

U.S.S. HENRY L. STIMSON SSBN 655
ASSOCIATION BYLAWS
Approved 14 October 2023

ARTICLE I

A. THE USS HENRY L. STIMSON ASSOCIATION

1. The U.S.S. Henry L. Stimson SSBN 655 Association herein after referred to as the Association.

B. PURPOSE

1. The purpose of the Association is to promote the memory of the USS Henry L. Stimson (SSBN 655) and to foster good fellowship and camaraderie among the shipmates who served aboard this ship.

C. MEMBERSHIP ELIGIBILITY

1. All shipmates of the USS Henry L. Stimson (SSBN 655) and their families are considered members of the Association. An officer of the Association may appoint others with interest in the Association as Honorary Members.

D. DISASSOCIATION

1. The Association shall be dissolved on May 5, 2043, or at such time as there are no longer five (5) paid up life members of the Association.
 - a. Any remaining funds held by the Association shall be split 50/50 and be donated between the United States Submarine Veterans Inc., College Scholarship Fund and the St. Marys Submarine Museum in Kings Bay GA.
 - b. Any remaining artifacts, pictures or documents shall be donated to any accepting museum for perpetuation. St. Marys Submarine Museum shall be given first choice for donation.

E. GOVERNMENT

1. The Board of Directors includes the Association Officers and eligible Past Presidents. Association Officers include a President, Vice President, Secretary and Treasurer.
 - a. The immediate Past President(s) will serve as a Board Member with full voting rights for two terms. If the current President serves more than two terms, then the Past President, who preceded the current President, shall continue to serve on the Board of Directors with full voting rights ensuring that at least one (1) Past President will remain on the Board of Directors with full voting rights.

If the preceding Past President is unable or unwilling to serve on the Board of Directors, then the Past President preceding him will assume the duties of Past President on the Board of Directors ensuring at least one Past President remains on the Board of Directors.

2. The Board of Directors shall appoint an Association Chaplain, an Association Web Master and standing committees as may be appropriate.
3. The Reunion Chairman shall be responsible to choose the committee which, when possible, should consist of at least four [4] members. The members are responsible to assist the chairman in the setup and conduct of the reunion.
4. All officers and board members should have access to the Internet with an E-Mail account.

F. MEETINGS and REUNION

1. Registration for a reunion automatically makes a Stimson shipmate an Association member.
2. The Association shall consider reunion(s) at location(s) submitted by individuals eligible for membership and present/represented at the Reunion Business Meeting.
 - a. Selection of a reunion location shall be determined by a majority vote of members present at the Reunion Business Meeting.
 - b. The Reunion Chairman shall be approved by the Board of Directors.
3. Individual members, even if not attending the current reunion, are also encouraged to propose a site for a forthcoming reunion to the Board of Directors. Reunion site proposals should include data on hotel accommodations and activities available at the proposed site and the name of a volunteer for Reunion Chairman. That member, if not attending, shall designate a representative to present information on the proposed reunion site at the Reunion Business Meeting.
4. The Reunion Chairman is responsible for:
 - a. Appointment of members to the Reunion Committee to assist with the many important tasks.
 - b. Planning and executing all actions required to schedule and conduct the next Association Reunion.
 - c. Arrangement of hotel accommodations, banquets and common meals, entertainment and activities.
 - d. Early dissemination of a reunion itinerary and other relevant information to encourage attendance by members of the Association.
 - e. Providing reunion attendees with printed name tags, printed programs and promotional material describing the location of the reunion and its environs.
5. The Reunion Chairman is encouraged to consider the use of meeting planner services often offered or recommended by the area Chamber of Commerce, and to request suggestions from other ship's reunion chairman who previously held a reunion at the same location. Every effort should be made to select reunion locations at various locations in order to promote attendance.

6. After a reunion location and chairman is chosen:
 - a. The Treasurer shall provide the Reunion Chairman with initial seed money as budgeted to cover miscellaneous reunion expenses such as welcome gifts, vendor deposits and hospitality supplies.
 - b. The Reunion Chairman shall retain all expense receipts and vouchers covering all expenditures made for the reunion.
 - c. The Association shall cover any legitimate reunion deficit.
7. Cancellation of reunion registration and the refund of monies paid shall be based on the timing of the cancellation.
 - a. Registration canceled prior to the reunion registration cutoff date shall result in refund of monies paid minus the registration/administration fee.
 - b. For cancellation after the registration cutoff date, there should be no refund of monies paid unless the Reunion Chairman determines that there are mitigating circumstances for the cancellation and can fully or partially issue a refund to that individual.

G. DUES

1. Dues are not mandatory.
 - a. A \$10.00 dues request shall be made at each reunion (approximately every two years) to assist in covering Association expenses. Surviving spouses/families are exempt from this provision.
 - b. At any time, a member may make a one-time payment of \$100.00 for Lifetime Membership.

Special recognition and a separate roster of all Lifetime Members shall be established and maintained by the Secretary, Article II.B.3.i., and posted on the Web Site by the Webmaster, Article II.C.1.
2. Dues expenditures to be budgeted as follows:
 - a. Life Membership
 1. Life Membership dues collected shall be set aside as 100% to the Charity Fund.
 2. Donations to worthy entities shall be approved by Board of Directors and reported at subsequent general meetings.
 3. Members may propose charitable donations at general meetings for approval by those in attendance.
 - b. Reunion Expenses

1. Memento and miscellaneous gifts, hospitality room, beverages and supplies, welcome aboard party, etc.
 2. Reunion advertising and registration expenses.
 3. Stipends and/or expenses for outside speakers, entertainers, program participants.
 4. Funds may also be used to help reduce the cost of the reunion.
 5. Required Liability Insurance purchased for the reunion.
 6. Reunion decorations are the responsibility of the local reunion committee. Expenses should be kept to a minimum and should not exceed \$250 per reunion. Sharing of previous reunion decorations is encouraged to keep the expense as low as possible.
- c. General operating expenses
1. Maintain a Henry L. Stimson web site.
 2. Preparation and mailing Association related correspondence, including newsletters.
- d. Distribution of Reunion Funds
1. The Treasurer shall provide the Reunion Chairman with funds as defined in Article I.F.6.
 2. The Reunion Chairman may authorize:
 - a. Reunion Committee members to expend personal funds for legitimate Reunions purchases.
 - b. The personal funds will be reimbursed upon submission of a detailed statement to the Reunion Chairman.
 - c. Personal expenses including time, travel, mileage, and food are not reimbursable.
 3. Un-budgeted expenses will be determined by a majority vote of the Board of Directors.
 4. The Reunion Chairman shall be reimbursed for any legitimate reunion expenses paid out of pocket.

ARTICLE II

A. MEMBERS RESPONSIBILITIES

1. All members are encouraged:
 - a. To assist in locating shipmates and provide addresses and other information to the Secretary.

- b. Members should inform the Secretary promptly of accidents, illnesses, and deaths of shipmates and their spouses, as well as their own changes of addresses and those of other members.
 - c. While acting in the name of, or as an agent for, the Association, no Member of the Association, whether or not an elected or appointed officer, shall engage in any activity for profit or other personal benefit in the conduct of any business or personal transactions or dealings, without the express approval of the Board of Directors.
2. Shipmates who have specifically indicated a desire not to be contacted by the Association will be removed from the Association roster and database.
 3. Attending meetings and reunions, making a dues contribution or just communicating an interest via email or US Postal mail will maintain an active membership.

B. DUTIES OF THE ASSOCIATION OFFICERS

1. The President shall:
 - a. Establish the procedure of the Board and shall preside at all meetings.
 - b. Call special meetings of the Board. Special meetings may be conducted by email, telephone, or other suitable communication methods to ensure engagement of the Board Members.
 - c. Appoint the Chairman of all standing committees.
 - d. Appoint special committees.
 - e. Convene the Board as required.
 - f. For general business meetings of larger groups, such as the Reunion Business Meeting, the President should direct the Secretary to prepare and disseminate an official Meeting Agenda no less than 10 days prior to any scheduled Reunion Business Meeting to allow adequate time for review before the meeting.
 - g. For special meetings of the Board or special committees, the President can establish a meeting date, time, agenda, and method by consulting the other members involved.
 - h. The President, with recommendations from the Board, shall appoint a member to the Board of Directors to fill the duties of any vacated office.
2. The Vice-President shall assist the President and preside at meetings in the President's absence.
 - a. In the event the President is unable to perform the duties of President, the Vice-President will assume the duties of President until the next election.
 - b. The Board of Directors will appoint a member to fill the Vice-President position.

3. The Secretary shall be responsible for the administration of the Association. This will include, but not be restricted, to the following:
 - a. Shall issue all notices proper to their office.
 - b. Shall keep records/minutes of all Association meetings.
 - c. Shall maintain the crew member database.
 - d. Shall tend to correspondence and issue a periodic newsletter.
 - e. At all meetings and reunions, the Secretary shall have sufficient copies of the Association BYLAWS available for distribution as needed.
 - f. Shall prepare a summary of the results of all meeting and any actions taken by the Board of Directors.
 - g. The Secretary shall submit statistical analysis of the Association membership characteristic makeup to the Board.
 - h. All records shall be available for open inspection by any member of the Association upon a written request.
 - i. The Secretary shall maintain a roster of Membership Good Standing and Lifetime Members and shall disseminate same in accordance with directives from the Board of Directors.
4. The Treasurer:
 - a. Shall collect, receive, maintain and disburse the Association revenues.
 - b. Shall establish three separate Funds for the Association which shall not be commingled with any other funds or accounts.
 1. One fund shall be established as the General Operating Fund to be used for the ordinary and usual Association expenses.
 - a. The balance in this account should not exceed \$10,000 after the financial records for the last Reunion have been finalized.
 2. The second fund shall be the Charity Fund and is the repository for all Life Membership payments. This fund shall be used for any Association Charitable donations.
 - a. A balance not to exceed \$5,000 should be maintained in the Charity Fund after the financial records for the last Reunion have been finalized.
 3. The third fund shall be designated as the Reunion Fund and shall be used for all revenue and expenses related to the conduct of Official All Crew Reunions.

- a. The balance of this account should be maintained at a minimum of \$4000 after the financial records for the last Reunion have been finalized. This Fund will be used for the seed money for the next reunion.
- b. If the balance of funds in the General Operating Fund and the Charity Fund ever exceeds \$15,000, all remaining funds shall be transferred into the Reunion Fund.
- c. Should deposit Association funds in interest bearing accounts to the extent that funds remain available as needed and do not incur penalties in excess of interest earned, upon withdrawal from the interest-bearing account. Prior to any deposit, the Treasurer shall determine any tax liability and shall work with the financial institution to reduce or eliminate any local, state, or federal tax liability associated with account earnings.
- d. Shall maintain proper vouchers for all disbursements, which shall be kept with regular books of account, and which must be open for inspection by the other Association Officers at the reunions to include any prior un-reviewed financial transactions for up to and including the past two reunion business cycles.
- e. Shall, upon receipt of expense vouchers for mailings, newsletters and telephone, reimburse such expenses. All un-budgeted expenses must be submitted to the Board for approval.
- f. Shall maintain financial records of the Association in the current format that has already been approved by the Board and shall obtain approval from the Association Officers before making any changes to the current financial accounting practices.
- g. Shall make financial records available to the other Association Officers to ensure system compatibility and to facilitate data transfer and information analysis.
- h. Shall provide detailed financial report to the Board at the Reunion Business Meeting. This report will include an itemized year-to-date statement of receipts and expenditures and cash balance.
- i. Shall prepare an updated Association financial report after the reunion for the Board of Directors and make it available upon request to all reunion attendees and dues paying members no earlier than 6 months following the close of the reunion books and receipt of the final funds.
- j. Shall be responsible for sending the Secretary a list of new Lifetime Members at the completion of each reunion. This listing shall be transmitted to the Secretary, as dues payments are received, and be presented to the membership via the next Reunion Business Meeting.

C. DUTIES OF APPOINTED POSITIONS

1. The Association Web Master shall be appointed by the Board of Directors and is responsible for the maintenance of the Association Web Site.

2. The Web Site Committee shall consist of the Association Officers and, when required, assist the Association Web Master in the organization and maintenance of the Association Web Site.
3. The Association Chaplain shall be appointed by the Board of Directors and shall:
 - a. Serve as a spiritual resource for the Association members, assist the President in the opening and closing of Association meetings,
 - b. Serve as a liaison between the Association and the families of deceased shipmates and be responsible for ceremonies honoring deceased shipmates.
4. The Ship's Historian shall be appointed by the Board of Directors and shall:
 - a. Be responsible for gathering, maintaining, and disseminating information related to the life and times of USS Henry L. Stimson (SSBN 655).
 - b. Be responsible for maintaining an inventory of artifacts, pictures, film/video clips and other memorabilia and maintaining a record of their location/storage
 - c. Arrange for their display at All Crew Reunions and other such gatherings as determined by the Board of Directors.
 - d. Prepare a History Report to be made available at all Reunion Business Meetings of the Association.
 - e. The Ship's Historian shall be notified of the receipt of donated memorabilia and make arrangements for it to be incorporated with the other items in the collection.
5. The Reunion Chairman is approved by the Board of Directors and shall manage reunion expenses as stated in Article 1.F.

ARTICLE III

A. ELECTION OF OFFICERS

1. Officers shall be elected by a majority vote of those eligible for membership present at the Reunion Business Meeting. The following nomination process shall apply:
 - a. The Nominating Committee shall consist of the Board of Directors. At least 90 days before the next Reunion Business Meeting, the Nominating Committee shall begin the search to select a slate of Association Officers for the next election. This search should be made using phone calls, email and notices in the monthly newsletter requesting anyone wishing to be nominated to contact one of the Nominating Committee members as noted in Article III.A.1.c.
 - b. The Secretary shall then inform the Membership of the new slate in the last newsletter prior to the scheduled reunion.

- c. Other nominations for an Association Officer position should be submitted to the Board (Secretary) in writing (letter, email) at least 30 days prior to the Reunion. The nominee shall have been contacted and agree to be nominated to a position and be an Association Member in good standing. A member may volunteer to be a nominee for an Association Officer position by submitting their name to the Board (Secretary) in writing (letter, email) at least 30 days prior to the Reunion. Nominations will be included on the slate presented at the next election.
2. Officers should normally serve no more than two consecutive terms in the same office unless election to subsequent terms is in the best interest of the Association. Officers nominated to more than two consecutive terms shall consent to re-election.
3. A term of office is from one reunion until the following reunion or until an election can be held. Where there may be an extended time (greater than 5 years) between reunions, a slate of Officer Nominations and election may take place via mail, E-Mail, Web Site, or other electronic media, as determined by the Board of Directors.
4. All elected and appointed officers, directors, committee chairpersons and members, Board Members, and others representing the association serve as volunteers and shall not be paid Association funds for serving.

ARTICLE IV

A. CONDUCT OF BUSINESS MEETINGS

Procedure and discussions at the Reunion Business Meetings shall be in accordance with these By Laws and Roberts Rules of Order.

B. CHANGES IN BYLAWS

1. These By-Laws should be amended by a majority vote of the members present at a Reunion Business Meeting. Such changes should be submitted in writing to the Secretary at least three months prior to the Reunion Business Meeting. If approved by the Board of Directors, the Secretary shall present the amendments to the membership.

Approved 10 September, 2005

Amended 13 October, 2007

Amended 24 October, 2009

Amended 15 October, 2011

Amended 12 October, 2013

Amended 15 October, 2016

Amended 13 October, 2018

Amended 16 October, 2021

Amended 14 October, 2023