "Standards of Judgment and Care Required for Investments".
 - d. The Fund will be supervised by the LMIF consisting of three (3) trustees as follows:

NERA BYLAWS

- (1) The chairperson will be the National Treasurer.
 - (2) Two (2) members shall be elected by vote of the Active Members at the National Conference for three (3) year terms, no member to be elected to a term coinciding with the others. The NEC shall appoint a member to the LMTF Committee when a vacancy is not filled at the National Conference.
- 2.2.3. Upon the report of death or termination of membership of a Life Member (unless the life membership has been transferred to a surviving spouse as per Article 2.3.5 of the Constitution), his or her name shall immediately be removed from the current membership listing. No withdrawals from the Fund shall be made for any deceased member or former member.

Bylaws: Article 3

Chapter Establishment & Operation

3.1 Chapter Establishment

- 3.1.1 A NERA chapter may be organized whenever and wherever twenty-five (25) or more persons eligible for membership shall agree and act to form a chapter.
- 3.1.2 The following procedure shall be used to establish a chapter:
- a. A meeting of persons eligible for active membership will be held.
 - b. Election of temporary officers will be held. Elected officers will hold office until the regularly scheduled annual election.
 - c. Application for chapter
 - (1) The membership applications and membership dues for each new NERA member will be forwarded to National Headquarters, along with a properly completed application for a chapter charter.
 - (2) The charter application must include a list of the names and addresses of the officers, and the office to which each has been elected.
 - (3) Current Members of NERA affiliating with the new chapter shall be counted in the chapter's active membership.
 - (4) A minimum of twenty-five (25) members is required for chapter establishment.
 - d. When a chapter is chartered, the Chapter President and Chapter Treasurer will sign a written agreement that, if the chapter is dissolved, all remaining chapter treasury funds will be forwarded to the National Treasurer.

3.2 Chapter Operation

- 3.2.1 The regularly scheduled election of chapter officers shall be held prior to 15 December to select officers for the next term of office.
- a. Election results will be reported to National Headquarters not later than 15 February of the calendar year following chapter elections. This report shall contain the name, chapter office, mailing address, telephone number and e-mail address, if one is available for each elected officer and must be submitted each year, regardless of whether there is any change in officer. Reporting of officers or the carryover of officers by electronic means (email) is acceptable. National Headquarters will confirm receipt.

NERA BYLAWS

- b. If the chapter has not established a permanent mailing address, all correspondence from National Headquarters will be addressed to the Chapter President last reported to NERA National Headquarters.
- 3.2.2 Any subsequent change in chapter officers shall be reported immediately to NERA National Headquarters for distribution to the NEC and appointed officials.
- 3.2.3 The term of office for elected officers shall be for one (1) year or for a term to be determined by the Chapter, but for a term not less than one (1) year.
- 3.2.4 The chapter shall be responsible for verification of the on-line NERA database for their chapter, maintained by National Headquarters and shall report any change to National Headquarters.
- 3.2.5 All chapters must have at least one (1) person designated as the point of contact to access the NERA database, receive information and disseminate to the Chapter. This person and their email address shall be made known to the National Headquarters.
- 3.2.6 Chapters failing to file required officer reports for two (2) consecutive years will be dissolved by a majority vote of the National Executive Committee. All remaining chapter members will be notified of their transfer to the nearest functional chapter: all monies will be returned to National Headquarters and deposited into the LMIF. Chapters may reestablish themselves in accordance with the C&BL.

Article 4

Duties of Officers & Members

4.1 Duties of National Officers

- 4.1.1 The National President shall:
 - a. Be the senior officer of NERA, support and enforce the National Constitution and Bylaws, and all policies of this Association.
 - b. Be an ex-officio member of all National committees.
 - c. Preside at the National Conference and at all meetings of the NEC.
 - d. Appoint all standing or special committees, except as otherwise specified in the National Constitution and Bylaws.
 - e. Call NEC meetings in accordance with the National Bylaws.
 - f. Have authority to approve expenditures not to exceed Fifteen Hundred Dollars (\$1,500.00). The limit shall be Five Hundred Dollars (\$500.00) for reimbursement of travel and per diem expenses. Each expenditure exceeding these limits must be approved by the NEC.
 - g. Carry out National Conference-related duties as per the Bylaws.
 - h. Encourage and pursue the creation of internal and external fund raising programs that would specifically: be directed to offset General Fund operating expenses, or: be deposited directly to the LMIF for the future sustainability of NERA. Further the NEC is authorized to discontinue any program when it is no longer considered to be beneficial to NERA success.
- 4.1.2 The National Vice President shall:
 - a. Perform the duties of the National President in his/her absence.
 - b. Coordinate all membership solicitations of NERA, including but not limited to:

NERA BYLAWS

- (1) Develop programs that will provide effective retention of existing membership.
 - (2) Receive direction, financial authority, and authorization for action from the NEC.
 - (3) Initiate programs to increase NERA membership.
 - (4) Coordinate membership activity of all National officers and directors.
- c. Chair the chapter presidents' meeting at the National Conference. Minutes of this meeting will be turned over to the incoming National Vice President for follow-up on items discussed and for publication in the January monthly mailing to the Chapter Presidents.
- 4.1.3 The National Secretary shall:
- a. Record the minutes of the NEC meetings and business sessions of the National Conference and publish them in a timely manner.
 - b. Be responsible for and control custody of all official correspondence and records except those maintained by the Deputy Executive Director, or such other persons or firms as may be designated by the Deputy Executive Director, with the concurrence of a majority of the NEC.
 - c. Notify the NEC of all meetings called by the National President.
 - d. Carry out National Conference-related duties as per the Bylaws.
- 4.1.4 The National Treasurer shall:
- a. Be the chief financial officer of NERA, with primary responsibility for management, planning and reporting of all National finances.
 - b. Be responsible for management of accounting and bookkeeping functions, including but not limited to the following:
 - (1) Accurate record keeping of all financial transactions.
 - (2) Deposit all dues and other funds upon receipt.
 - (3) Payment of all legitimate financial obligations.
 - c. Function as the chief financial controller of NERA and, in this capacity, shall:
 - (1) Have exclusive responsibility and authority to provide direction to the Executive Director as required in the preparation of checks to be drawn against the various NERA checking accounts in payment of properly authorized vouchers or other legitimate financial obligations of the Association. Checks prepared by the Executive Director will require the countersignature of either the National Treasurer, or National President for amounts in excess of Fifteen Hundred Dollars (\$1500.00) provided that, in no case, is the countersigning officer the same person who approved the voucher for payment. The executive director shall be responsible for making all invoiced and verified payments involving *The Mariner* magazine.
 - (2) Reviews expenditures each month. Improper or questionable expenditures will be brought to the attention of the Executive Director for resolution. Should the issue not be resolved at this level, the payment in question will be referred to the NEC for

NERA BYLAWS

discussion and a final decision at its next regularly scheduled meeting. Such decision will be recorded in the NEC meeting minutes.

- d. Be responsible for financial reporting and disclosure functions as follows:
 - (1) Present all financial records and the results of a comprehensive biennial internal audit conducted by the National Treasurer and a (not less than) three member, non NEC, volunteer, Financial Audit Committee consisting of National Conference Delegates. This Financial Audit Committee is to be appointed by LMIF Committee consisting of delegates who are willing to devote time not to exceed three (3) hours between 31 August and prior to the afternoon session of day two (2) of the National Conference to compare, question and challenge when necessary, receipts, vouchers/expense reports, authorizations (signatures), account ledgers (registers) and all other payments made from all NERA accounts, as well as dues and other revenue for deposit into any accounts. Reports from NERA contractors, vendors and internet transactions shall be included in this audit.
 - (2) Make available at National Headquarters the current approved financial records, internal audit report and the latest quarterly financial statement for examination by any NERA member in good standing. Such examination shall be scheduled at National Headquarters at a mutually agreed upon time by all parties. Copies of the aforementioned financial documents may be provided to the member for a fee not to exceed fifty cents (50¢) per page.
 - (3) Supply the NEC with such other financial information as may be requested.
 - (4) If annual expenditures exceed the approved budget total, the National Treasurer will notify the NEC. The NEC shall explain the reason(s) at the next National Conference.
- e. Be responsible for financial planning functions as follows:
 - (1) Prepare and submit a proposed budget for the succeeding fiscal year to the NEC at the July NEC meeting of each year, assisted by the Executive Director.
 - (2) Cause this budget, as adjusted and approved by the NEC, to be distributed in accordance with Article 4.1.4.d. (2) by the Executive Director to all reported chapters not later than 1 September.
 - (3) Present the NEC-approved recommended budget to the delegates in attendance at the National Conference for approval and implementation retroactive to the beginning of the fiscal year. Such approval will require a majority vote of the delegates.

4.1.5 The National Counselor shall:

- a. Direct, assist and counsel chapter officers in chapter operations as follows:
 - (1) Monitor chapter performance and activities.
 - (2) Assist chapters with formation of new chapters.
 - (3) Assist chapters in maintaining minimum required membership.

NERA BYLAWS

4.1.6 The Immediate Past President shall:

- a. Serve as an advisor to the National President and the NEC.
- b. Be responsible for overseeing all headquarters building issues.

4.1.7 The National Parliamentarian shall:

- a. Be proficient in parliamentary procedure, including an extensive knowledge of Robert's Rules of Order.
- b. Be knowledgeable concerning NERA National Constitution and National Bylaws.
- c. Upon request of the presiding officer, or the presiding officer pro tem, provide procedural advice regarding proper parliamentary procedure.
- d. Be impartial and objective.
- e. Be readily available to answer procedural questions arising at any business session of a NERA National Conference.
- f. In the event of a tiebreaker procedure in the election of a National officer, toss the coin.

4.2 Duties of National Directors

4.2.1 The Executive Director shall:

- a. Maintain liaison with all major military and veteran organizations on behalf of the NEC.
- b. Represent NERA at meetings of military and veteran coalition-type organizations.
- c. Assist the Legislative Committee with existing and new legislation pertaining to veterans.
- d. Respond to all informational inquiries to NERA on veteran affairs.
- e. Be responsible for drafting correspondence, position statements and other documentation for use by the National President or other authorized representatives of NERA, for use relating to testimony or other official action concerning legislation.
- f. Prepare and distribute an informational letter in the monthly mailing.
- g. Assist in the production of *The Mariner*, as directed by the National President and in accordance with 4.2.2.a. This shall include preparation of a summary of Congressional and other legislatively important proceedings concerning the reserve components of the sea services.
- h. Coordinate the overall functioning and operations of NERA, consistent with the authority delegated by the NEC
- i. Act as general manager and business agent with financial powers as assigned by the National President, with the approval of the NEC.
- j. Manage and supervise the National Headquarters and staff; employ clerical assistants and establish salaries, subject to approval of the NEC.
- k. Keep the NEC informed of all major business transactions.
- l. Keep the NEC informed of pertinent information and directives.
- m. Supervise preparation of a roster of Chapter Presidents, National officers and directors, and other key personnel for distribution to the NEC, appointed officials, and all Chapter Presidents by 15 February each year.
- n. Serve as the registered agent for NERA, as required by the laws of Virginia with regard to incorporation.

NERA BYLAWS

- o. Assist the NEC and other National officials with coordination of communications and liaison activities involving the Department of Homeland Security, Department of Defense, the Department of the Navy, and all military commands there under.
- p. Coordinate with the National Military and Veterans' Affairs Director on matters pertaining to:
 - (1) Maintaining liaison with all major military and veteran organizations on behalf of the NEC.
 - (2) Representing NERA at meetings of military and veteran coalition type organizations.
 - (3) Assisting the Legislative Committee with existing and new legislation pertaining to veterans.
 - (4) Responding to all informational inquiries to NERA on veteran affairs.

4.2.2 The Deputy Executive Director shall:

- a. Supervise the preparation of *The Mariner*.
- b. Coordinate procedures and correspondence regarding the formation or dissolution of chapters, and assist chapters when necessary.
- c. Carry out National Conference duties as per the Bylaws.
- d. Develop NERA's legislative program, including, when appropriate, specific legislative proposals to promote the policies and achieve the goals of NERA, and protect the legitimate interests of members of the sea service reserve forces.
- e. Coordinate with and serve as emergency alternate for the Executive Director.
- f. Assist the NEC and other National officials with coordination of communications and liaison activities involving the Department of Homeland Security, Department of Defense, Department of the Navy and all military commands there under.

4.3 Duties of Chapter Officers

4.3.1 The Chapter President shall:

- a. Preside at all chapter meetings.
- b. Appoint committees as necessary.
- c. Serve as an ex-officio member on all committees.
- d. Promote increased membership and carry out NERA National's programs and policies.

4.3.2 The Chapter Vice President shall:

- a. Perform the duties of Chapter President in the absence of him/her.
- b. Be the chapter membership chairperson unless otherwise specified in the chapter's constitution and bylaws, and, in that capacity, shall:
 - (1) Coordinate membership solicitations for the chapter.
 - (2) Develop and initiate programs to increase chapter membership and provide for the effective retention of existing membership.
 - (3) Carry out programs initiated by the chairperson of the National Membership Committee and communicate with that official on matters relating to membership programs.

NERA BYLAWS

(4) Serve on committees as appointed by the Chapter President.

4.3.3 The Chapter Secretary shall:

- a. Record the minutes of all chapter meetings.
- b. Be responsible for and control custody of all official correspondence and records of the chapter, except those held by other chapter officers in the performance of their duties.
- c. Notify chapter officers of all meetings called by the Chapter President.
- d. Perform such other duties as may be delegated by the Chapter President.

4.3.4 The Chapter Treasurer shall:

- a. Receive all monies for the chapter and provide receipt when appropriate.
- b. Deposit all funds in an account in the name of and approved by the chapter.
- c. Maintain a complete record of all chapter financial transactions.
- d. Give a report at each meeting on financial transactions and the condition of the chapter treasury.
- e. Sign all checks and pay all bills that are submitted and approved, as appropriate, with the approval of the membership or with disclosure to the membership.

4.4 Other Responsibilities of Officers and Members

4.4.1 All National officers or directors shall perform such other duties as are specified in the National Constitution or National Bylaws, or as may be delegated by the NEC, or delegated by the National President with the concurrence of the NEC.

4.4.2 All NEC members will send copies of all NERA correspondence that they originate to the National Secretary via National Headquarters.

4.4.3 No member of NERA, including any officer, director, representative or employee shall, using the name of NERA, make any public statement or originate any external correspondence that establishes new policy or conflicts with any existing NERA policy without prior approval of the NEC. The mission and fundamental goal of NERA is contained in the Preamble to the National Constitution. NERA National policies consistent with that goal are contained in the Standing Resolutions and current Resolutions of NERA. The NEC shall also develop interim policy positions, as necessary that respond to changing circumstances between National Conferences. It is the responsibility of every NERA member to support and advance the National policies of NERA.

Bylaws: Article 5 Meetings

5.1 NERA Meetings Procedural Rules

5.1.1 The rules of procedure for the National Conferences, chapter meetings, and all other meetings of NERA shall be governed by National Constitution and National Bylaws.

5.1.2 All procedures not expressly governed by NERA National Constitution and National Bylaws will be conducted as set forth in Robert's Rules of Order, and the publication year, the rule used and the page number will be recorded, to avoid any confusion.

NERA BYLAWS

5.2 Monthly Chapter Meetings

- 5.2.1 Meetings shall be held at a time and place designated by the Chapter President, with the approval of the chapter officers.
- 5.2.2 The Chapter Secretary is responsible for informing all chapter members of the meeting place, date and time.
- 5.2.3 Chapter meetings will be opened with the reading of the Preamble to NERA National Constitution, followed by the Pledge of Allegiance to the Flag of the United States of America by all members present.

5.3 NEC Meetings

- 5.3.1 The NEC shall meet:
 - a. Within twenty-four (24) hours of the adjournment of the National Conference.
 - b. At least once prior to the next National Conference. This meeting shall be held at a time chosen by the National President, with the approval of the NEC. It shall be scheduled to allow adequate lead time for planning and preparation of the next National Conference.
 - c. At any other time deemed necessary by the National President, with the approval of the NEC.
 - d. When a written request has been received and signed by a majority of all members of the NEC.
- 5.3.2 If a situation arises that requires action by the NEC, a telephone conference meeting can be called by the National President. Such meetings shall be considered an official meeting of the NEC.
- 5.3.3 Electronic balloting: email/telephone conference polling of the members of the NEC may be authorized by the National President whenever a question arises which requires action between meetings of the NEC. This action shall constitute an official vote of the NEC providing ballots are received from a majority of the voting membership of the NEC.
- 5.3.4 NEC meetings, other than that immediately preceding or following the National Conference, may be held by telephone conference, time/date as determined by the National President.
- 5.3.5 All NEC meetings shall be open to any member of NERA. Executive or closed sessions of NEC meetings may be authorized solely for discussion of employment, dismissal, salaries, promotion and/or demotion of personnel employed by NERA.
- 5.3.6 The National Secretary shall send an electronic copy of the minutes of all NEC meetings to all chapter presidents. Approved copies of the minutes of the NEC will be available to all NERA members on the members' only section of the website.

5.4 National Conference

Refer to the National Handbook or a separate document.

5.5 Regional Conference(s)

- 5.5.1 May be hosted by one (1) or more chapters.
- 5.5.2 Shall be held at no cost to NERA National except as specified in Article 7 herein.
- 5.5.3 Should be publicized in *The Mariner*.
- 5.5.4 Shall be open to any member of NERA.

NERA BYLAWS

Bylaws: Article 6 National Committees

6.1 Non-elected Officer Appointments

Within the organizational structure of NERA, appointed officers shall assume the duties of office upon being confirmed by the NEC. These appointments are to be approved at the first meeting of the new NEC.

6.2 The National Constitution & Bylaws Committee (C&BL Committee) shall:

- a. Review internal resolutions from the preceding year and develop, as warranted, proposed amendments based on the internal resolutions.
- b. Provide the NEC with an estimate of the conference time required for proposed amendments to the National Constitution and National Bylaws by 01 August. This time estimate shall be based upon fifteen (15) minutes for disposition of each proposal (reading, discussing and voting).
- c. Study all properly submitted amendments to the National Constitution or the National Bylaws.
- d. Combine related proposals, when appropriate.
- e. Develop amended or alternate proposals when deemed necessary.
- f. Make recommendations for actions on each proposal to the National Conference.
- g. Make a continuing study of the NERA National Constitution and National Bylaws.
- h. Formulate and recommend necessary changes to be presented at the National Conference.
- i. Provide a copy of each proposal, with committee recommendations, to National Headquarters for distribution to chapter presidents by email no later than 1 September.
- j. Provide copies of each proposal with Committee recommendations to each delegate at the National Conference.
- k. Provide to Headquarters a complete master copy of the revised National Constitution and National Bylaws by the end of January following a national conference at which amended, for surface mail or electronic distribution to all chapter presidents, and to be posted on the NERA website by the end of March of the same year.
- l. Provide to the National Headquarters copies of all approved proposals within sixty (60) days of the adjournment of the National Conference for publication in *The Mariner* and posting on the NERA Website.

6.3 The National Resolutions Committee shall:

- a. Have as one of its members the Deputy Executive Director.
- b. Provide the NEC with an estimate of the conference time required for Resolutions Committee business by 01 August. This time estimate is to be based upon fifteen (15) minutes (for reading, discussion and voting) on each resolution/proposed resolution item to be considered.
- c. Study all properly submitted proposed resolutions then classify each as a Proposed Internal Resolution (PIR) or Proposed National (Public) Resolution (PNR).

NERA BYLAWS

6.4 The National Awards Committee shall:

- a. Recommend establishment and eligibility criteria for National awards.
- b. Establish administrative procedures for submitting nominations for National awards.
- c. Suggest format and citations for award certificates.
- d. Review each nomination and make recommendation for approval or disapproval to the NEC.

6.5 The National Nominations and Credentials Committee shall:

- a. Receive all nominations for National office prior to 15 June of each year.
- b. Determine candidate eligibility in accordance with the criteria contained in Article 3, Subparagraph 3.1.6. of the National Constitution.
- c. Distribute information on chapter delegate requirements for the National Conference to all chapters, and solicit Chapter Delegate Reports.
- d. Administer balloting for the election of National officers at the National Conference.

6.6 Ad Hoc Committees

The National President may establish such committees when needed as approved by the NEC.

Bylaws: Article 7

Official Publication

7.1 Preparation & Management

- 7.1.1 All responsibilities for preparing and publishing *The Mariner* fall under the managing editor with oversight from the National President.
- 7.1.2 The NEC shall determine the editorial policy of the publication.
- 7.1.3 The NEC shall have authority to change the name, if necessary.
- 7.1.4 The NEC shall direct the publication of date and location (if determined) for each of the next three (3) National Conferences in each issue of *The Mariner*.
- 7.1.5 The NEC shall direct the publication of the full lodging reservation information for the next conference not later than the second publication after each National Conference.

Bylaws: Article 8

Amendments & Resolutions

8.1 Procedures for amending NERA National Constitution or National Bylaws

- 8.1.1 Submission of a proposed amendment:
 - a. Any member or group of members may submit a proposed amendment.
 - (1) Chapter members should first present a proposed amendment at a chapter meeting for consideration and chapter recommendation. If the chapter votes to support the proposal, the chapter president shall attach a brief memo stating the chapter's endorsement and forward the memo and proposal to National Headquarters.
 - (2) Proposed amendments should be mailed or sent electronically to National Headquarters to be forwarded to the C&BL Committee

NERA BYLAWS

for consideration and recommendation. The committee will review for meeting submission criteria, decide to endorse or not endorse, then return the proposed amendment to National Headquarters for final conference preparation.

- (3) Each proposed amendment must contain the name, address, current telephone number(s) and email address (if applicable) of the submitter to facilitate communication between the C&BL Committee Chairperson or his/her committee member designee and the submitter.
 - b. Each proposed amendment must be submitted in proper format consistent with the standard form developed by the NEC and available for download from the NERA Website or by hard copy if requested from National Headquarters.
 - c. Each proposed amendment must address only one (1) specific subject.
 - d. The proposed amendment must cite document, page number, article, and specific item number (or items when a change affects related items) to be changed. It must state the specific changes and provide any proposed new or revised text for the affected item (or related items) to be amended. Justification for the proposal must be provided.
 - e. Proposed amendments must be received electronically at National Headquarters not later than 01 June of the year in which they are to be considered at the National Conference.
 - f. Each proposed amendment must be typed, clear, legible and suitable for reproduction and distribution.
- 8.1.2 Processing of proposed amendments:
- a. A copy of each proposed amendment received at National Headquarters shall be sent to each member of the C&BL Committee.
 - b. The National C&BL Committee Chairperson shall number each proposed amendment by type, in the order received.
 - c. The C&BL Committee shall meet in person or by telephone conference call during late June prior to the July NEC meeting and at other such times as needed and approved by the NEC of the year in which amendment proposals are to be considered at the National Conference.
 - d. The C&BL Committee may, at its discretion, reject any improperly submitted proposed amendment, or return it to the originator for correction and resubmission.
 - e. The C&BL Committee shall:
 - (1) Study each proposed amendment.
 - (2) Consolidate, revise or rewrite each as appropriate.
 - (3) When practical, the committee shall attempt to contact the submitter of the proposal to answer any questions or to seek endorsement of revisions.
 - (4) Develop recommendations on each proposed amendment. These recommendations shall be presented to the National Conference for consideration and vote.
 - (5) Provide a copy of each proposed amendment to be considered at

NERA BYLAWS

the National Conference to National Headquarters for posting on the NERA Website and electronic distribution to all chapter presidents prior to the National Conference.

8.1.3 Consideration for adoption:

- a. Each proposed amendment to the NERA National Constitution or National Bylaws shall be submitted and presented at the National Conference for consideration and vote on adoption in accordance with National Constitution, Article 5 or National Constitution, Article 6, as applicable.

8.2 **Procedures for Presenting Resolutions** 8.2.1

Submission of proposed resolutions:

- a. Any member or group of members may submit a proposed resolution.
 - (1.) Chapter members should first present a proposed resolution at a chapter meeting for consideration and chapter recommendation. If the chapter votes to support the proposal, the chapter president shall attach a brief memo stating the chapter's endorsement and forward the memo and the proposal to National Headquarters.
 - (2.) Proposed resolutions should be mailed or sent electronically to National Headquarters to be forwarded to the Resolutions Committee for consideration and recommendation. The committee will review for meeting submission criteria, decide to endorse or not endorse, then return the proposed resolution to National Headquarters for final conference preparation.
 - (3.) Each proposed resolution must contain the name, address, current phone number(s) and email address (if applicable) of the submitter to facilitate communication between the Resolutions Committee Chairperson or his/her committee member designee and the submitter.
- b. Each proposed resolution must be submitted in proper format, consistent with the standard form developed by the NEC and available for download from the NERA website or by hard copy if requested from National Headquarters.
- c. Each proposed resolution must address only one specific subject.
- d. Proposed resolutions must be received electronically not later than 01 June of the year in which they are to be considered at the National Conference.
- e. Each proposed resolution must be typed, clear, legible and suitable for reproduction and distribution.

8.2.2 Processing of proposed resolutions:

- a. A copy of each proposed resolution received at National Headquarters shall be sent to each member of the Resolutions Committee.
- b. The Resolutions Committee Chairperson shall number each proposed resolution in the order received.
- c. The Resolutions Committee shall meet in person or by telephone conference call during late June prior to the July NEC meeting, and at other such times as may be needed and approved by the NEC of the year in which resolutions are to be considered at the National Conference.
- d. The Resolutions Committee may, at its discretion, reject any improperly submitted resolution, or return it to the originator for correction and resubmission.

NERA BYLAWS

- e. The Resolutions Committee shall:
- (1) Study each proposed resolution and classify it as to type:
 - a) A proposed resolution which seeks to set a public policy position of NERA likely to be communicated externally to the Association shall be classified a "Proposed National Resolution" (PNR).
 - b) Proposals dealing with internal matters of NERA operation, personnel, or business issues shall be classified as "Proposed Internal Resolutions" (PIR). (These resolutions provide guidance to the NEC and National Directors regarding the conduct of NERA internal operations and business procedures. Proposed Internal Resolutions which are approved by vote of a National Conference may direct the NERA National leadership to take action within a specified period. A permanent directive to NERA management must be accomplished by amendment to the National Bylaws.)
 - (2) Consolidate, revise or rewrite each proposal as appropriate.
 - (3) When practical, the committee shall attempt to contact the submitter of the proposal to answer any questions or to seek endorsement of revisions.
 - (4) Develop recommendations on each proposed resolution. These recommendations shall be presented to the National Conference for consideration and vote.
 - (5) Provide a copy of each Proposed National Resolution and Proposed Internal Resolution (as revised by the committee, if applicable) to National Headquarters for posting on the NERA Website and electronic distribution to all chapter presidents prior to the National Conference.

8.2.3 Consideration for approval / adoption:

- a. Proposed Internal Resolutions must be approved by a majority vote of the NERA Conference. If approved, the proposal becomes an Internal Resolution and is effective until the next National Conference or for such lesser time period as may be specified.
- b. Proposed National Resolutions must be adopted by a majority vote at the NERA National Conference. If adopted, the proposal becomes a "National Resolution" and is effective until reconsidered as a "Proposed Standing Resolution" at the next National Conference.

8.2.4 Emergency Resolutions:

- a. Resolutions received after the deadline must still comply with all other rules and procedures for submission.
- b. Resolutions received after the deadline will be considered only as "Emergency Resolutions". Emergency Resolutions shall be considered by the Resolutions Committee only if the subject of the resolution is clearly of an emergency nature, dealing with a situation of vital interest to the Association and its members and having arisen or become known too late for normal submission.

NERA BYLAWS

- c. An Emergency Resolution must be submitted to the Resolutions Committee as soon as possible prior to adjournment for study, evaluation of its merit as an Emergency Resolution, and possible recommendation to the delegates.
- d. If the proposed resolution is not submitted early enough to appear in the Mariner, the proposer must present hard copies to all voting members in attendance at the National Conference.
- e. Approved Emergency Resolutions are effective immediately at adjournment of that National Conference, unless otherwise specified, and remain in effect until the next C&BL proceedings at the appropriate National Conference, at which time it must be voted on to be made a permanent amendment, retired or until overcome by a permanent Constitution or Bylaw change.

END of BYLAW ARTICLES

This document is the entire NERA Bylaws as revised and edited by the National C&BL Committee, presented and passed by vote of the attending members, including newly approved amendments at the 2013 National Conference.

Completed: **30 November 2013**