
PART TWO

NLUS NATIONAL POLICIES AND ORGANIZATION

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Part Two
National Policies and Organization

I. INTRODUCTION

A. Background

The Navy League of the United States was incorporated in 1902. An early benefactor was President Theodore Roosevelt, who donated to the cause a portion of the monies he received from the Nobel Peace Prize. He stated:

"It seems to me that all good Americans interested in the growth of their country, and sensitive to its honor, should give hearty support to the policies which the Navy League is founded to further. Furthermore, there is a special need in a matter of such importance to all of us, which is not yet the special business of any of us, that a society should be formed to watch with a jealous eye the general interest.

"For the building and maintaining in the proper shape of the American Navy, we must rely upon nothing but the broad and far-sighted patriotism of our people as a whole; and it is of great importance that there should be some means by which this patriotism can find an effective utterance. Your society offers just the means needed."

B. Objectives

The Navy League has set forth the following objectives:

1. To foster and maintain interest in a strong Navy, Marine Corps, Coast Guard and Merchant Marine as integral parts of a sound national defense and vital to the freedom of the United States.
2. To serve as a means of educating and informing the American people with regard to the role of sea power in the nuclear age and the problems involved in maintaining strong defenses in that age.
3. To improve the understanding and appreciation of those who wear the uniforms of our armed forces and to better the conditions under which they live and serve.
4. To provide support and recognition for the Reserve forces in our communities in order that we may continue to have a capable and responsive Reserve.
5. To educate and train our youth in the customs and traditions of the Navy, the Marine Corps, the Coast Guard, and the Merchant Marine, through the means of an active and vigorous Naval Sea Cadet Corps.

C. Statement of Policy

We of the Navy League of the United States stand for a strong America, a nation morally, economically and internally strong.

We believe that the security of our nation and of the people in the world demands a well-balanced, integrated, mobile American defense team, of which a strong Navy, Marine Corps, Coast Guard and Merchant Marine are indispensable parts.

We support all Armed Services to the end that each may make maximum contribution to the national security.

We know that in a free nation an informed public is indispensable to national security, and, therefore, we will strive to keep the nation alert to dangers, which threaten--both from without and within.

We favor appropriations for each of the Armed Services, adequate for national security, economically administered.

We oppose any usurpation of the Congress' constitutional authority over the Armed Services.

We urge that our country maintain world leadership in scientific research and development.

We support industrial preparedness, planning and production.

We support efforts of our government to achieve worldwide peace through international cooperation.

We advocate a foreign policy, which will avoid wars--if possible; if not, win them!

We pledge our loyalty and allegiance to the government and to the flag of the United States, and will work toward the furtherance of the principles stated herein.

II. MEMBERSHIP

A. General

1. Types of membership, eligibility, dues, and related matters are covered, in general, in Section 3 of National Bylaws, and Part Three, Section IV, of the Operations Manual.

B. Types of Membership, Dues, and Rebates

1. In the following table are shown the various categories of membership with the current dues and rebates for each.

POLICY ON NAVY LEAGUE DUES AND REBATES
 Established by Board Resolution - December 4, 1982
Amended by the Board of Directors – November 1, 2003

	Dues	Rebates
Life Member	\$ 450.00	\$ 130.00 ¹
Husband/Wife Life Members	650.00	215.00 ²
Regular Member	40.00	10.00
Two-Year Member	75.00	18.00 ³
Three-Year Member	100.00	24.00 ³
Husband/Wife Members	70.00	20.00
Associate Members	40.00	10.00
Active Duty Military Spouse	30.00	7.00
Community Affiliate Member	400.00	200.00 ^{4,5}
Corporate Gold, Corporate, and Business Associate:		
Corporate Gold Member	12,500.00	6,250.00 ⁶ 1,250.00 ⁷
Corporate Member	4,000.00	2,000.00 ⁶ 400.00 ⁷
Business Associate Member	1,500.00	750.00 ⁶ 150.00 ⁷

¹ One-time council rebate of ten dollars (\$10); thirty dollars (\$30) to the General Operating Fund; one hundred twenty dollars (\$120) to escrow for annual pro-rata distribution to Life Members' councils; the balance – two hundred ninety dollars (\$290) – to the Life Member Fund.

² One-time council rebate of fifteen dollars (\$15); sixty dollars (\$60) to the General Operating Fund; two hundred dollars (\$200) to escrow for annual pro-rata distribution to Husband/Wife Life Members' councils; the balance – three hundred seventy-five (\$375) to the Life Member Fund.

³ One-time rebate.

⁴ Councils acquiring memberships as a consequence of Community Affiliate Memberships will receive the same support as for other regular memberships.

⁵ Councils will receive a rebate of one hundred sixty (\$160) dollars plus ten (\$10) dollars annually for each regular member designated by the community affiliate member up to a maximum of four (4).

⁶ One-time council commission of 50% of paid annual dues will be awarded to the council of the individual member listed as “sponsor” on new Corporate Gold, Corporate, and Business Associate membership applications. This commission is to reward councils for being solely responsible for the delivery of a newly paid Corporate Gold, Corporate, or Business Associate member. Individual membership rebates as a result of Corporate Gold, Corporate, and Business Associate memberships will not be paid in the first year if a commission is paid.

⁷ One-time council commission of 10% of paid annual dues will be awarded to councils who provide company and contact information to the Corporate Affairs Office that successfully leads to the acquisition of a newly paid Corporate Gold, Corporate, or Business Associate member. Individual membership rebates as a result of Corporate Gold, Corporate, or Business Associate memberships will not be paid in the first year if a commission is paid.

Market testing for dues categories other than those provided for in the Policy on Navy League Dues and Rebates may be conducted with a two-thirds (2/3) vote of the Steering Committee for a period not to exceed one hundred and eighty (180) days.

Periodic review of dues: The President will conduct a biennial review of the cost-of- living (COL) statistics published by the U.S. Department of Labor and its impact on dues. Based upon that review, the President will make a recommendation to the Board of Directors regarding the need for adjustment to the various categories of membership dues. If the recommendation involves a change in the dues structure, an appropriate proposed change to Part Two of the Operations Manual concerning the policy on Navy League dues and rebates will be drafted for consideration by the Board of Directors in accordance with the current Bylaws.

2. Collection of Dues and Rebates to Councils

a. Dues may be paid directly to National Headquarters or to the appropriate council. A check made payable to the Navy League of the U.S. in the proper sum should be included with all completed membership application forms or renewals sent to National Headquarters. An exception is made for overseas councils, which may withhold council rebates, forwarding the balance to National Headquarters.

b. Rebates on memberships are provided quarterly to councils in good standing. These rebates are determined by an audit of membership dues received during the previous quarter, and are provided to maintain a financial base for council operations, as well as an incentive for increasing membership. Dues rebates do not apply to “at large” members.

c. The use of the terms “rebate” or “refund” should not be misunderstood. Monies so labeled are, in fact, contributions from National Headquarters to the councils. These contributions, provided from membership dues paid to National Headquarters are intended to assist in financing council operations. The amount of these contributions can be changed at any time by action of the National Board of Directors.

d. Rebates that have been withheld from councils “not in good standing” shall revert to the general fund of the Navy League at the close of each fiscal year and will not be reissued in the event the report is submitted after that date. In addition, rebate checks that are not presented for payment within twelve (12) months of issuance will be canceled and not reissued.

e. To be considered “in good standing,” a council must have twenty-five (25) or more members and submit annual reports when due. Under certain circumstances councils with close to, but fewer than, twenty-five (25) members, and with considerable council activity, may obtain special temporary “in good standing” status. For additional information on this matter, address inquiries to the Member Services Department at National Headquarters.

3. Termination of Memberships

a. The first of three renewal statements is mailed one hundred (100) days prior to the membership expiration date. A second notice is mailed sixty (60) days prior to the expiration date, and a final (third) notice is mailed thirty (30) days prior to the expiration date. A member is placed in "suspension" for a grace period of thirty (30) days after the expiration date. Failure to pay dues within thirty (30) days following the expiration date will result in classification "former" and forfeiture of membership rights and privileges.

b. A member may resign from Navy League membership by indicating this intention, in writing, to the Corporate Secretary. The resignation shall be effective when received or as specified in the letter of resignation. No refund of dues paid will be made under such circumstances.

C. Assignment to Councils

Most members are assigned to the council requested, or to one designated by National Headquarters if a specific council is not requested. Members overseas not assigned to a council are carried as "at large" in their respective geographical areas.

D. Honorary Memberships

Honorary memberships can be conferred by the Board of Directors (at either the national or council level) upon individuals who have made an extraordinary contribution to the Navy League. Normally, honorary members pay no dues, may hold no elective office, and have no voting rights. The Board of Directors, however, may prescribe such other rights, privileges and limitations, as it deems proper. (See page 51, Part II, Section V-Awards.)

E. Application Forms and Invitations

Individual membership applications, as well as Corporate, Business Associate, and Community Affiliate membership application forms are available from National Headquarters.

F. Rights and Privileges

1. All individual regular members in good standing, except Associate Members, are entitled to vote and are eligible to serve as National Directors, as members of the Executive Committee, or as National Officers.

2. Each member receives a membership card, lapel pin, a subscription to *Sea Power* magazine, (the monthly publication of the Navy League), *The Navy Leaguer* (a quarterly newsletter highlighting activities of Navy League councils worldwide), and a copy of the annual *Almanac of Seapower*.

3. Also available to members at very competitive rates are rental car discounts and prestigious credit card programs.

4. Members may benefit from other group programs as they are adopted.

III. NATIONAL ORGANIZATION

A. Board of Directors

1. In accordance with Section 5 of the National Bylaws, the control and management of the property and affairs of the Navy League shall be vested in a Board of Directors. Authority of the Board, as well as certain specific limitations on the authority of the Board, is further spelled out in that same section of the Bylaws. The Board may fix the duties and authorities of the National Officers, and it may also delegate the implementation of the objectives and programs of the Navy League to such person or persons as it may select.

2. All directors are elected at the Annual Meeting of Members for terms of one (1) year, or until their successors are elected.

3. Meetings of the Board shall be at the call of the National President. Usually there are three board meetings each year - two in connection with the National Convention/Annual Meeting of Members, the other (referred to as the Winter Meeting) in the November/December time frame. The Bylaws also provide for additional meetings under special circumstances.

4. Since the control and management of the property and affairs of the Navy League are vested by the National Bylaws in the Board of Directors, informed and active directors are essential to the well being of the organization. The duties of National Directors are shown in **Table 2-1**.

Table 2-1 Duties and responsibilities of National Directors include, but are not limited to, the following:

- a. Attending national*, region, area, and council meetings. Attendance at National Board of Directors' meetings is among members' highest priorities. (See page 27, Bylaws, Section 5)
- b. Participating actively in Directors' National Committee assignments.
- c. Obtaining at least ten (10) new members each year, or two (2) life members, and/or one (1) corporate member.
- d. Attending military ceremonies.
- e. Hosting military personnel and assisting them in meeting key civilians in the community.
- f. Increasing visibility of the Navy League by forwarding *Sea Power* articles and other appropriate material to local newspapers, appearing in media talk shows, and participating in debates and forums.
- g. Educating the public by presenting programs on the nation's four sea services and the need for strong and credible maritime forces for national security and global prosperity.
- h. Seeking new *Sea Power* subscriptions and increasing the distribution of *Sea Power*.
- i. Supporting the Naval Sea Cadet Corps programs by: inquiring as to status of council-sponsored units; encouraging councils not presently sponsoring a Cadet Corps unit to do so; and participating in Cadet Corps activities.
- j. Maintaining contact with NROTC/NJROTC leaders, providing such assistance as they may require. Participating in NROTC/NJROTC ceremonies and activities.
- k. Assisting national, area, and council officers in attaining NLUS objectives/goals and in implementing programs in support of the annual NLUS Maritime Policy.
- l. Seeking locations and contacts for formation of new councils.
- m. Seeking candidates to be council officers and assisting them in taking leadership roles.
- n. Assisting councils in their retention efforts.
- o. Participating in region, area, and council programs such as support of regular Navy and Reserve recruiters, support of Reserve programs, "Adopt" a ship, squadron, or facility, etc.
- p. Participating in community activities, especially those concerned with the sea services and/or military such as USO, Armed Services YMCA, Chamber of Commerce, and veterans' organizations.
- q. Encouraging regular members to become life members and assisting in Navy League contribution programs. Directors are encouraged to set an example with their own generous contributions to the NLUS fund of their choice.
- r. Establishing new programs to assist the sea services. Directors are encouraged to be innovative in this respect.
- s. Advising their Region, Area, and Council Presidents, at least twice a year, of their own Navy League commitments and activities.

B. National Officers

1. The Board of Directors shall elect each year, to serve for the ensuing year or until their successors are elected, the following: a National President, ten (10) National Vice Presidents, a National Treasurer, a National Corporate Secretary, a National Judge Advocate, seventeen (17) Region Presidents, and Area Presidents.

2. Responsibilities of National Officers are covered in Section 6 of the National Bylaws. Vice Presidents shall perform such functions as the National President prescribes, subject to approval by the Board of Directors. Responsibilities of Region and Area Presidents are covered later in this section.

C. Steering Committee

1. The Steering Committee is composed of the top elected leadership of the Navy League. The National President shall be the Chairperson, and the other members shall be the Chairperson of the Advisory Council, all National Vice Presidents, the National Treasurer, the Corporate Secretary, and the National Judge Advocate.

2. The powers of, and limitations on, the Steering Committee are delineated in Section 10.2 of the National Bylaws.

3. Meetings shall be held at the call of the National President.

D. Executive Committee

1. The Executive Committee is composed of the National President as Chairperson, all National Vice Presidents, the National Treasurer, the National Corporate Secretary, the National Judge Advocate, all past National Presidents who are willing and elect to serve, all Region Presidents, and ten (10) National Directors appointed by the National President and approved by the Board of Directors.

2. The powers of, and limitations on, the Executive Committee are delineated in Section 10.1 of the National Bylaws.

3. Meetings shall be held at the call of the National President.

E. Advisory Council

1. The National Bylaws provide for an Advisory Council (page 10, Bylaws, Section 9), appointed by the National President, to advise, upon request of the National President or the Board of Directors, on matters of policy.

F. Region Presidents

1. Organizationally, the Navy League is divided into the seventeen (17) regions encompassing fifty (50) areas, the Caribbean/Mexico Region and the European Region. (The Pacific Region includes the State of Hawaii and those councils in the Pacific Basin west of Hawaii and in Eastern Asia.) There is a Region President for each of these regions, elected by the National Board of Directors for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms. The Region President shall be a national director and a member of the Executive Committee.

2. The Region President is responsible to the National President for supervising all Navy League programs and activities within the region and is also the principal point of contact in the region for all national officers, National Committee Chairmen and the National Headquarters staff. The responsibilities of the Region President are listed in **Table 2-2**.

3. Region Presidents annually will receive one thousand dollars (\$1,000) plus twenty cents (\$.20) per member plus ten dollars (\$10) per council. Area Presidents will annually receive one hundred dollars (\$100) plus eight cents (\$.08) per member plus twenty-five dollars (\$25) per council. The number of councils will include only those chartered and in good standing. The number of members and councils to be used in determining rebates will be based on the numbers in their respective regions/areas as of December 31 of the preceding year. Payments to Region and Area Presidents will be made semi-annually. These funds shall be utilized to defray necessary region and area expenses; however, these funds shall not be utilized to defray the cost of his/her attendance at any of the mandated Annual, Board of Directors, or Executive Committee meetings. The Region Presidents shall forward an accounting of their Region and Area funds semi-annually for the periods ending June 30 and December 31 to the National President or his designated National Vice President for approval. Area Presidents shall forward an accounting of their Area funds semi-annually for the periods ending June 30 and December 31 to their respective Region President for approval, with a copy to the National President or the designated National Vice President. Disapproved reports will be returned to their originator within twenty (20) days of receipt with the reason for disapproval detailed. Semi-annual rebates shall be withheld from those Region and Area Presidents who fail to submit their report within seventy-five (75) days following close of the semi-annual accounting period or utilize funds for attendance at the meetings indicated above. All rebates will revert to the general operating fund seventy-five (75) days following the close of the fiscal year for those Regions and Area Presidents delinquent at that time.

Table 2-2 Specific responsibilities of the Region Presidents include, but are not limited to, the following:

- a. Appoint such Region Vice Presidents as may be deemed necessary.
- b. Arrange and conduct at least one region meeting per year, inviting participation by National Officers and National Directors in the region. More frequent meetings are strongly recommended, if practical. In regions, that are widely dispersed geographically it may be more feasible to hold one region-wide meeting and several sub-regional area meetings. Attendance at region meetings by Area and Council Presidents of the region should be emphasized.
- c. Act as liaison between Area Presidents in the Region and National Officers and/or National Headquarters staff.
- d. Endorse charter applications, council charter revocations, and probationary status of councils as requested by the Area President.
- e. Increase membership in the region, demonstrating leadership in founding new Councils, increasing the strength of existing councils, obtaining Corporate Members, Corporate Gold, Business Associate Members, and Community Affiliate Members.
- f. Where feasible, visit each council in the region at least once each year.
- g. Establish liaison with military commands and maritime-oriented organizations in the region.
- h. Coordinate region fund raising activities so as to increase benefits to all areas and councils in the region.
- i. Endeavor to increase communications between councils and Area Presidents for the mutual benefit of all concerned.
- j. Assist National Headquarters personnel in establishing a program of maritime education seminars in the region.
- k. Encourage and assist in the formation of Naval Sea Cadet Corps units in the region and encourage council activity in other youth programs.
- l. Assure timely submission of council annual reports to National Headquarters.
- m. Region Presidents shall forward, in a timely manner, an accounting of their region and area funds semi-annually for the periods ending June 30 and December 31 to the National President or designated National Vice President for approval.
- n. Establish and supervise a Regional Nominating Committee, following guidelines shown in Part Two, Section IV.
- o. When requested, represent the National President or the Navy League on ceremonial occasions.

G. Area Presidents

1. The Navy League regions are further divided organizationally into areas each presided over by an Area President.

NOTE: For some overseas areas where there are Navy League councils but region or organizations do not appear feasible, the National President appoints individuals who carry the title of “President’s Personal Representative.”

2. Area Presidents are elected by the National Board of Directors for a one (1) year term, and limited to a maximum tenure of three (3) consecutive terms.

3. The Area President is responsible to the Region President for supervising all council programs and activities within the area, and shall establish a close working relationship with all councils in the area, and with the Region President and with all councils in his area of responsibility. The responsibilities of the Area President are shown in **Table 2-3**.

4. Region Presidents annually will receive one thousand dollars (\$1,000) plus twenty cents (\$.20) per member plus ten dollars (\$10) per council. Area Presidents will annually receive one hundred dollars (\$100) plus eight cents (\$.08) per member plus twenty-five dollars (\$25) per council. The number of councils will include only those chartered and in good standing. The number of members and councils to be used in determining rebates will be based on the numbers in their respective regions/areas as of December 31 of the preceding year. Payments to Region and Area Presidents will be made semi-annually. These funds shall be utilized to defray necessary region and area expenses; however, these funds shall not be utilized to defray the cost of his/her attendance at any of the mandated Annual, Board of Directors, or Executive Committee meetings. The Region Presidents shall forward an accounting of their Region and Area funds semi-annually for the periods ending June 30 and December 31 to the National President or his designated National Vice President for approval. Area Presidents shall forward an accounting of their Area funds semi-annually for the periods ending June 30 and December 31 to their respective Region President for approval, with a copy to the National President or the designated National Vice President. Disapproved reports will be returned to their originator within twenty (20) days of receipt with the reason for disapproval detailed. Semi-annual rebates shall be withheld from those Region and Area Presidents who fail to submit their report within seventy-five (75) days following close of the semi-annual accounting period or utilize funds for attendance at the meetings indicated above. All rebates will revert to the general operating fund seventy-five (75) days following the close of the fiscal year for those Regions and Area Presidents delinquent at that time.

Table 2-3 Area Presidents specific responsibilities include, but are not limited to, the following:

- a. Appoint Area Vice Presidents or Area Assistants as may be deemed necessary.
- b. Arrange and conduct at least one (more if feasible) statewide meeting and/or workshop.
- c. Act as liaison between the Region President and Council Presidents.
- d. Endorse new council charter applications and make recommendations to the Region President concerning probationary status, or charter revocation of councils.
- e. Increase membership in the area by assisting in founding new councils, increasing the strength of existing councils, and obtaining Corporate, Corporate Gold, Business Associate, and Community Affiliate Members.
- f. Visit each council at least once a year or more frequently, if feasible.
- g. Establish liaison with military commands and maritime-oriented organizations in the area.
- h. Assist in fund raising activities area-wide or by individual councils.
- i. Endeavor to increase communications between councils for the mutual benefit of all concerned.
- j. Assist the Region President and National Headquarters personnel in establishing a program of maritime education seminars sponsored and established by councils in the area.
- k. Encourage councils to form and/or adopt Naval Sea Cadet Corps units and to be active in other youth programs.
- l. Assure timely submission of council annual reports to National Headquarters.
- m. Area Presidents shall forward, in a timely manner, an accounting of their area funds semi-annually for the periods ending June 30 and December 31 to their respective Region President for approval, with a copy to the National President or the designated National Vice President.
- n. Assist the Region President in establishing and conducting a Regional Nominating Committee.
- o. When requested, represent the National President, the Region President, or the Navy League on ceremonial occasions.

H. Procedures for Requesting Organizational Changes

1. **Rename a Region:** Region Presidents will submit Region name change requests to the National President via the National Vice President for Region Presidents Liaison, and the National Vice President for Membership and Marketing. Approved name changes will be announced at the next Winter Meeting and become effective following the next Annual Meeting.
2. **Rename an Area:** Area Presidents will submit Area name change requests to the National President via the Region President, the National Vice President for Region Presidents Liaison, and the National Vice President for Membership and Marketing. Approved name changes will be announced at the next Winter Meeting and become effective following the next Annual Meeting.
3. **Rename a Council:** Council Presidents will submit council name change requests to the National President via the Area and Region Presidents. Approved changes will be announced at the next Winter Meeting and become effective following the next Annual Meeting.
4. **Move an Area from one Region to another Region:** Area Presidents will submit requests to move from one Region to another Region to the National President via the two Region Presidents, the National Vice President for Region Presidents Liaison, and the National Vice President for Membership and Marketing. Approved changes will be announced at the Winter Meeting and become effective following the next Annual Meeting.
5. **Move a Council from one Area to another Area within the same Region:** Council Presidents will submit council Area change move requests to the Region President via the two Area Presidents for approval. Approved changes will be announced at the next Winter Meeting and become effective following the next Annual Meeting.
6. **Move a Council from one Region to another Region:** Change requests for moving councils among regions will be submitted to the National President via the two Area Presidents, the two Region Presidents, the National Vice President for Region Presidents Liaison, and the National Vice President for Membership and Marketing. Approved council moves will be announced at the next Winter Meeting and become effective following the next Annual Meeting.
7. **Merger of two Councils:** The Council Presidents of the two councils desiring to merge will submit their request to the National President via the Area President, the Region President, and the National Vice President for Membership and Marketing. Approved council mergers will be announced at the next Winter Meeting and become effective following the next Annual Meeting.

Note: All approved changes will be submitted to the Senior Director of Administration and the Senior Director of Member Services for implementation.

I. National Committees

1. No program of the Navy League shall be considered a national program unless submitted to and approved by the Board of Directors.

2. The execution of the national programs is assigned to National Committees, whose members and chairmen are appointed by the National President. Each committee is under the aegis of one (1) of the ten (10) National Vice Presidents or the National President. A listing of the responsibilities of the various National Committees is included in Part One, Section 10, of the NLUS Bylaws. In accordance with the Bylaws, the National President shall be an ex-officio member of all boards and committees except the Nominating Committee.

J. Headquarters Offices and Staff

1. The National Headquarters staff is housed in the Navy League-owned building at 2300 Wilson Boulevard, Arlington, Virginia 22201-3308. The main telephone numbers are (703) 528-1775 or 1-800-356-5760.

2. A current listing of Headquarters staff is published on the web site at www.navyleague.org showing individual headquarters staff members and their specific areas of responsibility.

3. The National Headquarters staff, under the direction and supervision of the National Executive Director, conducts the day-to-day business of the Navy League. A Navy League Headquarters Staff Organization Chart, **Figure 2-2**, is shown on page 34 and a more comprehensive chart is shown as **Figure 2-3** on page 36. An organization chart of the Navy League Volunteer Leadership is shown as an amendment on page 35 as **Figure 2-2-A**.

4. Separate organizations with their own Boards of Directors and Headquarters staffs, the Naval Sea Cadet Corps and Navy League Foundation, are housed in the Navy League Headquarters building, and have the same mailing address.

Figure 2-2 NAVY LEAGUE ORGANIZATION CHART

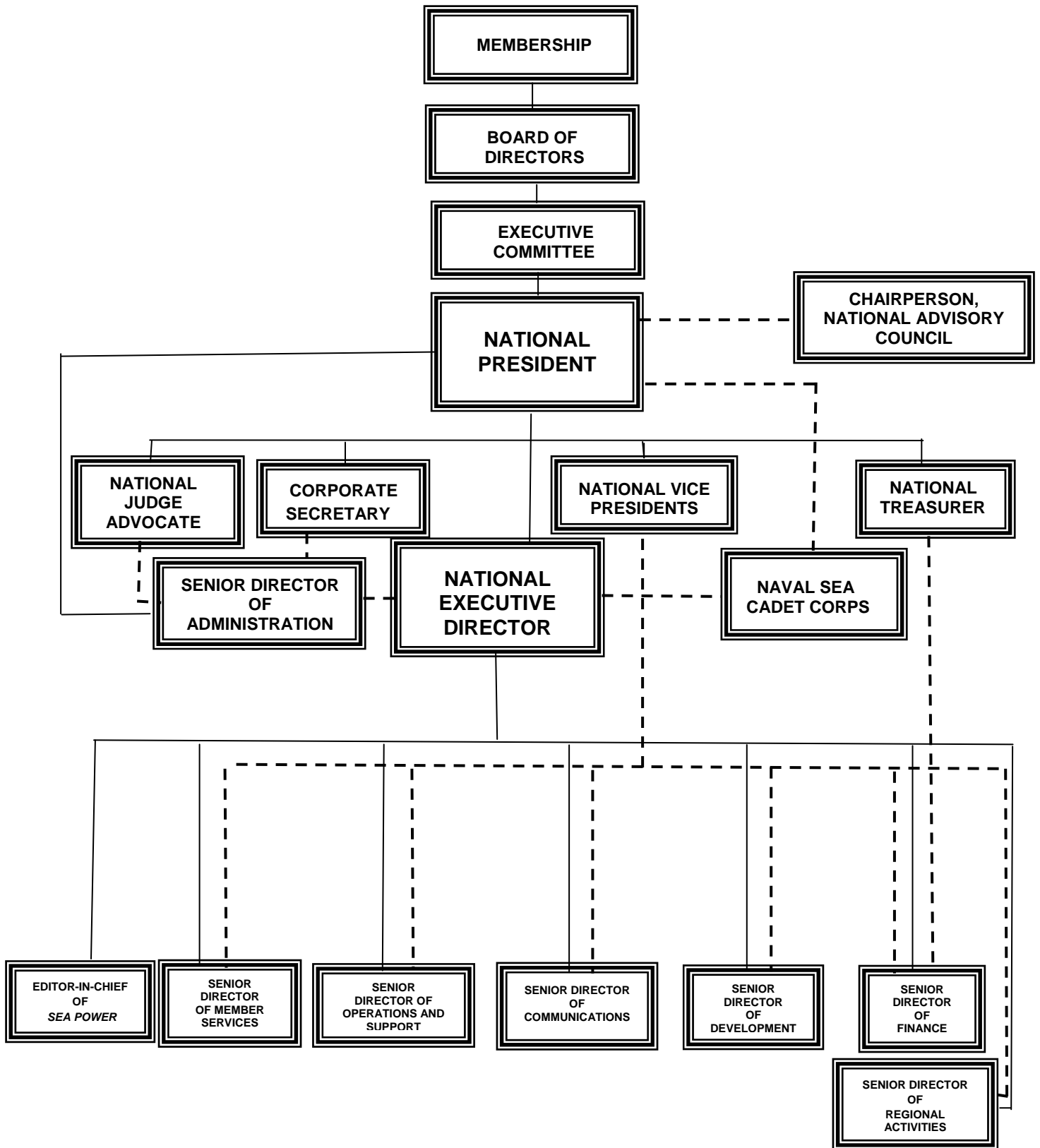
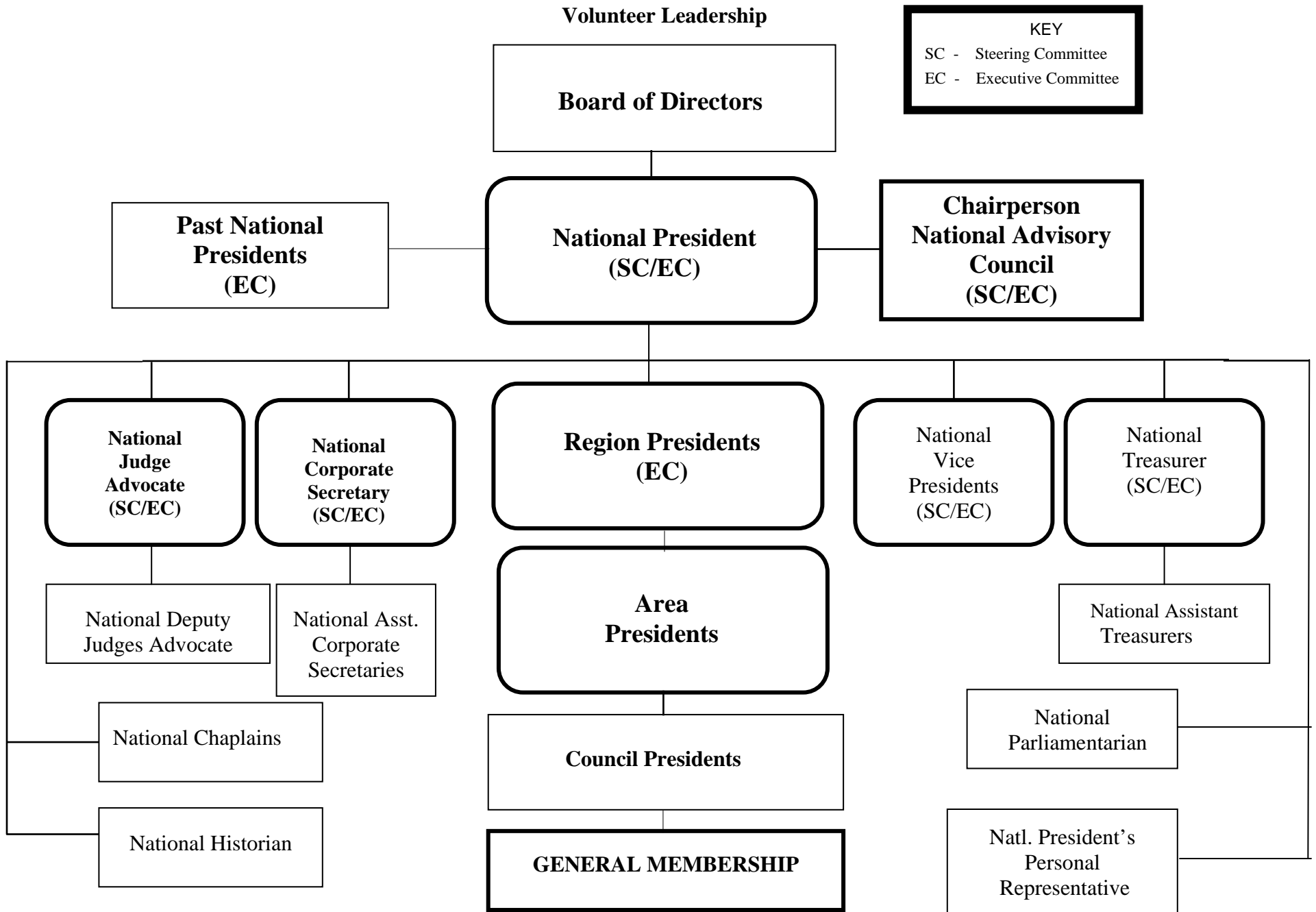


FIGURE 2-2-A NAVY LEAGUE OF THE UNITED STATES ORGANIZATION CHART



KEY
 SC - Steering Committee
 EC - Executive Committee

**SEE REPLACEMENT CHART
(OPS MANUAL FLOW CHART DRAFT 8-13-04)**

IV. ADMINISTRATION (National)

A. NATIONAL NOMINATIONS AND ELECTIONS

1. The National Nominating Committee

a. In accordance with the National Bylaws, the National President shall appoint a National Nominating Committee at least sixty (60) days prior to the Annual Meeting of Members, a Chairperson who is not a candidate for any office, and include representation from each of the regions. The National Judge Advocate or a Deputy Judge Advocate shall serve on the committee, but in a non-voting capacity. The members appointed shall be knowledgeable Navy Leaguers and, insofar as is feasible, be geographically distributed and representative of various levels of the Navy League. Committee members are disqualified from seeking election to any office higher than the member may currently be holding. To provide a certain degree of experience and continuity, one-third (1/3) of the members should have served on a previous National Nominating Committee but, in any event, no member shall serve more than three (3) consecutive terms. The Board of Directors establishes procedures for this committee and the National President shall set the time and place for its meetings.

b. The Nominating Committee shall nominate at least one (1) candidate for each elective office at the national, region and area level.

c. In years when a Senior Vice President is to be elected, the Nominating Committee shall meet, usually at the Winter Meeting, to consider all candidates who have been nominated. Each candidate for Senior Vice President shall be interviewed and given an opportunity to discuss his plans for the Navy League if he is elected. Upon completion of its deliberations, the Committee shall present its nomination to the Board of Directors.

d. No action of the Nominating Committee shall preclude nominations from the floor.

2. The Nominating Procedure

a. The nominating procedure begins at the end of each fiscal year (December 31) when the total Navy League membership is ascertained.

b. The Board of Directors is composed of non-apportioned directors (those who are not charged to any region) and apportioned directors. The non-apportioned directors are the members of the Executive Committee, plus any former Secretaries of the Navy, former Chiefs of Naval Operations, former Commandants of the Marine Corps, former Commandants of the Coast Guard, or former Maritime Administrators who may be nominated as directors. The apportioned number of directors is limited to two hundred ten (210).

c. The number of apportioned directors, two hundred ten (210), is then divided into the total membership to produce a figure referred to as the "magic number" which determines the number of members required for one national directorship. This "magic number" is then divided into the membership count of each region to produce the authorized apportioned directors for that region. Apportioned directorships based on Navy League membership outside of the established seventeen (17) regions and unassigned Corporate Memberships are considered "floaters." "Floater" directors are selected by the president with the approval of the Nominating Committee.

d. In January or early February of each year, the Chairperson of the National Nominating Committee mails material to each Region, Area and Council President, and to each incumbent national director, giving details of the nominating procedures. The Region President is charged with the responsibility of implementing the nominating procedure within his region, including the establishment of a Regional Nominating Committee. The region's slate of nominees shall be forwarded to the chairperson of the National Nominating Committee prior to the date specified in the directive. In the event there remain unresolved controversies within any region, the National Nominating Committee will hold a hearing before making its determination.

3. National Nominating Committee Procedures

a. The committee holds both open and closed sessions. The National President addresses the committee during one of the first closed sessions, and the chairperson has the staff liaison person schedule the appearances of persons the committee wishes to interview. In addition, persons wishing to appear before the committee may contact the staff liaison person to arrange an appointment.

b. The committee reviews all nominations, recommendations, candidate information sheets, and other pertinent documents. After careful deliberation (in closed sessions), the committee determines the nominees it will present to the Board of Directors for each of the offices considered.

c. All deliberations of the committee shall be held in confidence. The names of the nominees shall not be revealed until the chairperson has contacted the nominees and the recommended slate has been posted in a public area prior to the Annual Meeting of Members.

d. As heretofore indicated, no action of the committee shall preclude nominations from the floor.

4. Elections of National Directors, National Officers, and Region and Area Presidents shall be in accordance with the National Bylaws, reviewed in brief below:

a. National Directors are to be elected at the Annual Meeting of Members by a majority of those voting in person, or by proxy, for one-year terms or until their successors are elected.

b. All National Officers are to be elected by the Board of Directors, by a majority vote of those directors voting, for one-year terms or until their successors are elected. The quorum for the election of National Officers shall be the number of those members of the Board of Directors present and voting.

c. Members of the Steering Committee, Region Presidents, and Area Presidents may not serve concurrently as Council President. Council Presidents may serve as National Directors.

B. REGIONAL NOMINATING COMMITTEE REQUIREMENTS

1. Regional Nominating Procedures

As no guidelines exist in the National Bylaws for the establishment of, and procedures for, a Regional Nominating Committee, the Executive Committee has approved the following requirements for implementation by Region Presidents:

2. Requirements for both the Region President and Regional Nominating Committee:

These are the national guidelines for the establishment of, and procedures for, a Regional Nominating Committee. The Region President shall do the following:

- (1) Appoint a Regional Nominating Committee Chair who should be an experienced Navy League member, and also appoint other members of the committee. The Region President may not chair or serve as a member of the Regional Nominating Committee.
- (2) Members of the Regional Nominating Committee shall be limited to three consecutive terms.
- (3) Committee membership must if practicable consist of the President or his/her designee from at least a majority of the total number of active councils in the Region and the Area Presidents or his/her designees may also be named; only those present at a called meeting shall be eligible to vote (i.e. no absentee ballots). "Presence" at a meeting may be approved at the discretion of the Chair by use of a conference telephone call in order to allow members who cannot attend in person to participate. A quorum for a committee meeting is a majority of the members.
- (4) Processing procedures shall include provisions for candidates for Region President, Area Presidents, and National Directors [to be invited] to be personally interviewed by the committee. Interviews may be provided by conference call when requested by the nominee and approved by the Chair.
- (5) Send the names, titles and addresses of the Regional Nominating Committee members to the National Nominating Committee Chairperson and to the Area Presidents, Council Presidents and Region Directors, no later than the annual deadline announced by the Chairperson of the National Nominating Committee.
- (6) Substantially comply with the intent of this guideline that the Regional Nominating Committee membership represents a cross-section of the regional leadership and is geographically balanced.
- (7) The Regional Nominating Committee will compare the number of Navy League members in the area/council to the "magic number" (the number of members required for one national directorship) and give this consideration in order to ensure fair national leadership representation.
- (8) No nomination for re-election as Director shall be made for any person failing to satisfy the requirements of the following provision in the Navy League Bylaws for termination of National Directors for failure to attend national meetings: (Section 5.10) "Except as otherwise provided for in these Bylaws, any elected National Director who shall, without

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filing a written statement of good cause to the National President prior to the meeting, fail to attend two (2) consecutive national meetings, is subject to termination of office, upon notice of the fact of this failure having been received by the National President. The National President will make the determination as to whether the absence is excused or unexcused, and the National Director will be notified.”

- (9) It will be the duty of the Regional Nominating Committee Chairman to notify any incumbent officer holder in the region who is not being re-nominated.
- (10) All nominations for offices are considered with the understanding that the nominee has consented to the nomination and will serve if elected.
- (11) Circulate, in a timely manner prior to submission, to the Area Presidents, Council Presidents, and National Directors of that region, the slate of persons that will be sent to the National Nominating Committee. Such circulation shall be accomplished prior to the slate being submitted to the National Nominating Committee and in sufficient time to permit any objections to be forwarded to, and considered by, the Region President.
- (12) Certify, in writing, to the Chairperson of the National Nominating Committee, compliance with the provision of #11.

C. MEETINGS

1. The Annual Meeting of Members is held each year as part of the National Convention. National Conventions are usually held at such sites as recommended by the National Convention Committee and approved by the Board of Directors.

a. Details concerning the operations of the National Convention Committee, including how sites are selected for national meetings, are contained in the Navy League's guidelines on "Hosting National Navy League Meetings." National Headquarters will provide, upon request, a copy of that document to councils considering hosting a convention or meeting or to any member having an interest in this matter.

2. The Board of Directors meets at the call of the National President (as previously discussed). Unless there is a call for a special meeting (or meetings), the Board normally meets three (3) times in a year. The first meeting is held immediately after the Board members are elected at the Annual Meeting of Members. The primary purpose of that meeting is to elect the new national officers, plus Region and Area Presidents, for the coming year and to conduct other appropriate business. A second meeting, called the Winter Meeting, is usually held in November of each year. When the National President has called for the election of a Senior Vice President in accordance with the National Bylaws, this election normally is held at the Winter Meeting. The third board meeting may be held before the Annual Meeting of Members at the National Convention to permit the Board to clear any business it may wish to conclude before a new Board is elected.

3. The Steering Committee and the Executive Committee meet at the call of the National President. The National Bylaws require that minutes be kept of the meetings of these committees and be presented at the following Board of Directors' Meeting. The National Bylaws also permit meetings of the Steering Committee by a telephone conference call, which also require minutes to be kept and presented.

D. NATIONAL PROGRAMS

There are a number of programs supported by the NLUS that are directed by the Board of Directors and funded by the Budget Committee. Guidelines for those programs, listed below, are available from the Regional Activities Department at National Headquarters.

1. Welcoming New Members
2. Community Education
3. Highline Program
4. Membership Recruitment
5. Retention
6. Hosting National Navy League Meetings
7. Legislative Affairs
8. Sea Service Family Support
9. Council Formation and Council Building
10. Ship Commissioning
11. Public Relations Handbook
12. Nominating Procedures
13. Business Awareness: Community Affiliates, Business Associates, and Corporates
14. Youth Programs
15. Ship Adoption

Note: Additional information for Adopt-a-Ship or Station may be found on page 100, as well as in Attachment Two at the end of the manual.

E. ENDOWMENT FUNDS

1. The Navy League maintains a number of endowment funds to which members are encouraged to contribute as their circumstances permit. All contributions to these endowments are tax deductible and become part of the corpus, or principal, and only the income from that principal is used to assist in carrying out the overall objectives of the Navy League and the National Programs. In addition to current contributions, members are encouraged to make deferred gifts or bequests to one or more of the endowment funds.

2. The separate endowment funds, listed below, show the general purpose for which each is intended:

a. Youth Programs, the purpose of which is to accrue and hold funds, the income from which will be used to help support the activities of Navy League youth programs, including the current ongoing costs of the Naval Sea Cadet Corps, Navy League Cadet Corps, and other youth programs that may be developed. Income may also be used to help defray the cost of participation by youngsters in the Sea Cadet program.

b. Scholarship Fund, the purpose of which is to accrue and hold funds, the income from which would be used annually to finance such scholarships as may be granted by the Navy League Foundation.

c. General Endowment, the purpose of which is to accrue and hold funds, the income from which would be used annually to support the general operating needs of the Navy League and those several purposes established in the other endowment funds.

d. Building Fund, the purpose of which is to accrue and hold funds for the new building project and furnishing of the Navy League Headquarters building.

e. Life Membership Fund, the purpose of which is to accrue and hold funds for the net proceeds of all Life Membership dues. The Board has directed that the earnings from this fund be used primarily for support of Life Members.

f. Oceanic Education, the purpose of which is to accrue and hold funds, the income from which would be used annually to help support the fundamental educational missions of the Navy League.

g. Legislative Education, the purpose of which is to accrue and hold funds, the income from which would be used annually to increase communication with and education of legislators and other government officials at all levels of government—federal, state, and local—concerning sea power.

h. Awards, the purpose of which is to accrue and hold funds, the income from which would be used to defray the costs of the Navy League Awards Program.

V. AWARDS

The Navy League Awards Program is administered by the Navy League National Awards Committee assisted by the National Headquarters staff. For certain Sea Service Awards and Special Awards, the awardees are selected by a specially appointed Awards Board or by cognizant Navy League National Committees other than the Awards Committee.

A. MAJOR ANNUAL AWARDS

The Awards Board of the Navy League is appointed by the National President of the Navy League. The appointees shall include, to the extent possible, a former Secretary of the Navy, a former Chief of Naval Operations, a retired Marine Corps General and the Chairperson of the Awards Committee of the Navy League. The staff assistant to the Awards Board shall act in a non-voting capacity. For obvious reasons, the composition of the Board is unpublicized.

At least sixty (60) days prior to the deadline for submission of applications, a SECNAV directive is issued inviting nominations for those individuals who have made outstanding contributions to the naval service in specific fields of endeavor during the preceding year. Nominations are forwarded to the Navy League of the United States, 2300 Wilson Boulevard, Arlington, Virginia 22201-3308. The staff assistant to the Awards Board reviews and prepares the nominations for the Board's consideration.

Each winner receives a certificate and an engraved watch, which are presented during an Awards Luncheon held in conjunction with the National Convention, with the awardees attending as guests of the Navy League.

NOTE: Although awardees serving on active duty in any of the nation's armed forces travel under military orders, and hotel accommodations and meals for the awardee's spouse are paid for by Navy League National Headquarters, the awardee must pay travel costs for the spouse. Region or area organizations, or individual councils can enhance the Navy League's image by assisting awardees from their areas with spouse travel costs. If the awardee is unable to attend the Awards Luncheon, arrangements will be made for the presentation at an appropriate event.

The Awards Board Chairperson is free to determine the voting procedure the Board is to follow, the only stipulation being that the voting is to be conducted at a single meeting. The Awards Board shall select one recipient for each of the following awards:

1. Navy and Marine Corps Selections

- **THE ALFRED THAYER MAHAN AWARD** is named for the famous naval theorist who through his writings provides vital stimulus and guidance to those who share in the defense of the nation. This award for literary achievement is to be awarded to a Navy officer, Marine Corps officer, enlisted person or civilian who has made a notable literary contribution that has advanced the knowledge of the importance of sea power in the United States.
- **THE ROBERT M. THOMPSON AWARD** is named for the Father of the Navy League who related the compelling need for U. S. sea power and whose message has served as an inspirational reminder of the importance of vigilance in maintaining the nation's maritime strength. This award for outstanding civilian leadership is to be awarded to a civilian, government official, retired Navy or Marine Corps officer or retired enlisted person who has made a personal contribution to the furthering of the importance of sea power through his or her efforts as a civilian. (Civilian nominees for this award do not have to be Navy or Marine Corps employees.)
- **THE REAR ADMIRAL WILLIAM S. PARSONS AWARD** is named for Admiral Parsons in recognition of his dedication to all aspects of scientific and technical advances and who was responsible to a marked degree for ensuring that the U.S. Navy remained in operational consonance with the ever-shifting and increasing demands of the changing world. This award for scientific and technical progress is to be awarded to a Navy or Marine Corps officer, enlisted person, or civilian who has made an outstanding contribution in any field of science that has furthered the development and progress of the Navy or Marine Corps.
- **THE ADMIRAL CLAUDE V. RICKETTS AWARD** is named for a great naval leader, strategist, and statesman who gained respect for his inspirational leadership, determination and positive actions to preserve the maritime strength of the nation. This award for inspirational leadership is to be awarded to a Navy enlisted person who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by his or her rank (2 awards: E-7 and above; E-6 and below).
- **THE JOHN PAUL JONES AWARD** is named for the Father of the U.S. Navy, the Navy's first indomitable sea fighter whose spirit of personal sacrifice, patriotic devotion, and courage further added to his reputation as an inspirational leader. This award for inspirational leadership is to be awarded to a Navy officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.

- **THE GENERAL GERALD C. THOMAS AWARD** is named for the first Marine in history to rise from the enlisted ranks to retire as a four-star general and whose spirit of personal sacrifice, patriotic devotion, and boundless courage further added to his reputation as an inspirational leader. This award for inspirational leadership is to be awarded to a Marine Corps enlisted man or woman who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by his or her rank.
- **THE LIEUTENANT GENERAL JOHN A. LEJEUNE AWARD** is named for the thirteenth Commandant of the Marine Corps, often referred to as the greatest of all Leathernecks, who was self-educated, fought in three wars, and was one of the most respected officers ever produced by the Corps. This award for inspirational leadership is to be awarded to a Marine Corps officer who has made an outstanding contribution to the high standards of leadership traditional in the naval service.
- **THE STEPHEN DECATUR AWARD** is named for the hero of the Barbary Wars whose bold and daring resolution gave birth to an operational competence that still remains a guiding star for the U.S. naval services. This award for operational competence is to be awarded to a Navy officer or enlisted person who has made an outstanding personal contribution in the course of actual naval operations that has advanced the readiness and competence of the naval service.
- **THE GENERAL HOLLAND M. SMITH AWARD** is named for the Father of Modern U. S. Amphibious Warfare whose bold, daring and imaginative leadership led to the establishment of an operational competence which still provides guidance for the U.S. naval services. This award for operational competence is to be awarded to a Marine Corps officer or enlisted person who has made an outstanding personal contribution that has advanced the readiness and competence of the naval service in the course of actual operations.
- **THE ADMIRAL BEN MOREELL AWARD** is named for the Admiral who is remembered for his exceptionally meritorious service in World War II whereby, through extraordinary foresight, judgment, initiative, and energy, he directed the expansion of the Naval Shore Establishment in the United States and the building of advanced bases overseas. This award for logistics competence is to be awarded to a Navy or Marine Corps officer and a Navy or Marine Corps enlisted person who has made an outstanding personal contribution that has advanced the logistics readiness and competence of the naval service (2 awards – 1 officer, 1 enlisted).
- **THE HONORABLE J. WILLIAM MIDDENDORF II AWARD** is named for the distinguished former Secretary of the Navy who provided outstanding leadership in furthering the national defense and naval/maritime policies of the United States government. This award for engineering excellence is to be awarded to a Navy petty officer who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required while attached to a deployed ship of the operating fleet.

- **THE CAPTAIN WINIFRED QUICK COLLINS AWARD** is named for the former Assistant Chief of Naval Personnel for women who provided inspirational leadership and performed her demanding duties in an exemplary and highly professional manner. This award for inspirational leadership is to be awarded to a woman officer and an enlisted woman whose exceptional leadership and performance in their military duties have been accomplished by outstanding contributions that have brought them recognition and reflected credit on women in the naval service (2 awards – 1 officer, 1 enlisted).

2. Coast Guard Selections

Coast Guard awardees are selected by a committee appointed by the Commandant of the Coast Guard. This committee has the power to make only one selection each year for each of the following Coast Guard Awards:

- **THE DOUGLAS A. MUNRO AWARD** is named for the United States Coast Guard's only Congressional Medal of Honor recipient, who displayed supreme leadership when he gave his life while leading the evacuation of a battalion of Marines trapped on a beach at Guadalcanal during World War II. By his magnificent performance and dauntless devotion to duty, this heroic Coast Guardsman exemplified the highest level of leadership and professional competence. This award for inspirational leadership is to be awarded to a Coast Guard enlisted man or woman who, by traditional performance of duty, has demonstrated outstanding leadership and the professional competence required by his or her rank.
- **THE CAPTAIN DAVID H. JARVIS AWARD** is named for the hero of the Arctic who displayed exceptional leadership and professional ability in conducting a mission to save several hundred stranded men from starvation. His outstanding leadership was responsible for providing the guidance and discipline essential to their survival. Captain Jarvis was awarded a Gold Medal by a special Act of Congress for his outstanding service. This award for inspirational leadership is to be awarded to a Coast Guard officer who has made an outstanding contribution to the high standards of leadership traditional in the Coast Guard service.

3. Merchant Marine Selections

The commander of the Military Sealift Command selects Merchant Marine awardees. The commander of the Military Sealift Command has the power to make only one selection each year for the following Merchant Marine Awards:

- **THE CAPTAIN ARTHUR L. JOHNSON AWARD** is named for the Master of *SS Virginia Dare* who in 1942 bravely and successfully fought off enemy submarines, dive-bombers and torpedo planes in a blazing battle lasting for seven days and nights. Captain Johnson, Master of a gallant ship and a gallant crew, exhibited qualities of leadership and courage in keeping with the finest traditions of the United States Merchant Marine. This award for inspirational leadership is to be

awarded to a Military Sealift Command civil service licensed officer in the deck or engine departments or staff officer in the supply department who has made significant and innovative contributions to the American maritime defense team.

- **THE ABLE SEAMAN OSCAR CHAPPELL AWARD** is named for the Able Seaman on *SS Dixie Arrow*: who showed heroism beyond the call of duty. In 1942 Oscar Chappell served on an oil tanker that was struck by three torpedoes that resulted in the ship and surrounding sea being engulfed by fire and explosions. Seaman Chappell, injured by the explosions, heroically stayed at the helm of the ship and saved seven of his shipmates from burning to death by turning the ship into the wind and redirecting the flames from his trapped shipmates onto himself and the wheelhouse. Placing his own safety beyond all consideration, his last thought and act was to assure the survival of his imperiled shipmates. His magnificent courage and selfless disregard of his own life constitute a degree of heroism, which can be an enduring inspiration to seaman of the United States Merchant Marine everywhere. This award for outstanding maritime stewardship is to be awarded to a Military Sealift Command civil service unlicensed crewmember who displays selfless dedication to shipmates

4. Special Awards

- **THE VINCENT T. HIRSCH MARITIME AWARD** is named for a patron of the Merchant Marine and past National President of the Navy League. This award presented at the Awards Luncheon held in conjunction with the National Convention, is to be awarded to an individual in private or public life whose efforts and/or achievements have contributed substantially to an increased public awareness of the vital role of a privately owned American-flag merchant fleet, both to the United States defense establishment and to the nation's economic well-being. The awardee receives a certificate and an engraved watch. Selection is made by the Merchant Marine/Maritime Industry Affairs Committee of the Navy League.
- **THE FLEET ADMIRAL CHESTER W. NIMITZ AWARD**, named for a visionary leader of World War II, is in recognition of an individual who, or organization that, has made an exemplary contribution to the enhancement of the United States maritime strength and, in turn, to our U.S. national security. Selection is made by a committee appointed by the National President, and the awardee receives a certificate and an engraved medallion. The presentation is made at the Navy League's annual Sea-Air-Space Exposition.
- **THE ADMIRAL ARLEIGH BURKE LEADERSHIP AWARD** is named for a great naval leader and three-tour Chief of Naval Operations. Admiral Burke, was a true American hero whose professional achievements, ethical standards, and unselfish dedication to his calling and his country personify all that is noble in the American character. The Admiral Arleigh Burke Leadership Award recognizes an outstanding leader from government (civilian or military), industry, or academia whose life is in keeping with the example set by Admiral Burke. The awardee receives an engraved bronze medallion. A replica of the *USS Arleigh Burke*

(DDG-51), created by Bath Iron Works, is displayed at Navy League Headquarters with the names of the recipients of this award. Selection is made by a committee appointed by the National President. Presentation is at an appropriate event determined by the National President.

- **THE ADMIRAL VERN E. CLARK AND GENERAL JAMES L. JONES SAFETY AWARDS** are named for the 27th Chief of Naval Operations and the 32nd Commandant of the United States Marine Corps. These awards are sponsored in cooperation with the Secretary of the Navy, The Honorable Gordon England and Mrs. England, as well as Lockheed Martin Aeronautics Company, Bell Helicopter Textron, and General Dynamics Corporation. This program is intended to stimulate Naval safety through ideas and programs which will reduce avoidable injuries and fatalities by providing special recognition to individuals, teams, or organizations who best exemplify and advance a culture of safety. Award recipients must be active duty or reserve military members and/or Department of the Navy civilians. Two (2) cash awards will be presented annually, in perpetuity, to individuals or groups that make the most substantial contribution to the safety culture of the Navy and Marine Corps respectively. In addition, a plaque will be presented to each award recipient. The presentation is made at the Navy League's annual Sea-Air-Space Exposition.

- **THE ALBERT A. MICHELSON AWARD** is named for a Naval Academy graduate (Class of 1873) and recipient of the Nobel Physics prize for his work calculating the speed of light. This award is presented in recognition of a civilian scientist, technology innovator or technical organization, from the NLUS corporate membership or from academia, for scientific or technical achievement that results in a significant improvement in the strength of the U.S. maritime forces or to the enhancement of America's industrial technology base. Selection is made by a committee appointed by the National President, and the awardee receives a certificate and an engraved medallion. The presentation is made at the Navy League's annual Sea-Air-Space Exposition.

- **THE VICE ADMIRAL ROBERT F. BATCHELDER AWARDS** are named in memory of the former Inspector General of the Bureau of Supplies and Accounts (now the Naval Supply Systems Command). These awards for operational competence are to be awarded to Supply Corps officers who have made the most significant personal contributions to the supply readiness of the operating forces. The recipients are selected by the Chief of the Supply Corps from among nominees for accomplishments during the previous calendar year. The presentation of the awards is made by the Navy League National President (or designee) at an appropriate Supply Corps ceremonial function.

- **THE NICHOLAS BRANGO AWARD FOR INSPIRATIONAL LEADERSHIP** is named for the former Executive Director of the Naval Sea Cadet Corps. This award is presented annually to a Naval Sea Cadet Corps officer who has excelled in all phases of Cadet Corps training, and whose outstanding leadership has made a significant contribution toward attainment of Navy League goals in the training and education of American youth during the preceding year.

Recommendations for this award may be made by Naval Sea Cadet Corps Region Directors and/or by Navy League Region Presidents. A nominee is selected by a Naval Sea Cadet Corps Awards Committee. The name of the nominee is forwarded to the Navy League National President via the Navy League National Awards Committee. The Award, consisting of a clock and a certificate, is formally presented during the Navy League's National Convention.

- **THE NAVAL INTELLIGENCE FOUNDATION AWARD** is sponsored in cooperation with the Naval Intelligence Foundation in an effort to preserve, extend, and extoll the culture and heritage of Naval Intelligence, the oldest intelligence service in the United States. Its purpose is to advance knowledge and recognize achievement in the art and science of naval and maritime intelligence, and to develop in our citizens an understanding and appreciation of the importance of intelligence activities. Further, this award advances the Navy League's mission of education and support for those serving in a professional field which is so vital to the success of sea service operations. The award is presented annually to that officer of the sea services in the grade of O-4, O-5, or O-6 who has demonstrated exceptional leadership in providing excellence in operational intelligence support to the fleet. Nominations are solicited from Navy, Marine Corps, and Coast Guard fleet and shore-based commands, and the recipient is selected by a Board appointed by the Director of Naval Intelligence. The award consists of a certificate and engraved watch which is presented during an awards luncheon held in conjunction with the National Convention.

B. NATIONAL AWARDS COMMITTEE

The National Awards Committee provides assistance and advice in all matters of policy, procedure, and administration of Navy League Awards. Mission statement: Awards are important symbols of recognition and a means of publicly recognizing and rewarding exemplary and/or meritorious acts in the performance of duty or heroism that are above and beyond that normally expected and that distinguish the individual from others performing similar acts or services.

The Committee:

1. Reviews and recommends appropriate action on awards submitted to the Navy League for approval/selection;
2. Recommends policy and procedures for awards;
3. Reviews correspondence regarding awards;
4. Maintains liaison with other committees of the Navy League and with the sea services, regarding policy and procedure for the Navy League awards;
5. Maintains a historical record of Navy League awards;
6. Provides advice and assistance to the National President of the Navy League regarding awards; and
7. Thoroughly examines all requests for establishing new awards, in order to prevent proliferation and degradation of the value of existing awards.

- **THE MERITORIOUS CITATION** - The highest award under the cognizance of the Navy League's National Awards Committee. It may be awarded to government employees, uniformed or civilian, who have made significant contributions to the maintenance and improvement of the national security of the United States and to the strengthening of its maritime forces; individuals, companies, or corporations making similar significant contributions to national programs of the League at the national level; and/or any member of the Navy League who has made a significant contribution to national programs of the League at the national level.

Recommendations for this award may be made by any Council President or any National Director. If approved by the National Awards Committee, the recommendations are forwarded to the Executive Committee for final approval. Only five Meritorious Citations may be awarded in any one fiscal year, and all are at the national level. (Contact the Administration Department at Navy League Headquarters for further information.)

- **DISTINGUISHED SERVICE AWARD** (*Navy League members only*) - The Distinguished Service Award can be awarded only to members of the Navy League and is the highest award that falls into this limited category. It is presented to a member who has made outstanding contributions to the Navy League, especially during the preceding calendar year. The National President, the Chairperson of the National Advisory Council, the National Vice Presidents, the National Judge Advocate, the National Corporate Secretary and the National Treasurer shall not be eligible for this award while in office, nor shall any member of the National Headquarters Staff be eligible while in office.

Recommendations for this award may be made by any Council President or a member of the National Board of Directors. The nominee is selected by the National Awards Committee and approved by the National Executive Committee. The award consists of an engraved medal and a certificate and is formally presented at the National Convention. (Contact the Administration Department at Navy League Headquarters for further information.)

- **HALL OF FAME** - The Navy League Hall of Fame, established by the Board of Directors in 1988, recognizes Navy League members who have served on the national level twenty-five (25) or more years, in a volunteer capacity, and who have made significant contributions, particularly on the national level. Past National Presidents, the National President, and the Chairperson of the National Advisory Council are not eligible for this award. The National Vice Presidents, the National Judge Advocate, the National Corporate Secretary, and the National Treasurer are not eligible for this award while in office. Nominations for selection to the Hall of Fame shall be submitted only by the National President or by a Past National President. Selection is made by the National Awards Committee and approved by the National Executive Committee. The number of nominees selected each year for this recognition is limited, but may vary from year to year.

The individuals honored are inducted each year at the National Convention. Each receives a Hall of Fame certificate, and their names are inscribed on a bronze plaque that is permanently displayed at National Headquarters. (Contact Administration at Navy League Headquarters for further information.)

- **SCROLL OF HONOR** - The Scroll of Honor is the second highest award of the Navy League on the national level, and the highest award on the region, area, and council levels. It may be awarded to the following: government employees, uniformed or civilian, who have contributed in an outstanding manner to the furtherance of Navy League programs; and/or individuals (including Navy League members), who, or companies, or corporations that have made similar contributions. Recommendations for this award at the national level may be made by members of the National Executive Committee; at the region level by the Region President or Vice President; at the area level by the Area President; and at the council level by any member of the council.

This award must be approved at the national level by the National Awards Committee on Awards; at the Region level by the Chairperson of the National Awards Committee; at the Area level by the Region President; and at the council level by the council Board of Directors.

During any fiscal year, the maximum numbers of Scrolls of Honor that can be awarded are as follows: Council-1; Area-1; Region-2; and National-5. Approval for awards in excess of the above maximums may be requested from the National Chairperson of the National Awards Committee, subject to the approval of the National President.

Scrolls of Honor may be awarded to Navy area or region Commanders, Commandants of the Naval District of Washington, Marine Corps District Directors, and Coast Guard District Commanders, upon recommendation by the Region President after those officers have completed twelve (12) months in the duty assignments listed.

The Scroll of Honor will be imprinted with a standard citation. Awards prepared by National Headquarters will include the name of the region, area, or council (as appropriate), the name of the recipient, and the date, engrossed in the same script as the citation. The region, area or council will be billed for engrossed scrolls, plus tax and postage. The scrolls will be sent to the issuing Region, Area or Council President, unframed, and should be presented at region, area, or council meetings, or other appropriate local ceremonies. (Contact the Administration Department at Navy League Headquarters for further information.)

- **CERTIFICATE OF APPRECIATION** - The Certificate of Appreciation may be awarded by the Navy League on the national, region, area and council levels to the following: government employees, uniformed or civilian, that, have contributed in an outstanding manner to the furtherance of Navy League programs; and/or individuals (including Navy League members), who, or

companies, or corporations who have made similar contributions. Recommendations for this award may be made at the national level by any member of the National Executive Committee; at the region level by the Region President or Vice President; at the area level by the Area President; and at the council level by any member of the council. This award at the national level must be approved by the National Awards Committee; at the Region level by the Chairperson of the National Awards Committee; at the area level by the Region President; and at the council level by the council Board of Directors.

During any fiscal year the maximum number of Certificates of Appreciation that can be awarded are as follows: Council-12; Area-2; Region-5; and National-10. Approval for awards in excess of the above maximums may be requested from the National Chairperson of the National Awards Committee, subject to the approval of the National President.

Certificates of Appreciation will be imprinted with a standard citation in scroll lettering. Awards prepared by National Headquarters will include the region, area or council (as appropriate), the name of the recipient, and the date engrossed in the same script as the citation. The region, area or council will be billed for engrossed certificates, plus tax and postage. The Certificates will be sent to the issuing Region, Area or Council President, unframed, and should be presented at region, area, or council meetings, or other appropriate local ceremonies. (Contact the Administration Department at Navy League Headquarters for further information.)

NOTE: Blank Scrolls of Honor and Certificates of Appreciation will be provided, free of charge, but subject to the number limitations stipulated above, to the President of any Council, Area or Region requesting them. For each blank certificate utilized, National Headquarters must be provided with the name of the recipient and the date of presentation.

(See samples of NLUS scrolls and certificates in Attachment 3.)

- **HONORARY MEMBERSHIPS** - Honorary Members may be named by the National Board of Directors as provided for in the National Bylaws.

Honorary Membership at the council level may be granted upon the recommendation of any member and approval by the council Board of Directors. Normally, Honorary Members pay no dues, may not hold any elective council office, and have no voting rights. The National Board of Directors, however, may prescribe such other rights, privileges and limitations, as it deems appropriate to this type of membership.

For council use, the Honorary Membership will be printed in scroll form with the Navy League seal embossed thereon. Each Honorary Membership prepared by National Headquarters will include the name of the council, the name of the recipient, and the date of presentation. The council will be billed for each Honorary Membership issued, and the certificate will be sent to the issuing

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council, unframed. (Contact the Administration Department at Navy League Headquarters for further information.)

C. NATIONAL PRESIDENT'S RECOGNITION PROGRAM

- **ANNUAL PRESIDENT'S AWARD** - This award is presented to that member of the Navy League who has given the President the most support during the past year. The selection of the winner is made by the President. The award is presented at the National Convention.
- **NATIONAL PRESIDENT'S MEDAL** - This award is presented on appropriate occasions at the discretion of the National President of the Navy League for special recognition to foreign dignitaries who exemplify the highest ideals of the Navy League through their significant contributions to world peace, national security, and/or outstanding service to his country and/or his fellow citizens. This medal is not intended for internal award to members of the Navy League or other U.S. citizens.
- **OTHER FORMS OF RECOGNITION** - These awards enable the National President to personally acknowledge and show appreciation for special services rendered to the Navy League. The National President selects the recipients (individuals or groups), selects the awards, and determines the place or occasion for presentation.

NOTE: No award under this particular program will in any way infringe upon, or duplicate, the awards shown elsewhere in the Navy League Awards Program.

D. YOUTH AWARDS SPONSORED BY THE NAVY LEAGUE OF THE UNITED STATES

NAVAL RESERVE OFFICERS TRAINING COURSE (NROTC)

- **THE ADMIRAL JAMES L. HOLLOWAY, JR. AWARD**, named for an outstanding former Chief of Naval Personnel, is presented annually to the outstanding NROTC midshipman in the nation. The recipient is selected by the Navy, and the award is presented at his commissioning by the appropriate Region President or a designated representative. The award consists of an engraved watch and a certificate.

NAVY JUNIOR RESERVE OFFICERS TRAINING COURSE (NJROTC)

- **THE NAVY LEAGUE OF THE UNITED STATES NJROTC AWARDS.** These awards are presented annually in recognition of the Most Outstanding and

the Most Improved NJROTC units in the nation. The Navy identifies the most outstanding and the most improved units in each of the eight NJROTC areas; each of these units is awarded a plaque, and a traveling trophy is presented to that NJROTC unit selected as the Most Outstanding in the nation. These awards are presented by the appropriate Navy League Region President or a designated representative.

U.S. NAVAL ACADEMY

- **THE NAVY LEAGUE OF THE UNITED STATES AWARD** is presented annually to that midshipman of the graduating class who is judged by the Chairperson of the Physics Department to be the outstanding student in the Engineering Physics major program. The recipient receives an engraved sword. (Administered by the U.S. Naval Academy.)
- **COOKE MEMORIAL FOOTBALL TROPHY**, presented in commemoration of the deceased football great, Commander Lemuel D. Cooke, USNA '39, is awarded annually to a graduating midshipman who is a member of the Varsity "A" football squad, who during the year is deemed to be outstanding and who, by his character and leadership, has done the most to promote team spirit within the varsity squad. The trophy is exhibited in the Naval Academy Athletic Association's trophy case with each recipient's name inscribed on the base plate. The recipient receives a smaller version of the permanent trophy, as well as an engraved watch. (Administered by the Naval Academy Athletic Association.)

U.S. COAST GUARD ACADEMY

- **THE NAVY LEAGUE OF THE UNITED STATES AWARD** is presented annually to the cadet who attains the highest proficiency in Electrical Engineering. The recipient receives a clock. (Administered by the U.S. Coast Guard Academy.)

U.S. MERCHANT MARINE ACADEMY

- **THE NAVY LEAGUE OF THE UNITED STATES AWARD**, named in memory of Vice Admiral Emory Scott Land, a past chairperson of the U.S. Maritime Commission and former head of the War Shipping Administration, is presented annually to the Deck or Deck-Engineer Midshipman in each graduating class who is most outstanding in the electronics courses. The recipient receives a suitably engraved ship's clock. (Administered by the U.S. Merchant Marine Academy.)

OUTSTANDING RECRUIT AWARDS

- **OUTSTANDING NAVY RECRUIT AWARD**, presented on a weekly basis to the outstanding recruit at the Naval Training Command (Great Lakes, Illinois). The recipient receives an engraved plaque. (Administered by the Naval Training Command.)

- **OUTSTANDING COAST GUARD RECRUIT AWARD**, presented on a weekly basis to the outstanding recruit at the Coast Guard Training Center in Cape May, New Jersey. The recipient receives an engraved plaque. (Administered by the Coast Guard Training Center.)
- **OUTSTANDING MARINE CORPS RECRUIT AWARD**, presented on a weekly basis to the outstanding recruit at the Marine Corps Recruit Depots in San Diego, California, and Parris Island, South Carolina. The recipient receives an engraved plaque. (Administered by the Marine Corps Recruit Depots.)

E. OTHER AWARDS SPONSORED BY THE NAVY LEAGUE OF THE UNITED STATES

NAVAL WAR COLLEGE

Two awards - each recipient receives a certificate and a gift (which may vary from year to year) and his name is recorded on a commemorative plaque at the Naval War College (Administered by the Naval War College). Each of these awards is presented annually to a graduate of the Naval War College with selection based on the following criteria:

- **STEPHEN B. LUCE AWARD** is named for one of the Navy's outstanding officers in many fields, including strategy, seamanship, education, and professional development. Because of Luce's urgings and exhaustive reports, the Naval War College at Newport, Rhode Island, was established in October 1884 with Rear Admiral Luce as its first superintendent.
- **WILLIAM S. SIMS AWARD** is named for a past President of the Naval War College.
 1. Academic performance;
 2. Participation in Naval War College activities;
 3. Participation in outside civilian activities; and
 4. Promotion of the Maritime Services in the public interest.

NATIONAL WAR COLLEGE

- **THE NAVY LEAGUE OF THE UNITED STATES AWARD** is presented annually to a graduate for excellence in student research and writing. The recipient receives a Navy League certificate and a \$100 Savings Bond. (Administered by the National War College.)

INDUSTRIAL COLLEGE OF THE ARMED FORCES

- **THE NAVY LEAGUE OF THE UNITED STATES AWARD**, presented annually to a graduate for excellence in student research and writing. The recipient receives a Navy League certificate and a \$100 Savings Bond. (Administered by the Industrial College of the Armed Forces.)

U.S. MARINE CORPS COMMAND AND STAFF COLLEGE

- **GENERAL CLIFTON B. CATES AWARD**, named for the nineteenth (19th) Commandant of the Marine Corps, is presented annually to a student whose sustained demonstration of problem-solving capabilities far exceeds his military experience and who is considered most outstanding as exhibited by written assignments and participation in wargames, practical exercises and the exchange of ideas. The first place recipient receives a certificate and an engraved watch, and the second-place recipient receives a certificate and a \$100 Savings Bond. (Administered by the Marine Corps Command and Staff College.)

VI. YOUTH PROGRAM AWARDS

a. The Navy League has established a Youth Medal recognizing the outstanding Sea Cadet and/or NJROTC/MCJROTC Cadet in a unit or school, sponsored by a Navy League council or other sponsoring organization. Naval Sea Cadet Headquarters defines criteria for selection of Sea Cadets to be honored. JROTC awards should be made to High School Juniors in order that the Cadet have a year in which to wear the Medal which would visibly indicate Navy League support of the Cadet's Program. Other criteria for the JROTC award should be determined by the sponsoring Council and Unit leader to provide flexibility to avoid duplication of any other available awards. The medal and certificate is awarded annually (preferably by a Navy League representative of the Council) at an appropriate awards ceremony at the Sea Cadets site or JROTC School. The Sea Cadet award consists of the Youth Medal, Ribbon Bar with 5/16' Silver Star affixed and an appropriate certificate. The Medal plus a certificate suitable for framing can be ordered directly from the Navy League supplier. Navy League councils also award the Navy League Cadet of the year of each NLCC training ship, a Youth Ribbon Bar with Gold Boot affixed. Contact Navy League Headquarters for information on the medal, ribbon bar and certificate supplier.

b. The Naval Sea Cadet Corps' national awards program provides recognition to outstanding individuals and to those units excelling in training and program administration. This program provides incentives to individuals, units, sponsoring Navy League Councils and other sponsoring organizations to work toward attainment of NSCC goals in the training and education of young Americans. There are fourteen (14) annual awards for the Sea Cadet and Navy League Cadet programs. The management of these awards is under the National Headquarters of the Naval Sea Cadet Corps. The awards are:

1.) Adult Awards -

- ❖ The **CHAIRPERSON'S MEDAL** is awarded to those individuals who have provided exceptional services to the Naval Sea Cadet Corps programs over an extended period. The recipient is selected by the Chairperson of the NSCC Board of Directors. The award consists of a medal, miniature medal, ribbon bar, miniature lapel ribbon, and a suitably inscribed certificate.
- ❖ The **FRED D. CARL AWARD** recognizes the Regional Director of the Year who has excelled in all phases of directing his/her units. The National Chairperson and the National President will make the selection of the winner based on qualifications and achievements. This award honors Captain Fred D. Carl, USNR (Ret), a past NSCC National Chairperson and a former National Vice President of the Navy League.

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- ❖ The **JUDGE R. T. S. COLBY AWARD** recognizes the Naval Sea Cadet Corps Instructor of the Year. The instructor has demonstrated singularly outstanding teaching abilities, professional demeanor and dedication to the Naval Sea Cadet Corps training and education program. The National Chairperson and National President will make the selection for this award. The award honors Judge R. T. S. Colby, founder of the NSCC Aviation Training Program and former NSCC National Director and Judge Advocate.
- ❖ The **HALL OF FAME AWARD** recognizes NSCC founders or volunteers who have provided noteworthy leadership deserving national recognition over a substantial period of time, while in a non-pay position. While the duration is generally thought as 15 years or more, no firm time limit is established in order to include individuals providing an exceptional contribution. Nominations may be submitted by any member of the Navy League of the United States or Naval Sea Cadet Corps family, and be submitted in to the National Chairperson, Naval Sea Cadet Corps.

2.) Unit Awards -

- ❖ The **JOHN J. BERGEN TROPHY** is awarded to the outstanding Naval Sea Cadet Corps unit. Criteria for this award include appearance and performance of officers and Cadets at an annual inspection, quality of administration and training during the training year, and the degree to which the unit is fulfilling the mission of NSCC. The award honors the late Rear Admiral John J. Bergen, USNR (Ret), a former National President of the Navy League.
- ❖ The **MORGAN L. FITCH, JR. TROPHY** is awarded to the outstanding Navy League Cadet Corps training ship. Criteria for this award are based upon appearance, performance of officers and Cadets at an annual inspection, their training and administration during the year and the ship's fulfillment of the program's educational mission. The award honors the first Chairperson of the Board of the Naval Sea Cadet Corps. He later served as National President of the Navy League.
- ❖ The **GEORGE S. HALAS TROPHY** is awarded to the outstanding total Naval Sea Cadet Corps program that includes both a NSCC unit and a NLCC training ship sponsored by one council or organization. The criteria for this award include council or organization interest, committee leadership, fiscal support and the training performance of the Naval Sea Cadet Corps unit combined with a Navy League Cadet ship. The award honors the Navy League's first National Youth Chairperson.
- ❖ The **NAVY LEAGUE OF CANADA CHALLENGE TROPHY** is awarded each year to the Naval Sea Cadet Corps program making the most improvement in a training year and finishing in the top ten NSCC units in the nation. The trophy and its presentation are designed to symbolize and solidify the friendship between the Navy League of Canada and the Navy League of the United States, and the exchange of Cadets across the common border between the two countries.

- ❖ The **ANTHONY H. MURRAY, SR. SEAMAN AWARD** is awarded to the Naval Sea Cadet Corps unit effecting the most advancement to Seaman (NSCC E-3) during a training year. The award honors the father of Rear Admiral Anthony H. Murray, Jr., USNR (Ret), a past National Chairperson of the Naval Sea Cadet Corps.
- ❖ **THE COMMODORE THOMAS J. LUPO FOUNDATION AWARD** recognizes excellence required to win the coveted designation as the most outstanding NSCC unit in the nation. This annual monetary award of \$500 is from the endowment fund of Commodore Thomas J. Lupo, a major contributor to the NSCC/NLCC program.
- ❖ The **CHAIRPERSON'S AWARD FOR RECRUITING AND RETENTION** for excellence in Navy Sea Cadet Corps Recruiting and Retention is awarded to those in Naval Sea Cadet Corps units achieving excellence in Cadet recruiting and retention during the training year.
- ❖ The **PRESIDENT'S AWARD FOR RECRUITING AND RETENTION** for excellence in Naval League Cadet Corps Recruiting and Retention is awarded to those Naval League Cadet Corps training ships achieving excellence in Cadet recruiting and retention during the training year.

3.) Cadet of the Year Awards -

- ❖ The **WILLIS E. REED CADET OF THE YEAR AWARD** is presented to a Naval Sea Cadet who has excelled in all phases of NSCC training, and whose achievements mark him or her as Cadet of the Year. The award, consisting of a certificate and a suitably engraved wristwatch, is presented at the Navy League's Annual Convention. The award honors Captain Willis E. Reed, USNR (Ret.), past NSCC National Chairperson, and National Vice President of the Navy League.
- ❖ **KEITH T. WEAVER AWARD** recognizes a Navy League Cadet who has excelled in all phases of the NLCC training and whose achievements mark him or her as the NLCC Cadet of the Year. This award will be presented at an appropriate local ceremony and include a gift from the NSCC National Headquarters. This award honors Captain Keith T. Weaver, USN(Ret.), a past NSCC National Chairperson and a former National Vice President of the Navy League, and former Executive Director of the Naval Sea Cadet Corps.

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