



# Region Presidents Handbook

**Navy League of the United States**

July 2025

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# Introduction

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Congratulations on being elected Region President, or RP. You will find it exciting to begin a new adventure in the Navy League. Your previous leadership experience in the Navy League will be invaluable and serve to guide you and your region.

The purpose of this handbook is to help you understand the job of RP and present proven procedures, ideas and tools that will help guide you as your term progresses. You should review and familiarize yourself with the Navy League bylaws and other process documents, but this handbook will provide concise and valuable information to get you started.

You will find scattered throughout this handbook numerous examples to help you. As you will discover, there are many ways to “run” a region. This handbook is intended to provide guidance as you get comfortable with your new position.

This handbook should become part of a larger file that you create that could be called your “RP’s Resource Book.” You could add sections containing pertinent information from other source documents that you find helpful in your office’s conduct. Throughout the year, you will receive correspondence from a variety of sources that you may want to place in your file. Your RP file can be your “takeaway” kit that you take with you to any Navy League activity. You should establish and maintain a separate file for each council in your region. This file should include copies of the Council Annual Reports, your notes from visits, council newsletters and any other useful information about the council, which can be passed on to the next RP. A newly elected RP needs the information before contacting the Council President to get to know the council and its activities. Your firsthand experiences as a Navy League leader will guide you in developing your own file/resource material.

Remember, you and your Region Officers (Deputies, Vice Presidents and/or Area Presidents) are the vital “bridge” between national staff and local councils. Part of your job is to help councils in your region understand that they are the “grass roots” of the Navy League and can call upon you, your Region Leadership, National Vice Presidents or staff members at National Headquarters for help at any time.

# Region Structure Overview

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## A: Regions and RPs

1. Organizationally, the Navy League is divided into 17 regions encompassing 49 areas. Table 1-1 lists the regions and their associated areas and councils. Table 1-2 illustrates the geographic regions. There is an RP for each of these regions, elected by the National Delegates for a one-year term and limited to a maximum tenure of three consecutive terms. The RP shall be a National Director and a member of the Board of Directors. RPs must be a current and participating member\* of a council located within the region they represent and follow the guidelines of this guide. The Board of Directors may, from time to time, reevaluate the assignment of the 17 regions and has the authority to establish, disestablish or merge regions as it deems appropriate.
2. The RP 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 Chairs and the National Headquarters staff.
3. The composite body of the 17 RPs is known as the Region Presidents Committee. This group meets regularly to discuss common issues that might occur among the regions. It also reviews and recommends solutions for issues that are common to councils, areas and regions to the national officers. Additionally, the RPs assist one another to strengthen the relationships between councils, regions and National Headquarters.
  - The National President shall appoint a chair from among the serving RPs following the RPs' election to their offices at the National Delegates meeting. Consideration for chair includes being an experienced Navy Leaguer and being a RP for at least one term. The chair shall serve no more than two consecutive one-year terms. The chair is a member of the Executive Committee, or EXCOM.
  - This committee works with the national officers to advise them as needed. National officers and National Headquarters staff may sometimes be invited to participate in this committee's discussions.
4. **RP's advance reimbursements:** Headquarters provides funds to RPs to promote effective council operations and promote awareness of the Navy League of the United States in the communities they reside.

*Amount of reimbursement:*

  - RPs annually receive a base reimbursement of two thousand dollars (\$2,000) plus forty cents (\$.40) per member in good standing within the region, plus fifty dollars (\$50.00) per active, chartered council in good standing within the region. The number of councils

will include only those chartered and in good standing. The number of members will include both those assigned to councils and region-at-large and are in good standing. The number of members and councils to be used in determining these payments will be based on the numbers in their respective regions as of December 31 of the preceding year. RPs are also eligible for up to one thousand dollars (\$1,000) annually for region meeting support costs (e.g., room rental, IT support, food and beverage).

· ***Advance disbursement schedule:***

- To provide timely financial support, payments to RPs will be made in two equal installments: First tranche: Issued on January 31st (50% of total eligible base reimbursement, per member and per council bonus). Second tranche: Issued on July 1st (50% of total eligible base reimbursement, per member and per council bonus). Region meeting support funds will be provided annually in January.

· ***Authorized uses:***

- These funds shall be used by the RPs and Region Officers for authorized reimbursable expenses including travel for official council or region business, Event and meeting planning recruitment and outreach activities; website or communication tool expenses; training or engagement aligned with Navy League objectives.

· ***Non-authorized uses:***

- These funds shall not be used for: Travel to National Convention or national-level meetings; personal entertainment or non-business-related expenses; any expenses not directly related to official Navy League duties.

· ***Reporting requirements:***

- RPs are required to submit reimbursement reports twice per year, corresponding to each tranche received: First tranche report (January 1st–June 30th), Due July 31<sup>st</sup>; Second tranche report (July 1st–December 15th), Due January 15<sup>th</sup>; Region meeting expense report, Due annually by December 31<sup>st</sup>. Each report must include a completed expense log, receipts for all expenses claimed, and a completed mileage log if applicable. Reports must be submitted to [finance@navyleague.org](mailto:finance@navyleague.org) using the Region President Reimbursement Report Form

· ***Fund return and compliance:***

- If submitted expenses do not equal or exceed the total amount received for the fiscal year, the balance must be returned to Navy League Headquarters by January 15<sup>th</sup>. If required reimbursement reports and/or funds are not received by January 15<sup>th</sup>, the outstanding amount over \$600 will be reported on IRS Form 1099-MISC as taxable income. To remain compliant with IRS rules for reimbursements to nonprofit volunteers, reimbursements must be based on actual, documented expenses with proper receipts and logs submitted.

5. Regional Officers assist RPs. Regional Officers may be Region Vice Presidents who are tasked with certain responsibilities (i.e., Region Vice President for Legislative Affairs, Region Vice President for Communications, Region Vice President for “XYZ” Area). In some regions, Regional Officers may also include Deputy RP or Area/Vice

Presidents. Regional Officers are appointed by the RP but in some cases can be elected by the Regional Nominating Committee.

*\*Member who is not placed in suspension status or being removed from the Navy League of the United States and meets requirements of a member as set forth in the national bylaws.*

Table 1.1: Councils by Area and Region

Navy League Councils by Region and Area		
<p><b>Caribbean-Latin America Region</b></p> <p><b>East Caribbean Area</b></p> <ul style="list-style-type: none"> <li>• Caracas</li> <li>• St. Croix</li> <li>• St. Maarten</li> <li>• St. Thomas/St. John</li> </ul> <p><b>Mexico-Central America Area</b></p> <ul style="list-style-type: none"> <li>• Acapulco</li> <li>• Panama</li> <li>• Puerto Vallarta</li> </ul> <p><b>Puerto Rico Area</b></p> <ul style="list-style-type: none"> <li>• Eastern Puerto Rico</li> <li>• San Juan</li> <li>• Vieques</li> </ul>	<p><b>Empire Region</b></p> <p><b>Connecticut Area</b></p> <ul style="list-style-type: none"> <li>• Connecticut</li> </ul> <p><b>New York Area</b></p> <ul style="list-style-type: none"> <li>• Central New York</li> <li>• Long Island</li> <li>• New York</li> <li>• Niagara Frontier</li> <li>• Schenectady-Upper Hudson</li> </ul>	<p><b>European Region</b></p> <p><b>Northern European Area</b></p> <ul style="list-style-type: none"> <li>• French Riviera-Monaco</li> <li>• United Kingdom</li> </ul> <p><b>Southern European Area</b></p> <ul style="list-style-type: none"> <li>• Andalucia-Rota</li> <li>• Barcelona</li> <li>• Levante</li> <li>• Madrid</li> <li>• Naples-Italy</li> <li>• Romania</li> <li>• Rome</li> </ul>
<p><b>Florida Region</b></p> <p><b>Central Florida Area</b></p> <ul style="list-style-type: none"> <li>• Central Florida</li> <li>• Sarasota-Manatee</li> <li>• Sun Coast</li> <li>• Tampa</li> <li>• Treasure Coast</li> </ul> <p><b>Northeast Florida Area</b></p> <ul style="list-style-type: none"> <li>• Cape Canaveral</li> <li>• Daytona Beach</li> <li>• Jacksonville</li> <li>• Mayport</li> <li>• Saint Augustine-Palm Coast</li> </ul> <p><b>South Florida Area</b></p> <ul style="list-style-type: none"> <li>• Boca Delray</li> <li>• Broward County</li> <li>• Fort Lauderdale</li> <li>• Key West</li> <li>• Miami</li> <li>• Palm Beach</li> </ul>	<p><b>Great Lakes Region</b></p> <p><b>Illinois Area</b></p> <ul style="list-style-type: none"> <li>• Aurora</li> <li>• Chicago</li> <li>• Glenview</li> <li>• Indianapolis</li> <li>• Lake County</li> </ul> <p><b>Michigan Area</b></p> <ul style="list-style-type: none"> <li>• Battle Creek-Kalamazoo</li> <li>• Detroit Women</li> <li>• Huron Valley</li> <li>• Metropolitan Detroit</li> <li>• Traverse City</li> <li>• Tri-County</li> </ul> <p><b>Wisconsin Area</b></p> <ul style="list-style-type: none"> <li>• Greater Green Bay</li> <li>• La Crosse</li> <li>• Madison</li> <li>• Milwaukee</li> </ul>	<p><b>Liberty Region</b></p> <p><b>New Jersey Area</b></p> <ul style="list-style-type: none"> <li>• Central New Jersey</li> <li>• Lakehurst</li> <li>• Trenton Men</li> </ul> <p><b>Ohio Area</b></p> <ul style="list-style-type: none"> <li>• Cleveland</li> <li>• Greater Cincinnati</li> <li>• Greater Columbus</li> <li>• Toledo-Erie Islands</li> </ul> <p><b>Pennsylvania Area</b></p> <ul style="list-style-type: none"> <li>• Central Pennsylvania</li> <li>• Harrisburg</li> <li>• Philadelphia</li> <li>• Pittsburgh</li> </ul>

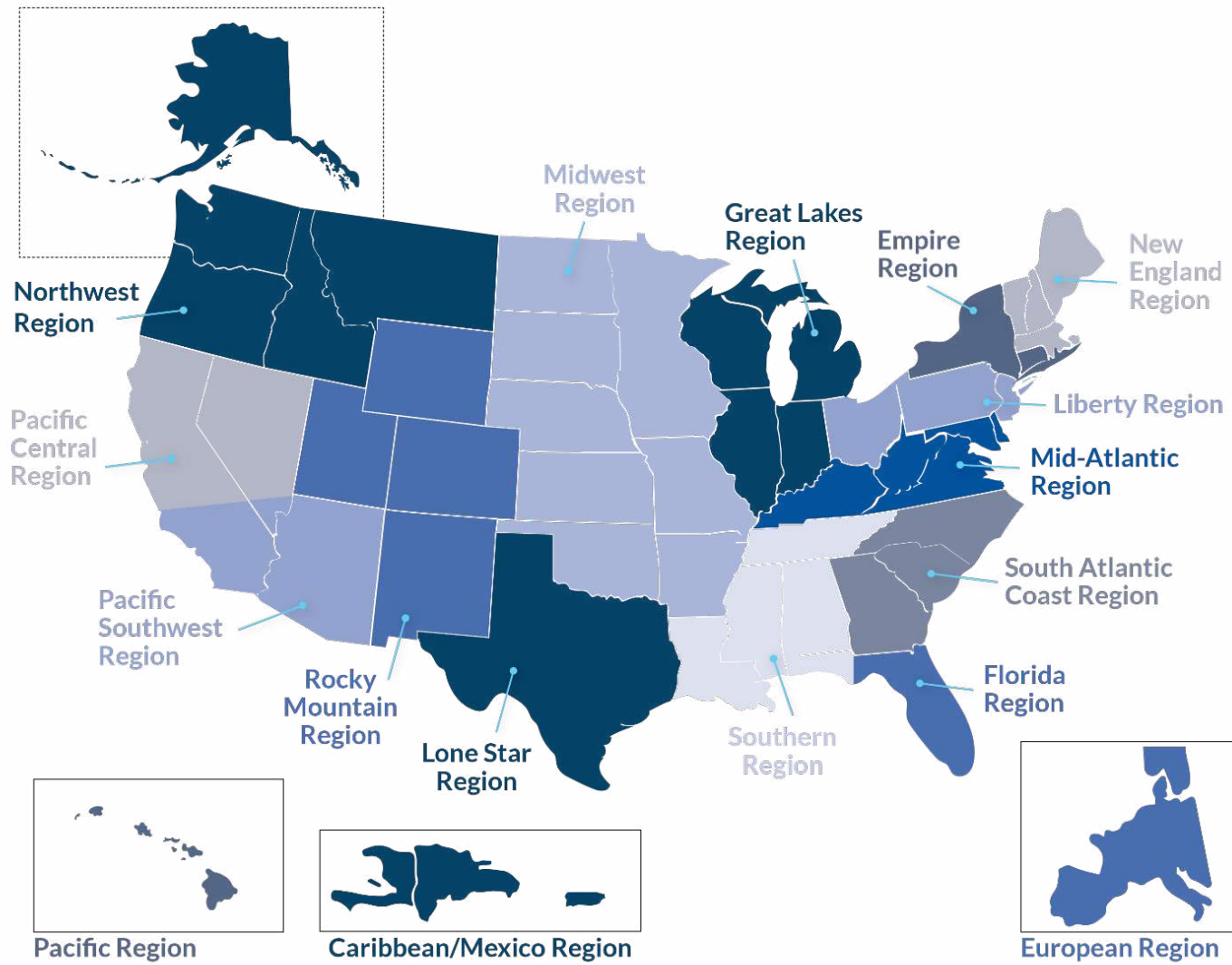
<p><b>New England Region</b></p> <p><b>Northern New England Area</b></p> <ul style="list-style-type: none"> <li>• Casco Bay</li> <li>• New Hampshire</li> </ul> <p><b>Southern New England Area</b></p> <ul style="list-style-type: none"> <li>• Massachusetts Bay</li> <li>• Newport County</li> </ul>	<p><b>Mid-Atlantic Region</b></p> <p><b>Nation's Capital Area</b></p> <ul style="list-style-type: none"> <li>• Dahlgren</li> <li>• National Capital</li> <li>• Northern Virginia</li> </ul> <p><b>North Mid-Atlantic Area</b></p> <ul style="list-style-type: none"> <li>• Annapolis</li> <li>• Baltimore</li> <li>• Eastern Shore</li> <li>• Patuxent River</li> </ul> <p><b>South Mid-Atlantic Area</b></p> <ul style="list-style-type: none"> <li>• Central Kentucky</li> <li>• Hampton Roads</li> <li>• Richmond</li> <li>• Williamsburg-Yorktown</li> </ul>	<p><b>Midwest Region</b></p> <p><b>Central Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Greater Kansas City</li> <li>• Mid-Missouri</li> <li>• St. Louis</li> <li>• Wichita</li> </ul> <p><b>Lower Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Oklahoma City</li> <li>• Tulsa</li> </ul> <p><b>Upper Midwest Area</b></p> <ul style="list-style-type: none"> <li>• Iowa</li> <li>• Minnesota</li> <li>• Nebraska</li> <li>• North Dakota</li> <li>• South Dakota</li> </ul>
<p><b>Northwest Region</b></p> <p><b>Greater Northwest Area</b></p> <ul style="list-style-type: none"> <li>• Anchorage</li> <li>• Juneau</li> <li>• Portland-Blueback</li> <li>• Spokane</li> </ul> <p><b>Puget Sound Area</b></p> <ul style="list-style-type: none"> <li>• Bremerton-Olympic Peninsula</li> <li>• Lake Washington-Everett</li> <li>• Oak Harbor</li> <li>• Seattle</li> <li>• Snohomish County</li> <li>• Tacoma</li> </ul>	<p><b>Lone Star Region</b></p> <p><b>Central Texas Area</b></p> <ul style="list-style-type: none"> <li>• Alamo</li> <li>• Greater Austin</li> <li>• Greater Houston</li> </ul> <p><b>North Texas Area</b></p> <ul style="list-style-type: none"> <li>• Dallas</li> <li>• Fort Worth</li> </ul> <p><b>South Texas Area</b></p> <ul style="list-style-type: none"> <li>• Corpus Christi</li> <li>• Ingleside Area</li> <li>• Kingsville</li> </ul>	<p><b>Rocky Mountain Region</b></p> <p><b>Rocky Mountain North Area</b></p> <ul style="list-style-type: none"> <li>• Utah</li> </ul> <p><b>Rocky Mountain South Area</b></p> <ul style="list-style-type: none"> <li>• Denver</li> <li>• New Mexico</li> </ul>

<p><b>Pacific Region</b></p> <p><b>Greater Pacific Area</b></p> <ul style="list-style-type: none"> <li>• Commodore Perry</li> <li>• Guam</li> <li>• Korea</li> <li>• Sasebo Japan</li> <li>• Siam</li> <li>• Singapore</li> <li>• Thailand Southern Seaboard</li> </ul> <p><b>Hawaii Area</b></p> <ul style="list-style-type: none"> <li>• Honolulu</li> </ul>	<p><b>Pacific Central Region</b></p> <p><b>Central California Area</b></p> <ul style="list-style-type: none"> <li>• Greater Kings County</li> <li>• Stanislaus County</li> </ul> <p><b>Northern California/Northern Nevada Area</b></p> <ul style="list-style-type: none"> <li>• Carson City</li> <li>• Humboldt Bay</li> <li>• Marin County</li> <li>• Placer County</li> <li>• Reno</li> <li>• Sacramento</li> <li>• Stockton</li> <li>• Vallejo</li> </ul> <p><b>San Francisco Area</b></p> <ul style="list-style-type: none"> <li>• Alameda</li> <li>• Contra Costa</li> <li>• Lake Merritt</li> <li>• Monterey Peninsula</li> <li>• Oakland</li> <li>• Merchant Marine</li> <li>• San Francisco</li> <li>• Santa Clara Valley</li> </ul>	<p><b>Pacific Southwest Region</b></p> <p><b>Arizona Area</b></p> <ul style="list-style-type: none"> <li>• Phoenix</li> <li>• Tucson</li> <li>• Yuma</li> </ul> <p><b>CA Mid-Coast/Inland Valley Area</b></p> <ul style="list-style-type: none"> <li>• Channel Islands</li> <li>• Indian Wells Valley</li> <li>• Malibu</li> <li>• Santa Barbara</li> </ul> <p><b>California Coast/Empire Area</b></p> <ul style="list-style-type: none"> <li>• Beverly Hills</li> <li>• Corona Riverside</li> <li>• Inland Empire</li> <li>• Las Vegas</li> <li>• Newport Beach</li> <li>• Orange County</li> <li>• Greater Palm Springs</li> </ul> <p><b>San Diego/Imperial Valley Area</b></p> <ul style="list-style-type: none"> <li>• Coronado</li> <li>• Imperial Valley</li> <li>• San Diego</li> </ul>
<p><b>South Atlantic Coast</b></p> <p><b>Region Georgia Area</b></p> <ul style="list-style-type: none"> <li>• Aiken-Augusta</li> <li>• Atlanta Metropolitan</li> <li>• Camden-Kings Bay</li> <li>• Golden Isles</li> <li>• Savannah</li> </ul> <p><b>North Carolina Area</b></p> <ul style="list-style-type: none"> <li>• Charlotte</li> <li>• Coastal Carolina</li> <li>• Triangle</li> <li>• Wilmington North Carolina</li> </ul> <p><b>South Carolina Area</b></p> <ul style="list-style-type: none"> <li>• Charleston</li> <li>• Upper South Carolina</li> </ul>	<p><b>Southern Region Central</b></p> <p><b>Southern Area</b></p> <ul style="list-style-type: none"> <li>• Greater Chattanooga</li> <li>• Knoxville</li> <li>• Memphis</li> <li>• Mississippi</li> </ul> <p><b>Gulf Coast East Area</b></p> <ul style="list-style-type: none"> <li>• Mobile</li> <li>• Panama City/Bay County</li> <li>• Pensacola</li> <li>• Santa Rosa County</li> </ul> <p><b>Gulf Coast West Area</b></p> <ul style="list-style-type: none"> <li>• Baton Rouge</li> <li>• Greater New Orleans</li> </ul>	

1. Any council can petition to be moved to another region, subject to approval by both RPs.
2. RPs can reapportion councils to areas as demographics and council number and size changes.

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Table 1-2: Geographic Regions Map



## **B: RP Responsibilities**

1. Appoint Regional Officers as deemed necessary.
2. Arrange and conduct at least one region meeting per year, inviting participation by National Officers, National Directors and the region leadership team.\* More frequent meetings or conference calls are strongly recommended, if practical. In regions that are widely dispersed geographically, it may be more feasible to hold one regionwide meeting and several subregional area meetings either in person or online. Attendance at region meetings by Regional Officers and Council Presidents of the region should be emphasized to provide for their training and to encourage participation on the national level.
3. Act as liaison between Regional Officers in the region and National Officers and/or National Headquarters staff.
4. Use council rosters to monitor their region to ensure new members are assigned to the appropriate councils and that councils perform in their best ability to welcome the new members and involve them in their activities and to retain its existing members.
5. Communicate with Council Presidents to ensure region-at-large members are assigned to councils.
6. Endorse new council charter applications and make recommendations to the National President concerning charter revocations or probationary status of councils. The Navy League Council Formation and Charters information sheet on page 24 will help in this endeavor.
7. Increase membership in the region, demonstrating leadership in founding new councils, increasing the strength of existing councils, obtaining Corporate Gold, Corporate, Business Associate and Small Business members, and encouraging Community Affiliate Membership recruiting programs.
8. Where feasible, visit each council in the region. If a visit is not possible, ensure regular contact through email, messaging or phone calls to the Council President.
9. Support councils to establish liaison with military commands and maritime-oriented organizations in the region and coordinate their requirements with Regional Officers and Council Presidents.
10. Coordinate region fundraising activities, if applicable, to increase benefits to all areas and councils in the region.
11. Endeavor to increase communications between councils and Regional Officers for the mutual benefit of all concerned.
12. If asked, assist National Headquarters personnel in establishing a program of maritime education seminars in the region.

13. Assist National Headquarters personnel and national committees in executing national programs approved by the Board of Directors.
14. Encourage and assist in the formation of Naval Sea Cadet Corps units in the region and encourage council activity in other youth programs.
15. Ensure timely submission of Council Annual Reports to National Headquarters.
16. Establish and supervise a Regional Nominating Committee, following guidelines shown in “Regional Nominating Committee Requirements.”
17. When requested, represent the National President or the Navy League on ceremonial occasions.
18. Represent the region at the National Nomination Committee Meeting and be familiar with all prospective candidates for offices.
19. Attend Board of Directors meetings and be familiar with all governance and business issues.
20. Monitoring region and council health is an important aspect of an RP’s responsibilities. Identifying councils that need additional support to overcome challenges is critically important. If RPs are involved in resurrecting a troubled council, the Navy League Council Reinstatement/Recovery Information Checklist on page 26 can help.
21. It is important that Navy League councils and Navy League members conduct themselves in a manner that reflects positively on the Navy League. If there are instances where councils and members do not meet this criterion, it is the RP’s responsibility to rectify the situation. If region efforts are not successful, the RP should elevate the situation to the National President.

\*A region leadership team may include, but not be limited to, the RP, Regional Officers, Council Presidents and experienced members with current or past Navy League leadership positions at the local or national level.

### **C: Areas and Regional Officer for Designated Areas**

1. Navy League regions are further divided organizationally into areas. At an RP’s discretion, and on an as-needed basis, each area under the RP’s jurisdiction may be presided over by a Regional Officer. The Regional Officer can be either a Region Vice President or an Area President, which has the same duties and responsibilities. Due to the unique characteristics of each region, a region can choose to have either a presiding Region Vice President for a designated area or a presiding Area President for a designated area, but not both.
2. The Regional Officer for a designated area (Region Vice President or Area President)

can either be elected by the respective Regional Nominating Committee or appointed by the RP for a one-year term and limited to a maximum tenure of three consecutive terms. Whether by election, by appointment or a combination of both, a region may determine its own best method of selecting its own Regional Officers due to each region's unique circumstances.

3. The Regional Officers for a designated area (Region Vice President or Area President) do not have to reside in their geographic area but must reside in the region that includes the area. This Regional Officer shall be a member of a council in their area of responsibility.
4. The Regional Officer for a designated area is responsible to the RP for supervising all council programs and activities within the area and shall establish a close working relationship with the RP and with all councils in the area of responsibility.
5. The Regional Officer for a designated area (Region Vice President or Area President) cannot serve as National Officers or as Council Presidents concurrently while in office.

The RP, as well as every region, area and council officer, should maintain their focus on the mission of the Navy League.

# Navy League Vision Statement

The Navy League of the United States aspires to be the leading authority in supporting, educating and advocating for the U.S. sea services — Navy, Marine Corps, Coast Guard and U.S.-Flagged Merchant Marine — effectively engaging the American public and our national, state and local government leaders.

# Navy League Mission Statement

The mission of the Navy League of the United States is to promote and enhance U.S. global sea power while supporting America’s sea services. We advocate for the vital contributions of our sea services — the United States Navy, Marine Corps, Coast Guard and U.S.-Flagged Merchant Marine — in safeguarding the nation’s security and bolstering its economic prosperity. Through support, education and advocacy we aim to strengthen the connections between the American public, the government and our maritime services by reinforcing that the United States of America is a maritime nation.

# Navy League Goals

1. Support service members, their families and youth programs related to maritime service.
2. Educate national, state and local government leaders, and the public at large on the critical importance of maintaining robust sea services.
3. Advocate tirelessly for the interests and needs of the sea services.

# Organizing

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You are the primary contact with the Council Presidents, Region Officers and National Headquarters staff. All council and area issues should be coordinated through the RP before it gets escalated to national. Area/Vice Presidents work with the Presidents of their assigned councils. To maintain good communications and rapport with your region leadership, your personal contact with each team member is essential.

An important, mission-focused duty is to support the Navy League Grassroots Legislative Program as the accountable officer in your region; a Region Vice President for Legislative Affairs should be appointed and trained to fully implement this program. *Your interest and support will encourage area and council involvement.*

Review the most recent copies of the Council Annual Reports. If you do not have one, call the Council President and ask for a copy. Let the Council President know they can call upon you for all subjects pertaining to the Navy League.

Review all files from the previous RP so you can be familiar with the workings of the region. If you did not receive any files, call them for their view of the state of the region. Then, talk to your Area/Vice Presidents and National Directors for more information.

Prepare a Region Directory by securing an up-to-date list of names, addresses, telephone numbers and email addresses of all region leaders — Council Presidents, Area Presidents, Region/Area Vice Presidents and National Directors. The directory can be collected by first visiting the Navy League website, [www.navyleague.org](http://www.navyleague.org), and signing on to the member portal. Include website URLs and Facebook Groups for each council, as necessary. Once complete, publish your Region Directory and send it by email to everyone in the directory. An example of directory format is shown on the next page.

Thoroughly review the Navy League website if you have not done so in the past; the website is a major resource for improved job performance! Review the membership information contained in the Argus Spreadsheet as this information will help you manage your membership. Retention figures for your region are updated every month in Argus; membership reports can be produced anytime as the data is updated daily — make the request to [membership@navyleague.org](mailto:membership@navyleague.org).

# Sample Region Directory

## REGION PRESIDENT

Name	Address (Street, City, State, Zip Code)	Telephone Numbers (Home, Business, Cell)	Email Address

## AREA PRESIDENTS

Area	Name	Address	Telephone Numbers	Email Address

## NATIONAL DIRECTORS AND OFFICERS

Position	Name	Address	Telephone Numbers	Email Address

## COUNCIL PRESIDENTS

Council Name and Area	Council President	Address	Telephone Numbers	Email Address

**Note: You may want to separate the council listing by area. Council website URL and Facebook Group should also be listed.**

# Communications

Council leaders are waiting to hear from you. Experience has clearly demonstrated they like to have the RP visit during their events and meetings. Most are deeply honored and pleased you want to visit them. Keep your Area/Vice Presidents advised regarding your council visit schedule. When visiting a council, be prepared to speak regarding activities in the region or provide updates from the National Headquarters.

Your goal when visiting councils is to develop a good personal working relationship with each Council President. You will then learn their strengths and weaknesses. Share your knowledge of the Navy League by giving ideas and suggestions. Before you call or visit, review all available council information in your files.

One of the most important parts of your job as RP is to communicate with your members. Use all methods of communication available, traditional methods as well as all forms of social media — email, phone, Facebook, LinkedIn, X, Instagram, Constant Contact, etc.

The first time you contact a council, call the president by telephone and then follow up with an email. These two actions are quick, easy and informal. Telephone and email are both great for setting up appointments, scheduling visits, problem-solving and providing the all-important “thanks.” Join the council’s Facebook Group, if available.

Find out if the council has a newsletter and ask that it be sent to you. If you have a region newsletter, be sure to add the Council President’s information to your distribution list. The region newsletter can be prepared by you or by another volunteer. Region newsletters are usually published quarterly with the region’s events (past and future) reviewed in the contents; it may also feature past and present activities of your councils. Councils are encouraged to exchange their newsletters. The region newsletter can be a window to what is happening in other parts of the region, including key dates and events for region meetings, trips/tours, Navy Band visits, ship commissioning and ship visits. It may report about an outstanding speaker at a council function and a host of other information of interest to your Navy League members. It can also be used to promote national/region goals and programs.

Your newsletter distribution list should include Council Presidents, National Directors, National Directors Emeritus, past RPs (if known), Area/Vice Presidents, sea service commands in the region and the members of Congress in your region. You can include National Officers, national staff members and anyone else that is important to the Navy League in your region. A copy should also be sent to the Senior Director of Membership and the *Seapower* editor at National Headquarters.

Finally, try to avoid negative or critical *written* communications with your councils. Always be positive and provide constructive feedback if necessary. Attempt to settle problems by telephone or face-to-face conversations if possible.

Volunteers (as we all are) are a wonderful group of people. Keep them active with a positive outlook on everything.

# Administrative Requirements

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Reports required from the RP include:

1. Biannual Director's Report.
2. Expense report submitted for the six-month period ending June 30 and Dec. 31. This report must be submitted within 75 days after the end of each period to receive your RP stipend, which helps offset some of the expenses incurred supporting your region.

Council Annual Reports are required. Your effort to have them submitted to National Headquarters every year may require calls, sending notes or emails (council rebates are authorized only after receipt of the Council Annual Report). Be sure that you and your Area Presidents get a copy of every report.

Tax-exempt organizations that have gross receipts of less than \$50,000 must provide by electronic means certain information annually to the IRS using Form 990-N (e-postcard) unless they choose to file a complete 990 or 990-EZ by May 15. Failure of a council to file for three consecutive years may result in revocation of tax-exempt status. Some regions have tax-exempt status and must file with the IRS. If your region does not have tax-exempt status (many do not), they do not need to file, but donations made to the region are not tax-exempt.

For more information, visit [www.irs.gov/charities](http://www.irs.gov/charities).

You can check to see if your councils have filed or if their tax-exempt statuses have been revoked, if they use 990-N, by going to <https://www.irs.gov/charities-non-profits> and entering the council's EIN.

RPs receive a semiannual stipend to help cover their job-related expenses. An expense report must be submitted twice a year to the National President (for approval) and within 75 days of the end of the period to continue to receive stipends.

The report is available electronically, preformatted and ready for your data input. It includes all your region's income and expenses. Other Navy League expenses, which cannot be covered by your RP's stipend (including expenses from the National Convention and fall board meeting), can be listed as a charitable deduction on your personal tax return.

Business cards are necessary along with stationery and note cards. Business cards and an RP name tag will be provided by the Member Engagement Department at National Headquarters. Carry and use your business cards wherever you go. Your card is a great advertisement for the Navy League, especially with the "Join Navy League" quick response code on the back.

# Management Development

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Learning to manage is the key to survival as an RP. Leaders inspire people to follow, and they are on the move, improving, growing and expanding into new areas. They have vision. This can make the difference between satisfactory performance and superior performance in your region. Do not accept the status quo — change the way things were previously done if necessary to improve your region.

Always be on the lookout for future leaders, especially during council visits and region/area meetings. You are looking for your replacement. Bring them along by giving them more responsibilities. When looking for new National Directors, consider all outgoing Council Presidents. They have basic knowledge of the Navy League and should have shown the ability to lead.

Ask your Area/Vice Presidents to keep you advised regarding future leaders/replacements. Potential replacements should be carefully reviewed with your Area/Vice Presidents prior to nominating them for an elected position at the Region Nominating Committee Meeting.

Encourage council presidents and other potential leaders to attend national meetings — there are two each year. Also, invite them to attend region meetings.

# Region Meetings

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Each region is different. Therefore, the type and frequency of region meetings will vary widely. The key is to involve all councils in at least one region meeting each year. To meet this objective, it may be necessary to hold two to four meetings in various locations. A meeting with only a few council leaders and a variety of National Directors can also be very productive.

The purpose of these meetings is to have all council leaders in the region attend. The meeting is a time to get acquainted socially. The invitation list should include Council Presidents and officers, National Directors and Area Presidents. Meetings are a time to share ideas to help improve council, region and national Navy League functions. You meet to develop ways to improve council operations, such as membership, retention, programs, youth activities, etc. It is also a time to consider joint council events, such as ship visits, trips, seminars and other Navy League-related programs.

Conducted early in the calendar year (February or March), the meeting can be multipurpose, providing information and training for new council officers and concurrently conducting the Region Nominating Committee Meeting. Region meetings can also include speakers, or a panel of speakers, and visits to a nearby sea service command or ship.

Most region meetings cover four or five of the previously mentioned subjects. As you begin your term, plan to have enough region meetings to cover most subjects in a year. A meeting in early September helps give a final push for the goals set by the region.

Meeting attendees will want to know the topic that has been selected for each meeting. It is very important to determine what you hope to accomplish at the region meeting because the topic determines who should and will attend.

## Formats for Region Meetings

1. One-day session, 9:30 a.m. to 3:30 p.m. (the start and end times depend on the drive time for the most distant attendee)
  - a) First half: Each council gives a six- to eight-minute report on its activities
  - b) Second half: Workshops and presentations
2. Two-day session
  - a) Friday night dinner/social with speaker
  - b) Saturday: Council reports and workshops, 9:00 a.m. to 3:00 p.m.
3. Other formats:
  - a) Tour of military base for half a day after morning workshops
  - b) Tour of military ship for half a day

# Agenda of Region Meeting

1. Keep it simple
  - a) Prayer and Pledge of Allegiance
  - b) Sea Cadet/Navy Junior Reserve Officers Training Corps Color Guard if available
2. Use name tags and name cards on table to identify council attendees
3. Sign in: name, address, phone number, email address, council
4. Introduce all present
5. Allow 20-30 minutes for coffee/donut time ahead of your scheduled starting time
6. Opening welcome should be brief: three to five minutes
7. Have handouts available for pickup
  - a) Minutes of previous meeting
  - b) Treasurer's report
  - c) Membership application forms: individual, community affiliate plus speaker/workshop handouts
8. Water and glasses on tables
9. Check public address system, audiovisual equipment, etc., BEFORE the meeting begins
10. **Topics:** although this is a broad area, here are some "tried and true" subjects
  - a) Council President reports: six to eight minutes; discuss goals for the Council Presidents
  - b) Membership and retention discussion; establish council goals
  - c) Fundraising/lessons learned
  - d) Youth programs: Sea Cadets, NJROTC, school support, etc.
  - e) Programs: What was each council's best one or two programs/events?
  - f) Visits/tours: What is their value? How to conduct?

11. **Outside speakers** or panel, including national officers and headquarters staff
12. **“In-House” speakers:** local Navy Leaguers
  - a) Speakers from your region: National Directors, Area Presidents, past Navy League officers, council leaders with special expertise
  - b) Speakers may be qualified to talk about many of the previously listed topics
  - c) Topics that fall in the class of training may need leaders on the national level to teach
13. **Follow-up:** In next region email, summarize highlights from the meeting minutes so all can know what was discussed and solicit feedback that can be used in future region meetings

**\*\*\*START ON TIME AND END ON TIME: Do not wait for anyone! STAY ON SCHEDULE!\*\*\***

# Region Nominating Committee

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The Region Nominating Committee is one of your **most important** assignments as RP. The procedures for the Region Nominating Committee are found in the Operations Manual, Part Two, Section IV.B. — Regional Nominating Committee Requirements and procedures. In January or early February of each year, the chair of the National Nominating Committee emails the required material to each RP. The RP is responsible for distributing the regional nominating documents to their region leadership team. These directives include the details of the nominating procedures.

## Region President's Duties

The RP is charged with the responsibility of implementing the procedures, including the establishment of a Region Nominating Committee Chair and Region Nominating Committee members. Members of the RNC shall be limited to three consecutive terms.

The RP may not chair or serve as a member of the RNC. RP will attend the RNC meeting and act as an adviser and be available for comments as needed.

The purpose of the RNC is to select (nominate) Navy Leaguers for a prescribed number of National Delegates, based on membership in the region. They also nominate persons for all national offices.

Council Presidents should recommend members in good standing, who have the physical and financial capacity to do so, to become candidates for National Delegate.

Every National Delegate is elected for a one-year term, based on the requirement to attend the Annual Meeting. The maximum term for Region and Area/Vice Presidents is three consecutive terms of one year each. Region and Area Presidents who have demonstrated inferior performance should not be renominated. National Delegates who fail to attend National Annual Meetings and have been terminated from office shall not be renominated. RNCs should consider Delegates' ability to attend the National Meeting prior to their nomination. Liberal use of Delegate Alternates can help meet the region allocation of delegates attending the Annual Meeting.

The RNC may nominate Navy Leaguers who have formerly served as National Delegates/Directors for a minimum of eight years to serve as National Director Emeritus. They are not apportioned to any region and will not affect any quorum requirements. They are entitled to all the rights and privileges of National Directors with the exception of voting. The committee can forward any and all names of those who are willing to serve in this capacity.

Upon completion of the committee's slate of nominees, the RP must circulate the list to their region Council Presidents before forwarding the slate to the Chair of the National

Nominating Committee prior to the date specified in the directive for final approval. The National Nominating Committee presents its final slate for all positions at the Annual Meeting.

The newly elected National Delegates form the National Delegates. The National Delegates then elect the National Officers at the Annual Meeting.

# Recognition and Awards

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Recognition is a very potent motivator for volunteers! Remember, we are all volunteers. There are many ways to reward hardworking volunteers. A few examples are:

1. Personal notes: Handwritten or by email, thank you, great job, well done, good newsletter, excellent meeting, welcome aboard, etc., are the most effective.
2. Council visit: In your talk, recognize the entire council for its great work.
3. Personal telephone calls are very quick and easy.
4. Emails are a very efficient way to contact and recognize one or more individuals throughout the region.
5. Everyone likes to see their name in print — the region newsletter is a good place to start.
6. RPs should consider designing a Region Challenge Coin and having them available to award on special occasions and to individuals who have performed “above and beyond.” Challenge Coin expenses are a valid use of RP stipend funding.
7. Encourage your councils to work toward the national standards for recognition as an Outstanding or Meritorious Council, or have an awarding-winning newsletter, even submit names of outstanding Navy Leaguers for national recognition.
8. Award Certificates of Appreciation or Scrolls of Honor.
9. Be sure and tell your councils about these awards.

# Your Replacement

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When your term is finished and a new RP is installed, their job begins and yours will end. Remember how hard it was to start. You did not know all the “ins and outs” of the position, but now you have kept records and will pass them on to the new RP. Technology has made this task easier — consider using Google or Dropbox to establish region files for storage and regionwide access. Things to have in your turnover records should include the following:

1. RP’s Handbook
2. Names, addresses, emails and telephone numbers of current Council Presidents, Area/Vice Presidents and National Directors along with volunteers in your region — list their strengths
3. List of key dates and events of the region
4. Up-to-date national bylaws
5. Individual council files with annual reports, strengths, problem areas
6. National Navy League of the United States Directory: 800-356-5760
7. Region Nominating Committee files for the past two years
8. Copies of region newsletters
9. Copies of two years of region agendas
10. Copies of key correspondence
11. List of Naval Reserve Officers Training Corps/NJROTC units along with Sea Cadet Units in region
12. List of military commands in region
13. Copies of past RP expense accounts to be used as a guide for the new president
14. Other appropriate information

# Navy League Council Formation and Charters

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1. Email notification of intent to form a council sent to the National Corporate Secretary via the RP.
2. Once the notification is sent, the following steps need to be taken:
  - a. **Holding council formation meeting(s)** with the anticipated 25 or more people who are members in good standing or potential members of the Navy League who indicate their intention to become charter members of the new council. If feasible, the RP should participate in this meeting. This meeting should discuss the Navy League’s policies, objectives and organizational structure and how the individual will achieve the Navy League’s goals.
  - b. **Ensure the 25** or more potential members meet membership requirement as set forth in Part Two, Section II, Article H “Rights and Privileges”; meet requirements of an individual Regular or Life Member as set forth in Part Two, Section II, Article C “Classes of Membership, Dues, and Rebates” of the Operations Manual.
    - i. A current Navy League member who is already a member of an existing council must indicate if the member wants:
      - a. to be transferred to the new council when chartered (the transferring member must request the transfer in writing).
    - OR
    - b. to purchase an additional Navy League membership for assignment to the new council while keeping the existing membership with the current council.
  - c. **Providing draft Council Article or Corporate Charter and Council Bylaws**
    - i. Although not required (unless required by state law), it is strongly recommended that a council be incorporated in its state of residence for legal protection and limitation of personal liability for the Council Board of Directors.
    - ii. It is recommended that the Council Article or Corporate Charter be drafted by an attorney and be processed in accordance with the legal requirement of the council’s residing state.
    - iii. The Corporate Charter may be called the Certificate of Incorporation,

Article of Incorporation, Articles of Association, etc., in different states variously.

- d. **Provide National Headquarters Membership team with** membership enrollment information from potential new members and names from current members who choose to purchase a second membership or a statement from the member requesting to be transferred to the new council.
  - e. **Council name.** It is recommended the councils be named after the community, geographical area or ship where the new council is located (e.g., Seattle Council, Greater Austin Council). To facilitate IRS registration, the official council name must be “Navy League of the United States XYZ Council.” The council can still be referred to informally as the “XYZ Council.”
3. Final request to form.
- a. Once items a, b, c, d and e are completed and favorably endorsed by the RP, the Council President will send all information along with a letter requesting council formation to the Corporate Secretary.
  - b. The Corporate Secretary will provide Charter and Council Bylaws to the National Judge Advocate for review and approval.
  - c. When all requirements have been met, the Corporate Secretary will send all information to the **National President, who has the final authority to grant the request for chartering a council.**

Please note that this information is meant as a resource only. Please refer to the Navy League Operations Manual for official guidelines.

# Navy League Council Reinstatement/ Recovery Information Checklist

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## **Email notification to form, reinstate or recover a council sent to:**

1. RP
2. Navy League CEO ([mstevens@navyleague.org](mailto:mstevens@navyleague.org))
3. Navy League Member Engagement Department ([membership@navyleague.org](mailto:membership@navyleague.org))
4. The CEO will ensure the National President, National Corporate Secretary and Judge Advocate are notified.

## **Steps to be taken after notification:**

1. Navy League National Headquarters will provide, if required, a temporary appointment letter from the National President to the member leading the effort to form, reinstate or recover the council.
2. To facilitate the formation, reinstatement or recovery of a council, it is essential to hold a meeting that records the proceedings through official minutes. This meeting should include potential board members who must express their intention to serve on the board.
  - a. Key guidelines
    - i. Participants
      - a. Engage potential board members who are interested in joining the council.
      - b. Ensure that all attendees indicate their commitment to becoming board members.
    - ii. It is crucial to either have or elect a permanent council leadership team during this meeting. The minimum required positions are:
      - a. Council President
      - b. Secretary
      - c. Treasurer
    - iii. Involvement of the RP:

- a. If possible, the RP should attend this meeting. Their participation is valuable for discussions on the Navy League’s policies, objectives, organizational structure and initial goals for the council.
  - b. By adhering to these guidelines, we can ensure the meeting is productive and contributes to the effective establishment or revitalization of the council.
3. Identify 25 or more potential council members if not already in place.
4. Current Navy League members who are already part of an existing council must request, in writing, via email to the Navy League national Member Engagement Department whether they want to be transferred to the new council when chartered. Alternatively, they can purchase an additional Navy League membership for assignment to the new council while keeping the existing membership with the current council.
5. Provide, if required, Draft Council Article or Corporate Charter and Council Bylaws. It is recommended that a council be incorporated in its state of residence for legal protection and limitation of personal liability for the Council Board of Directors. It is advisable that the Council Article or Corporate Charter be drafted by an attorney and processed in accordance with the legal requirements of the council’s residing state.
6. Provide, if required, HQ Member Engagement Department with membership enrollment information from potential new members and names from current members who choose to purchase a second membership or a statement from the member requesting to be transferred to the new council.
7. If forming a council, it is recommended that councils be named after the community, geographical area or ship where the new council is located (e.g., Seattle Council, Greater Austin Council). For IRS registration purposes, the official Council name must be “Navy League of the United States XYZ Council.” The council can still be informally referred to as the “XYZ Council.”

**Final request to form a council:**

1. Upon completion of tasks outlined in No. 1-7 above and endorsement by the RP, the Council President will compile all necessary information and submit it, along with a formal letter requesting council formation/reinstatement, to the Corporate Secretary.
2. The Corporate Secretary will, in the case of forming/reinstatement, provide the Charter and Council Bylaws to the National Judge Advocate for review and approval.
3. Once all prerequisites are satisfied, in cases of forming/reinstatement, the Corporate Secretary will forward all documentation to the National President, who holds the final authority to approve the chartering of a council.

**Final step:**

1. Upon charter approval (in the event of forming/reinstatement), the Member Engagement Department will collaborate with the 25 or more potential members to assist them in creating their new membership profiles with the Navy League.

Note: In the event of reinstatement, it is possible that some or all the listed requirements may not be met. In such instances, the guidelines for forming a council should be adhered to.

For additional help regarding content in this Handbook, contact:

Member Engagement Department

[membership@navyleague.org](mailto:membership@navyleague.org)

703-312-1552