

NAVY WIVES CLUBS OF AMERICA, INCORPORATED
Amended at National Convention 2019
Savannah, Georgia

ARTICLE I
NAME

Section 1. The name of the organization shall be Navy Wives Clubs of America, Incorporated (herein called NWCA).

ARTICLE II
OBJECTIVES

Section 1. The objectives of this organization are educational and charitable.

ARTICLE III
MEMBERSHIP

Section 1. **CATEGORIES AND QUALIFICATIONS:**

A. **REGULAR MEMBERSHIP** in NWCA clubs shall be composed of:

1. Wives/spouses of enlisted men/women serving in the US Navy, Marine Corps, and Coast Guard.
2. Wives/spouses of enlisted men/women in active reserve units of these services.
3. Wives/spouses of enlisted men/women who have been honorably discharged with pay who are receiving monthly disability payments and are retaining all benefits, or retired.
4. Widows/widowers of enlisted men/women in these services.
5. A member whose husband/wife is advanced to temporary or permanent officer rank, warrant or LDO, shall be permitted to retain their regular membership.
6. Regular members who become divorced shall retain their regular membership if they have retained their Uniformed Services Identification and Privileges Card. If the Uniformed Services Identification and Privileges Card is no longer retained, these members shall become associate members.
7. All regular members must have a Uniformed Services Identification and Privileges Card.
8. Regular members are eligible to hold all local offices, national chairmanships, and national offices, with the exception of divorced members who may hold all local offices national chairmanships, and national offices with the exception of President and Vice President.

B. **MEMBER-AT-LARGE MEMBERSHIP** [herein referred to as MAL (s)] in NWCA is available to members who have been forced by circumstances to give up their membership in a local club or to anyone who is eligible to join as a member, but resides in an area where no NWCA club is located. They may apply online or with written request sent to the National Treasurer. The member will be notified once dues are received and their transfer is verified. Upon acceptance of the request, these members shall be placed on the NWCA MAL roll. They may transfer MAL membership to a club from this roll. A member-at-Large may hold all National Chairmanships and all National Offices with the exception of National President and Vice President.

C. **ASSOCIATE MEMBERSHIP** in NWCA may be granted to those individuals who are interested in the objectives and aims for with NWCA stands but who are not eligible for regular membership. These members may hold all local offices, national chairmanships and national offices (with the exception of National President or Vice President).

Section 2. **OTHER MEMBERSHIP:**

- A. **HONORARY MEMBERSHIP** in NWCA clubs may be extended to any individual by an affirmative vote of two-thirds (2/3) of the members present and voting. No national dues shall be paid on honorary members.
- B. **LIFE MEMBERSHIP** in any NWCA club may be awarded to a member of that club by an affirmative vote of two-thirds (2/3) of the club members on the roll. A life member may transfer her/his membership to another NWCA club, but her/his status as a life member would only be within the club which awarded it to her/him. Life membership is irrevocable.

Section 3. **ADMISSIONS:**

- A. **MEMBERSHIP** in NWCA may be obtained after payment of national dues and local club dues, if applicable.
- B. **TRANSFERRED** members are considered to be in good standing if their current National dues are paid.
- C. **MEMBERS** dropped from the NWCA roll for non-payment of National dues or by resignation may rejoin by payment of national dues.
- D. **REINSTATED** Past members who have allowed their National Dues to lapse for more than one (1) fiscal year are welcome to rejoin NWCA and be counted a reinstated member.

Section 4. **OBLIGATIONS:**

A member of NWCA shall not hold membership in more than one (1) NWCA club at a time, with the exception of honorary membership.

**ARTICLE IV
MEMBER CLUBS**

Section 1. **CHARTERING**

- A. A club desiring to charter with NWCA must be organized for six (6) months and have at least five (5) members, three (3) of which must be regular members.
- B. Application for a club charter must be made to the National Parliamentarian, properly notarized and accompanied by two (2) typed lists of members' names and addresses; a twenty-five dollars (\$25.00) Charter Fee, providing a new charter is requested; national dues for each member if not previously paid for the year, and a copy of the clubs' approved bylaws.
- C. All names of charter members shall appear on the front of the charter.
- D. All club names must give precedence to the organization name "Navy Wives Clubs of America, Incorporated."
- E. When all requirements have been met, the National Parliamentarian shall recommend to the Board of Directors that the club be chartered. The date the Board reaches a majority vote is the charter date.
- F. A copy of a new club's charter shall be retained in the files of the National President, National Secretary and respective Regional President.
- G. The National Secretary shall notify the club of its acceptance into NWCA. The Charter shall bear the signatures of the National President, National Secretary and respective Regional President.
- H. Each newly chartered club shall receive a gavel from the national organization and instructional information and literature from all national officers and national chairmen.

Section 2. **SUSPENSION:**

- A. Any club may be suspended by the National Board of Directors in accordance with the procedures used in Robert's Rules of Order, Newly Revised, Current Edition, regarding suspension of a member.
- B. If suspended, the club shall be notified by the National Secretary. Club shall follow procedures stated in Article IV, Section 3. B.

Section 3. **WITHDRAWAL:**

- A. A club desiring to withdraw its membership in NWCA must have a majority vote of the remaining active membership of the club. A written request must be signed by the club president, recording secretary and all members. The request is to be sent to the respective Regional President to be brought before the Board of Directors for approval.
- B. A club approved for withdrawal from NWCA shall have sixty (60) days from the approved date to disburse properties in the following manner: the Charter sent to the National President; minutes and other records sent to NWCA Permanent Storage; and money sent to the National Treasurer. If not reinstated within five (5) years, all money shall be placed in the general fund of NWCA. A full accounting shall be kept by the National President, National Secretary, National Treasurer and respective Regional President.

Section 4. **REACTIVATE/REINSTATE:**

- A. A club withdrawing its membership or having been suspended for less than one year from its date of withdrawal/suspension may reactivate its membership in NWCA by written request to the respective Regional President and approval of the Board of Directors, and by payment of national dues on all members, if due. The original name and number of the club shall be used. The club shall receive back from NWCA its stored property and money.
- B. A club may reinstate its membership in NWCA by written request to the respective Regional President to be presented to the National Board of Directors. All rules of application pertaining to new club must be adhered to as in Article IV, Section 1 of these bylaws. If said request is received within five (5) years of its withdrawal, the club shall receive any money held by NWCA. Any stored property shall be returned to the club. The original name and number of the club may be used, if desired. However, numbers under one hundred "100" which are or at any time become no longer affiliated with NWCA, may not be used again. Long Beach #1 shall be carried on the NWCA membership roll indefinitely. This is to comply with requirements of Articles of Incorporation in the State of California and Federal Charter.

Section 5. **NAME CHANGE:**

A club may change its name by submitting a request signed by the club president and recording secretary stating that they have voted to do so. If a new charter is desired, a twenty-five dollar (\$25.00) charter fee shall be paid. The number assigned to the club shall remain the same.

**ARTICLE V
NATIONAL OFFICERS AND DUTIES**

Section 1. **NATIONAL OFFICERS:**

- A. The National Officers of Navy Wives Clubs of America, Incorporated shall be President, Vice President, Regional Presidents, Secretary, Treasurer and Parliamentarian.

Sections 2. **DUTIES:**

- A. The **PRESIDENT** shall:
 - 1. Preside at all meetings of NWCA and the Board of Directors.

2. Appoint all National Chairmen with the approval of the Board of Directors.
 3. Make an annual trip to Washington, DC, or Millington, TN, for the purpose of making courtesy calls.
 4. Appoint all national convention standing committees and their chairmen, with the approval of the Board of Directors.
 5. Sign all charters issued to new clubs along with the Secretary and respective Regional President.
 6. Sign all contracts with the Secretary.
 7. Conduct any other business as directed by the Board of Directors or convention body.
 8. Write letters of introduction to assist newly chartered clubs in getting adjusted in their new community.
 9. Receive mail from the national post office box, sending lists of prospective members to appropriate Regional Presidents and Membership Chairman.
 10. Be responsible for the administration of Member's Scholarship, Judith Haupt Member's Child Scholarship, and Pauline Langkamp Memorial Scholarship.
 11. Shall be in close contact with the host of the next national convention by December 1st.
- B. The **VICE PRESIDENT** shall:
1. Assist the President when called upon and perform any duties requested by the Board of Directors.
 2. Conduct a memorial Service at national convention.
 3. Be the NWCA Chaplain.
 4. Assume the duties of the President in case of vacancy occurring in the office.
 5. Receive and arrange judging of entries for the President's Theme Contest.
 6. Be responsible for the administration of the NMCCG Scholarship.
- C. The **REGIONAL PRESIDENT** shall:
1. Keep in close contact with the clubs in her region.
 2. Distribute information to them from the National President.
 3. Send quarterly report forms to the clubs in her region and compile the local clubs' annual report into one (1) report for the National President.
 4. Promote the organization to new clubs in her region.
 5. Present new club charters, whenever possible.
 6. Encourage the clubs in her region to participate in all NWCA projects.
 7. Preside at her respective regional convention, which shall be held annually.
 8. Ensure that all members of the Board of Directors and each club in her region receive a copy of the minutes of her regional convention.
 9. Administer the Blue and Gold National Achievement Award in her region.
 10. Write letters of introduction to assist newly chartered clubs in getting adjusted in their community.
 11. Sign all charters along with the President and Secretary.
- D. The **SECRETARY** shall:
1. Record the proceedings of all meetings of NWCA and the Board of Directors in a professionally bound book at the end of the Secretary's term.
 2. Provide copies of the National Convention minutes for the President and National Publication Chairman within sixty (60) days after the close of national convention.
 3. Sign all contracts with the President.
 4. Send correspondence and board actions as requested by the National President.
 5. Sign all Charters along with the President and respective Regional President.
 6. Send a resume of Board actions, quarterly, to be published in the Connection.
 7. Notify the appropriate people involved of action to be taken in recommendations carried by the Board of Directors within 14 days of passing.

8. Shall notify the National Treasurer once requirements are met for new life members.
 9. Attach the financial statements of the national organization and Scholarship Foundation as an addendum to the National Minutes.
 10. Notification to a club suspended for non-payment of National Dues shall be sent certified mail, return receipt requested.
 11. Retain possession of Life Member Certificates and cards. The certificate and card embossed with the Official Seal, shall be sent to the club upon receipt of NWCA notification of Life Membership form.
- E. The **TREASURER** shall:
1. Be keeper of all money belonging to NWCA and maintain a detailed account of all receipts and disbursements.
 2. Collect the national dues giving a receipt for the same.
 3. Make board recommendations for all new Members-at-Large.
 4. Place all funds in a financial institution, which insures deposits.
 5. Disburse money only by order of the Board of Directors or as these bylaws allow.
 6. Be bonded at the expense of NWCA.
 7. Make a financial report to the Board of Directors and all clubs of NWCA monthly.
 8. Present a year-end financial report to the delegates at National Convention. The report is to be included in National Convention minutes as an addendum.
 9. Close her books August 31st annually in order to have a review conducted by an accredited accountant or a Certified Public Accountant.
 10. Submit an annual review prepared by a Certified Public Accountant to the National Convention if possible. If not, it must be submitted to the Board of Directors by October 31st.
 11. Retain a list of all National Officers and Chairmen who owe money to NWCA. A copy of this list to be provided to the National President and Vice President for their files.
- F. The **PARLIAMENTARIAN** shall:
1. Approve all bylaws and standing rules of NWCA clubs, regions, and councils making certain that they do not conflict with national bylaws, standing rules or rules and awards.
 2. Receive and process applications from clubs wishing to charter, reactivate or reinstate with NWCA.
 3. Be chairman of the National Bylaws Committee, receiving and compiling all proposed amendments and items for discussion (copy ready) for placement on the Call to National Convention.
 4. After the close of each national convention, make all necessary updates to the national bylaws, standing rules, and Scholarship bylaws so they may be made available to the membership.
 5. Conduct any other business as directed by the National President.
 6. Be responsible for sending copies of the national bylaws to all new members of NWCA upon notification from the National Treasurer.
 7. Advise, when requested, the President, Board of Directors and members of NWCA on parliamentary questions.
 8. Instruct Merchandise Chairman to send a copy of the operating manual to newly chartered clubs and to purchase a gavel engraved with club name, number and date to be sent to the club's respective Regional President for presentation.
 9. Send clubs approval of their local bylaws within sixty (60) days of date received by National Parliamentarian.
 10. A copy of current bylaws and standing rules of NWCA clubs, Regions and Councils shall be retained in the National Parliamentarian's files.
 11. Bring all ballot forms received from MALs to National Convention.

12. Maintain a hard copy of the current national bylaws, federal charter, H.R. Bill 2372, and BUPERS instruction to be kept in the Parliamentarian's files.

ARTICLE VI REGIONS AND AREA COUNCILS

Section 1. REGIONS

- A. To better facilitate the workings of NWCA; the clubs shall be divided into four (4) regions:

REGION 1: The **EASTERN**, consisting of Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia. Also, the Azores, British Isles, British West Indies, Bermuda, Cuba, Europe, Morocco, Newfoundland, Panama Canal, and Puerto Rico.

REGION 2: The **CENTRAL**, consisting of Alabama, Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, and Wisconsin.

REGION 3: The **NORTHWEST**, consisting of Alaska, Idaho, Montana, Oregon, Washington, Wyoming, China, Japan, Philippines, Okinawa, and Southeast Asia.

REGION 4: The **SOUTHWEST**, consisting of Arizona, California, Colorado, Hawaii, New Mexico, Nevada, Utah, Australia, Guam, Marianas, Midway, and New Zealand.

Section 2. REGIONAL OFFICERS

- A. Additional regional officers shall be prescribed in the respective regional bylaws.

Section 3. REGIONAL YEAR

- A. The regional year shall be March 1st to the last day of February.

Section 4. AREA COUNCILS

- A. Area councils may be formed within each region.
B. Must be approved by the National Board of Directors.
C. May draw up their own bylaws and standing rules to be approved by the National Parliamentarian.

ARTICLE VII BOARD OF DIRECTORS

Section 1. MEMBERSHIP:

- A. The Board of Directors shall consist of the national officers of NWCA. Past National Presidents are honorary members and attend meetings, but shall not vote.

Section 2. QUALIFICATIONS:

- A. Each member of the Board of Directors shall be a member in good standing, meeting all required qualifications, and must reside within the continental United States. Regional Presidents shall reside in their region, unless she/he transfers to another region with three (3) months or less remaining on her/his term.
B. All National Officers shall:
1. Be a member of NWCA for three (3) years.
2. Have held at least two accumulative years in any local office or two (2) years as a national chairman.
3. The National President and National Vice President who must have served at least one of these years as a local President.

4. The Regional President who must have served at least one of these years as a local President or have held a National Chairmanship for two (2) years and has attended a National or Regional Convention.
5. If a member is a reinstated member she/he must have reinstated for at least two (2) years.
6. The National President and National Vice President shall have served at least two (2) years as national officer.

Section 3. ELECTION AND TERM:

- A. The members of the Board of Directors shall be elected at the national convention for a term of one (1) year. No officer shall hold the same office for more than three (3) consecutive years.
- B. The election shall be by roll call vote. Personal votes shall be by ballot before the roll call vote of the clubs, and a majority shall constitute election.
- C. The order of national elections shall be President, Vice President, Regional Presidents, Secretary, Treasurer and Parliamentarian.
- D. In the event there is only one candidate for an office, the roll call vote may be dispensed with and the Secretary instructed to cast the elective ballot.
- E. The Regional Presidents shall be elected only by the clubs and MAL's in their respective regions. Each club shall have one (1) vote. The MALs collectively shall have one (1) vote.
- F. If a majority vote is not reached on the first ballot, the nominee with the lowest number of votes shall be removed from the ballot and another ballot is taken. This procedure shall be used until an election is achieved.
- G. In case of a vacancy in the office of National President, the Vice President shall assume the office. Any other office vacated at any time shall be filled through appointment by the National President with the approval of the Board of Directors.
- H. The appointed officer shall meet all qualifications of office and shall have full privileges of an elected officer.
- I. All elected officers shall assume their duties at the close of national convention.
- J. The outgoing officers shall forward within thirty (30) days the materials of their office to their successors.
- K. Final expense reports must be submitted to the National Treasurer no later than January 15th by all outgoing officers. Failure to comply will result in forfeiture of any money due. Also, any unused money must be returned by the deadline.
- L. Any national officer owing money to NWCA at the termination of their office shall not be allowed to hold another national office or chairmanship until said money is paid in full.

Section 4. NOMINATIONS:

- A. The Nominating Committee shall be composed of the Regional Presidents. The chairman shall be the Regional President of the region in which the next national convention is to be held.
- B. Nominations for national office:
 1. Shall be voted on by the respective club's membership.
 2. Letters of nomination must be signed by the president and recording secretary of the club.
 3. Each nomination sent to either the Regional President or Nominating Committee Chairman must have a letter of announcement, letter of acceptance and qualifications attached.
 4. All nominations must be received by the Nominating Committee Chairman, either from the Regional President or the club, no later than June 1st in order to appear on the call to national convention.
- C. Additional nominations of all officers may be made from the floor at the National Convention, provided they are accompanied by an announcement of nomination signed by the president and recording secretary of the club and the nominee's letter of acceptance and qualifications..
- D. Nominees for Regional President shall reside in the region from which they are nominated.

Section 5. **EXPENSES:**

- A. There shall be no salaried officers. Necessary expenses to carry out the office shall be paid from the national treasury, after approval of the Board of Directors.
- B. The package fee including lodging for national convention shall be paid from the national treasury for all members of the board of directors upon request. Package fees shall be paid at the lowest possible rate with two (2) to a room. Receipted bills must be turned into the National Treasurer. Package fees shall include all the time required for mandatory Board business.
- C. Transportation and related travel expenses to and from her regional convention shall be paid upon request from the National Treasury for each Regional President, not to exceed least expensive round-trip air fare available, with tickets purchased thirty (30) days in advance, whenever possible. Receipted bills must be turned in to the National Treasurer.
- D. The National President shall have her round-trip air fare and/or related travel expenses paid by the national organization to Washington, DC, or Millington, TN, once a year to make courtesy calls, not to exceed least expensive round-trip fare, purchased thirty (30) days in advance, whenever possible. Reasonable lodging accommodations, meals and related expenses during her stay to also be paid if necessary. Receipted bills must be turned in to the National Treasurer.

Section 6. **EXPULSION:**

- A. Any member of the Board of Directors who fails to perform her duties for a period of ninety (90) days shall be removed from office and so notified by the Board of Directors and action taken to replace her in accordance with Article VII, Section 3. G.

Section 7. **MEETING AND QUORUM:**

- A. Regular Board meetings shall be held at the convention site prior to and following National Convention, if necessary.
- B. A quorum shall be five (5) members.

Section 8. **DUTIES:**

- A. The Board of Directors shall:
 - 1. Have the authority to conduct the business of NWCA between conventions.
 - 2. Manage, acquire and dispose of the property and equipment of NWCA.
 - 3. Supervise the financial administration of NWCA.
 - 4. Recommend an annual budget.
 - 5. Approve selection of National Chairmen.
 - 6. Approve applications of new clubs.
 - 7. Act upon request of any club wishing to resign from membership.
 - 8. Approve official forms.
 - 9. Determine the amount of bond for the Treasurer and any other National Officers or Chairmen deemed necessary.
 - 10. Conduct between conventions written discussion on all matters pertinent to NWCA and vote on recommendations submitted to them by a member of the Board of Directors. Five (5) or more "YES" votes will constitute adoption.
 - 11. Submit written quarterly and annual report to President, Vice President, Treasurer and the Publication Chairman.

**ARTICLE VIII
NATIONAL CHAIRMEN AND DUTIES**

Section 1. CHAIRMANSHIPS:

- A. There shall be the following Chairmanships in NWCA: Archivist; MAL Coordinator; Media; Membership; Merchandise; Military Liaison; Pin and Publication .
- B. Each Chairman shall be appointed by the President and approved by the Board of Directors.
- C. Each Chairman shall submit a written annual report for National Convention and a report at such other times as requested by the President.
- D. Each Chairman shall submit an article for the Connection each month.
- E. NWCA shall assume the necessary operating expenses of Chairmen.

Section 2. QUALIFICATIONS:

- A. Each Chairman shall be a member in good standing.
- B. She must have been a member of NWCA for two (2) years. If the member is a reinstated member, she must have been reinstated at least two (2) years.
- C. The Merchandise and Pin Chairmen shall reside within the Continental United States.

Section 3. TERM:

- A. Term of Chairmen shall be one (1) year. National Chairmen can serve no longer than four (4) years at the discretion of the Board. They must apply annually.
- B. Final expense reports must be submitted to the National Treasurer no later than January 15th by all outgoing Chairmen, with the exception of the Publication Chairman, who shall be given until March 15th. Failure to comply will result in forfeiture of any money due. Also, any unused money must be returned by the deadline.
- C. Any National Chairman owing money to NWCA at the termination of her chairmanship shall not be allowed to another National Office or National Chairmanship until said money is paid in full. A list shall be retained by the National Treasurer, President and Vice President.

Section 4. DUTIES:

A. ARCHIVIST:

1. Shall receive articles and photographs from clubs and individuals so that the items are made into a CD, DVD, or a thumb drive depicting the past fiscal year in review. Whichever item is chosen there would be two (2) copies made with one being presented to the National President and the other being kept for the archives. The item would be completed to include National Convention
2. Shall arrange for awards, making the presentation at National Convention.
3. Shall collect, research, and record the history of NWCA.
4. Shall store information on an appropriate media format with a backup to be kept in the Vice President's files.

B. MAL COORDINATOR:

1. Shall be a Member-at-large.
2. Shall keep in contact with MALs on a monthly basis.
3. Shall encourage the MALs to keep track of all volunteer hours and submit hours to the respective Regional Presidents.
4. Shall encourage all MALs to cast their vote on the Call to National Convention and return the ballot form to the National Parliamentarian.

C. MEDIA:

1. The Media Chairman shall have two (2) assistants.
 - a. Assistants shall be appointed by the National Board of Directors.

- b. Prospective assistants shall submit a letter of interest, listing her/his qualifications to the National President.
- c. The assistants must have been a member of NWCA for at least one (1) year.
- 2. Shall monitor and update the website as directed by the National President.
- 3. Shall assist club with local website and inquiries.
- 4. Shall distribute information for clubs' use on local website.
- 5. Shall post information and pictures of the organization's events to include club, regional and national.
- 6. Shall monitor and interact with social media.
- 7. The Chairman shall be in frequent contact with the assistants.

D. MEMBERSHIP:

- 1. Shall distribute ideas pertaining to membership and activities to local clubs.
- 2. Shall answer all correspondence pertaining to the growth of NWCA membership.

E. MERCHANDISE:

- 1. Shall keep local clubs informed of items available for sale
- 2. Shall receive and process orders.
- 3. Shall research items for future sales and send information to the National Treasurer for review.

F MILITARY LIAISON

- 1. Shall arrange courtesy call/appointments as directed by the National President
- 2. Shall arrange for wreath laying at Arlington, Vietnam Wall and any other memorials as directed by the National President.
- 3. Shall promote Patriotism and Military events such as dedications, services and other military happenings in Washington, DC; Millington, TN and around the country.
- 4. Shall receive themes on Patriotism, arrange for judging, supply score sheets, and present the award to the winning entry at National Convention.
- 5. Shall keep the membership aware of the NWCA Resolutions.

G. PIN:

- 1. Shall receive all orders and money for official jewelry (with the exception of the Flag Pin, White Hat, Enlisted Cap, Marine Garrison Cap, and Lone Sailor).
- 2. Shall be responsible for sending all pin orders on official order forms with the correct amount of money to the jeweler used by NWCA. Checks for these items shall be made payable to the official jeweler of NWCA, unless otherwise stipulated.
- 3. Shall provide clubs with pin brochures from the jeweler and official order forms.
- 4. Shall order National Officer and National Chairman Guards in time for presentation at National Convention.
- 5. Shall order Scholarship Officer Guards in time for presentation at National Convention ever two (2) years.
- 6. Shall order the National President's "Crossed Gavel Pin" each year.
- 7. Shall make available to the membership a current selling price for pins from disbanded clubs. All current regulations and rulings with regard to NWCA jewelry will be adhered to and money sent to the National Treasurer.

H. PUBLICATION:

- 1. The Publication Chairman shall have one (1) assistant
 - a. Publication assistant shall be appointed by the National Board of Directors
 - b. Prospective assistants shall submit a letter of interest, listing her/his qualifications, to the National President.
 - c. The assistant must have been a member of NWCA for at least one (1) year.

2. Shall receive, publish, and distribute all materials from National Officers, Chairmen and Scholarship Officers to the membership.
3. Shall revise and make updates to the NWCA brochure and business cards.
4. Shall work with the clubs on producing local club business cards and rack cards.
5. The Chairman shall be in frequent contact with the assistant.
6. Term shall run from January 1st through December 31st

Section 5. REPLACEMENT:

- A. A National Chairman who within ninety (90) days, fails to perform the duties of her chairmanship shall be replaced by the National President and the Board of Directors without the formality of a resignation, and shall be notified of her replacement.
- B. All chairmen, at the end of their term or upon being replaced, shall forward within thirty (30) days the materials of their Chairmanship to their successors.

**ARTICLE IX
FINANCES**

Section 1. NATIONAL DUES:

- A. Dues shall be thirty dollars (\$30.00) per member annually. The dues on renewing members are payable September 1st and delinquent if not postmarked by October 31st. payable September 1st and delinquent if not postmarked by October 31st.
- B. A new or reinstated member joining in June, July or August shall pay dues of ten dollars (\$10). At the start of the new fiscal year she/he will become a renewal member and shall pay dues of (\$30.)
- C. National dues shall entitle a member to receive all official publications of NWCA (Connection, National Mailing List, Call to National Convention and Minutes of National Convention).

Section 2. CLUB MEMBERSHIP DUES:

- A. National dues for at least one club member must be postmarked by October 31st or the club shall be suspended. The motion for suspension shall be made by the respective Regional President upon notification by the National Treasurer.
- B. Any club whose dues are not postmarked by October 31st shall not be considered for a National Membership Award.
- C. Certification of club membership for National Convention voting strength shall be based on the National Treasurer's records as of August 31st.

Section 3. MEMBERS-AT-LARGE DUES:

- A. Dues shall be thirty dollars (\$30.00) per member annually, payable September 1st and delinquent if not postmarked by October 31st. Members applying for Member-at-Large status directly from an active club (annual dues paid), will be considered paid through August 31ST. Members who are granted MAL status during the months of June, July or August shall pay dues of ten (\$10.00) dollars.
- B. MAL membership dues cards shall be sent by the National Treasurer to all renewing MALs. New MALs shall receive their MAL membership dues' card from the National Treasurer upon approval of the National Board of Directors.
- C. Dues shall entitle a member to all regional and NWCA official publications (Regional monthly letter, Regional Call to Convention, Connection, National Mailing List, Call to National Convention and minutes of National Convention).

Section 4. LOCAL DUES:

- A. Each club of NWCA shall determine dues paid by its members.

Section 5. **FISCAL YEAR:**

- A. The fiscal year shall be September 1st through August 31st.

**ARTICLE X
NATIONAL CONVENTION**

Section 1. **LOCATION:**

- A. NWCA shall hold a National Convention, annually, location to be voted on at National Convention with each club and MALs collectively entitled to one (1) vote.
- B. National Convention shall be five (5) days, and when possible, held over a weekend.
- C. Any bid for National Convention shall be submitted to the National Secretary to appear on the Call to Convention, bidder (s) consist, but are not limited to clubs, MALs, Regions and councils. Bids shall be accepted from the floor.
- D. All bids must be accompanied by a letter of invitation from the Commanding Officer if hosted on a base.
- E. Bids for more than one (1) year in advance may be submitted.
- F. If a bid is not submitted, the Board of Directors may appoint a hostess.

Section 2. **Notification:**

- A. A copy of the CALL shall be mailed to each club by first class mail. All other members shall receive a Call. The mailings shall be 60 days prior to the starting date of National Convention.
- B. If a club fails to pick up its CALL and it is returned to the Publication Chairman, the club shall pay the postage for the re-mailing.

Section 3. **Voting Membership:**

- A. The voting membership shall consist of the Board of Directors, Past National Presidents, delegates, proxies and Members-at-Large of NWCA.
- B. Each member of the Board of Directors present shall be entitled to cast one (1) personal vote. Each Past National President attending Convention with paid up membership card shall have one (1) personal vote. No officer or Past President shall be allowed to cast more than one (1) personal vote.
- C. At the National Convention clubs shall have one (1) vote for every five (5) members. Three (3) or more will be considered as five (5) members. Chartered clubs whose membership has dropped below five (5) members shall have one (1) vote at Convention. Voting by proxy shall be permissible.
- D. A club shall not be allowed to split votes.
- E. Member-at-Large Voting Procedure:
 - 1. Voting:
 - a. One (1) vote for every five (5) Members-at-Large returning their vote from the Call. Three (3) or more shall be considered as five (5). If less than three (3) legal votes are returned, the Members-at-Large shall have one (1) vote at National Convention.
 - 2. Voting fees:
 - a. A fee of two dollar (\$2.00) shall be charged each Member-at-Large submitting the CALL for voting. These fees are to be turned in to the National Treasurer.
 - 3. Delegates and Proxies:
 - a. The MAL Coordinator will be the MAL delegate, if in attendance. The MALs will caucus before National Convention to select an alternate and delegate, if Coordinator is not in attendance.

- b. The delegate or proxy shall have vote of confidence on items not appearing on the CALL and shall be fully instructed on National Elections. A vote shall be cast for only the Regional President in their respective region.
 - c. All ballot forms shall be sent to the National Parliamentarian postmarked no later than thirty (30) days prior to the starting date of National Convention, shall be tallied by the National Parliamentarian and the MALs in attendance at National Convention, using the Preferential Voting Method as described in Roberts Rules of Order, Newly Revised, Current Edition.
- F. The members of the Board of Directors shall not carry proxy votes with the exception of the Regional Presidents. Any member who carries a personal vote and is a delegate from his/her own club may not carry a proxy vote.
- G. New clubs receiving their Charter after 1 September shall be seated at National Convention with full voting strength at the time of chartering.

Section 4. Methods of Voting:

- A. Majority Votes—more than half of the total votes (excluding abstentions).
- B. 2/3 Votes—of the total votes (excluding abstentions).
- C. Abstentions votes shall be deducted from the total member of votes as per Robert’s Rules of order, Newly Revised, Current Edition.

Section 5. Credentials:

- A. Proxies held by any member shall not exceed two (2) in number. A member who is a delegate from her own club may carry only one (1) proxy. A member carrying a personal vote who is a delegate from her own club may NOT carry a proxy vote.
- B. Each club shall certify with the signatures of the President and Recording Secretary the names of the delegate and alternates, or proxy.
- C. All proxy instructions shall be sent to the Credentials Chairman in a sealed envelope, identified as PROXY INSTRUCTIONS, to be received by the Credentials Committee. The sealed envelope containing proxy instructions is to be opened only by the individual serving as proxy with the respective Regional President. Proxy credential forms received before convention shall be processed by the Credentials Chairman prior to the convening of National Convention.
- D. Regional Presidents shall assign proxies when not assigned by the club. Members-at-Large are eligible to serve as proxies and will be considered by the Regional Presidents. Proxies shall be selected from their respective regions, when possible.
- E. Each member of NWCA shall present her/his paid to date membership card when registering at Convention.
- F. At the close of National Convention, the Credentials Chairman shall turn over all credentials to the National Secretary to be held in her files for a period of one (1) year.

Section 6. VOTING FEES:

- A. There shall be a two dollar (\$2.00) charge for each vote. These fees are to be turned over to the National Treasurer.

Section 7. CONVENTION REGISTRATION FEE:

- A. Every member, except the members of the hostess club, attending the National Convention shall pay two (\$2.00) dollars registration fee. These fees are to be retained by the hostess club.

Section 8. CONVENTION FINANCING:

- A. The annual Convention hostess may receive one-hundred-fifty (\$150.00) dollars from the Navy Wives Clubs of America treasury to help defray the cost of Convention, to be returned to the National treasury, if possible, within ninety (90) days after the close of National Convention.
- B. The National organization shall pay the package fee if necessary for a private room for the National President as long as funds are available.

Section 9. QUORUM:

- A. A majority of the registered clubs and five (5) members of the Board of Directors shall constitute a quorum.

Section 10. CONVENTION ACTION:

- A. All Convention action shall become effective at the close of National Convention, unless otherwise stipulated.

**ARTICLE XI
NATIONAL EMBLEMS**

Section 1. COLORS:

- A. Official colors of NWCA shall be Navy Blue and Gold.

Section 2. NATIONAL EMBLEM:

- A. The National Emblem shall be a Mariners' Compass enclosed in a double circle containing the words "NAVY WIVES CLUBS OF AMERICA"
- B. The National Emblem may be used on stationery, publications of various clubs, and as a decorative motif when appropriate.

Section 3. ELIGIBILITY FOR GUARD OF OFFICE:

- A. Members of the Board of Directors, National Chairmen and Local Officers are eligible to receive their guards of office if they have served six (6) months and a day or more.
- B. Scholarship Foundation Officers are eligible to receive their guards of office if they have served at least one (1) year of their term.

Section 4. NATIONAL RIBBON:

- A. The official NWCA Ribbon shall be approximately three-quarter inch (3/4") wide by five inches (5") long, gold grosgrain backed by an approximately one and one-half inches (1 1/2") by five inches (5") long navy grosgrain, or at a length that will hold all the member's guards and pins.
- B. The **NWCA Flag Pin** shall be worn above all other guards and pins.
- C. All Official pins and guards and those approved by the Board of Directors may be worn on the ribbon.

**ARTICLE XII
NATIONAL MEMBERSHIP CARDS**

Section 1. COLOR:

- A. NWCA Membership Cards shall be gold with the National Emblem and lettering in blue. They shall specify the name of the local club.

Section 2. CATEGORY:

- A. Each member of the Board of Directors, National Chairmen, Scholarship Director and Secretary/Treasurer shall be given a card showing their status in NWCA.
- B. Members-at-Large shall be issued a card while listed on the Member-at-Large roster.
- C. A blue card with gold emblem shall be given to Honorary and Life Members.

**ARTICLE XIII
POLITICS**

Section 1. **POLICY:**

- A. We, as organized Navy Wives, in having the privileges of writing our Congressmen, must give careful consideration to using this right. It is not a measure to be abused or used for selfish reasons. This privilege must, of necessity, be strictly limited, and used only in matters of national interest and in such matters as would affect our welfare as Navy Wives and those of our husbands.

**ARTICLE XIV
AMENDMENTS**

Section 1. **METHOD:**

- A. The Bylaws may be amended every year, by a two-third (2/3) vote of the convention voting strength, provided that notice to amend shall appear in the CALL to Convention.

Section 2. **PROCEDURE:**

- A. Proposed amendments shall be presented to the Bylaw Committee at least four (4) months prior to National Convention.
- B. A reason for suggested change shall be submitted and shall be included in the CALL to Convention.
- C. All NWCA National Bylaws proposed changes, items of new business and nominations of members for National Office, must be identified on the CALL to National Convention by club, council, region or NWCA member's name.
1. Proposed bylaw changes voted on by a club, council or region may be submitted.
 2. Any member may submit a proposed change to the bylaws.
 3. Nominations may only be made by a club with the signature of the President and Recording Secretary as stated in Article VII, Section 4. Nominations.

Section 3. **BYLAW COMMITTEE:**

- A. The Bylaw Committee shall consist of one member from each region, if possible, and the National Parliamentarian serving as chairman.

**ARTICLE XV
PARLIAMENTARY AUTHORITY**

Section 1. **AUTHORITY:**

- A. All meetings of NWCA shall be governed by the Bylaws of Navy Wives Clubs of America, Incorporated, Standing Rules, Rules and Awards, and then by Robert's Rules of order, Newly revised, Current Edition.

**October 2019 - THIS CONSTITUTES THE MOST CURRENT UP-TO-DATE NATIONAL
BYLAWS, Linda Hedden, National Parliamentarian**