



Navy League of the United States

Operations Manual

Revised
January 2, 2024

Operations Manual

Navy League of the United States

Vision Statement

The Navy League of the United States will be the preferred resource for the education of both the United States Congress and the American Public on our sea services.

Mission Statement

The Navy League of the United States is an organization dedicated to informing the American people and their government that the United States of America is a maritime nation and that its national defense and economic well being are dependent upon strong sea services – United States Navy, United States Marine Corps, United States Coast Guard and United States Merchant Marine.

Goals

1. Educate national leaders and the nation.
2. Support the men and women of the sea services.
3. Provide assistance to sea service families.
4. Support youth programs.

Forward

The *Operations Manual* has been updated to reflect all changes, additions, or deletions as of June 10, 2023. The *Operations Manual* will offer guidance to the leadership of the Navy League's National Officers and Directors, Region, Area Presidents and, particularly, Council Presidents. By studying and implementing the ideas and programs contained in this Manual, Navy League leaders should be better able to work toward achievement of the Navy League's goals.

The *Operations Manual* contains the following parts:

Part One: National Bylaws

Part Two: National Policies and Organization

Part Three: Council Handbook, Policies and Organization

Appendix I: NLUS Awards Manual

In accordance with the National Bylaws, this NLUS *Operations Manual* shall be maintained, reviewed, revised as approved, and published annually. If there are no revisions, the NLUS *Operations Manual* will be re-published with a current effective date.

The Manual will be accessible online in .pdf format.

National Officers, National Directors, National Delegates, Region Presidents, Regional Officers, Council Presidents, and the Chief Executive Officer shall be notified that the revised NLUS *Operations Manual* is available on the official Navy League website for viewing, downloading, and/or printing. Council Presidents shall notify their membership of the availability of the revised NLUS *Operations Manual*.

Proposed revisions to the NLUS *Operations Manual* may be initiated and proposed by National Officers, the collective Region Presidents, and Regional Officers and Council Presidents via Region Presidents.

Proposed revisions to the *Operations Manual*, other than those incidental to Board of Directors' actions already taken, shall be sent to the NLUS National Corporate Secretary and the National President by 30 days before the next scheduled Board of Directors meeting. The National Corporate Secretary will review and forward the proposed revisions to the Executive Committee for ratification at their next meeting. NLUS Chief Executive Officer shall publish the revised NLUS *Operations Manual* on the official Navy League website within 30 days of approval by the Executive Committee.

Should any conflict arise between the contents of this *Operations Manual* and the NLUS Bylaws, the NLUS Bylaws shall be the governing document. Should any conflict arise between the contents of this *Operations Manual* and any NLUS guidebooks (Guides, Handbooks, Manuals, etc.), the *Operations Manual* shall be the governing document. All NLUS guidebooks shall be sent to the National Corporate Secretary by the responsible committee or the designated writer to ensure that there are no conflicts between the guidebooks and the *Operations Manual* before publishing.



Navy League of the United States

Operations Manual

Part One

National Bylaws

As Amended
June 10, 2023

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NLUS Bylaws

1 Name and Seal

The name of this organization shall be – **NAVY LEAGUE OF THE UNITED STATES**, hereinafter referred to as the “**Navy League**”, and officially abbreviated as **NLUS**. The Seal of the Navy League shall be in circular form, containing in the center an American eagle perched upon a fouled anchor, encircled by the words, **NAVY LEAGUE OF THE UNITED STATES**.

2 Objective and Purpose

The objective and purpose of the Navy League shall be educational and to that end to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States, and to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency, and any other purpose which is legal under the provisions of the State of New York’s Not for Profit Code, as amended.

3 Membership

3.1 Member

Any person desiring to support and advance the objective and purposes of the Navy League shall be eligible as a Member.

3.2 Life Member

A Life Member is a Member who has complied with such conditions as the Board of Directors shall, from time to time, establish. Life Members are exempt from further payment of dues.

3.3 Corporate Member

Organizations which conduct business on a domestic or international level desiring to support and advance the objectives of the Navy League shall be eligible as a Corporate Member.

3.4 Other Categories of Membership

The Board of Directors may, from time to time, vote to add or delete other categories of membership. Those categories and criteria for membership shall be set forth in the Operations Manual.

3.5 Discrimination

No person shall be denied membership due to sex, race, color, religion, or national origin.

3.6 Membership Dues

The assessment of dues for the different categories and terms of membership shall be established and set by the Executive Committee with thirty (30) days' notice. The procedure for this process shall be set forth in the Operations Manual.

3.7 Resignations and Terminations

The conditions of Resignations and Terminations of Members shall be set forth in the Operations Manual. Any person holding an elected or appointed position within the Navy League who chooses to resign their position shall have such resignation take place immediately or upon the date identified within the statement of resignation. No action by any other entity is required for such resignation to take effect. Any person who submits a statement of intent to resign may only rescind such intent with permission of the Executive Committee and only if the rescission is received prior to the stated date of resignation.

Membership shall be terminated by Death, resignation, expulsion, expiration of a term of membership or dissolution and liquidation of the Navy League.

4 Meetings

4.1 Annual Meeting of the Members

The National President, with the approval of the Executive Committee, shall designate the date and place for the Annual Meeting of the Members. The procedure for notice of said annual meeting as well as the election of National Delegates, the procedures for voting and presentation of reports are set forth in the Operations Manual. Voting at the Annual Meeting of Members may be in person or by proxy. Undirected proxies received will be voted by the Proxy Committee in proportion to the votes cast by those voting in person.

4.1.1 Reports

The National President, National Corporate Secretary, National Treasurer, and the Chief Executive Officer shall submit annual reports to the Members.

4.2 Meetings of the National Delegates

4.2.1 Annual Meeting of the National Delegates

The Annual Meeting of the National Delegates shall be held on the same day immediately following the Annual Meeting of the Members for the purpose of electing officers (except for the position of the National President) and members of the Board of Directors, and may conduct any other business requiring the approval of the National Delegates.

4.2.2 Special Meeting of the National Delegates

In the event of death, incapacity, resignation or removal of the National President-Elect, the National President shall issue a call within five (5) days for a Special Meeting of the National Delegates to be held within forty-five (45) days for the purpose of electing a new President-Elect.

4.3 Board of Directors Meetings

4.3.1 Annual Board of Directors Meeting

The Annual Meeting of the Board of Directors shall be held on the same day immediately following the Annual Meeting of the National Delegates.

4.3.2 Regular Board of Directors Meetings

Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors will hold such meetings as the National President deems necessary.

4.3.3 Special Board of Directors Meetings

Upon written request to the National President by any seven (7) members of the Board of Directors, the National President shall call, within twenty-one (21) days of the request, a

special meeting of the Board of Directors, and should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, citing the failure of the National President to act. In such a case, the requesters will select one amongst themselves to serve as Chair Pro Tem of the called special meeting. Any special meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President.

4.4 Executive Committee Meetings

Upon call with at least seventy-two (72) hours' notice by the National President, the Executive Committee will hold such meetings as the National President deems necessary. For matters deemed of extreme urgency, the National President may call a meeting with at least 24 hours' notice. All such meetings shall be legal meetings and resulting acts will be valid and binding so long as a quorum was established and maintained at the time of such action.

4.5 Electronic Meetings

Except for the Annual Meetings of the Members, National Delegates, and the Board of Directors, held in conjunction with the National Convention, electronic meetings shall be permitted as long as they are conducted in a manner consistent with the Operations Manual.

In extraordinary circumstances, such as a declared disaster or emergency, or when the safety and well-being of the participants would be put at grave risk by their attendance, the National President and the Executive Committee may approve any meeting, other than the National Nominating Committee meeting, to be conducted via electronic means as long as quorum requirements are met and they are conducted in a manner consistent with the Operations Manual.

4.6 Minutes

Minutes shall be taken of all meetings of the Annual Meeting of Members, the meetings of the National Delegates, the Board of Directors, and the Executive Committee. Such minutes shall be made available within thirty (30) days following such meeting. The procedure for distribution of such minutes shall be set forth in the Operations Manual.

4.7 Quorums

4.7.1 Annual Meeting of the Members

The quorum for the Annual Meeting of the Members is three hundred (300) members, in person or by proxy, as established in the Amendment to the Certificate of Incorporation.

4.7.2 National Delegate Meetings

The quorum for Annual Meetings or Special Meetings of the National Delegates is fifteen (15) percent of the total National Delegates elected.

4.7.3 Board of Directors Meeting

The quorum for any Annual, Regular or Special Meeting of the Board of Directors meeting is a majority of the Board of Directors.

4.7.4 Executive Committee

The quorum for an Executive Committee meeting shall be a majority of the Executive Committee.

4.7.5 Investment Committee

The quorum for the Investment Committee meeting shall be a majority of the five (5) appointed members.

4.7.6 Budget Committee

The quorum for the Budget Committee meeting shall be a majority of the five (5) appointed members, the National Treasurer, the member of the Investment Committee and the National Vice President.

5. National Delegates

5.1 Authority

The Members of the Navy League of the United States authorize the election of National Delegates who shall have and may exercise all of the powers, rights, and privileges of the Members at meetings of the National Delegates. The National Delegates will elect officers (except for the position of the National President) and members of the Board of Directors, and may conduct any other business requiring the approval of the Members or of the National Delegates.

5.2 Number of National Delegates

National Delegates will be apportioned to the Regions on a formula of Members in each Region as set forth in the Operations Manual. Each National Delegate must be a member of a council in such Region.

5.3 Election of National Officers and National Directors

The Annual Meeting of the National Delegates shall be held immediately after and on the same day of the Annual Meeting of the Members. By majority vote of those voting, a quorum being present, the National Delegates who are present in person at the meeting shall elect for the forthcoming term qualified candidates to fill vacancies among the ranks of National Officers (except for the position of the National President) of the Navy League as defined in Bylaw Article 7, and of National Directors of the Navy League as defined in Bylaw Article 6, such officers to hold office for the ensuing term as defined in Bylaw Article 9 or until their successors are elected and qualified, and to transact such other business as may come before it. No person shall hold more than one of the offices listed in Bylaws Article 7 and no officer set forth in Bylaws Article 7 shall function as a Council President.

6 Board of Directors

6.1 Management

The Board of Directors shall hold the entire authority for the governance and strategic direction of the Navy League. The Board of Directors may adopt and amend Bylaws, adopt resolutions, and establish regulations for its governance, and which may delegate the implementation of the objective and purpose of the Navy League, under governing laws and regulations, to such persons as it may select.

6.2 Composition of the Board of Directors

The Board of Directors shall be composed of those members of the Navy League elected to serve as the National President, the National President-Elect, the National Senior Vice President, the National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, and each of the Region Presidents. Additionally, the Board of Directors elected by the National Delegates may include three (3) of the most recent Past National Presidents (including the Immediate Past National President) who choose to serve. The Board of Directors may include up to three (3) members at large who have been appointed by the National President with the consent of the Executive Committee. Also, the Chairman of the Naval Sea Cadet Corps, if a member of the Navy League of the United States, serves as a non-voting member of the Board. The Chief Executive Officer shall not be a member of the Board of Directors.

6.3 National Directors

All members of the Board of Directors, whether elected or appointed, are considered National Directors.

6.4 National Director Emeritus

National Director Emeritus is an honorary title which may be bestowed upon any member of the Navy League of the United States for service to the organization who has met the criteria set forth below. National Director Emeritus can attend any open sessions of the Board of Directors meetings but shall not have the right to vote in any such meetings. A National Director Emeritus shall be eligible to serve as a National Delegate and, if so elected, may vote in meetings of the National Delegates.

The National President, upon recommendation of the National Nominating Committee, may appoint as a National Director Emeritus any of those National Directors who have formerly served as National Director for a qualifying number of terms. If all such service was prior to June 2020, a minimum of eight (8) years is required. If such service was subsequent to June 2020, a minimum of four (4) years is required. If such service includes years both prior and subsequent to June 2020, the combination of years of service is in the Operations Manual.

The National President, upon recommendation of the National Nominating Committee, may appoint as National Director Emeritus any of those National Directors who have made significant contribution to the Navy League but for good and sufficient cause have not served as National Director prior to June 2020 for a minimum of eight (8) years, or a minimum for four (4) years subsequent to June 2020.

National Director Emeritus appointment is continuous, so long as such appointee is an Individual Member or Life Member in good standing, or until the appointee resigns from such appointment.

6.5 Duties of Officers

The Duties and Authority of the Officers are identified in Article 7 of these bylaws. The Board of Directors may, from time to time, prescribe additional duties or authority of the officers.

7 National Officers

The National Officers of the Navy League are National President, National President-Elect, National Senior Vice President, up to nine (9) National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate and Region Presidents.

7.1 National President

7.1.1 General Authority

The National President shall be the Chair of the Board of Directors of the Navy League of the United States and will preside at the Annual Meeting of the Members, at the meetings of the National Delegates, at the meetings of the Board of Directors (except as otherwise provided), and at the meetings of the Executive Committee. The National President shall appoint all committees not otherwise provided for by the Bylaws. The National President shall be an ex-officio and voting member of all committees except the Nominating Committee. The National President, with the approval of the Executive Committee shall have the authority to appoint a Chief Executive Officer and the Chair of the Navy League Foundation. The Chair of the Navy League Foundation shall operate under the authority and direction of the National President. The National President may recommend removal of such appointee who shall be removed upon the approval of the Executive Committee.

7.1.2 Authority to Fill Vacancies

The National President shall have the power to fill any vacancies in the Board of Directors, the National Officers (except that of the National President-Elect), and Region Presidents with the approval of the Executive Committee. Such appointees shall serve for the unexpired term of the office which is filled.

7.1.3 Removal of Officers, National Director, National Delegates, Local Officials, and Members

The National President shall have the power to seek removal of any officer, elected or appointed, National Director, National Delegate, or local official for failure to properly discharge the duties of his office and to seek suspension or expulsion of any Member for conduct prejudicial to the interest of the Navy League; provided, however, that any such officer, National Director, National Delegate, official, or member shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal, and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by such officer, National Director, National Delegate, local official, or member, the Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the officer, National Director, National Delegate, local official, or member. The procedures for a due process hearing shall be outlined in the Operations Manual.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League; provided, however, that any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal, and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the National Officer. The procedures for a due process hearing shall be outlined in the Operations Manual.

Upon removal, the National President shall have the authority to appoint an interim (except that of National President-Elect) official with the approval of the Executive Committee. Such appointees shall serve for the unexpired term or until the next election for that position at a duly called meeting of National Delegates. The procedures for the removal and appointment of officials shall be set forth in the Operations Manual.

7.1.4 Removal of the National President

Any fifteen (15) members of the Board of Directors shall have the power to seek removal of the National President for failure to properly discharge the duties of his office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting called for such purpose, provided that the National President shall have received at least twenty-

one (21) days' written notice of such intention to seek his removal and detailing grievance against him. The National President shall recuse himself from chairing the Special Board of Directors Meeting. Following a due process hearing, the Board of Directors may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.

The procedures for the removal and appointment shall be set forth in the Operations Manual.

7.1.5 Succession

The National Senior Vice President shall succeed to the National Presidency in the event of death, incapacity, resignation or removal of the National President and shall perform the duties and exercise the authority of the National President for the remainder of the term.

7.2 National President-Elect

Upon the election of a National President-Elect, he shall have all of the authorities and duties of a National Senior Vice President. The National President-Elect shall be ex-officio of all committees except the Nominating Committee. Unless otherwise set forth in these bylaws, the National President-Elect is a voting member of the Board of Directors and the Executive Committee, and a non-voting member of all other committees.

The National President-Elect shall automatically assume the office of National President at the completion of the National President's term of office.

In the event of death, incapacity, resignation, or removal of the National President-Elect, the National President shall call for a meeting of the National Nominating Committee to nominate a candidate for the office and Special Meeting of the National Delegates to elect a new National President-Elect.

7.3 National Senior Vice President

At the direction of the National President, the National Senior Vice President will assist the National President and the Board of Directors in formulating policy guidelines for programs and governance of the Navy League and serve such functions as the National President shall prescribe, subject to the approval of the Executive Committee. The National Senior Vice President will assist the National President in supervising the duties of the National Vice Presidents.

7.4 National Vice Presidents

At the direction of the National President, the National Vice Presidents will assist the National President and the Board of Directors in formulating policy guidelines for programs and governance of the Navy League and serve such functions as the National President shall prescribe, subject to the approval of the Executive Committee. The National Senior Vice President will assist the National President in supervising the duties of the National Vice Presidents.

7.5 National Corporate Secretary

7.5.1 Responsibilities

The National Corporate Secretary shall be responsible for all records of the Annual Meeting of the Members of the Navy League, meetings of the National Delegates, the Board of Directors, and the Executive Committee, and shall be custodian of the Navy League seal and records.

7.5.2 Assistant National Corporate Secretaries

Assistant National Corporate Secretaries may be appointed by the National President. The number of Assistant National Corporate Secretaries shall not exceed three (3). Assistant National Corporate Secretaries shall perform such duties as may be specified by the National President. An Assistant National Corporate Secretary designated by the National President shall perform the duties and exercise the authority of the National Corporate Secretary in his absence, or such duties as may be requested by the National President.

7.6 National Treasurer

7.6.1 Responsibilities

The National Treasurer shall be responsible for the custody and disbursement of all funds of the Navy League and the custody and transfer of all property and securities of the Navy League. The National Treasurer shall report quarterly to the National President and the Executive Committee as to the financial condition of the Navy League and shall, at the Annual Meeting of the Members of the Navy League, submit a report of the condition of the Navy League accounts.

7.6.2 Assistant National Treasurers

Assistant National Treasurers shall be appointed by the National President. The number of Assistant National Treasurers shall not exceed six (6). Assistant National Treasurers shall perform such duties as may be specified by the National President. An Assistant National Treasurer designated by the National President shall perform the duties and exercise the authority of the National Treasurer in his absence, or such duties as may be requested by the National President.

7.7 National Judge Advocate

7.7.1 Responsibilities

The National Judge Advocate shall be the legal officer of the Navy League. They shall interpret the Bylaws of the Navy League upon request, and pass upon the legality of proposed activities and matters affecting the Navy League. Proposed changes to the Bylaws shall be reviewed by the National Judge Advocate before they are submitted to the Board of Directors for consideration.

7.7.2 Deputy National Judge Advocates

Deputy National Judge Advocates may be appointed by the National President. The number of Deputy National Judge Advocates shall not exceed six (6). Deputy National Judge Advocates shall perform such duties as may be specified by the National President. A Deputy National Judge Advocate designated by the National President shall perform the duties of the National Judge Advocate in their absence, or such duties as may be requested by the National President.

7.8 Region Presidents

The Region Presidents are responsible for all activities of the Navy League in their Regions and shall conduct the business of the Regions in accordance with the Operations Manual. The Region President must be a current and participating member of a council located within the Region they represent and follow the guidelines listed in the Operations Manual.

The Region Presidents may appoint such Region Vice Presidents as they deem necessary.

7.9 Chief Executive Officer

The Chief Executive Officer is appointed by the National President, with the approval of the Executive Committee. The Chief Executive Officer of the Navy League of the United States shall carry out the policies of the Navy League under the direction of the Chair and the Board of Directors of the Navy League. The Chief Executive Officer also shall have responsibility and authority for the day-to-day administration of the Navy League, including the staff and financial affairs to include the execution of contracts, deeds, and other legal documents on behalf of the Navy League to implement the Navy League program policy guidelines and governance decisions approved by the Board of Directors. Additionally, the Chief Executive Officer shall oversee the corporate interests under the authority of the Navy League and publications of the Navy League. The Chief Executive Officer shall obtain the advice, counsel and recommendations of the Staff Compensation/Personnel Policy Committee with respect to compensation for staff billets and personnel policies. The Chief Executive Officer shall support the National Vice Presidents and National Treasurer in the execution of their programs and financial responsibilities. With the approval of the National President and the Executive Committee, the Chief Executive Officer shall have the authority to reallocate up to five (5%) percent of the total budget.

8 Appointed Officials

8.1 National Parliamentarian

A National Parliamentarian shall be appointed by the National President. The National Parliamentarian does not need to be a member of the Navy League.

8.2 National Chaplains

National Chaplains may be appointed by the National President.

8.3 National Historian

A National Historian may be appointed by the National President.

9 Terms of Office

A term of office is defined as the period commencing at the adjournment of the Annual Meeting of Delegates to the adjournment of the respective upcoming Annual Meeting of the Delegates or when the office or the committee is disestablished, whichever occurs first, except as otherwise defined herein.

9.1 Officers

An Officer of the Navy League shall hold office for the term defined in Bylaw Article 9 to which he is elected, appointed, or succeeds and until his successor has been elected or appointed, and qualified. An officer, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office. Any individual elected to any office or position of the Navy League shall commence their term in that office upon the adjournment of the meeting at which they were elected. Any person appointed to any office or position shall commence their term at the time and date prescribed upon the appointment.

9.1.1 National President

The term of office for the National President is two (2) years, with no consecutive terms allowed.

9.1.2 National President-Elect

The term of office for the National President-Elect is one (1) year beginning at the start of the second year of the National President's term of office and expires upon the completion of the National President's term of office, at which time the National President-Elect assumes the office of National President.

9.1.3 National Senior Vice President

The term of office for the National Senior Vice President is one (1) year, with no more than two (2) consecutive terms allowed.

9.1.4 National Vice Presidents

The term of office for National Vice Presidents is two (2) years, with no more than three (3) consecutive terms allowed. Up to four (4) are elected in the even year class and up to five (5) are elected in the odd year class. Should the National Nominating Committee find no qualified candidate being available, the National Delegates may waive this rule in one term increments.

9.1.5 National Corporate Secretary

The term of office for National Corporate Secretary is three (3) years with no more than two (2) consecutive terms allowed. Should the National Nominating Committee find no qualified candidate being available, the National Delegates may waive this rule in one term increments.

9.1.6 National Treasurer

The term of office for the National Treasurer is three (3) years, with no more than two (2) consecutive terms allowed. Should the National Nominating Committee find no qualified candidate being available, the National Delegates may waive this rule in one term increments.

9.1.7 National Judge Advocate

The term of office for the National Judge Advocate is three (3) years, with no more than two (2) consecutive terms allowed. Should the National Nominating Committee find no qualified candidate being available, the National Delegates may waive this rule in one term increments.

9.1.8 Region Presidents

The term of office for Region Presidents is one (1) year, with no more than three (3) consecutive terms allowed. Should the National Nominating Committee find no qualified candidate being available, the National Delegates may waive this rule in one-year increments.

9.2 National Directors

National Directors shall hold office for the term of one (1) year for which they are elected or appointed and until their successors have been elected or appointed, and qualified. In the case of a National Director elected or appointed to an office defined in Bylaw Article 7, that term as a National Director shall be the same as the term for such office as defined in Bylaw Article 9.

9.3 National Delegates

A National Delegate shall hold the position for a term of one (1) year for which they are elected. A National Delegate may be re-elected without restriction as to the number of terms.

9.4 Appointed Officers, Officials and Committee Members

For all appointed officers and committee members, a term is defined as one year or until a successor is appointed or the position is disestablished. Appointed officials shall serve until removed, replaced, resignation, incapacitation or death.

10 Committees

10.1 Executive Committee

There shall be an Executive Committee consisting of the National President, who shall be chair, the National President-Elect, the National Senior Vice President, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, the Immediate Past National President (if a member of the Board of Directors and submits written commitment to serve within 30 days of the Annual Meeting of Members), and the Chair of the Region Presidents Committee. The National Judge Advocate is a non-voting member of this committee.

The Executive Committee shall exercise all the powers of the Board of Directors when the Board is not in session except as to the election of officers, amendment to the Bylaws, and financial commitments in excess of three percent of the total annual budget unless specifically authorized by the Board.

10.1.1 Operations Manual

The Executive Committee shall cause an Operations Manual to be prepared and maintained. The Operations Manual shall set forth the regulations governing the operation of Regions, Areas, and Local Councils, and such other procedures as shall be desirable for the administration of the Navy League. The Executive Committee shall annually review and ratify the Operations Manual and may make such additions and changes as it determines are necessary.

10.2 Nominating Committee

The National President shall appoint the Chair for the Nominating Committee at least one hundred eighty (180) days prior to the Annual Meeting of the Members and the remaining Committee not less than ninety (90) days prior to the Annual Meeting of the Members. The Committee shall be composed of: A Chair who shall not be a candidate for any office; all Region Presidents or an alternate designated by the Region Nominating Committee of any Region whose Region President declines or is unable to serve; and up to seven (7) additional Navy

League members in good standing appointed by the National President. Additionally, the National Judge Advocate or a Deputy National Judge Advocate shall be appointed to serve in a non-voting capacity; and the National Parliamentarian, the Chair of the Bylaws Committee or a member of the Bylaws Committee may also be appointed to serve in a non-voting capacity. The Chair of the National Nominating Committee shall not serve in that capacity for more than two consecutive one-year terms. The National President shall set the time and place for the meeting of the Nominating Committee.

The Nominating Committee shall meet in person and in closed session to review the submitted materials from persons who have indicated a desire to serve in the office of National President-Elect, National Senior Vice President, National Vice President, National Corporate Secretary, National Treasurer, and National Judge Advocate. The Committee shall also review the recommendations from the Region Nominating Committee for Region Presidents, recognizing that Region Presidents are also members of the National Board of Directors. The Committee will have the opportunity to interview those individuals in person or, for candidates not appearing in person, an alternate electronic format will be made available for interview. At the conclusion of interviews, the Committee will set aside time to deliberate under strict confidentiality. Following deliberation, the Committee will conduct a vote to determine, in their collective opinion, which of the candidates are qualified to serve in the respective office, and be a member of the National Board of Directors. No action of the Nominating Committee shall preclude nominations from the floor during the meetings of the National Delegates.

The National Nominating Committee will affirm the qualifications of nominees to serve as National Delegates prior to their eligibility for election at the Annual Meeting of the Members. No nominations for National Delegates will be accepted from the floor during such meeting.

The National Nominating Committee may conduct any other business brought in front of the committee.

The Board of Directors may establish procedures for the National Nominating Committee.

10.3 Investment Committee

The Investment Committee shall consist of five (5) appointed members, each of whom shall serve staggered five (5) year terms. The National President shall appoint new members as terms expire and shall appoint new members to fill vacancies in unexpired five (5) year terms. The National President, shall in each year, appoint a Chair from the members of the Investment Committee. The National Treasurer shall be an ex-officio member of the Investment Committee.

The Investment Committee shall report annually to the Board of Directors the investment policy of the Navy League.

10.4 Budget Committee

The Budget Committee shall consist of five (5) appointed members of the Navy League who have budget experience each of who shall serve staggered five (5) year terms and shall not serve for more than five (5) continuous years. The National President shall appoint new members as terms expire and shall appoint new members to fill vacancies in unexpired five (5) year terms. It shall also include the National Treasurer, a member of the Investment Committee, and a National Vice President. The National President shall, in each year, appoint the Chair from members of the Budget Committee. The Budget Committee shall have cognizance over the establishment of a budget each year, which shall be considered and approved by the Board of Directors.

10.5 Staff Compensation/Personnel Policy Committee

The Staff Compensation/Personnel Policy Committee shall consist of three elected national officers who shall be appointed by the National President and approved by the Board of Directors. Members of the Staff Compensation/Personnel Policy Committee shall not serve for more than five consecutive terms.

The Staff Compensation/Personnel Policy Committee shall recommend to the National President the compensation of the Chief Executive Officer. The recommendation will be based upon an annual evaluation of the Chief Executive Officer by the National President. In the event that the National President does not agree with the recommendation of the Staff Compensation/Personnel Policy Committee, the compensation shall be determined by the Executive Committee. The Staff Compensation/Personnel Policy Committee shall advise and counsel the Chief Executive Officer with respect to compensation for staff billets and personnel policies.

10.6 Maritime Policy and Resolutions Committee

The Maritime Policy and Resolutions Committee shall be responsible for the development of formal maritime policy positions and other resolutions and issues of interest to the Navy League for presentation to and approval by the National Board of Directors. It shall consist of a Chair, a National Vice President, the Chair of any of the sea service committees if appointed, and additional members. All committee members are appointed by the National President. The Chief Executive Officer and the Editor of Seapower magazine shall serve as ex-officio members of the committee.

10.7 Region Presidents Committee

The Region Presidents Committee is a committee consisting of all serving Region

Presidents. This committee discusses common issues among the Regions, and recommends solutions to national officers. The National President shall appoint the Chairman from among the serving Region Presidents, who will also serve as a member of the Executive Committee.

10.8 Other Committees

The Board of Directors may establish other committees from time to time and fix their membership. The National President shall appoint the chair and members of such committees. Committee Chair, not otherwise limited, shall not serve for more than five consecutive terms.

Such committees, when established, shall determine their rules and procedures, subject to the approval of the Board of Directors.

11 Navy League Foundation

There shall be a Navy League Foundation (hereafter, the Foundation) created and existing as a wholly-owned subsidiary of the Navy League of the United States. The Foundation Bylaws, Articles of Incorporation, and any amendments thereto shall be approved by the Navy League Board of Directors.

12 National Programs

No program of the Navy League shall be considered to be a National Program unless submitted to and approved by the Board of Directors.

13 Fiscal Year and Expenditures

13.1 Fiscal Year

The fiscal year of the Navy League shall begin on January 1 of each year.

13.2 Expenditures

No money shall be authorized to be expended, and no contract or obligation incurred of any kind or nature, and no authority given to incur any obligation involving the payment of money, in the name or on behalf of the Navy League beyond the money actually in hand, appropriated and set aside for the purpose, unless the contract or obligation is wholly

secured by real property owned by the Navy League.

14 Council Charters

The Navy League of the United States may establish Councils to carry out the purposes, goals, objectives and policies of the Navy League. The Councils shall conduct their business in accordance with the Operations Manual.

15 Regulations Governing Local Councils

15.1 Council Handbook

The Executive Committee shall cause a Council Handbook to be established and maintained as a part of the Operations Manual for the governance of Local Councils.

15.2 Observance

The Local councils shall conduct their business in accordance with the Council Handbook.

16 Indemnification

The Navy League shall indemnify, to the full extent permissible under applicable New York law, any person made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or intestate was a National Delegate, National Director, officer, or committee member of the Navy League, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such National Delegate, National Director, officer, or committee member acted, in good faith, for a purpose which he reasonably believed to be in the best interest of the Navy League, and, in the case of criminal actions or proceedings, in addition, he had no reasonable cause to believe that his conduct was unlawful.

17 Parliamentary Authority

The rules set forth in the current edition of Robert's Rules of Order Newly Revised shall govern the Navy League in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Navy League may adopt.

18 Amendments to Bylaws

18.1 Voting and Quorum Requirements

The quorum for amending the Bylaws shall be a majority of the total number of National Directors. The Bylaws may be amended only at a meeting of the Board of Directors, and by a majority vote of those present and voting.

Amendments that impact the rights of the National Delegates such as voting rights of National Delegates and election of officers shall be amended only at a meeting of the National Delegates after such amendments have been approved by the Board of Directors. These Bylaws may be amended by a majority vote of those present and voting. The quorum shall be a majority of the total number of National Delegates.

18.2 Procedures for Review

A proposed amendment to the Bylaws shall be submitted in writing to the National President at least thirty (30) days prior to the next scheduled meeting of the Board of Directors. The National President shall submit the proposed amendment to the National Judge Advocate and the Bylaws Committee for review of form and substance within three (3) days after receipt. The review shall be completed within fifteen (15) days following submission by the National President. The procedure governing review, resubmission and recommendation to the National President shall be included in the Operations Manual. The National President shall then submit the proposal to the Executive Committee for their review and recommendations. The proposal shall be submitted to the Board of Directors in writing at least ten (10) days prior to the next scheduled meeting for consideration. Proposals which impact the rights of the National Delegates will also be submitted to the National Delegates in writing at least ten (10) days prior to the next scheduled meeting of the National Delegates for consideration. Proposed changes to the Bylaws must be accompanied by the submitter's name (individual/committee) and the reason for the proposed change.

19 Gender

Whenever the masculine form is used herein, the feminine form is intended to be included. Whenever the feminine form is used herein, the masculine form is intended to be included.

20 Prohibitions

20.1 Declaration of Policy

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.

20.2 Influence

The Navy League shall be strictly non-partisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

20.3 Communications

No Member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose, or established policies of the Navy League, and no Member shall communicate with any department of the United States Government in the name of the Navy League on general policy matters, without the approval of the National President.

20.4 Use of Indicia

No use may be made of the Navy League name, seal, logo, or other symbol or indicia of the Navy League, including lists of Members' names and addresses for any purpose other than direct fulfillment of the mission of the Navy League without prior consent of the Board of Directors.

21 Dissolution

In the event of dissolution of the Navy League, all assets shall be distributed, after paying of all debts, to such organizations exempt under Section 501(c)(3) of the Internal Revenue Code, or comparable successor provision, as the Board of Directors shall designate.



Navy League of the United States

Operations Manual

Part Two

National Policies and Organization

Revised
January 2, 2024

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I. Introduction

A. Background

The Navy League of the United States was incorporated in 1902. An early benefactor was President Theodore Roosevelt, who donated to the cause a portion of the monies he received from the Nobel Peace Prize. He stated:

"It seems to me that all good Americans interested in the growth of their country, and sensitive to its honor, should give hearty support to the policies which the Navy League is founded to further. Further-more, there is a special need in a matter of such importance to all of us, which is not yet the special business of any of us, that a society should be formed to watch with a jealous eye the general interest.

"For the building and maintaining in the proper shape of the American Navy, we must rely upon nothing but the broad and far-sighted patriotism of our people as a whole; and it is of great importance that there should be some means by which this patriotism can find an effective utterance. Your society offers just the means needed."

B. Objectives

The Navy League has set forth the following objectives:

1. To foster and maintain interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine as integral parts of a sound national defense and vital to the freedom and economic prosperity of the United States.
2. To serve as a means of educating and informing the American people with regard to the role of sea power in the modern era and the challenges involved in maintaining strong national defenses.
3. To improve the understanding and appreciation of those who wear the uniforms of our armed forces and to better the conditions under which they live and serve.
4. To educate and train our youth in the customs and traditions of the Navy, the Marine Corps, the Coast Guard, and the Merchant Marine, through the support of an active and vigorous U.S. Naval Sea Cadet Corps and the promotion and recognition of the national ROTC/JROTC programs.

C. Statement of Policy

We of the Navy League of the United States stand for a strong America, a nation morally, economically and internally strong.

We believe that the security of our nation and of the people in the world demands a well-balanced, integrated, mobile American defense team, of which a strong Navy, Marine Corps, Coast Guard and Merchant Marine are indispensable parts.

We support all Armed Services to the end that each may make maximum contribution to the national security.

We know that in a free nation an informed public is indispensable to national security, and, therefore, we will strive to keep the nation alert to dangers, which threaten both from without and within.

We favor appropriations for each of the Armed Services, adequate for national security, economically administered.

We oppose any usurpation of the Congress' constitutional authority over the Armed Services.

We urge that our country maintain world leadership in scientific research and development.

We support industrial preparedness, planning and production.

We support efforts of our government to achieve worldwide peace through international cooperation.

We advocate a foreign policy, which will avoid wars--if possible; if not, win them!

We pledge our loyalty and allegiance to the Government and to the Flag of the United States, and will work toward the furtherance of the principles stated herein.

II. Membership

A. General

Categories of membership, eligibility, dues, and related matters are covered, in general, in Bylaws Article 3.

B. Purpose of Membership

Membership in the Navy League provides those concerned with the national security and economic prosperity of the United States an opportunity to educate the public about these issues. It is an organization dedicated to advocacy on behalf of the maritime services to serve the men and women of the sea services through a range of council activities. Membership dues in all categories are an important source of funding for national and council programs. Other benefits of membership in the Navy League such as the *Seapower* magazine and various discounts are incidental to the purpose of membership.

C. Categories of Membership, Dues, and Rebates

1. Member

Any person desiring to support and advance the objective and purposes of the Navy League shall be eligible as a Member.

The below are sub-categories of membership with different dues structures and/or benefits. Consult Table 2-1 for details:

- One-Year Premium Members
- Two-Year Premium Members
- Three-Year Premium Members
- Four-Year Premium Members
- Five-Year Premium Members
- Electronic Members

Electronic membership is an online only membership which does not include a printed subscription of the *Seapower* magazine and the *Seapower* Almanac. *Seapower* magazine is available for online reading. Printed copies of *Seapower* magazine and *Seapower* Almanac are available for purchase at an additional cost.

Members who are non-US Citizens are not eligible to hold a National Office as National President, National President-Elect, and National Senior Vice President.

2. Life Member

Life Members are members who have complied with such conditions as the Board of Directors shall from time to time establish. Life Members are exempt from further payment of dues. Life Members include Husband/Wife Life Members (New Husband/Wife Life membership no longer offered).

3. Honorary Member

The Board of Directors may confer individuals who have made extraordinary contributions to the Navy League as Honorary Members. Honorary Members shall not pay dues, hold elective office, or make motions, and have no voting rights.

4. Corporate Member

The Navy League of the United States offers different levels of corporate membership based on the size of the organization. Organizations which conduct business on a domestic or international level and desire to support and advance the objectives of the Navy League shall be eligible for one or more of the corporate membership levels.

a. Corporate Gold

Corporate Gold Membership is designed for those companies with more than 10,000 employees. During each year of membership, a Corporate Gold Member may designate thirty (30) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office*.

b. Corporate

Corporate Membership is designed for those companies with more than 500 employees. During each year of membership, a Corporate Member may designate twenty (20) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office*. Any company eligible to join at this level may join as a Corporate Gold Member.

c. Business Associate

Business Associate Membership is designed for those companies with fewer than 500 employees. During each year of membership, a Business Associate Member may designate five (5) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office*.

d. Small Business

Small Business Membership is designed for those companies which have annual receipts of \$10 millions or less. During each year of membership, a Small Business Member may designate two (2) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of memberships, including the right to vote and hold office*.

e. International/Non-Government Organization

International/Non-Government Organization membership is designed for international embassies to the United States, universities, colleges and community colleges (nonprofit), labs and research facilities, and non-government organizations.

f. Community Affiliate

Community Affiliate Membership is designed for companies whose business is primarily local rather than national in orientation, whose primary interest is in the activities and concerns of particular Councils, and which desire to support and advance the objective and purpose of the Navy League. During each year of membership, a Community Affiliate Member may designate up to four (4) Members, provided such members are otherwise qualified. Designated members enjoy all the privileges of membership, including the right to vote and hold office*.

**Must meet requirements as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

5. Dues

Dues for each category of membership in the forth coming year shall be established by the Executive Committee annually with a majority vote. Any changes in dues shall require a thirty (30) day notice and a majority vote of the

Executive Committee. The thirty (30) day notice does not apply to dues which have no change and being carried over from previous year.

All dues shall be paid directly to the National Treasurer at the Navy League Headquarters, including dues from international councils (See Part Two, Section II, Article D-7).

Market testing for dues categories other than those provided for in the Policy on Navy League Dues and Rebates may be conducted with a majority vote of the Executive Committee for a period not to exceed one hundred and eighty (180) days.

The Navy League Dues and Rebates, shown as Table 2-1 in the following page presents the effective dues and rebates as approved by the latest Executive Committee action.

Table 2-1

Navy League Dues and Rebates

(Approved by Executive Committee 11-05-2022)

Membership Categories Dues Category	Dues	Rebates
Life Member		
Age up to 55	1,000.00	310.50 ¹
Age 56 to 75	750.00	260.50 ²
Age 76 and above	500.00	160.50 ³
Member⁹		
One-Year Premium	55.00	11.00
Two-Year Premium	100.00	20.00
Three-Year Premium	130.00	27.00
Four-Year Premium	180.00	35.00
Five-Year Premium	225.00	44.00
One-Year Electronic ⁴	25.00	5.00
Corporate Member		
Corporate Gold	15,000.00	7,500.00 ⁷ 1,500.00 ⁸
Corporate	5,000.00	2,500.00 ⁷ 500.00 ⁸
Business Associate	2,000.00	1,000.00 ⁷ 200.00 ⁸
Small Business	1,500.0	750 ⁷ 150 ⁸
International/Non-Government Organization	1,000.00	500.00 ⁷ 100.00 ⁸
Community Affiliate	460.00	230.00 ^{5,6}

Rev. 06-10-2023

¹*One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; two hundred ninety-seven dollars and fifty cents (\$297.50) to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance – six hundred thirty-seven dollars and fifty cents (\$637.50) – to the Life Member Fund. The formula for distribution from the Life Member Escrow Account will be based as of December 31st upon a) the earnings of the Escrow Account for the same year divided by b) the number of Life Members in councils which would equal the c) distribution amount per Life Member in a council as of December 31st. This distribution amount shall be made to councils before the end of the second quarter of the following year and not exceed the dues rebates amount for a One-Year Member.*

²*One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; two hundred forty-seven dollars and fifty cents (\$247.50) to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance – four hundred thirty-seven dollars and fifty cents (\$437.50) – to the Life Member Fund. Distribution from Escrow Account same as in Note 1.*

³*One-time council rebate of thirteen dollars (\$13.00); fifty-two dollars (\$52.00) to the General Operating Fund; one hundred forty-seven dollars and fifty cents (\$147.50) to the Life Member Escrow Account for an annual pro-rata distribution of income from such account to the Life Members' council; the balance – two hundred eighty-seven dollars and fifty cents (\$287.50) – to the Life Member Fund. Distribution from Escrow Account same as in Note 1.*

⁴*Electronic memberships are online only memberships which do not include a printed subscription of the Seapower magazine and the Seapower Almanac. Printed copies of Seapower magazine and Seapower Almanac are available for purchase at an additional cost.*

⁵*Councils acquiring memberships as a consequence of Community Affiliate Memberships will receive the same support as for other memberships.*

⁶*Councils will receive a rebate of one hundred seventy-eight dollars (\$178.00) plus thirteen dollars (\$13.00) annually for each Member designated by the community affiliate member up to a maximum of four (4).*

⁷*One-time council commission of 50% of paid annual dues will be awarded to the council of the member listed as "sponsor" on new Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization membership applications. This commission is to reward councils for being solely responsible for the delivery of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Membership rebates to the council as a result of Corporate Gold, Corporate, Business Associate, Small Business, and Agency and Education memberships will not be paid in the first year if a commission is paid.*

⁸*One-time council commission of 10% of paid annual dues will be awarded to councils who provide company and contact information to the Corporate Affairs Office that successfully leads to the acquisition of a newly **PAID** Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization member. Membership rebates to the council as a*

result of Corporate Gold, Corporate, Business Associate, Small Business or International/Non-Government Organization memberships will not be paid in the first year if a commission is paid.

⁹New Husband/Wife Membership, Student Membership, and Active Duty Spouse Membership are no longer offered. Existing Husband/Wife Members will be converted to One-Year Members (principal member) / Electronic Members (spousal member) at renewal. Student Members and Active Duty Spouse Members will be converted to Electronic Members at renewal.

D. Collection of Dues and Rebates to Councils

1. All dues shall be paid directly to the National Treasurer at the Navy League Headquarters including dues from International councils. A council may, with special authorization from the National President, collect dues directly from its members for remittance to the National Treasurer. A check or alternative means of payment approved by the Navy League of the United States and payable to the Navy League of the United States in the proper sum should be included or documented with all completed membership application forms or renewals sent to National Headquarters.
2. Rebates on memberships are provided semi-annually to councils in good standing electronically via direct deposit into a council's bank account in the first and third quarters with a letter describing how the rebates were calculated sent to the Council President. These rebates are determined by an audit of membership dues received during the previous two quarters, and are provided to maintain a financial base for council operations, as well as an incentive for increasing membership in the council. Only members assigned to a council are included in the calculation of a rebate to a council. Failure to submit a completed Annual Council Report by the due date will result in the withholding of the rebates by the National HQ.
3. The use of the terms "rebate" or "refund" should not be misunderstood. Monies so labeled are, in fact, contributions from National Headquarters to the councils. These contributions, provided from membership dues paid to National Headquarters are intended to assist in financing council operations. The amount of these contributions can be changed at any time by action of the Executive Committee.
4. Rebates that have been withheld from councils "not in good standing" shall revert to the general fund of the Navy League at the close of each payment period and will not be reissued in the event an Annual Report is submitted after that period.
5. To be considered "in good standing," a council must be in compliance with Part Two, Section III, Article J2 of this *Operations Manual*. Under certain circumstances councils with close to, but fewer than, twenty-five (25) members, and with considerable council activity, may request special temporary "in good standing" status from the National President. For additional information on this matter, address inquiries to the Director of Membership at National Headquarters.
6. A council may establish local dues or membership fees as it may deem to be appropriate but such dues or fees must be in addition to, not in lieu of, the national dues.

7. With special permission from the National President, an International Council may collect dues directly from its members and submit such dues in U.S. currency, minus the appropriate rebates to the council, to the National Treasurer. Such submittal must be accompanied by documentation of all membership application or renewals information.

E. Termination of Memberships

1. Suspension of Membership

A member is placed in "suspension" for a grace period of thirty (30) days after their membership expiration date. Failure to pay dues within those thirty (30) days will result in a classification of "non-member" and forfeiture of membership rights and privileges.

2. Termination for Delinquency

The rights and privileges of a Member will be terminated on the last day of the month after a thirty (30) day grace period following the expiration of the membership unless dues are paid prior to such termination.

3. Resignations

- a. A member may resign from Navy League membership by indicating this intention, in writing or electronically to the National Corporate Secretary. The resignation shall be effective when received or as specified in the letter of resignation. No refund of dues paid will be made under such circumstances.
- b. Any person who submits a statement of intent to resign may only rescind such intent with permission of the Executive Committee and only if the rescission is received prior to the stated date of resignation.
- c. Membership shall be terminated by death, resignation, expulsion, expiration of a term of membership or dissolution and liquidation of the Navy League.

F. Assignment to Councils

1. New Member

A new member is assigned based on the following criteria:

- a. Preferred council as indicated on the application form.
- b. Closest council based on the new member's zip code if no preferred council is named.
- c. Placed in Region-at-large if requested by the member.

Councils are responsible for checking their online roster on a regularly basis to see when new members are assigned, ensure new members are being contacted, welcomed, and invited to the next council activity, that membership records are up to date, and if not, notify national headquarters membership staff if any discrepancy is discovered.

Region Presidents are responsible for checking their Region-at-large roster on a regular basis. They are to ensure that the appropriate councils in their Region are given the contact information for new members in their relative vicinity that have been assigned to the Region-at-Large. The councils are responsible for contacting activities.

2. Current Council Member

Region Presidents can request a member to be transferred out of a council and to be put in the Region-At-Large category or to be placed in another council under the following procedures:

- a. A Region President can request a member to be transferred if such member was put into a council by mistake initially, or have received such request from the member or from the Council President of such member.
- b. If a member is to be transferred from one council to another council, both the Council Presidents of the originating and receiving councils must agree to such transfer.
- c. The Region President shall document the request and agreement of such transfer.

- d. Headquarters staff shall expedite a Region President's request to the reassignment upon receiving such request with documentation listed in item c above.

3. Current Member-At-Large

Region Presidents can request a Member-At-Large in the region to be reassigned to a council as necessary under the following procedures:

- a. A Region President shall contact the member about reassignment to a council.
- b. A Region-At-Large member shall be reassigned to a council if the member has no objection to such reassignment.
- c. A Region-At-Large member can be reassigned to a council if a Region President has made a good faith effort to contact the member about the reassignment, but has not received a response from the member within thirty (30) days.
- d. The Region President shall document the contact with the member and the member's response.
- e. Headquarters staff shall expedite a Region President's request to reassign the Region-At-Large member upon receiving such request with documentation listed in item d above.

G. Application Forms and Invitations

Membership applications, as well as Corporate, Business Associate, and Community Affiliate membership application forms are available from national headquarters and online on the Navy League web site, www.navyleague.org.

H. Rights and Privileges

- 1. All Members or Life Members in good standing^{**}, except Honorary Members and members under the age of eighteen (18)^{***}, are entitled to vote.
- 2. All Members or Life Members in good standing^{**}, except Honorary Members, and Members under the age of eighteen (18)^{***} are eligible to serve as National Delegates, as National Directors, as members of the Executive Committee, or as

National Officers as defined in Bylaws Article 7.1 through 7.7, unless otherwise stated or prohibited.

3. All Members or Life Members in good standing** and who are Non-US Citizens except Honorary Members, and Members under the age of eighteen (18)***, are eligible to serve as National Delegates, and as a National Officer/National Director as defined in Bylaw Articles 7.4 through 7.8.
4. Members serving in active duty status of the US armed forces are subjected to the Joint Ethics Regulation Instruction 5500.07 series or the USCG Instruction M5370.8 series. Per DoD regulation, active duty is defined as greater than 30 days of continue active service on the same set of orders.
5. Each member receives a membership card, lapel pin, a subscription to *Seapower* magazine, and a copy of the annual *Seapower Almanac* (*Seapower* and *Seapower Almanac* are available to Electronic Members online only).
6. Members may benefit from other group programs as they are adopted.
7. Individual councils may provide additional local discounts to their members.

***Member who is not placed in suspension status or being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two, Section II "Membership", Article C "Classes of Membership, Dues, and Rebates" of this Operations Manual; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

****The New York not-for profit corporation law provide that a member must be of "full age" to vote or to hold office. Currently, New York considers a person who is eighteen (18) years or older to be of "Full Age".*

I. Ethics and Prohibitions

1. Declaration of Policy

No declaration of the policy of the Navy League shall be made without the approval of the Board of Directors.

2. Influence

The Navy League shall be strictly non-partisan, and neither its name nor its influence shall ever be used, directly or indirectly, in connection with partisan politics.

3. Communications

No member or officer of the Navy League shall undertake in the name of the Navy League any action to prejudice the objective and purpose, or established policies of the Navy League, and no Member shall communicate with any Department of the United States Government in the name of the Navy League on general policy matters, without the approval of the National President.

4. Use of Indicia

No use may be made of the Navy League name, seal, logo, or other symbol or indicia of the Navy League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League without the consent of the Board of Directors.

The name "Navy League of the United States", its abbreviation "NLUS", the slogan "Citizens in Support of Sea Services", and logos displayed in this section are the exclusive property of the Navy League, and shall not be used by any other person or entity without the expressed written permission of the Executive Committee.

a. Official logo

- i. The Navy League has adopted the eagle and fouled anchor logo as illustrated below as the official logo of the Navy League at the November 2019 Board of Directors Meeting.



- ii Councils should aim to have all their digital assets, like websites, social media pages and any other free-to-replace properties updated with the new logo by January 31, 2020.
- iii All assets for councils should be replaced with the eagle and fouled anchor logo by April 30, 2021.

- iv Graphic files for the new logo is available for download on the NLUS HQ website under “Council Support Materials”.

b. Retired Logos.

- i. The downward-facing logo and the slanted logo have been retired but remain as exclusive property of the Navy League.



- ii. Councils shall transition to the new eagle and fouled anchor logo as soon as possible or when existing stock featuring such logos has been exhausted. Use of the retired logos shall be discontinued by April 30, 2021.

5. Whistle Blower

Whistle Blower Policy was put into effect as a result of The Sarbanes–Oxley Act of 2002 (Pub.L. 107-204, 116 Stat. 745, enacted July 29, 2002), which is a United States federal law that set new or enhanced standards for all U.S. public company boards, management, et al.

The Navy League Whistle Blower Policy, adopted by Board action on June 22, 2013, is attached in the following page as Table 2-2. The Chief Executive Officer shall be responsible for promulgating the whistle blower policy to all staff and members of the Navy League of the United States.

6. Code of Ethics

The Navy League is committed to ethical practices. The value of member reputation depends upon the performance, professionalism, ethical conduct of everyone affiliated with the Navy League. The Code of Ethics, attached as Table 2-3 in the following pages, presents the core values of the NLUS members and employees and are vital to the integrity of the Navy League as a whole.

7. Code of Conduct

The Code of Conduct attached as Table 2-4 in the following pages, requires officers, directors, members and employees of the Navy League to observe high standards of business and personal conducts in the performance of their duties and

responsibilities. An additional Code of Conduct attached as Table 2-5 covers conducts at the National Convention, Annual Meeting of Members, National Delegates Meetings and Board of Directors meetings.

8. Conflict of Interest

The Conflict of Interest Policy of the Navy League is attached as Table 2-6. This policy requires full disclosure of any financial interest that an officer, director, member or employee has in a contract or other financial transaction involving the Navy League. This signed form (Table 2-6) must be received by the national headquarters prior to assuming the office or position to which the member is being elected or appointed.

9. Volunteer Acknowledgement and Pledge

The Volunteer Acknowledgement and Pledge of the Navy League is attached as Table 2-7. This acknowledgement and pledge by the volunteer leaders is to insure that the core values of the Navy League are understood and will not be violated. This form is for National Officers, National Directors, National Committee Chairs, Region Vice Presidents, Regional Officers, and for Council Presidents. The signed form must be received by the national headquarters prior to assuming the office or position to which the member is being elected or appointed.

Table 2-2

Navy League Whistleblower Policy

General

Navy League of the United States (Organization) Code of Ethics and Conduct (“Code”) requires its officers, directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As officers, directors, employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, directors and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer, director or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

a. EMPLOYEES:

Reporting Violations

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with the supervisor or is not satisfied with the supervisor’s response, the employee is encouraged to speak with anyone in management. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Chief Executive Officer, who has specific responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Chief Executive Officer directly. Further, if you are not satisfied or uncomfortable speaking with the Chief Executive Officer, individuals should contact the National President directly.

Compliance Officer—Chief Executive Officer

The Navy League Chief Executive Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at the Chief Executive Officer's discretion, shall advise the National President and/or the audit committee. The Chief Executive Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Navy League National Treasurer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Chief Executive Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Navy League's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

Handling of Reported Violations

The Chief Executive Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Questions

Questions regarding the interpretation should be directed to the Chief Executive Officer.

b. VOLUNTEER OFFICERS, DIRECTORS AND MEMBERS:

Reporting Violations

The Code addresses the Navy League's open door policy and suggests that volunteer officers, Directors and other Members share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a Region President is in the best position to address an area of concern. However, if not comfortable speaking with that person, the National Corporate Secretary may be contacted. Further, if not satisfied or uncomfortable speaking with the National Corporate Secretary, individuals should contact the National President directly.

Illustrative types of Concerns

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

Supplying false or misleading information on the Navy League's financial or other public documents, including its tax return (990);

Providing false information to or withholding material information from the Navy League's auditors or Board of Directors;

Embezzlement, self-dealing, private inurement (i.e. Organization earnings inuring to the benefit of an individual) and private benefit (i.e. Organization assets being used for personal gain or benefit);

Violations of the Navy League's Conflict of Interest and Disclosure Policy;

Payment for services or goods that are not rendered or delivered;

Facilitating or concealing any of the above or similar actions.

The Organization reserves the right to amend and/or supplement this policy at any time.

Compliance Officer—National Corporate Secretary

The Navy League National Corporate Secretary is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at the National Corporate Secretary's discretion, shall advise the National President and/or the audit committee. The National Corporate Secretary has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The National Corporate Secretary shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated or which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The Navy League will investigate these reports with care. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The Organization's interest in being thorough in its investigation means that it cannot promise complete confidentiality, but it will act as discretely as reasonably possible.

Handling of Reported Violations

The National Corporate Secretary will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Questions

Questions regarding the interpretation should be directed to the National Corporate Secretary.

Table 2-3

Navy League of the United States

Code of Ethics

The Navy League of the United States (NLUS) is committed to ethical practices. The level of public trust NLUS members seek, as we serve the public good, means we have taken on a special obligation to operate ethically. The value of member reputation depends upon the ethical conduct of everyone affiliated with the Navy League of the United States. Each of us sets an example for each other - as well as other professionals - by our pursuit of excellence with powerful standards of performance, professionalism, and ethical conduct. This statement presents the core values of the NLUS members and employees. These values provide the foundation for the Code of Ethics and are the fundamental beliefs that guide our behaviors and decision-making process. We believe these values are vital to the integrity of the Navy League as a whole.

Personal and Professional Integrity

All staff, officers, board members and volunteers of the Navy League act with honesty, integrity and openness in all their dealings as representatives of the organization. The Navy League promotes a working environment that values respect, fairness and integrity.

Professionalism

The success of the Navy League of the United States is dependent on our members, the general public, and all agencies, including those of the United States government, seeing us as a professional organization. This requires all members, but especially those serving in appointed and elected positions, to demonstrate at all times, professional behavior consistent with the Code of Ethics that places ethical standards ahead of personal gain, requires members to behave in an impartial manner to all people, and to perform all duties with honest effort.

Advocacy

We serve the public interest by acting as responsible advocates for those we represent. We provide a public voice of ideas, facts, and viewpoints to aid informed public debate.

Honesty

We adhere to the highest standards of accuracy and truth in advancing the interests of those we represent and in communicating with our membership, other organizations, the government and the public. We will not knowingly share false information or promote those who do, nor will we knowingly omit relevant information in order to advance a favored position or person.

Loyalty

Our members are first faithful to the Navy League of the United States and those we represent, while honoring our obligation to serve the public interest. Our members will always put the mission of the League above their personal ambitions.

Fairness

We deal fairly with our fellow members, professional staff of the NLUS, other organizations, vendors, the media, the government, and the general public. We respect all opinions and support the right of free expression. We will not engage in negative campaigning, soliciting support with undue or inappropriate influence or encourage any other person to do so on our behalf. However, this is not meant to restrict the disclosure of new and previously unreported verifiable facts.

Confidence

Our members understand and accept the governance structure of the Navy League of the United States, at times, requires its participants to maintain a strict level of confidence regarding the dissemination of information. This level of confidence is necessary to encourage free expression among members when dealing with often sensitive information and ideas. Members placed in such positions will be faithful to that confidence and all other members will be respectful of the same value in not requesting or expecting such confidence be violated.

Violations

The NLUS Board of Directors vests its National President, subject to the concurrence of the Executive Committee, the right to bar from membership or expel from the League, any individual who has, following a due process hearing, been found to have substantially violated the Code, or is sanctioned by a government agency or convicted in a court of law of an action that fails to comply with the Code. Violators of this Code of Ethics are subject to the same reporting and action provisions of the NLUS Bylaws and *Operations Manual*.

Table 2-4

Navy League of the United States

Code of Conduct

Leadership positions in the Navy League of the United States (NLUS) and its Councils imposes a responsibility to uphold and further the NLUS's purposes and objectives as set forth in its charter and bylaws and mission. The Board of Directors and Members should at all times conduct themselves and their professional and business affairs in a manner that reflects credit upon and enhances the reputation of the Navy League.

The Navy League's Board of Directors vests its National President with the power to enforce these membership obligations by removing from membership, with concurrence of the Executive Committee, any member who, in the judgment of the Executive Committee, gives cause for dismissal. Such causes include, but are not limited to:

1. Any material misrepresentation of service, employment, or credentials in application for membership, during the duration of membership or when serving in any office in the NLUS or its Councils.
2. Any act intended to disrupt the existence or unity of the NLUS or its Councils.
3. Any act that violates the NLUS's charter, such as using one's position in the NLUS to suggest or promote personal, political, policy, religious, or social agendas. To ensure that members' statements are not misconstrued in public form that are not sponsored by the NLUS, whether through introductions or biographic profiles, such statements cannot be accompanied by publications, slides, handouts, etc., which have the logo or insignia of the NLUS. If affiliation with NLUS is noted or apparent, any handouts, publications, or slides must bear the caveat: "The opinions expressed in this (letter, blog, post, tweet, event, speech, newsletter, slide, paper, presentation, discussion, etc.) are those of the individual writer/speaker, and do not reflect the position of, or the endorsement by, the Navy League of the United States, its members, officers, councils, or board."
4. Any act that misrepresents the NLUS's 501(c)(3) non-profit, non-political, educational charter, including any act that brings public disrepute or embarrassment upon the NLUS, or seeks to undermine the purposes or programs of the NLUS.
5. Any defamation, vilification, or deceitful act, false accusation, calumny, or slander or libel against the NLUS, its officers, or its members.
6. Any misrepresentation or use for purposes other than the stated purposes of the NLUS's name, symbols, icons, trademarks, certificates, purposes, activities, membership or

member data, of the NLUS including any act, assertion, or implication of, affiliation with, sponsorship of, or approval by the NLUS is not permitted.

7. Any act in violation of a fiduciary or other trust exercised on behalf of the NLUS or its subsidiary councils.
8. Any felonious violation of U.S. federal, state, or local laws or any prosecutable or indictable act, at the discretion of the Board of Directors, whether or not related to the NLUS.
9. Any conflict of interest or appearance of conflict of interest with the NLUS's charter, purposes, neutrality or objectives if not resolved immediately and satisfactorily upon notification and concurrence of the National President.
10. Any violation of the ground rules such as "background use only" "off the record" "Not for attribution" set forth on behalf of speakers at Navy League luncheons, seminars, symposia or colloquia.

Table 2-5

Navy League of the United States

Code of Conduct

National Convention

Annual Meeting of Members

National Delegates Meetings

Board of Directors Meetings

No campaigning the day of a scheduled election. This restriction includes, but is not limited to face to face interactions, electronic communication, and any form of written communication.

No member shall wear a pin or button that has a name of any candidate for election. No campaign literature of any kind including, but not limited to pamphlets, brochures, fliers, post cards, or any other kind of printed or promotional material on behalf of any candidate, either in support of or in opposition to, a candidate, may be posted or distributed inside any room or area specifically designated as a meeting area within the confines of the convention and board of director meeting venue the day of a scheduled election.

No emails or other forms or electronic messaging including voice or text, that is related to the campaign of any candidate may be communicated the day of a scheduled election.

All members of NLUS shall refrain from negative campaigning on behalf of any candidate, either in support of or opposed to any candidate, at all times. Examples of negative campaigning include, but are not limited to dissemination of information that is known to be untrue, exaggerated, based on innuendo, unfounded, unproven, or is unrelated to the duties of the office for which a candidate is being considered.

Campaigning should focus on the experience, education, and/or expertise of the candidate and the strength of character and overall ability to do the job and represent the best interest of the NLUS.

Violations of these standards will be adjudicated according to the principals articulated within the governing documents of NLUS and the code of ethics, which may result in immediate removal from the convention and board of directors meeting.

Table 2-6

Navy League of the United States

Conflict of Interest Policy

The Navy League of the United States (“NLUS”) is committed to achieving the highest possible Standards of professionalism and ethical conduct. In keeping with that objective, NLUS has adopted a Conflict of Interest policy applicable to elected Officers and Directors as well as NLUS Staff employees.

Broadly speaking, the NLUS definition of Conflict of Interest is “a conflict between the private interests and the official responsibilities of a NLUS member or NLUS staff person in a position of trust”. The NLUS Conflict of Interest policy seeks to prevent, minimize, or eradicate the possibility of a NLUS member, Officer, Director or employee developing, having or becoming involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual, the staff employee, or the NLUS at large. Successfully implemented, the NLUS Conflict of Interest policy should minimize or negate personal gain by a member, NLUS employee, Officer, Director, or a family member thereof, involved in any financial transaction or NLUS business dealing. Should an actual, perceived or possible Conflict of Interest arise, under NLUS policy it is incumbent upon the person involved, or appearing to be involved, to make full disclosure of all material facts related thereto. Such disclosure shall be made to the individual’s supervisor, NLUS Executive Officer, NLUS Judge Advocate, to a Vice President, or to the NLUS President. A detailed record of the disclosed facts shall be prepared and maintained by the person to whom the disclosure is made. If needed, the matter shall be placed upon the agenda for briefing, discussion and action by the NLUS Executive Committee at its next meeting.

This Conflict of Interest policy shall apply to the NLUS, NLUS Foundation, the LLC, and to all other entities, organizations or committees associated with or under the direct control or custody of the NLUS. It is intended that the provisions of NLUS Bylaws shall apply in every actual or perceived Conflict of Interest event.

Each NLUS National, Regional, and Council Officer, their Directors and all employees at each level shall be provided annually by the NLUS National Secretary with this Conflict of Interest policy statement, and shall execute a copy of this statement (see below) confirming that the member (a) has read and understands the NLUS Conflict of Interest policy; (b) has agreed to comply with such policy; and (c) shall disclose in detail any actual, possible, or perceived Conflict of Interest then existing and pertaining to that individual, and at such time as any actual, possible, or perceived Conflict of Interest may arise. The National Secretary shall forthwith provide a copy of each completed statement to the National President, the NLUS Chief Executive Officer, and the National Judge Advocate for review and further investigation, if needed, and for review and action by Executive Committee members at their next meeting.

I hereby confirm that I have read and understand the Conflict of Interest policy of the NLUS. Any information I have regarding any actual, possible or perceived Conflict of Interest is set forth on the Attachment hereto and incorporated herein by reference.

Print Name _____ Signature: _____ Date: _____

Rev. 6/21/2019

Table 2-7

Volunteer Acknowledgement and Pledge

I, _____ (print name), recognize that the Navy League of the United States National Headquarters (“NLUS”) places trust and confidence in me as a volunteer NLUS leader to work for the betterment of NLUS and its members, partners and employees, and sea services, as well as their families. I hereby acknowledge, and pledge to comply with, the following:

1. I have read the statement of NLUS’s core goals and mission included in its *Operations Manual*. I understand those goals and that mission, and the important role that volunteer leaders play in helping NLUS accomplish its mission and serve its members. I will fully abide by NLUS policies and procedures, including its Code of Ethics, Code of Conduct and Conflict of Interest Policy, and NLUS policies that relate to the use of its computer systems and the safeguarding of sensitive or confidential information belonging to or concerning NLUS, or its members, employees and strategic partners.

2. I understand that volunteers play an important role in maintaining a positive work environment; building staff morale; and preventing organizational disputes with, and claims by, employees. NLUS is committed to full compliance with all applicable workplace employment laws, including, without limitation, laws prohibiting unlawful discrimination and harassment in the workplace, as well as laws that ensure that employees are fully and properly compensated. I agree not to act in ways that could cause NLUS to violate workplace employment laws, or in way that could reasonably be perceived as discriminatory, harassing or unfair to NLUS employees. I also agree to use my best efforts to participate in workplace employment training and education sessions that NLUS may provide for volunteer leaders.

3. I understand that I may have access to sensitive, confidential and/or proprietary information of NLUS such as member lists, non-public information about members, financial information, business and marketing plans, and other sensitive or non-public information. I may also have access to certain employee information. I understand that this information may only be used for purposes authorized by NLUS. If my role as a volunteer leader ends for any reason, I will not use, copy or distribute any confidential, sensitive or proprietary information of NLUS that I may have received or learned during my association with NLUS.

4. I understand that, unless I am an officer with specific authorities under the NLUS Bylaws, I am not authorized to enter into contracts on behalf of NLUS or otherwise bind NLUS.

If I have any questions regarding the nature and extent of my duties and responsibilities as a volunteer leader, I understand that I may contact the National President for guidance and assistance.

Date: _____

Signature of Volunteer

Volunteer’s Council

Volunteer’s Region

Rev. 6/9/2018

III. National Organization

A. Board of Directors

1. In accordance with Article 6 of the National Bylaws, the entire authority for the governance and strategic direction of the Navy League shall be vested in the Board of Directors. Authority of the Board, as well as certain specific limitations on the authority of the Board, is further spelled out in that same article of the Bylaws. The Board may fix the duties and authorities of the National Officers, sets dues, authorizes the annual budget, and it may also delegate the implementation of the objectives and programs of the Navy League to such person or persons as it may select.
2. Members of the Board of Directors are: National President, National President-Elect (if applicable), National Senior Vice-President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, and all Region Presidents. The Board may also include:
 - a. Immediate Past National President and the most recent two predecessors (only those who agree to serve). ⁺⁺
 - b. Up to three additional members appointed at the discretion of the National President with the consent of the Executive Committee.
 - c. Chair of the Naval Sea Cadent Corps as a non-voting member of the Board, if a member of the Navy League.
 - d. The Chief Executive Officer shall not be a member of the Board of Directors.

⁺⁺All applicable Past National Presidents who choose to serve must be nominated by the Past National President's Region and elected by the National Delegates. Such Past National Presidents shall declare their willingness to serve on the Board of Directors in the forth coming year in a written statement (Table 2-8) submitted to the National Headquarters if nominated by the respective Region Nominating Committee as National Directors and elected by the National Delegates as such. The written statement is to be submitted along with the nomination material submitted by the Past National President's respective Region Nominating Committee.

3. All members of the Board of Directors are National Directors.

4. All members of the Board of Directors must be a Member in good standing as set forth in Part Two, Section II “Membership”, Article H “Rights and Privileges”; meet requirements of a Member or Life Member as set forth in Part Two, Section II “Membership”, Article C “Types of Membership, Dues, and Rebates” of this *Operations Manual*; and satisfy applicable requirements as set forth in the national Bylaws and this *Operations Manual*.
5. National Directors Emeritus is an honorary title which may be bestowed upon any current or past member of the Board of Directors for service to the organization.
 - a. The National President, upon the recommendation of the National Nominating Committee, may appoint as a National Director Emeritus any of those National Directors who have formerly served as National Directors for a qualifying total terms of service as illustrated in the table below.

Prior to June 2020	Subsequent to June 2020	Total terms of service
8	0	8
7	1	8
6	1	7
5	2	7
4	2	6
3	3	6
2	3	5
1	4	5
0	4	4

- b. The National President, upon recommendation of the National Nominating Committee, may also appoint as National Directors Emeritus any of those National Directors who have made significant contribution to the Navy League but for good and sufficient cause have not served as National Director prior to June 2020 for a minimum of eight (8) years, or a minimum for four (4) years subsequent to June 2020.
- c. National Director Emeritus appointment is continuous, so long as such appointee is a Member or Life Member in good standing as described in paragraph 4 above, or until the appointee resigns from such appointment.
- d. National Directors Emeritus can attend any open sessions of the Board of Directors meetings but shall not have the right to vote in any such meetings.

- e. National Director Emeritus shall be eligible to serve as a National Delegate and, if so elected, may vote in meetings of the National Delegates.
 - f. National Director Emeritus shall be eligible to be nominated for national offices or, be appointed to a national office or a member of the Board of Director and, if elected or appointed, shall become a National Director with full voting privilege while in office. Such individual shall be reverted to National Director Emeritus at the end of the elected or appointed term.
 - g. Table 2-9 illustrates a sample certificate issued to National Director Emeritus.
6. Meetings of the Board shall be at the call of the National President. Usually there are two regular board meetings each year in connection with the National Convention/Annual Meeting of Members. There may be an additional regular Board of Directors' Meeting approximately six months thereafter if such meeting is warranted to conduct additional business. The Bylaws also provide for additional meetings under special circumstances. Refer to Part Two, Section V, Article A, Para. 5, 6, and 7 in this manual for more information.

Table 2-8

**Past National President
Statement to Serve on the Board of Directors**

The NLUS national bylaws as approved by the Board of Directors to become effective in June 2020 make provision for the immediate three (3) past National Presidents (the immediate Past National President plus the two immediate predecessors in office) to be a member of the Board of Directors if they are willing to serve. By signing the statement below, such Past National President has shown the willingness to serve and to be a member of the Board of Directors in the forthcoming class of Board of Directors.

Name _____ Last Name _____
 Council _____ Region _____
 Address _____
 City _____ State _____ Zip _____ Country _____
 Home Phone _____ Business Phone _____
 Mobile _____ Email _____

I, _____, Past National President of the Navy League of the
 United States hereby:

_____ willing to serve on the Board of Directors for the forth coming year.

_____ decline to serve on the Board of Directors for the forth coming year.

 Sign

 Date

Ver 2022

Table 2-9

This is to certify that

Name Here

was appointed to serve as a

National Director Emeritus

of the Navy League of the United States

in 2021.

*In accordance with the Bylaws of the Navy League,
National Directors Emeritus are entitled to all rights
and privileges of National Directors
with the exception of voting.*

National Corporate Secretary

National President

B. National Officers

1. The following are National Officers of the Navy League: National President, National President-Elect, National Senior Vice President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, and Region Presidents.
2. All National Officers are members of the Board of Directors.
3. The National President, National President-Elect, and the National Senior President must be citizens of the United States and be a member in good standing**, if elected or appointed to a national office as defined in Bylaw Articles 7.1 through 7.3.
4. All Members or Life Members in good standing** and who are Non-US Citizens, are eligible to vote and hold office at the Council, Area, and Region level. Such Members are also eligible to hold office as defined in Bylaw Articles 7.4 through 7.8.
5. Officers (except the National President) are elected by the National Delegates at the Annual Meeting of the Delegates which takes place during the National Convention. There is no election for National President since the National President-Elect will automatically assume the office of the National President at the end of the sitting National President's term.
6. The National Delegates elect qualified candidates to fill vacancies among the ranks of Officers of the Navy League in the forthcoming year as defined in Bylaws Article 7, and to hold office for the terms listed in Bylaws Article 9 or until their successors are elected or appointed and qualified*. No person shall hold more than one of the offices listed in Bylaws Article 7, and no officers set forth in this Article shall function as Council President.
7. Responsibilities of National Officers are covered in Article 7 of the National Bylaws. National Vice Presidents shall perform such functions as the National President prescribes. Responsibilities of Region Presidents are covered later in this section.

***Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of an Member or Life Member as set forth in Part Two, Section II "Membership", Article C "Types of Membership, Dues, and Rebates" of this Operations Manual; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

C. Executive Committee

1. The Executive Committee is composed of the National President as Chair, the National President-Elect, the National Senior Vice President, all National Vice Presidents, the National Corporate Secretary, the National Treasurer, the National Judge Advocate, the Immediate Past National President (if a member of the Board of Directors and submits written commitment to serve within 30 days of the Annual Meeting) (Table 2-10), and the Chair of the Region Presidents Committee. The National Judge Advocate is a non-voting member of this committee.
2. The powers of, and limitations of, the Executive Committee are delineated in Article 10.1 of the National Bylaws.
3. Meetings shall be held at the call of the National President.

Table 2-10

Immediate Past National President
Statement to Serve on Executive Committee.

I, _____, Immediate Past National President of
the Navy League of the United States hereby:

_____ commit to serve on the Executive Committee for the forth coming year.

_____ decline to serve on the Executive Committee for the forth coming year.

Sign

Date

D. Regions and Region Presidents

1. Organizationally, the Navy League is divided into seventeen (17) regions encompassing forty-nine (49) areas. Table 2-11 lists the Regions, its associated Areas and Councils. Table 2-12 illustrates the geographic regions. There is a Region President for each of these regions, elected by the National Delegates for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms. The Region President shall be a National Director and a member of the Board of Directors. Region Presidents must be a current and participating member** of a council located within the Region they represent and follow the guidelines listed in the Operations Manual. The Board of Directors may, from time to time, re-evaluate the assignment of the seventeen (17) regions and has the authority to establish, dis-establish, or merge regions as it deems appropriate.
2. The Region President is responsible to the National President for supervising all Navy League programs and activities within the region and is also the principal point of contact in the region for all national officers, National Committee Chairs and the National Headquarters staff. The responsibilities of the Region President are listed in Table 2-13.
3. The composite body of the Seventeen (17) Region Presidents is known as the Region Presidents Committee (formerly known as the Region Presidents Working Group). This group meets regularly to discuss common issues that might occur among the Regions. It also reviews and recommends solutions for issues that are common to Councils, Areas and Regions to the national officers. Additionally, the Region Presidents assist one another to strengthen the relationships between councils, regions and the National Headquarters.
 - a. The National President shall appoint a Chair from among the serving Region Presidents following the Region President's election to their offices at the National Delegates meeting. Consideration for chair includes being an experienced Navy Leaguer and being a Region President for at least one (1) term. The Chair shall serve no more than two (2) consecutive one (1) year terms. The Chair is a member of the Executive Committee.
 - b. This committee works with all of the national officers to advise them as needed. National officers and National Headquarters staff may, from time to time, be invited to participate in this committee's discussions.
4. Region President's Expense Reimbursements: Headquarters provides funds to Region Presidents to promote effective Council operations and promote NLUS awareness in the communities they reside.

- a. Amount of Reimbursement:
 - i. Region Presidents annually receive one thousand six hundred twenty-five dollars (\$1,625) plus thirty-five cents (\$.35) per member, plus forty-three dollars and seventy-five cents (\$43.75) per council within their Region.
 - ii. The number of councils will include only those chartered and in good standing. The number of members will include those assigned to councils and Region-At-Large and in good standing**. The number of members and councils to be used in determining these payments will be based on the numbers in their respective regions as of December 31 of the preceding year. Payments to Region Presidents will be made semi-annually. Unused fund for each disbursement period shall be returned to the Headquarters.
 - b. Authorized Uses: These funds shall be utilized by the Region Presidents and Regional Officers to defray necessary region and area expenses; however, these funds shall not be utilized to defray the cost of the Region President's attendance at any of the mandated Annual, Board of Directors, or Executive Committee meetings. These funds shall also not be utilized by the Region Presidents and Regional Officers to defray the cost of their attendance to the National Convention or Region Meetings.
 - c. Reporting: The Region Presidents shall forward an accounting of their Region funds semi-annually for the periods ending June 30 and December 31 to the National President or a designee for approval on the Finance Report Form available via the Finance Department. Disapproved reports will be returned to their originator within 20 days of receipt with the reason for disapproval detailed. Semi-annual stipends shall be withheld from those Region Presidents who fail to submit their report within 75 days following close of the semi-annual accounting period or utilize funds for attendance at the meetings indicated above. All payments will revert to the general operating fund 75 days following the close of the fiscal year for those Region Presidents delinquent at that time.
5. Region Presidents are assisted by Regional Officers. Regional Officers may be Region Vice Presidents who are tasked with certain responsibilities, i.e., Region Vice President for Legislative Affairs, Region Vice President for Communications, Region Vice President for "XYZ" Area. In some Regions, Regional Officers may also include Area Presidents (Refer to paragraph E of this section for more details). Regional Officers are appointed by the Region President but in some cases can be elected by the Regional Nominating Committee.

6. Region Presidents are further guided in performing their duties by the Region President's Handbook.

***Member who is not placed in suspension status or being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two, Section II "Membership", Article C "Classes of Membership, Dues, and Rebates" of this Operations Manual; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

Table 2-11

Navy League Councils by Region and Area		
Caribbean-Latin America Region East Caribbean Area • Caracas • Saint Croix • St Maarten • St Thomas/St John Mexico-Central America Area • Acapulco • Panama • Puerto Vallarta Puerto Rico Area • Eastern Puerto Rico • San Juan • Vieques	Empire Region Connecticut Area • Connecticut New York Area • Central New York • Long Island • New York • Niagara Frontier • Schenectady-Upper Hudson	European Region Northern European Area • French Riviera-Monaco • United Kingdom Southern European Area • Andalucia-Rota • Barcelona • Levante • Madrid • Naples-Italy • Romania • Rome
Florida Region Central Florida Area • Central Florida • Sarasota-Manatee • Sun Coast • Tampa • Treasure Coast Northeast Florida Area • Cape Canaveral • Daytona Beach • Jacksonville • Mayport • Saint Augustine-Palm Coast South Florida Area • Boca Delray • Broward County • Fort Lauderdale • Key West • Miami • Palm Beach	Great Lakes Region Illinois Area • Aurora • Chicago • Glenview • Indianapolis • Joliet • Lake County • South Bend • Springfield Michigan Area • Battle Creek-Kalamazoo • Detroit Women • Huron Valley • Metropolitan Detroit • Traverse City • Tri-County	Great Lakes Region (Cont.) Wisconsin Area • Greater Green Bay • La Crosse • Madison • Milwaukee

Liberty Region New Jersey Area • Atlantic City • Central New Jersey • Lakehurst • Trenton Men Ohio Area • Cleveland • Greater Cincinnati • Greater Columbus • Toledo-Erie Islands • Western Reserve Pennsylvania Area • Central Pennsylvania • Harrisburg • Philadelphia • Pittsburgh	Lone Star Region Central Texas Area • Alamo • Greater Austin • Greater Houston North Texas Area • Dallas • Fort Worth South Texas Area • Corpus Christi • Ingleside Area • Kingsville	Mid-Atlantic Region Nation's Capital Area • Dahlgren • National Capital • Northern Virginia North Mid-Atlantic Area • Annapolis • Baltimore • Eastern Shore • Patuxent River South Mid-Atlantic Area • Central Kentucky • Charlottesville • Hampton Roads • Lynchburg • Richmond • Roanoke • Williamsburg-Yorktown
Midwest Region Central Midwest Area • Greater Kansas City • Mid-Missouri • Saint Louis • Wichita Lower Midwest Area • Oklahoma City • Tulsa Upper Midwest Area • Iowa • Minnesota • Nebraska • North Dakota • South Dakota	New England Region Northern New England Area • Casco Bay • New Hampshire Southern New England Area • Massachusetts Bay • Newport County	Northwest Region Northwest Coastal Area • Anchorage • Bremerton-Olympic Peninsula • Lake Washington-Everett • Oak Harbor • Portland-Blueback • Seattle • Snohomish County • Spokane • Tacoma

Pacific Region Greater Pacific Area • Commodore Perry • Guam • Korea • Sasebo Japan • Siam • Singapore • Thailand Southern Seaboard Hawaii Area • Honolulu	Pacific Central Region Central California Area • Greater Kings County • Stanislaus County Northern California / Northern Nevada Area • Carson City • Humboldt Bay • Marin County • Placer County • Reno • Sacramento • Stockton • Vallejo San Francisco Area • Alameda • Contra Costa • Lake Merritt • Monterey Peninsula • Oakland • Merchant Marine • San Francisco • Santa Clara Valley	Pacific Southwest Region Arizona Area • Phoenix • Tucson • Yuma CA Mid-Coast/Inland Valley Area • Channel Islands • Indian Wells Valley • Malibu • Santa Barbara California Coast / Empire Area • Beverly Hills • Corona Riverside • Inland Empire • Las Vegas • Newport Beach • Orange County • Greater Palm Springs San Diego / Imperial Valley Area • Coronado • Imperial Valley • San Diego
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Rocky Mountain Region Rocky Mountain North Area • Utah Rocky Mountain South Area • Denver • New Mexico	South Atlantic Coast Region Georgia Area • Aiken-Augusta • Atlanta Metropolitan • Camden-Kings Bay • Golden Isles • Savannah North Carolina Area • Charlotte • Coastal Carolina • Piedmont Triad • Triangle • Wilmington North Carolina South Carolina Area • Charleston • Columbia • Upper South Carolina	Southern Region Central Southern Area • Greater Chattanooga • Knoxville • Memphis • Mississippi Gulf Coast East Area • Mobile • Panama City/Bay County • Pensacola • Santa Rosa County Gulf Coast West Area • Baton Rouge • Greater New Orleans
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1. Any council can petition to be moved to another region, subject to approval by both Region Presidents
2. Region Presidents can reapportion councils to areas as demographics and council number and size changes.

Rev. 1-02-2024

Table 2-12

Navy League of the United States Geographic Regions

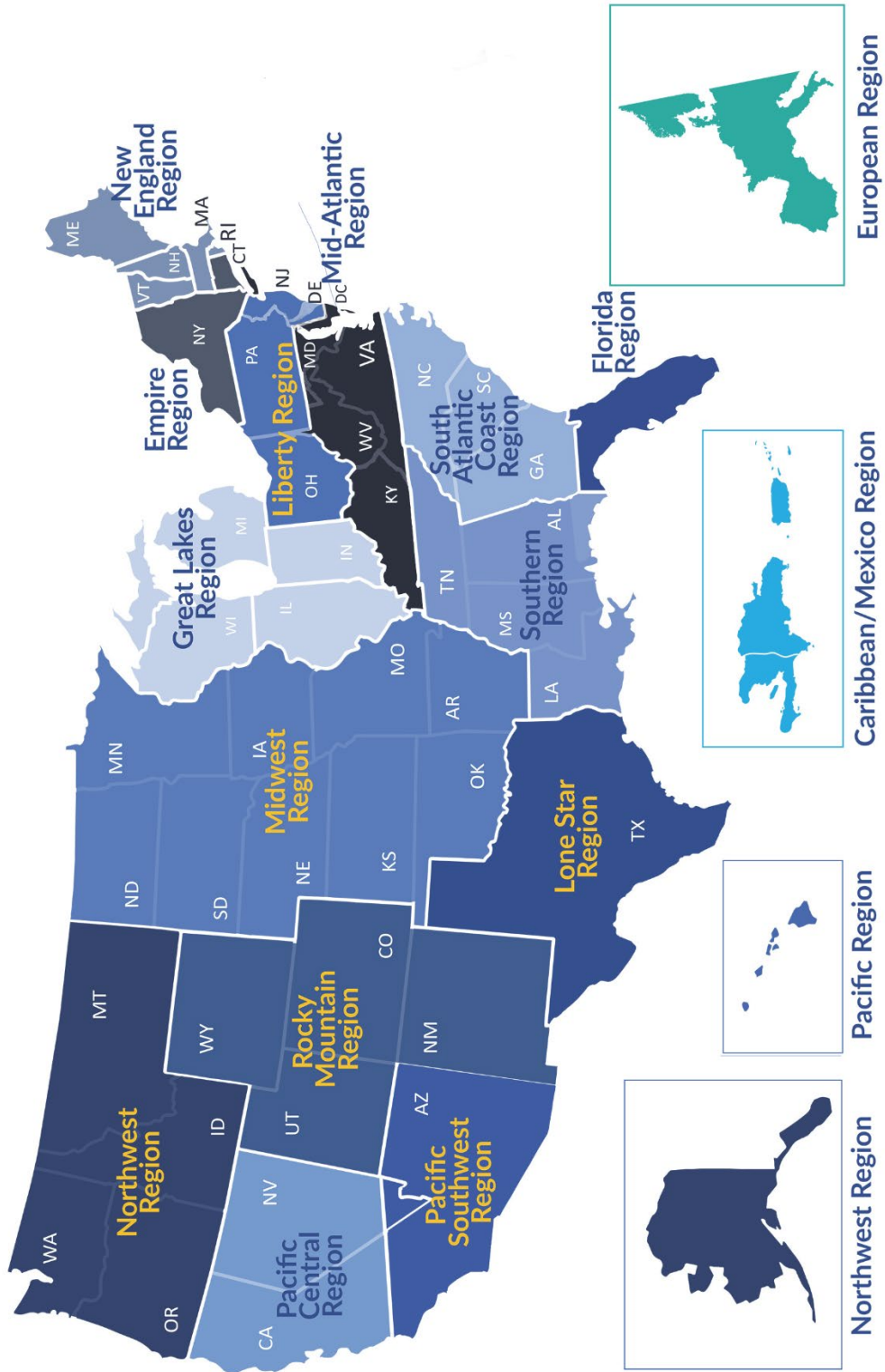


Table 2-13

Responsibilities of Region Presidents

1. Appoint such Regional Officers as may be deemed necessary.
2. Arrange and conduct at least one region meeting per year, inviting participation by National Officers, National Directors and the region leadership team[‡] in the region. More frequent meetings or conference calls are strongly recommended, if practical. In regions that are widely dispersed geographically, it may be more feasible to hold one region-wide meeting and several sub-regional area meetings either in person or online. Attendance at region meetings by Regional Officers and Council President of the region should be emphasized to provide for their training and to encourage participation on the national level.
3. Act as liaison between Regional Officers in the Region and National Officers and/or National Headquarters staff.
4. Use the Member Portal to monitor their Region to ensure new members are assigned to the appropriate councils and councils perform in its best ability to welcome the new members and involve them in its activities, and to retain its existing members.
5. Liaison Region-at-Large members.
6. Endorse new council charter applications and make recommendations to the National President concerning charter revocations or probationary status of councils.
7. Increase membership in the region, demonstrating leadership in founding new Councils, increasing the strength of existing councils, obtaining Corporate, Corporate Gold, and Business Associate Members, and encouraging Community Affiliate Membership recruiting programs.
8. Where feasible, visit each council in the region at least once each year.
9. Support councils to establish liaison with military commands and maritime-oriented organizations in the region and coordinate their requirements with Regional Officers and Council Presidents.
10. Coordinate region fund raising activities so as to increase benefits to all areas and councils in the region.
11. Endeavor to increase communications between councils and Regional Officers for the mutual benefit of all concerned.

12. Assist national headquarters personnel in establishing a program of maritime education seminars in the region.
13. Assist national headquarters personnel and national committees in executing national programs approved by the Board of Directors.
14. Encourage and assist in the formation of Naval Sea Cadet Corps units in the region and encourage council activity in other youth programs.
15. Assure timely submission of council annual reports to national headquarters.
16. Region Presidents shall forward, in a timely manner, an accounting of their region funds semi-annually for the periods ending June 30 and December 31 to the National President and designated National Vice President for approval.
17. Establish and supervise a Regional Nominating Committee, following guidelines shown in Part Two, Section IV, Article B "Regional Nominating Committee Requirements"
18. When requested, represent the National President or the Navy League on ceremonial occasions.
19. Represent the region at the National Nomination Committee Meeting and be familiar with all prospective candidates for offices.
20. Attend Board of Directors Meetings and be familiar with all governance and business issues.

‡A region leadership team may include but not limited to the Region President, Regional Officers, Council Presidents, and experienced members with current or past Navy League leadership positions at the local or national level.

E. Areas and Regional Officer for Designated Areas

1. The Navy League regions are further divided organizationally into Areas. Under a Region President's discretion and on an as-needed basis, each Area under the Region President's jurisdiction may be presided over by a Regional Officer. The Regional Officer can be either a Region Vice President or an Area President which has the same duties and responsibilities. Due to the unique characteristics of each Region, a Region can choose to have either a presiding Region Vice President for a designated Area or a presiding Area President for a designated Area, but not both.
2. The Regional Officer for a designated Area (Region Vice President or Area President) can either be elected by the respective Regional Nominating Committee or appointed by the Region President for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms. Whether by election, by appointment or a combination of both, a Region may determine its own best method of selecting its own Regional Officers due to each Region's unique circumstances.
3. The Regional Officers for a designated Area (Region Vice President or Area President) do not have to reside in their geographic area, but must reside in the Region that includes the area. This Regional Officer shall be a member^{††} of a council in their Area of responsibility.
4. The Regional Officer for a designated Area is responsible to the Region President for supervising all council programs and activities within the area, and shall establish a close working relationship with the Region President and with all councils in the area of responsibility.
5. The Regional Officer for a designated Area (Region Vice President or Area President) cannot serve as National Officers or as Council Presidents concurrently while in office.

^{††}*Must satisfy requirements as set forth in Part Two, Section III "National Organization", Article J "Councils" of this Operations Manual.*

^{**}*Member who is not placed in suspension status or being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two, Section II "Membership", Article C "Classes of Membership, Dues, and Rebates" of this Operations Manual; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

F. Terms of Office

1. An Officer or a National Director of the Navy League shall hold office for the term to which such individual is elected or appointed and until the successor has been elected or appointed, and qualified*.
2. An officer or a National Director, whether elected or appointed, who has served more than half of the term is considered to have served a full term in that office. A successor who has served more than half of the term is considered to have served a full term in that office.
3. Any individual elected to any office or position of the Navy League shall commence the term in that office upon the adjournment of the meeting at which such individual was elected. Any person appointed to any office of position shall commence the term at the time and date prescribed upon the appointment.
4. Any term of office, whether elected or appointed, shall expire at the adjournment of the respective upcoming Annual Meeting of the Delegates or when the office or the committee is disestablished, whichever occurs first, except as otherwise defined in the Bylaws or in this *Operations manual*.
5. Term limits for various Navy League officials, committee membership, and National Delegate are stated in Article 9 of the Navy League Bylaws.

**Must meet requirements as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

G. Qualifications for Office

1. Members or Life Members are eligible to serve as National Delegate, a member of the Board of Director (National Director), Council President, Area President, Region President, National Vice President, Senior National Vice President, National Corporate Secretary, National Treasurer, National Judge Advocate, National President-Elect, National President, and a member of the Executive Committee; if:
 - a. A citizen of the United States
 - b. Over the age of eighteen (18)
 - c. Entitled to vote
 - d. Meet requirements of a Member or Life Member
 - e. A Member in good standing

2. Members or Life Members in good standing** and who are Non-US citizens, who have been elected or appointed are eligible to serve as Council Presidents, Area Presidents, Region Presidents, Regional Officers, National Officers as defined in Bylaw Article 7.4 through 7.8 and National Delegates, if they are:
 - a. Over the Age of eighteen (18)
 - b. Entitled to vote
 - c. Meet the requirements of a Member or Life Member
 - d. A Member in good standing
3. Honorary Members and Members under the age of eighteen (18) are not eligible to serve in any of the aforementioned offices.
4. Individuals who have been bestowed the honorary title of National Director Emeritus are eligible to be nominated or appointed to a national office or to be a member of the Board of Directors. If they are elected or appointed, they become National Directors with full voting privilege while in such offices. They shall be reverted to National Directors Emeritus at the end of their elected or appointed terms. National Directors Emeritus may also serve as National Delegates to represent their regions.
5. National Delegates, Region Presidents, and Regional Officers must meet residency requirement as set forth in bylaws articles 5.2, 7.8, and 7.9.
6. No person shall hold more than one of the offices listed in Bylaws Article 7 and no officer set forth in Bylaws Article 7 shall function as a Council President. Regional Officers for designated Area in a Region (such as Region Vice President for “XYZ Area or Area President for “XYZ” Area) cannot serve as National Officers or as Council Presidents concurrently while in office.
7. A Member or Life Member can serve in any standing or ad hoc committees and can be appointed as Chair of a committee by the National President.
8. Employees of the Navy League of the United States are not eligible to serve as a national or regional officer, a member of the Board of Directors, a member of the Executive Committee, a National Delegate, a member of any standing or ad hoc committees or be appointed as Chair of such committees. Paid contractors of the Navy League of the United States are not eligible to serve in any aforementioned official positions in this paragraph or to be appointed as Chair of any standing or ad hoc committees. Such contractors may serve in standing or ad hoc committees with the approval from the National Judge Advocate if there is no conflict of interest arise from the contractor’s’ service in the committee.

9. The National President has the power to fill any vacancies in the Board of Directors or among the officers (except National President-Elect), Region Presidents under 7.1.2 of the Bylaws. An appointee to fill a vacancy for a National Director or a Region President must meet residence requirement for each respective office as set forth in this manual, regional nominating guidelines, or the national bylaws. The National President shall report any appointments made under 7.1.2 to the Executive Committee.
10. The National President shall appoint a National Parliamentarian under 8.1 of the Bylaws. The National Parliamentarian shall hold a certification by a nationally recognized organization such as National Association of Parliamentarians or American Institute of Parliamentarians. The National Parliamentarian does not need to be a member of the Navy League.
11. The National President may appoint National Chaplains under 8.2 of the Bylaws.
12. The National President may appoint a National Historian under 8.3 of the Bylaws.
13. A candidate for National President-Elect should be a member of the Navy League for at least five (5) years. This would comprise of serving on at least the Executive Committee or the Executive Committee (prior to June 2019) or on the Region level or a combination of all a minimum of three years. The candidate could also serve at the council level, preferred but not mandatory. With these qualifications, it would bring about a broad background base for the position.

**Must meet requirements as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; and satisfy applicable requirements as set forth in the national Bylaws and this Operations Manual.*

H. Removal of National Officers, Local Officials, and Members

The National President shall have the power to seek removal of any officer, elected or appointed, National Director, National Delegate or local official for failure to properly discharge the duties of the office and to seek suspension or expulsion of any member for conduct prejudicial to the interest of the Navy League; provided, however, that any such officer, official, or member shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal, and shall have been provided with an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the member, the Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the officer, local official, or member.

The National President shall have the power to seek removal of any National Officer for failure to properly discharge the duties of the office or for conduct prejudicial to the interest of the Navy League; provided, however, that any such National Officer shall have received at least fifteen (15) days' written notice of the National President's intention to seek approval from the Executive Committee for such removal, and shall have been provided an opportunity to be heard by the Executive Committee. Upon recommendation of the National President and following a due process hearing if requested by the National Officer, the Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the suspension or expulsion of the National Officer.

1. Procedures for removal of officers or local officials and to suspend or expel any member.
 - a. The National President must be provided in writing the name and title of the individual and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof by the individual that was prejudicial to the Navy League.
 - b. After the review, if the National President decides to take action against such individual, the National President shall notify such individual and the Executive Committee of the charges and the intended action in writing. Such notification to the offending individual must be sent via registered mail with return receipt.
 - c. The accused individual shall have the right to request a hearing before the Executive Committee within fifteen (15) calendar days of the receipt of the official notification from the National President. Such hearing may be conducted via electronic means as permitted under Article 4.5 of the Bylaws.
 - d. If a hearing is held before the Executive Committee, the committee shall have five (5) calendar days to render a verdict. Otherwise, the committee shall either affirm or reject the National President's intended action against the accused individual after the fifteen (15) calendar day period provided for such individual to request a hearing has passed.
 - e. The National President shall deliver the final decision of the Executive Committee to the accused individual within five (5) calendar days in writing via registered mail with return receipt.

2. Procedures for the appointment of officers or local officials.
 - a. The National President, with the approval of the Executive Committee, shall appoint interim national officers to serve in any vacated national offices (except for the office of the National President-Elect which must be elected by a Special Meeting of the National Delegates per bylaw 4.2.2). Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at a duly called Board of Directors meeting.
 - b. The National President, after consultation with the Region President, and with the approval of the Executive Committee, shall appoint interim region or local officials (e.g. Region Vice President for "XYZ" Area, Council Presidents) to serve in any vacated positions. Such appointees shall serve for the unexpired term of the removed officials or until the next election for those positions at duly called meetings for such purpose.

I. Removal of the National President

Any fifteen (15) members of the Executive Committee shall have the power to seek removal of the National President for failure to properly discharge the duties of the office or for conduct prejudicial to the interest of the Navy League. The National President shall have been provided an opportunity to be heard at the Special Board of Directors Meeting, called for such purpose provided that the National President shall have received at least twenty-one (21) days' written notice of such intention to seek the removal and detailing grievance against the National President. The National President shall self-recuse from chairing the Special Board of Directors Meeting. Following a due process hearing, the Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.

1. Procedures for removal of the National President
 - a. Any fifteen (15) members of the Executive Committee may seek removal of the National President from office by providing the National President with a signed petition in writing and a list of the duties and dates that those duties were not properly discharged and/or the conduct and the dates thereof that was prejudicial to the Navy League. Such petition shall be delivered to the National President via registered mail with return receipt and copies to the National Judge Advocate and the National Chief Executive Officer. The petition shall also request the National President to call for a Special Board of Directors Meeting in accordance with Article 4.3 of the Bylaws for the purpose of removing the National President from office.

- b. Upon receipt of the petition, the National President shall notify the Board of Directors of such action and call for the Special Board of Directors Meeting within twenty-one (21) calendar days.
 - c. A Special Board of Directors Meeting shall be called under Article 4.3 of the Bylaws if the National President fails to issue such call for the meeting within twenty-one (21) calendar days of the receipt of the petition.
 - d. The National President shall have been provided with an opportunity to be heard at the Special Board of Directors meeting; however, the National President shall self-recuse from chairing or voting at the meeting. A motion to declare the chair vacant shall be made if the National President refuses to turn over the presiding authority to an impartial presiding officer. The Immediate Past National President may chair the Special Board of Directors Meeting.
 - e. Proceedings at the Special Board of Directors Meeting may be conducted via electronic means such as teleconference or otherwise pursuant to Article 4.5 of the Bylaws.
 - f. The National Corporate Secretary shall deliver the minutes for the Special Board of Directors Meeting and its final decision to the National President within five (5) calendar days by registered mail with return receipt.
 - g. The Executive Committee may, given a majority vote of those members present and voting, a quorum being present, affirm the removal of the National President.
2. Procedure for the succession of a new National President

Upon removal, the National Senior Vice President shall assume the presidency for the unexpired term of the office under Article 7 of the Bylaws. In the absence of a National Senior Vice President, a member of the Executive Committee designated by the Executive Committee shall serve as Interim National President for the unexpired term of the office.

J. Councils

1. Granting of Charters

A council charter may be issued on application of twenty-five (25) or more charter members and satisfies all requirements as set forth in the Council Formation Guide and Council Compliance Guide. An application to charter a new council and

proposed council bylaws must be forwarded to the National Corporate Secretary, via the Region Vice President for the designated Area (if applicable) and Region President with their respective endorsement, for final action by the National President to either grant, defer, or refuse the application. To be eligible for membership in a local council, one must be a member of the Navy League.

2. Council Responsibility, Duration, Revocation and Probation

The Officers and Directors of each chartered Council of the Navy League have a responsibility to the Navy League of the United States, its National President, and the National Board of Directors to carry out the purposes, goals, objectives and policies of the Navy League and a fiduciary responsibility to insure that all funds received by them are safeguarded, invested and expended in accordance therewith. This duty is not excused or modified by the form of legal organization under which the Council has chosen to operate, nor by the creation of separate foundations.

Each charter shall remain in effect until amended, rescinded, or canceled for cause by the National President with the concurrence of the appropriate Region President and Region Vice President for the designated Area (if applicable). Cause for revocation shall include, but not be limited to, the following:

- a. Membership of fewer than 25 members.
- b. Failure to conduct at least one half of the required minimum number of meetings annually.
 - i. Board of Directors meeting at least once each quarter with quorum met as specified by council bylaws.
 - ii. An Annual Meeting of Members and at least three general membership meetings or events.
- c. Failure to elect officers for over one year.
- d. Conducting activities which bring discredit to the Navy League.
- e. Failure to submit required reports.
- f. Failure to participate in Navy League's general comprehensive liability insurance program or failure to obtain similar or equal coverage independently.
- g. Failure to comply with applicable federal, state and local law.

- h. Failure to maintain tax-exempt status as recognized by the Internal Revenue Service.
- i. Failure to operate as a bona fide non-profit organization.
- j. Adhere to the policies and support the programs of the Navy League, as approved by the National Board of Directors.

Councils demonstrating one or more causes for revocation on the last day of a calendar semi-annual period will not be entitled to rebates for that period. Councils which have demonstrated cause for revocation for a period of six (6) months or more will be placed on probation by the National President with the concurrence of the appropriate Region Vice President for the designated Area (if applicable) and Region President. If the cause has not been removed within six (6) months after being placed on probation, the charter may be revoked by the National President with the concurrence of the appropriate Region Vice President for the designated Area (if applicable) and Region President.

In the case of revocation of a charter, or disbanding of a Council, the Council President shall cause to be transferred to the National Treasurer all funds remaining in the treasury of the Council at the time that it ceased to exist. In the case of two or more councils merging, all funds will be transferred to the pre-determined gaining council. If members of an existing council decide to charter a new council (referred to as a "split"), the requirements for chartering a new council must be followed. The existing council's funds remain with the existing council and are not subject to division. All of the above actions are subject to approval by the Region Vice President for the designated Area (if applicable) and the Region President and are then submitted to the National President for final approval.

3. Observance

The local councils shall conduct their business in accordance with the Council Handbook.

K. Procedures for Requesting Organizational Changes

- 1. Rename a Region: Region Presidents will submit Region name change requests to the National President for approval via the appropriate National Vice President(s).
- 2. Rename an Area: Region Presidents will submit Area name change requests to the National President for approval via the appropriate National Vice President(s).

3. Rename a Council: Council Presidents will submit council name change requests to the National President for approval via the Region Vice President for the designated Area (if applicable) and Region President.
4. Move an Area from one Region to another Region: Region Presidents will submit requests to move from one Region to another Region to the National President for approval via the two Region Presidents and the appropriate National Vice President(s).
5. Move a Council from one Area to another Area within the same Region: Council Presidents will submit council Area change/move requests to the National President for approval via the Region President for approval. Region Presidents can reapportion councils to areas as demographics and council number and size changes.
6. Move a Council from one Region to another Region: Change requests for moving councils among regions will be submitted to the National President for approval via the two Region Presidents and the appropriate National Vice President(s).
7. Merger of two Councils: The Council Presidents of the two councils desiring to merge will submit their request to the National President for approval via the Region President, and the appropriate National Vice President(s).
8. Establish or dis-establish an Area: The Region President will submit change requests to the National President for approval via the appropriate National Vice President(s).
9. Merging of two Areas: The Region President will submit change requests to the National President via the appropriate National Vice President(s) for approval.

L. National Programs/National Committees

1. No program of the Navy League shall be considered a national program unless submitted to and approved by the Board of Directors.
2. The execution of national programs is assigned to National Committees, whose members and chairmen are appointed by the National President. The National President shall report such appointments to the Executive Committee. A listing of the responsibilities of various National Committees is included in Article 10, of the NLUS Bylaws. In accordance with the Bylaws, the National President and the National President-Elect shall be an ex-officio member of all boards and committees except the Nominating Committee.

3. Unless otherwise stated in the Bylaws, in this *Operations Manual*, or when appointed; all terms for committee chairs and members end at the close of the subsequent Annual Meeting.

M. Navy League Foundation

The Foundation shall be governed by a Board of Trustees which shall be responsible for the management of the Navy League National Scholarship Program and all funds donated to the Foundation for other charitable and educational purposes. This Board shall be responsible as fiduciaries for investment and disbursement of all funds of the Navy League Foundation. All actions taken by this Board will be in accordance with Bylaws adopted by them for governance of the Foundation. These Bylaws shall be consistent with the Bylaws and national policies of the Navy League.

The Board of Trustees of the Foundation shall consist of not more than fifteen (15) members, thirteen (13) of whom will serve staggered three (3) year terms. Trustees may not serve for more than two (2) consecutive three (3) year terms, unless the trustee is serving as chair or immediate past Chair of the Foundation during the seventh year. A majority of members of the board shall be members of the Navy League. The Chair, the National Treasurer, the National Corporate Secretary of the Navy League, and five (5) others shall be appointed by the National President of the Navy League. All remaining members of the board shall be appointed by the Chair of the Board from among persons experienced in fundraising, investing and making grants.

The Board of Trustees shall make an annual report to the Board of Directors of the Navy League, which shall include the names of the scholarship recipients and the amount of funds committed and distributed to each scholarship and the financial status of the Foundation.

The Chair of the Foundation Board shall be appointed by and report to the National President of the Navy League. The Chair of the Navy League Foundation shall operate under the authority and direction of the National President. The Chair is appointed to a one-year term by the National President.

N. Headquarters Staff

1. The national headquarters staff is housed in the Navy League-owned building. The contact information is:

Navy League of the United States
2300 Wilson Boulevard, Suite 200

Arlington, Virginia 22201-5424
Telephone: 703-528-1775, 1-800-356-5760
Website: www.navyleague.org
Facebook: www.facebook.com/NavyLeagueUS
Twitter: www.twitter.com/NavyLeagueUS

2. A listing of headquarters staff is published on the www.navyleague.org under "Contact Us" showing individual staff members and their specific areas of responsibility.
3. The Chief Executive Officer is appointed by the National President with the approval of the Executive Committee and is employed by the Navy League of the United States to carry out the policies of the Navy League and responsible for the day-to-day administration of the organization as approved by the Board of Directors. Refer to the National Bylaws Article 7.9 on the duties and responsibilities of the Chief Executive Officer.
4. The national headquarters staff, under the direction and supervision of the Chief Executive Officer, conducts the day-to-day business of the Navy League. A Navy League Headquarters Staff Organization Chart is shown in Table 2-14. An organization chart of the Navy League Leadership is shown in Table 2-15.
5. The Naval Sea Cadet Corps and Navy League Foundation are organized as separate 501(c)(3) organizations with their own governing bodies and Headquarters staff. The contact information is:
US Naval Sea Cadet Corps
2300 Wilson Boulevard, Suite 200
Arlington, VA 22201-5424
Telephone: 703-243-6910
Website: www.seacadets.org
Facebook: www.facebook.com/usnsc
Youtube: www.youtube.com/seacadets
Instagram: www.instagram.com/usnavalseacadetcorps
Navy League Foundation
2300 Wilson Boulevard, Suite 200
Arlington, VA 22201-5424
Telephone: 703-312-1559
Email: scholarships@navyleague.org

Table 2-14

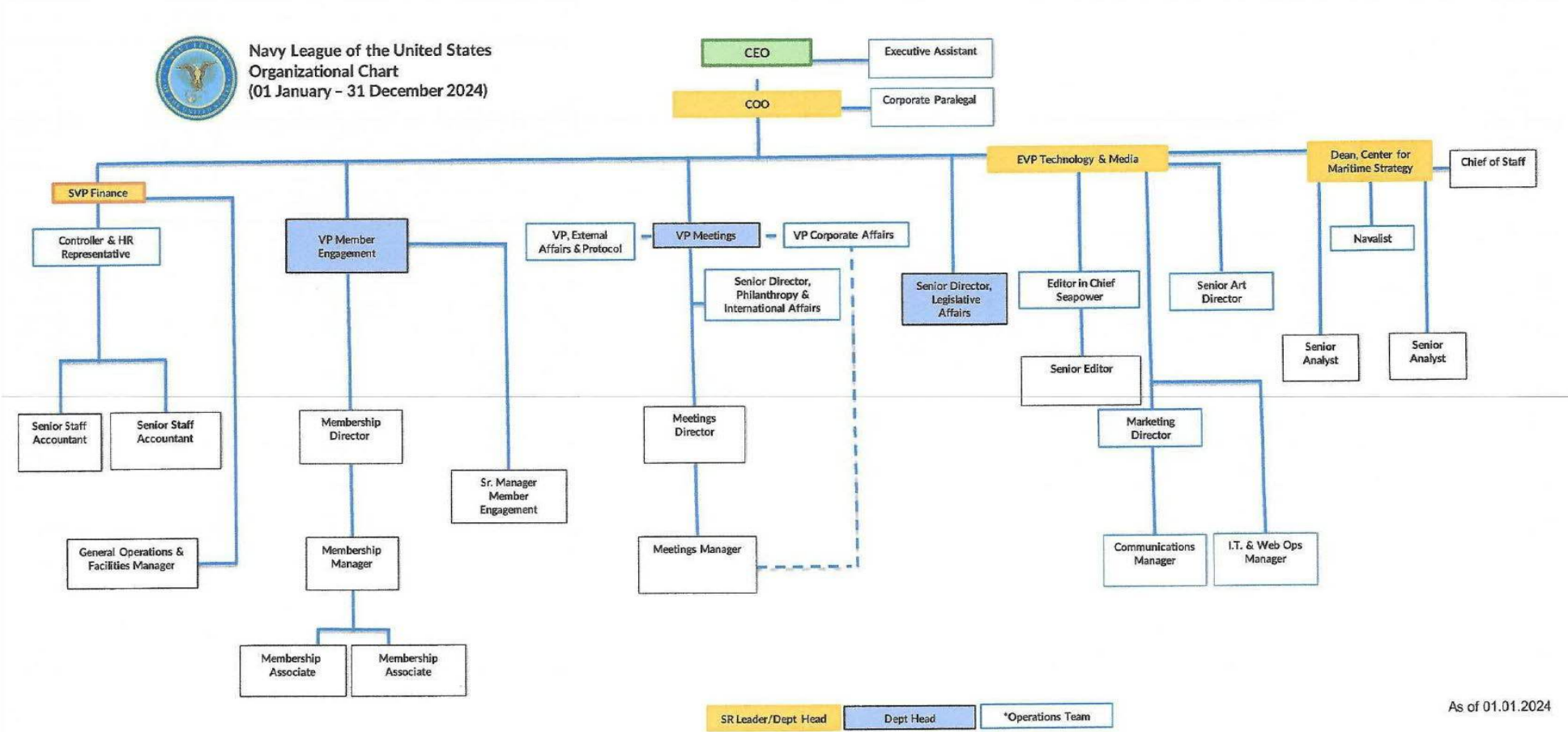
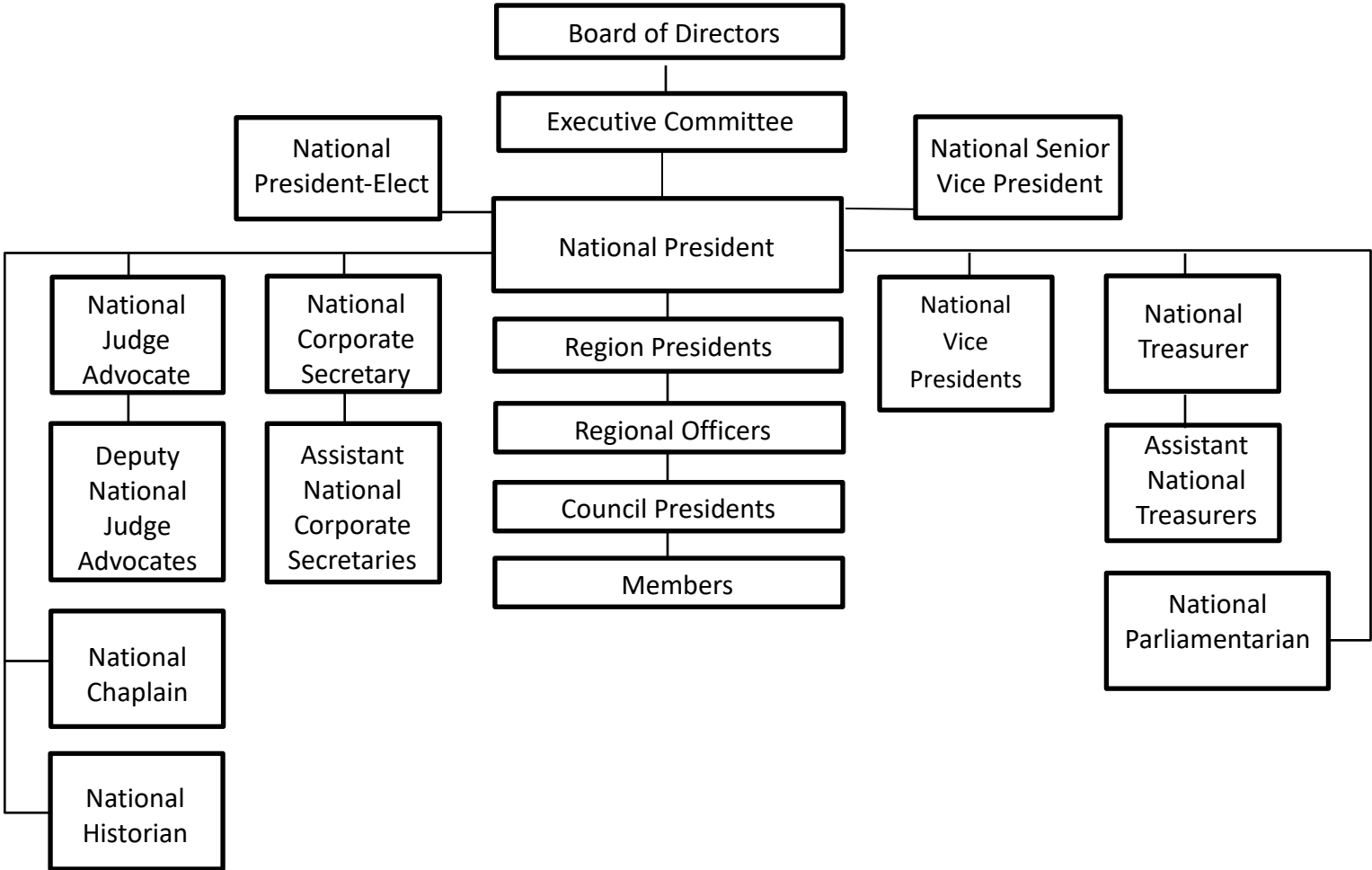


Table 2-15

NLUS Volunteer Organization Chart
November 2022



IV. Elections and Nominations

A. National Elections

1. The national elections are held during the Annual National Convention which generally takes place in June.
 - a. Members of the Navy League elect National Delegates at the Annual Meeting of Members. The National Delegates are invested to have the powers, rights, and privileges of the members to elect qualified candidates for offices at the meetings of the National Delegates.
 - b. On the same day and immediately following the Annual Meeting of the Members, the National Delegates hold the Annual Meeting of National Delegates and elect a new slate of applicable Navy League National Officers and a new Board of Directors.
2. The composition of the National Officers is covered in Bylaws Article 7 and in this *Operations Manual* Part Two, Section III, Article B “National Officers”. The terms of office for the officers are illustrated in Bylaws Article 9.
3. Election is only held for those National Officer positions which terms are expiring.
 - a. There is no election for the National President since the current National President-Elect will automatically assume the office of National President at the end of the sitting National President’s two-year term.
 - b. Election for the National President-Elect is held only at the close of the first year of term for the National President.
 - c. In the event of death, incapacity, resignation or removal of the National President-Elect, the National Delegates shall elect a new President-Elect at the Special Meeting of the National Delegates (Bylaws Article 4.2.2).
4. Under the NLUS governance structure as stated in the NLUS Bylaws Article 6, members of the Board of Directors are the National Officers: National President, National President-Elect (if applicable), National Senior Vice-President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, and all Region Presidents. The Board may also include:

- a. Immediate Past National President and the most recent two predecessors (only those who agree to serve)⁺⁺.
 - b. Up to three additional members appointed by the National President at the National President's discretion with the consent of the Executive Committee.
 - c. The Chair of the Naval Sea Cadent Corps is a non-voting member of the Board, if he is a member of the Navy League.
5. All members of the Board of Directors are National Directors.
6. National Delegates are representatives of their respective Regions who are delegated as electors for the National Officers and the Board of Directors. The composition of the National Delegates and its qualifications are covered in Bylaws Article 5. The number of National Delegates from each Region is determined by the formula as illustrated below.
 - a. A "magic number" is produced by dividing the total number of members (not memberships) assigned to regions as reported on November 30th by the maximum number of National Delegates allowed as stated in the Bylaws Article 5.2 which currently is set at two-hundred ten (210). This "magic number" represents the ratio of the number of members to each National Delegates.
 - b. The number of apportioned National Delegates assigned to each region is determined by dividing the total number of members for the region as reported on November 30th by the "magic number" (decimal or fractional number is rounded to the nearest integer).
7. The quorum, voting, and procedures and requirements for the Annual Meeting of the Members, Annual and Special Meetings of the National Delegates are covered in Part Two, Section V "Administration", Article A "Meetings and Minutes" of this manual.

⁺⁺All applicable Past National Presidents who choose to serve must be nominated by the Past National President's Region and elected by the National Delegates. Such Past National Presidents shall declare the willingness to serve on the Board of Directors in the forth coming year in a written statement (Table 2-8) submitted to the National Headquarters if nominated by the respective Region Nominating Committee as National Directors and elected by the National Delegates as such. The written statement is to be submitted along with the nomination material submitted by the Past National President's respective Region Nominating Committee.

B. National Nominations

1. The National President shall appoint a National Nominating Committee each year per Bylaws Article 10.2.
2. The Navy League Headquarters sends out nominating information to each Region President for distribution to the region leadership team[‡], usually, in the spring of each year with information, instructions and nominating forms for nominating candidates for elections as discussed in the previous section.
3. Each Region President is charged with the responsibility of appointing a Region Nominating Committee which shall submit a slate of candidates for National Offices as well as candidates to represent the Region as National Delegates to the National Nominating Committee.
4. Region Nominating Committee shall solicit inputs and nominations from the region leadership team[‡] from within the region to formulate its slate of candidates for submission to the National Nominating Committee.
 - a. Council Presidents are encouraged to solicit their members input in formulating the nominations from the councils.
 - b. In the event there remain unresolved controversies within any region, the National Nominating Committee will hold a hearing before making its determination.
5. The National Nominating Committee shall collect inputs and nominations from the Region Nominating Committees and members of the Executive Committee and, after deliberations, shall make a nomination report of its finding of qualified candidates for National Delegates at the Annual Meeting of the Members for

election and qualified candidates for National Officers at the Annual Meeting of the National Delegates for election.

6. An individual can be nominated for multiple offices but can only hold one office.
7. Per Bylaws Article 10.2, floor nominations are not allowed at the Annual Meeting of the Members for the election of National Delegates. Floor nominations are allowed at the Annual Meeting of the National Delegates for the election of National Officers if the following conditions are met:
 - a. The National Delegate nominating a candidate for office must submit a written notice to the Chair of the Meeting of the National Delegates prior to the commencement of the meeting. The notice must consist of
 - i The name of the candidate.
 - ii The office the candidate is being nominated.
 - iii Attestation and signature from the candidate declaring the candidate has consented to the nomination and will serve if elected.
 - iv Signature of the primary nominator.
 - v Signature of the National Delegate who second the nomination.
 - vi Signatures of at least two additional National Delegates who support the nomination.
 - b. Every nominee from the floor must have completed all necessary applicable pre-screening and paperwork requirements^{##} and agreed to serve if elected before the nomination can be accepted.
 - c. Nominations for Region President can only be made and seconded by National Delegates from the same region as the nominee.
 - d. The respective Region President, the Chair or a member of the respective Region Nominating Committee shall have the opportunity to speak about a nominee for Region President in front of the National Delegates before a vote is taken.^{###}

- e. The Chair or a member of the National Nominating Committee shall have the opportunity to speak about a nominee for National President-Elect, National Senior Vice President, National Vice Presidents, National Corporate Secretary, National Treasurer, National Judge Advocate, Region President, or a member of the Board of Directors in front of the National Delegates before a vote is taken. ###
- f. Nominations for positions which require certain pre-certifications, e.g., criminal record check, credit report, professional qualifications, et al, may proceed with the understanding that such nominee if elected may not take office until all required certifications are completed and the candidate is deemed to be without impediment to serving. Approval or rejection of the electee to serve will be made by the Executive Committee within forty-five (45) days of the election.
- g. The candidate being nominated, the National Delegates (nominator, seconder, supporters) whose signature are on the written notice submitted to the Chair of the Meeting must be present at the meeting in order for the nomination to proceed.
- h. Headquarters staff should be available to facilitate necessary procedures and documentations during floor nominations.

###Paperwork may include but not limited to forms for contact and background information, qualification, authorization to conduct background or any required screenings, conflict of interest statement, Volunteer Acknowledgement and Pledge From, etc.

###The Chair of the Meeting shall have the latitude to determine the amount of time each party is allowed to address the National Delegates however it should not be less than two minutes or more than five minutes.

- 8. Consult Part Two, Section III “National Organization”, Article G “Qualifications for Office” of this manual on restrictions and qualifications for nominations and holding of offices.

C. The National Nominating Committee

1. The National President shall set the time and place for the meeting of the Nominating Committee.
2. Per Bylaws Article 10.2, The National President appoints the Chair for the National Nominating Committee at least one hundred eighty (180) days prior to the Annual Meeting of the Members and the remaining Committee not less than ninety (90) days prior to the Annual Meeting of the Members. The Committee shall be composed of:
 - a. A Chair who shall not be a candidate for any office.
 - b. All Region Presidents or an alternate designated by the Region Nominating Committee of any Region whose Region President declines or is unable to serve. Name for the alternate shall be submitted on the Regional Nominating Form along with the names of the people being nominated for offices prior to the submission deadline by the Regional Nominating Committee. If a Region President declines or is unable to serve and an alternate is not designated, the Region is considered to be absent from the Committee.
 - c. Up to seven (7) additional Navy League members in good standing appointed by the National President.
 - d. The National Judge Advocate or a Deputy National Judge Advocate shall be appointed to serve in a non-voting capacity.
 - e. The National Parliamentarian or a designated deputy and the Chair of the National Bylaws Committee or a designated deputy may also be appointed to serve in a non-voting capacity.
3. The committee shall meet in person and in closed session to review the submitted materials from persons who have indicated a desire to serve as a National Officer.
4. The Committee shall have the opportunity to interview those individuals in person or, for candidates not appearing in person, an alternate electronic format will be made available for interview.
5. Use of electronic teleconference equipment is allowed as long as it is in compliance with Article 4.5 of the Bylaws and procedures set forth in the *Operations Manual*.

6. The committee shall review all nominations, recommendations, candidate information, qualifications, and other pertinent information and documents for each candidate including those region nominations for Region Presidents recognizing that Region Presidents are also members of the National Board of Directors.
7. The National Nominating Committee shall nominate candidates deemed qualified for each elective office. The committee may nominate more than one candidate for an office if the committee finds that there are more than one equally qualified candidates for such office. Each qualified candidate must receive at least a two-third (2/3) majority affirmative vote from the Committee in order for the nomination to be forwarded to the National Delegates for consideration. If the Committee finds no qualified candidate for an office, the nomination for that office shall remain vacant.
8. The National Nominating Committee will affirm the qualifications of nominees to serve as National Delegates prior to their eligibility for election at the Annual Meeting of the Members. No nominations for National Delegates will be accepted from the floor during such meeting.
9. All deliberations of the committee shall be held in confidence. The names of the nominees shall not be revealed until the Chair has contacted the nominees and the recommended slate has been posted in a public area.
10. The Chair shall not serve in that capacity for more than two consecutive one-year (1) terms.
11. As a member of the committee, the Chair has the right to vote on all proceedings. However, a Chair may choose to abstain from voting but to vote only in case of a tie in order to protect the Chair's impartiality.
12. No action of the National Nominating Committee shall preclude nominations from the floor (See floor nominations procedures in previous article).
13. Members of the National Nominating Committee shall not serve on this committee if seeking election to any office higher than the member currently be holding.
14. Persons wishing to appear before the committee regarding regional issues may contact the Chair to arrange an appointment.

D. The Regional Nominating Committee

The Region Nominating Committee will be nominating candidates to the National Nominating Committee for National Officers and candidates for National Delegates who will represent the Region.

1. The Region President shall:
 - a. Appoint a Region Nominating Committee.
 - i. Chair of the Region Nominating Committee should be an experienced Navy Leaguer.
 - ii. It is recommended that members are Council Presidents or designated Council Officers from a majority of councils which are active and in good standing.
 - iii. Members of the region leadership team[‡] may also be appointed to the committee.
 - iv. Membership on the committee shall represent a cross section of the regional leadership and be geographically balanced.
 - v. The Region President may not serve as a member or chair of the committee.
 - vi. Members may not serve more than three consecutive terms.
 - vii. Members are not eligible to seek offices higher than they are currently holding.
 - b. Submit a list of the names and titles of the Region Nominating Committee members to the National Nominating Committee Chair by the deadline as established by the Chair and also circulate the list to all-members of the region leadership team[‡] within the Region.
 - d. Solicit nominations from the region leadership team[‡] using the *Nominations to the Region Nominating Committee Form (Form 2)* (Table 2-17).
 - e. Certify and forward the completed *Region Nominations for Submission to the National Nominating Committee Form (Form 1)* (Table 2-16) to the

Chair of the National Nominating Committee by the established deadline date with the applicable required documentations:

- i. All accompanying *Volunteer Acknowledgement and Pledge* forms (Table 2-7). This is a required form for candidates who have not previously submitted a signed form to HQ from prior involvement with NLUS. Candidates who have previously submitted this form to HQ in the past are not required to re-submit this form.
 - ii. *Past National President Statement to Serve on the Board of Directors* form, if applicable. (Only for eligible Past National Presidents in the region who wish to serve on the Board of Directors) (Table 2-10).
 - iii. The *Candidate Information Profile* form is no longer required to be submitted to HQ. This form is now an optional form for Regions to use for their own Region Nominating Committee if so desired; this form does not have to be forwarded to HQ.
- f. Circulate the completed *Form 1* to all members of the members of the region leadership team[‡] in the Region.

2. The Committee shall:

- a. Allow the opportunity for all candidates to be interviewed in person or via telephone or to submit a written statement to the committee in support of the candidacy.
- b. Allow the opportunity for all candidates to be interviewed in person or via telephone or to submit a written statement to the committee in support of the candidacy.
- c. Compare the number of National Directors allowed to the membership in the Areas/Councils to ensure fair national leadership representation.
- d. Ensure documentation requirements are met.
 - i. All National Officer candidates must have a signed *Volunteer Acknowledgement and Pledge* form on file with HQ. Candidates who have not previously submitted a signed form to HQ from prior involvement with NLUS must submit the form to the committee to accompany their nominations (*Form 1*).

- ii. The *Candidate Information Profile* form is now an optional form for a region's use to aide its selection process. This form is no longer required to accompany nominations (*Form 1*) to the National Nominating Committee.
- e. Ensure citizenship, residence and membership requirements are met per Bylaws Articles 5.2, 7.8; and meet requirements as set forth in Pt II, Section III "National Organization", Article G "Qualifications for Office"
- f. If applicable for the Region, check with the most immediate three Past National Presidents in the Region to determine their willingness to serve as National Director.
- g. Make no nomination as a National Delegate if the candidate cannot attend the Annual Meeting of the National Delegates which a National Delegate must be present in person in order to vote.
- h. Make nominations of only qualified candidates, not candidates just to fill allocated vacant positions.
- i. Ensure that all candidates have consented to the nomination, has the time and resources to serve and are willing to serve if elected.
- j. Be aware that a member from within the Region can be nominated for National Officer position(s) or as a National Delegate to represent the Region concurrently.
- k. Be aware that a National Director Emeritus may serve as a National Delegate.
- l. Designate an alternate to represent the Region to serve on the National Nominating Committee if the Region President declines or is unable to serve on the Committee. The alternate must reside in the same region and be a member of a council in the region. If the Region President declines or is unable to serve on the committee and an alternate is not designated, the Region is considered to be absent from the Committee.
- m. The Chair of the Region Nominating Committee will notify any incumbent office holder who is not re-nominated.
- o. Be aware that quorum for the meeting is one half of the appointed committee members. Meeting via electronic means is allowed per procedures prescribed in this *Operations Manual* Part Two, Section IV, Article C4.

[‡]A region leadership team may include but not limited to the Region President, Regional Officers, Council Presidents, and experienced members with current or past Navy League leadership positions at the local or national level.

Table 2-16

(For illustration only. Actual form may vary)

Form 1

**Region Nominations for Submission
to the National Nominating Committee
(For Regional Nominating Committee use only)**



Return to: Chairman, National Nominating Committee via the Region President

Part 1

A) National President - Elect _____

National Senior Vice President _____

National Vice President (up to 9)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

National Corporate Secretary _____

National Treasurer _____

National Judge Advocate _____

B) Region President² _____

C) Area President(s)² (indicate the area)

Part 2

D) Region President's Alternate to National Nominating Committee (if applicable) ²

**E) Past National President(s) in Your Region Eligible and Willing to Serve on the Board of Directors
(if applicable)^{1,2}**

Form 1 Ver 2020

1

Table 2-16 (cont.)

Form 1

Part 3

F) National Delegate(s)^{1,2} (use additional sheet if needed)

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

G) Alternate National Delegate(s)^{1,2}

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

¹Refer to *Instructions to the Chair of the Region Nominating Committee* in filling this section.

²These nominations are to be from your Region only

Certification

Chairman, Region Nominating Committee

Print name: _____ Signature: _____ Date: _____

Region President

As President of the _____ Region, I certify that this slate of Nominees has been arrived in compliance with existing regulations and directives and has been properly circulated to the Area Presidents, Council Presidents, National Directors and National Directors Emeritus of this Region.

Print name: _____ Signature: _____ Date: _____

Note: The National Nominating Committee will not accept the regional Nominating Committee's slate without the above certification by the Region President.

Form 1 Ver 2020

2

Table 2-17

(For illustration only. Actual form may vary)

Form 2



Nominations to the Region Nominating Committee
(For Council Presidents, Area Presidents, National Directors and National Directors Emeritus only)

Return to: Chairman, Region Nominating Committee

National President - Elect _____

National Senior Vice President _____

National Vice President (up to 9)

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | |

National Corporate Secretary _____

National Treasurer _____

National Judge Advocate _____

Nominations for the following must be from your region only

Region President _____

Area President(s) (indicate the area)

National delegate(s)(use additional sheet if needed)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Print name/title: _____

Signature: _____

Date: _____

Note: Region President must reside in the Region and be a member of a Council in the Region. Area Presidents must reside in the Region and be a member of a Council in the Area. Council Presidents may only nominate Area Presidents for their Area. National Delegates must reside in the Region and be a member of a council in the Region.

Form 2 Ver 2020

1

Table 2-18

(For illustration only. Actual form may vary)

2020 NLUS Candidate Information Profile

As a candidate for office, you must understand the commitment that you are making when elected to that office. Duties and responsibilities are defined in the Operations Manual. Use additional sheets if needed. All candidates must sign and date the form before submission.



Part 1 (All candidates must complete this part)

Name _____ Last Name _____ Member Since _____
 Council _____ Region _____
 Address _____
 City _____ State _____ Zip _____ Country _____
 Home Phone _____ Business Phone _____
 Mobile _____ Email _____
 Have you served as a National Director, If yes how many terms have you served? _____
 List the last three National Board of Directors Meetings you have attended? _____

 List the offices you have held at each level including committee memberships:
 National _____
 Region _____
 Area _____
 Council _____

Part 2 (Candidates for National Office(s) and for Area President must complete this part. Optional for National Delegate candidates)

Describe any particular skill sets that you can bring to the Navy League:

What areas do you feel that you can contribute to the Navy League?

List other organizations or clubs in which you have had an active leadership:

Signature _____ Date _____

I hereby authorize the Navy League of the United States to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am a candidate. I understand that the Navy League will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for office will not be processed further. I attest that I have the time and financial resources to serve. I consent to the nomination and will served if elected.

CIP_rev 1/17/2020

V. Administration

A. National Convention, Meetings, and Minutes

1. National Convention
 - a. The National Convention is usually held in June of each year where the Annual Meeting of the Members and the Annual Meeting of the Delegates are held. The Board of Directors, the Executive Committee, and various standing and ad hoc committees also meet to conduct business during the Convention.
 - b. National Conventions are usually held at such sites as recommended by the National Meetings Committee and approved by the Executive Committee.
 - c. Details concerning the operations of the National Meetings Committee, including how sites are selected for national meetings, are contained in the Navy League's Guide to Hosting National Conventions. National Headquarters will provide, upon request, a copy of that document to Councils considering hosting a convention or to any member having an interest in this matter.
2. Annual Meeting of the Members
 - a. The Annual Meeting of the Members is held each year as part of the National Convention.
 - b. The National president, with the approval of the Executive Committee shall designate the date and place for the Annual Meeting of the Members.
 - c. At least sixty (60) days prior to the date of the meeting, all members shall be notified of the time, date and place of the meeting and also shall be notified of the matters to be considered.
 - d. The National President shall preside the Annual Meeting of the Members. If the National President becomes unavailable, the National Senior Vice President shall be the presiding authority.
 - e. The quorum for the transaction of any business at the Annual Meeting of the Members shall be a minimum of 300 members* as established in the Amendment to the Certificate of Incorporation.

- f. Voting is by majority vote of those voting* and may be in person or by proxy. Undirected proxies received will be voted by the Proxy Committee in proportion to the votes cast by those voting in person at the Annual Meeting of the Members.
- g. The Members shall elect the National Delegates at the meeting.
- h. The National President, National Corporate Secretary, National Treasurer, and the Chief Executive Officer shall submit annual reports to the members. Such reports shall also be posted to the national NLUS site accessible by password within thirty (30) days following the meeting. Password can be obtained by written request to the National Corporate Secretary or the designated staff member at the National Headquarters. Such reports shall also be made available to all members in printed form upon written request to the National Corporate Secretary or the designated staff member at the National Headquarters.
- i. The Members may conduct any other business requiring the approval of the Members.

*Member in good standing as set forth in Part Two, Section II "Membership", Article H "Rights and Privileges"; meet requirements of a Member or Life Member as set forth in Part Two, Section II "Membership", Article C "Classes of Membership, Dues, and Rebates" of this *Operations Manual*;

3. Annual Meeting of the National Delegates

- a. The Annual Meeting of the National Delegates shall be held on the same day immediately following the Annual Meeting of the Members.
- b. The National President shall preside the Annual Meeting of the National Delegates. If the National President becomes unavailable, the National Senior Vice President shall be the presiding authority.
- c. By a majority vote of those voting, the National Delegates who are present in person at the meeting shall elect the officers (except for the position of the National President) and members of the Board of Directors for the Navy League as set forth in Bylaws Article 5.3 at the meeting. If a candidate fails to achieve a majority vote after the ballots are counted in a single round vote, such office shall remain vacant and may be filled in accordance with the Bylaws.

- d. The quorum for Annual Meetings or Special Meetings of the National Delegates is fifteen (15) percent of the total National Delegates elected.
 - e. The National Delegates may conduct any other business requiring the approval of the National Delegates.
- 4. Special Meeting of the National Delegates
 - a. In the event of death, incapacity, resignation or removal of the National President-Elect, the National President shall issue a call within five (5) days for a Special Meeting of the National Delegates to be held within forty-five (45) days for the purpose of electing a new President-Elect.
 - b. The presiding authority, quorum and voting requirements are the same as the Annual Meeting of the National Delegates.
 - c. The National Delegates may conduct any other business requiring the approval of the National Delegates.
- 5. Annual Board of Directors Meeting
 - a. The Annual Meeting of the Board of Directors shall be held on the same day immediately following the Annual Meeting of the National Delegates.
 - b. The National President shall preside the Annual Board of Directors. If the National President becomes unavailable, the National Senior Vice President shall be the presiding authority.
 - c. The quorum for the meeting is a majority of the Board of Directors.
 - d. Voting is by a majority of those voting.
- 6. Regular Board of Directors Meeting
 - a. Upon call by the National President, and upon fifteen (15) days written notice, the Board of Directors will hold such meetings as the National President deems necessary.
 - b. The presiding authority, quorum and voting requirements are the same as the Annual Board of Directors Meeting.

7. Special Board of Directors Meeting

- a. Upon written request to the National President by any seven (7) members of the Board of Directors, the National President shall call, within twenty-one (21) days of the request, a special meeting of the Board of Directors.
- b. Should the National President fail to call such meeting within the prescribed time, the requesters may issue such call, citing the failure of the National President to act. In such a case, the requesters will select one amongst themselves to serve as Chair Pro Tem of the called special meeting. Any special meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be valid and binding so long as a quorum was established and maintained at the time of action as though such meeting had been called by the National President.
- c. The presiding authority (except in the case if the National President fail to issue the call for the meeting), quorum and voting requirements are the same as the Annual Board of Directors Meeting.

8. Executive Committee Meeting

- a. Upon call with at least 72 hours' notice by the National President, the Executive Committee will hold such meetings as the National President deems necessary.
- b. For matters deemed of extreme urgency, the National President may call a meeting with at least 24 hours' notice.
- c. All such meetings shall be legal meetings and resulting acts will be valid and binding so long as a quorum was established and maintained at the time of such action.
- d. The quorum for an Executive Committee meeting shall be a majority of the Executive Committee.

9. Electronic Meetings

- a. Electronic meetings are not permitted for the following meetings:
 - i. Annual Meeting of the Members
 - ii. Annual Meeting of the National Delegates

- iii. Regular Board of Directors Meeting held in conjunction with the National Convention
- b. In extraordinary circumstances, such as a declared disaster or emergency, or when the safety and well-being of the participants would be put at grave risk by their attendance, the National President and the Executive Committee may approve any meeting, other than the National Nominating Committee meeting, to be conducted via electronic means as long as quorum requirements are met and they are conducted in a manner consistent with the Operations Manual.
- c. Electronic meetings shall be permitted as long as they are consistent with procedures, provisions, and/or rules in this *Operations Manual*.
- d. Unless otherwise specifically prohibited by the bylaws, meetings such as those which all or some of the participating members are not physically present in one room or area are allowed to be conducted through electronic means such as the internet or by telephone are permitted as long as conditions of opportunity for simultaneous aural communication among all participating members are available (deliberative process in writing such as postal mail, email, chat room, texting, or fax does not satisfy the “simultaneous aural communication” condition and thus not allowed).
- e. Equipment or computer software required for participation in the meeting, unless specially provided by the Chair, must be easily accessible by participants of the meeting. The Chair must also provide contingencies for technical difficulties and malfunctions of such equipment or software.
- f. Participants in an electronic meeting are considered as present as in a physical face to face meeting.
- g. Quorum for an electronic meeting shall be the same as if the meeting were held in a face to face physical location.
- h. The notice of an electronic meeting must include adequate description of how to participate, i.e., the telephone number to call, the web address and password for log-on or a physical location if certain members can participate in person, must be provided.
- i. The chair of an electronic meeting may set conditions for a member to seek recognition, obtaining the floor, by which motions may be submitted, and methods for taking and verifying votes. Such conditions shall be circulated to all participants at the commencement of the meeting.

- j. The chair of an electronic meeting may adopt provisions to ensure only invited members can participate in the meeting, especially during any meeting or portion of a meeting held in executive session.

10. Minutes

- a. Minutes shall be taken of all meetings of the Annual Meeting of Members, the meetings of the National Delegates, the Board of Directors, and the Executive Committee.
- b. Such (draft or approved) minutes shall be made available within thirty (30) days of following such meeting and shall be posted to the national NLUS site accessible by password within thirty (30) days following such meeting. Password can be obtained from the National Corporate Secretary or the designated staff member at the National Headquarters with written request. Such minutes shall also be made available in printed form upon written request to the National Corporate Secretary or the designated staff member at the National Headquarters.

B. Procedure for Bylaws Review

- 1. The quorum for amending the Bylaws shall be a majority of the total number of National Directors. The Bylaws may be amended only at a meeting of the Board of Directors, and by a majority vote of those present and voting.
- 2. A proposed amendment to the Bylaws shall be submitted to the National President at least thirty (30) days* prior to the next scheduled meeting of the Board of Directors. This submission shall include the submitter's name (individual/committee), and the reason for the proposed change. Submission lacking any of the aforementioned elements shall be returned to the submitter with the reason of return.
- 3. The National President, within five (5) days* of receipt of a complete proposed Bylaws submission, shall forward the proposed amendment to both the National Judge Advocate and the Bylaws Committee for review of form (structure, how the proposal is put together) and substance (the content of the proposal) concurrently.
 - a. The review shall also take into consideration if the proposed bylaws amendment is in conflict with other articles or sections of the Bylaws, and if it conforms to federal, state, local, or any other applicable laws.

- b. If discrepancies are discovered, the proposed amendment will be returned to the submitter with such discrepancies noted, and the submitter shall have the option to amend the proposal to correct such discrepancies for resubmission within five (5) days*.
 - c. If the submitter declines to correct such discrepancies or to withdraw the submission, the proposed Bylaws amendment will go forward with such discrepancies noted.
 - d. The review by the National Judge Advocate and the Bylaws Committee, including resubmission by the submitter if necessary, shall be completed within fifteen (15) days* of the National President's initial submission to the National Judge Advocate and Bylaws Committee.
3. The National President shall then submit the proposed Bylaws amendment to the Executive Committee for their review and recommendations after the review process is done by the National Judge Advocate and the Bylaws Committee.
4. The National President shall submit the proposed Bylaws amendment to the Board of Directors in writing at least ten (10) days* prior to the next regular meeting of the National Directors for their consideration.

**All days mentioned in this section are defined as calendar days.*

C. Program Resources

1. Guidebooks (Guides, Handbooks, Manuals, etc.) for programs supported by the NLUS are available at National Headquarters and online on the Navy League web site under "Council Support Materials".
2. Proposed revision to any Guidebooks by the responsible committee or the designated writer shall be sent to the National Corporate Secretary for review before publication. The review is to ensure that changes to the Guidebooks is not in conflict with other Guidebooks publications or with the *Operations Manual*.

D. Awards

The various awards given to councils, members, individuals, and programs are listed with requirements in the NLUS Awards Manual as Appendix I.

Awards and recognitions authorized by the US Naval Sea Cadet Corps (USNSCC) for the Naval Sea Cadets (NSCC) and Navy League Cadets Corps (NLCC) are listed in the NSCC/NLCC Awards Manual, available on the NLUS website under "Council Support Materials".



Navy League of the United States

Operations Manual

Part Three

Council Handbook Policies and Organization

Revised
January 2, 2024

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I. Introduction

The general membership of the Navy League is structured into councils located throughout the United States and overseas. Each council is responsible for the recruitment and retention of its members, and for carrying out activities and programs that enhance the purpose of the Navy League. The council is the grassroots of the Navy League, and its activities indicate the strength of the National Organization in furthering the objectives of the Navy League.

The Navy League of the United States Bylaws call for a Council Handbook to be established and maintained as part of the *Operations Manual*.

Councils shall be governed by and conduct their business in accordance the *Operations Manual* which includes the Part I - Navy League Bylaws; Part II – National Policies and Organization; and Part III – the Council Handbook Policies and Organization and Attachments. Should any conflict arise between the contents of this *Operations Manual* and the NLUS Bylaws, the NLUS Bylaws shall be the governing document. Should any conflict arise between the contents of this *Operations Manual* and any NLUS guidebooks (Guides, Handbooks, Manuals, etc.), the *Operations Manual* shall be the governing document.

II. Council Formation and Charters

A. Formation

A request to form and charter a council can be made by a written submission to the National Corporate Secretary via the Regional Officer for the designated Area (Region Vice President or Area President, if applicable) and Region President when twenty-five (25) or more persons, who are members in good standing*, or potential members of the Navy League, indicate their intention to become charter members of the new council. The charter request may be submitted by email.

The follow steps should be followed prior to submission of an application to form a council:

1. Obtain Council Formation and Council Building Guide from National Headquarters.
2. Hold Council formation meeting(s) with the anticipated charter members (and the Regional Officer for the designated Area (Region Vice President or Area President, if applicable) and/or Region President, if feasible) in attendance. This meeting should discuss the Navy League's policies, objectives and organization and how the individual will achieve the Navy League's goals.
3. Ensure the twenty-five (25) or more potential members meet membership requirement as set forth in Part Two, Section II, Article H "Rights and Privileges"; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II, Article C "Classes of Membership, Dues, and Rebates" of this *Operations Manual*.
4. A current Navy League member who is already a member of an existing council must indicate if the member wants:
 - a. To be transferred to the new council when chartered (The transferring member must request the transfer in writing).

OR

- b. To purchase an additional Navy League membership for assignment to the new council while keeping the existing membership with the current council.

**Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two,*

Section II, Article C “Classes of Membership, Dues, and Rebates” of this Operations Manual.

5. Draft Council Article or Corporate Charter* and Council Bylaws
 - a. Although not required (unless required by state law), it is strongly recommended that a council be incorporated in its state of residence for legal protection and limitation of personal liability for the Council Board of Directors.
 - b. It is recommended that the Council Article or Corporate Charter be drafted by an attorney and be processed in accordance with the legal requirement of the council’s residing state.
 - c. Draft samples of the Council Article or Corporate Charter, and the Council Bylaws are in the appendix of this section.

**The Corporate Charter may be called the Certificate of Incorporation, Article of Incorporation, Articles of Association, etc. in different states variously.*

6. Submit the request to form and charter a council to the National Corporate Secretary at National Headquarters and it must be accompanied by the following:
 - a. Completed membership application form from potential members.
 - b. Completed membership application from a member who chooses to purchase a second membership or a statement from the member requesting to be transferred to the new council.
 - c. Copy of draft Council Article or Corporate Charter.
 - d. Copy of draft Council Bylaws.

B. Name

It is recommended the councils be named after the community, geographical area or a ship where the new council is located, e.g. Seattle Council, Greater Austin Council. To facilitate IRS registration, the official Council name must be “Navy League of the United States XYZ Council.” The council can still be referred to informally as the “XYZ Council.”

C. Charter

Once the application is favorably endorsed by the Regional Officer for the designated Area (Region Vice President or Area President, if applicable) and Region Presidents and a final review of the Corporate Charter and Council Bylaws completed by the National Judge Advocate, the National President has the final authority to grant the request for chartering a council. All Navy League members who participated in the council formation meeting(s) by indicating their intent to become members of the new council shall be known as charter members.

D. Compliance

Council must operate in compliance with all applicable federal, state, and local laws in addition to the *Operations Manual* Part One “NLUS Bylaws”, Part Two “National Policies and Organization” and Part Three “Council Handbook Policies and Organization”. Refer to Part Two, Section III, Article J “Council” of this *Operations Manual* for conditions a council must meet in order to maintain its active status.

E. Prohibitions

Specific prohibitions outlined in the *Operations Manual* in respect to declaration of policy, political influence, communications, and use of Navy League indicia are equally applicable to Navy League Councils.

F. Revocation

The National President shall have the authority to amend, rescind, or cancel a council charter, for cause, in accordance with the *Operations Manual*.

III. Council Organization

A. Council Officials

1. Council President

- a. The Council President directs the activities of the council; presides at meetings including those of the Board of Directors; appoints committee chairs; assure compliance with National Bylaws and all federal, state, local laws and regulations; maintains the council to be in good standing as prescribed in Part Two of this Operational Manual; submits the council's annual report and other reports required; represents the council in public relations and in Navy League national, region, and area organization activities.
- b. The Council President shall not serve more than two (2) consecutive one (1) year terms, or more than a total of four (4) terms. Service beyond two (2) successive one (1) year terms must be approved in writing by the Region President.
- c. No National Officer, Region President or Regional Officer for the designated Area (Region Vice President or Area President, if applicable), while holding any of those offices, shall serve as a Council President.
- d. An individual shall not serve simultaneously as Council President of more than one council unless specially authorized by the National President upon recommendation by the Region President under certain circumstances such as the formation of a new council or the attempted resurrection of a failing council.
- e. A Council President Turnover Guide is available to assist in the relief process.

2. Council Vice President(s)

The Council Vice President(s) assist the Council President as approved by the Council Board of Directors; coordinate the activities of assigned committee chairs; may serve as chairs of major committee; and should be willing to serve as Council President if called upon. The office of the Council Vice President(s) is the training ground for future Council Presidents. Some councils may also have the position of Senior Vice President, First Vice President or Executive Vice President who works closely with the Council President in the administration of the council.

3. Council Secretary

The Council Secretary maintains council records such as bylaws, minutes of meetings, election results, and an accurate membership roster; prepares an annual report to the council membership; assures that timely notice of meetings is given to all members.

4. Council Treasurer

a. The Council Treasurer maintains financial records of the council including a record of all receipts and expenditures of council funds; establishes the council's bank account; prepares and oversees the council's budget; submits to the membership an annual report on the finances of the council; arranges for an annual audit of council financial matters.

b. The Council Treasurer must file all required tax reports with the IRS, state and local tax authorities. Failure to do so may result in the council suffering significant financial penalties, loss of granted tax-exempt status, or be placed in probation status by the National President.

5. The Council President or the Board of Directors may establish from time to time as needed other council officials, such as Council Judge Advocate or Council Chaplain, by appointment or through election.

6. Individual states may have different requirements on the minimum number of council officials. Councils are advised to check with their resident states on such requirements.

B. Council Board of Directors

1. The Council Board of Directors, consisting of the council officers and council directors, shall manage and control the affairs of the council.

2. The Board may adopt bylaws and regulations or delegate its authority to the elected council officers and such other council members as it so desires.

3. Council Bylaws and amendments must be consistent with the National Bylaws and with the policies, purposes and objectives of the Navy League. (A sample set of Council Articles and Bylaws are at the end of this Part Three of the *Operations Manual*).

4. Some councils follow the National practice of having the membership elect the Council Directors who then elect the Council Officers. Other councils have both Council Directors and Council Officers elected by the members. Either method is acceptable.
5. An advisory or honorary group of outstanding community leaders, former national or council officers also may be formed and invited to attend board meetings.

C. Operating Committees

1. The Council President shall appoint members to committees approved by the Board of Directors for the conduct of business.
2. Committees may determine their own rules of procedure subject to Board approval.
3. A Council should at its minimal establishes the following committees: Membership, Retention, Finance and Budget, Legislative Affairs, Programs and Public Affairs.
4. Committee Chairs are assigned management responsibilities for council programs. Depending on council bylaws, committee Chairs may be ex-officio members of the Board of Directors who may also be council officers.
5. Committee reports are valuable in the preparation of the council's annual report to National Headquarters and for providing guidance to successor chairs.
6. Council management should encourage member participation by assigning as many members as practical to committee activities.

IV. Council Administration

A. Membership

1. To be eligible for membership in a local council, the individual must be a member of the Navy League national organization. Eligibility, dues, and council rebates for the various categories of membership are covered in the National Bylaws Article 3 and Operation Manual Part Two, Section II “Membership”
2. A council may establish local dues or membership fees as it may deem to be appropriate, but such dues or fees must be in addition to, not in lieu of, the National dues.

A council may, with special authorization from the National President, collect [national] dues directly from its members for remittance to the National Treasurer. Refer to the *Operations Manual* Part Two, Section II, Article D “Collection of Dues and Rebates to Councils” for further details.

B. Elections

1. All council officers and council directors must be members of the Navy League of the United States in good standing* and shall be elected by a majority vote of those council members present and voting at a meeting called for the purpose of holding such election. The Officers and Directors elected shall serve one (1) year terms or until their successors are elected. A suggested “Oath of Office” for elected council members is in Table 3-1.
2. Variations from the aforementioned procedures are acceptable but must be stipulated in Council Bylaws. A few examples of variations are:
 - a. Voting by a written mail-in ballot.
 - b. Councils members elect the council directors, who then elect the council officers.
 - c. Including Past Council Presidents, current and Past National Officers, as members of the Council Board of Directors.
3. Council elections must be held during the last quarter of the Navy League’s fiscal year (calendar) and council officers and council directors installed by the end of the following January. Waivers may be requested from and approved by the

Region President. Such requests shall contain written justification and be submitted to the Region President not later than 1 December each year.

**Member who is not placed in suspension status, or being removed from the Navy League of the United States, and meets requirements of a Member as set forth in Part Two, Section II, Article C "Classes of Membership, Dues, and Rebates" of this Operations Manual.*

C. Fiscal Year

All councils are encouraged to establish a fiscal year coinciding with the national fiscal year, which is the same as the calendar year.

D. Annual Report

Each council must submit an annual report covering the previous calendar year. Failure of a Council President to submit this annual report, due on January 31, will result in the withholding of council dues rebates by the national headquarters. Those rebates shall revert to the general fund of the Navy League at the close of each 6 months period and shall not be reissued even in the event the report is submitted after that date. Failure to submit the annual report on time will disqualify a council for council performance awards.

E. Council Meetings

1. An Annual Meeting of Members to be held once a year.
2. The Board of Directors Meeting to be held at least once each quarter.
2. General membership meetings and events to be held at least three times per year.
3. Meeting quorums will be determined by Council Bylaws.
4. Minutes of all meetings should be kept, and the current version of Robert's Rules of Order Newly Revised should apply for the conduct of the meeting in all instances not covered in the National or Council Bylaws.

Table 3-1

The Oath of Office

Would the Officers and Board of Directors of the Council please come forward.

The Navy League of the United States was incorporated in 1902 with President Theodore Roosevelt as a benefactor. He donated a portion of the monies he received from his Nobel Peace Prize and we should be reminded of our objectives.

The Navy League:

- Is an organization which is dedicated to educating the American people and our government that the United States is a maritime nation.
- Fosters and maintains an interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine.
- Supports those who wear the uniform of our armed forces and their families.
- Educates and trains the youth of America in the customs and traditions of the maritime services by actively supporting the youth programs.

It is the responsibility of the Officers and Board of Directors of the Council to ensure that programs and initiatives are established to accomplish these objectives and give their enthusiastic support.

Please hold up your right hand:

**“I do solemnly swear that,
during the term of office for which I have been elected,
I shall faithfully serve, to the best of my ability,
the interest of our nation,
its maritime services
and the Navy League of the United States.”**

F. Employer Identification Number (EIN)

Each council must have an Employer Identification Number (EIN). It is considered identity theft if a council use another council's or National Headquarters' EIN. This identity theft may lead to tax fraud charges. EIN can be obtained by submitting a completed IRS Form "SS-4" to the Internal Revenue Service.

G. Tax-Exempt Status

The Internal Revenue Service has classified the Navy League of the United States (National) as tax-exempt under the provisions of Section 501(c)(3) of the Internal Revenue Code. Contributions to the Navy League (National) are tax-deductible.

NLUS (National) has obtained a group tax exempt ruling whereby those councils that have applied to National for such inclusion AND have been accepted under the group tax-exempt ruling, will be afforded the same exemption and tax deductibility for federal tax purposes. Both National and the IRS encourage councils that are eligible to apply for inclusion in this group tax-exempt ruling, for which there is no charge.

1. Each council electing to be included in this group tax-exempt ruling will be required [normally only once] to submit to the Corporate Counsel at Headquarters, the following IRS required documentation:
 - a. A letter, signed by a principal officer of the council, indicating that the council's accounting period ends on December 31, and that the council desires and agrees to recognition of exemption from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 under the Navy League's group tax exemption program.
 - b. A copy of the Council Bylaws or Articles of Incorporation if such articles function as its Bylaws as well (Individual states may impose additional requirements to incorporate in their jurisdiction and qualify for tax exemption).

If the council's name does not comply with the naming requirement of "Navy League of the United States XYZ Council" (See Part III, Section II, Article B "Name"), the council must submit an amendment to its Articles of Incorporation to reflect such change. If the council is incorporated, the amendment must show the date-filed stamp of the state officer authorized to file corporation amendments in the official state records

- c. The council's permanent mailing address (either a physical address or a post office box number). Councils must keep Headquarters advised if their permanent address changes.
 - d. A brief narrative of the council's activities, receipts and expenditures for the past fiscal year. Headquarters will utilize this information to determine that the council's activities are consistent with the Navy League's Bylaws and policies.
 - e. A copy of the IRS issued employer identification number (EIN).
 - f. If the council has previously been individually recognized as exempt from federal income taxation under Section 501(c)(3) of the Code, a principal officer of the council must include a copy of the council resolution indicating that the council relinquishes that direct exemption as of the date that it wishes to be included in national group tax-exemption program. Sending a copy of the original exemption letter is recommended but not required.
- 3. Councils that are not exempt from federal income taxation under Sections 501(c)(3) of the Internal Revenue Code are not eligible for deductibility of contributions and all council income will be taxable unless a separate exemption has already been established.
 - 4. Councils choosing to participate in the group tax-exempt program will still have full responsibility for their activities in the event of an Internal Revenue Service audit of the council. Inclusion in the group ruling will not relieve the council of its obligation to file Form 990 *Return of Organization Exempt from Income Tax* or any other filings that the IRS may require of tax exempt organizations.
 - 5. Councils not recognized as exempt under Section 501(c)(3) of the IRS Code are strongly advised to participate in the NLUS national group tax-exempt program. This service will keep the council better informed and in compliance with non-profit tax laws while reducing the burden of independently keeping track of future changes in law. Participation in the group exemption is free.
 - 6. Only councils located on U.S. territory may participate in the NLUS group exemption. Councils located on foreign soil may apply separately for individual tax exemption to that country. (Contributions to foreign councils are not tax-deductible on U.S. Income Tax returns.)

7. To obtain an individual exemption, the council must apply directly to the IRS on IRS Form 1023. The council should contact the Corporate Counsel at National Headquarters for further information.
8. A domestic council is considered to be not in good standing if it fails to maintain tax-exempt status as recognized by the IRS.

H. Council Insurance Coverage

National Navy League has an insurance policy in which its coverage is made available to the affiliated councils within the United States and its US Territories and/or Possessions. Insurance premiums are based on the size of the council and are deducted from the first semi-annual rebate check each year. All premiums are determined annually based upon the insurance costs to National Headquarters. The policy covers the period of January 1 through December 31. A current Certificate of Insurance is provided annually to the Council President after renewal.

The insurance afforded by the policies described below are subject to all the terms, exclusions, and conditions of such policies. Questions should be directed to the Corporate Counsel at Headquarters.

1. General Liability

This policy is afforded to the Councils. It includes:

- a. **Bodily Injury and Property Damage.** Provides coverage for bodily injury to others and property damage to other people's property.
- b. **Personal & Advertising Injury Liability.** Provides coverage for injury to others arising out of libel, slander, false arrest, or wrongful eviction.
- c. **Medical Payments.** Provides coverage for medical expenses for bodily injury to others caused by an accident on your premises or arising out of your operations.
- d. **Auto Liability.** Provides coverage for bodily injury or property damage to others when operating hired or non-owned autos.
- e. **Liquor Liability.** Provides for coverage for bodily injury or property damage arising from the serving of liquor at meetings or functions. There is a separate liquor liability coverage for events for which you may need

coverage. If requested by the host facility, a rider can be obtained by contacting the Corporate Counsel at Headquarters.

2. Umbrella Coverage

This policy is afforded to the Councils. It provides additional monetary coverage which is above the monetary limits of the General Liability Policy.

3. Directors and Officers (D & O) Coverage

The National Headquarters does have a D & O Insurance Policy; however, this coverage is not extended to the Councils. This coverage only covers acts based on the service of any National Officer, National Director, National Employee and National Volunteer and if the service is performed at the direction of the NLUS Board of Directors. As a result, the acts of the Officers and Directors of a Council are not covered unless it is resulting from a directive of the NLUS Board of Directors.

If a Council would like to cover the actions of its Officers and Directors, the Council should consider obtaining its own Directors and Officers Insurance Policy.

4. Workers Compensation Coverage

The National Headquarters does have a Workers Compensation Policy for its employees; however, coverage does not extend to Councils. A Council should consult with their state should Workers Compensation be required and obtain such type of insurance policy.

5. Personal Property Coverage

The National Headquarters does not have a policy which would cover the property of a Council. This type of property coverage would include fire or theft of property owned by a Council. If a Council would like to cover its own property, the Council should consider obtaining its own insurance policy.

I. Communications

Communication is essential to a council's operation. The Navy League's missions and a council's activities should be shared both internally among its members and externally to the general public. Here are the most common tools a council can employ to communicate with its constituents.

1. Website

A website is a great place for a council's constituents to look up information about the council, i.e. its purposes, missions, officers, meeting place and time, activities, past events, news. A council can also use its website to take reservations and payments for upcoming events, and/or donations to the council. A council website must display the official NLUS logo and must indicate that it is a component of the national Navy League organization. It is recommended that a council uses "NavyLeagueXYZCouncil" as its website domain name. Consult the Mackie Award Web Site Initial Screening Evaluation Form by the IT Committee available on the national website for further information in setting up a proper template to conform with national website standards.

2. Newsletter

Newsletter is the easiest tool a council can use to reach its members and the local community. It is also a great marketing tool to reach potential members and donors. Newsletters can be either hardcopy, e-version or both. It should be featured on the council website and share on the social media. E-version of the newsletter has the added advantage of embedding links. A council may want to manage the emailing of newsletter with online email marketing software which some offer free categories.

3. Social media

Social media has become the de facto tool for communication for many people and business in the past decade. The Navy League maintains its social media presence at www.facebook.com/NavyLeagueUS and www.twitter.com/NavyLeagueUS. It is recommended that a council sets up its Facebook account as a "page" and labels it as "Navy League XYZ Council" and the twitter as "www.twitter.com/XYZCouncil". This naming format conforms with the NLUS national Facebook page standard and identify the council as part of the national organization. It also aids a council to be easily found with Google search. Councils should also use "Non-Government Organization (NGO)" to identify itself when setting up the social media accounts.

4. The Navy League HQ holds periodic training sessions for councils on using and managing communication tool. Watch out for email announcements on such session. For further information, contact the Field Service and Membership Department at training@navyleague.org.

5. The Navy League awards excellence in website, newsletter, and social media with the annual Mackie Awards. Consult the Appendix I - Awards Manuel for further information.

J. Programs^{1, 2, 3, 4}

1. General Programs

The vitality of a council is measured by its participation in local and nationally sponsored programs following the mission and objectives of the Navy League. These programs can include guest speakers of interest to the council members, local community and the sea service commands.

The Navy League has produced program guides outlining various subjects which are available through National Headquarters and online at the Navy League web site under Council Support Materials. Reports of successful council's programs can be sent to National Headquarters via communications@navyleague.org for consideration for Navy League publications.

2. Youth Programs

The Navy League is committed to the support of youth programs. A member of the council may be selected as the Youth Chair. The Navy League supports youth organizations such as the US Naval Sea Cadet Corps (USNSCC) along with the Navy and Marine Corps Junior Reserve Officer Training Corps (JROTC) programs.

- a. The USNSCC was established by the Navy league in 1958 at the request of the Department of the Navy. It was federally chartered by Congress in 1962 as a non-profit civilian organization and is comprised of two programs. The Naval Sea Cadet Corps (NSCC) for age 13 through completion of high school and the Navy League Cadet Corps (NLCC) for age 11 through 13. Cadets in both programs learn citizenship, skill in seamanship and seagoing subjects. These subjects build a strong moral character in a drug- alcohol- and gang-free lifestyle.
- b. The JROTC is a federally funded program sponsored by US armed forces in high school and middle schools. Cadets in the JROTC program are instructed by [retired] military officers and senior non-commissioned officers from the respective branch of a unit's affiliation.
- c. Councils are encouraged to actively support USNSCC units, Navy and Marine Corps JROTC unites through unit adoptions and participating in awards ceremonies and special events. Criteria governing council sponsorship of USNSCC units can be found in USNSCC Regulations 3.02.
- d. The Navy League of the United States Theodore Roosevelt Youth Medal recognizes excellence on cadets participating in USNSCC, NJROTC and

MCJROTC programs. Awardees are nominated by their respective unit's Commanding Officer with the Medal awarded by the supporting council. Samples of the award certificates are attached in the Attachment section at the end of this Part Three of the *Operations Manual*. Award certificates can be downloaded from the Navy League website or purchased through the Navy League approved vendor. For more information contact: membership@navyleague.org.

- e. Further information is available in the Guide to Youth Program.

3. Public Relations

Public Relations activities is of fundamental importance to the Navy League in carrying out its mission of educating the public on the importance of a strong maritime presence and national defense. Through study of information concerning defense and maritime affairs, efforts can be made to acquaint the public with such matters as personnel and materiel requirements, national defense strategy and doctrine, and threat sources. A Public Relations Guide available online on the Navy League website under Council Resources.

Councils are encouraged to build relationships with local sea services units, community organizations, and groups of similar interests via speaker program, outreach, or collaborate works.

Outreach offices for respective sea services which council may seek additional information for public relations matters or to request speakers. For additional information, contact the outreach office or the Public Affairs Officer for each respective service.

4. Legislative Affairs

A key aspect of the Navy League's legislative advocacy is the grassroots initiative, executed at the council level to ensure that political leaders at the local, city and state levels are aware of the importance of sea power and maintaining strong sea services. Each Navy League Region should have a Region Vice President for Legislative Affairs who works with the councils in providing guidance and training in providing presentations to political leaders. It is important that each council work closely with the Region Vice President for Legislative Affairs. For more information on the Legislative Affairs Grassroots Initiative, go to www.cqrcengage.com/navyleague/ or contact NLUS Headquarters at legislativeaffairs@navyleague.org.

5. Other Programs

Other programs include and are not limited to:

- a. The Councils are encouraged to present programs to local service, civic, fraternal, and educational groups and other military supporting groups, or hold joint meetings with such organizations.
- b. The establishment of an “enlisted person of the month, quarter or year” program, working with local commanding officers for nominations is encouraged. Invite sea service personnel to council events and/or to make presentations. A sample of the award certificates is attached in the Attachment section at the end of this Part Three of the *Operations Manual*. The award certificate can be downloaded from the Navy League website or purchased through the Navy League approved vendor. For more information contact: membership@navyleague.org.
- c. Sponsor a Public Education Seminar to educate the community about the important resources found in the sea service.
- d. Support of the Navy, Marine Corps, Coast Guard and Maritime Services, Coast Guard Auxiliary, and NROTC programs.
- e. Provide support and outreach to sea service families.
- f. Assist in Fleet Weeks, Navy Weeks, and Marine Corps Weeks.
- g. Adopt-a-ship, station or unit. Further information is available in the Sea Service Unit Adoption Guide. For more information contact the Ship Commissioning/Adoption Committee or membership@navyleague.org.
- h. Celebrate the following:
 - Armed Forces Day - the third Saturday in May of each year
 - Maritime Day - May 22
 - Coast Guard Birthday - August 4
 - Navy Birthday - October 13
 - Navy Day – October 27
 - Marine Corps Birthday - November 10
 - Veterans Day – November 11
- i. *Seapower* magazine is the official publication of the Navy League of the United States. Navy League members with membership above the

Electronic Membership level receive the *Seapower* in hard copy published 10 times a year. Online version of the magazine is also available on the website seapowermagazine.org. Councils are encouraged to subscribe to the magazine for donations to local community groups, veteran organizations, libraries and schools.

6. International Programs

The Navy League's *International Council Operations Guide*, found on the Navy League's web site, explains how to promote a positive image for Americans residing in the host country. Identifying with the community, along with its leaders is critical to planning successful activities that encourage interaction between the U.S. Sea Services and the host nation.

The operation of a Navy League International Council provides unique challenges such as operating in compliance with all the host country's laws and customs as well as significant opportunities like being a "goodwill ambassador" for the United States.

7. Scholarship

Scholarships are available to children and grandchildren of former and current sea services members and members of the US Naval Sea Cadet Corps administered by the Navy League Foundation, a Navy League wholly owned 501(c)(3) subsidiary. Councils are encouraged to actively support the Foundation by publicizing the scholarships, holding fund raising events and making donations. For further information on the Foundation, eligibility for scholarships and donation opportunities, visit: www.navyleague.org/scholarship.

8. STEM

The mission for the Navy league STEM Institute is to put science, technology, engineering and mathematics into the minds of America's youth focusing on middle and high school youth and to instill interest in developing basic skill sets for career opportunities. The STEM Institute and the Office of Naval Research co-sponsor the Naval STEM Expo each year prior to the Sea Air Space Expo which is free to attend.

Councils are encouraged to generate an interest in the STEM program by sponsoring or assisting in the science fairs, and other events. For more information, contact the Navy League STEM Institute at STEM@navyleague.org. Council can apply for an internal grant from The STEM Institute to support its

STEM educational efforts. For further information, look under Program/Stem Initiatives on the NLUS website.

9. Sea Air Space Expo

The Sea Air Space Expo is the Navy League's premier global maritime exposition bringing the defense industry, private-sector companies and key military decision makers under one roof. Attendance is free for all Navy League members. Councils are encouraged to take part in this event with organized trips to visit the exposition.

10. Council Performance Awards

The Council Performance Awards are presented annually at the National Convention.

- a. Councils which have superior performance for the preceding year are awarded as "Outstanding" or "Meritorious". An "Honorable Mention" may also be awarded on a case by case basis to a council which may not have met the criteria for "Outstanding" or "Meritorious" but have demonstrated above average or unique accomplishment.

The judging criteria are:

- i. Council Activities
- ii. Youth Support
- iii. Sea Services Activities
- iv. Public Education Activities
- v. Legislatives

Because of their unique situations, many of the criteria established may not apply to overseas councils, therefore the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs.

To qualify for consideration for the awards, a council must be in good standing as defined in Part Two, Section III, Article J "Councils" of this *Operations Manual* and have submitted the Council Annual Report by its deadline date.

- b. Retention Awards are to recognize councils which have achieved the highest percentage of membership retention for the preceding calendar year.

- c. The Donald M. Mackie Awards recognize excellence in print or online communications. The award is named after Donald M. Mackie who was instrumental in establishing the *Seapower* magazine. Consult the Appendix I - Awards Manual for further information.
- d. The Public Relations Recognition Program Awards recognize councils which are active in promoting public events. Consult the Appendix I – Awards Manual for further information.
- e. The Sea Service Adoption Excellence awards are presented annually at the National Convention to Councils who have demonstrated the strongest commitment to direct support of Sea Service units through a robust adoption program. The award is inclusive of support to all types of adopted Sea Service Units, including youth groups.

¹*The Navy League of the United States is a Department of Defense designated approved national military association. Refer to DoD Instruction 5410.19 or contact Navy League National Executive Director for more information.*

²*Federal regulations have set strict rules on gifts (including awards, meals, lodging, etc.) for government employees, military personnel and their family members. Councils are advised to consult with a service member's host command Judge Advocate, legal counsel or ethics officials when setting up programs which government employees, service members, or their family members are invited or to receive benefits.*

³*Sponsorship of programs benefiting sea service units, youth program groups (USNSCC, JROTC, etc.), outside organizations, or any personnel associated with such entities is subjected to rules, regulations, and laws governing the receiving entity's ability to receive such sponsorship. Councils are advised to consult with the receiving entity's chain of command on rights, limitations and legal responsibility that may be placed on the sponsor.*

⁴*The term sponsor (or its variants or words of similar meaning), as used in this operations manual and any subsequent NLUS guidebooks (Guides, Handbooks, Manuals, etc.), shall mean: Any support, whether financial or morale enhancing, of an entity not managed, owned, or directed by the Navy League of the United States or its affiliated councils, which leaves direction, supervision, management and governing authority to the entity that administers its activities.*

V. Attachments

A. Sample Council Articles and Bylaws

This attachment includes samples of Council Articles and Council Bylaws and is intended as guidance only for councils drafting new articles and/or bylaws, or revising those currently in existence. The samples may be modified in order to meet the requirements of an individual council. Such modifications, however, may not conflict with federal, state or local laws or Navy League National Bylaws, policies, or other authorized directives.

Since council Articles and Bylaws may have legal consequences, it is highly advisable to have any drafts or revisions reviewed by a qualified attorney admitted to practice in the council's home state.

In order to meet both state and IRS requirements for tax-exempt status, councils should have articles (of incorporation or association) that are separate from bylaws. The determination as to whether the "articles" referred to herein should be Articles of Incorporation or Articles of Association should be made in consultation with the council Judge Advocate and/or an attorney knowledgeable in such matters.

Sample Council Articles

**Navy League of the United States
_____ Council**

Articles of Incorporation

ARTICLE I NAME

The name of the council shall be the Navy League of the United States,
_____ Council.

ARTICLE II ADDRESS

The principal office of the Council shall be located in the State of _____,
And City of _____.

The official address for the Council shall be: _____

ARTICLE III PURPOSE

This council is organized and shall be operated exclusively for educational purposes including, for such purposes, the making of distributions to organizations qualifying as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law. In carrying out the foregoing purposes, the council shall have the power to acquire and disseminate to citizens of the United States information concerning the condition of the naval forces and equipment of the United States and to increase interest and cooperation in all matters tending to improve maritime efficiency. The council shall make no declaration of policy in contravention of the policy of Navy League National Headquarters. In all matters of policy, the council shall carry out the aims and purposes of the Navy League as established by the National Board of Directors.

ARTICLE IV MEMBERS AND DIRECTORS

The council shall have members. Officers shall be elected in the manner provided in the Bylaws. The council shall have Directors. The number of Directors and their manner of selection shall be provided in the Bylaws.

The names and addresses of the persons who shall be the initial Directors of the council are:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

ARTICLE V PROHIBITED ACTIVITIES

No part of the net earnings of the council shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the council shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of its purposes as stated in these Articles. No substantial part of the council's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the council shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these Articles, the council shall not carry on any other activities not permitted to be carried on (a) by an organization, exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue law, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or the corresponding provisions of any future United States Internal Revenue Code, as amended or the corresponding provisions of any future United States Internal Revenue law.

ARTICLE VI DURATION

The period of existence of this Corporation shall be perpetual.

ARTICLE VII POWERS

The Corporation shall have and possess all of the powers which may be lawfully exercised by a nonprofit corporation under the Laws of the State of _____ so long as the exercise of such powers is not inconsistent with the powers of the Navy League of the United States and the provisions of Article III.

ARTICLE VIII AMENDMENTS

These articles shall not be amended unless the amendment has been approved by the Board of Directors and subsequently confirmed by a two-thirds vote of the members present at a general meeting, in the call for which notice of the proposed amendment has been included.

ARTICLE IX LIMITATION OF LIABILITY

To the maximum extent permitted by applicable law and effective immediately, no director of the Corporation shall be personally liable to the Corporation or its members, if any, for monetary damages for conduct as director, except for acts or omissions that involve intentional misconduct by a director, a knowing violation of law by a director, or for any transaction from which the director will personally receive a benefit in money, property or service to which the director is not legally entitled.

ARTICLE X DISSOLUTION

In case of revocation of the council charter, or dissolution of the council for any reason, the Council President shall cause to be transferred to the National Treasurer of the Navy League of the United States all funds remaining in the treasury of the council at the time it ceased to exist, provided that the national headquarters is in existence at that time and is then exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.

In the event that the national headquarters had ceased to exist at the time of the dissolution or is not then exempt, all remaining assets of the council shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future United States Internal Revenue law, or shall be distributed to the federal government, or to a state or local government exclusively for public purposes.

Any such assets not so disposed of shall be disposed of by a court or competent jurisdiction for the district in which the principal office of the council is then located exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI

RATIFICATION

These Articles have been adopted by vote of the Navy League of the United States

Council on _____
(Date)

President

Secretary

Sample Council Bylaws

Navy League of the United States _____ Council

BYLAWS

1 Name

The Name of the council shall be the Navy League of the United States, _____ Council.

2 Objective

This council is organized and shall be operated exclusively to follow the objectives of the Navy League of the United States, which is educational and to that end to acquire and spread before the citizens of the United States and international friends and allies information as to the conditions of the naval and maritime forces and equipment of the United States, and to awaken interest and cooperation in all matters tending to aid, improve or develop their efficiency, and any other purpose which is legal under the provisions of Section 501(c)(3) of the Internal Revenue Code and any provisions of the State of _____'s Not for Profit Code. The council shall make no declaration of policy in contravention of the policy of Navy League of the United States. In all matters of policy, the council shall carry out the aims and purposes of the Navy League of the United States as established by the National Navy League of the United States Board of Directors.

3 General Provisions

In addition to supplementing the Council Articles, these bylaws are intended to supplement the National Bylaws of the Navy League of the United States, and regulations governing local councils as promulgated by the Navy League of the United States.

4 Membership

Classes of membership are as established in the National Bylaws. To be eligible for membership in this council, one must be a member of the national organization. No person shall be denied membership due to sex, race, color, religion, or national origin.

An individual's membership shall be terminated for failure to pay required dues or assessments within 30 days of the due date. In addition, a member may resign by forwarding a resignation in writing to the National Corporate Secretary, with a copy to the council President. Such resignations shall be effective when received by the National Corporate Secretary unless otherwise indicated in the letter of resignation.

5 Dues

Dues shall be in the amount set by the national organization for each established category of membership; such dues are to be paid directly to the National Headquarters. Council dues may be established and collected by the council Board of Directors.

Members whose dues payments are current shall be considered members in good standing, and shall have all resulting rights and privileges of membership, including the right to vote and to serve as Council Officers and/or on the council Board of Directors.

6 Prohibitions

No officer or member of the council shall undertake in the name of the council or the Navy League any action intended to prejudice the aims of and the established policies of the council or the Navy League and no member shall communicate with any department of the United States Government in the name of the Navy League on general policy matters without the approval of the council President and the National President.

No use may be made of the Navy League name, logo, seal, or other symbol or indicia of the League, including lists of members' names and addresses, for any purpose other than direct fulfillment of the mission of the Navy League.

7 Officers and Directors

7.1 Officers

This council shall have the following elected Officers: President, one or more Vice Presidents, Secretary, Treasurer, and Judge Advocate. Additional Vice Presidents may be elected for functional areas as required. During the year, the President may propose to the Board any new Vice President required. After Board approval, a confirmation by membership vote at the next meeting will be required.

7.2 Board of Directors

The Board of Directors shall consist of the Officers, and a minimum of ten (10) elected Directors. During the year, the President may propose to the Board any new Directors required. After Board approval a confirmation by membership vote at the next meeting will be required.

7.3 Term of Office

The Officers and Directors of this council shall be elected for a term of one year or until their successors are elected. The President shall not serve more than two (2) consecutive one (1) year terms, or more than a total of four (4) terms.

7.4 Election of Board

Officers and Directors shall be elected by a majority of those members present and voting by secret ballot unless there is but one candidate for an office, in which case election may be by voice vote. Elections will be held at the Annual Meeting. Installation of new Officers and Director and may follow the elections at the Annual Meeting, or be conducted at a subsequent meeting or event. The President shall have the authority to fill a vacancy should one arise, subject to ratification by the Board of Directors at its next meeting.

NOTE: Some councils follow the practice of having the membership elect the Directors, who then elect the Officers. Either method is acceptable.

7.5 Vacancies on the Board

In the event of the death, resignation, or removal of an officer, such vacancy shall be filled by approval of the Board of Directors with a candidate proposed by the President at the next regular meeting of the Board or at a special meeting called for that purpose.

8 Duties of Officers and Directors

The control and management of this council's assets and affairs shall be vested in the Board of Directors. The Board may adopt bylaws and regulations or delegate its authority to the elected officers and such other council members as it so desires. Council bylaws and amendments must be consistent with national bylaws and with the policies, purposes and objectives of the Navy League of the United States.

8.1 President

The President shall direct the activities of the council; preside at meetings including those of the Board of Directors; appoint committee chairs; assure compliance with National Bylaws and regulations governing local councils; submit the council's annual report and other reports requested by higher authority; represent the council in public affairs and in national, region, and state organization activities.

8.2 Vice Presidents

Vice Presidents shall assist the President as approved by the Board of Directors. Vice Presidents may serve as chairs of major committees, represent the council at events, which the council President is unable to attend, and generally be understudying the duties of the council President.

8.3 Secretary

The Secretary shall maintain council records such as Bylaws, minutes of meetings, election results, and an accurate membership roster, prepare an annual report to the council membership; handle correspondence as designated by the President; and provide appropriate notice of meetings.

8.4 Treasurer

The Treasurer shall maintain all financial records of the council including a record of all receipts and expenditures of council funds; establish the council's bank account; prepare and oversee the council's budget; submit to the membership an annual report on the finances of the council; and arrange for an annual audit/review of the council financial matters.

8.5 Judge Advocate

The Judge Advocate shall advise the council President and officers on legal matters affecting the council and interpret bylaws and regulations.

9 Committees

9.1 Nominating Committee

A Nominating Committee shall be established annually. It shall be comprised of the following:

- A member appointed by the President
- two members selected by the Board of Directors and
- two members selected by the membership

Notice of membership of this Committee shall be announced sixty (60) days in advance of the annual meeting and a report of the Committee shall be made to the membership at least thirty (30) days prior to the annual meeting. The Nominating Committee shall select at least one nominee for each office and nominations may be made from the floor at the election meeting. No member of the Nominating Committee shall be eligible for nomination to any elective office.

9.2 Standing Committee

The President shall appoint the members of such standing committees as may be provided for by the Board of Directors from time to time with such powers and duties as may be delegated by the Board of Directors. Each Committee shall determine its own rules of procedure, subject to approval by the Board of Directors.

9.3 Advisory Committee

The Board of Directors may, at its discretion, create an Advisory Committee of representative citizens to support the work of the council.

10 Meetings

10.1 Board Meetings

The Board shall meet at least once each quarter upon call by the President. One-third of the Board of Directors shall constitute a quorum. Upon written request to the President by any three members of the Board of Directors, the President shall call, within three weeks, a meeting of the Board of Directors. Should the President fail to call such meeting so requested within the prescribed time, the requestors may issue such call, reciting the President's failure, and any meeting held pursuant to such call shall be a legal meeting, and its acts and proceedings will be considered as valid and binding as though such meeting had been called by the President.

10.2 General Meetings

The general membership of this council shall meet at least once each quarter upon call by the President. At least ___% of the membership shall constitute a quorum. The Annual Meeting of Members shall be held during the last quarter of the fiscal year. At this meeting, the President, Treasurer, and Secretary shall submit their annual reports to the members. (Copies of these reports must be sent to National Headquarters with copies to the appropriate Region President.) Elections for council Officers and Directors for the subsequent fiscal year also shall be held at this meeting.

10.3 Minutes

Minutes of all meetings of the Board and general membership will be recorded by the Secretary, or an Acting Secretary, and copies thereof provided upon request.

10.4 Robert's Rules

The rules set forth in the current edition of Robert's Rules of Order Newly Revised shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and/or any special rules of order that the council may adopt.

11 Fiscal Year and Reviews

11.1 Fiscal Year

The fiscal year of the council shall conform to that of the Navy League of the United States National Headquarters (the calendar year).

11.2 Financial Reviews

The financial books of the council must be audited or reviewed each year.

12 Expenditures

No money shall be authorized to be expended and no contract or obligation incurred in the name of or on behalf of this council beyond the money actually in hand, appropriated, and set aside for the purpose.

13 Gender

Whenever the masculine form is used herein, the feminine form is intended to be included.

14 Amendments

These Bylaws shall not be amended unless the amendment has been approved by the Board of Directors and subsequently confirmed by a two-thirds vote of the members present at a general meeting, in the call for which, notice of the proposed amendment has been included.

15 Dissolution

In case of revocation of the council charter, or dissolution of the council for any reason, the Council President shall cause to be transferred to the National Treasurer at the national headquarters of the Navy League of the United States all funds remaining in the treasury of the council at the time it ceased to exist. Dissolution must follow the Dissolution Article contained in the Council's Articles of Incorporation.

16 Ratification

These Bylaws have been adopted by vote of the Navy League of the United States

_____ Council on _____
(Date)

President

Secretary

B. Sample Navy League Theodore Roosevelt Youth Medal Certificates



This is to certify that
the Navy League of the United States

has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Commanding Officer

Sample Navy League Theodore Roosevelt Youth Medal Certificates (cont)

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Senior Naval Science Instructor

Sample Navy League Theodore Roosevelt Youth Medal Certificates (cont)

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

MCJROTC
Senior Marine Instructor

C Sample Sailor of the Month/Quarter/Year Certificate

Navy League of the United States



The _____ of the _____ Navy League of the United States proudly presents the _____ of the _____ award to _____ in recognition of _____ achievement and _____ Outstanding Service to the United States.

Date

Council President



Navy League of the United States

Operations Manual

Appendix I

Awards Manual

Revised
January 2, 2024

The Navy League of the United States is a Department of Defense designated approved national military association. Refer to DoD Instruction 5410.19 or contact Navy League Chief Executive Officer for more information.

Federal regulations have set strict rules on gifts (including awards, meals, lodging, etc.) for government employees, military personnel and their family members. Award recipients are advised to consult with the recipients' host command/employer Judge Advocate, legal counsel or ethics officials when themselves or their family members are invited or to receive benefits.

Sponsorship of programs benefiting sea service units, youth program groups (USNSCC, JROTC, etc.), outside organizations, or any personnel associated with such entities is subjected to rules, regulations, and laws governing the receiving entity's ability to receive such sponsorship. Award recipients are advised to consult with their chain of command on rights, limitations and legal responsibility that may be placed on the sponsor.

The term sponsor (or its variants or words of similar meaning), as used in this Operations Manual and any subsequent NLUS guidebooks (Guides, Handbooks, Manuals, etc.), shall mean: Any support, whether financial or morale enhancing, of an entity not managed, owned, or directed by the Navy League of the United States or its affiliated councils, which leaves direction, supervision, management and governing authority to the entity that administers its activities.

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I. Annual Professional Excellence Awards

The following awards are presented annually at the Navy League's National Convention (unless otherwise noted). Recipients of the Navy and Marine Corps awards are selected by an Awards Board appointed by the National President (unless otherwise noted). Appointees are retired Navy and Marine Corps flag officers. The composition of the Board is unpublicized. Ninety (90) days prior to the deadline for submission of nominations nine (9) months prior to the organization's National Convention, the Navy League requests directives be issued by the Navy and the Marine Corps inviting nominations for those individuals who have made outstanding contributions to the naval service in specific fields of endeavor during the preceding year. The Awards Board meets five (5) months prior to National Convention to consider the nominations. The Awards Board Chair may determine the voting procedure the Board is to follow, however, all voting must be conducted at a single meeting. The Board shall select one recipient for each award (unless otherwise noted).

Recipients of the Coast Guard awards are selected by an Awards Board appointed by the Commandant of the Coast Guard. The Coast Guard is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

Recipients of the Merchant Marine awards are selected by a committee appointed by the Commander of the Military Sealift Command. The Military Sealift Command is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the names of the recipients ninety (90) days prior to presentation.

The recipient of the Vincent T. Hirsch Maritime Award is selected by the Merchant Marine Committee of the Navy League. The Committee Chair is contacted in January and provided with information regarding the schedule and presentation of the current year's awards and asked to provide the name of the recipient at ninety (90) days prior to presentation.

The Naval Intelligence Professionals Award is presented annually at the Navy League's National Convention. The Director of Naval Intelligence is contacted in January and provided with information regarding the schedule and presentation of the current year's awards. Nominations are solicited from Navy, Marine Corps, and Coast Guard fleet and shore-based commands and forwarded to the Director of Naval Intelligence. The recipient is selected by a Board appointed by the Director of Naval Intelligence.

Each winner receives a certificate and an engraved watch which are presented at the Awards Luncheon during the National Convention. Awardees are guests of the Navy League at the National Convention. Hotel accommodations and meals for the awardees and spouses are paid for by the Navy League. Travel costs for active duty awardees are covered by the military, however, the awardees must pay travel costs for their spouses. If an awardee is unable to attend

the Awards Luncheon, arrangements will be made for presentation of the award at an appropriate event.

Navy and Marine Corps Selections

The John Paul Jones Award

The John Paul Jones Award is named for the Father of the U.S. Navy, the Navy's first indomitable sea fighter whose spirit of personal sacrifice, patriotic devotion, and courage further added to his reputation as an inspirational leader. Presented since 1957, this award for inspirational leadership is awarded to a Navy officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

The Admiral Claude V. Ricketts Awards

The Admiral Claude V. Ricketts Award is named for the great naval leader, strategist, and statesman who gained respect for his inspirational leadership, determination and positive actions to preserve the maritime strength of the nation. Presented since 1967, this award for inspirational leadership is awarded to a Navy enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by the person's rank (2 awards - E-7 and above, E-6 and below).

The Captain Winifred Quick Collins Awards

The Captain Winifred Quick Collins Award is named for the former Assistant Chief of Naval Personnel for women who provided inspirational leadership and performed her demanding duties in an exemplary and highly professional manner. Presented since 1973, this award for inspirational leadership is awarded to both a woman officer and an enlisted woman whose exceptional leadership and performance in their military duties have been accomplished by outstanding contributions that have brought them recognition and reflected credit on women in the naval service (2 awards - 1 officer, 1 enlisted).

The Lieutenant General John A. Lejeune Award

The Lieutenant General John A. Lejeune Award is named for the thirteenth Commandant of the Marine Corps, often referred to as the greatest of all Leathernecks, who was self-educated, fought in three wars, and was one of the most respected officers ever produced by the Corps. Presented since 1982, this award for inspirational leadership is awarded to a Marine Corps officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

The General Gerald C. Thomas Award

The General Gerald C. Thomas Award is named for the first Marine in history to rise from the enlisted ranks to retire as a four-star general and whose spirit of personal sacrifice, patriotic devotion, and boundless courage further added to his reputation as an inspirational leader. Presented since 1969, this award for inspirational leadership is awarded to a Marine Corps enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by the rank.

The General Holland M. Smith Award

The General Holland M. Smith Award is named for the Father of Modern U.S. Amphibious Warfare whose bold, daring and imaginative leadership led to the establishment of an operational competence which still provides guidance for the U.S. naval services. Presented since 1982, this award for operational competence is awarded to a Marine Corps officer or enlisted person who has made an outstanding personal contribution that has advanced the readiness and competence of the naval service in the course of actual operations.

The Robert M. Thompson Award

The Robert M. Thompson Award is named for the Father of the Navy League who related the compelling need for U.S. sea power and whose message has served as an inspirational reminder of the importance of vigilance in maintaining the nation's maritime strength. Presented since 1957, this award for outstanding civilian leadership is awarded to a civilian, government official, retired Navy or Marine Corps officer or retired enlisted person who has made a personal contribution to furthering the importance of sea power through the person's efforts as a civilian. (Civilian nominees for this award do not have to be Navy or Marine Corps employees.)

The Rear Admiral William S. Parsons Award

The Rear Admiral William S. Parsons Award is named for Admiral Parsons in recognition of his dedication to all aspects of scientific and technical advances and who was responsible to a marked degree for ensuring that the U.S. Navy remained in operational consonance with the ever-shifting and increasing demands of the changing world. Presented since 1957, this award for scientific and technical progress is awarded to a Navy or Marine Corps officer, enlisted person or civilian who has made an outstanding contribution in any field of science that has furthered the development and progress of the Navy or Marine Corps.

The Stephen Decatur Award

The Stephen Decatur Award is named for the hero of the Barbary Wars whose bold and daring resolution gave birth to an operational competence that still remains a guiding star for the U.S. naval service. Presented since 1957, this award for operational competence is awarded to a Navy

officer or enlisted service member who has made an outstanding personal contribution in the course of actual naval operations that has advanced the readiness and competence of the naval service.

The Alfred Thayer Mahan Award

The Alfred Thayer Mahan Award is named for the famous naval theorist who, through his writing, provided vital stimulus and guidance to those who share in the defense of the nation. Presented since 1957, this award for literary achievement is awarded to a Navy officer, Marine Corps officer, enlisted service member, or civilian who has made a notable literary contribution that has advanced the knowledge of the importance of sea power in the United States.

The Honorable J. William Middendorf II Award

The Honorable J. William Middendorf II Award is named for the distinguished former Secretary of the Navy who provided outstanding leadership in furthering the national defense and naval/maritime policies of the United States government. Presented since 1984, this award for engineering excellence is awarded to a Navy petty officer who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required while attached to a deployed ship of the operating fleet.

The Admiral Ben Moreell Awards

The Admiral Ben Moreell Award is named for the Admiral who is remembered for his exceptionally meritorious service in World War II whereby, through extraordinary foresight, judgment, initiative, and energy, he directed the expansion of the Naval Shore Establishment in the United States and the building of advanced bases overseas. Presented since 1984, this award for logistics competence is awarded to a Navy or Marine Corps officer and a Navy or Marine Corps enlisted service member who has made an outstanding personal contribution that has advanced the logistics readiness and competence of the naval service (2 awards - 1 officer, 1 enlisted).

Coast Guard Selections

The Douglas A. Munro Award

The Douglas A. Munro Award is named for the United States Coast Guard's only Congressional Medal of Honor recipient, who displayed supreme leadership when he gave his life while leading the evacuation of a battalion of Marines trapped on a beach at Guadalcanal during World War II. By his magnificent performance and dauntless devotion to duty, this heroic Coast Guardsman exemplified the highest level of leadership and professional competence. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard enlisted personnel who, by traditional performance of duty, has demonstrated outstanding leadership and professional competence required by the person's rank.

The Captain David H. Jarvis Award

The Captain David H. Jarvis Award is named for the hero of the Arctic who displayed exceptional leadership and professional ability in conducting a mission to save several hundred stranded men from starvation. His outstanding leadership was responsible for providing the guidance and discipline essential to their survival. Captain Jarvis was awarded a Gold Medal by a special Act of Congress for his outstanding service. Presented since 1971, this award for inspirational leadership is awarded to a Coast Guard officer who has made an outstanding contribution to the high standards of leadership traditional in the Coast Guard

Merchant Marine Selections

The Captain Arthur L. Johnson Award

The Captain Arthur L. Johnson Award is named for the Master of SS Virginia Dare who in 1942 bravely and successfully fought off enemy submarines, dive-bombers and torpedo planes in a blazing battle lasting for seven days and nights. Captain Johnson, the Master of a gallant ship and a gallant crew, exhibited qualities of leadership and courage in keeping with the finest traditions of the United States Merchant Marine. This award has been presented since 2000 to a Military Sealift Command civil service licensed officer in the deck or engineering departments or staff officer in the supply department who has made significant and innovative contributions to the American maritime defense team.

The Able Seaman Oscar Chappell Award

The Able Seaman Oscar Chappell Award is named for the Able Seaman on SS Dixie Arrow who showed heroism beyond the call of duty. In 1942, Oscar Chappell served on an oil tanker that was struck by three torpedoes that resulted in the ship and surrounding sea being engulfed by fire and explosions. Seaman Chappell, injured by the explosions, heroically stayed at the helm of the ship and saved seven of his shipmates from burning to death by turning the ship into the wind and redirecting the flames from his trapped shipmates onto himself and the wheelhouse. Placing his own safety beyond all considerations, his last thought and act was to assure the survival of his imperiled shipmates. His magnificent courage and selfless disregard of his own life constitute a degree of heroism, which is an enduring inspiration to seamen of the United States Merchant Marine. This award for outstanding maritime stewardship has been presented since 2000 to a Military Sealift Command civil service unlicensed crewmember who displays selfless dedication to shipmates.

Other Awards

The Vincent T. Hirsch Maritime Award

The Vincent T. Hirsch Maritime Award is named for a patron of the Merchant Marine and past National President of the Navy League. This award is presented to an individual in private or public life whose efforts and/or achievements have contributed substantially to an increased public awareness of the vital role of a privately-owned U.S.-flag merchant fleet, both to the United States defense establishment and to the nation's economic well-being.

The Naval Intelligence Professionals Award

The Naval Intelligence Professionals Award for Exceptional Leadership in Intelligence Support to the Fleet is sponsored in cooperation with Naval Intelligence Professionals in an effort to preserve, extend, and extol the culture and heritage of Naval Intelligence, the oldest intelligence service in the United States. Its purpose is to advance knowledge and recognize achievement in the art and science of naval and maritime intelligence, and to develop in our citizens an understanding and appreciation of the importance of intelligence activities. Further, this award advances the Navy League's mission of education and support for those serving in a professional field which is so vital to the success of sea service operations. The award has been presented since 2001 to that officer of the sea services in the grade of O-4, O-5, or O-6 who has demonstrated exceptional leadership in providing excellence in operational intelligence support to the fleet. The recipient is selected by a Board appointed by the Director of Naval Intelligence.

The Project Handclasp Award

The Project Handclasp Humanitarian Service Award is named after the United States Navy's Project Handclasp where members of the Sea Services have gone ashore in foreign lands to engage in disaster relief, humanitarian service, distribute donated supplies from American companies and charities, and engage in community relations projects. Commenced in honor of the programs 50th anniversary, it is awarded annually to a member of the Navy, Marine Corps, or Coast Guard of any rank, active or reserve, who has exhibited outstanding individual achievement in achieving the Navy's missions of Humanitarian Assistance and Disaster Relief (HA/DR).

II. Special Awards

The Fleet Admiral Chester W. Nimitz Award

The award is presented annually at the Banquet during the Navy League's Sea-Air-Space Exposition. Four months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating an employee of their company, or another company. Three months prior, the nominations are reviewed and a recipient is selected by a committee appointed by the Navy League National President, and chaired by a National Vice President.

The Fleet Admiral Chester W. Nimitz Award is named for a visionary leader of World War II. This award, first presented in 1981, honors a leader of industry who has made a major contribution to our nation's maritime strength and/or enhanced our national security, and who best exemplifies the leadership, statesmanship and dedication to our country that was exhibited by the award's namesake, Fleet Admiral Chester W. Nimitz.

The Albert A. Michelson Award

This award is presented annually during the Navy League's Sea-Air-Space Exposition. Four months prior to the Sea-Air-Space Exposition, corporate members are invited to submit a package nominating a civilian scientist or scientific team of their company. Three months prior, the nominations are reviewed and a recipient is selected by a committee appointed by the National President and chaired by a National Vice President.

The Albert A. Michelson Award is named for a Naval Academy graduate (Class of 1873) and recipient of the Nobel Peace Prize for his work calculating the speed of light. This award has been presented since 1990 to a civilian scientist, technical innovator or technical organization for scientific or technical achievement that results in a significant improvement in the strength of our maritime forces or to the enhancement of our industrial technology base. In selecting the Michelson Award recipient, consideration is given to single event contributions, such as inventions and technological innovations, or long-term scientific development work.

The Secretary Gordon R. England Safety Awards

Four awards are presented annually during the Navy League's Sea-Air-Space Exposition. The Awards are presented to an individual (active duty, reserve or civilian) from the Navy and to a Navy command; and to an individual (active duty, reserve or civilian) from the Marine Corps and to a Marine Corps unit. Announcement of the nomination requirements and submission deadline is coordinated between the Navy League and the DASN Safety in the fall, and promoted by the Navy. Information is also available on the Navy League web site. The submissions are based on FY activities from the preceding year. Winners are selected by a review panel led by the Navy League and comprised of representatives from the Occupational Safety and Health, Department of the Navy; Safety Occupational Health, Commandant of the Marine Corps, Safety Division;

Lockheed Martin; Textron Systems and General Dynamics; or their successors. Winners are contacted individually by the Navy League and formally announced by the Assistant Secretary of the Navy Installations through an ALNAV communiqué. The winners are guests of the Navy League at the Sea-Air-Space Exposition, and the hotel accommodations and meals are paid for by the Navy League. The awards are presented during the Sea-Air-Space Exposition Secretary of the Navy Luncheon by the Secretary and the Navy League National President. Winners receive a citation and a financial stipend: \$1,000 each to the individual winners and \$100 each to the MWR fund of the winning command and unit.

The Secretary Gordon R. England Safety Awards are named for the 72nd and 73rd Secretary of the Navy. The awards were created at the request of former Secretary England and Mrs. England, who also donated personal funds to endow the awards. Their monetary contribution was matched by donations from Lockheed Martin Corporation, Bell Textron, and General Dynamics Corporation. The Safety Awards are intended to stimulate naval safety through ideas and programs which will reduce avoidable injuries and fatalities by providing special recognition to individuals, teams, or organizations, whether active or reserve duty military members and/or Department of the Navy civilians, who best exemplify and advance a culture of safety. The awards have been presented to deserving naval personnel since 2005.

The Admiral Arleigh Burke Leadership Award

This award is presented at an appropriate event determined by the Navy League National President. The recipient is selected by a committee appointed by the National President. The recipient receives an engraved bronze medallion and a plate engraved with the awardee's name is added to the USS Arleigh Burke replica displayed at Navy League Headquarters.

The Admiral Arleigh Burke Leadership Award is named for a great naval leader and three-term Chief of Naval Operations. Admiral Burke was a true American hero whose professional achievements, ethical standards, and unselfish dedication to his calling and his country personify all that is noble in the American character. This award is presented to an outstanding leader from government (civilian or military), industry, or academia whose life is in keeping with the example set by Admiral Burke.

The Vice Admiral Robert F. Batchelder Awards

These awards are presented annually at an appropriate Navy League function. The Navy League National President appoints a Selection Board consisting of retired Supply Officers to meet in the Spring. The Board selects five recipients who all receive a certificate and clock presented at an appropriate event. The National President or a designee presents the awards.

The Vice Admiral Robert F. Batchelder Awards are named in memory of the former Inspector General of the Bureau of Supplies and Accounts (now the Naval Supply Systems Command). These awards, presented since 1984 for operational competence, are awarded to Officers in the

Supply Corp levels O-1 through O-4 who have made the most significant personal contributions to the supply readiness of the operating forces.

The Nicholas Brango Award

Naval Sea Cadet Corps officers may be nominated by: their Commanding Officers; Presidents of sponsoring organizations; Navy League Region Presidents; and NSCC Headquarter Representatives. A nominee is selected by a Naval Sea Cadet Corps Awards Committee. The Award, consisting of a clock and a certificate, is formally presented during a Navy League's Board of Directors' Meeting or National Convention.

The Nicholas Brango Award for Inspirational Leadership is named for the former Executive Director of the Naval Sea Cadet Corps. This award is presented to a Naval Sea Cadet Corps officer who has excelled in all phases of Cadet Corps training, and whose outstanding leadership has made a significant contribution toward attainment of Navy League goals in the training and education of American youth during the preceding year.

The Big Stick Awards

The National Vice President for Legislative Affairs and the Legislative Affairs Committee are responsible for selecting the recipients (1 Democrat and 1 Republican), and may consult with the Legislative Advisory Board, and the congressional liaison offices of the maritime services in doing so. The selectees subsequently are presented to the National President and the Executive Committee for approval. The process of researching and identifying deserving Members of Congress occurs following the final adjournment of each annual session of Congress. Following final approval of the recipients, the National Vice President for Legislative Affairs and the staff Legislative Director confer with the offices of both recipients for the purpose of coordinating public announcement of the award and identifying a suitable date for a reception honoring the recipients. The recipients are presented with an engraved walnut or mahogany walking stick and a plaque, a master version of which will be mounted at NLUS National Headquarters.

The Big Stick Award is presented to selected Members of Congress to recognize excellence in legislative stewardship of the maritime services. The award takes its name from former President Theodore Roosevelt's affinity for the West African proverb, "speak softly and carry a big stick, you will go far" and is presented annually to one Democrat and one Republican, irrespective of which house each serves.

III National Awards Committee

Mission statement

Awards are important symbols of recognition and a means of publicly recognizing and rewarding exemplary and/or meritorious acts in the performance of duty or heroism that are above and beyond that normally expected and that distinguish the individual from others performing similar acts or services.

The National Awards Committee provides assistance and advice in all matters of policy, procedure, and administration of Navy League Awards. The Committee:

- Recommends policy and procedures for awards;
- Maintains liaison with other committees of the Navy League and with the sea services regarding policy and procedure for Navy League awards;
- Maintains historical records of Navy League awards;
- Provides advice and assistance to the National President of the Navy League regarding awards; and
- Thoroughly examines all requests for establishing new awards in order to prevent proliferation and degradation of the value of existing awards, and recommends appropriate action by the Board of Directors when necessary.

Meritorious Citation

The Meritorious Citation is the highest award under the cognizance of the Navy League's National Awards Committee. It is awarded to government employees, uniformed or civilian, who have made significant contributions to the maintenance and improvement of the national security of the United States and to the strengthening of its maritime forces; individuals, companies, or corporations making similar significant contributions to national programs of the League at the national level; and/or any member of the Navy League who has made a significant contribution to national programs of the League at the national level.

Recommendations for this award may be made by any National Director or Council President. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and the nominee's specific contributions. If approved by the National Awards Committee, the recommendations are forwarded to the Executive Committee for final approval. Only five Meritorious Citations may be awarded in any one calendar year, and all are at the national level. Meritorious Citations are prepared by Navy League Headquarters, and the National President or his designee makes the presentation at an appropriate event.

Distinguished Service Award

The Distinguished Service Award can be awarded only to members of the Navy League and is the highest award that falls into this limited category. It is presented annually at an appropriate event during the National Convention to a member who has made outstanding contributions to the Navy League, especially during the preceding calendar year. The National President, the National President-Elect, the National Senior Vice President, the National Vice Presidents, the National Corporate Secretary, the National Treasurer and the National Judge Advocate shall not be eligible for this award while in office, nor shall any member of the National Headquarters Staff be eligible. Recommendations for this award are solicited from region leadership team[‡]. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and the nominee's specific contributions. The recommendations are forwarded to the National Awards Committee for consideration prior to the National Convention. The Committee's selectee for this award must be approved by the Navy League's Executive Committee. The recipient receives an engraved medal and a certificate.

[‡]A region leadership team may include but not limited to the Region President, Regional Officers, Council Presidents, and experienced members with current or past Navy League leadership positions at the local or national level.

Hall of Fame

The Hall of Fame award has been presented since 1988 to Navy Leaguers who have been members for twenty-five (25) or more years and who have served in a volunteer capacity throughout that time, making significant contributions, particularly on the national level. Past National Presidents, the National President are not eligible for this award. The National President-Elect, the National Senior Vice President, the National Vice Presidents, the National Corporate Secretary, the National Treasurer, and the National Judge Advocate are not eligible for this award while in office. Nominations for the Hall of Fame shall be submitted only by the National President or Past National Presidents. The basis of the recommendation should be set forth in a detailed letter and include the name of the proposer, nominee, address, Navy League title, the nominee's Navy League background, and the nominee's specific contributions. Selection is made by the National Awards Committee and must be approved by the National Executive Committee. Approved selectees are inducted into the Hall of Fame during the Navy League's National Convention. Selectees receive a certificate and their names are added to a bronze plaque displayed at Navy League Headquarters.

Scroll of Honor

The Scroll of Honor is the second highest award of the Navy League on the national level, and the highest award on the region, area, and council levels. It may be awarded to government employees, uniformed or civilian, who have contributed in an outstanding manner to the

furtherance of Navy League programs; and/or individuals (including Navy League members), companies, or corporations that have made similar contributions.

During any fiscal year, the maximum numbers of Scrolls of Honor that can be awarded are as follows: Council-1; Area-1; Region-2; and National-5. Approval for awards in excess of the above maximums may be requested from the National Chair of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level by the Chair of the Awards Committee; at the area level by the Region President; and at the council level by the council's Board of Directors. National Scrolls of Honor are prepared by Navy League Headquarters for presentation at an appropriate event. Regions, areas, and councils are provided with the certificate template for preparation locally. There is no charge for these awards. (See Certificates section for template)

Certificate of Appreciation

The Certificate of Appreciation may be awarded by the Navy League on the national, region, area and council levels to government employees, uniformed or civilian, who have contributed in an outstanding manner to the furtherance of Navy League programs; and/or individuals (including Navy League members), companies, or corporations who have made similar contributions.

During any fiscal year, the maximum number of Certificates of Appreciation that can be awarded are as follows: Council-12; Area-2; Region-5; and National-10. Approval for awards in excess of the above maximums may be requested from the National Chair of the National Awards Committee. At the national level, this award must be approved by the National Awards Committee; at the region level by the Chair of the Awards Committee; at the area level by the Region President; and at the council level by the council's Board of Directors. National Certificates of Appreciation are prepared by Navy League Headquarters for presentation at an appropriate event. Regions, areas, and councils are provided with the certificate template certificate for preparation locally. There is no charge for these awards. (See Certificates section for template)

Honorary Memberships

Honorary Members may be named by the National Board of Directors as provided for in the National Bylaws. Honorary Members pay no dues, may not hold any elective office, and have no voting rights. The National Board of Directors, however, may prescribe such other rights, privileges and limitations, as it deems appropriate for this type of membership.

IV. National President's Recognition Program

Annual President's Award

The Annual President's Award is presented to that member of the Navy League who has given the President the most support during the past year. It is presented to an individual selected by the National President at an appropriate event or meeting during the National Convention. The type of award given varies and is at the discretion of the National President.

National President's Medal

The National President's Medal is presented on appropriate occasions at the discretion of the National President for special recognition to foreign dignitaries who exemplify the highest ideals of the Navy League through their significant contributions to world peace, national security, and/or outstanding service to their country and/or fellow citizens. This medal is not intended for internal award to members of the Navy League or other U.S. citizens. Recipients receive a full size medal with ribbon, as well as a miniature medal.

V. Youth Awards Sponsored by the Navy League of the United States

Naval Reserve Officers Training Corps (NROTC)

The Admiral James L. Holloway, Jr. Award

The Admiral James L. Holloway, Jr. Award, named for an outstanding former Chief of Naval Personnel, is presented annually to the most outstanding NROTC midshipman in the nation. The recipient is selected by the Navy, and the award is presented at commissioning by the appropriate Region President or a designated representative. The award consists of an engraved watch and a certificate.

Naval Junior Reserve Officers Training Corps (NJROTC)

The Navy League of the United States NJROTC Awards, are presented annually to units participating in the Navy JROTC's two major national competitions: the NJROTC National Academics, Athletics & Drill Championships held at a location selected by the Navy (currently Pensacola, FL) and the NJROTC area manager's evaluation of the overall performance of the units, in their 11 respective areas from which the "Most Outstanding in Nation" and "Most Improved in Nation" units are ultimately chosen.

The Navy League provides all of the various awards for both competitions. These awards shall be presented by appropriate Navy League Region Presidents, Regional Officers, National Directors or Council Presidents.

The NJROTC National Academics, Athletics & Drill Championships, which take place in April is a three day event that is a comprehensive test of NJROTC training and performance. It includes an academic exam, athletic events, drills and a unit personnel inspection. Units are selected for this national competition by the 11 area managers based on similar competitions in their respective areas. The NJROTC area managers' evaluation also takes place in April. One unit is chosen "Most Outstanding in Area" and another as "Most Improved in Area" for each of the NJROTC areas. The names of these units and supporting documentation are forwarded to the Headquarters Naval Service Training Command (NSTC). There a board evaluates them and determines first-, second- and third-place winners for "Most Outstanding in Nation" along with one "Most Improved in Nation". For all these competitions the Navy League funds the trophies, plaques and medals as appropriate for the type and level of achievement. The design, size and characteristics of the "Most Outstanding and Most Improved" awards (Area and National) shall be the responsibility of the Chair JROTC Subcommittee of the National Youth Programs Committee, who will also select a qualified manufacturer for their production.

The awards for the National Academics, Athletics & Drill Competition are determined by the Navy. The Chair will coordinate as necessary with the designated NLUS HQ Staff office and the NSTC NJROTC Program office that provides school names and ceremony dates, to ensure effective award program implementation and cause the estimated costs of the awards for all the competitions to be submitted to the NLUS headquarters staff office for inclusion in the Navy League annual budget.

The Theodore Roosevelt Youth Medal

The Navy League has established a Youth Medal that is awarded to outstanding Navy and Marine Corps Junior Reserve Officers Training Corps (JROTC) cadets, Navy National Defense Cadet Corps (NNDCC) cadets, US Naval Sea Cadet Corps, and Young Marines. The award consists of a medal, ribbon bar, certificate, and pamphlet on President Theodore Roosevelt whose visage is on the medal. These can be ordered by contacting the National Headquarters. When ordering, specify that the award is either for NJROTC, NNDCC, MCJROTC, Sea Cadet/League Cadet, or Young Marines. (See Certificates section for these templates – NJROTC and NNDCC use same certificate)

Junior Reserve Officer Training Corps (JROTC)

Navy League Councils that adopt or are otherwise in contact with a high school JROTC unit(s) should award the Youth Medal annually to a deserving cadet, normally a junior, at an appropriate awards ceremony. This will permit the cadet to have a year in which to wear the medal showing Navy League support for the program.

Eligibility criteria for the NJROTC award are determined in conjunction with the Navy and are contained in a Naval Service Training Command (NSTC) instruction that addresses awards to NJROTC cadets. For MCJROTC cadets the criteria is contained in a similar instruction at the Marine Corps Training and Education Command. If there is no Navy League Council in contact with a High School JROTC unit the Senior Naval Science Instructor (SNSI) is directed in the NSTC instruction to order the medal through the Navy League's Ships Store web site and contact Navy League Headquarters for additional information. The same directions are provided to the Senior Marine Instructor. In this event the Navy League Headquarters Office shall contact the appropriate Region and/or Regional Officer who will determine if Navy League presence at the award ceremony is feasible and provide any other assistance to the unit that is reasonable within their capabilities.

Naval Sea Cadet Corps (NSCC)

The Sea Cadet award consists of the Youth Medal and Ribbon Bar with 5/16" Silver Star (must be affixed locally), certificate and pamphlet. The medal is awarded annually by a representative of the Navy League Council that sponsors the Sea Cadet unit. Naval Sea Cadet Headquarters defines the criteria for selection of Sea Cadets to be honored. Navy League Councils may also award the NLUS Youth Ribbon Award (affixed locally) and certificate to the unit NLCC Cadet of the Year for

each sponsored Navy League Cadet Corps (NLCC) training ship. These awards can be ordered on-line through the Navy League's Ships Store or directly from the Navy League supplier. Contact Navy League Headquarters for additional information.

United States Naval Academy

The Navy League of the United States Physics Award

This award is presented annually to the midshipman of the graduating class who is judged by the Chair of the Physics Department to be the most outstanding student in the Engineering Physics major program. The award, an engraved sword, belt and knot is purchased by the Naval Academy on behalf of the Navy League and presented by the National President or a designee at an Awards Ceremony held in conjunction with graduation events. (Administered by the U. S. Naval Academy)

Cooke Memorial Football Trophy

This award is presented in commemoration of the deceased football great, Commander Lemuel D. Cooke, USNA '39. It is awarded annually to a graduating midshipman who is a member of the Varsity "A" football squad, and who, during the year, is deemed to be outstanding and has done the most to promote team spirit within the squad. The recipient's name is added to a trophy which is exhibited at the Naval Academy Athletic Association, and the recipient receives a smaller version of the permanent trophy. The National President or a designee makes the presentation at an Awards Ceremony held in conjunction with graduation events. (Administered by the Naval Academy Athletic Association)

United States Coast Guard Academy

The Navy League of the United States Electrical Engineering Award

This award is presented annually to the cadet who attains the highest proficiency in Electrical Engineering. The recipient receives an engraved Navy League watch which is presented by the National President or a designee at an event in conjunction with graduation exercises. (Administered by the U. S. Coast Guard Academy)

United States Merchant Marine Academy

The Emory Scott Land Award

The Emory Scott Land Award is named in memory of Vice Admiral Emory Scott Land, a past Chair of the U.S. Maritime Commission and former head of the War Shipping Administration. It is presented annually to the Deck or Deck-Engineer Midshipman in each graduating class who is most outstanding in the engineering courses. The award, an engraved Navy League watch, is presented by the National President or a designee at an event in conjunction with graduation exercises. (Administered by the U. S. Merchant Marine Academy)

Outstanding Recruit Awards

The following awards are presented on a weekly basis. Each recipient receives an engraved plaque. (Administered by the training center, command or depot)

Outstanding Navy Recruit Award

The Outstanding Navy Recruit Award is presented to the outstanding recruit in each graduating class at the Naval Training Command in Great Lakes, Illinois.

Outstanding Coast Guard Recruit Award

The Outstanding Coast Guard Recruit Award is presented to the outstanding recruit in each graduating class at the Coast Guard Training Center in Cape May, New Jersey.

Outstanding Marine Corps Recruit Award

The Outstanding Marine Corps Recruit Award is presented to the outstanding recruit in each graduating class at the Marine Corps Recruit Depots in San Diego, California, and Parris Island, South Carolina.

VI. Youth Program Awards Sponsored by the United States Naval Sea Cadet Corps

Please refer to the Guidebook NSCC/NLCC Awards Manual on the NLUS Website under “Council Resources”.

VII. Other Awards Sponsored by the Navy League of the United States

Naval War College

These awards are presented annually to graduates of the Naval War College. Selection is made by the Naval War College based on outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities, and promotion of the maritime services to the public. Each recipient receives a certificate and a gift (which varies from year to year – usually an engraved clock), and the recipient's name is recorded on a commemorative plaque at the College. The awards are presented by the National President or a designee. (Administered by the Naval War College)

Stephen B. Luce Award

The Stephen B. Luce Award is named for one of the Navy's outstanding officers in many fields including strategy, seamanship, education, and professional development. Because of Luce's urgings and exhaustive reports, the Naval War College at Newport, Rhode Island, was established in October 1884 with Rear Admiral Luce as its first superintendent.

William S. Sims Award

The William S. Sims Award is named for a past President of the Naval War College. This award honors outstanding academic performance, participation in Naval War College activities, participation in outside civilian activities; and promotion of the Maritime Services in the public interest.

The Navy League of the United States Research and Writing Award

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or a designee presents the award.

Industrial College of the Armed Forces

The Navy League of the United States Research and Writing Award

The Navy League of the United States Research and Writing Award is presented annually to a graduate for excellence in student research and writing. The recipient receives a certificate and a \$500 savings bond. The National President or a designee presents the award. (Administered by the Industrial College of the Armed Forces)

United States Marine Corps Command and Staff College

The General Clifton B. Cates Award

Named for the nineteenth Commandant of the Marine Corps, this award is presented annually to a student whose sustained demonstration of problem-solving capabilities far exceeds the nominee's military experience and who is considered most outstanding as exhibited by written assignments and participation in wargames, practical exercises and the exchange of ideas. The first place recipient receives a certificate and an engraved watch; the second place recipient receives a certificate and an engraved clock or other gift as deemed appropriate. (Administered by the Marine Corps Command and Staff College)

Naval Justice School

The Naval Justice Awards are presented to those students graduating first in each of the six Military Justice Legal Officer Courses held each year at the Naval Justice School in Newport, Rhode Island; they also are presented to that student graduating first in each of the six Non-Lawyer Legal Officer Courses held in San Diego, California. Each recipient receives a certificate. (Administered by the Naval Justice School)

VII. Council Awards*

Council Performance Awards

These awards are presented annually during the Navy League's National Convention. Recipients are selected by an awards committee appointed by the NLUS National President. Councils must have submitted its Annual Council Report by the established deadline in order to be eligible of the awards.

Outstanding, Meritorious, and Honorable Mention Council Awards

Selection for a council award will be based on the degree to which a competing council meets the established criteria as outlined in the Navy League Operations Manual, Part Three Council Handbook. A Council may be considered for a Meritorious or Honorable Mention Award even though it may not have met all of the criteria required for an Outstanding Council Award. Because of their unique situations, many of the criteria established may not apply to overseas councils; therefore, the selection committee is authorized to judge overseas councils on the strength and vitality of their overall programs. Council performance for the previous calendar year is evaluated using Council Annual Reports and any supplemental materials provided by the council in the following major areas:

- Council Activities
- Youth Support
- Sea Services Activities
- Public Education Activities
- Legislatives

Following receipt of Council Annual Reports and prior to March 31 each year, Region Presidents may submit recommendations to the Senior Manager of Field Services for forwarding to the Council Performance Awards Committee. These recommendations to the Council Performance Awards Committee may support or not support council performance awards for specific councils under the oversight of the submitting Region President. To preserve the independence of this Committee, the recommendations shall be non-binding, but should be given full consideration as the observations of the Region Presidents, whose direct coordination and oversight of the Councils are of significant value in assessing performance.

Recruiting Awards

Individual members are recognized for their superior efforts in recruiting new members to the Navy League through presentation of a unique lapel pin by the National President.

Retention Awards

Councils achieving the highest percentage of membership retention for the calendar year receive an engraved plaque recognizing their efforts.

Donald M. Mackie Awards

The Donald M. Mackie Awards were established in 1964 to encourage more effective communication between Navy Leaguers. The award is named for Donald M. Mackie, an instrumental figure in establishing Navy -The Magazine of Sea Power, now known as *Seapower*. Donald M. Mackie Awards are presented annually at the National Convention. Judges are selected on the basis of their expertise in the field of communication including journalism, newsletter and web publishing or a related field.

The award honors excellence in all areas of communication including newsletter, website and social media communication.

Goals:

- Encourage councils to communicate in a variety of mediums and award them for such.
- Make the Mackie Award more inclusive.
- Encourage councils to diversify their communications efforts.

General Guidelines:

- 4 award levels, Platinum, Gold, Silver, Bronze based on point totals with multiple winners at each level.
- 4 award categories: Newsletters, Website, Social Media and Overall for utilizing multiple mediums.
- Mackie Awards will no longer take council size into account.

Sea Service Adoption Excellence Awards

Sea Service Adoption Excellence Awards are presented annually at the National Convention to Councils who have demonstrated the strongest commitment to direct support of Sea Service units through a robust adoption program. The award is inclusive of support to all types of adopted Sea Service Units, including youth groups.

The award is judged by the Ship Commissioning/Adoption Committee, with help from one Region President and one Regional Officer, each from opposite sides of the Mississippi. The Committee screens annual reports Blocks 18 and 21 and the adoption database for the upper half of Councils in each size category based on the number of adopted units, with weighting for the size of unit (i.e., a Navy CVN would get more credit than a Coast Guard WPB), the alignment of each adopted unit's type to NLUS priorities/goals, and whether or not the adopted unit is domestic or overseas.

Additional weight is given to adoption of afloat units not involving a namesake relationship and not local to the Council.

The identified upper half Councils are then invited to complete and submit a more detailed questionnaire, which would translate directly into a quality of support score. The attributes used to evaluate each Council's adoption program include:

- Number and size of adopted units, as well as the alignment of each adopted unit's type to NLUS priorities/goals (same as initial screening above)
- Frequency and quality of interaction with adopted units (based on the list of possible activities in the Sea Service Unit Adoption Guide)
- Number and type of awards presented to adopted unit members
- Financial commitment to adopted units
- Extent to which adopted unit activities are publicized and/or involve the local community
- Other support activities as listed in the Sea Service Unit Adoption Guide.

Councils are divided into five judging categories based upon the size of the council: Very Small (less than 45 members), Small (45 to 99 members), Medium (100 to 229 members), Large (230 to 999 members), and Very Large (1,000+ members) . All Councils whose score exceeds a defined threshold (targeting approximately 4% of the total; nine to twelve awardees each year) within each council size grouping will be designated as awardees.

**Councils are not eligible to be screened for awards if they fail to maintain criteria as set forth in this Operations Manual, Part Two, Section III "National Organization", Article K "Councils", Paragraph 2 "Council Responsibility, Duration, Revocation and Probation".*

VIII. Sample Certificates

Scroll of Honor	I-25
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MCJROTC Youth Medal	I-28
USNSCC Youth Medal	I-29

Navy League of the United States



Scroll of Honor

The Navy League of the United states
presents this Award to



testimony and tribute to outstanding service to the Navy
League of the United States and in recognition of
achievements which exemplify our highest ideals

Presented this day of

President



Certificate of Appreciation

The Navy League of the United states
presents this Award to



testimony and tribute to outstanding service to the Navy
League of the United States

Presented this day of

President

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

PHOTO
Senior Naval Science Instructor

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

MCJROTC
Senior Marine Instructor

Navy League of the United States



This is to certify that
the Navy League of the United States
has awarded the

Theodore Roosevelt Youth Medal
to

for
Outstanding Performance of Duty

Given this day of 20

Navy League
Council President

Commanding Officer

IX. Headquarters Contact Information

AWARDS	LEVEL	PRESENTATION TIME	DEADLINE FOR NOMINATIONS	AWARD	DEPARTMENT
PROFESSIONAL EXCELLENCE AWARDS (SEA SERVICE AWARDS)	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MARCH 31	WATCH AND CERTIFICATE	FIELD OPERATIONS
FLEET ADMIRAL CHESTER W. NIMITZ AWARD	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	LATE-JANUARY	BRONZE MEDALLION AND CERTIFICATE	CORPORATE DEVELOPMENT
ADMIRAL VERN CLARK AND GENERAL JAMES JONES SAFETY AWARDS	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	FEBRUARY 1	CASH AWARD AND CERTIFICATE	CORPORATE DEVELOPMENT
ALBERT A. MICHELSON AWARD	NATIONAL	ANNUALLY DURING SEA-AIR-SPACE EXPOSITION	LATE-JANUARY	BRONZE MEDALLION AND CERTIFICATE	CORPORATE DEVELOPMENT
VADM ROBERT BATCHELDER AWARDS	NATIONAL	ANNUALLY IN AUGUST	DETERMINED BY NAVAL SUPPLY CORPS	CLOCK AND CERTIFICATE	FIELD OPERATIONS
NICHOLAS BRANGO AWARD	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JANUARY 1	CLOCK AND CERTIFICATE	NSCC
ADMIRAL ARLEIGH BURKE AWARD	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	BRONZE MEDALLION	FIELD OPERATIONS
BIG STICK AWARDS	NATIONAL	ANNUALLY/VENUE VARIES	VARIES	ENGRAVED WALKING STICK AND PLAQUE	LEGISLATIVE AFFAIRS
DISTINGUISHED SERVICE AWARD	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MID- TO LATE MAY	ENGRAVED MEDAL AND CERTIFICATE	FIELD OPERATIONS
HALL OF FAME	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	MID- TO LATE MAY	CERTIFICATE	FIELD OPERATIONS
MERITORIOUS CITATION	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	FIELD OPERATIONS
SCROLL OF HONOR	NATIONAL, REGION, AREA, AND COUNCIL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	FIELD OPERATIONS
CERTIFICATE OF APPRECIATION	NATIONAL, REGION, AREA, AND COUNCIL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	FIELD OPERATIONS
HONORARY MEMBERSHIP	NATIONAL	FREQUENCY AND VENUE VARY	VARIES	CERTIFICATE	FIELD OPERATIONS
YOUTH MEDALS	COUNCIL	ANNUALLY IN APRIL-JUNE	VARIES	MEDAL, RIBBON BAR, CERTIFICATE	FIELD OPERATIONS
COUNCIL PERFORMANCE AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	COUNCIL ANNUAL REPORT DUE DATE	PLAQUE	FIELD OPERATIONS
RECRUITING AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JUNE 1	LAPEL PIN	MEMBERSHIP
RETENTION AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JUNE 1	PLAQUE	MEMBERSHIP
MACKIE AWARDS	NATIONAL	ANNUALLY DURING NATIONAL CONVENTION	JANUARY 31	VARIES	COMMUNICATIONS
ADMIRAL JAMES L. HOLLOWAY, JR. AWARD	NATIONAL	ANNUALLY IN MAY/JUNE	DETERMINED BY THE NAVY	WATCH AND CERTIFICATE	FIELD OPERATIONS
NJROTC AWARDS	NATIONAL	ANNUALLY IN APRIL-JUNE	DETERMINED BY THE NAVY	TROPHIES/ PLAQUES	FIELD OPERATIONS
UNITED STATES NAVAL ACADEMY – NLUS PHYSICS AWARD	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USNA	SWORD, BELT AND KNOT	FIELD OPERATIONS
UNITED STATES NAVAL ACADEMY – COOKE MEMORIAL FOOTBALL TROPHY	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USNA	ENGRAVED FOOTBALL TROPHY	FIELD OPERATIONS
UNITED STATES COAST GUARD ACADEMY – NLUS ELECTRICAL ENGINEERING AWARD	NATIONAL	ANNUALLY IN MAY	DETERMINED BY USCGA	ENGRAVED WATCH	FIELD OPERATIONS

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AWARDS	LEVEL	PRESENTATION TIME	DEADLINE FOR NOMINATIONS	AWARD	DEPARTMENT
UNITED STATES MERCHANT MARINE ACADEMY-EMORY SCOTT LAND AWARD	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY USMMA	ENGRAVED WATCH	FIELD OPERATIONS
NAVAL WAR COLLEGE – STEPHEN B. LUCE AWARD	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY NAVAL WAR COLLEGE	SHIP'S CLOCK AND CERTIFICATE	FIELD OPERATIONS
NAVAL WAR COLLEGE – WILLIAM S. SIMS AWARD	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY NAVAL WAR COLLEGE	SHIP'S CLOCK AND CERTIFICATE	FIELD OPERATIONS
NATIONAL WAR COLLEGE – NLUS RESEARCH AND WRITING AWARD	NATIONAL	ANNUALLY IN MAY/JUNE	DETERMINED BY NATIONAL WAR COLLEGE	\$500 SAVINGS BOND AND CERTIFICATE	FIELD OPERATIONS
INDUSTRIAL COLLEGE OF THE ARMED FORCES – NLUS RESEARCH AND WRITING AWARD	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY ICAF	\$500 SAVINGS BOND AND CERTIFICATE	FIELD OPERATIONS
UNITED STATES MARINE CORPS COMMAND AND STAFF COLLEGE – GENERAL CLIFTON B. CATES AWARD (WINNER AND RUNNER-UP)	NATIONAL	ANNUALLY IN JUNE	DETERMINED BY USMC COMMAND AND STAFF COLLEGE	ENGRAVED WATCH AND CERTIFICATE / GIFT AND CERTIFICATE	FIELD OPERATIONS
NAVAL JUSTICE SCHOOL	NATIONAL	ADMINISTERED BY NAVAL JUSTICE SCHOOL	DETERMINED BY NAVAL JUSTICE SCHOOL	CERTIFICATE	FIELD OPERATIONS