

NATIONAL ASSOCIATION OF NAVAL PHOTOGRAPHY



CONSTITUTION AND BYLAWS

– PREAMBLE –

The NATIONAL ASSOCIATION OF NAVAL PHOTOGRAPHY was formed by and for persons associated at any time with NAVAL PHOTOGRAPHY.

We associate ourselves together for the following purposes:

- To uphold and defend the Constitution of the United States of America.
- To support a strong military defense posture of the United States of America.
- To preserve the memories and incidents that are part of our personal lives and professional associations.
- To promote fraternalism and camaraderie within the active, retired and veterans of the Naval Photographic community.
- To sponsor educational seminars for members and Active Duty Photographers in cooperation with other government.
- Agencies, manufacturers, and vendors in order to advance knowledge of new photographic, video and/or digital multi-media techniques and equipment.
- This Association was established as a nonpolitical organization and will remain so throughout its existence.

ASSOCIATION BYLAWS

ARTICLE I -NAME

The name of the organization is:

THE NATIONAL ASSOCIATION OF NAVAL PHOTOGRAPHY

(Hereinafter referred to as the Association).

ARTICLE II - POWERS AND CONSTRAINTS

SECTION 1. POWERS:

- a. The powers of the Association and its members are exercised by a Board of Directors, at the pleasure of its membership.
- b. The Association is recognized by the U.S. Internal Revenue Service as a 501(c) (19) Non-Profit Veterans organization under section 170 (c) (3) of the IRS code. This makes all contribution and dues paid to the organization tax deductible for taxpayers filling out IRS form 1040.

SECTION 2. CONSTRAINTS :

- a. The Association is nonprofit, nonsectarian, and nonpartisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for political office.
- b. No part of any funds collected or received from any source shall inure to the benefit of any member or individual. Beyond approved expenses; no Officer of the Association shall receive compensation for services as an Officer. Proceeds from Reunions and items offered for sale to members by the Association will accrue to the General Treasury of the Association.
- c. Due to the nature of our organization we must present information and demonstrations of new products and techniques to our members. However, cooperation with commercial manufacturers or vendors of photographic or other imaging products, in no way constitutes an endorsement by the Association of that product. The Association does not endorse or favor one manufacturer over the other, it reports on new developments in the industry as information is released or provided. Presentation of products, or demonstration of products in the association newsletter, exhibitions or educational seminars, is for the educational advantage of the Naval Photographic Community.
- d. Advertising by vendors is permitted in the Association newsletters in return for donations toward newsletter production or for promotion of the Association activities. Publication of advertising in no way indicates the Association or Navy endorsement of the vendor or product.

e. The official logo intended for the exclusive use of the Association. Guidelines for "Official Use" of the logo will be approved by a vote of the general membership and the Board of Directors. Any use of the Association logo without the express written approval of the Board of Directors is prohibited.

ARTICLE III – MEMBERSHIP

SECTION 1. ELIGIBILITY:

a. Any person, military or civilian, who has been closely associated with any Military Photographic unit or organization ashore or afloat, and desires to further the interests of Naval Photography is eligible for membership. The spouse of a deceased member shall be eligible to assume the membership of the deceased spouse if desired.

SECTION 2. TYPES OF MEMBERSHIP & APPLICATION:

a. Application for membership and payment of dues can be accomplished on-line from the NANP Website, www.navyphoto.net. If desired, forms for membership can be obtained from the Association brochure, the Association Newsletters or downloaded from the web site. Mailed applications should be submitted to the Secretary of the Association at the address printed on the current application form. Dues currently in effect must accompany the application. The dues amount for Annual and Life Membership will be published in the Association Newsletter and on the membership request forms. Types of membership are:

1. Life Membership: Life Membership may be obtained on original application, at rates set by the Board of Directors and approved by the membership. Once paid, Life Members are entitled to all rights and benefits of membership without further assessment of membership dues. Annual Membership can be upgraded to "Life" as set forth below.

2. Annual Membership: Persons desiring annual renewal of membership are classified as Annual Members. Dues for Annual Membership will be set by the Board of Directors and approved by a majority vote of the members. Annual Membership is effective as of the date dues are paid, for a period of 1 year.

(a) Annual Members may vote and serve on appointed committees, but may not serve in an elective office unless upgrading to Life membership or prepaying annual dues through the period of the elective office.

(b) Annual memberships may be upgraded to Life Membership at any time at rates set by the Board of Directors and approved by the membership.

(c) Active Duty Sailors are provided free membership in NANP until retirement or separation from active service.

(d) After 5 years of annual membership, a member will be upgraded to Life Membership status

3. Honorary Membership: Honorary Membership may be conferred on Friends of Photography by vote of the Board of Directors after submission of nominations by the membership. Criteria for nomination are outstanding service to Naval Photography. Nomination

letters, which may be submitted by any Association member, shall be submitted to the Secretary prior to General Meetings, and shall contain a history of the applicant and reasons for nomination.

4. Charter Membership: Persons who obtained membership before 1 January 1992 are also classified as "Charter Members" and will carry this designation forward if upgrading from Annual to Life Membership.

SECTION 3. STANDING:

a. A member shall be considered in good standing with entitlement to all Association benefits, including voting, if dues are paid. Life members, paying in installments, are considered in good standing as long as no more than one year has elapsed since the last installment was paid. Members with unpaid dues will be reminded by a letter from the Database Manager. If no response is received within 90 days, membership will be terminated and the member will be placed in an Inactive status and his information moved to the Photographers Past and Present listing. Membership may be reinstated by payment of back dues.

SECTION 4. FICAL YEAR:

a. The Fiscal year of the Association will be the same as the calendar year, 1 January --31 December.

ARTICLE IV – DUES

SECTION 1. DUES SETTING PROCEDURE:

a. Dues and payment procedures are presented to the membership by the Secretary/Treasurer at the General Meetings to be voted on by the membership through the balloting procedures set forth in Article VII. Dues may be revised as required. Changes are effective as of 1 January of the year following approval by the membership.

ARTICLE V – OFFICERS

SECTION 1. ELECTED OFFICERS:

a. Elected Officers shall be the President, 1st Vice President, 2nd Vice President, Secretary/Treasurer, three Directors and one Life-Time Director (permanent during the life of the director). The **initial** election for the three Directors will be for one, two and three-year terms, respectively. Once elected each person will serve for 3 years, with the senior member retiring and a new Board Member elected each year. The 1st Vice President will normally accede to the office of President and the 2nd VP to 1st VP. The membership will vote as set forth in Article VII, on a slate of nominees selected by a nominating committee. Nominations will also be accepted from the floor at the General Meeting. As set forth in Article VII, write-in votes on the ballots will be allowed; however, nominees should be queried as to their desire to serve if elected.

SECTION 2. TERMS OF OFFICE:

a. The normal term of office for the President, 1st Vice President, 2nd Vice President, and Secretary/Treasurer shall be two years and all other Board Members 3 years. The offices of President and Vice Presidents will be limited to no more than two consecutive terms. A second term must be approved by the membership at the time of balloting.

SECTION 3. OFFICERS-ELECT:

a. When elected, Officers shall be designated "Officers Elect" for the interim period cited in Article VII between election and the time they assume the responsibilities of their elected office.

SECTION 4. APPOINTED COMMITTEE CHAIRS:

a. Will be appointed or reappointed in writing by a newly elected President at the beginning of his term of office and shall serve for the duration of his term. The Committees are: Auditor, Awards, Communications, Convention, Historian, Membership/Recruiting, Merchandise, Newsletter Editor, Webmaster and Database Manager. Appointed Chairmen are part of the Association's Board of Directors and are expected to participate in Board of Director's meetings called by the President. The President may create temporary committees as required by Executive order. Unless otherwise directed, the Committee Chairman will recruit committee members from the Association membership.

SECTION 5. REPLACEMENT AND SUCCESSION:

a. In the event of a vacancy among the elected officers, through resignation or other reason, normal ascension will apply for President and Vice Presidents. For Board Members on 3year terms, a new member will be elected at the following General Meeting. The President will fill Committee Chair vacancies by appointment. Any officer or Director may be removed for cause by a majority of the membership entitled to vote and after opportunity to be heard at any regular General Meeting of the Association or any special meeting called for that purpose.

ARTICLE VI –BOARD OF DIRECTORS

SECTION 1. COMPOSITION :

a. There shall be a Board of Directors of the Association (Hereafter called the Board) The Board shall consist of elected Officers of the Association, as set forth in Article V Section 1, The immediate Past President, appointed Committee Chairmen and the President of each Regional Chapter as defined in Article XIV. The membership of the Board shall be drawn from active members of the Association. The Members of the Board are required to maintain an Internet email account in order to be aware of and participate in administrative discussions throughout the year.

SECTION 2. DUTIES :

a. Members of the Board are responsible for policy and administrative operation of the Association. In addition, they are designated as Official Delegates to the General Meetings and attendance at any Board meetings taking place at these gatherings. The President will solicit reports from and through committee chairman and a summary of these reports will be used as

part of the minutes published in the newsletter to keep the membership informed of our activities. Members are also required to approve the Association operating budget submitted at the General Meetings. The Board will appoint all committees not otherwise provided for and have power to fill any vacancies on the Board, except vacancies occurring in the office of the President and 1st Vice President.

SECTION 3. EXECUTIVE COMMITTEE:

a. There shall be an Executive Committee of the Board composed of the President, 1st Vice President, the Secretary/Treasurer of the Association, meeting as a committee of the whole. This committee shall have all the powers of the Board to transact business of an emergency nature. All transactions of this committee shall be reported in full at the next meeting of the Board.

SECTION 4. QUORUM :

a. If a meeting of the Board is called by the President, presence of five members of the Board of Directors including at least one elected officer as defined in Article V Section 1 constitutes a quorum and can establish policy for administration of the organization subject to approval by the association membership.

b. Due to the nation-wide dispersion of members, administrative and policy decisions may be discussed, voted on and established by use of email, or other electronic means. If within a specified time frame, a member is able to communicate, deliberate, question and vote in person or by remote means, the member is deemed to be present and the President can declare a quorum if the required number participate.

c. If a meeting is conducted by email, all messages must be addressed to the entire Board of Directors. All messages will be retained as minutes to the meeting. Membership will be informed of the results of these meetings through publication of a digest of the minutes in the first newsletter following the meeting.

ARTICLE VII – ELECTIONS

SECTION 1. ELECTIONS:

a. Due to the nationwide dispersion of our membership, nominations will be submitted to the membership at a General Meeting. Nominations will also be accepted from the floor, and, with the approval of an individual, that person's name may be written on the ballot. If the Secretary/Treasurer receives a late nomination within one week following the General Meeting, from a member and seconded by another member; the name will be included on the ballot.

b. Elections are by ballot of members. Ballots will be posted on the NANP Website, www.navyphoto.net for electronic voting by email, or to be returned to the Secretary, within a specified deadline, by mail, email or phone. Only votes by active NANP members will be counted. In no case will the vote of individual members be disclosed. Results will be submitted to the Board for publication to the membership via Newsletter and the NANP Website.

SECTION 2. ASSUMPTION OF OFFICE:

- a. Officers elected will be notified by the Secretary/Treasurer after certification of the election results by the Board of Directors. Officers Elect will assume office on 1 January of the New Year. Turnover from the old office holder will be arranged by mutual agreement. Officers Elect shall contact their predecessor by telephone or in person for pass-down information.
- b. Due to the fact that the 1st Vice President is already elected and will assume the office of President the following January, the presentation of the perpetual gavel will be made at the last general meeting of the year.

ARTICLE VIII --DUTIES OF OFFICERS

SECTION 1. ELECTED OFFICERS:

- a. **President:** The President shall preside at all meetings of the Board of Directors and the Association General Meeting. The President shall act as Chief Executive Officer of the Association and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business of the Association. He shall maintain close communication with the 1st Vice President and 2nd Vice President as to future program development and provide pass down information.
- b. **First Vice President:** The First Vice President shall succeed to the Presidency in case of a vacancy in that office and shall perform the duties of the President in his absence or disability and shall undertake such other responsibilities as the President or Board may assign. The First Vice President shall be responsible for the Newsletter Chairman and Membership/Recruiting Chairman and report to the President the status of these committees.
- c. **Second Vice President:** The Second Vice President shall succeed the First Vice Presidency in case of a vacancy in that office shall perform the duties of the First Vice President in case of absence or disability and shall undertake such other responsibilities as the President or Board may assign. The Second Vice President shall be responsible for the Communications Chairman and the Awards Chairman and report to the President the status of these committees.
- d. **Secretary/Treasurer:** As Secretary, the Officer shall maintain Minutes and a record of all meetings of the membership and the Board of Directors; a file of correspondence; be custodian of all administrative records of the Association; tally all ballots; publish and distribute to the membership a report on elections and the General Meeting as part of the Association Newsletter; ensure timely submission of all required forms and reports to Government organizations which pertain to the Association; and cooperate with the Newsletter Editor in production and distribution of the Association Newsletters. As Treasurer, the Officer shall receive all applications for membership; receive dues and other revenues; disburse all funds; and maintain all financial records of the Association. The Officer will forward all membership applications and annual dues renewal payments to the Database manager for recording in the NANP database. The Secretary/Treasurer shall present an Annual Fiscal Report, certified by the Auditor, to the membership at the General Meeting; Chair a Financial Investment Committee which will recommend investment opportunities for Association Funds; and appoint and chair a Budget

Committee to establish spending guidelines for the following year. The Association Financial report shall be available to the membership for inspection at all times.

SECTION 2. APPOINTED COMMITTEE CHAIRMEN:

- a. Auditor: The Auditor shall coordinate and certify an audit of association financial records as set forth in Article IX section 4, d. below.
- b. Awards Chairman: The Awards Chairman, in conjunction with the President and Board, shall direct the activities of the committee in accordance with provisions in Article X of this document.
- c. Communications Chairman: The Communications Chairman shall be responsible to make press releases about the Association to civilian, military and veteran publications and Television media; will submit articles and stories relating to Association activities and members; and advise the President, Secretary/Treasurer and Newsletter Editor of all successful releases, Tear sheets or copies of the articles should be obtained and filed in the Association's archives whenever possible. Additionally, the Communications Chairman will serve as the point of contact with vendors. It shall be the duty of the Communications Chairman to maintain close personal contact with each of our vendors and Manufacturer's Representatives, keeping them fully aware of our scheduled activities. Furthermore, the Communications Chairman will solicit articles from vendors for publication in the Association Newsletter and will be responsible for soliciting donations from our vendors to support the publication of the Newsletter. The Communications Chairman is also the primary point of contact for all matters involving the official Association website.
- d. Réunion Chairman: The Reunion Chairman will be appointed by the President and approved by the Board of Directors. The Reunion Chairman will be responsible for the overall supervision of the Annual Reunion including selection, direction and guidance of a Reunion Working Group Chairman for each Annual Reunion. In addition, the Reunion Chairman will provide guidance in the negotiations of legal contracts and will be the only authorized person to sign the contracts on behalf of the Association. The President will authorize the Chairman in writing. Prior to document signing, the contracts will be reviewed and approved by the President and Board of Directors.
- e. Historian: The Historian shall acquire appropriate records of persons and incidents considered to be part of the History of Naval Photography and the Association. Whenever possible, original photographs and documents should be scanned and retained in digital format.
- f. Membership/Recruiting Chairman: The Membership/Recruiting Chairman will maintain programs to attract and register new members, and work closely with the Database Manager in maintenance of membership records.
- g. Merchandise Chairman: The Merchandise Chairman, will coordinate arrangements for selecting, obtaining and selling merchandise offered to the membership. This merchandise will display the logo of the Association. Prices for all merchandise will be set by the Board of Directors and offered for sale through displays at Association meetings and through the navyphoto.net internet "Shopping Cart" the merchandise order function on the website and

forwarded to the Merchandise Chairman. The Merchandise Chairman shall document all sales by receipts and will submit an annual sales report to the Board and Treasurer.

h. Newsletter Editor: The Newsletter Editor will solicit, select and originate articles of interest to the membership, and ensure they are presented in a suitable format for inclusion in Association Newsletters. The newsletter will be published on the Association website, and depending on facilities available, the Newsletter Editor will arrange for other publication and distribution to the membership. The issue following the General Meetings will include minutes of the meeting and a ballot for member voting on Officers and other questions requiring membership approval.

I. Webmaster: The Webmaster is responsible for maintenance of the Association Website. He will make recommendations to the Board of Directors on matters of emerging technologies capable of improving Association e-commerce and dissemination of information. The Webmaster is not authorized to create and or disseminate information via the website without specific approval of the Board of Directors.

J. Database Manager: The Database Manager will be responsible for the format of the official Database of Association Members and Past and Present Photographers, and will keep the format current with yearly requirements. The Database Manager will select and train an Assistant Database Manager. The Database Manager will ensure a backup of the database is maintained.

k. Assistant Database Manager: The Assistant Database Manager will receive all membership application information from the Secretary/Treasurer for entry into the database and maintain records of dues payments notifying members on expiration of annual dues or nonpayment of installments. Letters will be sent to past due members and notation of status change will be sent if the members are declared "Inactive" and transferred to the "Photographers Past and Present" list. Inactive members will be restored to membership on payment of dues. The Membership List and the Photographers Past and Present list will be kept up to date by frequent posting on the Association Web site.

ARTICLE IX --STANDING COMMITTEES

SECTION 1. DUTIES OF STANDING COMMITTEES:

a. The standing committees listed in sections below, less the Chairman, will consist of two (2) or more members in even amounts. The term of office will be two (2) years with one new member being appointed each year. The chairman will vote only in case of a tie vote in committee; and then shall cast the deciding vote. Annual members may be appointed to committees if their dues are paid in advance, or their membership is upgraded to "Life" status. Special committees (ad hoc) may be appointed by the President as the need arises.

1. Reunion Committee: This Committee will be led by the Reunion Working Group Chairman designated by the Reunion Chairman. Sufficient members will be appointed by the Chair to satisfy its objectives. The Chairman of the Communications Committee should also be part of this group. On the occasion of a Reunion, General Membership Meeting or Informational Seminar, the committee shall plan in sufficient time for the entire program including site selection, agenda, lodging, meals and special activities.

Under no circumstances shall the Working Group Chairman obligate the Association financially unless specifically approved by the Reunion Chairman. The finalized Reunion Program will be published and communicated to the General Membership at least six months prior to the Reunion date. The Reunion program should contain a notice that in order to be legally Tax Deductible, Donations submitted with Reunion payments must be by a separate check made out to the Association and will be forwarded to the Treasurer by the committee for deposit in the general fund. For planning purposes, a Reunion Turnover Book shall be maintained by the committee and passed on to each succeeding Working Group Chairman. The Chair shall also maintain financial records and forward a completed financial report to the Association's Secretary/Treasurer. The Working Group Chairman will establish a separate checking account for each specific Annual Convention and contain the year as part of the account name. All transactions will be made through that account – no commingling of Reunion funds with other accounts, including the National account or Chapter accounts.

2. Museum/Historical Committee: The Historian shall serve as chairman and shall select a committee of at least two (2) members. The committee shall provide a point of contact with the Director, Naval Aviation Museum, Pensacola, FL, And the Director of Naval Archives. The Chairman will also coordinate programs, actions, and collection of historical materials. The committee shall submit an annual report to the Board including recommendations on the Museum program

3. Audit Committee: The appointed chairman shall select a committee of at least two (2) members. The committee shall conduct an annual audit of the income, disbursements and merchandise financial records of the Association. The Chairman of the committee will prepare a written Audit Report to be submitted to the Board of Directors prior to presentation of the Secretary/Treasurer's Report at the General Meeting that will certify the Findings of the financial audit.

4. Membership/Recruiting Committee: The appointed chairman shall select committee members. The membership committee shall be responsible for all membership drive programs. The Secretary/Treasurer and Database Manager will be members of this committee and will ensure the membership list is kept current and Annual members are notified in a timely manner when annual dues are payable and any changes in their status. The Secretary/Treasurer shall present a Membership Status Report at the General Meeting.

5. Financial and Budget Committee: The Association's Secretary/Treasurer will chair this committee which will oversee the investment of Association funds to provide the maximum safe return available. The Committee will also establish and review budgets and spending guidelines for Association Offices and Committees. An accounting of all funds spent by members will be submitted to the Secretary/Treasurer prior to the end of the Fiscal year. Approval of the Board will be required to exceed the budget figures or establish new categories during the year. A report on disbursements will be included as part of the Annual Secretary/Treasurer's report.

6. Communications Committee: The Chairman of Communications will serve as Chairman of this committee which will assist the Chairman in whatever capacity he/she may need in the performance of his/her duties.

7. Awards Committee: The Board will appoint the Chairman and all Members of this Committee. Their duties are specified in Article X.

ARTICLE X --MEETINGS & AWARDS

SECTION 1. BOARD MEETINGS:

a. There shall be an Official meeting of the Board of Directors at all Reunions. The Board of Director's meeting will be held prior to the General meeting. The President may initiate additional Board of Director meetings at any time during his term of office. Administrative or Policy topics may be submitted by email to all Board of Director Members and decisions reached by a vote. If a quorum responds to the topic within a specified deadline, the approved items may be certified as valid and effective and submitted to the membership at the following reunion's General Membership Meeting for final approval. All messages and responses should be addressed to all Board of Director members. The Secretary/Treasurer will retain copies of all messages as part of the official record. Digest Minutes of these meetings, and decisions made, will be published in the Newsletter and retained in Association records.

SECTION 2. REUNION/GENERAL MEMBERSHIP MEETINGS :

a. Unless otherwise ordered by the Board of Directors, the Association shall meet in National Reunion once each year. A General Membership Meeting will be held as part of the Annual Reunion for the election of Officers and for the transaction of such business as may properly be brought before the Membership. A key element of business is the selection of the sites for succeeding Annual Reunions. The Reunion sites and dates will be nominated two years in advance and confirmed by a vote of the Membership.

b. A Board meeting will be held prior to the General Membership Meeting to discuss and determine the agenda for the General Membership Meeting.

c. Notice of all Conventions of the Association shall be posted on the www.navyphoto.net website and in national veteran's magazines and publications and information also mailed to the Membership using the Association's non-profit postal mailing system at least six months prior to the scheduled event.

d. Special General Meetings of the Association may be called by the Board of Directors.

e. The Membership who attend Special or Regular General Meetings of the Association, either in person or by proxy, shall constitute a quorum capable of transacting all business properly brought before the Membership and a majority of those shall govern in all matters properly brought before the Membership.

f. The Membership failing to attend, either in person or by proxy authorized by writing, shall be considered to have waived the right to be present and thereby signify consent to and

ratification of such action as the majority of those present, either in person or by proxy, may take in matters before the Membership.

g. Proxies for General Meetings of the Association shall be provided to the Secretary for verification and recording at least 24 hours prior to any scheduled voting. Validity of such proxies is subject to the right of appeal to the Board of Directors.

h. Absentees desiring consideration of matters at the General Meeting of the Association shall submit those as agenda items, in writing to the President or Secretary/Treasurer at least ten working days prior to the meeting date.

SECTION 3. EDUCATIONAL SEMINARS:

a. An objective of the Association is Educational Seminars to be held for the benefit of members and active duty personnel. Under direction of the Board of Directors, the Communications Committee and the General Meeting/Reunion Committee will cooperate in planning and scheduling these events. They will usually be held in conjunction with other meetings for convenience of the membership; however, their scheduling is at the discretion of the Board of Directors.

SECTION 4. LOCAL COORDINATION:

a. An objective of the General Meetings and Educational Seminars is the coordination and planning of events with nearby elements of the Naval Mass Communications community in the hope that mutual benefits may accrue. Our retired members also like to keep up on what is happening in the active duty Navy.

SECTION 5. AWARDS:

a. Awards or other recognition by the Association may be made to any Individual, Unit, Command or Vendor performing outstanding service to Naval Photography. Nominations for individual recognition may be requested by any Association member or Sea Service Command, and after consideration, as set forth below, voted on and approved at any General Meeting. In the event of outstanding one-time accomplishments requiring timely action for maximum effect, The Board of Directors may make an appropriate award and announce it by news releases in Media outlets, The Association's website and the next Association Newsletter.

1. Annual or Periodic Awards may be established and authorized by the Association at the direction of the Board. Specific awards will not be detailed in this section due to the constantly changing nature of the world, the industry and our organization. If Annual awards are established by the Association, they will be initiated by the Awards Committee and established by Executive Order, approved by the membership, and stay in effect until cancelled or modified by the Board of Directors. To safeguard the National Association, awards initiated by Association local chapters require authorization from the National Association Board of Directors. Financial participation by the Association in all awards will be requested by the initiator of the award and voted on by the Board.

2. The initiator of the award is charged with the responsibility for appointing a Chairman, convening a selection committee and ensuring scheduled time frames are met

to allow for nominations, selection of winners and the creation of appropriate Certificates, Plaques or other recognition.

SECTION 6. TAX DEDUCTIONS AND CHARITABLE DONATIONS:

a. The Association is exempt from income tax on gross receipts up to a certain limit. (Currently \$25,000.00). Dues Payments and Donations to the Association are tax deductible as charity. Donations by individuals must be made by separate check and payable to The National Association of Naval Photography. These checks must be deposited in to the General Fund to be legitimate deductions.

b. “Sponsor a Sailor” Donations. This fund was originally set up to provide Active Duty personnel with lodging and food while attending an Annual Meeting or Conference to receive awards and also to encourage Active Duty attendance. These funds must be deposited in the “General Fund” and earmarked for “Sponsor a Sailor”. With the inclusion of our sponsorship of the Training “Shoot Off’s” as an important part of our mission, funds received for Sponsor a Sailor” can, be budgeted and as authorized by the board, be considered a sponsorship of our active duty Sailors, and be disbursed for that purpose.

SECTION 7. ORDER OF BUSINESS:

- a. Pledge of Allegiance to the United States
- b. Address of the President
- c. Introduction of Officers/Directors/Committee Chairmen present
- d. Reading of minutes of previous meeting
- e. Reports of the Officers
- f. Reports of Committees
- g. Nomination of Officers/Directors for elections
- h. Unfinished business
- I. New business (To include Reunion site selection)

ARTICLE XI--PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the conduct of business in all applicable situations that are not in conflict with these BYLAWS.

ARTICLE XII --DISSOLUTION

SECTION 1. FUNDS :

a. Funds In the event of dissolution of the Association, or in the event it shall cease to exist for its objectives as stated in the PREAMBLE, and after settling all obligations, any remaining funds shall be consigned to the NAVY RELIEF SOCIETY.

SECTION 2. ASSETS :

a. Other than reimbursement for direct expenses, under no circumstance shall any asset of the Association during its existence and/or dissolution, go, or be distributed to, any officer or member of the Association. Further, any historical materials concerning Naval Photography in the possession of the Association at the time of its dissolution shall be turned over, at the direction and discretion of the Board of Directors, to the Naval Aviation Museum, Pensacola, Florida, The Naval Archives, or other establishment concerned with the History of Naval Photography.

ARTICLE XIII --EFFECTIVE DATE & AMENDMENTS

SECTION 1. EFFECTIVE DATE:

a. The Constitution and Bylaws shall become effective when approved by the Board and as specified in Section 2 below, ratified by majority vote of the Membership present at the following Reunion.

SECTION 2. AMENDMENTS :

a. Due to the worldwide dispersal of our membership and the delay between reunions, Amendments may be proposed and, if discussed and approved by an electronic vote of the Board of Directors, be posted on the Association web page. Notification to the general membership will also be inserted in the web site "Guest Book". Amendments approved by the Board of Directors will be effective until ratified or deleted at the following convention. Final acceptance of all amendments requires a two-thirds majority of the membership voting. For clarity and understanding, amendments will be incorporated into the existing By-Laws rather than appearing in a special section.

ARTICLE XIV--REGIONAL CHAPTERS

SECTION 1. RECOGNITION:

a. The Board of Directors will recognize Regional Chapters of the Association so long as the Regional Chapter's Bylaws do not conflict with the National Bylaws. Regional Chapters are defined as organizations encompassing a geographic region. On submission of a request by a Chapter Group, the Association Secretary/Treasurer will in turn, submit the proper documentation to IRS for inclusion of the chapter in the Associations tax exempt status as a 501(c) (19) Veterans Organization. Chapters do not automatically fall under the National Association's blanket exemption

SECTION 2. COMPOSITION :

a. Regional Chapters (National Association of Navy Photography) shall be comprised of ten (10) or more active members of the Association with purpose and goals consistent with those of the Association. To be a voting Chapter member, National Association of Naval Photography membership is required. A Regional Chapter shall meet, operate, and function independently under locally elected officers, and shall meet a minimum of twice a year. The Regional Chapter

President shall serve on the National Association Board, and be a delegate at all meetings and conventions

SECTION 3. CHAPTER BY-LAWS:

a. Each chapter may create individual By-Laws; however, All Regional Chapters will adhere to the provisions of the National Association Constitution and Bylaws. By majority vote of the Board of Directors, after a hearing, failure to adhere to the Association Constitution and Bylaws may result in revocation of the Regional Charter.