

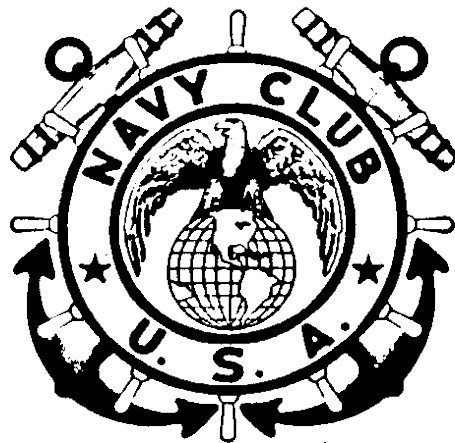
NAVY CLUB  
OF THE  
UNITED STATES OF AMERICA

MEETING RITUALS  
&  
RULES AND REGULATIONS

A SEABORNE SERVICES VETERANS ORGANIZATION

*NAVY – MARINE CORPS – COAST GUARD*

*INCORPORATED BY AN ACT OF CONGRESS IN 1940*



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# NAVY CLUB OF THE UNITED STATES OF AMERICA MEETING RITUALS

## NCUSA Cruise

### Getting Cruise Underway

The Commander shall bring cruise to order with one rap of the gavel.

The Master-At-Arms shall close the doors, proceed through the membership to ascertain the name of any visiting or new shipmates and report same to Commander.

With three (3) raps of the gavel, the Commander will bring all hands to their feet saying:

"All Hands, Attention! "Hand Salute" "Color Guard, Parade the Colors"

"Please recite the Pledge of Allegiance after me" "And too" (end the salute)

The Commander shall then direct the Chaplain to evoke the Blessings of the Deity. The Chaplain will advance to the Alter where he will open the Holy Bible and offer the following prayer:

*"Almighty GOD, we humbly beseech THEE to accept our Devotions. Have mercy on the souls of our departed shipmates. Guide us in all our undertakings, that we may truly please THEE.  
AMEN."*

The Commander will then address the Shipmates, requesting them to repeat after him the Preamble of the National Constitution of the Navy Club of the U.S.A.

The Commander shall then announce:

*"I now declare the Navy Club of\_*

*Ship No.\_ ,underway."*

### Order of Business

1. Roll Call of Officers
2. Introduction of New Members and Visitors
3. Reading Log of Previous Cruise
4. Reading of Communications
5. Reading of Bills

6. Report of Paymaster
7. Report of Beach Patrol (New Members)
8. Sick Bay Report
9. Report of Committees
10. Unfinished Business
11. New Business
12. For Good of the Ship

## **Bringing Cruise to Anchor**

The Commander shall then announce;

*"If there be no objections, we will now proceed to bring the Ship to anchor."*

With three (3) raps of the gavel, the shipmates are brought to their feet. After a few moments interval of silence, the Commander will ask the Chaplain:

*"The Chaplain will now recite the closing prayer."*

The Chaplain acknowledging the direction will say:

*"Almighty GOD, who has given us the Grace at this time, with one accord to make our supplications unto THEE, and dost promise that when two or more are gathered together in THY name, THOU will grant their requests; fulfill now Oh LORD, the desires and petitions of THY servants, as may be most expedient for them, granting us in this world to come, life everlasting.  
AMEN."*

The Commander then shall order:

"The color guard will now retire the colors and the Shipmates will stand at attention"

"Hand salute" "And too" (end the salute) After retiring the colors, the Commander will say:  
"Let us leave this cruise fully aware of the obligations we owe to our Country and our Navy, Marine Corps and Coast Guard. The next cruise of the Navy Club of Ship No year) at \_\_\_\_\_, will be at (time to be announced by Commander) on (date / month / hours.

I now declare The Navy Club of the U.S.A., brought to anchor."

## Two Bell Ceremony

(The Two-Bell Ceremony may be held at two bells (2100) if desired.)

The Commander states: "Will the Chaplain give the Two-Bell ceremony."

The Master-At-Arms slowly tolls the Ships bell while the Chaplain says:

"The toll of the Ship's bell reminds us of the reverence we owe our departed shipmates and to those who guard our honor upon the sea and foreign soil. Let it be a reminder of the faith they confide in us. Let us who gather here not forget our obligations and in silence breathe a prayer for our absent shipmates."

(It is suggested that the lights be extinguished during the Two-Bell ceremony except for a standing light for the Chaplain. The room should be in darkness, throughout the ceremony.)

## Commissioning Ships

The commissioning of new ships in the Navy Club of the United States of America should be made impressive so that our new officers and members may become aware of the fact that they are becoming affiliated with an organization that has high ideals and objectives. The commissioning ceremony should be carried out by Squadron or National officers.

However, it may become necessary to utilize some members of the Ship being commissioned for color bearers, etc. This can be arranged in advance.

When all of the prospective Ship's officers and Shipmates are assembled together in the meeting place, the installing officer should proceed as follows:

Installing Officer:

Shipmates, attention: (All Stand)

Installing Officer:

It now becomes my pleasant duty to publish' the orders by which the Navy Club of  
- Ship No. \_\_\_\_\_  
- Club of the United States of America. is placed in commission by the Navy

(Reads):

From: Navy Club of the United States of America.

To: Prospective officers and members of Navy Club of \_  
\_ Ship No. \_

Subject: Commissioning.

In compliance with the action of the Executive Staff of the Navy Club of the United States of America taken on (date / month / year), it is hereby directed that Navy Club of \_\_\_\_\_ Ship No. \_\_\_\_\_, be placed in commission and that officers and shipmates be granted full rights and privileges as members of the Navy Club of the United States of America.

The entire membership of the Navy Club of the United States of America welcomes you as shipmates and wish you calm seas, fair winds and good sailing.

Signed: \_\_\_\_\_

Installing Officer:

Color Guard post colors. Right hand -salute. (As colors are posted, all stand at salute.)

Installing Officer:

The prospective officers of Navy Club of \_\_\_\_\_ will lay up to the Quarterdeck.

Ship No. \_\_\_\_\_,  
(previously elected officers come forward and line up in order of rank.)

Installing Officer:

Ladies and Gentlemen:, the objects of this association are;

To further, encourage, promote and maintain comradeship among our members; to revere, honor, perpetuate and encourage further interest in the United States Navy. Marine Corps and Coast Guard and its history and to uphold the spirit and ideals of our Navy, Marine Corps and Coast Guard.

If it is still your wish to associate yourselves with this organization, you will raise your right hand, say "I," give your full name and repeat after me:

(Here the Installing Officer will proceed with the remainder of the ritual for the induction of new shipmates, including the explanation of the significance of the Navy Club USA emblem. At the end of this portion of the ceremony he will then proceed with the ceremony of installation of officers as outlined in this manual except that the installing officer or officers will "read in" the new officers of the newly commissioned ship.)

At the completion of the installation ceremony, the new Commander will take over and open the Ship's meeting in the form as prescribed in this manual and proceed with the regular order of business.

## **Induction of New Members**

The Commander will open the meeting in regular form. After the roll call of Officers, if there are new members:



**Senior Executive Officer:** I move that the regular order of business be dispensed with, with the exception of the induction of new members, after which we will proceed with the ceremonies of the evening.

A Shipmate in good standing seconds the motion. Any questions on the motion?

Take vote, aye or nye. Motion carries.

**Commander:** We will now proceed with the induction of new members, Will the Master-At-Arms ascertain if there are any new shipmates desirous of boarding this Ship?

**Master -At-Arms:** The following men are at the gangway and request permission to come aboard Navy Club of \_\_\_\_\_Ship No. \_  
(Give names of candidates.)

**Commander:** Are these prospective members properly qualified?

**Master-At-Arms:** They are. Each has served his country honorably and bravely as a member of the seagoing armed services of the United States of America and is either honorably released from service or is still serving.

**Commander:** Very well. (To members); Shipmates, prepare to receive new members aboard. (Shipmates rise.) Guard of honor and bugler, man the port gangway. (Guard of honor forms two lines facing each other at gangway. Bugler posts at rail.)

**Commander:** The objects of this association are: To further, encourage, promote and maintain comradeship among our members; to revere, honor, perpetuate and encourage further public interest in the United States Navy, Marine Corps and Coast Guard and its history and uphold the spirit and ideals of our Navy, Marine Corps and Coast Guard.

If it is still your wish to associate yourselves with this organization, you will raise your right hand, say, "I".

Give your full name and repeat after me:

"I do solemnly promise that I will abide by and conform to the constitution and by-laws of the Navy Club of the United States of America. The \_\_\_\_\_ Squadron and Navy Club of \_\_\_\_\_ Ship No. \_\_\_\_\_' and will uphold the precepts contained in the preamble to the constitution. In reverent recognition of Devine Guidance, I associate myself with Ship No. \_\_\_\_\_-pledging myself to maintain true allegiance to the government of these United States of America and to its constitution and laws."

**Commander:** In behalf of the members of Ship No. \_\_\_\_\_I welcome you aboard. Here

all rank is laid aside and whether you have served as an enlisted man or officer, you are now shipmates, each with the other on a common ground. Let all prejudice and resentments be laid aside and let your chief aim be the advancement of the Navy Club of the United States of America of which you are now a member. Let friendship be cherished so that we may be shipmates in the truest sense of the word.

**Commander:** Before taking your places among your shipmates, you will be instructed by the Historian in the significance of our emblem. Shipmate Historian, will you take over?

**Historian:** The emblem of the Navy Club of the United States of America is a Ship's wheel, (points) superimposed upon crossed Anchors (points). In the center is the world, (points) surmounted by the American eagle (points) with wings outstretched protectively. These symbols, you will readily recognize, include 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 banded together to further encourage, promote and maintain comradeship among our members-- a comradeship that was held firmly by the (points) anchors of friendship during the great wars and in peace.

We have pledged ourselves to revere, honor and perpetrate the memory of our departed shipmates. With a firm grasp upon the (points) 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 (points) 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 men of the seafaring forces that serve under the Stars and Strips.

And as the (points) great eagle sits vigilantly atop the globe, his (points) 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.

**Commander:** You may now take your seats among your shipmates.

## **Installation of Officers**

**Installing Officer:** Shipswriter, you will publish the watch and station bill under which the newly elected officers of Ship No. \_\_\_\_\_ will relieve the watch.  
(Shipswriter reads from the log report of election of officers naming each newly elected officer and his office.)

**Installing Officer:** The newly elected officers of Ship No. \_ quarterdeck to be sworn in. (New officers come forward.) will lay up to the

**Installing Officer:** Shipmates, Ship No. \_\_\_\_\_ Navy Club USA, has come to the end of its

(state year) cruise. The time has come to relieve the watch-- for new officers to take command and guide our craft through the year \_ . You who have been selected by your shipmates to take command during the forth coming year have been accorded high honors through your selection. However, positions of command also entail the assumption of great responsibilities, and the responsibility of keeping this ship on a true course during the coming year rests with you. In our Navy, no officer relieves the deck without first ascertaining for himself from the officer he relieves, that all is well with the ship. Of this you can be assured, for men who have

been in command during the cruise just ended, have set an exemplary example for you to follow. They have been true to their trust and their responsibility. You can have no hesitancy in saying to the Shipmate whose post you will assume, "I relieve you sir."

**Installing Officer:** Commander (state name of outgoing officer), will you step forward please?

(Read.)

From: Navy Club of \_\_\_\_\_

Ship No. \_

To: (state name of outgoing officer). Commanding.

Subject: Command of Ship No. \_\_\_\_\_, relief.

1. On this day of (day / month / year), you are hereby relieved of command of Ship No. \_ after a most successful cruise. With the esteem of your shipmates, you will hold the station of Past Commander for the coming year together with such other stations to which you may be elected, and will be a member of the executive staff of this ship for the period of one year as provided by the by-laws of this ship.

2. Your experience as Commander of this ship will undoubtedly serve to guide and inspire the executive staff in its administration of its program throughout the year. (Installing Officer presents retiring commander with copy of orders.)

**Installing Officer:** Prospective Commander, (give name), step forward please. Past Commander, will you take over, please?

(Past Commander reads)

From: Navy Club of To: \_\_\_\_\_ (state name ) prospective Commander.

Ship No. \_

Subject: Command of Ship No. \_\_\_\_\_, assumption of.

1. On this day of (day / month / year), by authority granted by the shipmates of Ship No. \_\_\_\_\_, NCUSA, you are hereby authorized to take command of Ship No. \_\_\_\_\_ cruise. for its (state year)

2. As Commander, you will be the executive head of this ship with full power to enforce the provisions of the constitution and by-laws of this ship, and shall exercise general supervision over activities of the organization. You shall preside at all meetings and shall perform such other duties as may become necessary under the authority hereby granted. (presents prospective commander with copy of orders.)

**Installing Officer:** Senior Executive Officer, will you step forward, Please?

From: Navy Club of \_\_\_\_\_ Ship No. \_

To: (state name ) prospective Senior Executive Officer.

Subject: Change of office.

1. By the authority of shipmates of Ship No. \_ Executive Officer for the coming cruise. \_\_\_\_\_, You are hereby named Senior
2. As such you will assume the duties of the Commander in" the event he is unable to do so and as such will have the same authority as the Commander. You will also perform such other duties as may be assigned to you by the executive staff. You will be in charge of Ship activities such as the observance of Anchor Day and other events.  
(presents Senior Executive Officer with copy of orders.)

Installing Officer then proceeds to read in remaining new officers, outlining their duties as set forth in the constitution and by-laws.

Junior Executive Officer  
Paymaster  
Chaplain  
Master-at-Arms  
Shipswriter

## Recognition of Honored Guests

Frequently ships of NCUSA will have National or Squadron officers, distinguished visitors, or representative of other patriotic or service organizations as honored guests at their meetings. The following ceremony should be used in such cases immediately after the opening of the meeting and the reading of the log of the previous cruise: .

**Commander:** Master- At-Arms, I am informed that (National or Squadron, distinguished guests, etc.) are with us tonight. Let us prepare to receive them aboard. Guard of honor and bugler, take your posts.

(If visitors are to be received from gangway, guard of honor is stationed in two lines at gangway bugler standing by. If visitors are seated in audience, guard of honor will form two lines before the Commander with bugler standing by.)

**Commander:** Shipmates, prepare to pipe \_ rise.) aboard Ship No. \_\_\_\_\_

(Shipmates

**Commander:** Master-At-Arms, you will conduct \_\_\_\_\_  
to the quarterdeck.

(Master-At-Arms conducts designated person either between lines of honor guard at gangway or escorts him from seat in audience through honor guard. Music sounds off as he passes through guard.)

Each guest is greeted by Commander and shown to their seat, but remains standing. Each guest is brought forward individually and is accorded the same honors. After the last guest has been accorded honors, the Commander will address them as follows:

**Commander:** On behalf of myself and my shipmates, I welcome our distinguished guests here tonight and also extend a hearty welcome to all other visitors who have honored us with their presence. Shipmates be seated, guard of honor and bugler --dismissed.

## Funeral Service

This service may be used in the home, at the church or funeral chapel or at the graveside. If the service necessitates going from home to church or from church to cemetery, firing squad should be provided. The squad should form in two lines facing inboard at the steps of the church or home when the body is taken in and/or out. As the casket appears the guard should present arms until the casket has passed through the lines. The Chaplain or Commander should precede the casket.

At the graveside, the firing squad should be formed on either side of the grave and when the casket is deposited on the grave, the Chaplain or Commander should step forward and take his place at the head of the casket. The officer in charge of the firing squad should order "Parade Rest." The order will be executed smartly and the squad will bow their heads reverently.

In home, church or chapel, a guard of two men should be posted, one at each end of the casket. When the time comes for the NCUSA ceremony the Chaplain or Commander should step forward to the casket and proceed. During the ceremony the guard should be at "Parade Rest" without orders, assuming the position as the Chaplain steps forward and coming to "Order Arms" when the NCUSA ceremony is concluded.

## Funeral Ceremony

**Chaplain:** Shipmates and friends, we have gathered here today to pay our last respects to a Shipmate who has stood his last watch on earth and who has been granted Eternal Liberty by the Supreme Commander. (Here the Chaplain reads short biography of departed shipmate that will include his service record.)

Chaplain: Let us bow our heads in prayer:

*Almighty God, Supreme Commander of all earth, all sea, all sky, we stand before Thee here in solemn reverence to commit all that is mortal of our shipmate into Thy loving care. We shall miss him, but we humbly submit to Thy will, grateful that it was our privilege to call him "Shipmate" for a little time.*

*Grant us, Oh Lord, that we shall ever be mindful that we, too, may soon be called to Thy final muster. May we so live that when that call comes, we shall answer the summons without fear and hear Thee say "Well Done." Amen.*

If at home, chapel or church, the members of the NCUSA will file past the casket and give a final hand salute. If at graveside, the Chaplain orders: "Prepare to Salute the Dead." The Officer-in-Charge of the firing squad brings the squad to attention and gives the necessary orders for the firing of three volleys. As the last volley is fired, a bugler sounds taps, following which the firing squad is marched from the graveside and dismissed.

## Ritual for Memorial Day

**Commander:** Fellow countrymen. Once a year is none too often to pause in retrospection of the history of the United States, to do honor to the valor of the Armed Forces of our Country, to shed a tear upon the last resting place of its defenders, and place thereon flowers representing our love and our hope of Eternal Peace and life beyond the grave. Senior Executive Officer will you now speak for our organization?

**Senior Executive Officer:** The Navy Club of the United States of America, recognizing the full duty of representing the United States Navy in those communities without Naval stations, in loving memorial services held this day throughout our land, join hands and hearts with every other organization that all may do honor to all departed, who have served their country. The Navy, that great first arm of our National defense, has contributed a multitude of men who have braved the shock of war and perils of the sea. To those, who have made the great sacrifice and to all those who have passed to the Great Beyond peacefully, to all Navy men and women, whether they sleep in the bosom of the Deep or in old Mother Earth, we bring you this day our deep appreciation of your service to our Country, and our pledge of Eternal fidelity and loving remembrance.

The lake (or river, etc.) on the banks of which we are assembled, is symbolic of the Sea on which you sailed, and it is therefore appropriate that we scatter our flowers upon this water, that they may float out and on, rising and falling, their beauty mirrored in the water beneath, their fragrance wafted in the gentle breezes, just for you.

**Junior Executive Officer:** (Casting anchor wreath or other flowers) I cast these flowers upon the water in memory of all persons who in their lifetime have served their Country, or have been connected with its Navy Service in any manner. May they Rest in Peace.

**Chaplain:** Almighty God, maker and preserver of the Universe, we pray that these weak efforts of ours to honor our loved ones this day will meet with their favor and approbation. We realize that in all the great Universe, this world we inhabit is but an infinitesimal part, and that we, Thy children, are prone to err, but for those who have sailed the sea of Life and who now have cast their anchor in the last Harbor, we pray for the remission of all their sins and that they may have Life Everlasting. Amen.

**Commander:** Sound Taps

## A Prayer for Sailors

O God, your fondest feelings must be reserved for the least pretentious and most genuine of us. Sailors must be your favorites. Some of us haven't found the virtues of humility, soft spoken or gentleness. Some of us tend to lead with our jaw and seem more ready to fight than switch. After long days at sea, you can tell your sailors by their red eyes and grubbiness, but their wills match their strong backs, and their respect and concern for each other is a wondrous thing.

They are the salt of the deck--and their saltiness is honest and open. We are grateful for them as you love them especially, bless each one on this day, we ask this in your name. Amen.

## **Marine Prayer**

Almighty Father, whose command is over all and whose love never fails, make me aware of Thy presence and obedient to Thy will. Keep me true to my best self, guarding me against dishonesty in purpose and deed and helping me to live so that I can face my fellow Marines, my loved ones and Thee without shame or fear. Protect my family. Give me the will to do the work of a Marine and to accept my share of responsibilities with vigor and enthusiasm. Grant me the courage to be proficient in my daily performance. Keep me loyal and faithful to my superiors and to the duties my country and the Marine Corps have entrusted to me. Make me considerate of those committed to my leadership. Help me to wear my uniform with dignity, and let it remind me daily of the traditions which I must uphold.

If I am inclined to doubt, steady my faith; if I am tempted, make me strong to resist; if I should miss the mark, give me courage to try again.

Guide me with the light of truth and grant me wisdom by which I may understand the answer to my prayer. AMEN.

## **A Coast Guard Prayer**

Almighty and Everlasting God, Whose hand stills the tumult of the deep, we offer our prayers for those who serve in our Coast Guard. We are mindful of their traditions of selfless service to the seafarers who make their ways to appointed ports. Employ their devotions of good ends as they track the weather and search the seas for those in extremity of storm, shipwreck or battle.

Make their soundings and markings sure that safe passages may be found by those who go down to the sea in ships. Encourage them, O Lord, as they stand guard over our coasts and the bulwarks of our freedoms. Graciously deliver them from threatening calamities in all their perilous voyages. Bless the keepers of the lights and be Thou their close friend in lonely watches. Keep the beacons of honor and duty burning that they may reach the home port with duty well performed, in service to Thee and our land. AMEN.

## **A Prayer for Your Shipmates**

Lord, the crew of this ship works hard. They work long hours, often in hot, dangerous, of difficult circumstances. They work whether tired or rested. For the life of our ship and the performance of our mission requires -- no, demands -- that we all put our shoulder to the wheel. But let us remember, Lord, why this ship exists, and what we are really about. For the labor we give is a labor for the defense of our land. We work for our families, for our friends, for our freedoms and for a better world. We work that our nation, conceived in liberty and dedicated to the proposition that all men are created equal, shall not perish from the earth. And we know, Lord, that in large measure, the measure of a man is his work. Give us strength, we pray thee, to do our work as laborers who need not be ashamed. Amen.

## Prayers for Meals

- 1) O God, you alone have no beginning or end. You are eternally without change. We welcome you as our unseen guest at this meal as we think about what change means to us. Bless the food we are about to eat that it may strengthen us to bring changes in our lives to a successful ending. Bless our companionship at this table that it may strengthen us to begin to see the new opportunities our changing world is about to offer us. AMEN.
- 2) Eternal Father, for the continued blessing of Heaven we give you thanks. As you feed our bodies so may our minds partake of that which is wholesome and pure. With this physical and mental nourishment grant that we may so live in a way that brings honor to the our Navy, Marine Corps and Coast Guard, our country, and ourselves. AMEN.
- 3) Our Father, we are mindful of those who have friends but no food...and those who have food but no friends. We thank you this day we have both. Help us to befriend the friendless and to share our substance with those who hunger. AMEN.
- 4) Bless us, O Lord, our food and drink which we are about to receive from Your bounty. Bless this and those who live in it, granting them health, peace and progress: For you are good and to You we ascribe glory now and forever. AMEN.

## National Convention Memorial Service

Each ship is asked to join in the back of the room in the order of their ship number with one member each representing the Parent Body and the Auxiliary. The chaplains of the auxiliary will be responsible for calling out the ship numbers of the ships present. The two members from that ship are to come to the front of the table area and place a rose in the vase (red if they have a departed shipmate and white if they do not) The representative is to say “**In memory of** (then insert the name of those who have departed during the past cruise)” or if they have no one who has passed away they are to say “**In memory of our departed shipmates**” The bell is then to sound and the next ship is called up. After all of the ships representatives have come forward then the following is to be read. (The chaplains may choose to take turns or separate the words as they feel appropriate.)

Men and Women of the Navy Club of the United States of America, we have gathered together this day to celebrate the lives and mourn the loss of those who have left us during this past year, keeping in mind the joy we will share when we meet again beside the heavenly Seas.

May the faithful departed, through the mercy of God, rest in peace.

At this time please join hands and take a moment of silent prayer for those we have acknowledged today, think of those for whom you personally feel loss, and think also of those here present who will join their ranks in eternity tomorrow.

Wait a moment for silent prayer



Life's cruise of our departed shipmates is over, and they have lain down in the house appointed for all the living. Let us remember they have answered their last call to quarters for muster and have stood their last watch here on earth. They have been transferred to the Heavenly Navy and Marine Corps of the Lord where they will answer the call to muster for all eternity until the Day of Resurrection.

Almighty and Merciful God of us all, accept these our shipmates who have come to you and make a place for them in Your vast Navy and Marine Corps so that when our time comes to answer our final call to muster we may be greeted by a friend and shipmate.

Eternal rest, grant unto them, oh Lord, and let your personal light shine upon them.

AMEN

# NAVY CLUB OF THE UNITED STATES OF AMERICA RULES AND REGULATIONS

Adopted at Sixth Annual Reunion Springfield, Ohio June 24-26, 1943

## **Application Expelled Member**

A member who has been suspended from any Club by sentence of Court Martial properly carried into execution, is not eligible to membership in any Club other than the one from which he was expelled, except in the case the Club ceases to exist, and then only with the approval of the National Commandant.

## **Rejection of Application**

If an applicant shall be rejected by a majority vote of members attending a duly constituted meeting, his application fee shall be returned and he shall not be again proposed for membership in the same Club for at least six (6) months after such rejection. A second application shall be in the same form and subject to the same conditions as the first. No person shall be proposed for membership more than two times. The name of the rejected applicant shall be forwarded to the National Executive Secretary.

## **Members of Disbanded Club Transfer**

Members of disbanded Clubs or members of Clubs whose commissions have been cancelled, who are in good standing at the time of such dissolution or cancellation of the commission, may transfer to another Club upon presentation of his or her Membership Card to the new Club. The Club shall then notify National Headquarters of the transfer.

## **Transfer National Jurisdiction**

Any member of a disbanded Club not within the jurisdiction of a Squadron, who is in good standing at the time such Club was disbanded, and who does not reside within the jurisdiction of another Club, may be accepted as a Member-at-Large in the same manner as otherwise prescribed for the acceptance of a Member-at-Large.

## **Reinstatement**

A former member may rejoin the Club from which he has been dropped by making application in writing, and upon receiving a two-thirds ( $\frac{2}{3}$ ) vote of those present at any meeting, provided the required membership dues accompany the request for re-admittance to membership. No application fee shall be charged.

## **Reinstatement in Different Club**

A delinquent or former member may join any Club other than the one in which he last became delinquent, in the manner as prescribed for new members, including the payment of the required dues and application fee.

## **Revival of Commission**

A defunct Club may be revived with its original name and number provided that these shall not have been appropriated. In such revival an application shall be submitted as provided for in the formation of a new Club, and a new commission shall be issued.

## **Officers of Consolidated Clubs**

Upon the consolidation of two or more Clubs, new Officers shall be elected and installed.

## **Past Officers of Consolidated Clubs**

In the event of two or more Clubs consolidating, all Officers of the consolidated Clubs having fulfilled their obligations, shall be recognized as past Officers.

## **Surrender or Forfeiture of Commission**

No commission shall be surrendered by any Club unless a proposition to surrender shall have been made at a regular meeting of the Club at least four (4) weeks before the time of action, and due notice of said proposition in writing given to every member of the Club and the Squadron Commander.

In the case of the surrender or forfeiture of a commission, the property of a Club, including books of record and papers, and all monies belonging to it, shall be immediately turned over to the National Executive Secretary.

In the case of the surrender or forfeiture of a commission, the National Executive Staff in the case of trust funds and trust property, shall carry out the intent and purposes of such trust to the extent of such funds or property or both, and in the event of inability shall apply the cypres doctrine to such property or funds or both.

## **National Naval Liaison Officer**

A National Naval Liaison Officer is hereby created, to act and serve as Naval Liaison Officer between the National Executive Staff of the Navy Club of the United States of America and the Navy Department. Such Officer is to be named by the National Commandant, subject to the approval of the National Executive Staff.

## **Governance of Auxiliary**

The Navy Club of the United States Auxiliary shall be governed by and under the control of the National Convention of the organization, and the National Executive Staff of the Navy Club of the United States of America; provided however, that nothing contained in this section shall in any way remove the jurisdiction herein-after given to Squadron and Clubs over corresponding units of the Auxiliary.

## **Jurisdiction of Clubs**

No Auxiliary to any Navy Club shall be formed until approved by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at a stated meeting, due notice of the formation having been given the entire membership one week prior to such meeting. Each local Auxiliary shall be assigned the Ship number of the Club to which it is attached. Each Auxiliary shall be governed by and under the control of the Club whose number it bears.

## **Jurisdiction of Squadron**

Each Squadron Auxiliary shall be governed by and under the control of the Squadron whose name it bears. The Squadron of the Auxiliary shall be identical geographical limits with the respective Squadrons of the Navy Club of the United States of America.

## **Discontinuance**

A Club may, by vote of eighty percent (80%) of the membership present at a meeting following a printed or written notice, mailed or delivered to each member in good standing at least ten (10) days before said meeting, vote to disband its Auxiliary; such notice to show contemplated action and the reason thereof. Following such action by a Club, its action shall be certified to and forwarded to the National Commandant, who shall direct the cancellation of the commission of the Auxiliary only after an investigation by him that it is to the best interests of the organization to do so.

In the case of the discontinuance of a Club by voluntary surrender of its commission, or by forfeiture of the commission, or by annulment of the commission, the status of the Auxiliary, if any, shall be determined by the National Commandant, but if allowed to retain a commission, its name shall be changed if necessary so that it will not appear to be an Auxiliary to its former Club.

The National Commandant may direct the suspension or cancellation of the commission of an Auxiliary upon recommendation of the Squadron Commander having jurisdiction when it is shown that the Auxiliary has become a detriment to the Club.

## **Disposition of Property**

In the event of a surrender, cancellation or forfeiture of an Auxiliary commission to a Club, all monies, official records, property and other paraphernalia shall be surrendered to such Officer or Officers as the Rules and Regulations of the National Auxiliary provide; provided however, in case such Auxiliary is reinstated or reorganized within a period of three (3) years, such monies, papers, etc, originally forfeited by said Auxiliary shall be delivered to such reorganized or Auxiliary in connection with the commission.

## **Revision History**

Rev 1, As approved at Lancaster, PA National Convention– 18 June 2011

Rev 2, Editorial changes in style only. No content changes performed.