



NAVY CLUB UNITED STATES OF AMERICA

A Seaborne Services Veteran Organization
Navy – Marine Corps – Coast Guard

Incorporated
by an Act of Congress in 1940

SHIP & SQUADRON ADMINISTRATION MANUAL

Revision 5.1, April 23 2018

INTENTIONALLY BLANK

1.0 NAVY CLUB UNITED STATES OF AMERICA (NCUSA)	- 5 -
1.1 How It All Began	- 5 -
1.2 NCUSA Charter	- 8 -
1.3 NCUSA Preamble	- 10 -
1.4 NCUSA Emblem.....	- 10 -
2.0 NCUSA ORGANIZATION.....	- 11 -
2.1 NCUSA Constitution And By-Laws.....	- 11 -
2.2 NCUSA National Headquarters	- 11 -
2.3 NCUSA Membership	- 12 -
2.3.1 NCUSA Full Members	- 12 -
2.3.2 NCUSA Associate Members	- 13 -
2.4 NCUSA Supplies - Caps - Emblems - Jewelry.....	- 13 -
3.0 NCUSA SHIP OPERATIONS	- 15 -
3.1 Organizing A Navy Club Ship	- 15 -
3.2 Ships Officers.....	- 16 -
3.3 The Shipswriter	- 16 -
3.3.1 Duties Of The Ship's Shipswriter.....	- 17 -
3.3.2 Ship Forms	- 17 -
3.3.3 Preparing For The Ship's Monthly Meeting	- 17 -
4.0 MONTHLY AND PERIODIC REPORTS	- 19 -
4.1 Monthly Per-Capita Report	- 19 -
4.2 Quarterly Activity Report.....	- 21 -
4.3 Annual Report Of Ship's Officers	- 22 -
4.4 Annual Report Of Ship's Dues Structure	- 22 -
4.5 Official Certification Of Convention Delegates.....	- 23 -
5.0 NCUSA OPERATIONS	- 24 -
5.1 NCUSA Finances	- 24 -
5.2 The Quarterdeck Publication.....	- 24 -
5.2.1 Quarterdeck Article Submission	- 24 -
5.2.2 Quarterdeck Publication Information:	- 24 -
5.3 Deceased Or Sick Shipmate Report/Sympathy Card	- 25 -
5.4 Navy Club USA Challenge Coins	- 25 -

Ship & Squadron Administration Manual – Rev 5.1, April 2018

5.4.1	To order your Navy Club USA Challenge Coin.....	- 26 -
5.4.2	Proceeds from Challenge Coins.....	- 26 -
5.5	NCUSA Deadlines To Remember	- 26 -
5.6	How To Write A Resolution	- 27 -
5.6.1	Resolution General Guidelines	- 27 -
5.6.2	Additional Resolving Clauses.....	- 28 -
5.6.3	Resolution Preamble	- 29 -
5.7	Ship/Squadron Membership Promotion Expense Reimbursement	- 30 -
5.7.1	Membership Promotion Expense Reimbursement Procedure	- 30 -
5.8	Dues Processing And Dues Notice Guidance	- 31 -
5.8.1	Processing of Dues.....	- 31 -
5.8.2	Processing of Dues Notices	- 31 -
5.8.3	Ship Dues Responsibility.....	- 32 -
5.8.4	Need Membership Assistance?	- 32 -
6.0	FORMS LIBRARY	- 33 -
6.1	Monthly Report Of New And Reinstated Members.....	- 34 -
6.2	Monthly Report Of Associate Members	- 35 -
6.3	Certification Of Officers	- 36 -
6.4	National Quarterly Report Form	- 37 -
6.5	National Membership Dues Information Form.....	- 38 -
6.6	Certification Of Convention Delegates And Alternates.....	- 39 -
6.7	Navy Club USA Expense Reporting Form:	- 40 -
6.8	Navy Club USA Ship/Squadron Membership Promotion Expense Reporting Form:-	41 -
6.9	Resolution Template	- 42 -
7.0	REVISION HISTORY.....	- 43 -

1.0 NAVY CLUB UNITED STATES OF AMERICA (NCUSA)

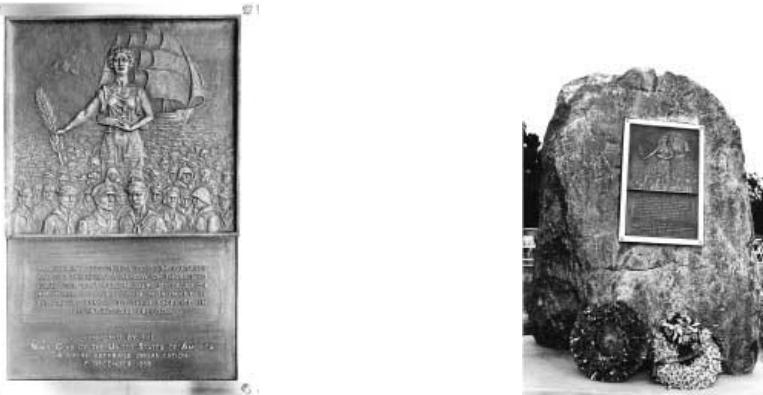
The Navy Club of the United States of America is one of the most unique organizations ever developed for and by personnel who have served honorably or are now serving in the United States Navy, Marine Corps or Coast Guard. Even today, after many years of service, we have the only organization CHARTERED by an ACT of CONGRESS dedicated to all sea going personnel.

1.1 How It All Began

On 18 June 1938, at a Navy Veterans Reunion in Quincy, Illinois, a new and powerful organization, the Navy Club of the United States of America, was launched. On that day, a Constitution and By-Laws was adopted to govern this unique and distinguished group, speaking the language of the men who go down to the sea in ships.

The original organizational committee drew up a broad administrative charter that envisioned a new concept in collectively bringing together the many private Navy Clubs and Navy Veteran Organizations that had sprung up across the country, and by so doing, give each member and prospective member, a powerful voice as a Nationally Recognized Organization. With the Navy, Marine Corps and Coast Guard men and women of the United States formed together in one great powerful service organization, it was concluded that there should come a more extensive and widespread observance of NAVY DAY, now celebrated on the 13th of October each year, a watchful eye on all legislation and laws that concerns a strong United States Navy and National Defense, a guarantee that our Navy will always be kept at such strengths that there will be no more "Pearl Harbors", a more powerful influence on American thinking on the importance of a "First Class Navy", a better and more informed medium through which the Navy Department can convey its problems to all American citizens, and to join together all sailors, marines and Coast Guard personnel into a closer comradeship.

Since 1938, NCUSA has in spite of its small size nationally, accomplished many programs and projects, which has kept it alive, and now building a larger membership. Perhaps the biggest highlight of all NCUSA's events took place in 1955. It was in this year, December 7th, to be more specific, that eight members of the parent body dedicated the first memorial by any Veterans Organization, in honor of all servicemen killed in the Pearl Harbor area in 1941. This monument was placed adjacent to the sunken battleship Arizona, on Ford Island, and consists of a large bronze plaque, measuring approximately three by five feet, and placed on a bluestone lava rock weighing 27 tons, standing ten feet tall. Insignificant, as it might appear, compared to other memorials since dedicated, it never the less took the eye and attention of Charles Thomas, then Secretary of the Navy, as he immediately asked the Pearl Harbor Commission members of NCUSA, to please help the Navy Department and the Pacific War Memorial Commission in establishing a permanent memorial over the sunken battleship Arizona.



Pictured from left to right: Sigfried Sandeen PNC, E.R. "Gene" Backofen PNC, Marvin R. Dean, Walter R. Popjoy PNC, Alton G. Meyer (Chairman of Memorial Commission), National Commandant Charles R. Topp, Pat Compolatarrta, Tucker Gratz, Earl Lawson PNC, unknown sailor.

NCUSA responded to his request with the formation of an Arizona Memorial Commission, which in turn sponsored the first money raising fund drive through the sale of a small aluminum "Arizona Shrine Project" medallion. This project gave other veteran organizations and the Pacific War Memorial Commission the incentive to start their respective fund-raising programs, which eventually resulted in the building of the present-day Arizona Memorial. We are indeed proud of this accomplishment, as it is a fitting memorial in honor of the 1102 men still on board.



Alton G. Meyer was the Commission Chairman for the NCUSA Memorial for Pearl Harbor. Commandant Charles R. Topp at the dedication of the memorial. "Let us never forget this day and what this observation signifies. We are the custodians of a great heritage, of freedom and independence. We must keep faith with those who fought and died to uphold it, who sacrificed to maintain it. How do we do this? By resolutely facing the unfinished problems that are connected and associated with what they fought to prevent we can never deserve the honored and cherished title of Americans unless we

assume our responsibilities as citizens.” NCUSA made application, and was accepted to membership on the Navy-Marine Corps Council in 1973. This council, composed of 23 Navy-Marine Corps oriented organizations, meets monthly for the purpose of enlightening each other the legislation proposed by our law-making bodies, general information about our sea services in general and other current matters or problems. The council was originated by the then acting Secretary of the Navy in 1969, and NCUSA has a representative who attends these monthly meetings on a regular basis.

In 1976, NCUSA started another project, which was planned as an assist to the Navy Recruiting Command and the Naval Training Center at Great Lakes, Illinois. It was the consensus of NCUSA that a seaman recruit, as selected by the honors committee of the Great Lakes Center, be given the Navy Club of the U.S.A. ‘*Military Excellence Award*’ each week that the center held a graduation ceremony. Our recipients receive wrist watches which has the NCUSA emblem on the face of the watch. Needless to say, each succeeding Commander of the Great Lakes Training Center is very impressed with Navy Club's contribution of this award each week. Each and every person attending the graduation ceremonies is informed that NCUSA sponsors this award, which gives our organization publicity, and at the same time honors a deserving graduating recruit.

Another project, which NCUSA has involved itself in, began in 1975. VADM Emmett Tidd, who was the Commanding Officer of the Navy Recruiting Command, devised a plan whereby the top Navy Recruiters from each recruiting area across the country, be invited to Washington, D.C., along with their wives, for a week of R & R. This program is now called the R.O.Y. project. (Recruiter of the Year) In formulating his plans for such a program, he knew that he would need financial assistance from outside sources to transport the wives, house them and feed them, as he could not use Navy Funds for their necessary expenses. His contact with our organization produced results, as NCUSA placed the ROY project in its annual budget expenses after the first two years, In addition to the National donation, a number of Ships have donated towards this annual project as well, including the NCUSA Auxiliary, which has resulted in the largest cash donation by any one organization, for the past six years in a row. For this, we are proud, as this is what NCUSA is all about.

In January 2011, Navy Club USA started to sponsor the monthly Student Sailor of the Month, Junior Student Sailor of the Month, Sailor of the Year and Instructor of the Year at the Technical Services Command at Naval Station Great Lakes, Illinois. The monthly Student Sailor of the Month and Junior Student Sailor of the Month receive a pen and pencil set and Certificate of Achievement. The Sailor of the Year and Instructor of the Year receive a Navy Club USA watch and letter of Commendation from the Commanding Officer.

Also at this time, the Navy Club USA pen and pencil sets are now given out for the Coast Guard Instructor of the Quarter, Company Commander of the Quarter, Health Services Technician of the Quarter and quarterly Physical Fitness Award winner at the Coast Guard Recruit Training Center in Cape May, NJ.

This section gives you an overall briefing of the many accomplishments NCUSA has achieved, in spite of being small, I could never attempt to cover the many and varied projects which are carried out by the individual Squadrons and Ships But, they too have been a great part in making

NCUSA a successful organization. All it takes are ideas and enthusiasm and the manpower to see them through.

1.2 NCUSA Charter

PUBLIC LAW # 546

CHAPTER 239 H.R. 5880

Seventy-Sixth Congress of the United States of America At the Third Session

**Begun and held at the City of Washington on Wednesday, the third
day of January, one thousand nine hundred and forty**

AN ACT

To incorporate the Navy Club of the of the United States of America

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That Sigfred A. Sandeen, national commandant: Ernest C. Fiedler, national senior executive officer: Thomas D. Hickey, national junior executive officer: Forest F. Bodiker, national paymaster: V. Homer Peabody, national chaplain: Mason C. Martin, national historian: and John F. McCullough, medical doctor, national medical officer, are hereby created a body corporate of the name, “Navy Club of the of the United States of America”.

Sec. 2. That the purpose of this corporation shall be (a) to further, encourage, promote and maintain comradeship among those persons who are or have been in the active service of the United States Navy, the United States Marine Corps or the United States Coast Guard: (b) to revere, honor, and perpetuate the memory of those persons who have been such members and have departed this life: (c) to promote and encourage further public interest in the United States Navy, the United States Marine Corps or the United States Coast Guard and the history of said organizations: (d) to uphold the spirit and ideals of the United States Navy, the United States Marine Corps or the United States Coast Guard: (e) to promote the ideals of American freedom and democracy and to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms: and (f) to maintain true allegiance to American institutions.

Sec. 3. That the corporation (a) shall have perpetual succession: (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization: (c) may sue or be sued: (d) may adopt a corporate seal and alter it at pleasure: (e) may adopt and alter bylaws not inconsistent with the Constitution and laws of the United States or of any State: (f) may establish and maintain offices for the conduct of its business: (g) may appoint or elect officers and agents: (h) may choose a board of trustees, consisting of not more than fifteen persons not less than five persons, to conduct the business and exercise the powers of the corporation: (i) may acquire, by purchase, devise, bequest, gift, or

otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes: and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

Sec. 4. *That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures.*

H.R. 5880 - 2

Such reports shall not be printed as public documents.

Sec. 5. *That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.*

*Wm. M. Bullock
Speaker of the House of Representatives.
John N. George
Vice President of the United States and
President of the Senate.*

*Approved
June 6 1840
Franklin W. Steele*

1.3 NCUSA Preamble

In reverent recognition of Divine Guidance, we associate ourselves together, pledging ourselves to maintain true allegiance to the Government of the United States of America and fidelity to its Constitution and Laws.

The objects of this Association are; to further encourage, promote and maintain comradeship among our members; to revere, honor and perpetuate the memory of our departed shipmates; to promote and encourage further public interest in the United States Navy and its history; and to uphold the spirit and ideals of our Navy.

Our PREAMBLE, so meticulously authored by our founding fathers, tells the complete story of what our organization is all about, and this is why it is recited by all hands attending any official meeting of the Navy Club of the U.S.A. whether it be at the Ship, Squadron or National level.

READ IT -- STUDY IT -- THINK ABOUT IT and you will become more enthused about our organization.

1.4 NCUSA Emblem

The emblem of the Navy Club of the United States of America is a ship's wheel, superimposed upon crossed anchors. In the center is the world, surmounted by the American eagle with wings outstretched protectively. These symbols, you will readily recognize, including parts of the emblem of the three great organizations with which each of us has served - - the Navy, the Marine Corps and the Coast Guard. We are bonded together to further, encourage, promote and maintain comradeship among our members - - - a comradeship that was held firmly by the anchors of friendship during the great wars and peace.

We have pledged ourselves to revere, honor and perpetuate the memory of our departed shipmates. With a firm grasp upon the ship's wheel of memory we will hold our course throughout the years, never forgetting those shipmates who have stood their last watch on earth and have gone on eternal liberty. It is our aim to ever promote and encourage further public interest in the Navy, and the world in our emblem signifies the scope of our endeavors. It shall be our purpose to do everything in our power to insure that the nations of the earth know and respect our Navy and the men of the seafaring forces that serve under the Stars and Stripes.

And as the great eagle sits vigilantly atop the globe, his talons protectively embracing it, so shall we, as shipmates in the Navy Club of the United States of America be ever vigilant, ever ready to uphold and protect the spirit and ideals of our Navy, our Marines and our Coast Guard.



2.0 NCUSA ORGANIZATION

2.1 NCUSA Constitution And By-Laws

The Constitution and By-Laws of the Navy Club of the United States of America are available in a PDF file on the National web page, www.navyclubusa.org. See your local Shipswriter for a copy. They are also available from the National Executive Secretary on a computer disk in WORD format or a hardcopy at cost.

The Constitution and By-Laws has a comprehensive index, whereby any subject can be found quickly. NCUSA members asking questions should check the C&BL's carefully for the answer they seek, before inquiring of the National Headquarters. In the event that specific section of the C&BL's does not clarify an issue, please feel free to direct your inquiry to the National Office. Your question will be answered as soon as possible by either the National Commandant or National Judge Advocate if an interpretation is necessary, or otherwise from the National Secretary.

In compliance with the provisions of Article 12 and 13, the Constitution and or By-Laws may be amended at any National Convention.

2.2 NCUSA National Headquarters

The "Heart" of our organization is the National Headquarters, through which all correspondence and phone calls are handled. These headquarters are located at present in Hamlin NY, which is also the residence and office of your National Executive Secretary. The historic files of NCUSA are located in a storage facility Sailor and Solder Museum in Rockford, IL.

The working files, (Those used in the normal transaction of daily, weekly and monthly business) are located in the National Executive Secretary's home residence. These files are basically loaded on the computers owned by NCUSA, except for the Ship's "Monthly and Quarterly" report forms, "National Record Cards" on renewal members, "Annual Officer Reports" and general correspondence.

We advise all members of NCUSA to use the official mailing address of our organization as follows:

National Headquarters
National Executive Secretary
Robert K Currier
83 Close Hollow Dr - Hamlin NY 14464-9302
(585) 967-4935 - scurrier1@rochester.rr.com

2.3 NCUSA Membership

2.3.1 NCUSA Full Members

Article 3, Section 1 of the Navy Club of the U.S.A. Constitution clearly spells out the eligibility rules for admission to membership in NCUSA, as follows; Article 3, Section 1. Any citizen of the United States who has served, or is now serving in the United States Navy, United States Marine Corps or the United States Coast Guard, (including service in an active classification in a Reserve Component of any such Service as above described) under honorable conditions or has an honorary discharge, is eligible to membership in the Navy Club of the United States of America. This shall NOT serve to disqualify any present member.

(Amended and adopted by the 1968 National Convention)

APPLICATION FOR MEMBERSHIP					
NAVY CLUB of the UNITED STATES of AMERICA					
Members-At-Large \$30.00					
NCUSA – 83 Close Hollow Dr - Hamlin NY 14464-9302					
www.navyclubusa.org					
NAME IN FULL _____			DATE		
ADDRESS _____		CITY _____	STATE _____	ZIP _____	
PHONE (_____) _____		SPOUSE'S NAME _____	ACTIVE DUTY	RESERVES	
HONORABLY DISCHARGED (Date) _____		BRANCH OF SERVICE:	USN	USMC	USCG – MALE FEMALE
RATE or RANK - SHIP PREFERENCE _____			NEAREST TO HOME	MEMBER-AT-LARGE	
SS/SERVICE # _____ # _____ (last four digits only)		RECRUITED BY _____	SHIP		
SIGNATURE _____					

2.3.2 NCUSA Associate Members

On 01 September 1999, NCUSA added "Associate Members" to its C&BL's, whereby all Ships could legally admit non-sea borne members to their rosters. The following rules were adopted and must be adhered to in order to comply with all state laws on their records. At the 2012 National Convention, the dues were raised to seven (\$7) dollars and National publication, "*The Quarterdeck*" is available online at the National web page, www.navyclubusa.org.

1. There will be only one class of additional members allowed and they must be classified as "ASSOCIATE MEMBERS."
2. A per-capita fee of Seven Dollars (\$7.00) shall be paid for each Associate Member.
3. Associate Membership cards shall be purchased from the National Headquarters at a cost of Ten Cents (10¢) each.
4. As with regular new and reinstated members, a monthly report form must be used to submit name, address, etc., except that said form shall be printed on yellow paper to distinguish them from regular members. (Forms are available from the National Office)
5. Under "Branch of Service" use an A for Army, use an AF for Air Force, use a NG for National Guard and leave blank for non-military members.
6. Under "War Veteran" please mark Y or N to designate if he/she has served during war time.
7. If your "Associate Member" is renewing his membership for another year, please place his or her original card number in the next column. "Last Years Associate No. Issued." Please place an N in this column if member is new and proceed to next column.
8. Under "Associate No. Issued", please place the card number you used on the new members card. (Numbers that you must use, are issued to you at the time you purchase new cards)
9. As stated in the By-Laws, all Associate Members cards shall be filled out by the local Ship.
10. Forward the "Yellow Monthly Report" to National Headquarters along with the proper amount of per-capita dues.

2.4 NCUSA Supplies - Caps - Emblems - Jewelry

Members of the Navy Club of the United States of America are entitled to wear the official emblem of our organization and are encouraged to wear the official NCUSA Cap at all monthly meetings, conventions, etc.

All caps, emblems, clothing and miscellaneous items offered must be ordered from the American Legion website or call their toll-free number.

www.emblem.legion.org

Following items may be available;

- Uniform Cap – All Blue Cap is for regular members, Blue with White Top is for Squadron and National Officers and all White is for the National Commandant and Past National Commandants.

- Lapel Tack - 5/8" gold plated tack. Clutch-back.
- Blazer Bullion Emblem - 3" embroidered emblem, with triple clutch-back
- 3" Decal - For indoor or outdoor use. Peel-off back adhesive
- Stars Polo Shirt with left chest emblem – Left chest pocket for convenience. 60/40 cotton/poly pique fabric will not shrink. Fully embroidered 3" NCUSA emblem.
- Skyline Polo Shirt with left chest emblem –Left chest pocket for convenience. 50/50 cotton/poly fabric will not shrink. Fully embroidered 3" NCUSA emblem
- Solid Satin Jacket - Jacket with emblem, Jacket with Full Back emblem, Jacket with front & back emblems, Custom lettering available.
Your choice of locations to place the NCUSA emblem:
 - * Left Chest (3" emblem)
 - * Full Back (7" emblem)

3.0 NCUSA SHIP OPERATIONS

3.1 Organizing A Navy Club Ship

Organizing a new Ship, or re-activating a "Dry-Docked" Ship, is a relatively simple task. Any shipmate wishing to organize a Ship should contact the National Executive Secretary by mail or phone, expressing his willingness to organize such a Ship. The National Office will then promptly reply by return mail, giving the organizer the following information and material.

The initial details and requirements for organizing a Ship are;

1. An organizers kit containing an application for a Charter, application blanks with receipt attached, and a supply of "Hit the Deck" brochures, which is the main selling tool of NCUSA.
2. A single copy of the Constitution and By-Laws of NCUSA.
3. The name and address of the Squadron Commander, (providing a Squadron exists in the organizers state) so he or she can be contacted for assistance if necessary.

The recruiter of a new Ship should be well versed and knowledgeable on the eligibility requirements for membership. Years ago, our organization admitted new Ships into the field with only 10 members to start, however those rules were changed, and it now takes a minimum of 15 members to start a new Ship. We found out from experience however, that a Ship with a nucleus of 25 to 30 members progressed on a much smoother cruise, and stood a much better chance to grow into a medium to large Ship in a much shorter period of time. A defunct (dry-docked) Ship can be revived by a minimum of 10 members. (Refer to C&BL, Article VIII, Section 3)

The application for a Charter, once completed, must be forwarded to the National Headquarters along with the proper amount of per-capita dues for each prospective member listed on the application, and the standard charter fee of \$10.00. The National Executive Secretary shall then screen the application prior to placing same on the agenda of the next scheduled National Staff Meeting. All applications must be approved by the National Executive Staff before a formal Charter can be printed and presented. Presentation of the Charter to the new Ship should be made with at least one (1) of the members of the National Executive Staff in attendance. (This serves to include any Squadron Commander as well.) Immediately after the presentation of the Charter, all new members should be initiated, followed by an election of the officers and the installation of them

3.2 Ships Officers

As clearly stated in the Constitution of NCUSA, (Article VIII, Section 4) the officers of each Ship shall consist of a Commander, Senior Executive Officer, Junior Executive Officer and Paymaster. These elected officers, along with the immediate past Commander and not to exceed three (3) members (Trustees) elected from the membership, shall constitute the Executive Staff. The Shipswriter, Chaplain, Historian and Master-At-Arms shall be appointed by the Commander with full approval of his elected staff. The Commander and all other officers of the Executive Staff should be cognizant of their duties as outlined by the Ship's By-Laws.

The Commander shall insure that all members are aware of each duly called meeting, including the regular monthly membership meeting or meetings, as well as the Executive Staff meetings called from time to time.

3.3 The Shipswriter

The Shipswriter is the key Ship's Officer by virtue of the details of his or her office. The Shipswriter is the hub around which Ship activities revolve. Generally speaking, the difference between a successful Ship and one which is not successful is a good Shipswriter. Some immediately conclude that to be a good Shipswriter you must be a Yeoman, a Personnel man or a Company Clerk. Quite the contrary is true, as some of the best Shipswriters within NCUSA's Ships have been Boatswain mates, Machinists Mates, Commissary men, etc.

It is not hard to be a successful Shipswriter; all it takes is willingness to work, a little organization and pre-planning ability. The Shipswriters job is not for one who procrastinates. The key to successful Shipswriters is that they "DO IT NOW". As many know, the Shipswriter job is a labor of love. So, what reward is there in being a Ship's Shipswriter?

There are several rewards:

1. You will learn more about the administration and operation of NCUSA in one year as Shipswriter than you will serving several years in any other Ship's office
2. You are where the action is. All Ships business funnels through the Shipswriter either directly or indirectly
3. The personal satisfaction of knowing that you helped a fellow shipmate resolve his problem is very gratifying
4. Just knowing that you are an active member of the NCUSA team and that your shipmates respect your dedication and service.

All of these add up to explain the reason that many Ships Shipswriters continue to serve year after year.

3.3.1 Duties Of The Ship's Shipswriter

- A. The keeping of the Ship's membership records.
- B. The initiating and handling of Ships correspondence.
- C. The recording of the action and decisions occurring at the Ship's meetings.
- D. The submission of periodic reports.
- E. The publication of the Ship's Newsletter.
- F. The ordering of supplies and material.

In addition to this manual, there are certain other publications that can add immeasurably to the Shipswriters knowledge and performance of his or her duties. These publications are available at nominal cost and should be purchased from Ships funds to allow the Shipswriter to have the tools of his trade. These are suggested:

1. "Uniformed Services Almanac" A new issue is published annually in February and can be ordered from P. O. Box 400, Washington, D.C. 20044.
2. "Navy Times" This is a weekly newspaper covering all the military news. Write to Army Times Publishing Co., 475 School Street, Washington, D.C. 20024.
3. "Federal Benefits for Veterans and Dependents". (VA Fact Sheet IS-1) This can be obtained free by requesting it from the local Veterans Administration Office.
4. "Roberts Rules of Order" This book is obtainable from most any book store.

To properly carry out the duties of his office the Ship's Shipswriter should be provided with the following supplies purchased by the Ship.

- a) A daily ledger to record membership dues received.
- b) Letterhead stationery and envelopes.
- c) Such office equipment and supplies deemed necessary by the Ship.

3.3.2 Ship Forms

Many of the forms required to transact NCUSA business are available on the National web page, www.navyclubusa.org or furnished by the National Office free of cost. These forms will be emailed or mailed out by the National Office just prior to the time the reports are due.

3.3.3 Preparing For The Ship's Monthly Meeting

While it is true that the Ship's Commander is the presiding officer at the Ship's monthly membership meeting, the Shipswriter is an all-important member of the team and advance preparations for the meeting by him can assure the flow of the business in a smooth and efficient manner.

The outline for conducting the order of business for a general membership meeting is contained in a special section by itself in the C&BL's booklet. The Ship's Commander, Senior Executive Officer and Shipswriter should read this section carefully and discuss them as these provisions are suggestions and may be changed to meet local needs and desires.

A well conducted meeting reflects directly on these officers and can assure the success or failure of the Ship and influence the meeting attendance. Nothing is more frustrating than to have a

presiding officer conduct the meeting using the "Rituals" per se and being unable to read the small print or losing his place as he moves from one section or page to another. Therefore, the first thing that should be done in preparation for the meeting is to organize the standard outline of the complete business meeting from the various sections of the ritual. A practical way to do this is to type the order of business on loose-leaf paper and then placing the sheets between plastic sheets and in a loose-leaf binder. Be sure to double-space normal lines and leave adequate spacing between heads and sub-heads of each topic.

Now that the standard business meeting agenda is established you may think that the success of your meeting is assured, NOT NECESSARILY! Each Ship's business meeting is a little different depending on the issues to come before the floor. Therefore, it is highly recommended that the Ship's Commander and Shipswriter meet after the monthly Executive Staff meeting but before the Ship's regular monthly membership meeting to organize a specific business agenda for the particular meeting to be held. note: Do NOT call on committees unless they have something to report. It is obvious that planning the specific business agenda will call for additional effort and time by the Commander and Shipswriter. But, it is an investment that will reap large dividends in an effective Ship's meeting and a satisfied membership.

In the matter of keeping a record of the Ship's meeting, the "Minutes" need not be verbatim, however, the minutes should accurately reflect the high-lights of the meeting. It is good practice to record a motion verbatim and accurately name the maker of the motion and the member who seconds the motion. The Shipswriter in recording the minutes, can always request that the Chair identify the maker of the motion, the member who seconds it, and the wording of the motion to assure accuracy in the record.

4.0 MONTHLY AND PERIODIC REPORTS

The most important report that your Ship makes to the National Office is of course the "Monthly Per-Capita Report. Without this report of membership, NCUSA would have to drop anchor and call it quits. However, other periodic reports are also important and should be submitted on a timely basis as requested.

On the following pages are copies and samples of all the reports that must be furnished to the National Office:

1. Monthly Per-Capita Report
2. Quarterly Activity Report
3. Annual Report Of Ship's Officers
4. Annual Report Of Ship's Dues Structure
5. Official Certification Of Convention Delegate

Other reports and forms, such as a ship's resolution(s) for submission to the national convention resolutions committee, nominating resolutions or endorsements for national officers, resolutions for hosting a national convention, etc., should be done in compliance with the National Constitution and By-Laws and standing rules.

Important!

When submitting any of the above reports, please do not make notes or comments on these forms, as they will be placed into a permanent file.

4.1 Monthly Per-Capita Report

As mentioned earlier, the "Monthly Per-Capita Report" is a very important document, and the officer who is responsible for filing this report for his or her Ship, should be sure to follow the instructions as outlined below. The National Executive Staff has instructed this office to appeal to all Ships to send this report to the National Headquarters each and every month, even though you have not even attained one new or reinstated member during the month, as this will give them a good barometer of each Ship's actions and activity.

In reviewing the sample of the per-capita report, you can readily see it is not a difficult form to complete, however, we ask you to PLEASE make sure the spelling of the members name and address are correct, as the re-making of a membership card is costly and time consuming. We also ask you to PLEASE verify the ZIP CODE of each members name submitted, as this also can upset a new or reinstated member if he or she does not receive the Quarterdeck Publication to which they are entitled. (Our postal system will not deliver non-profit bulk mail to an improper number.)

It is suggested that each Ship mail their monthly per-capita report to the National Headquarters on or before the 25th of each month, whereby the new or reinstated members new card can be produced and mailed back to the Ship for distribution. Please remember that it is the Ship's responsibility to mail or give out that new membership card, and not the National Offices. With

regards to your present members, you will receive a new card for each of them prior to the expiration date listed on their card. Your only duty on renewals therefore, is to separate the "National Record Card" from the lower right-hand corner of the membership format card, and forward it along with the proper amount of National Per-Capita Dues to the National Headquarters. If your renewing member has informed you of an address change, please show the corrected address on the card portion directly above the "National Record Card", and send both cards for proper corrections on the National roster files. You may also use this "Address Correction Card" to report the death of a member, and we urge you to keep the National Office informed when this occurs, as it sometimes becomes quite embarrassing to receive mail from the family of the deceased.

DO NOT SEND ORIGINAL APPLICATIONS ON NEW AND REINSTATED MEMBERS TO THE NATIONAL OFFICE. These applications should be kept in your local files for reference.

If your state has a Squadron Organization, you will have a Squadron Record Card attached to the Membership Form for use in reporting your members to the Squadron Shipsriter. Don't forget to include the proper amount of Squadron Per-Capita Dues with each card submitted. PLEASE keep in mind that renewal, new or reinstated members will not be placed on the active membership roster of NCUSA until such time that all reports, cards, along with the proper amount of per-capita dues are received in the National Office.

The National Headquarters and the Quarterdeck Commission will not be responsible for the non-delivery of the National publication to a member that has paid his/her dues to a Ship, but the Ship has not forwarded the per-capita to the National Office. All new and reinstated members listed on the monthly Per-Capita Report should also include the other information requested, such as Branch of Service. Use the abbreviations as listed on the sample. Use a Y or N in the proper position to indicate if the member served during a war period. NCUSA uses the same formula as the American Legion in determining this question. Please fill in date that is listed on the application and finally, make sure you place the Service Number of the applicant in the proper form box. If Service Number is also the member's Social Security number and he/she doesn't wish to reveal the number, just list the first five (5) digits. This is a mandatory item of information as described by Article I, Section 7 of the NCUSA By-Laws.

FOLLOW THESE SIX SIMPLE TASKS FOR REPORTING RENEWAL, NEW AND REINSTATED MEMBERSHIP

1. Remove lower right-hand portion of membership form (Renewals)
2. Prepare Monthly Per-Capita Report (New & Reinstated)
3. Total the number of members reporting.
4. Multiply number of members by \$ 12.00 (the present National per-capita rate)
5. Prepare check for the proper dollar amount and make same payable to Navy Club of the U.S.A.
6. Send to:

Navy Club of the United States of America
National Membership Data Base Officer
(see current National Officer listing for office holder name and address)

**PLEASE NOTE, THERE IS A CHARGE OF \$2.00 FOR THE
REPRINTING OF A MEMBERSHIP CARD**

4.2 Quarterly Activity Report

In 1970, the National Convention Delegates voted to initiate a "Quarterly Report" form to be used by all active Ships within NCUSA. The purpose of this report is to keep the National Office and the National Executive Staff aware of each Ship's activities and their compliance with the organization's rules and regulations

Regardless of who is assigned this responsibility, the person who submits the Quarterly Report, will find that it takes very little time to complete this form, especially if good meeting minutes are kept by the Shipswriter. Please don't forget to list your Ship number in the upper left-hand corner of the form, and circle the quarter for which the report is being filed. List the date or dates on which your Ship conducted a regular membership meeting. A meeting without a quorum is not considered a qualifying meeting. Article I, Section 4 of the By-Laws stipulate that each Ship shall conduct a minimum of 9 meetings per year, therefore, if you conduct a meeting without a full quorum of members present, it becomes the responsibility of the Ship's Commander and his officers to insure that the next called meeting is properly attended by its members.

The listing of your special activities and events can of course be very useful in many cases, particularly if your Ship has tried or established a program or event that turned out to be a huge success. The National Headquarters would like to pass on to all Ships, any program or programs that are beneficial and helpful to all hands. Full details of an unusual program would be appreciated, even if it requires an extra piece of paper.

Although no set time factor was established for the forwarding of the Quarterly Report forms, it is suggested that you plan to mail them by not later than the end of the following month after the quarter has ended. Please note that the editor for the National Publication, 'The Quarterdeck', uses the quarterly reports to publish your Ship's activities in the 'News from all Ports' section. Of course, all Ships are welcome to submit their own article concerning their activities. However, if no article or quarterly report is received, then your Ship is omitted from the 'News from all Ports' section.

4.3 Annual Report Of Ship's Officers

Once again, this form will be sent out to each Ship, with a copy going to the Commander, and one to the Shipswriter, as is all correspondence from the National Office. It is strongly suggested that the Shipswriter complete this report form before he or she leaves their position, as they have the experience and will aid the National Office in updating their records for each Ship. PLEASE make every effort to verify the address on each officer as well as the zip code. Be sure to include the address of your Club rooms or where the Ship regularly meets. The meeting time and dates are also important since they are published on the National web page. If your terms of office are for two (2) years instead of one (1) year, still submit an Officer roster each year even though no election was held.

When an Officer roster is completely filled out, mail or email one copy to the National Headquarters and one copy to the Squadron Shipswriter, if applicable.

In the event you have a change of officers during the course of the year, especially the Commander or Shipswriter, please make every effort to report this fact to the National Office immediately by giving the new officers name, address and phone number, whereas the National records can be immediately updated.

PLEASE TYPE OR PRINT ALL INFORMATION ON THIS FORM

The National Headquarters has many requests for a roster of all its Ships and its primary officers. The Officer roster is used to update the National web page and the Ship Commander and Shipswriter address list that is sent out every year. The C&BL's state that all Ship's elections must be completed by 31 March of each year. (Refer to National Constitution, Article VIII, Section 7)

PLEASE FILE YOUR ANNUAL REPORT ON A TIMELY BASIS.

4.4 Annual Report Of Ship's Dues Structure

The purpose of this form is to inform the National Office what your Ship is going to charge your members in the way of dues during the next year. Once again, this form will be sent to both the Commander and the Shipswriter on record with the National Office, to preclude the fact that the form was not received by a certain Ship. It is then up to the Commander or Shipswriter to see to it that the form is filed in a timely manner.

This form will be sent out of the National Office during the month of October, as most Ships make their decision on dues structure for the following year in either October or November. Please bear in mind that the address you place directly under the line "Navy Club of _____ Ship No. ___" will be the address listed on the dues notice forms that will go out to all members at the appropriate times. Most Ships use the address of their Shipswriter for all their official mail, however, if your Ship has a P. O. Box, it is suggested that you use same for your members to forward their dues payment to.

Since all information, (Ship name, address where dues should be mailed to and dollar amount of dues) are placed on the "Dues Notice Form", using a pre-printed form, it is impossible to have more than one (1) established DUES amount. Therefore, if your Ship does give special dues prices to certain members, please inform the National Office on a separate piece of paper, the names and card numbers of those members, and attach it to the National Headquarters Information form. Don't forget to list all of the PNC's that your Ship has on its membership roster.

If your Ship has issued Life-Membership cards to certain members, please list these members and their card numbers, whereby the computer system can delete these members from the "Dues Notice" mailing.

During the 1983 national convention, it was mandated that each ship must comply with the rules by providing national headquarters with the information requested on this form no later than 01 august of each year.

4.5 Official Certification Of Convention Delegates

All Shipmate members and, the Officers of each Ship, should be aware of the C&BL's with regards to the number of Delegates and Alternates that each Ship is entitled to for representation at the annual National Convention. Approximately 60 days prior to the annual Convention, the Official Certification of Delegates form is mailed out to each Ship's Commander and Shipswriter. Here again, we wish to emphasize that there should be no excuse for a Ship not returning this form to the National Office. The Commander and Shipswriter should check with each other to ensure that the form has been completed, signed and mailed within the prescribed time. Our C&BL's stipulate that this form should be returned to the National Office at least 45 days prior to the Convention start date. (Article IX, Section 6 of the By-Laws)

Those Ships which fail to file the certification form may still have their delegates and alternates seated at the National Convention, providing they have shown proof of membership to the Credentials Committee, who in turn petition the Delegate body to seat said members. However, these members will not be authorized to be placed on any of the Convention Committees.

The National Office sends copies of all certification forms to the National Commandant, whose responsibility it is to pick from these elected delegates and alternates and place them on the required committees that must function during the Convention.

The Ship, if it so desires, may specifically vote for and incorporate into their authorized certification of Delegates and Alternates, any member of their Ship who arrives at the Convention site, providing the authorized number of Delegates and Alternates is not exceeded in accordance with Article VI, Section 2, of the Constitution. (A member in good standing suddenly decides to attend the Convention without notifying the Ship's officers.)

IF THESE RULES AND GUIDELINES ARE FOLLOWED, the Ship is assured of its voting franchise at a National Convention. Please make sure that the form is signed by both the Commander and Shipswriter.

5.0 NCUSA OPERATIONS

5.1 NCUSA Finances

The national budget of NCUSA is adopted by the delegate body to the annual Convention, and covers the fiscal year from 1 August thru 31 July. The National Finance Committee, composed of members who are appointed by the National Commandants, (each newly elected Commandant appoints a new 3 year member) is responsible in establishing a national budget for presentation to the delegate body.

This committee's report is normally one of the last issues to resolve during the course of the business sessions, as changes to the C&BL's such as per-capita dues, new programs initiated, etc., can radically change the final proposed budget. The suggested budget is then presented line item by line item. As each line item is stated, the delegates are free to question the item and amend it to increase, reduce or delete the recommended funds for that particular line item.

Certain provisions of the Constitution and By-Laws pertain to the organization's finances and financial policy. See Constitution and By Laws for pertinent sections on finance.

5.2 The Quarterdeck Publication

'The Quarterdeck' is the official publication of the Navy Club of the United States of America. It is published two times a year, May and November. Hard copies of the publication are available from the National Office and electronic versions are available on the National Webpage, www.navyclubusa.org.

5.2.1 Quarterdeck Article Submission

All articles to the Quarterdeck need to be submitted to the current Quarterdeck Chairman. See current list of officers for contact information.

Articles, newsletters or any other information a Shipmate would want to see published in the *'The Quarterdeck'* must be sent to the National Quarterdeck Commission Chairman with the Ship Commander concurrence. Pictures submitted should be camera ready or in a digital format or black and white or high contrast color photos.

5.2.2 Quarterdeck Publication Information:

- The Spring issue (National Convention Issue) shall be published during the month of May.

- The Fall issue shall be published during November.

5.3 Deceased Or Sick Shipmate Report/Sympathy Card

This 4-part carbonless form is used to report Shipmates who are sick or have passed away. Notice the legend at the bottom of the report that shows you which color to send to which Office.

Be sure you put the correct address on where the sympathy or get-well card should go to. It has been our experience, to avoid the sympathy card from back getting send back as undeliverable, to send card to next of kin.

Remember to forward this information to your Squadron Chaplain!

To order more forms contact: NCUSA NES.
To order get well and sympathy cards: order online at www.emblem.legion.org

The form is a 4-part carbonless report. Part 1: DECEASED or SICK SHIPMATE REPORT. It asks for Shipmate's name (Check one box: Deceased or Sick) and provides a space for "Print or Type Address of Shipmate if different from Membership Card". Part 2: (ADDRESS) with fields for CITY, STATE, and ZIP. Part 3: (Membership Number) and (Ship Number). It includes a note: "Sympathy or Get Well card should be sent to Membership Number. If same as Above, send to Address Below." Part 4: (ADDRESS) with fields for CITY, STATE, and ZIP. A legend at the bottom right defines colors: WHITE COPY = Send to National Headquarters; GRAY COPY = Send to HQ's Membership Committee; PINK COPY = Send to Member Chaplains; GREEN COPY = Keep the copy at HQ.

5.4 Navy Club USA Challenge Coins

The tradition of a challenge is the most common way to ensure that members are carrying their unit's coin. Unfortunately, the rules of a challenge are not always formalized for a unit, and may vary between organizations. This may lead to some controversy when challenges are initiated between members of different organizations. The challenge, which can be held at any time, begins with the challenger drawing his/her coin, and slapping or placing the coin on the table or bar. In noisy environs, continuously rapping the challenge coin on a surface may initiate the challenge. (Accidentally dropping a challenge coin is considered to be a deliberate challenge to all present.) Everyone being challenged must immediately produce the coin for their organization and anyone failing to do so must buy a round of drinks for the challenger and everyone else who has their challenge coin. However, should everyone challenged be able to produce their coin, the challenger must buy a round of drinks for the group. Variant rules may include additions such as the following: If you are able to steal a challenge coin everyone in the group must buy you a drink. During a challenge everyone in the group must buy you a drink if you are the holder of the highest ranking coin. Some units provide strict time limits to respond to a challenge.

One feature of challenge coins is it takes a conscious effort to carry one at all times. Traditionally, rules of a challenge include a prohibition against defacing the coin, especially if it makes it easier to carry at all times. If the challenge coin is attached to a belt buckle or key ring, or has had a hole drilled in it to attach to a lanyard, it no longer qualifies as a challenge coin. A

generally safe place to carry a coin is your pocket or in a pouch worn around the neck (like the pilot in the legend).



5.4.1 To order your Navy Club USA Challenge Coin

Contact Navy Club USA National Headquarters

Each coin sells for ten dollars (\$10.00) and includes a plastic cover and shipping and handling.

5.4.2 Proceeds from Challenge Coins

Proceeds from the sales of the challenge coins benefit the Fisher House Foundation. A Fisher House operates like a Ronald McDonald house. There is no cost to any family to stay at any Fisher House. Families of active duty military members and veterans who are undergoing life-saving care at military or veterans' hospitals can stay at a Fisher House to be near to their loved ones. Veterans/military who must receive recurring care can also stay with their families at the Fisher House.

5.5 NCUSA Deadlines To Remember

Monthly Per-Capita Report	Send by last day of month
Associate Monthly Per-Capita Report	Send by last day of month
Annual Report of Ship's Officers	Send by 31 March each year
Quarterly Activity Report	Send by last day of the quarter
National Headquarters Information Form	Send by 01 August each year
Certification of Delegates	shall be elected by Clubs not less than forty-five (45) days before the date of the annual
Convention	
Annual Budget	Submit by 5 th National Executive Staff meeting
Squadron Conventions	Must be held by 31 March
Appointment of Squadron representative to National Executive Staff when Squadron Commander unable	48 hours before start of National Executive Staff meeting

to attend	
Call of National Staff meeting	30 days before start of National Executive Staff meeting
Call of National Convention	90 days before start of National Convention
Paid membership to determine number of	60 days before the start of the National Convention
Delegates to National Convention	
Submitted resolutions to pass by $\frac{2}{3}$ vote	60 days before the start of the National Convention
by the National Convention body (amendments to National Constitution)	
Submitted resolutions to pass by majority	60 days before the start of the National Convention
vote by the National Convention body (amendment National By-Laws)	
National Office to send submitted resolutions	30 days before the start of the National Convention
to Ships	
Appeal to National Executive Staff resulting from	30 days after notice of such disciplinary action taken by Ship or Squadron
action has been received by the applicant	

5.6 How To Write A Resolution

Because the Resolutions adopted by your Shipmates represent a formal expression of the official opinion or will of the Ship, Squadron or National Executive Staff, extreme care should be devoted to both their preparation and thoughtful content.

This article offers guidelines and suggestions relating primarily to the form of resolutions rather than to their content. However, remember that resolutions transmitted beyond your Ship, Squadron or National Executive Staff and within the organization of the Navy Club USA must be "germane" - that is, closely related, to the purposes of which Navy Club USA exists.

Resolutions must be prepared and forwarded in accordance with the Navy Club USA Constitution and By-Laws.

A well written resolution stands a better chance of getting favorable consideration at your Squadron or National Conventions than a resolution which is vaguely worded and carelessly formulated.

5.6.1 Resolution General Guidelines

A resolution should contain "supporting arguments" and its intent should be clearly defined. It should be free of errors of fact and law. A resolution should have material relevance to the purposes and programs of the Navy Club USA. A resolution should deal with only one subject.

Resolutions have two major parts, a preamble and resolving section. Each consists of one or more clauses, sometimes called paragraphs, and the whole is read in its entirety, beginning with the preamble, as one continuous, complete sentence.

5.6.1.1 Resolution Preamble

The preamble sets forth the reasons for the resolution; the resolving section sets forth the intent of the resolution. Although it precedes the resolving section in appearance, the preamble of a resolution should be prepared after the resolving section has been put in final form. This procedural sequence is recommended because once the intent of a resolution has been clearly stated; it is much easier to decide what statements are needed in the preamble to make clear the reasons for the resolution.

5.6.1.2 Resolving Section

The resolving section of a resolution begins with the word "Resolved" usually printed in capital letters and followed by a comma. Between this word and the statement of the resolution's intent, there should be inserted the following information:

- identification of the resolving authority
- the circumstances and place of action
- the date of the action.

The first word after this information should be "That" with a capital "T"

Example: "RESOLVED, by Navy Club of _____, Ship # ___, [or _____
Squadron] [or National Executive Staff] in regular (or special) meeting assembled
in ____ (place and date), ____ That..."

This clause, referred to as the "resolving clause", comparable to the "enacting clause" of a law, should be uniform for every resolution. The word "That" immediately following the resolving clause introduces the clause which is the object of the verb "resolved". It aids the reader to find the point at which the "meat" of the resolution commences; it aids the drafter of the resolution to launch a strong and unmistakable statement of intent. \

-Example: "Resolved, ... That the Navy Club of _____, Ship # ___, [or _____ Squadron]
[or National Executive Staff] approve the following addition to the National By-Laws [or
National Constitution]

5.6.2 Additional Resolving Clauses

Although each resolution should deal with only one subject, it is often necessary or desirable to attach additional clauses "paragraphs" to a resolution's resolving section in order to cover matters that are closely related to the main intent. This device is especially useful for spelling out the details of how and by whom the intent of the resolution is to be carried out or accomplished.
Example: "Resolved", By (etc.)..., That...; and be it "Further Resolved, That...; and be it (add further resolved paragraphs as required); and be it "Finally Resolved, That..."

The identifying information is stated only once in the first paragraph of the resolving section of a resolution, and is not repeated in the subsequent paragraphs. A period is used only once at the close of the last paragraph of the resolving section.

5.6.3 Resolution Preamble

The preamble of a resolution is made up of one or more clauses "paragraphs", each of which begins with "Whereas." Two or more clauses are joined together by a semi-colon followed by "and".

Example

- "Whereas, The Navy Club USA National Constitution should state ...; and
- "Whereas, Amending Section #____ of the National Constitution would...; and (etc.)

Each clause in the preamble should contain a statement of act which is logically related to the intent of the resolution and explains and justifies the need for the resolution. Note that each clause would stand alone as a complete sentence if the "Whereas" were removed and a period were used in place of the semi-colon at the end.

The final clause of the preamble is joined to the resolving section by a semi-colon or colon, followed usually by the phrase "now, therefore be it..." (Acceptable variations in common usage are "therefore be it;" or simply, "be it"). Example: "Whereas, ...; and, "Whereas, .. ; and "Whereas, ...; now, therefore, be it "Resolved, ..., that..." Note: The "Whereas" may be set out in capital letters, italics, underscored, etc., depending on preference. When capitalized, it is usually followed by a comma, and the first letter of the following word is capitalized. There is no formula for deciding how many "whereas" clauses a resolution should have. In general, the fewer the better provided that the reasons or reasons for the resolution are adequately stated. (Should have at least two (2) "whereas")

Study the resolving section and get the exact purpose of the resolution firmly in mind. Then start writing down statements of fact which relate to this purpose. Organize them into a logical sequence, omitting the weak or unnecessary ones; put a "Whereas" in front of each and a semi-colon and appropriate connecting word or words at the end of each for joining them to the next section of the resolution. Do not use a period in the preamble.

Resolutions are important business to Navy Club USA. Write them with thought and care. Vote on each one with the realization that though your action you are helping to build, or tear down, the effectiveness and the reputation of your Ship, Squadron and of the entire Navy Club USA.

5.7 Ship/Squadron Membership Promotion Expense Reimbursement

The **Navy Club USA Ship/Squadron Membership Promotion Expense Reporting Form** is used to request from NCUSA the reimbursement of Ship OR Squadron funds used for membership materials.

- The appendix to this document includes the acceptable form “Navy Club USA Ship/Squadron Membership Promotion Expense Reporting Form” to be used by Ship/Squadron to request reimbursement.
- Funds need to be expensed by the Ship/Squadron and reimbursement check written during the same NCUSA fiscal year.
- Reimbursement will be considered for up to 50% of total expenses covered by the form, not to exceed 200 dollars per Ship/Squadron per NCUSA fiscal year.
- NES will validate that the submittal meets requirements and will authorize payment via NCUSA voucher.
- Paymaster will report to NCUSA staff of completed transaction.
- Completed form to be received by NES before the expiration of the concerned fiscal year.

5.7.1 Membership Promotion Expense Reimbursement Procedure

Procedure to get membership monies reimbursed is as follows:

1. Requestor to complete Section 1 of Navy **Club USA Membership Promotion Expense Reporting Form** completely.
2. Requestor to complete the three parts of section 2 which describe the membership materials:
 - a. Describe the membership promotion expense for which you are requesting reimbursement. Include cost for each item. Receipts should relate to these items
 - b. Attach receipts for all membership promotion expense for which you are submitting to NCUSA for reimbursement.
 - c. Indicate by checking the “Yes” box that your membership materials included;
 - i. contact name, address, phone number, and time & date of ship’s or squadron regular meeting.
3. Requestor to sign and date the completed form in section 3. Include Ship/Squadron name and phone number of person submitting the form.
4. Requestor to forward the completed form to the NCUSA NES
5. NES shall perform the following:
 - a. NES will verify section 1 information is valid for an active ship/squadron.
 - b. NES will verify receipts for indicated expenses match the description in Section 2.
 - c. NES will verify Section 2 includes check of YES box for required material content.
 - d. NES will complete a NCUSA voucher and forward to NCUSA paymaster.
6. NCUSA Paymaster shall perform the following:
 - a. Upon receipt of voucher from NES Paymaster will verify voucher is complete.
 - b. Paymaster will create payment and send to the Ship/Squadron for which the reimbursement is addressed to.
 - c. Paymaster will report the payment to the NCUSA staff at the next staff meeting.

5.8 Dues Processing And Dues Notice Guidance

5.8.1 Processing of Dues

Each Ship should have an individual assigned to make entries into the National Database and is responsible for Dues Collection and Dues Notices. The Database is located on the NCUSA web page at <http://navyclubusa.org/>.

Ideally, the assignee will be the Ships Writer, but may be whomever the Ship Commander assigns. The Ship Commander shall notify the National Membership Database Officer (NMDO), of the individual designated. This individual will be credentialed to access the Database to perform their duties. This notification should be in writing.

Most Ships already have someone assigned and they are currently able to access all areas necessary to perform their duties. For guidance on entering dues into the system, refer to the videos that are located under the Membership Database tab on the NCUSA website home page. It is only a few minutes long and will give you all the basics needed to complete your tasks.

Note: Robert K. Currier (Past NMDO) put together a video presentation simple and understandable. Please keep in mind that the Database is only as good as the information that is entered into it. Make sure to complete all of the member's information accurately and completely.

5.8.2 Processing of Dues Notices

The processing of Dues Notices has historically been delegated by the Executive Staff to be the sole responsibility of the NMDO. As of September 2017, at the Executive Staff meeting, a motion was made and approved to place this responsibility on the Squadrons and Ships to notify their members of dues collection. A letter from the NMDO was put out in October 2017 and may also be referenced on the NCUSA web site under the Library tab, Guidance Documents. The letter explains why the change was made.

There are multiple ways to go about notifying your members.

1. The Database has a functional Dues notification option that may be used by your Ship. It can be cumbersome as it was designed for a specific printing setup when it was created. However, the work around is to pick your first member, print one notification, as they are not individualized, and make the number of copies that you need to send out. You can then go to the mailing list for your Ship and print the address labels out from there. The mailing labels are set up well and include all of the current active members for your Ship.
2. You can decide whether to use postcards or envelopes. For example, for the larger Ships the envelope option could be costly (\$183 with stamps currently selling at 49 cents each), but perhaps less aggravating than trying to do post cards.
3. There exists another database report called the mailing report that includes phone numbers and email addresses for all your active members. This can be used to reach out and talk to your members. Unfortunately, some individuals do not have phone numbers or email addresses listed. This is due to their profile not being completed in the

Database. It is the responsibility of the ship and person assigned to enter Database information for the Ship to update the member profiles and keep them current at all times.

4. Notification using email, refer to (2). Many of your members might have email addresses that you do not have. Request the information.
5. Word of mouth at your monthly meetings and Ship club member involvement.

5.8.3 Ship Dues Responsibility

It is the Ship's responsibility to use additional resources and other methods that you can implement that are appropriate for your specific Ship's situation to notify members of dues requirements.

Dues Notifications should be put out in November of each year to get paid up by December 31st.

5.8.4 Need Membership Assistance?

If you need any assistance, contact the currently appointed National Membership Database Officer (NMDO), as listed on the National Staff List.

6.0 FORMS LIBRARY

Following pages include sample forms



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Membership Database Officer

6.1 Monthly Report Of New And Reinstated Members

SHIP NUMBER _____
DATE OF REPORT _____

CHECK BOX IF NO ACTIVITY

NAME	ADDRESS	BRANCH OF SERVICE	WORLD WAR VETERAN?	DATE OF APPLICATION	SERVICE NUMBER	N/R

ABBREVIATIONS:

N = NAVY
MC = MARINE CORPS
CG = COAST GUARD

UNDER WORLD WAR VETERAN? COLUMN

Y = YES
N = NO
STATE WHETHER WW1, WW2, KOREA,
VIETNAM, AFGANISTAN AND IRAQ

UNDER N/R COLUMN (FOR NEW OR REINSTATED MEMBERS ONLY)

N = NEW MEMBER
R = REINSTATED MEMBER

ALL THOSE LISTED ABOVE HAVE HAD THEIR DISCHARGE DOCUMENTS REVIEWED

YES NO

FOR ANNUAL RENEWALS, USE PRE-PRINTED 'NATIONAL RECORD CARD' THAT IS ATTACHED TO MEMBERSHIP CARD

**PLEASE MAIL OR EMAIL THIS FORM TO NATIONAL HEADQUARTERS
AT THE END OF EVERY MONTH**



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Membership Database Officer

6.2 Monthly Report Of Associate Members

SHIP NUMBER _____

DATE OF REPORT _____

CHECK BOX IF NO ACTIVITY

NAME	ADDRESS	BRANCH OF SERVICE	WORLD WAR VETERAN?	LAST YEAR'S CARD NUMBER IF NEW, USE 'N'	CARD NUMBER ISSUED

ALL THOSE LISTED ABOVE HAVE HAD THEIR DISCHARGE DOCUMENTS REVIEWED, IF NECESSARY

YES NO

ABBREVIATIONS:

A = ARMY

AF = AIR FORCE

UNDER WORLD WAR VETERAN? COLUMN

Y = YES

N = NO

STATE WHETHER WW1, WW2, KOREA,
VIETNAM, AFGANISTAN AND IRAQ

FOR ANNUAL RENEWALS, PLACE LAST YEAR'S CARD NUMBER IN CORRECT COLUMN AND
INSERT NEW CARD NUMBER FOR THE NEW MEMBERSHIP YEAR

ALL ASSOCIATES WILL RECEIVE THE NATIONAL PUBLICATION '*The Quarterdeck*'

**PLEASE MAIL OR EMAIL THIS FORM TO NATIONAL HEADQUARTERS
AT THE END OF EVERY MONTH**



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Headquarters National Executive Secretary

6.3 Certification Of Officers

Year: _____

Navy Club of _____ Ship Number _____

Officer	Name	Address	Phone	E-Mail
Commander				
Sr. Exec. Officer				
Jr. Exec. Officer				
Paymaster				
Chaplain				
Master-at-Arms				
Trustee				
Trustee				
Trustee				
Immed. Past Commander				
Shipswriter				

ALL THOSE LISTED ABOVE HAVE HAD THEIR DISCHARGE DOCUMENTS REVIEWED

YES NO

Date of Election

Date Officers Installed

Installing Officer

Meetings scheduled for

Every _____ of the month

SPECIAL INSTRUCTIONS - - - -

Please complete both copies of this form (typed or printed) and forward one copy to the national office and send one copy to the Shipswriter of squadron organization to which you are attached to.

**PLEASE NOTE: RETURN OF THIS FORM IS MANDATORY
(DUE DATE IS 31 MARCH OF EVERY YEAR, EVEN IF NO CHANGE IN OFFICERS)**



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Headquarters National Executive Secretary

6.4 National Quarterly Report Form

FROM SHIP NUMBER _____
FOR QUARTER ENDING – MARCH – JUNE – SEPT – DEC
(CIRCLE ONE)

1ST MONTH OF QUARTER – MEETING HELD ON _____

2ND MONTH OF QUARTER – MEETING HELD ON _____

3RD MONTH OF QUARTER – MEETING HELD ON _____

PLEASE LIST OTHER EVENTS SUCH AS EXECUTIVE STAFF MEETINGS, FUND RAISING EVENTS, SPECIAL DINNERS, COMMUNITY PARTICIPATION EVENTS, PARADES, SPECIAL AWARDS/FUNCTIONS, LIFE MEMBERSHIP PRESENTATIONS, VA MEDICAL CENTER VISITS, ASSISTANCE TO LOCAL NAVY RECRUITERS, ETC.

DO NOT REPORT MONTHLY MEETINGS AT WHICH A QUORUM WAS NOT PRESENT



NAVY CLUB of the United States of America

Incorporated by Act of Congress in 1940

National Membership Database Officer

6.5 National Membership Dues Information Form

**FILL IN THE INFORMATION BELOW, WHERE YOU WANT THE DUES PAYMENT TO BE SENT
(THIS INFORMATION WILL APPEAR ON THE DUES NOTICE SENT TO EACH SHIP MEMBER)**

NAVY CLUB OF _____ SHIP _____

_____ (ADDRESS)

(CITY) _____ (STATE) _____ (ZIP CODE) _____

20 _____ MEMBERSHIP DUES RATE HAS BEEN ESTABLISHED AS \$ _____

PLEASE LIST PAST NATIONAL COMMANDERS IN GOOD STANDING WITH YOUR SHIP

(NATIONAL AND SQUADRON PER-CAPITA DUES ARE NOT PAYABLE FOR PNC'S)

**FORM MUST BE FORWARDED TO NATIONAL MEMBERSHIP DATABASE CHAIR NO
LATER THAN 01 AUGUST OF EACH YEAR.**

Annual Dues Work Sheet

National per-capita	\$ 12.00
Squadron per-capita	\$ _____
Ship per-capita	\$ _____
+ _____	
TOTAL	\$ _____



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Headquarters National Executive Secretary

6.6 Certification Of Convention Delegates And Alternates

Convention Year: _____

NAVY CLUB OF _____

SHIP # _____

Delegate Name	Card #		Alternate Name	Card #

We hereby certify that the above names of Delegates and Alternates were duly elected to represent the above listed Ship.

ALL THOSE LISTED ABOVE HAVE HAD THEIR DISCHARGE DOCUMENTS REVIEWED

YES NO

COMMANDER

SHIPSWRITER



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Headquarters National Executive Secretary

6.7 Navy Club USA Expense Reporting Form:

Name: _____

Address: _____

City, State, Zip: _____

NCUSA Position: _____

Expense Date(s): _____

Navy Club Function for which you are submitting an expense report to the NCUSA National Office for Reimbursement:

NCUSA Budget Line Item: _____

Total Expense Dollar(s): _____
Receipts must be attached for all expense dollars being requested for reimbursement.

(Signature)



NAVY CLUB of the United States of America
Incorporated by Act of Congress in 1940

National Headquarters National Executive Secretary

6.8 Navy Club USA Ship/Squadron Membership Promotion Expense Reporting Form:

Section 1

Ship/Squadron Name: _____

Ship/Squadron Commander Name _____

Address: _____

City, State, Zip: _____

Dates of Expense(s): _____

Section 2

Describe the membership promotion expense for which you are requesting reimbursement. Include cost for each item. (Remember that receipts should relate to these items)

Total Membership Promotion Expense Dollar(s): _____

Receipts must be attached for all expense dollars being requested for reimbursement.

Does promotion include contact name, address, phone number, and time & date of ship's or squadron's regular meeting?

YES

Section 3

Signature/Date

Title

Ship/Squadron

Phone Number

(SUBMIT COMPLETED FORM TO NCUSA NES BEFORE THE END OF NCUSA FISCAL YEAR)



NAVY CLUB of the United States of America

6.9 Resolution Template

To: **Resolution Committee, 20____ National NCUSA Convention**

Subject:

Whereas,

; and

Whereas,

; and

Whereas,

; and therefore be it

RESOLVED, by Navy Club of _____, Ship # ___, [or ____ Squadron] [or National Executive Staff] in regular (or special) meeting assembled in ____ (place and date), ____ (unanimously) approve the following amendment to the National By-Laws [or National Constitution] and instruct the _____ Shipswriter (or National Executive Secretary) to forward said resolution to the Resolutions Committee of the 20____ National Convention for approval by the attending National Convention Delegate body.

_____ Commander [or National Commandant]

_____ Shipswriter [or Secretary]

(signature)

(signature)

7.0 REVISION HISTORY

1. Revision 2, March 18, 2015: Revised to include new NES information (Author: MS)
2. Revision 3, June 16, 2016: Revised membership reimbursement procedure and form. (Author: JWZ/Approved by National Staff on 6/16/16)
3. Revision 4, June 2017.
 - a. Minor editorial revisions.
 - b. Removed example 2014 Budget because financial information should not be cited.
 - c. Removed address information on Sick Bay form.
 - d. Removed pricing and unnecessary verbiage from “ORDERING OF SUPPLIES - CAPS - EMBLEMS – JEWELRY page.
 - e. Revised National Headquarters address information to:

National Headquarters NES - Robert K Currier
83 Close Hollow Drive - Hamlin NY 14464-9302
Phone: (585) 967-4935 scurrier1@rochester.rr.com
 - f. Revised National Database Officer address information to:

National Membership Database Officer - Bryan Spangler
14429 Roosevelt Hwy Kent, NY 14477
Phone: 585-978-0241 Email: spanglb@msn.com
4. Revision 5 November 2017
 - a. Minor editorial revisions
 - b. Added informational section on member dues notification
5. Revision 5.1 May 23, 2018
 - a. Minor editorial revisions
 - b. Deleted address information at top of forms so do not have to edit every time change in position occurs. Address is maintained in the staff listing.