

The following Bylaws and Constitution were ratified at the DDG 5 Crews Meeting held at the reunion in Jacksonville, Florida on May 2, 2009.

USS Claude V. Ricketts/ex Biddle DDG-5

Bylaws and Constitution

Article I Name

The name of the Association is the **DDG-5 Crew Members Association**, hereafter referred to as the **Association**.

Article II Status

The **Association** is a nonprofit, volunteer membership, social organization.

Article III Purpose

The purpose of the **Association** is to maintain and promote a strong cohesive organization comprised of shipmates who have served on board the **USS Claude V. Ricketts/ex Biddle DDG-5**. The goal is to foster the spirit of goodwill among its members and afford opportunities for communication, enjoyment, companionship, recreation, and involvement, to perpetuate the comradeship developed among men who have served in the United States Navy and to preserve the ships prominent place in history.

Article IV Membership

The **Association** was established in 1994 by shipmates who had served on board the **USS Claude V. Ricketts/ex Biddle DDG-5**. Membership in the **Association** shall be of three levels:

- a) Lifetime Members: Crew members paying a one-time **Association** fee as recommended by the Executive Council and approved by a majority vote of Lifetime and Regular Members at a Crews Meeting.

- b) Regular Members: Crew members paying annual **Association** dues, the dues amount as recommended by the Executive Council and approved by a majority vote of Lifetime and Regular Members at a Crews Meeting.
- c) Associate Members: Non-voting wives, widows and family members of Regular Members and crew members who decline to pay annual dues.

All personnel, officers and enlisted, who have served on board the **USS Claude V. Ricketts/ex Biddle DDG-5** including those temporarily assigned for any duration are automatically Associate Members and are eligible for membership as Lifetime Members or Regular Members.

The Treasurer will be responsible for collecting dues and issuing membership cards. Associate Members are not required to pay dues.

Lifetime Members and Regular Members, whose dues are up-to-date, have voting rights for Association officer elections. However, you must be in attendance at the Crew Meeting during the reunion to cast a vote. No absentee or proxy voting is currently allowed.

Article V Newsletter

An **Association** newsletter, **The Big Nickel**, will be published at least twice a year and at such other times as the Executive Council may deem appropriate. Distribution of the newsletter shall be made to all Lifetime Members, Regular Members, widows of deceased Regular Members and such others as the Executive Council may deem appropriate. Distribution of the newsletter will be suspended to Regular Members if annual dues are not paid in full by the next scheduled Crew Meeting.

Article VI Reunion and Crew Meeting

A reunion of the **Association** membership shall be held at least once every other year. The location of the reunion shall be determined by a majority vote of the Lifetime and Regular Members in attendance at the Crew Meeting. Associate Members, family members and friends are invited to attend the reunion and the Crew Meeting, although they will have no vote. Regional reunions may be held

anywhere there is an Interest. However Crew Meetings will not be conducted at regional reunions.

A Crew Meeting of the **Association's** Lifetime and Regular Members shall be held in conjunction with the reunion. The purpose of this meeting is to act on such matters as may be presented and to elect officers who shall be in office until the next scheduled reunion/business meeting. The conduct of the Crew Meeting shall be in accordance with Robert's Rules of Order. Except as specified elsewhere in these articles, the majority vote of those Lifetime and Regular Members in attendance shall determine passage of matters under consideration. The order of business during the Crew Meeting shall be as follows:

- a) Welcome and acknowledgement of members
- b) Invocation
- c) Acknowledgement of deceased crewmates
- d) Reading of minutes
- e) President's report
- f) Treasurer's report
- g) Reading of correspondence
- h) Old business
- i) New business
- j) Election of Officers
- k) Installation of officers
- l) Benediction
- m) Adjournment

Article VII Elected Officers and Executive Council

The elected officers of the **Association** shall be:

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary

Appointed/Volunteer positions shall be:

- a) Executive Director
- b) Master at Arms
- c) Editor of the newsletter, The Big Nickel
- d) Reunion Coordinator
- e) Historian
- f) Chaplain
- g) Storekeeper

All personnel, officers and enlisted, who have served on board the USS Claude V. Ricketts/ex Biddle DDG-5, including those temporarily assigned for any duration, are eligible to run for any elected office and are also eligible for any appointed position. Election of officers will be conducted during the Crew Meeting in the order discussed in Article VI above. To be eligible for election to an office, you must in attendance at the Crew Meeting during the reunion. Attendance at the Crew Meeting is not mandatory in order to volunteer for an appointed position except for that of Master at Arms and Chaplain.

The term of office for elected officers shall be not more than two (2) years. There are no limitations to the number of terms that any individual may run for and hold any office. Should there be no candidates for specific office, that office shall be combined with another for which there is a candidate and that nominee will perform the duties of all combined offices.

The Executive Council of the **Association** shall be comprised of the elected officers and the Immediate past President. Additionally, the Reunion Coordinator, newsletter editor and webmaster shall serve in advisory, non-voting positions to the Executive Council.

The Executive Council shall act for the general membership between Crew Meetings. In the conduct of business, virtual meetings consisting of mail, telephone, and email or combination thereof will suffice in place of physical attendance at one location. Should one individual hold multiple elected offices, his influence in the Executive Council shall be only a single vote.

The Executive Council shall appoint from the ranks of Lifetime or Regular Members, an Executive Director. The Executive Director will be an Officer of the **Association**. The Executive Director may also hold an elected position.

All elected officers, appointees and volunteers receive no pay for their services.

Article VIII Duties of Officers

The President shall:

- (a) Chair the Crew Meetings.
- (b) Chair Executive Council meetings.
- (c) Appoint, with concurrence of the Executive Council: the Master at Arms, the Reunion Coordinator, replacements of elected officers if required, non elected officers, and such committees/chairs as appropriate.
- (d) With the approval of the Executive Council, appoint two (2) Lifetime or Regular Members attending the reunion, to audit the financial records and report their findings to the membership at the business meeting.

The Vice President shall:

- (a) In the absence of the **President** chair the Crew Meetings.
- (b) In the event of the **President** is unable to permanently continue his duties, automatically assume the office of **President**.

The Treasurer shall:

- (a) Maintain records of all financial transactions and full accountability of the **Association's** funds.
- (b) Receive dues and send membership cards in acknowledgement of dues received.
- (c) Pay/reimburse those legitimate costs to the **Association** upon receipt of billings.
- (d) Maintain and distribute, as appropriate, listings of Lifetime Members and Regular Members who have paid dues.

- (e) 30 days prior to a Crew Meeting report those members who have failed to pay their dues.
- (f) Submit a copy of the **Association's** bank statement and status of funds at the Crew Meeting and as requested by the **President**.
- (g) Prepare financial report to be presented at Crew Meeting showing actual money on hand and anticipated reunion costs.
- (h) Bring/send financial records to the reunion for open inspection by membership at the Crew Meeting.

The Secretary shall:

- (a) Keep a record of all proceedings of all Crew and Executive Council meetings.
- (b) Coordinate with the **President** to insure an accurate record of Executive Council meeting procedures.
- (c) Initiate and answer correspondence as directed.
- (d) Maintain Crew and Executive Council meeting attendance records.

Executive Director shall:

- (a) Be appointed by the Executive Council.
- (b) Act as Chief Administrative Officer of the **Association**.
- (c) Be responsible for the day to day affairs of the **Association**.
- (d) Be listed in various publication and internet web sites and act as initial point of contact for potential members.
- (e) Assist the reunion coordinator in setting up the reunion.

Master at Arms shall:

- (a) Keep order at the business meeting.
- (b) Keep order at the reunion.

The Editor of The Big Nickel shall:

- (a) Collect and edit material, print and distribute the **Association** newsletter, **The Big Nickel**, on a schedule of no less than twice a year

and such additional times as the Executive Council shall deem appropriate.

- (b) In conjunction with the webmaster, maintain listings of publications and internet web sites that disseminate ship association/reunion schedules information and ensure the **Association's** listed data is current.
- (c) Send a letter of welcome and copy of The Big Nickel to potential members.

Reunion Coordinator shall:

- (a) Select a local host for a reunion once a site has been selected.
- (b) Be responsible to evaluate and select the hotel facilities, arrange for the banquet and ceremonies, and setup and stock the hospitality suite.
- (c) Work with the Executive Director in setting up the reunion.

Webmaster of the USS Claude V. Ricketts/USS Biddle DDG 5 Website shall:

- (a) Be permanently the duty of Kirk "VJ" Neuman until otherwise assigned by him, with the approval of the Executive Council.
- (b) Maintain and update the **Association** website, <http://thebignickel.org>.
- (c) In conjunction with the Editor of **The Big Nickel**, maintain a listing of publications and Internet web sites that disseminate ship associations/reunion schedule information and ensure the **Association's** listed data is current.
- (d) Be listed in various publications and Internet web sites and act as initial point of contact for potential members.
- (e) Sit as an ex-officio member and adviser of the Executive Council.
- (f) Assist any future web site belonging to any future ship named USS Claude V. Ricketts or USS Biddle.
- (g) In conjunction with the Historian, collect and disseminate information of a historical nature concerning the USS Claude V. Ricketts/USS Biddle DDG 5.
- (h) In conjunction with the Storekeeper, maintain a list of Association items for sale to crew members and others. Provide and maintain the means to allow crew members and others to purchase items securely on the **Association** web site.

Article IX Removal of Elected Officer

If an elected officer fails to properly fulfill the requirements and obligations of his office or if he were charged with dishonest conduct, that situation shall be brought before the Executive Council for investigation. The Executive Council, through the **President**, shall notify the accused officer and afford him the opportunity to offer testimony/evidence to disprove the allegations. Should the testimony/evidence or subsequent performance not support continuance in office, the **President**, with concurrence of the remaining members of the Executive Council, shall remove that officer from office. The **President**, with the concurrence of the Executive Council, shall appoint a replacement to serve the remaining portion of his term. If the **President** is the object of the allegations, the **Vice President** shall chair the Executive Council procedures.

Article X Appointed Offices

There is a need for permanent offices and positions to be appointed as necessary to accomplish certain ongoing functions of the **Association** and to insure continuity of these tasks. These positions shall be appointed by the **President** with concurrence of the Executive Council. The period of appointment and responsibility shall be at the discretion of the **President**.

Historian

The appointed office of **USS Claude V. Ricketts/ex Biddle DDG-5 Association** Historian has been established to provide a permanent single point repository for historical data and memorabilia.

The Historian shall:

- a) Collect, catalog, maintain and store such pictures, records and memorabilia as may be appropriate to preserve and perpetuate both the official and personal histories of the **USS Claude V. Ricketts/ex Biddle DDG-5** and the men who served on board.
- b) Select portions of the material under his care which he deems appropriate and shall bring or send the selected material to the

ship's reunions for the viewing and enjoyment of those in attendance.

The Executive Council shall establish an annual budget for the Historian. The Historian shall establish and maintain financial records and show accountability for all expenditures within his budget. The Historian shall obtain approval from the Executive Council prior to the expenditure of more than \$100.00. The **President** shall appoint two members of the Executive Council to audit the Historian's financial records at the Crew Meeting. Their report will be included in the Treasurers report.

Shipmates who have material they wish to donate to the establishment and growth of this permanent historical collection are encouraged to send that material to the **Association** Historian. Donors are cautioned to send copies of personal items they do not want to part with, as there will be no return of items donated. Pictures should be identified as to location, timeframe and individuals shown so far as are possible.

Chaplain

The appointed position of Chaplain has been established to provide a single contact point for news of the passing of **USS Claude V. Ricketts/ex Biddle DDG-5** crewmates or their spouses.

The Chaplain shall:

- a) To the extent possible, contact the family members of deceased crewmates to express the **Associations** condolences.
- b) Work in conjunction with the webmaster to ensure, to the extent possible, the accuracy of information on the Taps page of the **Association** web site, <http://thebignickel.org>.
- c) Provide the invocation at the start of the Crew Meeting.
- d) Acknowledge deceased crew mates.
- e) Provide the benediction at the conclusion of the Crew Meeting.

Storekeeper

An **Association** Ship's Store has been established to provide a source for **Association** items. The appointed position of Storekeeper has been established for the administration of the Ship's Store.

The Ship's Store inventory shall consist of: Clothing (ball caps, T-shirts, jackets), Coffee Mugs, Pins, Bumpers Stickers, etc. Payment for the purchase of Ship's Store inventory merchandise shall be made by the **Association** Treasurer who shall add two new categories in his records and be included in his annual report: Ship's Store Expenditures and Ship's Store Receipts. The Executive Council shall establish monetary limits and guidelines for the makeup of the Ship's Store inventory. The sell markup on inventory items shall be approximately 15% above cost. Any/all mail/shipping costs associated with sales shall be paid by the buyer.

The Storekeeper shall:

- a) Be responsible for the purchase, custody, and sale of all Ship's Store merchandise. The Storekeeper shall be bonded by the **Association** commensurate with the anticipated accountability.
- b) Negotiate for and purchase merchandise within the guidelines established by Executive Council. All billings shall be forwarded to the Treasurer for payment.
- c) Establish the selling price of merchandise.
- d) Maintain financial inventory records based on selling prices.
- e) Bring inventory items to the reunion for sale. If unable to attend, the Storekeeper shall ship the inventory to location of the reunion and arrange for a sales representative to sell the merchandise.
- f) Sell **Association** merchandise and forward all monies received to the Treasurer for deposit in the **Association's** account.
- g) Prepare a Ship's Store Financial Report to be presented at the Crew Meeting showing all transactions since the previous reunion/Crew Meeting. The report shall be submitted to the **President** for approval prior to presentation.

- h) Bring, or send if not attending, the Ship's Store records to the reunion for open inspection by the **Association** membership at the Crew Meeting. Additionally, the **President** shall, with the approval of the Executive Council, appoint two members attending the reunion to audit the Ship's Store records and report their findings at the Crew Meeting.
- i) Work in conjunction with the webmaster to provide an on-line method to allow crew members to purchase items via the Association web site, <http://thebignickel.org>.

Article XI Disposition of Ships Memorabilia

When the time comes for the dissolution of the **Association**, the Executive Council shall decide the disposition of **Association** memorabilia. The memorabilia consists of the ships ribbons, the last flag to fly over the USS Claude V. Ricketts DDG-5 and any other material collected or provided by crewmates. Should the Executive Council not make a decision, the memorabilia will be donated to the Jacksonville Historic Naval Ships Association.

Article XII Changes and Amendments

Once approved in accordance with article XIII, these Articles of Bylaws and Constitution may only be changed or amended at a subsequent Crew Meeting, and only if approved by at least a two thirds majority of the voting Lifetime or Regular Members in attendance. All proposed changes or amendments and the reasons for them shall be submitted to the Executive Council not less than six months prior to the next scheduled reunion/Crew Meeting and will be published in **The Big Nickel** and posted on the **Association** website, <http://thebignickel.org> for review prior to voting on them at the Crew Meeting.

Article XIII Effective Date

These Articles shall be presented for adoption at the business meeting Saturday, 2 May 2009. If approved by a majority of the Regular members in attendance, that will become the effective date. That fact and the vote count will be recorded in the minutes of the meeting.